

# 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:**

**Tel:** 0161 770 4105  
**Fax:** 0161 770 3104  
**Email:** [planning@oldham.gov.uk](mailto:planning@oldham.gov.uk)  
**www** [www.oldham.gov.uk](http://www.oldham.gov.uk)