Comhairle Chontae Liatroma
Leitrim County Council

Áras an Chontae
Cora Droma Rúisc
Contae Liatroma
N41 PF67

Áras an Chontae
Carrick on Shannon
County Leitrim
N41 PF67

UNAUTHORISED DEVELOPMENT COMPLAINT FORM	
Return this form via **Email** to planning@leitrimcoco.ie **Post to** Planning Department, Leitrim County Council, Áras an Chontae, Carrick-On-Shannon, Co Leitrim, N41 PF67	**For Office Use Only** Ref No: Date Received:
Complainant Details	
Name	
Address	
Phone Number	
Email Address	
Is this an Initial complaint (Yes / No)	
Site Owner Details	
Name	
Address	
Phone Number (if Known)	
Developer Details	
Name	
Address	
Phone Number (if Known)	

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Site Location	
Full Address	
Eircode	
Details of Alleged Unauthorised Activity	
Commencement date of Activity	
Planning and/or Enforcement Ref Nos (if known)	
Are you attaching a Site Location Map or Sketch identifying directions & location? (Yes / No)	
Signature	
Date	

1. This form is to assist the Planning Enforcement Section in investigating allegations of unauthorised development.
2. Additional information may be submitted on a separate sheet if necessary.
3. Complaint should be submitted in writing and must include the complainant's name and address.
4. Complaint forms must be signed and dated to be considered valid.
5. Every effort will be made to assess all written complaints received.
6. In accordance with the provisions of the Planning and Development Act 2024, the Planning Authority may determine that no further enforcement action is warranted where the matter is considered to be trivial, minor, or where following investigation, it is considered that further enforcement action is not appropriate.
7. Complaints will be prioritised and dealt with as resources permit.
8. To facilitate a prompt and comprehensive assessment, complainants should provide:
    - Detailed information regarding the alleged unauthorised development.
    - A location map, where practicable.
    - Any supporting documentation or evidence available.
9. Each complaint will be assigned a unique reference number.
10. The complainant will be advised of the outcome of the assessment.