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## HIGH HEDGES LEGISLATION COMPLAINTS FORM

Use this form to submit a complaint to the Council about a high hedge, under Part 8 of the Anti-Social Behaviour Act 2003. This form should be completed by the person making the complaint, or their representative.

Please use BLOCK CAPITALS and black ink when filling in the form.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is advertised on the High Hedges home page on the Trafford Council website.

The Council will rely on information you provide so please make sure it is clear and accurate.

### 1.1 Details of the person making the complaint

	Title	Forename	Surname
Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
City/Town	<input style="width: 100%;" type="text"/>		
County	<input style="width: 100%;" type="text"/>	Postcode	<input style="width: 100%;" type="text"/>
Daytime Telephone Number	<input style="width: 100%;" type="text"/>		
Mobile Telephone Number	<input style="width: 100%;" type="text"/>		
Fax Number	<input style="width: 100%;" type="text"/>		
E-mail address	<input style="width: 100%;" type="text"/>		

1.2 Are you content for us to contact you by e-mail at the address provided?

Yes

No

1.3 Is this the address affected by the hedge you are complaining about?

Yes

No

1.4 If the answer is "no" please give the reason for this below

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1.5 If you are an agent submitting the complaint on behalf of the complainant, please provide relevant details:-

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone Number	<input type="text"/>		
Mobile Telephone Number	<input type="text"/>		
Fax Number	<input type="text"/>		
E-mail address	<input type="text"/>		

1.6 Are you content for us to contact you by e-mail at the address provided?

Yes

No

## 2 Complaint against

2.1 Name and address of the occupiers of the site where the alleged hedge is growing.

Name	Title	Forename	Surname
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
City/Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone Number	<input type="text"/>		
Mobile Telephone Number	<input type="text"/>		
Fax Number	<input type="text"/>		
E-mail address	<input type="text"/>		

2.2 If the hedge is growing on more than one ownership please provide further names and addresses:-

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
_____	_____	_____
Contact _____	Contact _____	Contact _____

2.3 Is (are) the property (ies) owned by the named person(s)?

Yes

No

2.4 If "no" please provide relevant details (if known).



#### 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. It is to your advantage in validating this complaint that all dates are at most 3 months prior to the date of this form.

4.1 Verbal request to discuss problem:- Yes No

Date(s)

Result

4.2 Written request to discuss problem:- Yes No

Date(s)

Result

4.3 Verbal request to hedge owner(s) to try independent mediation:- Yes No

Date(s)

Result

4.4 Written request to hedge owner(s) to try independent mediation:- Yes No

Date(s)

Result

4.5 Have you verbally informed the hedge owner of your intention to complain to the Council?

Yes No

Date(s)

Result

4.6 Written notification of intention to complain to the Council:- Yes No

Date(s)

Result

4.7 Any other means of resolution sought?

**If you have not tried all the above steps, the Council might not proceed with your complaint. It is strongly recommended that all attempts should have been made at least once in writing to ensure validation of the complaint.**

## 5 Grounds of complaint

Please describe the problems actually experienced as a result of the hedge being too tall, and say how serious they are in a legible and coherent way on attached documents which should be clearly marked "GROUNDS OF COMPLAINT".

5.1 List what documents you have submitted:-  
(Please tick to indicate their attachment or submission)

To help the Council understand your situation, please provide a photo(s) of the hedge. A location plan on an Ordnance Survey base, 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.

## 6. Previous Complaints

6.1 Has a formal complaint (through submission of a form like this one) been made to the Council previously about this hedge?

Yes

No

6.2 If you have ticked "yes" do you know that date and/or reference number of the Council decision letter?

Date

Reference Number

6.3 What has changed since the Council last considered this?

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

## 7. Declaration

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.

Tick box to confirm

7.2 I enclose the relevant fee

Please note the current fee is advertised on the High Hedges home page on the Trafford Council website.

7.3 Please post this form and all enclosures to the address on page one.

7.4 Please ensure that you send a copy of this completed form and all attachments to the person(s) that you have identified in section two at the same time.

Tick the box to show that you have done this

Date documents sent