



ENFORCEMENT COMPLAINT FORM

USE THIS FORM TO RECORD ALL ALLEGED BREACHES
OF PLANNING CONTROL

SEE GUIDANCE NOTES ON REVERSE

1) Your Name and Address TEL:
2) Date complaint made
3) Details of the alleged breach
4) Date breach commenced
5) Location of the site Grid Reference:
6) Name, Address and Contact Details of the person(s) believed to be carrying out the breach
7) Do the people referred to in 6 own the land? Yes <input type="checkbox"/> No <input type="checkbox"/>

Please return to :

**Planning Services
The Council House,
Malvern Hills District Council
Avenue Road, Malvern
Worcestershire WR14 3AF**

The following guidance notes relate to the number on the application form. Please:

- 1) complete your name and address. Also give your telephone number or other contact details such as email address
- 2) give today's date
- 3) give a description of the activity or development that you believe may break planning regulations or require planning consent. This could be a building that has been erected, a use taking place, or works that are being carried out in contravention of a planning permission. If you are aware of the planning reference number, please give this information
- 4) provide the date on which you first became aware of the use or development
- 5) provide the full site address, including post code if possible. If the site does not relate to a particular property, please provide a site location plan, or a precise description and a grid reference of the location, so that we can easily identify the site
- 6) provide any details you have concerning who is carrying out the activity at the site
- 7) confirm whether, to the best of your knowledge the people identified in 6 own the land. If the answer is no, any additional information you have regarding the owner, or the interest that the people identified in 6 have in the land would be very useful

If there is any additional information that you think would assist us in investigating this matter please use the space below.

How to contact us

For further information about the Planning Department, including viewing applications and making appointments to see a Customer Service Advisor or Planning Officer please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Friday 9:00am to 5:30pm) or visit the District Council's website www.malvernhills.gov.uk