

High Hedges Complaints Form

Please read the high hedges guidance notes before completing this form

If 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 Antisocial 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.

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 Approached neighbour/hedge owner and asked to discuss problem
1.2 Asked neighbour/hedge owner to try mediation
1.3 Informed neighbour/hedge owner of intention to complain to 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	Please tick o	ne per	row (only
2.1 Is the hedge - or the portion that is causing problems - made up of line of 2 or more trees or shrubs?	of a 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	Please	tick or	ne pei	r row (only
2.6 Is the complainant the owner or occupier (eg tenant) of the prop affected by the hedge?	erty	Yes		No	
Are they the	Owne	r	Occi	upier	
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.

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.

4.1 Has a formal complaint been made to the Council before about this Yes No No hedge? 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? If nothing has altered, the Council might not proceed with your complaint. 5. Who's who / The parties 5.1 Complainant's contact details Title Forename(s) Sumame Address Is the complainant happy for us to contact them by email? (given 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 Title Forename(s) Sumame Address Sumame Address Phone Number(s) E-mail Address Phone Number(s) Sumame Address Phone Number(s) Phone Number(s) Sumame Address Phone Number(s)	4. Previous complaints to the	ne Council	Please	tick o	ne per	row	only
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Forename(s) Surname Address Phone Number (s) Forename(s) Postcode		affected by the hedge	and name of the pe	rson li	ving t	here	, if
Surname Address Postcode Phone Number (s)	Title						
Surname Address Postcode Phone Number (s)	Forename(s)						
Phone Number (s)							
Phone Number (s)	Address						
Phone Number (s)							
			Postcode				
	Phone Number (s)		'				
	E-mail Address						

5.3 Contact details of Agen	t or other person acting on behalf of the com	nplainant (if	f any)
Title			
Forename(s)			
Surname			
Address			
	Postcode		
Phone Number(s)			
E-mail Address			
Is the agent/other happy for u	us to contact them by email? (given above)	Yes I	No
5.4 Address of the site whe	ere the hedge is growing and name of person	living ther	e, if
Title			
Forename(s)			
Surname			
Address			
	Postcode		
Phone Number (s)			
E-mail Address			
5.5.Name and a linear of the			
if different to 5.4 and if kno	ne person who owns the property where the h wn	neage is sit	luated,
Title			
Forename(s)			
Surname			
Address			
	Destants		
Dhana Niwahan (a)	Postcode		
Phone Number (s)			
E-mail Address			
6. Supporting documents		Ple	ease tick
6.1 Have you enclosed the fo	bliowing:		<u> </u>
A photo of the hedge	and assessed to a second to a		
A location plan of the hedge			
	ith your neighbour about the hedge		
Copies of any other documer	nts that you mention (please list these separately	y below)	T T

7. Sending the complaint	PIE	ease tick
7.1 I confirm that I have completed as much of this form a of my knowledge, the information provided is accurate.	s a I can and that, to the best	
7.2 I enclose the fee of £300.00		
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