

# 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 read the guidance notes sent with it and the leaflet '*High hedges: complaining to the council*,' available free from the Development Enquiry Centre. Please use BLOCK CAPITALS and black ink.

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

The current fee payable is £330 with a 50% reduction for people on certain types of benefit - see our separate guidance note on fees.

**The information you provide must be clear, accurate and truthful.**

### 1. WHO'S WHO / THE PARTIES

#### 1.1 Complainant's contact details

<b>Name</b>	<small>Title</small>	<small>Forename</small>	<small>Surname</small>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
<b>City/Town</b>	<input type="text"/>		
<b>County</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Daytime Tel. No.</b>	<input type="text"/>	<b>Mobile No.</b>	<input type="text"/>
<b>Fax No.</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Is the complainant content for us to contact them by email, at the address provided?</b>			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

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

<b>Name</b>	<small>Title</small>	<small>Forename</small>	<small>Surname</small>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
<b>City/Town</b>	<input type="text"/>		
<b>County</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Daytime Tel. No.</b>	<input type="text"/>	<b>Mobile No.</b>	<input type="text"/>
<b>Fax No.</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Will there be any difficulty in accessing the site e.g. locked rear garden / guard dogs etc?</b>			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

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

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Tel. No.	<input type="text"/>	Mobile No.	<input type="text"/>
Fax No.	<input type="text"/>	Email	<input type="text"/>
Is the Agent, or other person named above, content for us to contact them by email at the address provided?			Yes <input type="checkbox"/> No <input type="checkbox"/>

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

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Tel. No.	<input type="text"/>	Mobile No.	<input type="text"/>
Fax No.	<input type="text"/>	Email	<input type="text"/>
Will there be any difficulty in accessing the site e.g. locked rear garden / guard dogs etc?			Yes <input type="checkbox"/> No <input type="checkbox"/>

**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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Tel. No.	<input type="text"/>	Mobile No.	<input type="text"/>
Fax No.	<input type="text"/>	Email	<input type="text"/>
Is the Agent, or other person named above, content for us to contact them by email at the address provided?			Yes <input type="checkbox"/> No <input type="checkbox"/>

## 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 reply.***

2.1 Have you asked the hedge owner to discuss 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 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 delete whichever 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.***

A large, empty rectangular box with a thin black border, intended for the user to provide a photograph and a site plan or sketch as requested in the text above. The box is currently blank.

## 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. SENDING THE COMPLAINT

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 enclose the fee of £330.

8.3 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 benefit .....

- Housing Benefit .....

- Disability allowance .....

- Income Support or Guarantee Credit .....

- Income based Jobseeker's Allowance .....

8.4 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

**8.4 POST, FAX OR EMAIL THIS FORM AND POST ALL ENCLOSURES TO:**



**Sustainable Development  
Leeds City Council  
The Leonardo Building  
2 Rossington Street  
Leeds LS2 8HD**

Development Enquiry Centre, telephone (0113) 247 8000  
E-mail: [landscape.planning@leeds.gov.uk](mailto:landscape.planning@leeds.gov.uk)

**You can download guidance and a further copy of this complaint form from our website at  
<http://www.leeds.gov.uk/> searching under "high hedges"**

**Further information is also available from the government's webpages at  
<http://www.communities.gov.uk/> searching under "high hedges"**

For office use only

Date app received

Case Officer

Date acknowledged

Who booked in

1st fee paid (24/422/933/30 - £330)

Date

Rec No.

Concession paid (24/422/933/31 - £165)

Date

Rec No.

Refund issued (24/422/933/33)

Date

Rec No.

1st site visit date

Site visit notes

2nd site visit date

Site visit notes

Decision

Decision date

Appeal lodged

Appeal decision

Referral to Enforcement

Enforcement officer

Is the owner of the hedge identified .....

Are we satisfied that the applicant has gone far enough to resolve matter

Does application meet legal criteria .....

Supporting documents enclosed .....

Previous complaint .....