

## Appendix B – Planning breach reporting form

### What to do

- Fill in the form providing as much detail as you can about the problem.
- State when the problem started and what harm is being caused.
- For possible unauthorised uses, provide full details of the activity such as hours of use, vehicle movements (including registration numbers) and customer visits including times of arrival and departure.
- For potential unauthorised buildings, please explain in detail how they differ from any approved plans including the dimensions and locations.

**Please note that the council does not accept anonymous complaints and your full personal details are required prior to any investigation being commenced.**

**In each case, personal details will remain strictly confidential.**

Your full name (Required):

Your address (Required):

Your postcode (Required):

Your telephone number (Required):

Your email address:

Address or location of the property/land subject of your complaint (Required):

(If giving a location of land please provide as much detail as possible so that it may be easily identified).

Please state the nature of your complaint, for example, an extension to a property, change of use of a property or land, unauthorised advertisements etc. (Required):

Please describe the problem the property/land subject of your complaint is causing:

You should also state whether you are willing to support the council in any subsequent prosecution by being prepared to supply a written statement of evidence and attend court if so required. Please tick the correct option outlined below:

- I am prepared to attend court if necessary  
 I am not prepared to attend court under any circumstances

If you have any evidence (such as photographs etc.) please attach them here:  
(You can attach up to 3 files (jpg, jpeg, pdf only) that must be smaller than 1Mb)

No file chosen

No file chosen

No file chosen

Please press the submit button **once** and wait for confirmation that we have received your report.