



Planning Enforcement Investigation Request

Appendix 3

This form is for internal use and therefore must only be completed by members of staff. It is not to be posted or sent electronically to members of the public. All relevant sections of the form **MUST** be completed. Full name and address details of the complainant **MUST** be provided. The site address must be as specific as possible. Including building names, flat numbers and post codes.

1. Your name and extension number:
2. Site Address:
3. Owner/Occupier (if known):
4. Designation (if known):
5. The alleged breach of planning control:

6. Approximate date when breach commenced:
7. Can the customer describe what harm the alleged breach of planning control causing: Any additional information that might assist Officers enquiries?
8. Any other information?

Customer Name	Customer Address	Tel/Mobile	E-mail Address:

Planning Enforcement/Administration use only

Case Officer: _____ Priority: _____
 Community Council: _____
 Date: _____ TP Number: _____
 Acolaid EN Ref: Acknowledgement letter required?
ENFORCEMENT TYPE CODE: