



Comhairle Contae an Chabháin  
Cavan County Council

**PLANNING ENFORCEMENT CHECKLIST  
PLEASE READ PRIOR TO SUBMITTING A REPORT FORM**

**1: Have you checked to make sure that the development is not authorised?**

Check our Online Planning Search or inspect the Planning Register to find out if the development has planning permission or not.

**2: Why do you feel this development is unauthorised?**

Unauthorised developments typically include those:

- Where planning permission was required but not obtained.
- Where a development has not finished in accordance with the conditions of the approved planning permission.
- Where a development does not comply with the conditions that exempted it from planning permission, e.g., a boundary wall constructed to a height more than 1.2m to the front of a property, or 2m to the side or rear.

**Unauthorised development does not include:**

Planning enforcement does not deal with matters that do not relate to unauthorised development, civil matters or matters that are addressed under other legislation and codes (see [FAQ](#) for further information).

- Disputes about the location of party boundaries

A list of requirements for exempted development can be found under the Planning & Development Regulations, 2001 (as amended). For further information, please see page 8 of document titled: A Guide to making a planning application

Please be aware that complaints must be made within 7 years of the date that the unauthorised development commenced. Please see [Enforcement FAQ](#).

# Cavan County Council – Planning Enforcement Report Form

## Instruction for use

This form is to assist the Planning Section to investigate alleged unauthorised development.

Please note that representations which are deemed to be frivolous, without substance or foundation will not be investigated. Anonymous complaints and/or complaints where contact details for the complainant are incorrect or incomplete do not assist the planning authority in framing subsequent legal action, if such action is required, and therefore will not be investigated.

Please fully complete this form, as the information provided will assist the investigation process.

## Required supporting information

The submission of additional supporting information is essential. In this regard, please ensure that you attach:

- A map of the location
- Eircode, where available
- Photographs of the alleged unauthorised development

## Protecting the complainant

The Planning Authority shall always seek to protect persons making a complaint and therefore all information will be treated as confidential.

At no stage will the complainant's details be made available to the owner or occupier of the alleged unauthorised development or to other members of the public.

## Contacting the complainant

Please advise how you wish the Planning Authority to acknowledge your complaint and to inform you of the outcome in due course.

Please tick the appropriate box

By Post

Or

By Email

The Planning Authority recommend that all complaints are forwarded via email to **[enforcement@cavancoco.ie](mailto:enforcement@cavancoco.ie)**. Please be sure to enclose the required supporting information outlined above.

**PLANNING ENFORCEMENT REPORT FORM**

Address of the alleged unauthorised development (incl. Eircode where possible):	
Full description of the alleged unauthorised development:	
Date work/use commenced:	
Name and Address of property owner/occupier:	
Name and Address of person carrying out alleged unauthorised development:	
Any other relevant information regarding location/previous use etc:	
Your name and address (this information will be kept confidential):	
Your telephone number:	
Your email address:	

**Return completed form to: Planning Enforcement Section,  
Cavan County Council, Johnston Central Library, Farnham Street, Cavan, Co. Cavan  
Telephone: (049) 4378300 Email: [enforcement@cavancoco.ie](mailto:enforcement@cavancoco.ie)**