

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**The personal details that you put on this form will be treated as confidential and will not be published.** As a general rule we do not proceed with anonymous complaints.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

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

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

continued overleaf

**4 Continued (if necessary)**

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

**6. Your Details**

Name			
Address			
Relationship to site			
Email address			
Telephone number	Mobile	Home	Work

**Personal Information**

The Department of Environment, Food & Agriculture is a data controller for the purposes of the Data Protection Legislation and will only process your personal information in accordance with the principles in that Act. We need your consent to process your information for the purposes of the investigation the reported planning breach and by completing this form you agree to our processing for this purpose. The information you provide here will not be shared with any party in order to progress our enquiries.

We will only hold your data for as long as is necessary for that purpose, and in accordance with our privacy policy, details of which can be found [P&BC Privacy Notice](#).

You have the right to lodge a complaint with the Information Commissioner if you think the Department is acting outside of the Data Protection legislation . The IC can be contacted here <https://www.inforights.im/> You may withdraw your consent for us to process your data for this purpose at any time by contacting our Data Protection Officer on 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.**