



HIGH HEDGES

COMPLAINTS 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.

Before completing this form, please read the leaflet '*High hedges: complaining to the council*'. Please use BLOCK CAPITALS and black ink.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £400.

The Council will rely on the information you provide so please make sure it is clear and accurate.

1. Attempts to resolve the complaint.

Please describe what you have done to try to settle this matter. Give dates and say what the result was. Please provide copies of any letters that you mention.

Asked to discuss the problem?

Asked the hedge owner to try mediation?

Informed them of your intention to complain to the Council?

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

2. Criteria for making a complaint.

About the Hedge.....

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

Yes No

Is it mostly evergreen or semi evergreen?

Yes No

Is it more than 2 metres above ground level?

Yes No

Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?

Yes No

Is it growing on land owned by someone else?

Yes No

Who can complain?

Is the complainant the owner or occupier (e.g. tenant) of the property affected by the hedge?

Yes No

Please delete whichever does not apply OWNER / OCCUPIER

Is the property residential?

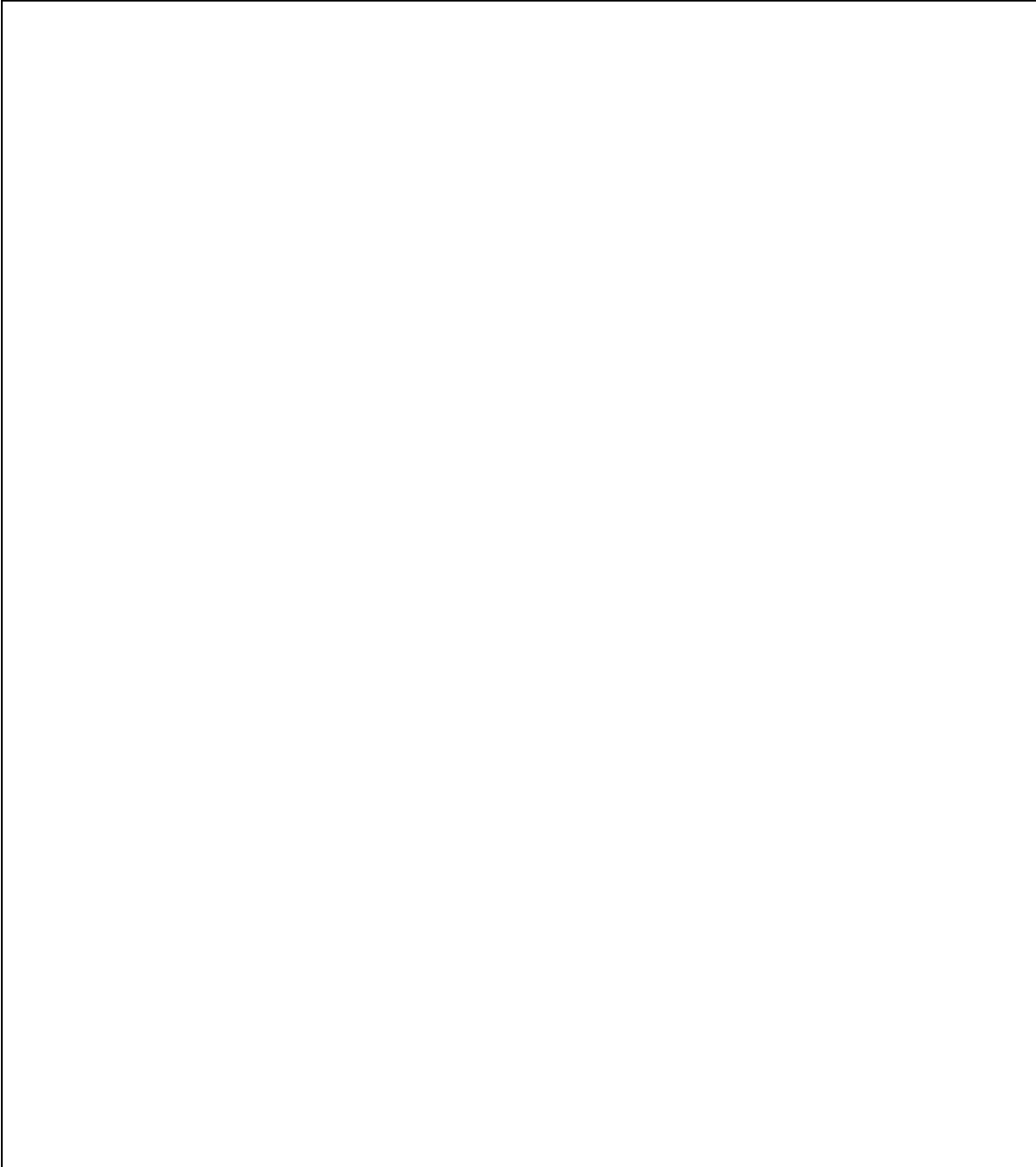
Yes No

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

Continue on a separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the complainant to provide details, evidence, and photos related to their complaint about a tall hedge.

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.

4. Previous complaints to the Council

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

Yes No

If 'No' please skip to section 5.

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

Date Ref number

What has changed since the Council last looked at this?

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

5. Who's who/ the parties?

Complainant's contact details (the person complaining)

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Email	<input type="text"/>		

Is the above person happy to be contacted by email? Yes No

Address of the property affected by the hedge and details of the person living there, if different from above

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Email	<input type="text"/>		
Is the above person happy to be contacted by email? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Email	<input type="text"/>		
Is the above person happy to be contacted by email? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Email	<input type="text"/>		
Is the above person happy to be contacted by email? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Name and address of the person who owns the property where the hedge is situated, if different from above and if known.

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Email	<input type="text"/>		
Is the above person happy to be contacted by email? Yes <input type="checkbox"/> No <input type="checkbox"/>			

6. Supporting documents.

Have you enclosed the following?

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

7. Sending the complaint.

I confirm that I have completed the form in full and that to the best of my knowledge, the information provided is accurate.

I enclose the fee of £400.

Signed..... **Date**.....

Please send this form and ALL enclosures to:

**Planning and Development
South Holland District Council
Council Offices
Priory Road
Spalding
Lincs
PE11 2XE**

A COPY OF THIS FORM MUST BE SENT TO THE OWNER AND/OR OCCUPIER OF THE LAND THAT THE HEDGE IS SITUATED ON. FAILURE TO DO SO WILL RESULT IN THE COUNCIL NOT PROCEEDING WITH THE COMPLAINT.

Please also refer to the leaflets 'Over the garden hedge' and 'High hedges: Complaining to the Council' for more advice. These leaflets are available at the Council Offices.

Our Website also explains in some detail the process of complaining and how an investigation is carried out. Please log on at www.sholland.gov and look under H in our A – Z section for 'High Hedges'

