

Derelict Sites Complaint Form

Louth County Council

Please read the attached Notes before completing this Form.

A. Office Use Only

Date Complaint logged by Admin	/	/
Case ID	DS	/
Irish Grid Ref.		
Municipal District		
Priority	High <input type="checkbox"/>	All Others <input type="checkbox"/>
Case Officer		

Fields marked * must be completed before returning to the Planning Enforcement Team for processing.

B. Complainant Details

*Name(s)	
*Address (incl. Eircode)	
Telephone No.	
Email Address	
*Signature:	*Date: / /

C. Internal Complaints (Internal Use Only)

*Site Inspected? <u>If no</u> , state reason for referral to Enforcement. <u>If yes</u> , provide a brief note of observations. Attach photographs if possible. *Photographs must be signed and dated	
*Relevant planning history/ current planning application?	
*Reported By:	*Date: / /

D. Alleged Derelict Site	
*Reported Address /Location of alleged derelict site (incl. Eircode, if known and/or attach location map)	
Name(s) of Owner/Occupier	
Address (incl. Eircode, if known)	
Telephone No.	
*Nature of the alleged derelict site (explain/select as appropriate)	
	Derelict Site in an Architectural Conservation Area <input type="checkbox"/> Derelict Site being a Protected Structure <input type="checkbox"/>
Additional Information which may be of use to the investigation e.g. previous use, planning history etc.	
E. Manner in which complaint was received (Office Use Only)	
Letter <input type="checkbox"/>	E-Mail <input type="checkbox"/>
Telephone <input type="checkbox"/>	DM Case Officer <input type="checkbox"/>
CRM (Sugar) <input type="checkbox"/>	Other (specify) <input type="checkbox"/>
*Name:	Date Received: / /

Derelict Sites – Notes for the Public

(Please read these notes before completing the Form)

Section A

1. For administrative use only.

Section B

2. Sets out your contact details including name, address, telephone number etc. **All submitted Forms must be signed and dated.**
3. The details sought are the minimum considered necessary for a written complaint to be deemed to have substance. **Anonymous complaints will not be investigated.**
4. **Your name will be kept confidential.** However this information is subject to the provisions of the Freedom of Information Act 1997 (as amended) and accordingly may be subject to disclosure outside of the control of Louth County Council.

Section C

5. Relates to internal complaints from the Development Management Team or other sections/departments of Louth County Council.

Section D

6. Sets out the alleged derelict site including owner/occupier name, address and telephone number. You may also attach photographs (to be dated) should you wish.
7. A site location map should be attached **to assist us in identifying the site.**
8. You may wish to visit the Council's online Planning Register *Map Viewer* to examine a relevant site/planning history <https://www.louthcoco.ie/en/services/planning/online-planning-maps/>. If a planning application has been made or the site has been subject to enforcement investigations **please quote the reference number.**
9. It is **important that all relevant information is given** so that a full assessment of the complaint can be made. Where information is inadequate, the matter complained of may not be investigated and/or returned for further information.
10. Please note that a site inspection will follow immediately in suspected cases of urgency so it is **important that the information given is accurate.**

Section E

11. For administrative use only.

Please post completed forms to: Planning Enforcement Team
Louth County Council
Town Hall
Crowe Street
Dundalk
A91 W20C

Or email to: planningenforcement@louthcoco.ie
Telephone Queries: 042 9335457

General Advice for Complainants

12. Louth County Council **welcomes written complaints** from persons who are concerned about derelict sites in their area. Such complaints serve a valuable role in the investigation of derelict sites.
13. You can make a complaint **by completing the attached Form or putting your complaint in writing** and posting or emailing it to us at the above addresses.
14. The details requested in the Form will assist the Council carrying out an initial investigation and considering the most appropriate course of action. It is therefore important that the details provided by you are as accurate as possible. **The Form is not a pre-requisite however.**
15. **Before making a complaint**, you should ensure that the matter is one within the scope of the Derelict Sites Act 1990 (as amended). Certain matters, such as complaints relating to roads, water, litter etc. may be within the remit of other Council departments and should be referred to those departments. Dangerous buildings and breaches of planning control fall within the remit of the Planning Enforcement Team and associated complaint forms are available on our website.
16. **Some of the indicators of dereliction:**
 - Broken, missing, or boarded up windows
 - Partially demolished/ ruinous building(s)
 - Dirty facade/ peeling paint
 - Graffiti
 - Loose masonry or falling plaster/ Holes in roof
 - Plants growing out of masonry or roof
 - Unsecured entrances
 - Missing/broken/ leaking rainwater gutters or downpipes
 - Rotten timber
 - Litter / Illegal dumping
 - Unsightly boundaries (damaged hoarding, etc.)
17. Louth County Council **will not investigate complaints of a civil nature**, such as those relating to encroachment, private rights of way, trespass, private nuisance, civil boundary disputes etc.
18. During the course of an investigation **due process must be observed** and we would ask complainants to be mindful of regularly contacting the Enforcement Team, regarding progress of a case. If however, during this period you become aware of significant further details/information on the case (e.g. regarding the identity of owner/occupiers etc.) then please feel free to bring such information to our notice, in writing.
19. General information regarding derelict sites and the Derelict Sites Register is available on our website <https://www.louthcoco.ie/en/services/planning/derelict-sites-dangerous-structures/> .
20. Further information is available on the Citizens Information website https://www.citizensinformation.ie/en/environment/buildings_and_structures/derelict_sites.html.