

Planning Enforcement enquiry form



PLANNING SERVICES – Development Management

Please use this form to submit any complaints or queries you have regarding a development or use of land or buildings which is causing you concern. You should try to provide as much information as possible; any additional information you can give us, such as photograph, or a diary of events, will help us to get a clearer picture of the alleged breach of planning control. Before you send us the form, you may wish to look at our **Enforcement Charter** at <http://www.moray.gov.uk/downloads/file118894.pdf> which explains the Enforcement system and powers.

Completing the Planning Enforcement complaint form will help both you and the council in a number of ways:

- It provides a written record of the primary evidence which initiated an investigation and possible formal legal action;
- It ensures that we have enough information to investigate your complaint fully;
- It gives you the opportunity to register your concerns about the development and its effect on your amenity;
- It helps us to establish priorities and to use resources efficiently.

What is the nature of alleged breach? Mark X in the box for any which are applicable. Further details required on page 2	
<input type="checkbox"/>	Unauthorised building or engineering works have been/are being carried out
<input type="checkbox"/>	Use of land or building has changed – fromto.....
<input type="checkbox"/>	Breach of planning condition(s)
<input type="checkbox"/>	Works are not being carried out in accordance with the approved plans
<input type="checkbox"/>	Development/Works being carried out a Listed Building or within a Conservation Area
<input type="checkbox"/>	Unauthorised demolition works
<input type="checkbox"/>	Works to trees without consent
<input type="checkbox"/>	Unauthorised advertisement
<input type="checkbox"/>	Other – please give full details of a separate sheet if necessary
<input type="checkbox"/>	

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Details of Site and those involved

Address (including postcode)

Name of owner/resident (if known)

Name of any other person/company involved (with details of their involvement if possible)

Please use this box to give us as much detail as you can of the development or activity.
(continue on a separate sheet if necessary)

When did the development take place or the activity start?

Is the activity still continuing? (including details of hours of operation if appropriate)

How is the development or activity affecting your amenity or the amenity of the wider locality?

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Your name, address and contact details	
Name	
Address	
Postcode	
Telephone	
Email	

The support of complaints is important in determining the outcome of an enforcement investigation. We will treat your complaint as confidential during our initial enquiries and as much as possible after that. However, should the matter end in court action the testimony of witnesses could be necessary in securing a successful prosecution.

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Web -	www.moray.gov.uk