



Laois County Council

Registration of Planning Complaint



Please note:

Before you complete this form carefully consider the notes no. 1-7 overleaf. It is important that as much information as possible is given so that a proper assessment of the complaint may be made. Any additional relevant information should be included on the reverse of this form

(TO BE COMPLETED IN BLOCK CAPITALS)

**Location of development:
or Co-ordinates)**

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Details of nature and extent of development:

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Name and address of owner/occupier of property:

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Name and address of developer (if known):

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How long has the development been in existence:

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Date of commencement of development/use (if known):

Has planning permission been obtained or applied for:

YES **NO**

Planning Reference No. (if known)

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Complaint made by:

NAME:

ADDRESS:

PHONE NO.:

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Signature of complainant:

Date:

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Important Notes:

1. All questions must be answered in full.
2. The form **must** be signed and the name and address of the complainant given, otherwise the complaint will **NOT** be investigated.
3. Please note that your complaint will be a record of Laois County Council and as such may be liable to an enquiry by any member of the public under the provisions of the Freedom of Information Act 1997. The Act, however, provides that such a record may be exempt from disclosure/access, or made accessible only after consultation with you, the complainant and, that the information supplied is given in confidence and on the understanding that it be treated as confidential.
4. You may be required to appear in Court to give evidence in support of any enforcement proceedings, which may arise.
5. The Planning Authority do not investigate matters of a civil nature, such as those relating to private rights of way, trespass, private nuisance, etc.
6. Before making a complaint, you should try to ensure that the matter is in relation to Planning. Certain matters, such as complaints relating to roads, water, drainage, housing and dangerous structures may be within the remit of other council departments, and should be referred to same.
7. Please **clearly** indicate the location of the development in question. It would be helpful if a site location map identifying the site could be submitted.

Additional Information:

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