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| High Hedges Complaint Form |  |

Use this form to submit a complaint to Tamworth Borough 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.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £350.

**We 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 refer to.**

* 1. Have you asked the hedge owner to discuss the problem?

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* 1. Have you asked the hedge owner to try mediation?

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* 1. Have you informed them of your intention to complain to Tamworth Borough Council?

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**If you have not tried all the above steps, we might not be able to proceed with your complaint.**

* 1. Anything other relevant information..

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1. **CRITERIA FOR MAKING A COMPLAINT**

### About the hedge

* 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 [ ]

* 1. Is it mostly evergreen or semi-evergreen?

Yes [ ]  No [ ]

* 1. Is it more than 2 metres above ground level?

Yes [ ]  No [ ]

* 1. Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?

Yes [ ]  No [ ]

* 1. Is it growing on land owned by someone else?

Yes [ ]  No [ ]

#### Who can complain

* 1. Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge?

Yes [ ]  No [ ]

**Owner / Occupier** *(delete as appropriate)*

* 1. Is the property residential?

Yes [ ]  No [ ]

If you have answered ‘No’ to any of the questions in this section, the criteria has not been met and so the Council cannot consider your complaint.

1. **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 us 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.

1. **PREVIOUS COMPLAINTS TO TAMWORTH BOROUGH COUNCIL**
	1. Has a formal complaint been made to Tamworth Borough Council before about this hedge?

Yes [ ]  No [ ]

* 1. If you have ticked ‘Yes’, do you know the date and/or reference number of the Council’s decision letter?

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| --- | --- | --- | --- |
| Date |       | Reference number |       |

* 1. What has changed since the Council last looked at this complaint?

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 If nothing has altered, Tamworth Borough Council might not proceed with your complaint.

1. **WHO’S WHO / THE PARTIES**
	1. Complainant’s contact details

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title | First Name | Surname |
| Name |       |
|  |  |
| **Address** |       |
|  |
|  |
|  |
|  | Postcode |       |
|  |  |
| **Telephone** |       |
|  |  |
| **Fax** |       |
|  |  |
| **E-Mail** |       |

 Are you happy for us to contact you by e-mail at the e-mail address provided?

Yes [ ]  No [ ]

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title | First Name | Surname |
| Name |       |
|  |  |
| **Address** |       |
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|  | Postcode |       |
|  |  |
| **Telephone** |       |
|  |  |
| **Fax** |       |
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| **E-Mail** |       |

* 1. Contact details of Agent or other person acting on behalf of the complainant (if applicable)

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| --- | --- | --- | --- |
|  | Title | First Name | Surname |
| Name |       |
|  |  |
| **Address** |       |
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|  | Postcode |       |
|  |  |
| **Telephone** |       |
|  |  |
| **Fax** |       |
|  |  |
| **E-Mail** |       |

Is the Agent, or other person named above, happy for us to contact them by e-mail at the e-mail address provided?

Yes [ ]  No [ ]

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

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| --- | --- | --- | --- |
|  | Title | First Name | Surname |
| Name |       |
|  |  |
| **Address** |       |
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|  | Postcode |            |
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| **Telephone** |       |
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| **Fax** |       |
|  |  |
| **E-Mail** |       |

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

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| --- | --- | --- | --- |
|  | Title | First Name | Surname |
| Name |       |
|  |  |
| **Address** |       |
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|  | Postcode |       |
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| **Telephone** |       |
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| **Fax** |       |
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| **E-Mail** |       |

1. **SUPPORTING DOCUMENTS**
	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) [ ]
* Fee of £350 [ ]
1. **SENDING THE COMPLAINT**

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.

I also confirm that I have sent a copy of this application to the person(s) named in sections 5.4 and 5.5 above.

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| --- | --- | --- | --- | --- |
| Signature |  |  | Date |       |

Post this form and all enclosures to:

Planning Department

Tamworth Borough Council

Marmion House

Lichfield Street

Tamworth

Staffordshire

B79 7BZ

Please read the attached guidance notes before completing this form.

Further information can be obtained from <https://www.gov.uk/government/publications/high-hedges-complaining-to-the-council/high-hedges-complaining-to-the-council>