

Environmental Enforcement Protocols

Appendix 1

Type	Action	Escalation	Dept
Littering Offences	Immediate issue of FPN	Prosecution if penalty unpaid	FCC Authorised Officers / North Wales Police
Dog Fouling – Public Open Space	Immediate issue of FPN	Prosecution if penalty unpaid	FCC Authorised Officers / North Wales Police
Dog Fouling – School Premises	PACE interview and court file prepared	Prosecution where sufficient evidence exists	FCC Authorised Officers / North Wales Police
Stray Dogs	Payment of kennelling, vets fees and standard charge before release of dog	Failure to pay, or claim dog within 7 days will result in the dog transferring into the ownership of the Authority	FCC Dog Warden
Fly tipping (Minor incident)	PACE interview followed by issue of FPN	Prosecution if penalty unpaid	FCC Authorised Officers
Fly tipping (significant incident)	PACE interview and court file prepared	Prosecution where sufficient evidence exists	FCC Authorised Officers / Natural Resources Wales
Statutory Public Health Nuisances	Compliance reached to resolve problem	Improvement or abatement notice issued Prosecution where sufficient evidence exists	FCC Authorised Officers
Drinking Control Areas	Confiscation of alcohol based on each individual circumstance	You may be arrested and convicted of a public order offence	North Wales Police

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Side Waste	Issue warning and education	FPN issued Prosecution where failure to comply with an FPN is demonstrable	FCC Authorised Officers
Commercial Waste	Issue of FPN for failure to produce waste carrier licence and/or prosecution and seizure of vehicle	Prosecution and seizure of vehicle	Natural Resources Wales
Graffiti	Immediate issue of FPN	Prosecution if penalty unpaid	FCC Authorised Officers / North Wales Police
Advertisement Boards	Removal	Prosecution for continual offences	Streetscene
	Removal of posting from Council Buildings	Removal of posting by Council - Remedial work charged to fly poster.	Streetscene
Civil Parking Enforcement	Immediate issue of FPN	Prosecution if penalty unpaid	Parking
Abandoned Vehicles	Notice placed on vehicle requested movement within 7 days	Removal of vehicle – costs of recovery through scrap value	FCC Authorised Officers
Abandoned Trolleys	Collection of trolley and stored for statutory timescale	Trolley owner charged for return	FCC Authorised Officers / Streetscene

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Advertising Boards/A Frames and signs on Adopted Highway	Removed immediately should no licence be in place	Items kept for 7 days before disposal	FCC Authorised Officers / Streetscene / Planning
Skips, building materials and hoarding	Removal as soon as possible should licence not be in place		Streetscene / Planning
Tables and Chairs	Removed immediately should no licence be in place	Items kept for 7 days before disposal	Streetscene / Planning
Overgrown hedges*	Issue request to carry out remedial work to resident or land owner Appendix 2A	<ol style="list-style-type: none"> 1. Issue formal warning after 14 days 2. FCC to complete remedial work and recharge if not carried out within 14 days of the end of the formal warning period 	Streetscene / Planning
Street lights obstructed by hedges/trees	Issue request to carry out remedial work to resident or land owner Appendix 2A	<ol style="list-style-type: none"> 1. Issue formal warning after 7 days 2. FCC to complete remedial work and recharge if not carried out within 14 days of the end of the formal warning period 	Streetscene
Mud on Road	<p>Immediate verbal warning to person responsible</p> <p>Risk assessment carried out and immediate remedial action taken if necessary.</p> <p>Cost recharged to perpetrator</p>	<ol style="list-style-type: none"> 1. Written warning sent to perpetrator with timescale for remedial action 2. FCC to complete remedial work and recharge if not carried out within appropriate period. (timescale subject to risk assessment) 	Streetscene

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Dangerous or trees in need of maintenance	Issue request to carry out remedial work to resident or land owner Appendix 2B (subject to risk assessment)	<ol style="list-style-type: none"> 1. Issue formal warning after 7 days 2. FCC to complete remedial work and recharge if not carried out within 14 days of formal warning (or immediate if Risk Assessment requires) 	Streetscene / Conservation
Obstruction to public right of way (footpath/bridleway)	Issue request to carry out remedial work to resident or land owner Appendix 2C	<ol style="list-style-type: none"> 1. Issue formal warning after 7 days 2. FCC to complete remedial work and recharge if not carried out within 14 days of formal warning (or immediate if Risk Assessment requires) 	Rights of Way

* Action will normally be taken where hedges are overgrown by more than 200mm on footways less than 1.5m wide and more than 300mm on wider footpaths. Immediate action may be required subject risk assessment.