



FOR OFFICE USE ONLY

Application No:

**Part 8, Anti-social Behaviour Act 2003
High Hedges (Appeals) (England) Regulations 2005
The Local Authorities (Functions & Responsibilities) (England) Regulations 2005**

HIGH HEDGE FORM 7

Please only use this form to submit a complaint 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. You can continue on a separate sheet if there is not enough space on this form. The Council will rely on the information you provide so please make sure it is clear and accurate.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM (unless you qualify for a concession). See the guide to fees for details.

Please note that when you lodge your complaint you will not be able to recover the fee we charge nor any costs you may incur in bringing the complaint.

If you need help filling in the form, please contact 01622 602340.

Please send the completed form to the Heritage, Landscape and Design Team, Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent, ME15 6JQ

1. **Criteria for making a complaint.** Please tick the boxes to ensure your complaint can be considered. If you have answered 'No' to any of the questions below, the criteria have not been met and, we will not be able to consider your complaint.

About the hedge	
a. Is the hedge in question made up of a line of 2 or more trees and shrubs?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Is it mostly evergreen or semi-evergreen?	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. Is it more than 2 metres above ground level?	YES <input type="checkbox"/> NO <input type="checkbox"/>
d. Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?	YES <input type="checkbox"/> NO <input type="checkbox"/>
e. Is it growing on land owned by someone else?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Who can complain?	
f. Is the person complaining the owner or occupier of the property affected by the hedge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
g. Is the complainant's property residential?	YES <input type="checkbox"/> NO <input type="checkbox"/>

PLEASE TURN OVER

2. **The Parties**

2.1 **Complainant.** Please fill in the name and address of the person complaining about the hedge, even if you use an agent.

Name _____	Daytime Phone No. _____
Address _____	Mobile No. _____
_____	Postcode _____
Is the complainant happy for us to contact them via this email address:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Email _____	

2.2 **Agent.** If somebody other than the complainant is handling your complaint, please fill in the details here. All correspondence from the Council, including any decision notice, will be sent to him/her.

Name _____	Daytime Phone No. _____
Address _____	Mobile No. _____
_____	Postcode _____
Is the person named above happy for us to contact them via this email address:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Email _____	

2.3 **Address of the property affected by the hedge.** Please state the address and the name of the person living there or the person who owns the property if different from questions 2.1.

If the same as question 2.1 – tick box <input type="checkbox"/> If not fill out the following:	
Name _____	Daytime Phone No. _____
Address _____	Mobile No. _____
_____	Postcode _____
Email _____	

2.4 **Address of the site where the hedge is growing.** Please clearly describe the site where the hedge is located and include the name of the person living there, if applicable.

Name _____	Daytime phone No. _____
Address _____	Mobile No. _____
_____	Postcode _____
Email _____	

2.5 **Details of person who owns property where hedge is situated.** Please state the name and address of the landowner, if applicable.

If the same as question 2.4 – tick box <input type="checkbox"/>		If not fill out the following:	
Name _____	Daytime Phone No. _____		
Address _____	Mobile No. _____		
_____	Postcode _____		
Email _____			

3. **Attempts to resolve the complaint.**

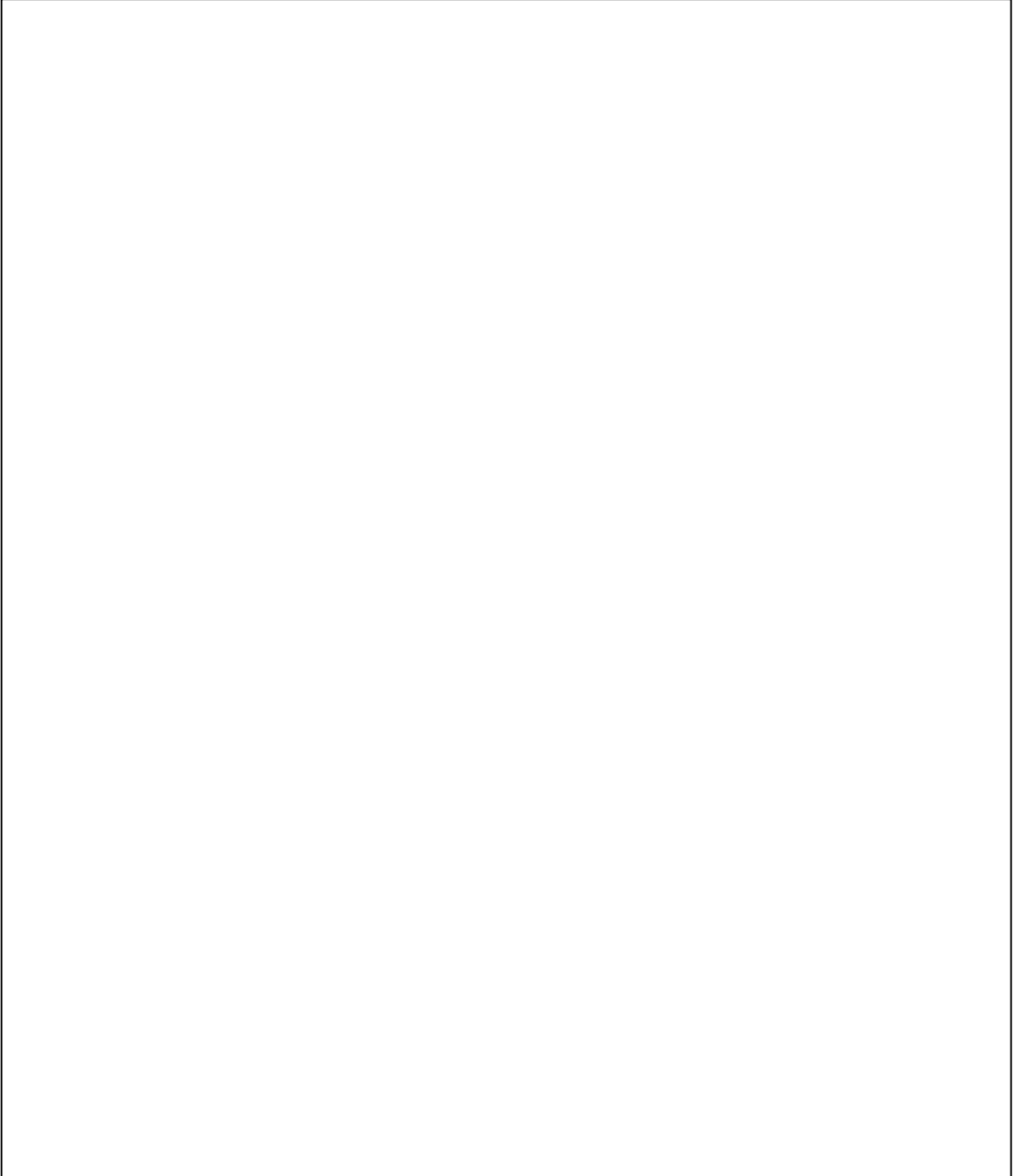
*Please describe what you have done to try to settle this matter. You will need to confirm: a) what contact you have made with your neighbour or the owner of the hedge to discuss the problem, b) that you asked your neighbour/the hedge owner to try mediation and c) when you informed them of your intention to complain to the Council. **If you have not tried all of the above steps, we may not be able to proceed with your complaint.** See the guidance notes for advice. You may use a separate sheet if necessary.*

4. **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. You may use a separate sheet if necessary.

5. Site details

Please use the space below to show the location of the hedge(s). A sketch plan is acceptable, but please ensure that it shows clearly the position(s) of the hedge(s) in relation to surrounding property and includes enough information, such as a named street or road to enable the hedge(s) to be correctly identified. Alternatively, please submit an Ordnance Survey – based site plan at a suitable scale, showing the location of the hedge(s).

A large, empty rectangular box with a thin black border, intended for the applicant to draw a site plan or sketch showing the location of the hedge(s) in relation to surrounding property.

6. **Previous complaints to the Council.** Please note that if nothing has altered since a previous complaint, we may not proceed with this case.

a. Has a formal complaint been made to us before about the hedge?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. If 'yes' please state the date and/or reference number of the decision letter/notice that we issued.	<input type="text"/>	
c. What has changed since we last looked at this:		

7. **Supporting documents - checklist.** To help us understand your situation, you will need to provide a photo 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.

Please tick the boxes below to ensure your complaint can be considered.

I enclose a copy of the following:		
a. A photo of the hedge	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. A plan showing the location of the hedge in relation to the surroundings (as per section 5)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c. Copies of correspondence with your neighbour about the hedge	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d. Copies of any other documents you mention (please list these separately)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

8. **Sending the complaint.** Please make sure you tick the following boxes and sign and date your complaint.

a. I confirm that I have completed as much of the form as I can and that, to the best of my knowledge, the information provided is accurate.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. I confirm that I have paid the fee of £_____. My payment authorisation code is: _____.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
OR		
c. I declare that I am in receipt of benefit and willing for the Council to access information/or provide details to confirm this.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d. I have also sent a copy of this form to the person/s identified in section 2 above.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Signed _____ (on behalf of _____) Date _____		

IT IS ONLY NECESSARY TO SUBMIT ONE COPY OF THIS FORM