

**Director of Services  
Planning Enforcement Department  
Kilkenny County Council  
County Hall  
John Street  
Kilkenny**

**Re: Representations regarding unauthorised development which may have been, is being or may be carried out in the functional area of Kilkenny County Council.**

I, \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
(Name & address of person alleging unauthorised development)

Contact Tel. No. \_\_\_\_\_

State the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Describe the alleged unauthorised development in your own words – use a separate sheet if required) (If reporting alleged breaches of Non-Compliance with a Planning Permission, please specify what conditions of the Planning Permission in your opinion have not been complied with and how in your opinion they have not been complied with – in this regard you may need to inspect the Planning File at the offices of the Planning Authority, Kilkenny County Council)

Location of alleged unauthorised development (postal address) \_\_\_\_\_

\_\_\_\_\_  
Townland (*if known*) \_\_\_\_\_

If adjacent to public road, state which roadway i.e. road from \_\_\_\_\_

to \_\_\_\_\_

Name of Landowner: \_\_\_\_\_

Address of Landowner: \_\_\_\_\_

\_\_\_\_\_  
Name of occupier of land (if different from landowner) \_\_\_\_\_

\_\_\_\_\_  
Address of Occupier: \_\_\_\_\_

\_\_\_\_\_

Name of any other person/firm/on-site contractor concerned with the development:

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Date alleged unauthorised development commenced (exact date or approx. date):

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Date completed: \_\_\_\_\_

Planning Permission Ref. No. (if applicable) \_\_\_\_\_

State if works/use is ongoing: \_\_\_\_\_

Are the works/use affecting you/your property: \_\_\_\_\_

If so, please outline in detail your personal concerns with regard to this development and how in particular it is affecting you:

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(use a separate sheet if required)

Do you wish your name & details to be kept confidential: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of person making written representations)

**(Often it will be necessary to contact you for additional information, therefore, this form must be completed in full, all questions answered and it must be signed. Anonymous complaints and/or complaints which are vexatious, frivolous or without substance or foundation will not be investigated). To enable the Planning Authority to carry out its investigation you are requested to refrain from ongoing complaints on the matter which is the subject of the investigation – The Planning Authority has a six week period, following receipt of written complaints, within which to issue a Warning Letter and carry out an investigation subsequent to the service of the Warning Letter. Once complaints are acknowledged we would ask persons concerned to refrain, during this 6 week period from regularly calling to, phoning or writing to the Enforcement Section, regarding progress on the complaint.**