

**Enforcement Reference:**

**BA/20 / /**

**Planning Enforcement Complaint Form**

**Broads Authority, Yare House, 62 – 64 Thorpe Road, Norwich, NR1 1RY**

**Location of development – please give exact address** (A copy of an Ordnance Survey map, marking the location is always helpful).

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**Nature of activities being carried on**

**Guidance Note:** It is important to give as much information as possible, such as phrases as “unauthorised buildings” or “works not in accordance with approved plans” are too vague. It would be appreciated if as much detail of the extent and nature of building works, or exact details of how the works or development differ from the approved plans could be given.

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**Name and address of person (s) involved**

(a) Owner of the land (b) Tenant or Occupier if different (c) Contractor/Workman

Name………………………………. Name………………………………. Name……………………………….

Address……………………………. Address……………………………. Address…………………………….

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**Date when activities began**………………………………….

**If the complaint relates to a change of use, what was the previous use of this site?**

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**Name and address of complainant Name and address of Clerk/Chairman to whom reply should be sent**

Name………………………………. Name……………………………….

Address……………………………. Address…………………………….

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……………………………………… …………………………………….…

Postcode………………………….. Postcode…………………………..

Tel………………………………….. Tel…………………………………..

A copy of any letter received by the Parish Councils

should be forwarded with this form.

**NB: Information will be treated as confidential.**

Date received…………………………………………

Signature……………………………………………………………………………..Date…………………………………………