



This form is to be used to collate information when receiving an enquiry regarding a possible breach of planning control. The information requests below are the minimum requirement to be submitted if an enquiry is to be looked into by the council. **If mandatory fields (*) are not completed the case will not be looked into and the request to investigate will not be taken any further.** If only part of the form is completed it will be returned to the person who took the information from the customer. This form must be completed for enquiries to be investigated relating to **alleged unauthorised building works, unauthorised change of use of land, unauthorised advertisements, breach of a planning condition.** Please send completed form to planningenforcement@shropshire.gov.uk

Full name of person/s making the enquiry? (*)	
What is the alleged breach of planning control - describe what building work or activity has been undertaken/ what activity is taking place? (*)	
How does the breach of planning control affect you – what harm are you experiencing from the alleged activity? (*)	
Please explain why you are making this enquiry to the council? (*)	
What is the postal address (property name/ number and postcode) where the activity is taking place? If there is no postal address, a map must be provided(*) Please note - The Council may be unable to progress this matter if it is not possible to identify the location of the alleged breach	
When did the work/activity start? Is the activity occurring at the present time? (*)	
Does the activity relate to an existing planning permission? If so what is the reference for the planning permission?	
Have you reported the activity to the Planning Department previously? If so when and what is the reference for your enquiry?	
Is the owner of the land/building where the activity is being undertaken known? If yes what is the name of the person who it is believed owns the land.	
Date enquiry received? (*)	
Contact address of person/s making the enquiry? (*)	
Contact email address for person/s making the enquiry: (*)	
Contact telephone number/s home+work+mobile for the persons making the enquiry: (*)	

For postal enquiries please send to Development Management, Planning Enforcement, Shirehall, Abbey Foregate, Shrewsbury. Shropshire SY2 6ND.