

Westmeath County Council Legal & Enforcement Section

Planning Enforcement Complaint Form

1. The Council is only obligated to follow up on written complaints where complainants name and address are given.
2. Complainant is advised to make a written complaint or to fill below form and *sign*.
3. Westmeath County Council Enforcement Section will make every effort to assess all written complaints. “Where the development in question is of a trivial or minor nature the planning authority may decide not to issue a warning letter” (Section 152 (2) Planning and Development Act 2000)”
4. Complaints will be prioritised and dealt with as resources permit.
5. To assist in making a speedy and comprehensive assessment of the complaint, please submit detailed information including location map where practicable.
6. Completed Forms to be returned to Legal & Enforcement Section, Millennium House, Church Street, Mullingar, Co. Westmeath.
Email: enforcement@westmeathcoco.ie
7. Your Complaint will be assigned a number and referred to an officer in a queue system. You will be notified in writing of any decision made on the file.

Complainant

Full Name: _____

Address: _____

Contact Details: _____

Date of Complaint: _____

Date that activity commenced: _____

Description of unauthorised development/Non compliance:

Please supply detailed information:

**Westmeath County Council
Legal & Enforcement Section**

Location of unauthorised development/Non compliance (See Note 5)

Person or persons responsible for unauthorised development

Name: _____

Address: _____

Contact Details: _____

Owner of property if different from above

Name: _____

Address: _____

Contact Details: _____

Note:

Evidence of unauthorised activity may be required in court. Please indicate your willingness to be called as a witness

Yes

No

Any other relevant information _____

<p><i>For office use only</i> Assigned Register Number _____ Referred _____ Date _____</p>
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