



Planning Services
Southover House
Southover Road
Lewes East Sussex
BN7 1AB

ENFORCEMENT COMPLAINT FORM

For Office Use
Reference: EN/
Date Received:

For use to be able to investigate alleged breaches of planning control we need you to provide us with certain information. Please complete this form as far as is practical and return to **Planning Services, Southover House, Southover Road, Lewes, BN7 1AB**. Your complaint will be acknowledged and you will be informed of the outcome of the Council's investigations.

1. THE SITE

Location of Site

Name of Owner/Occupier

Address (if different from above).....
.....

Post Code

What is its current use

If residential is it a single family dwellinghouse yes / no

2. YOUR COMPLAINT

Does this relate to: (answer for all categories)	a. the use	yes / no
	b. physical development	yes / no
	c. failure to comply with planning permission or condition	yes / no
	d. other (please specify)	yes / no

3. THE DETAILS (Please complete the appropriate section)

3a The Use

The Alleged Unauthorised Use

Date Use Started

Previous Use (if known)

3b Physical Development

Type eg extension, wall

Location eg front/rear garden

Size eg height, width, length

Date work started

What was there before

3c Failure to comply with Planning Permission / Condition

Alleged failure

.....

.....

3d Other (please provide relevant details)

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4. YOUR DETAILS (Your name and address will not be made public or disclosed but anonymous complaints will not be investigated)

Name

Address

.....Postcode

Daytime Telephone No.

Email

For Office Use

Officer: Ward:

Breach: yes/no Action:

Complainant informed:

Signed: Date: