

**SCARBOROUGH BOROUGH COUNCIL
INVESTIGATION REQUEST FORM**

USING YOUR PERSONAL INFORMATION

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime.

For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at www.scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (Tel 01723 232323 or Email dataprotection@scarborough.gov.uk)

In order to investigate complaints and respond to you we need to fully understand the nature of your concerns. To help us with this we require the questions within Section One to be completed. The details within Section Two should be completed to the best of your ability.

SECTION ONE – Essential Information

Your Name & Address

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Email

THE DETAILS YOU HAVE PROVIDED ABOVE ARE CONFIDENTIAL. PLEASE SEE OUR STRATEGY DOCUMENT FOR FURTHER INFORMATION. IF YOU WISH TO REMAIN ANONYMOUS DO NOT COMPLETE THIS FORM AND INSTEAD SPEAK TO YOUR WARD OR BOROUGH COUNCILLOR WHO CAN CONTACT US ON YOUR BEHALF

Address of Alleged Breach

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(if known)

SECTION TWO – Additional Information

When did the development /activity start? (Date)

Is it still continuing?

What is the alleged breach? Please use this section to give details of what has happened

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Do you know who is responsible for the work? Please provide a name and address if known

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SECTION THREE – Further Information

Please use this box to provide any other information that you think would assist in the enquiry. A map, plan or sketch of the site in question, showing the exact location of the problem would be helpful, as would any photographs.

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