



FOR OFFICE USE ONLY
 Our Ref..... Priority.....
 Officer Allocated.....
 Acknowledgement Letter.....

Planning Services
 Strategy Department
 Arun District Council
 Arun Civic Centre
 Maltravers Road
 Littlehampton
 West Sussex BN17 5LF
 Tel: (01903) 737500
 Fax: (01903) 716019
 Dx: 57406 Littlehampton
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 e-mail: planning@arun.gov.uk

Complaints, Investigations and Contraventions

Please use this form to provide as much information as possible regarding the suspected breach.
 Please refer to the booklet "Planning Enforcement the process explained"

Your Full Name: _____

Your Address: _____

Post Code _____

Your Telephone No: _____

DETAILS OF COMPLAINT

Exact location

Description, e.g. building works, extension, business activity etc

Date building work/activity started ____ / ____ / ____

Names/address/phone numbers (if known) of the owner/occupier/builder etc.

Further details as to the effect the building/activity is having on you and local amenities, e.g. noise, traffic, smells, overshadowing, etc.

Signed

Date: ___ / ___ / _____

PLEASE RETURN THIS FORM TO:

Head of Planning Services
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 7GU

DATA PROTECTION

The information contained in this form will be used by Arun District Council for the purposes indicated and will be further used or transferred to other organisations or individuals, only as the law permits.