



High Hedges Complaint Form

Use this form to submit a complaint to the Council about a high hedge, under Part 8 of the Anti-social Behaviour Act 2003. It should be completed by the person making the complaint or their representative. **The Council will rely on the information you provide so please make sure it is clear and accurate.**

Before completing this form, please read the guidance notes and the leaflet 'High Hedges: complaining to the Council'. Please use **BLOCK CAPITALS** and **black ink**.

PLEASE NOTE YOU MUST SUBMIT A FEE WITH THIS FORM.

The current fee is £400 and is split into two parts:

- £50 for the Council to validate the complaint – this is non returnable
- £350 if the Council investigates the complaint.

You will need to send **two** cheques for the amounts specified above, payable to 'Hart District Council'.

Please return this form and all enclosures to the Council:

By post: Planning Services
 Hart District Council
 Civic Offices
 Harlington Way Fleet
 GU51 4AE

By email: trees@hart.gov.uk

Please also send a copy of this form to the people identified in Section 5 of the form.

I. Criteria for making a complaint

About the hedge

I.1 Is the hedge - or the portion that is causing problems – made up of a line of 2 or more trees or shrubs?

Yes

No

I.2 Is it mostly evergreen or semi-evergreen?

Yes

No

I.3 Is it more than 2 metres above ground level?

Yes

No

I.4 If there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?

Yes

No

I.5 Is it growing on land owned by someone else?

Yes

No

Who can complain

I.6 Is the complainant either the owner or occupier (eg tenant) of the property affected by the hedge?

Yes

No

Please delete as appropriate:

Owner

Occupier

I.7 Is the property residential?

Yes

No

If you have answered 'No' to any of the questions in section I, the criteria have not been met and so the Council cannot consider your complaint.

2. Attempts to resolve the complaint

Have you tried to settle the matter in any of the following ways?

2.1 Approached neighbour/hedge owner and asked to discuss problem

Yes

No

2.2 Asked neighbour/hedge owner to try mediation

Yes

No

2.3 Informed neighbour/hedge owner of intention to complain to the council

Yes

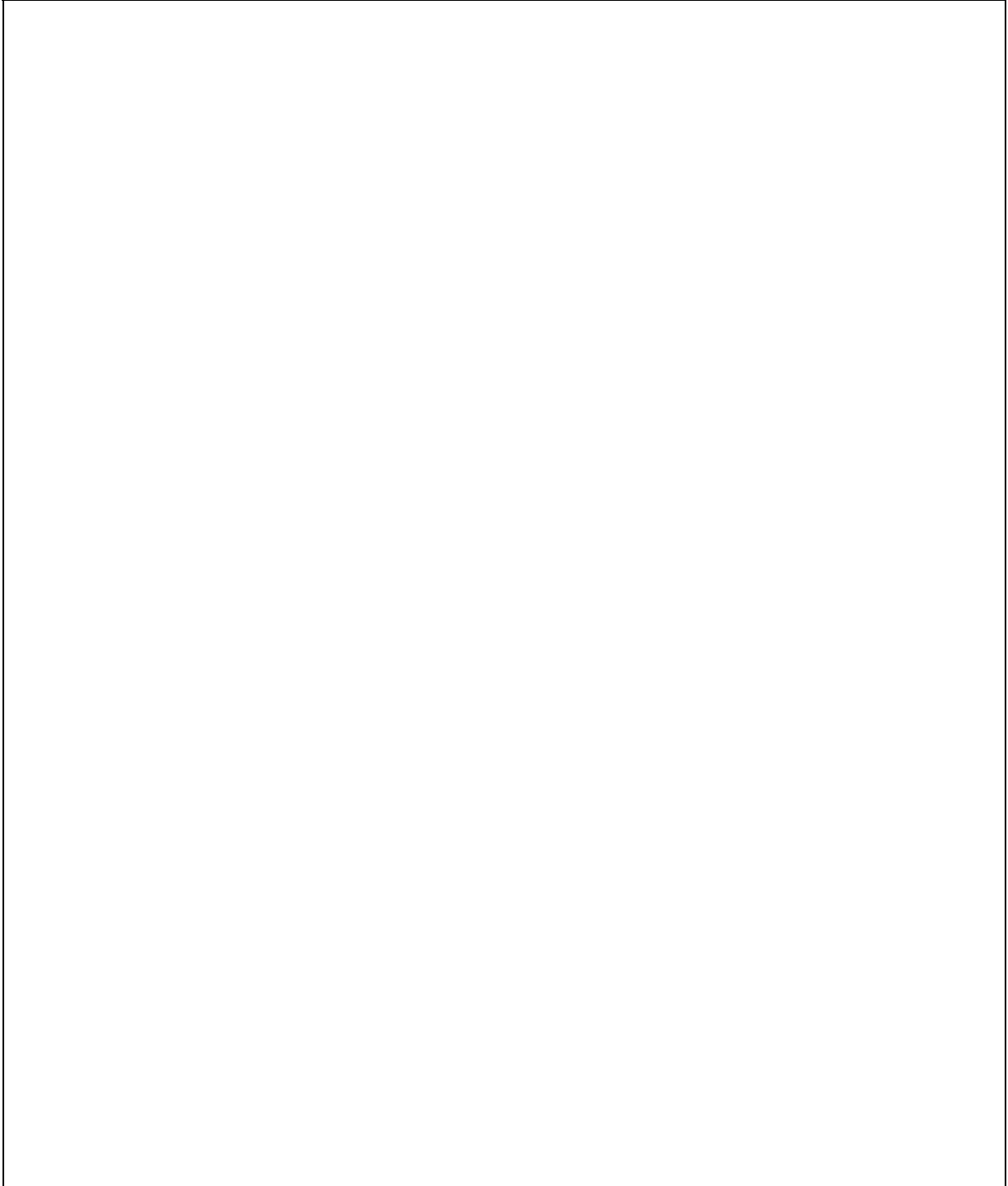
No

If you have answered 'yes' to any of the statements above please provide further details including dates and what the result was. Please also provide details of any other attempts you have made to resolve the matter. Please provide copies of any letters that you mention.

If you have not tried all the above steps, the Council might not proceed with your complaint.

3. Grounds of complaint

Please describe the problems actually experienced as a result of the hedge being too tall, and say how serious they are. 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.

A large, empty rectangular box with a thin black border, intended for the complainant to provide a detailed description of the problems caused by the hedge and to attach supporting evidence such as photos and sketches.

To help the Council understand your situation, please provide a photo of the 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.

4. Previous complaints to the Council

4.1 Has a formal complaint been made to the Council before about this hedge?

Yes

No

4.2 If you have ticked 'Yes', do you know the date and/or reference number of the Council's decision letter?

Date:

Ref. number:

4.3 What has changed since the Council last looked at this?

If nothing has altered, the Council might not proceed with your complaint.

5. Whose who/The parties

5.1 Complainants contact details

Title:

Forename:

Surname:

Address:

City/Town:

County:

Postcode:

Daytime Tel. No.

Mobile Tel. No.

Email Address:

Please tick if content to be contacted by email at the above address

5.2 Address of the property affected by the hedge and name of the person living there, if different to 5.1

Title: Forename: Surname:

Address:

City/Town:

County:

Postcode:

Daytime Tel. No.

Mobile Tel. No.

Email Address:

5.3 Contact details of Agent or other person acting on behalf of the complainant (if any)

Title: Forename: Surname:

Address:

City/Town:

County:

Postcode:

Daytime Tel. No.

Mobile Tel. No.

Email Address:

Please tick if content to be contacted by email at the above address

5.4 Address of the site where the hedge is growing and name of person living there, if known

Title: Forename: Surname:

Address:

City/Town:

County:

Postcode:

Daytime Tel. No.

Mobile Tel. No.

Email Address:

5.5 Name and Address of the person who owns the property where the hedge is situated, if different to 5.4 and if known

Title: Forename: Surname:

Address:

City/Town:

County:

Postcode:

Daytime Tel. No.

Mobile Tel. No.

Email Address:

6. Supporting documents

- 6.1 Have you enclosed the following documents: Tick Box
- A photo of the hedge
 - A location plan of the hedge and surrounding properties
 - Copies of correspondence with your neighbour about the hedge
 - Copies of any other documents that you mention (please list these separately)
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7. Declaration

- Tick Box
- 7.1 I confirm that I have completed as much of this form as I can and that, to the best of my knowledge, the information provided is accurate.
- 7.2 I confirm that I have sent copies of this form to the people identified in Section 5.
- 7.3 I enclose two cheques, one to the value of £50 and one to the value of £350

Signature:

Date: