



South Staffordshire Council

Planning Enforcement Complainant Form

Please complete this form if you would like us to investigate an alleged breach of planning control.

Your Details

Please provide us with your contact details so we can update you on the progress of our investigation or if necessary contact you for further information. Please endeavour to complete all sections of this form as the information provide will aid our investigation.

We do not normally log and investigate anonymous complaints but this dependent upon the nature of the alleged breach of planning control. If you would like us to investigate your concerns, please complete all of the sections below.

Please be assured that your details will be kept confidential and are not disclosed even if a freedom of information request is submitted.

Name	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>

Address to which the complaint relates

Address	<input type="text"/>
Post Code	<input type="text"/>
Do you know who owns the land/ building? If yes, please provide the details	<input type="text"/>

Alleged breach of planning control

Please select from the categories below that describes the alleged breach of planning control.

Please Note: We cannot investigate boundary/ownership disputes, Party Wall Act issues, trespass and enforcing covenants

Abandoned Vehicles	<input type="checkbox"/>	Advertisements/Fly Posting	<input type="checkbox"/>
Aerials/Antennas	<input type="checkbox"/>	Breach of Condition(s)	<input type="checkbox"/>
Change of Use*	<input type="checkbox"/>	Extensions	<input type="checkbox"/>
Fences/Walls	<input type="checkbox"/>	Gypsy/traveller incursions	<input type="checkbox"/>
House in Multiple Occupancy/Bedsit	<input type="checkbox"/>	Untidy land	<input type="checkbox"/>
Works to a Listed Building	<input type="checkbox"/>		

*If your complaint concerns a business being operated from a residential property (change of use), please complete the attached observation log for 7 days before submitting your complaint.

Have the alleged works commenced? Yes No

How does the alleged breach affect you?

Please provide information to assist us with our investigation. If you can provide a photograph of the alleged breach, this would be helpful. Information such as; the size of an extension, fence, wall or advertisement and the exact location of the alleged breach within the site is particularly useful. It is important to identify how the breach adversely affects you and your property or public highway.

Seven day observation log

If your complaint is regarding a business operation from a residential property or another change of use, please complete this log for a 7 day period before you submit this form to us.

Time	Date	Activity

Submitting form

Once this form has been completed, it can be emailed to the Planning Enforcement Team, along with any photography's, who will log the case. Once a case has been registered and allocated to an Officer, you will receive a case reference number. All investigations for this case will take place under the reference number provided.

The Officer will then commence their inquiries gathering the relevant information to aid their investigation, this may include a site visit to the location in question. The Officer will begin negotiations with the relevant parties in connection with the alleged breach of planning control; if a breach is identified the Officer will work towards remedying the breach.

Email address to send the completed form and photographs

planningenforcement@sstaffs.gov.uk