



Development Management

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** sent with it and the leaflet **High hedges: complaining to the council**. Please use BLOCK CAPITALS and black ink.

Please Note: All information on this form will be publicly available, including all telephone numbers

You must pay a fee when you send in this form. The current fee is £330.

1. Contact details

Name and address of the person that we should send all communications about this complaint to:-

Postcode

Daytime Telephone No.

Mobile Telephone No.

Fax No.

E-mail

Are you content for us to contact you by e-mail, at the address provided? Yes No

2. Property affected by the hedge

2.1 Address of the property (if different to 1 above)

Postcode

2.2 Name and telephone number of occupant

2.3 Name and address of registered owner of property (if different to 1 above)

Postcode

Daytime Telephone No.

Mobile Telephone No.

Fax No.

E-mail

3. Location of the hedge

3.1 Address of the site where the hedge is growing

Postcode

3.2 Name and telephone number of person/company occupying the property

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3.3 Name and address of registered owner of property (if different to above)

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Postcode

Daytime
Telephone No.

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Mobile
Telephone No.

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Fax No.

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E-mail

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4. About the hedge

Please provide a photo(s) of the hedge and a plan/sketch of both the site where the hedge is growing and the property it is affecting, with the hedge clearly marked on it.

- 4.1 Is it growing on land owned by someone else? Yes No
- 4.2 Is the hedge - or the portion that is causing problems - made up of a line of 2 or more trees or shrubs? Yes No
- 4.3 Is it mostly evergreen or semi-evergreen? Yes No
- 4.4 Is it more than 2 metres tall? Yes No
- 4.5 Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views? Yes No
- 4.6 Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge? Yes No

Please delete whichever does not apply

Owner/Occupier

- 4.7 Is the property affected by the hedge residential or include living quarters, eg flat above a shop? Yes No

Please note: If you have answered "No" to any of the questions in Section 4, the criteria have not been met and so the Council cannot consider your complaint.

5. 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

6. 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.

6.1 Asked to discuss problem

6.2 Asked the hedge owner to try mediation

6.3 Informed them of intention to complain to council

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

6.4 Anything else you think relevant

7. Previous complaints to the Council

7.1 Has a formal complaint been made to the Council before about this hedge? Yes No

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

Date:

Reference No.

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. Checklist

Have you :-

- Completed all sections of this form
- Enclosed a photo(s) of the hedge
- Enclosed a location plan of the hedge and surrounding properties
- Enclosed copies of correspondence with your neighbour about the hedge
- Enclosed a cheque for **£330** (cheque no. _____)
- Enclosed copies of any other documents that you mention

Tick Box

9. Sending your complaint

9.1 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.

Signed:

Date:

9.2 Please send a copy of this form to the people identified in Section 3 above.
Tick the box to show you have done this

9.3 Post or e-mail this form and all enclosures to:

**Development Management
City Hall
PO Box 3399
Bristol BS1 9NE
E-mail address: development.management@bristol.gov.uk**