STRONGER together





COMPLAINT FORM: HIGH HEDGES

Use this form to submit a complaint to the Council about a high hedge, under Part 8 of the Antisocial 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 and the leaflet *High hedges: complaining to the council,* located on our website. Please use BLOCK CAPITALS.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fees are detailed in the enclosed guidance notes. The Council will rely on the information you provide so please make sure it is clear and accurate. Tick the box for payment option:

Please send a copy of this form and all enclosures to:

High Hedge Complaint, FAO Planning, Town Hall, Grove Road, Eastbourne, BN21 4UG

Please also send a copy of this form to the people identified in Section 5.

Tick the box to show you have done this

You can also download this complaint form from our website at www.lewes-eastbourne.gov.uk

1. Attempts to resolve 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.

Approached neighbour/hedge owner and asked to discuss problem:

Asked neighbour/hedge owner to try mediation

Informed neighbour/hedge owner of intention to complain to council

IF YOU HAVE NOT TRIED ALL THE ABOVE STEPS, THE COUNCIL MIGHT NOT PROCEED WITH YOUR COMPLAINT.

Anything else

2. Criteria for making a complaint

About the hedge

Is the hedge - or the portion that is causing problems - made up of a line of 2 or more trees or shrubs? Yes No No			
Is it mostly evergreen or semi-evergreen? Yes No			
Is it more than 2 metres above ground level? Yes No			
Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views? Yes No			
Is it growing on land owned by someone else? Yes No			
Who can complain			
Is the complainant the owner or occupier (e.g. tenant) of the property affected by the hedge? Yes No Delete as appropriate Owner/Occupier			
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.			
3. Grounds of complaint			
Please describe the problems actually experienced as a result of the hedge being too tall. 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.

4. Previous complaints to the Council Has a formal 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 Ref. number What has changed since the Council last looked at this?

IF NOTHING HAS ALTERED, THE COUNCIL MIGHT NOT PROCEED WITH YOUR COMPLAINT.

5. Who are the parties involved

Complainant's contact details

Name
Address
Telephone No. (daytime)
Telephone No. (mobile)
Fax No.
Do you prefer to be contacted by email? Yes No
Email Address
Address of the property affected by the hedge and name of the person living there (if different).
Name
Address

Telephone No. (daytime)

ix No.		
nail Address		
Contact details of Agent or other person acting on behalf of the complaint (if any).		
ame		
Idress		
elephone No. (daytime)		
elephone No. (mobile)		
IX No.		
nail Address		

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

Name	
Address	
Telephone No. (daytime)	
Telephone No. (mobile)	
Fax No.	
Email Address	

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

Name	
Address	
Telephone No. (daytime)	
Telephone No. (mobile)	
Fax No.	
Email Address	

6. Supporting documents

Have you enclosed the following:

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)

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. I enclose the appropriate fee.

Signed

Date

Print Name

This leaflet can be made available in other formats or in another language upon request. Please telephone 01323 410000 or email customerfirst@lewes-eastbourne.gov.uk