

2 Criteria for making a complaint about the hedge

- 2.2 Is the hedge - or the portion that is causing problems - made up of a line of 2 or more trees or shrubs? YES NO
 - 2.3 Is the hedge mostly evergreen or semi-evergreen? YES NO
 - 2.4 Is the hedge more than 2 metres above ground level? YES NO
 - 2.5 Even though there are gaps in the foliage or between trees, is the hedge still capable of obstructing light or views? YES NO
 - 2.6 Is the hedge growing on land owned by someone else? YES NO
 - 2.7 Is the complainant the owner or occupier (e.g. tenant) of the property affected by the hedge? YES NO
- Please delete whichever does not apply: Owner / Occupier
- 2.8 Is the property residential? YES NO

If you have answered 'NO' to any of the questions above, 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 restrict matters to the facts and provide all relevant information to support points you make.

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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 formal complaint been made to the Council before about this hedge? YES NO

4.2 If you have said 'YES', do you know the date and/reference number of the Council's decision letter?

Date: Ref No.

4.2 What has changed since the Council last considered your complaint?

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

5. The parties

5.1 Complainant's contact details:

Name:

Address:

..... Postcode:

Daytime Telephone Number: Mobile:

Email Address:

5.2 Address of the property affected by the hedge and name of the person living there, if different from above.

Name:

Address:

..... Postcode:

Daytime Telephone Number: Mobile:

Email Address:

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

Name:

Address:

..... Postcode:

Daytime Telephone Number: Mobile:

Email Address:

5.4 Name and address of the person own owns the property where the hedge is situated, if different to above and if known.

Name:

Address:

..... Postcode:

Daytime Telephone Number: Mobile:

Email Address:

6. Supporting documents

6.1 Have you enclosed the following:

Tick box

A photograph 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 to which you refer

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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.

Signed: Date:

7.2 Post this form with supporting documents together with fee to:

Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex CB11 4ER
Telephone: 01799 510510
Email: uconnect@uttlesford.gov.uk
Website: www.uttlesford.gov.uk

7.3 Please also send a copy of your completed form to the people identified in Section 5 above.

**If you require this publication/form in an alternative format and/or language
please contact us on 01799 510510.**