



**NEWARK AND SHERWOOD DISTRICT COUNCIL**

**Part 8 Anti-Social Behaviour Act 2003**

**HIGH HEDGES**

**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 or their representative.

**Before completing this 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. THIS AMOUNT IS AVAILABLE FROM OUR CURRENT FEES AND CHARGES LEAFLET.**

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

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**Section 1: Attempts to resolve the complaint**

Please describe what you have done to try and settle this matter. Give dates and detail what the result was. Please provide copies of any letters that you mention.

1.1 Asked to discuss the problem

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1.2 Asked the hedge owner to try mediation

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1.3 Informed them of intention to complain to the Council

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

1.4 Anything else

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**Section 2: Criteria for making a complaint**

Details about the hedge – *please tick the box that applies to your answer*

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 may be 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 (e.g.tenant) of the property affected by the hedge?

YES  NO

Please delete whichever does not apply

OWNER / OCCUPIER
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2.7 Is the property residential?

YES  NO

**If you have answered 'NO' to any of the questions in this section, the criteria will not have been met, and therefore the Council cannot consider your complaint.**

**Section 3: The grounds of the complaint**

**Please describe the problems actually experienced as a direct result of the hedge being too tall, and say how serious they are. It will save time and it will help your case if you stick to the facts and provide all relevant information to back up the points you are making.**

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**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.**

**Section 4: Previous complaints to the Council**

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

YES  NO

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

Date  Ref No

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

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**If nothing has altered, the council might not proceed with your complaint**

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**Section 5: Persons Involved in the complaint**

5.1 The complainant

Full Name

Full Address -----  
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Postcode  Daytime Tel No

Mobile No  Fax No

E-mail Address

Is the complainant content for the Council to contact them by e-mail, at the address above?

YES  NO

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

Name

Address

Postcode  Daytime Telephone No

Mobile No  Fax No

E mail address

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

Name

Address

Postcode  Daytime Telephone No

Mobile No  Fax No

E mail address

Is the agent, or other person named above, content for us to contact them by e mail at the address given above?

YES  NO

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

Name	<input type="text"/>		
Address	<input type="text"/> ----- <input type="text"/> ----- <input type="text"/> ----- <input type="text"/> ----- <input type="text"/>		
Postcode	<input type="text"/>	Daytime Telephone No	<input type="text"/>
Mobile No	<input type="text"/>	Fax No	<input type="text"/>
E mail address	<input type="text"/>		

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

Name	<input type="text"/>		
Address	<input type="text"/> ----- <input type="text"/> ----- <input type="text"/> ----- <input type="text"/> ----- <input type="text"/>		
Postcode	<input type="text"/>	Daytime Telephone No	<input type="text"/>
Mobile No	<input type="text"/>	Fax No	<input type="text"/>
E mail address	<input type="text"/>		

**Section 6: Supporting documents**

6.1 Have you enclosed the following documents? (*Please tick the box*)

- 1. A photo of the hedge that you are complaining about
  - 2. A location plan of the hedge and adjacent properties
  - 3. Copies of all correspondence with your neighbour about the hedge
  - 4. Copies of any other documents that you mention (please list these separately)
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**Section 7: Confirmation and 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 and belief, the information provided is accurate.

Tick box

7.2 I enclose the fee of £

Tick box

Signature

Please print name  Date

7.3 POST OR E MAIL THIS FORM AND ALL ENCLOSURES TO:

**Environmental Health  
Newark and Sherwood District Council  
Kelham Hall  
Kelham  
Newark  
NG23 5QX**

[environmental.health@newark-sherwooddc.gov.uk](mailto:environmental.health@newark-sherwooddc.gov.uk)

7.4 Please also send a copy of this completed form to the persons identified in Section 5.4 above.

Please tick the box to show that this has been done

**You can also download a copy of this complaint form from our website**