

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*. The person making the complaint, or their representative should complete it.

Before completing this form, please read the guidance notes. It is also recommended that you read the leaflets: '[High hedges: complaining to the Council](#)' and '[Over the garden hedge](#)' which were produced by the former Office of the Deputy Prime Minister (now Communities and Local Government).

Please use BLOCK CAPITALS to complete the form.

You must pay a fee when you send in this form. The current fee is £350.

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

1 Name and address of complainant and agent

Complainant's details

Name: _____
 Address: _____

 Postcode: _____
 Daytime Tel. _____
 Email: _____

Details of Agent / Contractor (if any)

Name: _____
 Address: _____

 Postcode: _____
 Daytime Tel. _____
 Email: _____

2 Location of the hedge

Neighbour's details

Name: _____
 Address: _____

 Postcode: _____
 Daytime Tel. _____
 Email: _____

Details of other owner (if any / if known)

Name: _____
 Address: _____

 Postcode: _____
 Daytime Tel. _____
 Email: _____

3 About the hedge

If the answer is 'No' to any of the questions in this section, the criteria have not been met and the Council cannot consider your complaint. Please tick the relevant box.

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
2. Is it mostly evergreen or semi-evergreen? Yes No
3. Is it more than 2 metres above natural ground level (i.e. its planting level)? Yes No
4. Even though there may be gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views? Yes No
5. Is it growing on land owned by someone else? Yes No
6. Are you the owner or occupier (e.g. tenant) of the property affected by the hedge? Yes No
7. Is the property residential? Yes No

4 Resolving your complaint

In order for the Council to consider your complaint you should have tried all the steps below. It is strongly recommended that all attempts should have been made at least once in writing to ensure validation of 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. It is to your advantage, in validating this complaint, that all dates stated are at most 3 months prior to the date of this form.

1. Verbal request to discuss problem Yes No
Date _____ Result _____
2. Written request to discuss problem Yes No
Date _____ Result _____
3. Verbal request to hedge owner(s) to try independent mediation Yes No
Date _____ Result _____
4. Written request to hedge owner(s) to try independent mediation Yes No
Date _____ Result _____

5. Have you verbally informed the neighbour of your intention to complain to the Council? Yes No

Date _____ Result _____

6. Written information of intention to complain to Council Yes No

Date _____ Result _____

7. Any other means of resolution sought? Yes No

Date _____ Result _____

5 Your grounds for complaint

Please describe the problems actually experienced as a result of the hedge being too tall, and say how serious they are in a legible and coherent way. Please clearly mark any additional pages: 'Grounds of Complaint'.

To help the Council understand your situation, please provide a photo(s) of the hedge, measurements, a location plan on an Ordnance Survey base, 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.

Has a formal 'High Hedges' complaint been made to the Council before about this hedge? Yes No

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

Date _____ Result _____

What has changed since the Council last looked at this?

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

6 Declaration

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.

Signature _____ Print name _____ Date _____

7 Checklist

- I have completed the relevant parts of the form
- I have signed the form
- I have enclosed the fee of £350
- I have enclosed plans / photos / documents that may support my complaint

Please return the completed form to:

Economy, Place and Skills Directorate
Place Making and Management
Transportation and Planning
Civic Centre
PO Box 30
West Street
Oldham
OL1 1UQ

? If you have any queries, please contact us:

☎ 0161 770 4105
Fax: 0161 770 3104
✉ planning@oldham.gov.uk
www www.oldham.gov.uk