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

<table>
<thead>
<tr>
<th>Complainant’s details</th>
<th>Details of Agent / Contractor (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________</td>
<td>Name: ___________</td>
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<tr>
<td>Address: ___________</td>
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<td>Postcode: ___________</td>
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<td>Daytime Tel. ___________</td>
<td>Daytime Tel. ___________</td>
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<tr>
<td>Email: ___________</td>
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</tbody>
</table>

2 Location of the hedge

<table>
<thead>
<tr>
<th>Neighbour’s details</th>
<th>Details of other owner (if any / if known)</th>
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<tbody>
<tr>
<td>Name: ___________</td>
<td>Name: ___________</td>
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<tr>
<td>Address: ___________</td>
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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.*

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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 ___________

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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

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If you have any queries, please contact us:

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<th>①</th>
<th>0161 770 4105</th>
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<tbody>
<tr>
<td>Fax:</td>
<td>0161 770 3104</td>
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<tr>
<td><a href="mailto:planning@oldham.gov.uk">planning@oldham.gov.uk</a></td>
<td></td>
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<tr>
<td>www:</td>
<td><a href="http://www.oldham.gov.uk">www.oldham.gov.uk</a></td>
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