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|  | **High Hedges Complaints Form**Please read the high hedges guidance notes before completing this formIf handwriting please complete the form in BLOCK CAPITALS and black ink |

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.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is **£300.00**

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

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| **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. |

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| 1.1 Approached neighbour/hedge owner and asked to discuss problem |
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| 1.2 Asked neighbour/hedge owner to try mediation  |
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| 1.3 Informed neighbour/hedge owner of intention to complain to council  |
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**If you have not tried all the above steps, the Council might not proceed with your complaint.**

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| 1.4 Anything else  |
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| **2. Criteria for making a complaint**  |

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| **About the hedge** *Please tick one per row only* |
| 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 |  |

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| **Who can complain** *Please tick one per row only* |
| 2.6 Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge? | Yes |  | No |  |
|  Are they the  | Owner |  | Occupier |  |
| 2.7 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.**

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| **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. |
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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.

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| **4. Previous complaints to the Council** *Please tick one per row only* |
| 4.1 Has a formal complaint been made to the Council before 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 number |  |
| 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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| **5. Who's who / The parties** |

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| **5.1 Complainant's contact details** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
|  |
|  | Postcode |
| Phone Number(s) |  |
| E-mail Address |  |
| Is the complainant happy for us to contact them by email? (given above) | Yes |  | No |  |

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| **5.2 Address of the property affected by the hedge and name of the person living there, if different to 5.1** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
|  |
|  | Postcode |
| Phone Number (s) |  |
| E-mail Address |  |

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| **5.3 Contact details of Agent or other person acting on behalf of the complainant (if any)** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
|  |
|  | Postcode |
| Phone Number(s) |  |
| E-mail Address |  |
| Is the agent/other happy for us to contact them by email? (given above) | Yes |  | No |  |

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| **5.4 Address of the site where the hedge is growing and name of person living there, if known** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
|  |
|  | Postcode |
| Phone Number (s) |  |
| E-mail Address |  |

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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**  |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
|  |
|  | Postcode |
| Phone Number (s) |  |
| E-mail Address |  |

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| **6. Supporting documents** *Please tick* |
| 6.1 Have you enclosed the following: |
| A photo of the hedge |  |
| A location plan of the hedge and surrounding properties |  |
| Copies of correspondence with your neighbour about the hedge |  |
| Copies of any other documents that you mention (please list these separately below) |
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| **7. Sending the complaint** *Please tick* |
| 7.1 I confirm that I have completed as much of this form as a I can and that, to the best of my knowledge, the information provided is accurate. |  |
| 7.2 I enclose the fee of **£300.00** |  |

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| **Before proceeding, please sign and date:** |
| Name |  |
| Signed: | Date: |

I hereby declare that all the information given is true to the best of knowledge.

**Please complete and sign this form and either return it to the:**

**Tree and Landscape Officer, Adur & Worthing Councils, Planning Department, Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1HS**

**or email to** **planning.enforcement@adur-worthing.gov.uk**

General Data Protection Regulations (GDPR) Privacy Notice

Adur & Worthing Councils are the data controllers of your personal data for the purposes of the administration of this High Hedge complaint. For full details of how your personal data is used please visit [www.adur-worthing.gov.uk/privacy-notice](http://www.adur-worthing.gov.uk/privacy-notice)