

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.

In order for your complaint to be assessed a fee in excess of £605 will be applicable. Please contact Runnymede Borough Council's planning department (contact details are at the end of this form) for details of the up to date fee.

All cheques should be made payable to Runnymede Borough Council

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

1. Attempts to resolve the complaint

1.1 Approached neighbour/hedge owner and asked to discuss problem

1.2 Asked neighbour/hedge owner to try mediation

1.3 Informed neighbour/hedge owner 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

No

2.2 Is it mostly evergreen or semi-evergreen?

Yes

No

2.3 Is it more than 2 metres above ground level?

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?

Yes

No

2.5 Is it growing on land owned by someone else?

Yes

No

Who can complain

2.6 Is the complainant the owner or occupier (e.g. tenant) of the property affected by the hedge?

Yes

No

Please delete which does not apply.

Owner/Occupier

2.7 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.

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.

4. Previous Complaints to the Council

4.1 Has a previous 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?

Date

Reference Number

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

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

5. Who's who/The Parties

5.1 Complainant's contact details :-

Name	Title	Forename	Surname
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
E-mail address	<input type="text"/>		
Fax No.	<input type="text"/>		

Is the complainant content for us to contact them by e-mail, 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
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
Fax No.	<input type="text"/>		
E-mail address	<input type="text"/>		

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

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
E-mail address	<input type="text"/>		
Fax No.	<input type="text"/>		

Is the Agent or other person named above, content for us to contact them by e-mail 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
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
Fax No.	<input type="text"/>		
E-mail address	<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 :-

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
Fax No.	<input type="text"/>		
E-mail address	<input type="text"/>		

6. Supporting Documents

6.1 Have you enclosed the following :-

	Tick box
A photograph of the hedge	<input type="checkbox"/>
A location plan of the hedge and surrounding properties	<input type="checkbox"/>
Copies of correspondence with your neighbour about the hedge	<input type="checkbox"/>
Copies of any other documents that you mention (<i>please list these separately</i>)	<input type="checkbox"/>

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

7.2 I enclose the fee of £

Tick box

Name Date

7.3 **POST OR E-MAIL THIS FORM AND ALL ENCLOSURES TO :-**

Runnymede Borough Council,
Planning Business Centre
Civic Offices,
Station Road,
Addlestone,
Surrey, KT15 2AH

T: 01932 425131
e: planning@runnymede.gov.uk

7.4 **Please also send a copy of this form to the people identified in Section 5 above.**

Tick the box to show you have done this.

You can also download this complaint form from our website (www.runnymede.gov.uk)