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## Complaint form: high hedges

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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, separate fees guidance sheet, guide to the legislation and criteria for resolving disputes, produced by the Council.

**Use BLOCK CAPITALS and black ink.**

**YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM.**

Confirm the fee you have included

£

Consideration of your complaint will be delayed if you do not complete the form properly or do not provide the information requested.

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### 1. Contact details of complainant

#### 1.1 Complainant

Name	<input style="width: 370px; height: 20px;" type="text"/>
Address	<input style="width: 370px; height: 20px;" type="text"/> <input style="width: 370px; height: 20px;" type="text"/>
Town	<input style="width: 370px; height: 20px;" type="text"/>
County	<input style="width: 140px; height: 20px;" type="text"/> Postcode <input style="width: 140px; height: 20px;" type="text"/>
Daytime Telephone No.	<input style="width: 370px; height: 20px;" type="text"/>
Mobile Telephone No.	<input style="width: 370px; height: 20px;" type="text"/>
Fax No.	<input style="width: 370px; height: 20px;" type="text"/>
Email Address	<input style="width: 370px; height: 20px;" type="text"/>

#### 1.2 Would you prefer to be contacted by email?

Yes  No

**1.3 Complainant's representative**

Name

Address

Town

County  Postcode

Daytime Telephone No.

Mobile Telephone No.

Fax No.

Email Address

**1.4 Would you prefer communication by email?**

Yes  No

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**2. Property affected by the hedge**

**2.1 Address of the affected property**

Address

Town

County  Postcode

**2.2 Is the property entirely residential?**

Yes  No

If the answer to 2.2 is yes, continue to section 2.5  
If the answer to 2.2 is no, complete sections 2.3 and 2.4

**2.3 Does the property have a residential component?**

Yes  No

**2.4 Describe the areas of the property that are residential.**

**2.5 Define your status in relation to the property affected by the hedge**

Delete as appropriate:      Owner / Occupier  
   Owner  
   Occupier  
   Other (please specify)

**2.6 Details of the occupier(s) if different from that given at 1.1**

Occupier 1:

Name

Address

Town

County  Postcode

Daytime Telephone No.

Mobile Telephone No.

Fax No.

Email Address

Occupier 2:

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>
Mobile Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>
Email Address	<input type="text"/>

If there are additional occupiers, please complete their details on a separate sheet.

**2.7 Details of the owner(s) of the property if different from that given at 1.1**

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>
Mobile Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>
Email Address	<input type="text"/>

### 3 Location of the hedge

#### 3.1 Details of person(s) occupying the site on which the hedge is growing

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
Fax No.	<input type="text"/>		
Email Address	<input type="text"/>		

#### 3.2 Does the person(s) named at section 3.1 own the property where the hedge is located?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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#### 3.3 Details of the property owner (if different from that given in 3.1)

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
Fax No.	<input type="text"/>		
Email Address	<input type="text"/>		

#### 4 Details of the hedge

If you are unable to answer 'Yes' to the following, it is unlikely that the Council will be able to accept your complaint.

##### *About the hedge*

**4.1 Is the hedge made up of a continuous line of 2 or more trees or shrubs?**

Yes  No

**4.2 Is the hedge predominantly evergreen or semi-evergreen?**

Yes  No

**4.3 Is the hedge more than 2 metres above ground level?**

Yes  No

Please give your estimate of the height of the hedge (in metres).  m

**4.4 Does the hedge act as a barrier to light or access?**

(This includes physical access and access to a view or outlook)

Yes  No

**4.5 Is the hedge growing on land outside your ownership?**

Yes  No

**4.6 Have you identified the line of the hedge on a plan accompanying this form?**

Yes  No

## 5 Supporting documents

Please provide at least one photo of the hedge and a location plan showing the site where the hedge is growing and the property it is affecting.

Please ensure you enclose the following:

### 5.1 A photo of the hedge

Tick box

### 5.2 A plan identifying the line of the hedge

Tick box

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## 6 Previous complaints to the Council about this hedge

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

Yes

No

### 6.2 If 'Yes', please give details

Complaint date

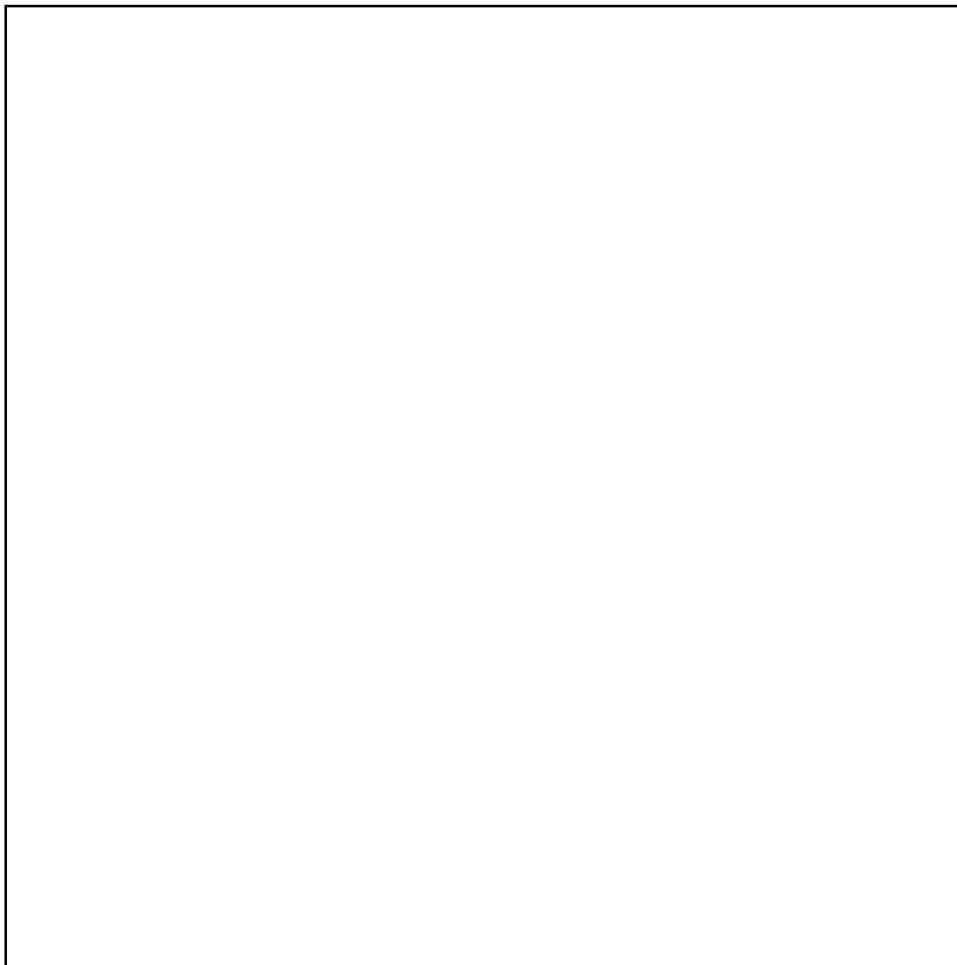
Council ref:

6.3 Describe any changes in circumstances since the complaint was decided

**7 Attempts you have made to resolve your concern**

**List dates and key events**

**Provide copies of any notes or letters**



**If you have not tried mediation, please say why not**





## 8 Grounds of complaint

Please describe the problems actually experienced as a result of the hedge being too high and explain how serious they are. Keep to the facts and provide all relevant information to back up points you are making. Remember that a copy of this form will be sent to the owner and occupier of the site where the hedge is growing. Refer to the guidance notes for advice about issues that may or may not be relevant to your complaint. You should also indicate the height (in metres) to which you would like to see the hedge reduced.

**Desired hedge height**

 m

Continue on a separate sheet if necessary

## 9 Sending the complaint

### 9.1 Copying this form

In the space below state the number of copies of this form (with related documentation) you are sending to the Council. Refer to the guidance notes to confirm how many copies you should provide.

### 9.2 Informing others that you are making this complaint

In the space below, confirm the name(s) of the person(s) you have written to, informing them of your formal complaint to the Council.

### 9.3 Submission

Please ensure you have completed as much of this form as possible. If insufficient information is provided, the form may be returned to you.

**I confirm that the information provided is accurate to the best of my knowledge.**

Signed

Date

**Send this form and all enclosures to:**

**Vale of White Horse District Council  
Planning Appeals and Enforcement Team  
135 Eastern Avenue  
Milton Park  
Milton  
OX14 4SB**

**Tel: 01235 422600**

**email: [planning.enforcement@southandvale.gov.uk](mailto:planning.enforcement@southandvale.gov.uk)**