

Council Ref:

NORTH NORFOLK DISTRICT COUNCIL
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 that accompany it and the leaflet 'High Hedges: Complaining to the Council'. Please use BLOCK CAPITALS and black ink.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £436.

The Council will rely on the information you provide so please make sure it is clear and accurate.

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.

1.1 Asked to discuss problem

1.2 Asked the hedge owner to try mediation

1.3 Informed them of intention to complain to council

If you have not tried all of the above steps, the Council might not proceed with your complaint

1.4 Anything else

Criteria for making a complaint

About the hedge

- 2.1 Is the hedge – or the portion that is causing problems – made up of a line of 2 or more trees or shrubs?

YES		NO	
-----	--	----	--

- 2.2 Is it mostly evergreen or semi-evergreen?

YES		NO	
-----	--	----	--

- 2.3 Is it more than 2 metres above ground level?

YES		NO	
-----	--	----	--

- 2.4 Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?

YES		NO	
-----	--	----	--

- 2.5 Is it growing on land owned by someone else?

YES		NO	
-----	--	----	--

Who can complain

- 2.6 Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge?
Please tick whichever applies

YES		NO	
OWNER		OCCUPIER	


- 2.7 Is the property residential?

YES		NO	
-----	--	----	--

If you answer 'No' to any of the questions in Section 2, the criteria will not have been met and so the Council will be unable to consider your complaint.

3. Grounds of complaint

Please describe the problems actually experienced as a result of the hedge being too tall, and say how serious they are. 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.

Previous complaints to the Council

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

YES		NO	
-----	--	----	--

4.2.1 If you have ticked 'Yes', do you know the date and/or reference number of the Council's decision letter?

DATE		REF NUMBER	
------	--	------------	--

4.3 What has changed since the Council last looked at this?

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

5. Who's who/The parties

5.1 Complainant's contact details

Name

Title	
Forename	
Surname	

Address

County		Postcode	

Daytime Telephone No.

Mobile Telephone No.

Fax No.

E-mail Address

Is the complainant content for us to contact them by email, at the address provided?

YES		NO	
------------	--	-----------	--

5.2.1 Address of the property affected by the hedge and name of the person living there, if different to 5.1

Name

Title	
Forename	
Surname	

Address

County		Postcode	

Daytime Telephone No.

Mobile Telephone No.

Fax No.

E-mail Address

Is the agent or other person named above content for us to contact them by email, at the address provided?

YES		NO	
-----	--	----	--

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

Name

Title	
Forename	
Surname	

Address

County		Postcode	

Daytime Telephone No.

--

Mobile Telephone No.

--

Fax No.

--

E-mail Address

--

Is the agent or other person named above content for us to contact them by email, at the address provided?

YES		NO	
-----	--	----	--

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

Title	
Forename	
Surname	

Address

County		Postcode	

Daytime Telephone No.

--

Mobile Telephone No.

--

Fax No.

--

E-mail Address

--

5.5 Name and address of the person who owns the property where the hedge is situated, if different from 5.4 and if known

Name

Title	
Forename	
Surname	

Address

County		Postcode	

Daytime Telephone No.

Mobile Telephone No.

Fax No.

E-mail Address

6. Supporting documents

6.1 Have you enclosed the following:

Tick Box

A photo of the hedge	<input type="checkbox"/>
A location plan of the hedge and surrounding properties	<input type="checkbox"/>
Copies of correspondence with your neighbour about the hedge	<input type="checkbox"/>
Copies of any other documents that you mention (please list these separately)	<input type="checkbox"/>

7. Sending the complaint

7.1 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.

TICK BOX	<input type="checkbox"/>
----------	--------------------------

7.2 I enclose the fee of £436

TICK BOX	<input type="checkbox"/>
----------	--------------------------

Name	<input type="text"/>	Date	<input type="text"/>
------	----------------------	------	----------------------

7.3 POST OR EMAIL THIS FORM AND ALL ENCLOSURES TO:

<p>Conservation, Design & Landscape, North Norfolk District Council, Holt Road, CROMER, NR27 9EN</p> <p>Tel: 01263 516142 Fax: 01263 515042 Email: trees@north-norfolk.gov.uk</p>

7.4 Please also send a copy of this form to the people identified in Section 5.4 and 5.5

Tick the box to show you have done this