

Summary of  
**ENFORCEMENT POLICY**



## Scope of Enforcement Policy

This general policy applies to all enforcement practice including food and safety, licensing, planning and building control, benefits fraud, council tax / non-domestic rate recovery, private sector housing, noise and environmental pollution. In addition to this general policy there may be other specific enforcement procedures taking account of direction / legislation from Government departments / bodies and supplementary guidance.

Having considered all relevant information and evidence, the enforcement options include:

- Informal action (verbal or written warnings)
- Formal notices
- Works in default
- Formal cautions
- Administrative penalty
- Court hearing / prosecution

or a combination thereof.

This leaflet is a summary of the general principles which the service will follow in relation to enforcement and prosecution.

## Action following Complaints

Complaints which may result in enforcement action against a business or individual will usually be notified to that business or individual as soon as is practicable. During the progression of enforcement action that business or individual will be further notified, as appropriate, of progress and any new information.

## Principles of Enforcement

Officers must be fair, independent and objective. They must not let any personal views about ethnic or national origin, sex, religious beliefs, political views, or the sexual

orientation of the suspect, victim or witness, influence their decisions.

Officers must not be affected by improper or undue pressure from any source.

## Proportionality

The enforcement action taken by the Council will be proportionate to the risks posed and the seriousness of the breach. As far as the law allows, we will take into account the circumstances of the case and the attitude of the individual when considering what action to take.

## Consistency

We aim to carry out our duties in a fair and consistent manner. Officers will however need to exercise their professional judgement and discretion accordingly to the circumstances of each individual case.

## Transparency

This means helping those who we regulate and others, to understand what is expected of them and what they should expect from us. It also means

making clear why an officer has taken enforcement action and what rights of appeal are available.

## Targeting

Targeting means making sure that regulatory effort is directed primarily towards those whose activities are likely to give rise to the most serious breaches of legislation.

## Prosecution

The Council has regard to the Code of Crown Prosecutors in deciding whether to prosecute.

A prosecution will only be brought if:

- a. There is enough evidence to provide a realistic prospect of a conviction against the individual concerned; and
- b. A prosecution would be in the public interest.

## Human Rights

In carrying out its duties the Council will respect the rights and freedoms guaranteed to individuals under the Human Rights Act 1998.

## **How to get the full document:**

You may obtain a copy of the full policy by contacting the following address:

Community Services  
North Dorset District Council  
Nordon  
Salisbury Road  
Blandford Forum  
Dorset  
DT11 7LL

Telephone: (01258) 484246 or 484071

Email: [customer@north-dorset.gov.uk](mailto:customer@north-dorset.gov.uk)

**We welcome your comments on the content and layout of this leaflet as it is intended to provide clear guidance on enforcement policy.**

The Council operates a complaints procedure, a copy of which can also be obtained at the above address should you wish to consider this course of action.

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