

Laois County Council Registration of Planning Complaint



Please note:

Before you complete this form carefully consider the notes no. 1-8 overleaf. It is important that as much information as possible is given so that a proper assessment of the complaint may be made. Any additional relevant information should be included on the reverse of this form

Location of development:	IN BLOCK CAPITALS)					
& /or Co-ordinates)		•••••	•••••	•••••	•••••	•••••
		•••••	•••••	•••••	•••••	•••••
Eircode of developm	ent:					
Details of nature an	d extent of development:	•••••	•••••	•••••	•••••	••••••
	••••••	•••••	•••••	•••••	•••••	••••••
		•••••	•••••	•••••	•••••	•••••
	•••••	•••••	• • • • • • • • • •	•••••	•••••	•••••
Name and address of owner/occupier of property:						
		•••••	•••••	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •
Name and address o	f developer (if known):	•••••				
		••••	•••••	• • • • • • • • • • • • • • • • • • • •	•••••	• • • • • • • • • • • • • • • • • • • •
How long has the de	velopment been in existence:	•••••	•••••	•••••	•••••	•••••
Date of commencer	nent of development/use (if known):	• • • • • • • • • • • • • • • • • • • •	••••••	•••••	••••••	•••••
Has planning permis	ssion been obtained or applied for:	YES		NO		
	are necessary, are you willing :/statement/give evidence in court ncil:	YES		NO		
Planning Reference	No. (if known)	•••••	•••••	•••••	•••••	•••••

Important Notes:

- 1. All questions **must** be answered in full.
- 2. The form <u>must</u> be signed and the name and address of the complainant given, otherwise the complaint will **NOT** be investigated.
- 3. 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. If the site of an alleged unauthorised development cannot be located, the complaint will not be investigated.

	ADDRESS:				
A registration of planning complaint will not be investigated unless Name & Address are given and form is signed. Complaint made by: NAME:					
	is information is given to Laois County Council in confidence and on the understanding that it be treated as nfidential. I am aware of the provisions of the Freedom of Information Act and the contents of Note 6 above				
In inf	this regard I request Laois County Council not to disclose my identity or any other formation relating to me in its investigation of this matter.				
lia Ac	ble to an enquiry by any member of the public under the provisions of the <u>Freedom of Information Act.</u> The t, however, provides that such a record may be exempt from disclosure/access, or made accessible only after insultation with you, the complainant.				
Co	onfidentiality: Please note that your complaint will be a record of Laois County Council and as such may be				
••••					
Additional Information:					
	T.F 5				
8.	Please append any other relevant information: sketches, photographs, letters, location map.				
7.	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 required to give evidence in court/swear an affidavit/swear a statement as to the date of commencement of the unauthorised development. If this evidence is not forthcoming the Council may not be able to fully deal with the complaint.				
6.	Freedom Of Information Act 2014 – Complaints regarding issues associated with planning enforcement constitute part of Laois County Council's records for the purpose of the Act. Laois County Council will endeavour to maintain as confidential any complaints made to it in confidence and in good faith. Laois County Council cannot, however, give absolute guarantees as the decisions made by the Council in relation to requests under the freedom of Information Act can be appealed by the requestors to the Office of the Information Commissioner. Please complete confidentiality section below.				
5.	Before making a complaint, you should try to ensure that the matter relates to Planning. Certain matters, such as complaints relating to roads, parking, waste, litter, water, drainage, pollution, housing and dangerous structures may be within the remit of other Council departments, and should be referred to same.				
4.	The Planning Authority do not investigate matters of a civil nature, such as those relating to private rights of way, encroachment, trespass, nuisance, boundary disputes etc.				

PHONE NO.: MOBILE:..... EMAIL:.....

.....Eircode:....