**Please print in BLOCK CAPITALS (Essential Information \*)**

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| --- | --- |
| **Details of Alleged Unauthorised Development** | |
| **Site Location** |  |
| **Full address of site**\*  **Include eircode if known** |  |
| **Planning reference number if known:** |  |
| **Developer’s details:** |  |
| **Name:** |  |
| **Address:** |  |
| **Detailed description of the**  **development/activity\*** |  |
| **Date work commenced:** |  |
| **Additional Information:**  **(a) Site location to be marked on map -e.g Area Aid Maps, Google Maps, Bing Maps**  **(b) Photographs if available** |  |

|  |  |
| --- | --- |
| Your details |  |
| Name\* |  |
| Address\* |  |
| Phone No\* |  |
| Email Address |  |

If you wish to make a complaint regarding possible unauthorised development please complete and sign the complaint form, giving as accurate and detailed information about the development as you can. It is important that as much information as possible is given so that a proper assessment of the complaint may be made. Please note the following:

Civil matters will not be adjudicated by the Planning Enforcement Office -e.g. issues concerning private rights of way, trespass, private nuisance and civil boundary disputes.

Mayo County Council will endeavour to maintain as confidential the identity of the complainant. Your data may be shared with the council's law agent. Your identity will not be divulged under Freedom of Information legislation unless the planning authority is compelled to release this information to comply with statutory or legal obligations.

If the planning authority begins legal action, the courts or Mayo County Council may ask you to give evidence in court about the unauthorised development start date or its impact on you. Your evidence may be crucial if a court case is to succeed. However this information may be subject to provisions of the Freedom of Information Act.

**DATA PROTECTION**

Mayo County Council is the data controller of the personal information you provide on this form. All information obtained by Mayo County Council is obtained and processed in accordance with the Data Protection Acts 1988, 2003 and 2018 alongside current EU GDPR legislation. Your information will be used solely in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

For any data protection queries, please contact ‘dataprotection@mayococo.ie’.