

## High Hedges Complaint Form

Use this form to submit a complaint to the Council about a high hedge, under section 8 of the Anti-Social Behaviour Act 2003. It should be completed by the person making a complaint or their representative.

Please read the guidance notes and the leaflet 'High Hedges: Complaining to the council'. This form must be accompanied by the fee of £300. Please use black ink and make sure that the information you provide is clear and accurate.

### 1. Complainant Details

Name:	<input type="text"/>
Address: (if different)	<input type="text"/>
Postcode:	<input type="text"/>
Tel (Day):	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text"/>

### 2. Agent or Representative Details

Name:	<input type="text"/>
Address: (if different)	<input type="text"/>
Postcode:	<input type="text"/>
Tel (Day):	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text"/>

### 3. Address of affected property and details of occupant (if different from Q1)

Name:	<input type="text"/>		
Address:	<input type="text"/>		
		Postcode:	<input type="text"/>
Tel (Day):	<input type="text"/>	Fax:	<input type="text"/>
E-Mail:	<input type="text"/>		

**4. Address of site where hedge is growing and name(s) of occupants**

Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Tel (Day):	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text"/>

**5. Name & address of owner of property (if different from Q4)**

Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Tel (Day):	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text"/>

**6. Nature of Complaint**

Please outline the problems experienced here. It will save time and help your case if you stick to the facts and provide all relevant information to back up the points you are making. To help the Council understand your situation please provide a photo of the hedge and a plan or sketch of both the site where the hedge is growing and the property it is affecting, with the hedge clearly marked on it.

## 7. Attempts to resolve the complaint

Please provide details of ways in which you have tried to resolve this matter under the headings below. Give dates and say what the result was. Please provide copies of any letters (or emails) you mention. Please note that if you have not tried all the steps below, the Council may not proceed with your complaint

### Asked the hedge owner to discuss the problem

### Asked the hedge owner to try mediation

### Informed the hedge owner of intention to complain to the Council

### Any other relevant information

## 8. Details about the hedge – Criteria for making a complaint

	Yes	No
Is the hedge, or the portion that is causing problems made up of a line of 2 or more trees / shrubs	<input type="checkbox"/>	<input type="checkbox"/>
Is it mostly evergreen or semi-evergreen?	<input type="checkbox"/>	<input type="checkbox"/>
Is it more than 2 metres above ground level?	<input type="checkbox"/>	<input type="checkbox"/>
Even if there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?	<input type="checkbox"/>	<input type="checkbox"/>
Is it growing on land owned by someone else (i.e. not your own land)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the complainant, the owner, or occupier (e.g. tenant) of the property affected by the hedge?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property residential?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'No' to any of the questions in Section 8 above, the criteria have not been met and the Council cannot therefore consider your complaint.

## 9. Previous Complaints to the Council

	Yes	No
Have any complaints been made to the Council before about this hedge?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide details of the complaint(s) including their reference numbers, dates and any changes in circumstances. If circumstances have not changed, the Council may not proceed with your complaint

Date	Reference Number	Change in Circumstances

## 10 Supporting Documents

	Yes	No		Yes	No
A photograph of the hedge	<input type="checkbox"/>	<input type="checkbox"/>	A location plan of the hedge and surrounding properties	<input type="checkbox"/>	<input type="checkbox"/>
Copies of correspondence with the owner of the hedge	<input type="checkbox"/>	<input type="checkbox"/>	Copies of any other relevant documents (listed below)	<input type="checkbox"/>	<input type="checkbox"/>
The required fee of £300	<input type="checkbox"/>	<input type="checkbox"/>			

By signing this form, I confirm that I have completed as much of it as I can and that to the best of my knowledge, the information is accurate. I have also sent this form to the people identified in Q4 and Q5.

Signed

Date