

Complaint Form: High Hedges

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.

1. Contact details of complainant

1.1 Complainant

Name	
Address	
Town	
County	Postcode
Daytime Telephone no.	
Mobile Telephone no.	
Email address	

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

Yes		No		
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1.3 Complainants representative (if applicable)

Name	
Address	
Town	
County	Postcode
Daytime Telephone no.	
Mobile Telephone no.	
Email address	

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

Yes

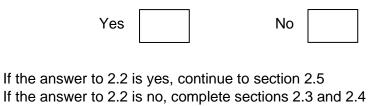
No	

2. Property affected by the hedge

2.1 Address of the affected property

Name	
Address	
Town	
County	Postcode

2.2 Is the property entirely residential?



2.3 Does the property have a residential component?

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 bedge (Please tick as

2.5	Define your	status in r	elation to t	ne property	affected by	the hedge	(Please ti	ck 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.	
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	

3. Location of the hedge

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

Name	
Address	
Town	
County	Postcode
Daytime Telephone no.	
Mobile Telephone no.	
Email address	

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



3.3 Details of the property owner (if different from that given in 3.1)

Name	
Address	
Town	
County	Postcode
Daytime Telephone no.	
Mobile Telephone no.	
Email address	

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

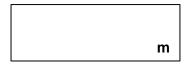
No	

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



No

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



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



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 confirm you have enclosed the following:

A photograph of the hedge



A plan showing the line of the hedge

6. Previous complaints to the Council about this hedge

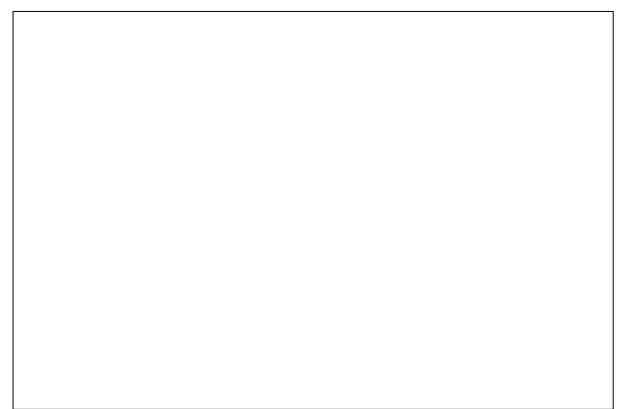
6.1 Has a formal complaint been made to the Council before about this hedge?

Yes		No		
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6.2 If 'Yes', please give details

Complaint date:	
Council reference:	

6.3 Describe any changes in circumstances since the complaint was decided



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.

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: <u>https://www.gov.uk/government/publications/hedge-height-and-light-loss</u>

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