



Complaint form: high hedges

Anti-social Behaviour Act 2003: Part 8

Before completing this form, please read the guidance available on our website.

1. Attempts to resolve the complaint

Please tell us when and how the complainant took the following steps, and what happened afterwards. We need to see copies of any letters or emails mentioned.

1.1 Asked the hedge owner to discuss the problem

1.2 Asked the hedge owner to try mediation

1.3 Told the hedge owner about complaining to us

If the complainant has not taken these three steps, we may not be able to help.

1.4 Any other steps taken

2. The complaint

About the hedge

2.1 Is the hedge—or the part that is causing problems—a line of two or more trees or shrubs?

Yes

No

2.2 Is it mostly evergreen or semi-evergreen?

Yes

No

2.3 Is it more than two metres tall?

Yes

No

2.4 Does the hedge block light or views?

Yes

No

2.5 Is it growing on someone else's land?

Yes

No

About the complainant

2.6 Does the complainant own or occupy the property affected by the hedge?

Yes

No

Please delete whichever does not apply

Owner

Occupier

2.7 Is the complainant's property a dwelling?

Yes

No

If the answer to any of the questions in this section is 'No', we cannot consider the complaint.

3. Grounds for complaint

Please describe the problems that the hedge has caused.

A large, empty rectangular box with a thin black border, intended for the respondent to describe the problems caused by the hedge. The box is currently blank.

4. Previous complaints

4.1 Has the complainant asked us to investigate this hedge before?

Yes

No

4.2 If so, please provide the date and/or reference number of our decision letter, if possible.

Date

Ref.
number

4.3 What has changed since our last decision?

If nothing has changed, we may not be able to help.

5. Who is involved?

5.1 The complainant

	Title	First name	Last name
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		

5.2 The person and property affected by the hedge, if different from 5.1

	Title	First name	Last name
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		

5.3 The person acting on behalf of the complainant, where applicable

	Title	First name	Last name
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		

5.4 Where the hedge is and who lives there (if anyone)

	Title	First name	Last name
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address or description	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		

5.5 The hedge's owner, if different to 5.4 and if known

	Title	First name	Last name
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		

6. Checklist

6.1 I have enclosed:

- photos of the hedge.
- a location plan of the hedge and surrounding properties.
- copies of correspondence with the hedge owner.
- copies of any other documents mentioned.
- the fee (£385).

Tick

6.2 I have sent a copy of this form to everyone identified in Section 5.

7. Declaration

7.1 I have completed as much of this form as I can. To the best of my knowledge, the information I have provided is accurate.

Print name

Date

Signature

Please email this form to trees@sstaffs.gov.uk or post to:

**Senior Arboricultural Officer
South Staffordshire Council
Wolverhampton Road
Codsall
Wolverhampton
WV8 1PX**