

Planning Enforcement Complaint Form



Monaghan County Council

(1) Nature of the alleged unauthorised development:

(In your own words, please outline why you consider the development is unauthorised. Please attach any supplementary material you consider may be of assistance to the planning authority investigating your complaint e.g. photographs, drawings, maps.)

If this complaint is accompanied by additional documents, please indicate:	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

(2) Location of alleged unauthorised development:

Address / Townland:	
Eircode (if known)	
If this complaint is accompanied by a map/sketch indicating location, please indicate:	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Important Notice:
The planning authority is precluded from pursuing any complaint/representation that is vexatious, frivolous or without substance or foundation.

Contact Details of Complainant:

The planning authority may wish to clarify elements of your complaint and/or get advice on locating the development or the specifics of the case.

In order for the planning authority to keep you advised as to the course of action that may be taken following investigation, it is important that the planning authority has your contact details. If you do

Planning Enforcement Complaint Form



not furnish contact details this may inhibit the planning authority's investigation and progress on the case.

Furthermore, if you do not provide appropriate contact details, the planning authority will not be able to notify you or furnish you with any decision in writing in relation to the course of action that may be taken in the case.

Name:	
Address:	
Telephone Contact:	
Email Address:	
Signature:	
Date:	

This information will be kept confidential. However, data held by this planning authority is subject to Freedom of Information and Data Protection Legislation.

Supplementary Complaint Information Sheet:

In order for the planning authority to open an enforcement file, it is not essential to provide responses to the questions below. Nonetheless, in the interest of efficiency the planning authority would appreciate if you would share any information that may be relevant. The sharing of key information may minimise lengthy investigations and matters may be resolved sooner.

Location:	
Is the development visible from the public road?	
Is it to the front, side or rear of the property?	
Does it relate to the internal use of a property?	
Reasons for Complaint:	
Is there any aspect of the development that you consider warrants particular focus? E.g. visual amenity, environmental/public health considerations.	
Details, if known, of the land owner(s), occupiers, developer or person with an interest in the subject development:	
The name and address of person(s) carrying out the alleged unauthorised development.	
The name and address of the	

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landowner(s) and/or landlord(s).	
The name and address of the occupier(s) of the lands/buildings.	
In cases where an alleged unauthorised change of use has taken place:	
What was the former use of the buildings/lands?	
What is the new alleged unauthorised use?	
When, to your knowledge, did this change of use occur?	
In cases where an alleged unauthorised structure(s) is being or has been constructed or erected:	
When, to your knowledge, did works commence on building this structure?	
Alleged unauthorised development on a site that has planning permission:	
What is the planning register reference number?	
Is there a specific condition of the permission that you consider has been breached?	
Is there a specific drawing or detail in relation to the subject development that you consider has not been complied with?	
Court proceedings:	
In the event that court proceedings are considered necessary, please indicate if you would be willing to make a statement and/or give evidence to support the planning authority's case. <i>[Please note this situation seldom arises and that you are not bound by your response, however, in certain circumstances where there is lack of evidence an independent witness can greatly assist the planning authority in achieving a successful outcome to enforcement proceedings.]</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain <input type="checkbox"/>