

# 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.**

**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 Asked to discuss problem

### 1.2 Asked the hedge owner to try mediation

### 1.3 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.**

### 1.4 Anything else

**2. Criteria for making a complaint**

***About the hedge***

**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	<input type="text"/>	No	<input type="text"/>
-----	----------------------	----	----------------------

**2.2 Is it mostly evergreen or semi-evergreen?**

Yes	<input type="text"/>	No	<input type="text"/>
-----	----------------------	----	----------------------

**2.3 Is it more than 2 metres above ground level?**

Yes	<input type="text"/>	No	<input type="text"/>
-----	----------------------	----	----------------------

**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	<input type="text"/>	No	<input type="text"/>
-----	----------------------	----	----------------------

**2.5 Is it growing on land owned by someone else?**

Yes	<input type="text"/>	No	<input type="text"/>
-----	----------------------	----	----------------------

***Who can complain?***

**2.6 Is the complainant the owner or occupier (e.g. tenant) of the property affected by the hedge? Please delete whichever does not apply.**

**Owner / Occupier**

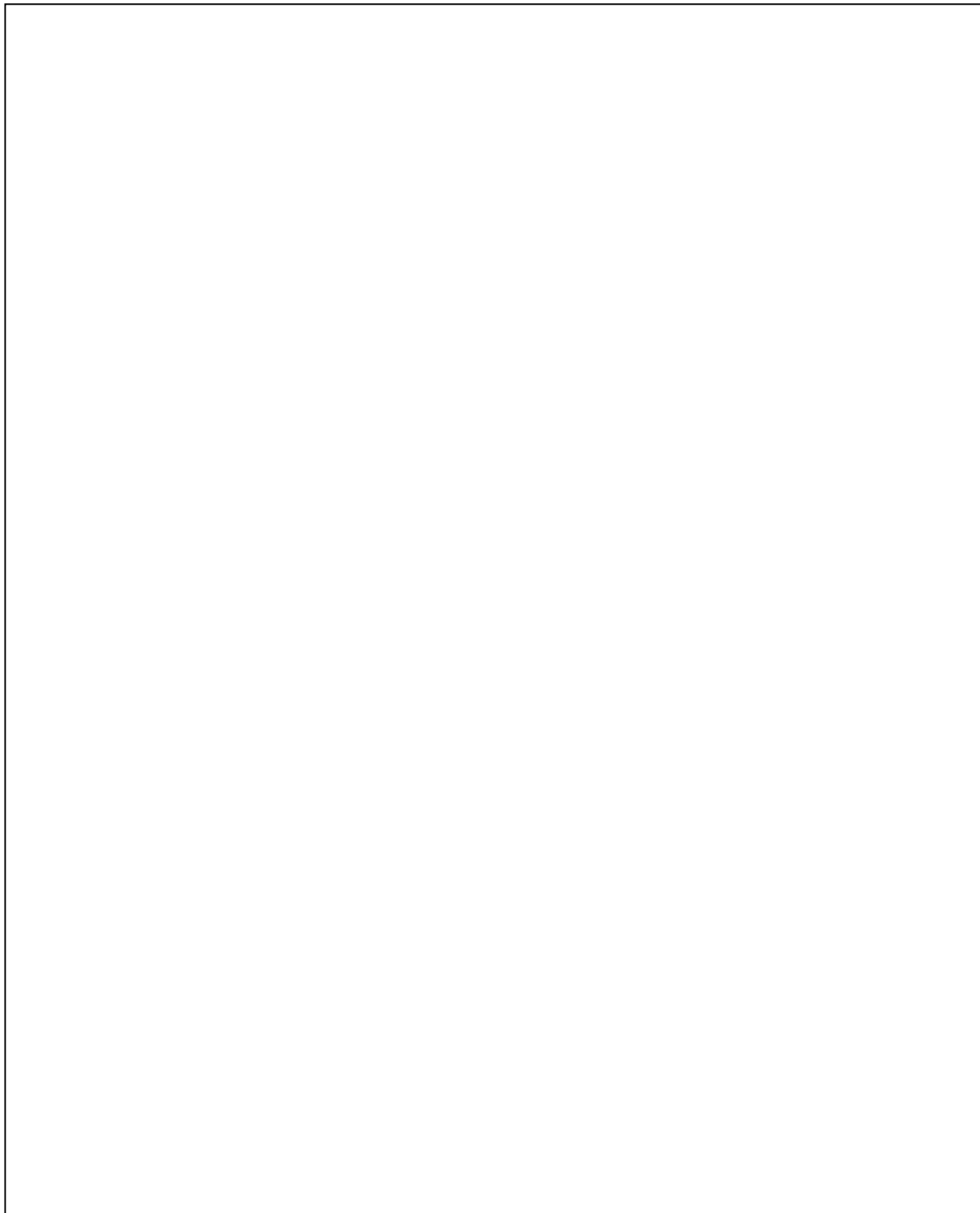
**2.7 Is the property residential?**

Yes	<input type="text"/>	No	<input type="text"/>
-----	----------------------	----	----------------------

**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 for 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. Previous complaints to the Council**

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?

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

**5. Who's who/The parties**

5.1 Complainants contact details

Title

Forename

Surname

Address .....

.....

.....

.....

Post code .....

Daytime telephone number .....

Mobile telephone number .....

Fax number .....

Email address .....

**Is the complainant content for us to contact them by email, at the address provided?**

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 Surname

Address .....  
.....  
.....  
.....

Post code .....

Daytime telephone number .....

Mobile telephone number .....

Fax number .....

Email address .....

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

Title Forename Surname

Address .....  
.....  
.....  
.....

Post code .....

Daytime telephone number .....

Mobile telephone number .....

Fax number .....

Email address .....

**Is the complainant content for us to contact them by email, at the address provided?**

Yes  No

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

Title                                      Forename                                      Surname

Address .....

.....

.....

.....

Post code .....

Daytime telephone number .....

Mobile telephone number .....

Fax number .....

Email address .....

**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                                      Surname

Address .....

.....

.....

.....

Post code .....

Daytime telephone number .....

Mobile telephone number .....

Fax number .....

Email address .....

**6. Supporting documents**

Tick box

**6.1 Have you enclosed the following:**

A photograph 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

The fee (cheques only ~ DO NOT post cash)

**7. 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 , the information is provided is accurate.**

**7.2 Signature .....**

**7.3 Post this form and enclosures to:**

Environmental Health (Public Protection)  
City of Wolverhampton Council  
Civic Centre  
St. Peters Square  
Wolverhampton  
WV1 1DA

Or if you have electronic copies email the form, documents and photographs to:

[environmentalhealth@wolverhampton.gov.uk](mailto:environmentalhealth@wolverhampton.gov.uk)

**7.4 Please confirm that you have sent a copy of this form to the person detailed in 5.4.**

Date sent: .....