



WICKLOW COUNTY COUNCIL

REGISTRATION OF PLANNING ENFORCEMENT COMPLAINT (PART VIII of the 2000 Planning Act)

1. All questions must be answered in full
2. The form must be signed and the name and address of the complainant given, otherwise the complaint will not be investigated. Section 152(1) (a) of the 2000 Planning Act, requires a Planning Authority to investigate complaints of alleged unauthorised development, only when such concerns are received in writing.
3. Please note that your complaint will be a record of Wicklow County Council and as such may be liable to an enquiry by any member of the public under the provisions of the <u>Freedom of Information Act, 1997</u> . The Act, however, provides that such a record may be exempt from disclosure/access, or made accessible only after consultation with you, the complainant and, that the information supplied is given in confidence and on the undertaking that it be treated as confidential. Please specify if the information is given by you in confidence.
4. Please note that you may be required to appear in Court to give evidence in support of any enforcement proceedings, which may arise. Should you be unwilling to do so the planning authority may not have sufficient evidence to secure a prosecution
5. The Planning Authority is not required by statute to investigate matters of a civil nature, such as those relating to private rights of way, trespass, private nuisance etc. You should also note that the Planning Authority has to prioritise what cases to pursue depending on their gravity, and due to resource constraints it may not be possible to pursue all cases.
6. Before making a complaint you should try to ensure that the matter is in relation to Planning. Certain matters such as complaints relating to roads, water, removal of hedgerows, dumping, drainage, housing and dangerous structures may come within the remit of other Wicklow County Council departments/Town Councils or other Government Bodies and should be referred to same.
7. Please clearly indicate the location of the development in question. It would be helpful if a site location map identifying the site could be submitted

(TO BE COMPLETED IN BLOCK CAPITALS)

Location of development: _____
(map/sketch to be attached)

Details of nature &
Extent of unauthorised
development:

Name & Address of
Owner/occupier of
Property:

Name & Address of
Developer (if not owner)

How long has the unauthorised development been in existence:

(Note: Distinction may be made between the commencement of development of structures and/or commencement of a use/change of use of structures/sites)

Has planning permission been obtained or
applied for:

Yes ☐

No ☐

Planning Reference Number(s) (if known):

Do you wish this information to remain confidential? Yes ☐

No ☐

(See Note 3 above)

Complaint made by:

Name:

Address:

Phone No.:

Email address:

Signature of complainant: _____

Date: _____