



RTPI

Royal Town Planning Institute

Planning Enforcement Experience Advice Note

Supplementary Guidance

For Chartered APC membership candidates

Published December 2023



“This guide will provide a useful steer to planning enforcement officers and, in turn, enable them to feel confident in meeting the requirements of the APC guidance in their submission.”

Olivia Stapleford, Chair of National Association of Planning Enforcement, 2023.

This supplementary guidance must be read alongside main guidance at:

www.rtpi.org.uk/apc

Your application will be rejected or deferred if you fail to comply with the main guidance.

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1. General information

1.1 Who is this advice note for?

This advice note is applicable to Royal Town Planning Institute (RTPI) membership candidates applying for:

- Chartered membership via the Licentiate Assessment of Professional Competence (L-APC): www.rtpi.org.uk/l-apc.
- Chartered membership via the Chartered Town Planner Degree Apprenticeship Assessment of Professional Competence (DA-APC): www.rtpi.org.uk/da-apc
- Chartered membership via the Associate Assessment of Professional Competence (A-APC): www.rtpi.org.uk/a-apc.
- Chartered membership via the Experienced Practitioner Assessment of Professional Competence (EP-APC): www.rtpi.org.uk/ep-apc.

It is intended to provide additional support for those working within Planning Enforcement to gain Chartered membership and aims to provide practical examples which illustrate how the APC competencies can be demonstrated within a Professional Competence Statement.

1.2 How to use this advice note

This advice note provides supplementary guidance on how to demonstrate experience in planning enforcement for RTPI membership applications. It **must** be read in conjunction with the **main guidance available at:** www.rtpi.org.uk/apc.

2. Demonstrating competencies

2.1 Written submission: Professional Competence Statement (PCS)

The PCS is the second section of the written submission, which you prepare for your Chartered membership application. For full details on the scope and structure of this section, and all competency criteria, see the main guidance at: www.rtpi.org.uk/l-apc , www.rtpi.org.uk/a-apc, www.rtpi.org.uk/ep-apc or www.rtpi.org.uk/da-apc

The competencies to become a chartered member are sufficiently flexible that you should be able to demonstrate them in a wide range of professional planning contexts – including for Planning Enforcement Specialists. However, to support enforcement professionals some additional examples have been provided to get you thinking about how to demonstrate the competencies within your case studies.

2.2 Competency 1: Professional Ethics and the RTPI Code of Conduct

EXAMPLES OF COMPETENCY C1 PROFESSIONAL ETHICS AND THE RTPI CODE OF CONDUCT AT <u>CORE</u> EVIDENCE TYPE	COULD DEMONSTRATE CRITERIA
Demonstrate professional behaviour through the course of your professional work, in accordance with the RTPI Code of Professional Conduct.	a
Reflect on the steps you took to ensure sensitive information was not inappropriately disclosed during the course of an investigation.	a, c
Evidence how you have managed pressures from stakeholders including neighbours, elected members or property owners who are under investigation.	a, c
Reflect on how you dealt with the provision of gifts or inducements, for example from an owner seeking to persuade you from pursuing an investigation.	a, c
Evidence your compliance with relevant employer procedures in relation to behavioural standards.	a
Show through action how you have acted professionally within your case study.	a
Reflect on how your actions to safeguard the public - for example actions to ensure compliance with an enforcement notice - had implications for, and built trust in, the reputation of the profession.	c
Refer to a specific clause of the RTPI Code of Professional Conduct and explain what you did. Clauses cover areas such as; exercising independent and impartial professional judgement, issues of discrimination.	b

2.3 Competency 2: Spatial Planning Context

EXAMPLES OF COMPETENCY C2 SPATIAL PLANNING CONTEXT AT <u>APPLICATION</u> EVIDENCE TYPE	COULD DEMONSTRATE CRITERIA
Describe the physical setting of a site in relation to its surroundings and outline the policy context.	a
Explain how community input, or specific consultee input, affected your approach. For example, utilising evidence of harm from stakeholders to justify taking formal enforcement action.	b
Consider how taking formal enforcement action for an individual case study can have an impact on broader issues. For example, how taking enforcement action in relation to an inappropriate change of use (e.g. from family sized dwellings to HMO or flats) can exacerbate the housing crisis or the wider impact of protecting the Green Belt by taking enforcement action against unlawful development.	c

2.3 Competency 8: Politics in Planning

EXAMPLES OF COMPETENCY C8 POLITICS IN PLANNING AT UNDERSTANDING EVIDENCE TYPE	COULD DEMONSTRATE CRITERIA
Explain how you balanced political pressure to take action with the legal framework which may involve ensuring the action taken seeks to remedy a breach of planning control rather than being punitive.	a, b
Explain the high-profile nature of planning enforcement and how your work can be impacted by an approaching election and reflect on how you demonstrate maintaining a fair approach to casework in these circumstances.	a, b

2.3 Competency 9: Economics in Planning

EXAMPLES OF COMPETENCY C9 ECONOMICS IN PLANNING AT UNDERSTANDING EVIDENCE TYPE	COULD DEMONSTRATE CRITERIA
Explain your decision making around direct action and the impact this has on Council budget. This may include why strategic decision making is necessary to maximise the impact of this action within the community.	a
Explain the impact that CIL legislation may have on an owner carrying out a self-build project when they depart from the approved plans and require a new permission under s.73A of the Act.	a

2.4 Still unsure about using your experience as a planning enforcement officer?

If you have any questions regarding using your work experience as a Planning Enforcement Officer to meet the requirements of the APC, please contact the RTPI Membership Team at membership@rtpi.org.uk or on 0370 774 9494.



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PLANNING
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EXPERIENCE
ADVICE NOTE
RESOURCES



**Access all resources including main
guidance at:
www.rtpi.org.uk/apc**

**Contact the Membership Team:
membership@rtpi.org.uk
0370 774 9494**

**Thank you for reading this supplementary
guidance.**

**FIND OUT MORE:
www.rtpi.org.uk/apc**