



**PLANNING ENFORCEMENT REQUEST FOR SERVICE**

PLEASE REFER TO THE GUIDANCE NOTES WHILE FILLING IN THE FORM. YOU SHOULD COMPLETE ALL FIELDS.

**Part 1 - Your Details (Confidential)** - Anonymous complaints will not be investigated:

Title: Mr / Mrs / Ms / Dr (Delete as Appropriate) Other: .....

First Name: ..... Surname: .....

Daytime Telephone Number: ..... Mobile: .....

Full Address: .....

.....

Postcode: ..... E-mail: .....

**Part 2 - Details of Alleged Breach:**

1. Address of Site: .....

2. Please tick relevant box(es) and answer

☐ **Breach of Conditions** - Application reference number and the conditions being breached.  
When did the breach occur?

☐ **Building Works** - Has planning permission or a Certificate of Lawfulness being granted?  
When were the works carried out/completed? Provide details of the works in question, i.e.  
Nature of the works and their location on the property

☐ **Works not built in accordance with approved plans** - When were the works carried  
out/completed? Application reference number

☐ **Material change of use** - Has planning permission or a Certificate of Lawfulness been  
granted? When did the change of use commence? Provide details of the use in question, i.e.  
Nature of the use. Has the use of the whole premises changed?

☐ **Unauthorised development** Is it on private land? When was the advertisement erected?  
Was there an advertisement in the same location prior to the current advertisement being  
erected?

- ☐ **Development without Listed Building Consent** Has Listed Building Consent been granted? When were the works carried out/completed? Provide details of the works in question, i.e. Nature of the works and their location on the property
- ☐ **Development without Conservation Area Consent** Has Conservation Area Consent been granted? It is total or substantial demolition?
- ☐ **Works to trees without consent** Is the tree in a Conservation Area? Is the tree protected by a Tree Preservation Order? Has consent for works been granted?

**3. Specific Details of Complaint** (answers to questions in Point 2):

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**4. Name of owner/occupier of property** (if available): .....

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**5. How is the development affecting your amenity or the locality in general?**

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**Send your completed form to:**  
**Planning Enforcement**  
**Development Management**  
**Ryedale District Council**  
**Ryedale House**  
**Malton**  
**YO17 7HH**  
**Or e-mail to**  
**dm@ryedale.gov.uk**