

**STRICTLY CONFIDENTIAL**

**PLANNING ENFORCEMENT COMPLAINT FORM**

1. Complainant

Agent (if applicable)

Name:.....	Name:.....
Address:.....	Address:.....
.....	.....
Post Code:.....Daytime Tel:.....	Post Code:.....Daytime Tel:.....

2. Full postal Address of complaint:

3. Full description of complaint:

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

4. Does the complaint relate to building works ? Yes  No  If no please proceed to 8

5. Please outline the works involved:

.....
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.....
.....
.....

6. Please include photograph(s) of the above works if available

7. How long ago did these works commence? When did they finish?

8. Does the complaint relate to an unauthorised change of use? Yes  No

9. Please outline the nature of the use alleged to be undertaken.

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.....
.....
.....

For office use only:  
Date of original phone call/contact:.....  
Date of receipt of completed form:.....

10. Please provide details of why you believe such a use is taking place.  
 e.g. Please provide details/diary of the use including visitors to the site, deliveries etc?

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 .....  
 .....  
 .....  
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 .....

Please use a separate sheet of paper if required.

11. If you believe any unauthorised use is taking place, please provide details of callers to the site  
 ie. vehicle registration numbers, logos on vans etc

**General Information:**

12. Does your property immediately adjoin the site of the alleged unauthorised works?  
 Yes  No

13. Please identify how you feel your amenity/rights have been affected by the above operations?

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 .....  
 .....  
 .....  
 .....

14. If you are aware of the name and address of the owner of the site, please provide it below

Name:.....  
 Address:.....  
 .....  
 .....  
 Post Code:.....Daytime Tel:.....

**For Office Use Only:**

Priority: 1 2 3

Relevant Planning Application Number	Proposal	Decision

For office use only:  
 Date of original phone call/contact:.....  
 Date of receipt of completed form:.....