

## 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

£
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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 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"/>	
Email address	<input type="text"/>	

#### 1.2 Would you prefer to be contacted by email? (Please tick as appropriate)

Yes  No

**1.3 Complainants representative (if applicable)**

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"/>		
Email address	<input type="text"/>		

**1.4 Would you prefer to be contacted by email? (Please tick as appropriate)**

Yes  No

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**2. Property affected by the hedge**

**2.1 Address of the affected property**

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>

**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 (if applicable)**

**2.5 Define your status in relation to the property affected by the hedge (Please tick 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	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Town	<input style="width: 100%;" type="text"/>
County	<input style="width: 40%;" type="text"/> Postcode <input style="width: 30%;" type="text"/>
Daytime Telephone no.	<input style="width: 100%;" type="text"/>

Mobile Telephone no.

Email address

Occupier 2:

Name

Address

Town

County  Postcode

Daytime Telephone no.

Mobile Telephone no.

Email address

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

Address

Town

County  Postcode

Daytime Telephone no.

Mobile Telephone no.

Email address

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### 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"/>		
Email address	<input type="text"/>		

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

Yes  No

#### 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"/>		
Email address	<input type="text"/>		

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#### 4. Details of the hedge

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

##### 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

##### 4.4 Please give your estimate of the height of the hedge (in metres)

  
m

##### 4.5 Does the hedge act as a barrier to light or access? (This includes physical access and access to a view or outlook)

Yes  No

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

Yes  No

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**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 confirm you have enclosed the following:**

- A photograph of the hedge
  - A plan showing the line of the hedge
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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 reference:

**6.3 Describe any changes in circumstances since the complaint was decided**

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

**7.1 Please provide copies of any notes or letters. Tick the box below to confirm you have enclosed these:**

**7.2 List dates and key events:**

Please continue on a separate sheet if necessary.

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

Please continue on a separate sheet if necessary.



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## 8. Grounds of complaint

Please describe the problems 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.

Please continue on a separate sheet if necessary.

**Desired hedge height:**

m

Please note, if a notice is issued requiring the lowering of the hedge, the height will be calculated according to the government guidance and may not match the height indicated by you on this form.

The guidance is available to view here: <https://www.gov.uk/government/publications/hedge-height-and-light-loss>

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## 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:**

Name:

Signed:

Date:

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

**South Oxfordshire District Council  
Planning Appeals and Enforcement Team  
Abbey House  
Abbey Close  
Abingdon  
OX14 3JE**

**Telephone: 01235 422 600**

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