

Planning Enforcement Complaint Form

Date:

YOUR DETAILS (PERSON REPORTING)

Your enquiry/complaint will be treated as confidential within the Council as far as is possible, but you should be aware that in the event of the matter proceeding to appeal or to Court you may be asked to give evidence and the Council will not be able to withhold your details.

Please note that anonymous complaints will not be investigated. However, if you feel unable to provide your contact details under these circumstances then it remains open to you to report the matter through your local Cornwall Councillor or Town/Parish Council.

Do you consent to have these confidential details passed to other agencies who may need to be involved or that may have an interest? **YES/NO** * (* delete as appropriate)

Name:

Address:

Telephone:

Email:

Preferred method of contact?

WHERE IS IT HAPPENING?

(In rural areas, please provide directions or a map to the site from a nearby town/village. This will assist us to find the site and to assess the planning merits of any development.)

Site address:

When did the work start?

Is the work still continuing? YES/NO* (* delete as appropriate)

Who is responsible for the work?

Name:

Address:

Telephone:

What has happened? (Please tick as appropriate)

- FORM 1** Building or engineering works have/are being carried out (dwelling house)
- FORM 2** Building or engineering works have/are being carried out (not a dwelling house)
- FORM 3** Use of land or building has changed (including bringing caravans onto the land)
- FORM 4** Non-compliance with the plans/conditions attached to a planning permission
- FORM 5** Work to a listed building or demolition has occurred in a conservation area
- FORM 6** Other forms of development or matters dealt with by planning enforcement

Please complete the appropriately numbered FORM below.

FORM 1**Building or engineering works have/are being carried out (dwelling house).**

Have you checked if a planning application has been submitted or approved? **YES/NO**

If **YES**, what is the application number?

If **NO**, details of applications and decisions are available on the Cornwall Council website at <http://www.cornwall.gov.uk/default.aspx?page=15927>. (Complaints will be progressed without this information but may be delayed while background research is undertaken).

Please provide the following information. All questions in this section are mandatory.

- Is the work being carried out to a dwelling house or within the garden area of a dwelling house? **YES/NO** If YES continue, if NO go to **FORM 2**.
- Description of the works (e.g. extension, fence, hard standing, etc)
- Provide the approximate dimensions of the work (height, depth, width, length)
- How close are the works to your boundary?
- Do the works being carried out appear to replace a former development?
YES/NO
- Is the total area of the ground covered by buildings more than 50% of the total land available on the site? **YES/NO**
- Are the works to the front of the dwelling house? **YES/NO**
- Are the works adjacent to a road used by vehicles? **YES/NO**
- Do the works include a veranda, balcony or raised platform? In this instance a raised platform is anything over 300mm from ground level. **YES/NO**
- If the works involve an extension to the dwelling house are the colours/materials similar to those of the existing dwelling house? **YES/NO**

Further Information:

FORM 2

Building or engineering works have/are being carried out (other than a dwelling house).

Have you checked if a planning application has been submitted or approved? **YES/NO**

If **YES**, what is the application number?

If **NO**, details of applications and decisions are available on the Cornwall Council website at <http://www.cornwall.gov.uk/default.aspx?page=15927>. (Complaints will be progressed without this information but may be delayed while background research is undertaken).

Please provide the following information. All questions in this section are mandatory.

- Does the work involve the erection or construction of a new gate, fence, wall or other means of enclosure? **YES/NO**
- If yes, is it adjacent to a highway used by vehicular traffic? **YES/NO**
- ***If adjacent to a highway*** used by vehicular traffic, does the gate, fence, wall or means of enclosure exceed one meter above ground level? **YES/NO**
- If the gate, fence, wall or means of enclosure ***is not adjacent to any highway***, does it exceed two meters above ground level? **YES/NO**
- Does the work involve the maintenance, improvement or alteration of an existing gate, fence, wall or other means of enclosure? **YES/NO**
- If yes, have the alterations resulted in the gate, fence, or wall exceeding its former height? **YES/NO**
- Is the development within the curtilage of, or to a gate, fence, wall or other means of enclosure surrounding, a listed building? **YES/NO**
 - If yes, provide details of the listed building.
- Does the work involve engineering operations for the formation, laying out and construction of a means of access to a highway? **YES/NO**
 - If yes, is the highway a trunk road or a classified road?
 - Do you know what is the new access required for?

Further Information:

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FORM 3

Use of land or building has changed (including bringing caravans onto the land)

Have you checked if a planning application has been submitted or approved? **YES/NO**

If **YES**, what is the application number?

If **NO**, details of applications and decisions are available on the Cornwall Council website at <http://www.cornwall.gov.uk/default.aspx?page=15927>. (Complaints will be progressed without this information but may be delayed while background research is undertaken).

Please provide the following information. All questions in this section are mandatory.

Does the change of use of the land involve the stationing of a caravan? **YES/NO**

- If **YES**, is the caravan within the garden of a dwelling house? **YES/NO**
- If **YES**, when was the caravan moved onto the land?
- If **YES**, what services are supplied to the caravan (i.e. water, gas, electricity, etc.)?
- If **YES**, how is the caravan being used?

In all other cases:

- What was the previous use of the land or building?
- Has the whole building or all of the land changed or is only part of the premises subject to a change of use?
- If only part, please provide details.
- How is the building or land being used now?
- When did the current use begin?

Further Information:

FORM 4

Non-compliance with the approved plans/conditions attached to a planning permission

Have you checked if any alternative or more recent planning application has been submitted or approved? **YES/NO**

If **YES**, what is the application number?

If **NO**, details of applications and decisions are available on the Cornwall Council website at <http://www.cornwall.gov.uk/default.aspx?page=15927>. (Complaints will be progressed without this information but may be delayed while background research is undertaken).

Please provide the following information. All questions in this section are mandatory.

Section 1:

- Does your complaint involve a planning condition? **YES/NO** If **NO**, go to **Section 2**.
- If **YES**, please provide the details of the condition(s) you consider are being breached.
- Please specify what the developer is doing or is failing to do to cause the breach of planning control.

Section 2:

- Does your concern involve a departure from the approved plan? **YES/NO** If **YES** please provide the following details:
- What has the developer done or failed to do which you consider is part of the planning application and decision notice?
- Is there a particular plan drawing number to which this refers? **YES/NO** If **YES**, please provide details.

Further Information:

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FORM 5

Work is being done to a listed building or demolition has occurred in a conservation area

Have you checked if a planning application or listed building application has been submitted or approved? **YES/NO**

If **YES**, what is the application number?

If **NO**, details of applications and decisions are available on the Cornwall Council website at <http://www.cornwall.gov.uk/default.aspx?page=15927>. (Complaints will be progressed without this information but may be delayed while background research is undertaken).

Please provide the following information. All questions in this section are mandatory.

Section 1

- Does the complaint relate to a listed building? **YES/NO** If **NO** go to **Section 2**

- If **YES**, then please provide the following:
 - Description of listed building:

 - Grade of listed building:

 - List entry number (if known):

 - Description of works being undertaken:

 - Are the works continuing? If no, when were they completed.

Section 2

- Does the work involve demolition in a conservation area? **YES/NO**

- If **YES**, what has been/is being demolished?

- Does the work constitute total or substantial demolition (more than approximately 75%)? **YES/NO**

Further Information:

FORM 6

Other forms of development or matters dealt with by planning enforcement

Have you checked if any relevant application has been submitted or approved? **YES/NO**

If **YES**, what is the application number?

If **NO**, details of applications and decisions are available on the Cornwall Council website at <http://www.cornwall.gov.uk/default.aspx?page=15927>. (Complaints will be progressed without this information but may be delayed while background research is undertaken).

Please provide the following information. All questions in each relevant section are mandatory.

Section 1 - An advertisement is being displayed

- How large (approximate dimensions) is the advertisement?
- Is the advertisement for a local event (fete, country show, etc)? **YES/NO**
- Is the advertisement visible from outside of the land on which it is displayed? **YES/NO**
- Is the advertisement in a dangerous condition? i.e. is it likely to cause injury/harm to people or vehicles passing by? **YES/NO**
- Is the advertisement a distraction to road users? **YES/NO** If **YES**, in what respect?
- Does this advertisement replace an older version that was previously displayed? **YES/NO**

Section 2 - Work is being done to trees within a TPO or Conservation Area

- Is the tree(s) on private land? **YES/NO**
- Is the tree(s) located within a conservation area? **YES/NO**
- Is the tree(s) protected by a Tree Preservation Order? **YES/NO**
- What work is being undertaken to/around the tree(s)?

Section 3 - Other (please specify)

<p>Further Information:</p>
