

Tullamore Town Council



Planning Enforcement/Unauthorised Development Complaint Form

Notes:

- 1) Please Read Carefully Before Completing Form
- 2) The Council is not obliged to investigate any complaint that is not provided in writing:
- 3) 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.
- 4) 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.
- 5) Completed forms should be returned by post or delivered by hand to:-

Tullamore Town Council, Cormac Street, Tullamore, Co. Offaly.

Complaints Form



Please Complete in Block Capitals

Complainant's Name:	
Complainant's Address:	
Complainant's Phone No.:	
Complainant's e-mail address (<i>if this is the preferred form of communications</i>):	
Location of alleged unauthorised development (please enclose a site location map if possible):	
Name and Address of person(s) carrying out alleged unauthorised development:	
Name and address of land owner (<i>if different to above</i>):	
Planning Permission Reference (<i>if complaint refers to compliance with a specific permission</i>):	
Date on which alleged activity commenced:	
Details of Complaint:	

Reason for Complaint:	
If complaint refers to an unauthorised change of use please state previous use of lands or property in question:	
For this Complaint do you wish your name to be kept confidential (see Note 4 on accompanying explanatory leaflet):	Yes/No
Any Other Relevant Information:	
Complainant's signature:	
Date:	