

High hedges complaint form



South
Cambridgeshire
District Council

South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambs CB3 6EA
t: 08450 450 500 - www: scams.gov.uk

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 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 £450. The cheque should be made out to "South Cambridgeshire District Council".

The Council will rely on the information you provide so please make sure it is clear and accurate.

SECTION I Attempts to resolve the complaint

Please describe what you have done to try to settle this matter. Give dates and details of your conversations with your neighbour/hedge owner and say what the result was. Please provide copies of any letters that you mention.

1 Asked to discuss the problem with the hedge owner

2 Met the neighbour/hedgeowner to discuss the problem

3 Asked the hedge owner to try mediation

4 Informed them of intention to complain to council

If you have not yet tried all the above steps, the Council might not proceed with your complaint.

5 Anything else

SECTION 2 Criteria for making a complaint

About the hedge

- 6 Is the hedge, or the section that is causing problems, made up of a line of two or more trees or shrubs? Yes No
- 7 Is it mostly evergreen or semi-evergreen? Yes No
- 8 Is it more than two metres above ground level? Yes No
- 9 Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or access? Yes No
- 10 Is it growing on land owned by someone else? Yes No

Who can complain

- 11 Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge? Yes No
If **Yes** please indicate which by deleting whichever does not apply Owner Occupier
- 12 Is the property residential? 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.

SECTION 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 photograph 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.

SECTION 4 Previous complaints to the Council

13 Has a formal complaint been made to the Council before about this hedge? Yes No

14 If **Yes** do you know the date and/or reference number of the Council's decision letter? Date:
Ref:

15 What has changed since the Council last looked at this?

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

SECTION 5 Who's who/The parties

16 Complainant's contact details:

Name:
Address:
 Postcode:

Telephone Daytime: Mobile:

email:

Is the complainant content for us to contact them by email at the address provided? Yes No

17 Address of property affected by the hedge and name of person living there if different to No16

Name:
Address:
 Postcode:

Telephone Daytime: Mobile:

email:

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

Name:
Address:
 Postcode:

Telephone Daytime: Mobile:

email

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

Name:			
Address			
	Postcode:		

Telephone Daytime: Mobile:

email:

20 Name and address of the person who owns the property where the hedge is situated, if different to No.19 and if known

Name:			
Address			
	Postcode:		

Telephone Daytime: Mobile:

email:

SECTION 6 Supporting documents

21 Please tick to indicate you have enclosed the following:

- Photograph of the hedge
- 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 separately*)

Declaration

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 enclose the fee of £

Signed: Date:

Please return this form to:

Conservation Section, Development Services, South Cambridgeshire District Council,
Cambourne Business Park, Cambourne, Cambs CB3 6EA
t: 08450 450 500 www: scamb.gov.uk

Please also send a copy of this form to the people identified in No.19 & No.20

- Please tick to confirm that you have done this