

## Complaint Form: High Hedges

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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.**

**YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM.**

The current fee is advertised at [www.colchester.gov.uk](http://www.colchester.gov.uk).

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.

#### 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?**

*Please tick box*

**Yes**

**No**

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

*Please tick box*

**Yes**

**No**

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

*Please tick box*

**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?**

*Please tick box*

**Yes**

**No**

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

*Please tick box*

**Yes**

**No**

*Who can complain*

**2.6 Are you the owner or occupier (e.g. tenant) of the property affected by the hedge? (Please tick 'Yes' if you are an agent or other person acting for the owner/occupier.)**

*Please tick box*

**Yes**

**No**

*Please delete whichever does not apply.*

**Owner / Occupier**

**2.7 Is the property a domestic residence?**

*Please tick box*

**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.

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**4. Previous complaints to the Council**

**4.1 Has a formal complaint been made to the Council before about this hedge?**

*Please tick box*

**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 If you have ticked 'Yes': 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 Your contact details (If you are a solicitor or other agent please state here the name and address of the person you are acting for and also complete 5.3 below):**

	Title	Forename	Surname
<b>Name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
	<input type="text"/>		
<b>City/Town</b>	<input type="text"/>		
<b>County</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile Telephone No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

**Are you happy for us to contact you 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
<b>Name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
	<input type="text"/>		
<b>City/Town</b>	<input type="text"/>		
<b>County</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

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

<b>Name</b>	Title	Forename	Surname
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
	<input type="text"/>		
<b>City/Town</b>	<input type="text"/>		
<b>County</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

**Is the Agent, or other person named above, content for us to contact them by email at the address provided?**

*Please tick box*

**Yes**

**No**

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

<b>Name</b>	Title	Forename	Surname
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address or description of location</b>	<input type="text"/>		
	<input type="text"/>		
<b>City/Town</b>	<input type="text"/>		
<b>County</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile Telephone No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

**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:**

	<i>Title</i>	<i>Forename</i>	<i>Surname</i>
<b>Name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
	<input type="text"/>		
<b>City/Town</b>	<input type="text"/>		
<b>County</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

**5.6 Please also send a copy of this form to the people identified in Section 5.4 and 5.5 above**

*Tick the box to show you have done this*

**6. Supporting documents**

**6.1 Have you enclosed the following:**

***Please Tick box***

- Photographs 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)*

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**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 provided is accurate.**

*Tick box*

**I enclose the current fee:** *Tick box*

**Name**

**Date**

**7.2 POST OR EMAIL THIS FORM AND ALL ENCLOSURES TO:**

Place and Client Services  
Colchester Borough Council  
33 Sheepen Road  
Colchester, CO3 3WG

[planning.services@colchester.gov.uk](mailto:planning.services@colchester.gov.uk)