

Uttlesford District Council High Hedges

Please use this form to refer a complaint to the **c**ouncil about a high hedge. It should be completed by the person making the complaint or their representative.

Before completing this form, please read the guidance notes *High Hedges: complaining to the council.*

You must pay a fee when you send in this form. Please see the fees page on the council's website for the correct fee (cheques made payable to Uttlesford District Council).

The **c**ouncil will rely on the information you provide so please make sure it is clear and accurate (please use block capitals and black ink).

1 Attempts to resolve the complaint

Please keep the descriptions brief but say how you made the approach (e.g. face to face, phone call, letter) and what the outcome was.

1.1	Approached neighbour/hedge owner and asked to discuss problem, please include dates and supporting information.

	Asked neighbour/hedge owner to try mediation				
Informed neighbour/hedge owner of intention to refer complaint to the council					
	If you have not tried all the above steps, the council might not proceed with your complaint.				
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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.						

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					
If you have said 'YES', do you know the date and/reference number of the council's decision le						
	Date: Ref No.					
4.2	What has changed since the council last considered your complaint?					
	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:					
	Daytime Telephone Number:					

5.3 Address of the site where the hedge is growing and the name of the person living the		
	Name:	
	Address:	
	Postco	ode:
	Daytime Telephone Number:	
	Email Address:	
5.4	Name and address of the person own owns the property where the to above and if known.	e hedge is situated, if different
	Name:	
	Address:	
	Postco	ode:
	Daytime Telephone Number: Mobile:	
	Email Address:	
6.	Supporting documents	
5.1	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	
7.1	I confirm that I have completed as much of this form as I can and the knowledge, the information provided is accurate.	hat, to the best of my
	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.