

Enforcement Monitoring Form – Commercial Holiday Lets

The Local Authority has the ability to investigate complaints from members of the public regarding the use of residential homes as commercial holiday lets and to take action in cases where it has been proven that there has been a breach of planning control which causes demonstrable planning harm.

To assist the Local Authority in their investigation of your complaint, please fill in the attached **Activity Log Sheet** as accurately as possible; noting the 'Activity Type' and the specific impact that this has on your daily life / amenity. **Please note:** any activity not causing a direct nuisance should also still be included as this may assist the Local Authority in their investigation. An example entry has been included for reference.

It is recommended that Activity Log Sheets are completed over a minimum period of 6 months in order to provide the Local Authority with an accurate representation of the use.

Completed Activity Log Sheets should be submitted to the **Planning Enforcement Team** via email Planning_Enforcement@bathnes.gov.uk or else directly to the allocated enforcement officer. If you have been provided with a case reference number this should be included on the submission and any future correspondence.

Alternatively, Activity Log Sheets can be sent by post to:

Planning Enforcement – Planning Services

Bath & North East Somerset Council
Lewis House,
Manvers Street,
Bath, BA1 1JG

Important note – Information included on submitted Activity Log Sheets may be shared with other Council Departments or agencies in order to assist the Local Authority in their investigation of the enforcement complaint; however, your personal data will remain private and confidential.

For further information about data protection and the Local Authority's use of personal data, please see Bath and North East Somerset Council's 'Corporate Privacy Notice': www.bathnes.gov.uk/council-privacy-notice

COMPLAINT DETAILS			
Address of complaint property:			
Website Link (if known):			
Your name:		Your address:	
Telephone:		Email:	

ACTIVITY LOG SHEET

KEY:

Activity Type: 1. Noise from inside 2. Noise outside (front) 3. Noise outside (rear) 4. Anti-social behaviour 5. Offensive material displayed
 6. Offensive behaviour inside, visible from outside 7. Problem parking / vehicle activity affecting a public highway 8. Rubbish left out other than collection day 9. Other e.g. trespass, damage to private property (please specify)

Group Type: A. All female B. All male C. Mixed D. Family E. Couple

Activity Type:	Group Type:	Number of guests:	Date:	Time:	Any other information:
<i>3. Noise outside (rear)</i>	<i>A</i>	<i>Approx. 10</i>	<i>01/06/19</i>	<i>12:00 am</i>	<i>Guests in garden playing music and talking. Interrupted sleep until early hours of morning</i>

