CITY OF LONDON

Planning Enforcement **Investigation Form**

Your details

Name	
Address	
Postcode	
Telephone	
E-mail	

Details of the alleged unauthorised development or change of use

Address or location	
What has occurred and what harm have been caused by the development or change of use?	
Where on the property has this occurred?	
If your concern relates to an activity please give details of how often this occurs and/or dates and times it has been observed?	
When did the activity or building work start, and if the building works have been completed, when were they completed? (If possible please provide dates photographs and/or any other evidence that would assist the investigation)	
Name and contact details of person, company or contractor responsible if known	

Attachments (please enclose if printed form or attach electronically)

Disclosure of Information

Every effort will be made to keep the details of any individual reporting an alleged breach confidential. Where there may be a need to identify a complainant this would be discussed with the complainant before any further action is taken. Anonymous reports will be investigated and dealt with in the same way as any other where possible. When a breach of planning control is reported the informant will be contacted in accordance with the Enforcement Services Standards. In the event of formal action against unlawful development the City may ask you to provide evidence to support its case. The City is subject to requests for information under the Freedom of information Act (FOIA), which requires the City to disclose information, or apply an appropriate exemption. Any personal information would be covered by the exemption at section 40 of the FOIA and either removed from any disclosure, (where the information is about somebody else), or managed Under the Data Protection Act 1998, (where the personal information requested is their own). The City is also subject to requests made under the Environmental Information Regulations 2004 where similar provisions apply in relation to personal information.