

Wyre Borough Council

Environment Services Unit

Enforcement Decision Sheet

1. An investigation is to take place, or a complaint is received.
 - Are the individual, business or landlord aware of the Enforcement Policy?
 - If yes, go to step 2.
 - If no, issue advice on the Enforcement policy before continuing to step 2.
2. Is there an imminent risk?
 - If yes, we will take formal action/prosecution/issue a simple caution.
 - If no, go to step 3.
3. Is there any serious contravention?
 - If yes, is there a previous history of non-compliance?
 - If yes, we will take formal action/prosecution/issue a simple caution.
 - If no, go to step 6.
 - If no, go to step 4.
4. Are there any contraventions?
 - If yes, is there a previous history of non-compliance?
 - If yes, go to step 6
 - If no, go to step 7
 - If no, go to step 5
5. Give advice as necessary
 - No further action to be taken.
6. Take formal action within a given timescale
 - Has the individual, business or landlord taken action to reach compliance?
 - If yes, no further action to be taken.
 - If no, we will take formal action/prosecution/issue a simple caution.
7. Take informal action
 - Has the individual, business or landlord taken action to reach compliance?
 - If yes, no further action to be taken.
 - If no, we will take formal action/prosecution/issue a simple caution.