

NUISANCE HIGH HEDGE COMPLAINT 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. It should be completed by the person making the complaint ("the complainant") or their representative.

Before completing this form, please refer to the following link for guidance:

<https://www.gov.uk/government/publications/high-hedges-complaining-to-the-council/high-hedges-complaining-to-the-council>

The current fee payable is £330 + VAT with a 50% reduction for people on certain types of benefit - see section 8 for benefit types.

UPON RECEIPT OF THIS APPLICATION, WE WILL CONTACT YOU TO ARRANGE PAYMENT OF THE APPROPRIATE FEE TO VALIDATE THIS NUISANCE HIGH HEDGE COMPLAINT.

1. WHO'S WHO / THE PARTIES

1.1 Complainant's contact details

Title	Forename	Surname
Name		
Address		
City/Town		
County	Postcode	
Daytime Tel. No.	Mobile No.	
Email		
Is the complainant content for us to contact them by email, at the address provided?		Yes No

1.2 Address of the property affected by the hedge and name of the person living there, if different to 1.1

Title	Forename	Surname
Name		
Address		
City/Town		
County	Postcode	
Daytime Tel. No.	Mobile No.	
Email		
Will there be any difficulty in accessing the site e.g. locked rear garden / guard dogs etc?		Yes No

1.3 Contact details of Agent or other person acting on behalf of the complainant (if any)

Title	Forename	Surname
Name		
Address		
City/Town		
County		Postcode
Daytime Tel. No.		Mobile No.
Email		
Is the agent, or other person named above, content for us to contact them by email, at the address provided?		Yes

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

Title	Forename	Surname	
Name			
Address			
City/Town			
County		Postcode	
Daytime Tel. No.		Mobile No.	
Email			
Will there be any difficulty in accessing the site e.g. locked rear garden / guard dogs etc?		Yes	No

1.5 Name and address of the person who owns the property where the hedge is growing, if different to 1.4 and if known

Title	Forename	Surname	
Name			
Address			
City/Town			
County		Postcode	
Daytime Tel. No.		Mobile No.	
Email			
Is the agent, or other person named above, content for us to contact them by email at the address provided?		Yes	No

2. 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 have sent and any replies.

2.1 Have you asked the hedge owner to discuss the problem and if so what was the result?

2.2 Have you asked the hedge owner to try mediation? *(i.e. use of an independent arbitrator)*

2.3 Have you informed them of intention to complain to council?

Please note that if you have not tried all of the above steps, the Council might not proceed with your complaint.

2.4 Is there anything else to mention in your attempts to resolve your hedge problem?

3. DOES YOUR HEDGE PROBLEM MEET THE LEGAL CRITERIA FOR MAKING A COMPLAINT

About the hedge

- | | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 3.1 | Is the hedge - or the portion that is currently causing problems - made up of a line of 2 or more bushes or trees? | Yes | No |
| 3.2 | Is it mostly evergreen or semi-evergreen through the winter? | Yes | No |
| 3.3 | Is it more than 2 metres above ground level? | Yes | No |
| 3.4 | 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 |
| 3.5 | Is it growing on land owned by someone else? | Yes | No |

Who can complain

- | | | | |
|-----|-----------------------------------------------------------------------------------------------|-------|----------|
| 3.6 | Is the complainant the owner or occupier (e.g. tenant) of the property affected by the hedge? | Yes | No |
| | Please select the one that does not apply. | Owner | Occupier |
| 3.7 | 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.

4. GROUNDS OF COMPLAINT

Please describe the problems actually experienced as a result of the hedge being too tall, and say how serious they are and if the problem applies to all or part of your property. 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.

4. GROUNDS OF COMPLAINT (continued)

5. PLAN OF THE SITE

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. You should mark the house numbers and street name on the plan.

6. SUPPORTING DOCUMENTS

6.1 Please confirm you have enclosed the following:

Tick

A photograph of the hedge

Copies of correspondence with your neighbour about the hedge

Copies of any other documents that you mention *(please list these separately)*

7. PREVIOUS COMPLAINTS TO THE COUNCIL UNDER THE HIGH HEDGES LEGISLATION

- 7.1 Has a formal complaint been made to the Council about this hedge since 1 June 2005? Yes No
- 7.2 If you have ticked 'Yes', do you know the date and/or reference number of the Council's decision letter? Date
- Ref number
- 7.3 What has changed since the Council last looked at this?

If nothing has altered, the Council might not proceed with your complaint.

8. DECLARATION

Tick

- 8.1 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.
- 8.2 I am eligible for a reduced fee, as I am claiming (*proof of benefit will be needed prior to payment of final fee*) :
- Council Tax Reduction
 - Housing Benefit
 - Personal Independence Payments (PIP)
 - Universal Credit / Income Support or Guarantee Credit
 - Income-based Jobseeker's Allowance (JSA).....
- 8.3 You must send a copy of this form to the people identified in Section 1.4 above. Please tick the box to show you have done this.

Name

Date

Please return this completed form to the following email address:
landscape.planning@leeds.gov.uk

