

Request to Investigate Suspected Breach of Planning

Please complete in BLOCK CAPITALS and in black ink.
You should fill in this form if you wish to report an activity or operation which you suspect as being unauthorised, in breach of planning regulations.
Please provide as much information as possible about the site and the activity.

For Office Use Only
Enquiry processed by:
ENF Ref:
Date:

The personal details that you put on this form will be treated as confidential and will not be published. As a general rule we do not proceed with anonymous complaints.

Under the Data Protection Act, the name and address of the person making the request to investigate, or any other contact details, will not be disclosed. The only exception to this is when we are taking formal action and you have been asked to collect evidence to support your complaint. In these cases you may be asked to give that evidence at a hearing, but before then you will be asked if you are prepared to do that.

Most complaints are managed without the need for formal action, so in most cases confidentiality can be maintained.

Under the Freedom of Information Act 2015, the Department has to make available to the public information about where there has been a request to investigate and what the request to investigate is about. Enforcement Notices that are served, along with a list of all those people served with that notice, are also public documents

1. Details of the site where the suspected breach is taking place.

Address of works
(Please give full address or a location plan/drawing of the site)

Name of land owner (if known)

Name of person carrying out the works (if known)

2. Description of the suspected breach.

Information should include the nature of the work being carried out or the use of the land or buildings and why you believe the development is unauthorised.

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3. When did the breach commence? (if known)

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4. How the works affect you - what concerns you about the development and why.

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continued overleaf

4 Continued (if necessary)

5. Any other background knowledge that may assist the Department in investigating the enquiry.

6. Your Details

Name	<input type="text"/>		
Address	<input type="text"/>		
Relationship to site	<input type="text"/>		
Email address	<input type="text"/>		
Telephone number	<input type="text" value="Mobile"/>	<input type="text" value="Home"/>	<input type="text" value="Work"/>

Personal Information

The Department of Environment, Food & Agriculture (DEFA) is a controller for the purposes of the Data Protection Act 2018 and related legislation and will only process your personal information in accordance with the principles in that Act. Your personal information is collected and held in the public interest under the Town & Country Planning Act 1999 for the purposes of investigating this reported planning breach. The information you provide here will not be shared with any other party in order to progress our enquiries. We will only hold your data for as long as is necessary for that purpose. If you would like further information on how your personal information is processed and your rights please contact the Department's Data Protection Officer on 686781 or by email at DPO-DEFA@gov.im

If you consent to DEFA processing your Personal Information on the basis described above please tick here.

The Department will maintain confidentiality as permitted by law. The Department cannot however give absolute guarantees on this as it may be necessary to disclose details of the complaint and subsequent correspondence if a request is made under Freedom Of Information Act 2015.