Report a Breach of Planning Control

You can use this form to report any breach of planning control to Anglesey County Council. Please make sure before completing this form that you are directing your complaint to the correct department. Complaints made other than on this form will not be recorded or investigated.

Part 1 The alleged breach

1. Does the location you are concerned about have an address?
   [ ] Yes - go to question 1a.    [ ] No – go to question 1b.

1a. Please provide the full address, including the postcode. In addition, you can supply a map of the site if you feel it would aid our investigation.

_____________________________________________________________________________________
_____________________________________________________________________________________
Postcode __________________________

Now go to question 2.

1b. Please describe the location, with directions if necessary. Please submit a map if you do not know the address (use a separate sheet of paper if required).

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2. **What is the nature of the alleged planning breach?** Please tick one or more.

[ ] Unconsented alteration to a Listed Building

[ ] Unconsented demolition of a structure in a Conservation Area

[ ] Damage to a protected tree

[ ] The unauthorised stationing or occupancy of a caravan
  
  Note: caravans may be stationed within a garden without Planning Permission, provided they are being used for purposes that are incidental to the house. Similarly, caravans may be stationed on agricultural or forestry land, though occupancy and use restrictions usually apply. Many types of garden building, chalet or lodge can be classified as a caravan under relevant legislation.

[ ] An unauthorised change in the use of a building or parcel of land
  
  Note: small businesses run from home do not usually need Planning Permission.

[ ] Harmful development that requires Planning Permission but has proceeded without it

[ ] Harmful development that has proceeded contrary to plans approved by the Authority as part of a Planning Permission

[ ] Harmful development that has proceeded contrary to conditions imposed by the Authority as part of a Planning Permission

[ ] An advertisement that requires consent but does not have it

[ ] Untidy property that is having a detrimental effect on the wider neighbourhood
  
  Note: The Planning Department can only investigate land/buildings that are visible from a public area.

3. **Please describe the breach below (continue on a separate sheet of paper if necessary)**

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

4. **Please advise of any Health and Safety issues the Council should be aware of prior to visiting the site.** i.e. Unsafe building/site, potentially hostile individuals etc.

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________
5. Describe the harm caused by the alleged breach (continue on a separate sheet of paper if necessary).

Please note that impact on the value or sale of property is not a planning consideration.

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6. When did the harmful activity commence?

_____/_____/_________

Please note that it may not be possible to investigate some breaches of planning control without evidence. Photographic evidence you may have can often assist the Council in its investigations.

Part 2 The alleged contravener

7. The name and address of the owner(s) of the land (if known).

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Postcode _____________________

8. The name and address of the person(s) undertaking the activity (if known).

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_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Postcode _____________________
Part 3 Your details

Please note that the Council will exercise discretion in deciding whether to investigate complaints made anonymously. Complaints are treated in confidence and your details will be protected.

9. Title __________________ Name ________________________________________

10. Address

__________________________________________________________________________

__________________________________________________________________________

Postcode __________________

11. Email address __________________________________________________________

12. Telephone number ________ ___________

13. The Authority would prefer to contact you by e-mail, though you can choose to be contacted by letter if you prefer. Please choose which methods of communication you are happy to be contacted through.

Tick all that apply.

[ ] Email   [ ] Letter

14. Date ________________

Important information regarding your complaint

Taking Enforcement Action is discretionary and should be used as a last resort and only when such action is expedient in the public interest. The Council’s Planning Enforcement Team receives around 200 complaints each year. The Council must target resources to the most long-term and environmentally harmful sites in a co-ordinated way with other colleagues, who also have regulatory powers. Whilst all complaints will be recorded, clearly those that do not meet priority status will be investigated when workloads allow.

Accordingly, the forbearance of complainants is appreciated. We will endeavour to provide updates on your complaint case as and when such updates are available.