

High Hedges Complaint Form

For official use	
Payment type	Cash / Cheque
Amount received	
Date received	
Receipt number	

Please read the guidance notes which will help you to complete this 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 guidance notes sent with it and the leaflet *High hedges: complaining to the Council*. Please use BLOCK CAPITALS and black ink. You need to send three copies of the form and location plan.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £400 (£200 discount for applicants receiving housing benefit, council tax benefit or income support.)

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

1.1 Complainant's contact details

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

Is the complainant content for us to contact them by email, at the address provided?

Yes No

1.2 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"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Phone	<input type="text"/>		
Mobile Phone	<input type="text"/>		
Email Address	<input type="text"/>		

Is the Agent, or other person named above, content for us to contact them by email at the address provided?

Yes No

2 Address of the property affected by the hedge and name of the person living there, if different from 1.1

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

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

Name Title Forename Surname

Address or location

County Postcode

4 Name and address of the person who owns the property where the hedge is situated, if different from 3 and if known

Name Title Forename Surname

Address

County Postcode

5 Attempts to resolve the complaint

Please describe what you have done (including dates) to try to settle this matter. Give dates and say what the result was. Please provide copies of any letters that you mention. Use a separate sheet if necessary. (See Section 7 for Grounds of Complaint.)

5.1 Asked to discuss problem (See Guidance Notes - Step 2)

5.2 Asked the hedge owner to try mediation

5.3 Informed them of intention to complain to council

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

5.4 Any further information you wish to provide

6 Criteria for making a complaint

About the hedge

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

Yes No

6.2 Is it mostly evergreen or semi-evergreen?

Yes No

6.3 Is it more than 2 metres above ground level?

Yes No

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

Yes No

6.5 Is it growing on land owned by someone else?

Yes No

Who can complain

6.6 Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge?

Yes No

Please delete as applicable

Owner / Occupier

6.7 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.

7 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



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.

8 Previous complaints to the Council

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

Yes

No

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

Date

Ref
number

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

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

9 Supporting documents

9.1 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 (please list these separately)

10 Sending the complaint

10.1 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.

Tick box

10.2 I enclose the fee of £400 (£200 reduction for applicants receiving housing benefit, council tax benefit or income support (documentation required)).

Tick box

Signature

Date

Print Name

10.3 POST THIS FORM AND ALL ENCLOSURES TO:

Planning Control
Environment Department
3rd Floor
Town Hall
Bolton BL1 1RU

10.4 Please also send a copy of this form to the people identified in Section 2, 3 and 4

Tick the box to show you have done this