



High Hedges Complaint Form

North Devon Council
Planning Service, Civic Centre,
Barnstaple, Devon EX31 1EA

Tel: 01271 388288 Fax: 01271 388293
Email: planning@northdevon.gov.uk

Use this form to submit a complaint to the Council about a high hedge under Part 8 of the Anti-social Behaviour Act 2003.
The form should be completed by the person making the complaint or their representative.
Before completing the form, please read the guidance notes sent with 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 £350.00

Applicants details. Please give your name and normal contact address. Mobile telephone numbers are acceptable. If you have an e-mail address this can be included.

Name
Address
Postcode
Daytime Phone Number
Fax Number
Mobile Number
Email

Representative details (if used). If a representative is submitting the complaint on your behalf, (eg, Tree Surgeon, Citizens Advice Bureau), please give their full name, address and daytime telephone number. Mobile telephone numbers are acceptable. Please include a fax number and e-mail address if known.

Name
Address
Postcode
Daytime Phone Number
Fax Number
Mobile Number
Email

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 / correspondence that you mention.

1.1 Approached neighbour / hedge owner and asked to discuss the problem.

1.2 Asked neighbour / hedge owner to try mediation.

1.3 Informed neighbour / hedge owner of intention to complain to the Council.

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

1.4 Anything else.

2. 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 two or more trees or shrubs?

Yes No Please tick the appropriate box.

2.1 Is it mostly evergreen or semi-evergreen?

Yes No Please tick the appropriate box.

2.2 Is it more than two metres above ground level?

Yes No Please tick the appropriate box.

2.3 Even though there might be gaps in the foliage or between the trees or shrubs, is the hedge still capable of obstructing light or views?

Yes No Please tick the appropriate box.

2.4 Is it growing on land owned by someone else?

Yes No Please tick the appropriate box.

Who can complain –

2.5 Are you the owner or occupier (eg, tenant) of the property affected by the hedge?

Owner Occupier Other (please give details)

2.6 Is the property residential?

Yes No Please tick the appropriate box.

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.

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.

4. Previous complaints to the Council.

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

Yes No Please tick the appropriate box.

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

Date Reference

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. Please give the full address of the site where the hedge(s) is/are located.

Please also give the name and contact details (if known) of the person who lives at this location.

Address

Postcode

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Name of person living at this location

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Daytime Phone Number

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Fax Number

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Mobile Number

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Email

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6. Please provide details of the owner of the property where the hedge(s) is/are located.

Please give full name, address and contact details (if known).

Name

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Address

Postcode

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Daytime Phone Number

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Fax Number

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Mobile Number

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Email

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7. Supporting documents.

Have you attached the following: (Please tick the appropriate boxes)

A photo of the hedge?

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A location plan of the hedge and surrounding properties?

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Copies of correspondence with your neighbour / hedge owner about the hedge?

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Copies of any other documents that you have mentioned? (Please list these separately)

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8. Declaration

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

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I enclose the fee of £.....

Name

--

Date

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Signature

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Data Protection Statement: - This information is being collected for the purpose of processing and assessing a High Hedges complaint and may be used for the wider purposes of statistical analysis for the Councils Best Value Performance Plans and the Office of the Deputy Prime Minister. The information will be available for public inspection as part of the assessment process. When you complete this form, you are providing your consent for the Council to hold and use your personal information for this purpose.