

# Offaly County Council

## Planning Enforcement Complaint Form

### Notes:

- 1) Please Read Carefully Before Completing Form
- 2) The Council is not obliged to investigate any complaint that is not provided in writing:
- 3) The Planning and Development Act, 2000 places statutory time limits on the taking of Enforcement action by the Council. Therefore, should legal proceedings be instituted in this matter, the person making the complaint may be requested to give evidence in court as to the date of commencement of the unauthorized development. If this evidence is not forthcoming the Council may not be able to fully deal with the complaint.
- 4) Freedom of Information Act, 1997-2003 – Complaints regarding unauthorised development constitute part of the Council’s records for the purposes of the above acts. The Council will endeavor to maintain as confidential any complaints made to it in confidence and in good faith. The Council cannot however, give absolute guarantees on this as requests under the Freedom of Information Act can be appealed by requesters to the Information Commissioner.
- 5) Completed forms should be returned by post to Planning Section, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly.

### Please Complete in Block Capitals

Complainant’s name: \_\_\_\_\_

Complainant’s address: \_\_\_\_\_

\_\_\_\_\_

Complainant’s phone number: \_\_\_\_\_

Complainant’s e-mail address (if any): \_\_\_\_\_

Location of alleged unauthorised development (Please provide a site location map where possible): \_\_\_\_\_

\_\_\_\_\_

Name and address of person(s) carrying out alleged unauthorised development:

---

---

Name and address of land owner if different to above: \_\_\_\_\_

---

---

Planning Permission relating to development (if applicable): \_\_\_\_\_

Date on which activity commenced: \_\_\_\_\_

Details of complaint: \_\_\_\_\_

---

---

---

---

Reason for complaint: \_\_\_\_\_

---

---

---

If unauthorised change of use please state previous use: \_\_\_\_\_

---

---

For this complaint, do you wish your name to be kept confidential (see note 4 above):

Yes:

No:

Complainant's signature: \_\_\_\_\_

Date: \_\_\_\_\_