

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

| (TO BE COMPLETED Location of | IN BLOCK CAPITALS) | | | | | |
|---|--|--------|---|--------|---|-------|
| development: | | | | | | |
| | | •••••• | ••••• | ••••• | ••••• | ••••• |
| | | •••••• | ••••• | ••••• | ••••• | ••••• |
| Details of nature and | d extent of development: | | ••••• | ••••• | •••••• | ••••• |
| | | ••••• | •••••• | ••••• | •••••• | ••••• |
| | | ••••• | •••••• | ••••• | •••••• | ••••• |
| | | ••••• | ••••• | ••••• | ••••• | ••••• |
| Name and address o | f owner/occupier of property: | •••••• | • | •••••• | • | ••••• |
| | | ••••• | ••••• | ••••• | ••••• | ••••• |
| Name and address o | f developer (if known): | ••••• | ••••• | ••••• | ••••• | ••••• |
| | | ••••• | •••••• | •••••• | •••••• | ••••• |
| How long has the de | velopment been in existence: | ••••• | • | ••••• | ••••• | ••••• |
| Date of commencem | nent of development/use (if known): | ••••• | ••••• | ••••• | •••• | |
| Has planning permis | ssion been obtained or applied for: | YES | | NO | | |
| If court proceedings | are necessary, are you willing | YES | | NO | | |
| to swear an affidavit on behalf of the Cou | t/statement/give evidence in court incil: | | | | | |
| Planning Reference | No. (if known) | •••••• | ••••• | ····· | ••••• | |

Important Notes:

- 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.
- 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.
- 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.

| 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. |
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| 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 |

- 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.
- 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.
- 8. Please append any other relevant information: sketches, photographs, letters, location map.

| Additional Information | <u>:</u> | | | |
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| liable to an enquiry by any | member of the part such a record n | aplaint will be a record of Laois County Council and as such may be public under the provisions of the <u>Freedom of Information Act.</u> The may be exempt from disclosure/access, or made accessible only after | | |
| In this regard I information relating to me | | request Laois County Council not to disclose my identity or any other on of this matter. | | |
| | | Council in confidence and on the understanding that it be treated as of the Freedom of Information Act and the contents of Note 6 above | | |
| A registration of planni and form is signed. Complaint made by: | NAME: | will not be investigated unless Name & Address are given | | |
| | ADDRESS: | | | |
| | | | | |
| | | | | |
| PHONE NO.: | МОВІІ | LE: EMAIL: | | |
| Signature of complainant: | | | | |

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