

Complaint Form Tree(s) or High Hedges

Please complete in BLOCK CAPITALS and in black ink.

Use this form to submit a complaint to your Local Authority about a Tree(s)/High Hedge, under the Trees and High Hedges Act 2005. It should be completed by the person making the complaint or their representative.

Before completing this form, please read the guidance notes for completing the complaint form.

You must pay a fee when you send in this form. The current fee is **£150**

Please complete this form accurately as the Local Authority will rely on the information you provide to investigate your complaint. Use additional sheets, if necessary.

1. 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.

1.1 Asked to discuss problem.

1.2 Asked the tree(s)/hedge owner to try mediation.

1.3 Informed them of intention to complain to the Local Authority.

If you have not tried all of the above, the Local Authority may not proceed with your application.

1.4 Anything else?



2. Criteria for making a complaint

About the Tree(s)/Hedge

2.1 Is the tree(s)/hedge, or the portion that is causing problems, made up of a line of 2 or more trees or shrubs? Yes No

Please note that if you answer 'No' to any of the following questions set out below (2.2 - 2.6), then the criteria will have not been met and so the Local Authority cannot consider your complaint.

2.2 Is it more than 2 metres above ground level? Yes No

2.3 Even though there are gaps in the foliage or between the trees, is the tree(s)/hedge still capable of obstructing light or views? Yes No

2.4 Is it growing on land owned by someone else? Yes No

Who can complain?

2.5 As the person making the complaint, are you the owner or occupier (e.g. tenant) of the property affected by the tree(s)/hedge? Yes No

Please indicate which applies:

Owner

Occupier

2.6 Is the property used as your home? Yes No

3. Grounds of complaint

Please describe the problems actually experienced as a result of the tree(s)/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.

To help the Local Authority understand your situation, please provide a photograph of the tree(s)/hedge and a plan or sketch of both the site where the tree(s)/hedge is growing and the property it is affecting with the tree(s)/hedge clearly marked on it.

4. Previous complaints to the Local Authority

4.1 Has a formal complaint been made before to the Local Authority?

Yes No

4.2 If you have ticked 'Yes', do you know the date and reference number, if any, of the Local Authority's decision letter?

Date

Ref

4.3 What has changed since the Local Authority last looked at this?

If nothing has changed the Local Authority may not proceed with your complaint.

5. Who's who/The Parties

5.1 Contact details of the person making the complaint.

Title

Forename

Surname

Address
Postcode

Daytime telephone number

Mobile telephone number

Fax number

Email address

Are you content to be contacted by email, at the address provided?

Yes No

5.2 Address of the property affected by the tree(s)/hedge and the name of the person living there, if different to 5.1

Title

Forename

Surname

Address
Postcode

Daytime telephone number

Mobile telephone number

Fax number

Email address

5. Who's who/The Parties (continued)

5.3 Contact details of Agent or the other person acting on behalf of the person making the complaint (if any).

Title	<input type="text"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Postcode"/>
Daytime telephone number	<input type="text"/>
Mobile telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Is the Agent, or other person named above, content for us to contact them by email at the address provided? **Yes** **No**

5.4 Address of the site where the tree(s)/hedge is growing and the name of person living there, if known.

Title	<input type="text"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Address or description of location	<input type="text"/>
	<input type="text" value="Postcode"/>
Daytime telephone number	<input type="text"/>
Mobile telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

5.5 Name and address of the person who owns the property where the tree(s)/hedge is situated, if different to 5.4, and if known.

Title	<input type="text"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Postcode"/>
Daytime telephone number	<input type="text"/>
Mobile telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

6. Supporting Documents

6.1 Have you enclosed the following.

Tick box

A photo of the tree(s)/hedge.

A location plan of the tree(s)/hedge and surrounding properties.

Copies of relevant correspondence with your neighbour.

Copies of any other documents that you mention (please list these separately).

7. Sending the complaint

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.

7.2 I enclose a fee of **£150**

Name

Date

7.3 Post or email this form and all enclosures to:

Name, address and email address of Local Authority to be inserted here.

7.4 Please also send a copy of this form to the people identified in Section 5.

Tick the box to show you have done this.