



### Unauthorised Development Complaint Form

**IMPORTANT: Please refer to the Unauthorised Development Guidance Note before completing this form.**

Please complete the following details in **BLOCK CAPITALS ONLY**. These details are essential to facilitate an inspection by the Planning Authority. The completed form can be returned to: Clare County Council, Planning Enforcement Section, Áras Contae an Chláir, New Road, Ennis, Co. Clare, V95 DXP2; or email to [enforcements@clarecoco.ie](mailto:enforcements@clarecoco.ie)

Initial complaint: Yes  No

If no, please provide UD file reference, if known: UD \_\_\_\_\_

Location of unauthorised development: (Please provide full address, including Eircode) \_\_\_\_\_

Name and address, including Eircode of developer/owner(s)/occupier(s): \_\_\_\_\_

Location map included: Yes  No  Photos included: Yes  No

Maps and photographs of unauthorised developments are of great assistance and should be supplied where available.

Brief description of unauthorised development: (Extra sheet may be used if necessary): \_\_\_\_\_

Date of commencement of unauthorised development, if known: \_\_\_\_\_

Planning application references(s) of the respective site, if known: \_\_\_\_\_

Full name and address of complainant, including Eircode: \_\_\_\_\_

Do you wish your identity to be withheld / remain confidential? Yes  No

Please note that your details will be treated as confidential, if/as requested. It is the policy of Clare County Council not to release these details under the [Freedom of Information Act 2014](#) but the Council cannot however, give absolute guarantees on this as a request under the Freedom of Information Act can be appealed by requesters to the Information Commissioner.

The above information is correct to the best of my knowledge at the date of this complaint.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** Complaints will **NOT** be investigated unless your name and address are provided, this form is signed, and all information furnished is decipherable. Representations which are deemed to be vexatious, frivolous, without substance or foundation will not be investigated.