



Basingstoke and Deane

**Application form for:
HIGH HEDGES COMPLAINT**

Please:

- read the accompanying notes first.
- answer all questions.
- use block letters and a black ball-point pen or type.

Failure to complete the form correctly will delay your application.

1. Concerned Parties

1.1 Name and address of Complainant

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Postcode

Tel Number

Email address:

1.2 Name and address of agent or other person acting on behalf of the Complainant

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Postcode

Tel Number

Email address

1.3 Address of the property affected by the hedge and the name of the person living there, if different from 1.1

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Postcode

Tel Number

Email address:

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

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Postcode

Tel Number

1.5 Name and address of the person who owns the property where the hedge is growing, if different to 1.4, and if known

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Postcode

Tel Number

Email address:

Email address

2. Criteria for making a complaint Please tick a box

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**
Name the species if known: _____

2.3 How high is the hedge from ground level _____ Metres

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**

2.6 Are you/Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge? **Yes** **No**
Please delete whichever does not apply **Owner** **Occupier**

2.7 Is the property affected 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.

4. Attempts to resolve the complaint

Please describe what you have done to try to settle this matter. Give dates and say what the result was. Please provide copies of any letters that you mention.

4.1 Asked to discuss problem

4.2 Asked the hedge owner to try mediation

4.3 Informed them of intention to complain to council

If you have not tried all the above steps, the Council will not proceed with your complaint

4.4 Any further efforts

5. Previous complaints to the Council

- 5.1 Has a formal complaint been made to the Council before about this hedge? Yes No
- 5.2 If you have ticked 'Yes', do you know the date and/or reference number of the Council's decision letter?
Date: : _____ Ref Number _____
- 5.3 What has changed since the Council last looked at this?

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

6. Supporting documents Please tick a box

- 6.1 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 that you mention (please list these separately)

7. Fee

- 7.1 The Fee of £ _____ is enclosed.

8. Sending the Complaint

- 8.1 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: _____
- 8.3 Post or email this form and all enclosures to: Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, Hampshire, RG21 4AH
Email: enforcement@basingstoke.gov.uk
- 8.4 Please also send a copy of this form to the people identified in Section 1 above.
Please tick this box to show you have done this

