



High Hedge Complaint 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. 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.

YOU MUST PAY NORTH TYNESIDE COUNCIL WITH THIS FORM. The current fee is £380.

One completed copy of this form must be submitted with any plans to:

**North Tyneside Council
Planning
Quadrant
The Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY**

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

1. Attempts to resolve the complaint

Please clearly advise;

1.1 steps you have taken to try and settle the dispute;

If you have not attempted to reasonably settle the dispute between you and your neighbour, the Council has the right not to proceed with your complaint.

1.2 The problems that you are having in your home and/or its garden or yard because the hedge is too tall

1.3 Why these problems are serious

1.4 How you think the hedge is adversely affecting the reasonable enjoyment of this property

1.5 Anything else that may be relevant

2. Criteria for making a complaint

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
- 2.3 Is it more than 2 metres above ground level? Yes No
- 2.4 Even though there may be 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

Who can complain

- 2.6 Are you the owner or occupier (e.g. tenant) of the property affected by the hedge? Yes No
- 2.7 Is the property residential? Yes No

3. Previous complaints to the Council

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

Yes No (if yes please provide the date and reference number if known)

Date_____ Ref Number_____

3.2 What has changed since the council last looked at this?

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If nothing has altered, the Council has the right not to proceed with your complaint.

4. Who's who/The parties

4.1 Complainant's contact details

Name	
Address	
Postcode	

Daytime Tel No.	
Mobile No.	
Fax No.	
E-mail Address	

Address of the property affected by the hedge and name of person living there, if different to above

Name	
Address	
Postcode	

Telephone No.	
Daytime Telephone	
Fax No.	
E-mail Address	

4.2 Contact details of Agent or other person acting on behalf of the complainant (if any)

Name	
Address	
Postcode	

Telephone No.	
Daytime Telephone	
Fax No.	
E-mail Address	

5. Supporting documents

5.1 Have you enclosed the following?

A photo of the hedge Yes No

A location plan of the hedge and surrounding properties
 Yes No

Copies of correspondence with your neighbour about the hedge
 Yes No

Copies of any other documents that you mention (please list separately)
 Yes No

6. Sending the complaint

6.1 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

6.2 I enclose the fee of £380

Tick Box

Name: Date:

Signed

6.3 Post this form and all enclosures to:

**North Tyneside Council
Planning
Quadrant
The Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY**

6.4 Please also send this form to the people identified in Section 4 above.

Tick Box to show you have done this