Offaly County Council

Planning Enforcement Complaint Form

Please read carefully before completing form:

1) The Council is not obliged to investigate any complaint that is not provided in writing.

2) 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.

3) 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.

4) Complainant must not impersonate or falsely claim to represent a person and/or organization.

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): _____

_____
Eircode for alleged unauthorised development: _____

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 you name to be kept confidential (see note 4 above):

Yes: ☐   No: ☐

Complainant's signature: _____

Date: _____