



**PLANNING ENFORCEMENT SECTION
SLIGO COUNTY COUNCIL**

**COMPLAINT FORM REGARDING ALLEGED
UNAUTHORISED DEVELOPMENT**

Enforcement Section
City Hall
Quay Street
Sligo

Tel: (071)9114443
Email: enforcement@sligococo.ie

1. Address / Location of alleged unauthorised development (Attach map if available)	
2. Description of the alleged unauthorised development (Quote planning reference number if relevant)	
3. Date work / use commenced (Please be as specific as possible)	
4. Name / Address of landowner	
5. Your name and address (This information will be kept confidential)	
6. Your telephone number	
7. Your email address	

Please complete this form and email to enforcement@sligococo.ie or post to the above address

SIGNED: _____ Date: _____

MAKING A PLANNING ENFORCEMENT COMPLAINT – GUIDANCE NOTES

This Complaint Form should be completed if you are concerned about the following:-

- A development with no obvious planning permission or exemption.
- A development that does not comply with the conditions of the planning permission
- A development that does not conform with the planning permission drawings
- A new use not permitted under a planning permission or exemption

If you wish to make a complaint regarding possible unauthorised development **you must complete a Complaint Form**. The following should be noted:

- Anonymous or vexatious complaints will not be investigated. (We ask that you don't complain anonymously because we are required by law to inform those who have made a complaint of the outcome of our investigation into their complaint).
- All questions on the form must be answered in full to enable the Planning Authority to decide whether the complaint has **substance and foundation**.
- A Warning Letter will be issued to the person(s) named by you on the Enforcement Complaint Form based on the information submitted in the form. Therefore, it is important that the information given is **accurate and detailed**.
- Should legal proceedings be instituted, the person making the complaint may be required to give evidence in court as to the date of commencement of the unauthorised development. Sligo County Council will endeavour to maintain as confidential, any complaints made to it in confidence and in good faith. However this information may be subject to the provisions of the Freedom of Information Act and accordingly may be subject to disclosure with the identity of complainants redacted by Sligo County Council. In exceptional circumstances, this information may be subpoenaed by a Court.
- The information given must be clear, must be signed and must include the name and address of the person making the complaint. Otherwise, the complaint **will not** be investigated by Sligo County Council. Civil matters will not be adjudicated by the Planning Authority and therefore issues such as encroachment, private rights of way, trespass, private nuisance and civil boundary disputes will not be investigated.
- Sligo County Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.