

Enforcement Complaint Form

Louth County Council

Please read the attached Notes before completing this Form.

A. Office Use Only

Fields marked * must be completed before returning to the Planning Enforcement Team for processing.	Date Complaint logged by Admin	/	/	
	Case ID	UD	/	
	Irish Grid Ref.			
	Municipal District			
	Priority	High	<input type="checkbox"/> All Others	<input type="checkbox"/>
	Case Officer			

B. Complainant Details

*Name(s)

*Address (incl. Eircode)

Telephone No.

Email Address

*Signature:

*Date:

/ /

C. Internal Complaints (Internal Use Only)

*Site Inspected?

If no, state reason for referral to Enforcement.

If yes, 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 Breach of Planning Control

*Reported Address /Location of alleged breach (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 breach of planning control (explain in the box opposite/tick below as appropriate)

- | | | | |
|--|--------------------------|-------------------------------|--------------------------|
| Advertisement | <input type="checkbox"/> | Quarry Operations | <input type="checkbox"/> |
| Breach of Condition / Non-compliance | <input type="checkbox"/> | Short-term Letting | <input type="checkbox"/> |
| Change of Use | <input type="checkbox"/> | Special Planning Control Area | <input type="checkbox"/> |
| Demolition in an Architectural Conservation Area | <input type="checkbox"/> | TPO Trees | <input type="checkbox"/> |
| Demolition / Endangerment of a Protected Structure | <input type="checkbox"/> | Works/Operations | <input type="checkbox"/> |

Additional Information which may be of use to the investigation e.g. date works/use commenced, 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:** / /

Planning Enforcement – 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 breach of planning control 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 <https://www.louthcoco.ie/en/services/planning/online-planning-and-maps/>
9. If a planning application has been made or the site has been subject to previous enforcement investigations **please quote the reference number.**
10. 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.
11. Please note that a Warning Letter may be issued immediately to the named person(s) in suspected cases of urgency so it is **important that the information given is accurate.**

Section E

12. 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

General Advice for Complainants

13. Louth County Council **welcomes written complaints** from persons who are concerned about unauthorised development in their area. Such complaints serve a valuable role in the investigation of breaches of the planning control.
14. 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.
15. 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.**
16. **Before making a complaint**, you should ensure that the matter is one within the scope of planning control. 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 derelict sites fall within the remit of the Planning Enforcement Team and associated complaint forms are available on our website.
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. In accordance with Section 152 of the Planning and Development Act 2000 (as amended), complaints received in writing in relation to an alleged unauthorised development must not be vexatious, frivolous or without substance or foundation. Such complaints shall be dismissed.
19. Section 157(4) of the Planning and Development Act 2000 (as amended) places a 7 year time limit on the taking of enforcement action by the Council. In certain circumstances it may be necessary to produce 3rd party evidence or information regarding the statutory time-limitation period in relation to the use or intensification of use. **In some cases you may even be required to give evidence in support of any enforcement proceedings which may arise.**
20. Under Section 160 of the Planning and Development Act 2000 (as amended), **any person may apply to the Circuit Court/High Court for an injunction where an unauthorised development has been, is being or is likely to be carried out or continued.**
21. 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.
22. A list of **Frequently Asked Questions (FAQs)** is available on our website <https://www.louthcoco.ie/en/services/planning/planning-enforcement/>.
23. Please also refer to the **Planning Leaflet Series for further information on planning and the enforcement of planning control**. Planning Leaflet 6 sets out *A Guide to Planning Enforcement in Ireland* <https://www.louthcoco.ie/en/services/planning/planning-leaflets-published-by-the-opr-and-dhlgh/>.