

# Planning Enforcement Questionnaire

Please complete the questionnaire as fully as possible so that we can investigate your complaint.

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**ALL sections must be completed otherwise the complaint cannot be submitted**  
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If your complaint relates to more than one site  
please complete one form for each site

Please read and tick the following boxes or this form will be returned to you:

I give consent for the information supplied on this questionnaire to be shared with other service areas of Rother District Council and other relevant professional/public sectors e.g. East Sussex County Council and Sussex Police.

Yes

No

I have read the Alleged Breaches of Planning Control web page and understand the PRIORITISATION of cases.

Yes

I understand that Rother District Council reserves the right not to investigate my complaint or enquiry if I have not completed this form adequately and/or if it is NOT expedient to do so/or not considered to be a breach.

Yes

I understand that Rother District Council will not investigate anonymous complaints.

Yes

Under the Data Protection Act 1998, the name and address of the person making the complaint, or any other contact details, will not be disclosed. The only exception to this is if the Council was to decide it was appropriate to take formal enforcement action and you had been asked to collect evidence to support your complaint. In these cases you may be asked to give that evidence at any appeal against the enforcement notice for example at a hearing or public inquiry, but you will be asked first if you are prepared to do so. If you are not willing to do this it is likely that this will hinder any appropriate formal action.

Under the Freedom of Information Act 2000, the Council has to make available certain information to the public, including information about complaints. However if a request is made under this legislation for the identity of the complainant or for information which may identify the complainant you will be contacted for your permission to disclose your details, if you refuse then the request will be denied for this personal information. Please be aware however that in exceptional circumstances, the information may be required to be disclosed by law.

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Planning & Environmental Enforcement Team  
Strategy & Planning Division  
Rother District Council  
Town Hall  
Bexhill on Sea  
East Sussex TN39 3JX



## SECTION 1

### Your details:

Name:	
Address:	
Street:	
Town:	
County:	
Post code:	
Home telephone no:	
Work telephone no.	
Mobile telephone no:	
Email address:	

## SECTION 2

### Details of the site you are complaining about:

Building No/Name <sup>1</sup> :	
Road/Street Name <sup>1</sup> :	
Town:	
Post code:	
Name(s) of owners/occupiers/ developers of the site (if known). If not known please state 'not known'.	1. Owner
	2. Occupier
	3. Developer
Contact number(s) (if known). If not known please state 'not known'.	1. Owner
	2. Occupier
	3. Developer

<sup>1</sup> If your complaint relates to a piece of land with no formal address please give a description of the location with neighbouring roads and attach a location plan (see Section 4).

Email addresses (if known). If not known please state 'not known'	1. Owner
	2. Occupier
	3. Developer

Who do you consider is responsible for the breach (please tick all that apply)?	Owner <input type="checkbox"/>	Occupier <input type="checkbox"/>	Developer <input type="checkbox"/>
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### SECTION 3

#### The Complaint:

**Does your complaint relate to** (please tick all that apply):

a. A change of use of a site/building(s)?	<input type="checkbox"/>
b. Physical development eg. alterations to buildings/construction works?	<input type="checkbox"/>
c. Failure to comply with approved drawings on planning permission?	<input type="checkbox"/>
d. Failure to comply with condition(s) of a planning permission?	<input type="checkbox"/>
e. Display of adverts?	<input type="checkbox"/>
f. Works to protected trees?	<input type="checkbox"/>
g. Works to a listed building(s)?	<input type="checkbox"/>
h. Untidy land and/or buildings	<input type="checkbox"/>
i. Other (please specify):	

If your complaint is about:

- Smoke/dust/noise/vibration or odour then please contact Rother District Council Environmental Health on 01424 787000.
- Dangerous structures please contact the Rother & Hastings Building Control Partnership on 01424 787000.
- Any issues relevant to highway land please contact East Sussex County Council on 0385 6080 190.
- Non taxed vehicles please visit the DVLA website ([www.gov.uk](http://www.gov.uk)).
- Transfer of waste and Household waste sites please contact 01424 787000.

Please describe what has happened / what your complaint relates to. If it relates to a planning application please ensure you include the application number(s) and what conditions you think are not being complied with or how the development does not comply with the planning permission.

Please explain how this breach affects you:

Why do you consider breach of planning legislation has taken place?  
e.g. Unauthorised use of land or building built without formal planning consent:

When did you first become aware of the breach (date and time)?

Where on the site has the alleged breach taken place? Please submit a sketch plan and/or photos this will help officers investigate the allegation quicker and more efficiently.

If your complaint relates to the building of structures please give estimated dimensions of the structure(s) or building(s) **in metres (please include photos to help illustrate)**. (If your complaint does not relate to a building or structure please put N/A in the box.)

	Width:	Length:	Overall height	Eaves height <sup>2</sup>
Measurements in metres:				

<sup>2</sup> Approximately where the wall of the building meets the roof of the building.

If your complaint relates to an activity or use of a site, how often does this activity occur? Please complete the table below. (If your complaint does not relate to an activity or use please put N/A in the box.)

Date	Time	Occurrence	Harm caused	Evidence?
13 April 2010	1.15 am	Lorry delivered car parts	Woke me up	Photograph enclosed

Without your support and evidence it is unlikely that we will be able to progress the complaint. It is worth noting we cannot normally take formal action over 'one-off' instances, so please keep a diary until you feel you have shown a regular pattern.

The diary notes that you provide may well be used by the Council as evidence. This may require your attendance at Court to give evidence. Would you be willing to attend court to assist the council by giving evidence in relation to your diary notes, photographs or any other evidence you have provided?

- Yes
- No

Please add any other comments relevant/useful to this complaint eg. website addresses advertising business. (If you do not have any further information please state 'none'.)

**SECTION 4**

<b>Please tick if you are attaching the following:</b>					
	<b>YES</b>	<b>NO</b>		<b>YES</b>	<b>NO</b>
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	Location Plan of site/land which does not have an address	<input type="checkbox"/>	<input type="checkbox"/>
Any additional documentation to this questionnaire				<input type="checkbox"/>	<input type="checkbox"/>
I confirm that the information given in this questionnaire is true to the best of my knowledge and belief.				<input type="checkbox"/>	
<b>Full Name:</b>					
<b>Dated:</b>					

**On receipt of this form an acknowledgement email will be sent to you if you have supplied an email address**