

WILTSHIRE COUNCIL PLANNING ENFORCEMENT COMPLAINT SHEET

Please fill this form in as completely as you can in order to enable the Council to investigate the matter fully. We need your name and address or e-mail in order to register the complaint and keep you up to date. Enquiries about alleged breaches of planning control will be treated confidentially within the council so far as is practicable.

INFORMATION IN BOLD MUST BE FILLED IN - LACK OF THIS INFORMATION MAY HOLD UP ANY INVESTIGATION

Date:	Complaint taken by (<i>for office use</i>):
Your name (Complainant):	Offenders name (if known):
Your Address:	Address where breach has occurred :
Your Postcode:	Postcode: (if known):
Your Tel.	Their Tel. No:
Your Email:	Their Email:

Offenders home address (if different from where breach has occurred) Postcode: Do you know the grid reference of the site / property - if so please supply:	If it is a breach of a planning permission do you know the planning application number - if so please supply:
	How long has the alleged breach been occurring?
	Do you know if the building is listed? If so please write 'Listed Building below and specify what grade if known:

<p>Description of alleged breach - please describe clearly, e.g. if it is an extension is it front or back or if it is not in accordance with plans what is it that isn't in accordance? (eg additional window).</p> <p>It may speed up the response to your complaint if you are able to include a photograph of the alleged breach, but only include a photograph when taking it does not put you at any risk.</p>

If it is a property that is remotely located in the countryside or is a plot of land please provide a rough sketch of the location of the property - (use a separate piece of paper if necessary):

THIS PAGE FOR OFFICE / REGISTRATION USE ONLY:

Date Received by Enf:

Allocated Ref. No:

Previous Complaints:	Case Officer (for previous complaint)
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Registration check sheet:

	check
Site plan printed out	
Is the property listed ? If so copy of listing description	
Print relevant or helpful planning history on Computer / Plotting Sheets (inc post 2008 prelims)	
Any relevant preliminary enquiries between April 2005 – 2008 (on excel sheets)	
Any relevant Building Control plans	
Any relevant previous Enforcement Cases	
Circle any of the following that are relevant and cross out those that aren't:	
Road Class: A / B / C / MW / U Number:	Right of Way : Y / N Number:
	CA / Art 4 / AONB / Green Belt Other:
Is the site in an Area of Special Control for Adverts?: Y / N	
Parish :	District Ward:

Notes: