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| For office use only |

Babergh District Council High Hedges Complaint Form

Use this form to submit a complaint 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*' – available on our web-site.

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.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £318.00.

PLEASE SUBMIT THREE COPIES OF THE COMPLAINT FORM AND OF ALL DOCUMENTATION. YOU MUST ALSO SEND A COPY OF THIS FORM AND THE ENCLOSURES REQUIRED UNDER PART 11 OF THIS FORM, TO ALL THOSE PEOPLE NAMED IN PARTS 4 & 5.

1. THE PERSON COMPLETING THIS FORM

| | | | |
|---------------|--------------------------------------|--|--|
| Full name | | | |
| Address | | | |
| Telephone (H) | Telephone (B) | | |
| Telephone (M) | Fax | | |
| E-mail | May we contact you by e-mail? YES/NO | | |

2. ADDRESS OF THE PROPERTY AFFECTED BY THE HEDGE AND THE NAME OF THE PERSON LIVING THERE (IF DIFFERENT TO 1. ABOVE)

| | | |
|----------------------|---|----------------------|
| Full name | | |
| Address | | |
| Telephone (H) | | Telephone (B) |
| Telephone (M) | | Fax |
| E-mail | May we contact you by e-mail? YES/NO | |

3. IF YOU ARE COMPLETING THIS FORM ON BEHALF OF SOMEONE ELSE, THEN PLEASE GIVE THEIR DETAILS HERE:

| | | |
|----------------------|---|----------------------|
| Full name | | |
| Address | | |
| Telephone (H) | | Telephone (B) |
| Telephone (M) | | Fax |
| E-mail | May we contact you by e-mail? YES/NO | |

4. ADDRESS OF THE SITE WHERE THE HEDGE IS GROWING AND NAME OF PERSON LIVING THERE, IF KNOWN:

| | | |
|----------------------|--|----------------------|
| Full name | | |
| Address | | |
| Telephone (H) | | Telephone (B) |
| Telephone (M) | | Fax |
| E-mail | | |

5. IF THE OWNER OF THE SITE WHERE THE HEDGE IS GROWING DOES NOT LIVE THERE, PLEASE GIVE HIS/HER NAME AND ADDRESS.

| | | |
|------------------|--|--|
| Full name | | |
| Address | | |

| | |
|----------------------|----------------------|
| | |
| Telephone (H) | Telephone (B) |
| Telephone (M) | Fax |
| E-mail | |

| 6. THE HEDGE | YES | NO |
|--|------------|-----------|
| a Is it (or is the part that is causing problems) made up of a line of 2 or more trees or shrubs? | | |
| b Is it mostly evergreen or semi-evergreen? | | |
| c Is it more than 2 metres high (measured from ground level)? | | |
| d If there are gaps in the foilage or between the trees is the hedge still capable of obstructing light or views? | | |
| e. Is it growing on land owned by someone else? | | |

| 7. WHO CAN COMPLAIN | | |
|--|--------------|-----------------|
| f. Is the person complaining the owner or occupier of the property affected by the hedge? (circle one only) | owner | occupier |
| | YES | NO |
| g. Is that property residential? | | |

IF YOU HAVE ANSWERED "NO" TO ANY OF THE QUESTIONS a. to g., THEN THE CRITERIA HAVE NOT BEEN MET AND THE COUNCIL CANNOT CONSIDER YOUR COMPLAINT

8. WHAT HAS BEEN DONE TO TRY TO RESOLVE THE PROBLEM

Please describe what you have done to try to settle this matter. Please give dates and details of what happened, and provide us with copies of any letter or other documents.

Please give details of any request to discuss the problem

Please give details of any request to try mediation

Any other comments/information

IF YOU CANNOT EXPLAIN THAT YOU HAVE TRIED TO SETTLE THIS ISSUE WITHOUT INVOLVING THE COUNCIL, THEN WE CANNOT CONSIDER YOUR COMPLAINT

9. 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.

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10. PREVIOUS COMPLAINTS TO THE COUNCIL

| | | YES | NO |
|----------|---|-----|----|
| h | Has a formal complaint been made to the Council before about this hedge? | | |
| j | If yes, do you know the date and the Council's reference number? | | |
| k | What has changed since we last looked at this? | | |

IF NOTHING HAS ALTERED THEN WE MAY NOT PROCEED WITH YOUR COMPLAINT

11. BEFORE SUBMITTING YOUR COMPLAINT:

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)? | |

Please tick boxes to confirm enclosures

12. PLEASE CHECK YOU HAVE ALSO:

| | |
|---|--|
| Enclosed the fee of £318.00 | |
| Enclosed three copies of the complaint form and <u>all</u> documentation? | |
| Sent a copy of complaint form and all enclosures required to anyone named in sections 4 & 5 | |

Please tick boxes to confirm compliance with the above