

PLANNING SERVICES ENFORCEMENT REPORTING ALLEGED BREACHES

Please fill this form in as completely as you can in order to enable Planning Services to investigate the matter fully. We need your name and address in order to register the complaint but this information is held in the strictest confidence.

INFORMATION IN BOLD MUST BE FILLED IN – LACK OF THIS INFORMATION WILL HOLD UP THE INVESTIGATION

Date:	Taken by (for office use)
Your Name (Complainant)	Offenders name if known:
Your Address	Address where breach has occurred:
Your Postcode:	Postcode:
Your Telephone No:	Their telephone No:
Your Email:	Their Email:

Offenders home address (if different from where breach has occurred) Post Code: Telephone No.	If it is a breach of a planning permission do you know the planning application no? – if so, please supply: Do you know the grid reference of the site / property – if so please supply: Do you know if the building is listed? If so please write 'Listed Building' below and specify what grade if known:
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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 is not in accordance? (e.g additional window):

Please provide a rough sketch of the location of the property – especially if it is a property that is remotely located in the countryside or is a plot of land (use a separate sheet piece of paper if necessary):

**Please return completed form to Mid Devon District Council, Planning Service Enforcement Section, Phoenix House, Phoenix Lane, Tiverton, Devon, EX16 6PP
FOR OFFICE / REGISTRATION USE:**

Allocated Ref. No:

Date received by Enforcement:

Previous Complaints:

Case Officer (for Previous Complaint):

REGISTRATION CHECK SHEET:	CHECK
Site Plan printed out:	
Is the property Listed ? If so, copy of Listing description	
Has the case been plotted on GIS?	
Check CAPS and Local Plan for information and circle any of the following that are relevant and cross out those that are not: ROAD CLASS: A / B / C / MW / U RIGHT OF WAY: YES / NO CA1/ ART 4 / AONB1 / GREEN BELT/SSSI Number: Number: Other: Is the site in an Area of Special Control for Adverts? YES / NO	
Relevant or helpful planning history:	
NOTES:	