**Derelict Sites Complaint Form**

**Location of Derelict Site** (Please give as much detail as possible and attach a ***Site Location Map -*** complaints that are not accompanied by a site location map may not be followed up)

**Names and Addresses of all Owners and Occupiers, if known** (include Eircodes)

**Reason for Complaint** (An extra sheet may be used to provide additional information if necessary)

**Name and Address of Person making complaint** (include Eircode)

**Contact Details of Person making complaint** (including telephone number and email address)

**I HAVE READ THE GUIDANCE RELATING TO THIS FORM**

**Signature: Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **BLOCK CAPITALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: Complaints may not be investigated unless a fully completed, signed and dated Complaint Form is provided, with the name and address (including Eircode) of the person making the complaint.**

**Please return completed forms to:**

**Derelict Sites Team**
Planning Department
Waterford City and County Council
1st Floor, Menapia Building

The Mall, Waterford City

X91 PK15

**Email:** derelictsites@waterfordcouncil.ie

**IMPORTANT DATA PROTECTION INFORMATION: PLEASE READ**

The Council has a Privacy Statement which is a general document about how we approach data protection as an organisation. This is available on request via email dataprotection@waterfordcouncil.ie by post at: Data Protection Officer, Waterford City & County Council, City Hall, The Mall, Waterford, X91 PK17. Tel: 0818 10 20 20. or on the Council’s website (<https://www.waterfordcouncil.ie/departments/corporate/communications/privacy-statement.htm>).

Data you supply will be recorded on an MS Word document, and a hard copy file and related documentation which are held in secure storage. Access to the data is controlled and restricted to relevant staff of Waterford City and County Council involved in Derelict Sites, with security measures such as passwords. All correspondence in relation to Derelict Sites, including your personal data, will be held and disposed of in compliance with the National Retention Policy for Local Authority Records which can be accessed at the following link: <https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

If any of your personal details change, please advise the Derelict Sites Team on derelictsites@waterfordcouncil.ie or telephone 0818 10 20 20.

**CONSENT**

Do you consent to the information on this form supplied by you, to be held on file by Waterford City and County Council for the purpose of regulation of Derelict Sites under the Derelict Sites Act 1990, as amended: **Yes No**

**Please tick your preferred method to be contacted (√):** **Yes No**

Do you give consent to Waterford City and County Council to be contacted by **Post**

 **Yes No**

Do you give consent to Waterford City and County Council to be contacted by **Email**

 **Yes No**

Do you give consent to Waterford City and County Council to be contacted by **Phone**

You can withdraw your consent at any time by telephoning 0818 10 20 20 or emailing: derelictsites@waterfordcouncil.ie

Please see privacy statement <https://www.waterfordcouncil.ie/departments/corporate/communications/privacy-statement.htm>

**ADDITIONAL INFORMATION**

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