



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 agent/representative.

Please read the guidance notes and the leaflet 'High hedges: complaining to the Council' before answering any questions: This form must be accompanied by the fee of £350. Please complete all sections in BLOCK CAPITALS and use black ink. Please make sure that the information you provide is clear and accurate.

By signing this form I confirm that I have completed as much of this form as I can and that to the best of my knowledge all the information provided is correct and accurate.		<i>Office use only:</i>	
SIGNED _____	Complainant/ Agent	UPRN No:	
ON BEHALF OF _____	(Please delete)	RN No:	
DATE _____		Fee Req'd : £350	Paid £
FEE I enclose the fee of £350 by cheque/P.O. No. _____		Owing : £	Cheque/PO

1. Complainant Details	2. Agent or Representative Details (if applicable)
Name: _____	Name: _____
Address: _____	Address: _____
Post Code: _____	Post Code: _____
Telephone: _____	Telephone: _____
Mobile: _____	Mobile: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

3. Address of property affected by the hedge and details of person living there (if different from Question 1)
Name: _____
Address: _____
Post Code: _____
Telephone: _____
Mobile: _____
Fax: _____
Email: _____

4. Address of site where hedge is growing and name(s) of resident(s) (if known)	5. Name and address of person who owns the property where the hedge is situated (if different from Question 4)
Name(s): _____	Name: _____
Address: _____	Address: _____
Post Code: _____	Post Code: _____
Telephone: _____	Telephone: _____
Mobile: _____	Mobile: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

6. Nature of the complaint

Please describe the problems actually experienced here. 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. 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. All dimensions shown on the plan, including the distance of the hedge from the affected property, are to be in metric.

7. Attempts to resolve the complaint

Please provide details of ways in which you have tried to resolve this matter under each of the headings below. Give dates and say what the result was. Please provide copies of any letters (or emails) that you mention.

Asked the hedge owner to discuss the problem

Asked the hedge owner to try to mediation

Informed the hedge owner of intention to complain to the Council

Any other relevant information

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

8. Details about the hedge - Criteria for making a complaint

	Yes	No
Is the hedge, or the portion that is causing problems, made up of a line of 2 or more trees / shrubs?	<input type="checkbox"/>	<input type="checkbox"/>
Is it mostly evergreen or semi-evergreen?	<input type="checkbox"/>	<input type="checkbox"/>
Is it more than 2 metres above ground level?	<input type="checkbox"/>	<input type="checkbox"/>
Even if there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?	<input type="checkbox"/>	<input type="checkbox"/>
Is it growing on land owned by someone else (i.e. not your own land)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the complainant either the owner or occupier (e.g. tenant) of the property affected by the hedge?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property in residential use?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'No' to any of the questions in Section 8 above, the criteria have not been met and the Council cannot therefore consider your complaint.

9. Previous complaints to the Council**Yes****No**

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

If **Yes**, please enter below the date, reference number and any change of circumstances since the Council last looked at this.*Date**Reference Number**Change in circumstances*

If there has been no change then the Council might not proceed with your complaint

10. Supporting Documents - have you enclosed the following:**Yes****No**

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 relevant documents (please list these below)

The required fee of **£350**.

Data Protection Act 1998: Information provided on this form will only be used for the purposes stated above. Please address any data protection enquiries to the Data Protection and FOI Officer, Information Services, 16th Floor, Westminster City Hall, 64 Victoria Street, London SW1E 6QP.

This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Please submit completed form and all supporting material to:-

Development Planning
Westminster City Council
Westminster City Hall
64 Victoria Street
LONDON SW1E 6QP

or by email to servicesupport@westminster.gov.uk

Please tick this box to confirm that you have also sent a copy of this form to the people identified in Sections 4 and 5.