

High Hedges: COMPLAINT FORM

Application No:..... Fee:

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.

Under the Freedom of Information Act, the information contained on this form may become available for public inspection.

**Before completing this form, please read the leaflet 'High Hedges: Complaining to the Council'.
You must have completed the check list and answered yes to all the questions before completing this form.
Please send this checklist to the council with the completed form.**

Complainant details

1. Name and address of complainant

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Postcode

Telephone

Mobile

2. Name and address of agent

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Postcode

Telephone

Mobile

3. Address of property affected by hedge and name of occupier (if different to 1.)

Tick box if same as above ☐

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..... Postcode

The site of the hedge

4. Address of property where hedge is located and name of occupier

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5. Name and address of owner of the property where hedge is located, if different to 4.

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Previous complaints to the Council

6.1 Has a formal complaint been made to the council before about this hedge?

Yes ☐

No ☐

Don't know ☐

6.2 If 'Yes', do you know the date and/or reference number of the Council's decision letter?

Date Ref. No.

6.3 What has changed since the council last looked at this?

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Grounds of complaint

7. Please provide a short summary of 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. Continue on a separate sheet if necessary.
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Supporting Documents

8. You must provide two copies of the following information. (Please tick to confirm provision)
- | | |
|---|--------------------------|
| Completed Pre-complaint checklist | <input type="checkbox"/> |
| A recent and dated photograph of the hedge | <input type="checkbox"/> |
| An Ordnance Survey location plan at 1:1,250 scale indicating the extent of the hedge (in green) and the extent of your property (outlined in red) | <input type="checkbox"/> |
| Copies of any correspondence with your neighbour about the hedge including at least one proof of postage | <input type="checkbox"/> |
| Copies of any other documents that you mention in your grounds of complaint | <input type="checkbox"/> |
| The appropriate fee (cheques payable to Broxtowe Borough Council), see website | <input type="checkbox"/> |

Sending the complaint

- Please return this form and the supporting documents to the council at the address below on this form. Please note that the council will forward a copy of this form and all enclosed information to the hedge owner.
9. I confirm that I have completed the form to the best of my knowledge and that the information provided is accurate. I enclose the supporting documents and application fee.

Signature Date



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