Gloucester City Council
High Hedges Complaint Form

This form should be used to submit a complaint to the Council under Part 8 of the Anti-social Behaviour Act 2003. Please read the accompanying notes before filling in this form. Complete in BLOCK letters and send the completed form, supporting information and fee to:
High Hedge Complaints, Environmental Planning, Herbert Warehouse, The Docks, Gloucester GL1 2EQ.

<table>
<thead>
<tr>
<th>1. Complainant</th>
<th>Representative (if any)</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Address</td>
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<td>Post Code:</td>
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<td>Daytime Tel. No.:</td>
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<td>Fax:</td>
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<td>E-mail:</td>
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Tick if you are happy to receive emails about this complaint from the council □

Is the complainant the owner or tenant of the property affected by the hedge? Yes □ No □

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<th>2. About the Hedge</th>
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<tr>
<td>Is the hedge – or section of the hedge – that is causing the problem, made up of a line of two or more trees or shrubs? Yes □ No □</td>
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<tr>
<td>Is the hedge mostly evergreen or semi-evergreen? Yes □ No □</td>
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<tr>
<td>Is the hedge more than 2 metres tall from ground level? Yes □ No □</td>
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<tr>
<td>Even if there are gaps in the foliage, or between the trees, is the hedge still capable of obstructing light or views? Yes □ No □</td>
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<tr>
<td>Is the hedge growing on land owned by someone else? Yes □ No □</td>
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<th>3. Property affected by hedge</th>
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<td>Is the property residential? Yes □ No □</td>
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Name and address or location of property affected by the hedge if different from the complainant's:

Daytime Tel. No.:    
Fax:                Mobile No.:  
E-mail:             
Postcode:           

NOTE: If you have answered “No” to any of the questions in Sections 1, 2 or 3 then the High Hedge regulations can not be applied to your case and the City Council is unable to proceed with you complaint under Part 8 of the Anti-social Behavior Act 2003. If you have answered “Yes” to all of the questions then please continue to fill in the form.
4. Location of Hedge

Address of the property where the hedge is located: ............................................................... Postcode: ................................

Name of occupant: ...........................................................................................................

Daytime Tel: No (if known) ........................................ Mobile No. (if known) ........................................

E-mail: (if known) ...........................................................................................................

Name of owner of property if different from above: ...........................................................

Address of owner of property: ...........................................................

Daytime Tel: No (if known) ........................................ Mobile No. (if known) ........................................

E-mail: (if known) ...........................................................................................................

5. Attempts to resolve the high hedge complaint

Briefly describe all previous attempts that you have made to resolve the matter under the following headings. Include dates and provide copies of any letters you refer to.

(a) Direct Approach

Have you approached your neighbour and asked them to discuss the problem? Yes ☐ No ☐

If so, what was their response? .................................................................................................................................

(b) Mediation

Have you asked the owner of the hedge to consider mediation Yes ☐ No ☐

If so, what was their response? .................................................................................................................................

(c) City Council involvement

Have you informed the owner of the hedge of your intention to involve the County Council Yes ☐ No ☐

If so, what was their response? .................................................................................................................................

NOTE: Before the City Council will consider becoming involved, you should have taken all the above steps towards resolving this issue yourself.
6. Grounds of Complaint

Please describe how you are affected by the height of the neighbouring hedge. Describe the problems actually experienced by the hedge being too tall. It will save time and help your case if you keep to the facts and provide all relevant information to back up your case. (Continue on a separate sheet if necessary)

To support your case, please provide a sketch plan indicating the position of the hedge in relation to your property and photographs of the hedge. (An example of a sketch plan is shown overleaf)

7. Previous complaints to the Council

Have any previous formal complaints been made to the Council relating to this hedge? Yes ☐ No ☐
If yes, please provide dates and/or any City Council reference number

Have any of the circumstances changed since the Council last looked at this complaint? Yes ☐ No ☐
If yes, please explain

NOTE: If the circumstances have not changed then the City Council may not proceed with your complaint

8. Supporting Documents

I enclose copies of the following supporting information:
- Photograph(s) of the hedge Yes ☐ No ☐
- Location plan showing position of the hedge in relation to surrounding properties. Yes ☐ No ☐
- Copies of correspondence exchanged with the owner of the hedge Yes ☐ No ☐
- Copies of any other documents that you have mentioned in your application Yes ☐ No ☐
- Signed fee sheet Yes ☐ No ☐

9. Declaration – to be completed by the complainant

I have completed this form to the best of my knowledge and the information provided is accurate.
I enclose the appropriate fee.
I have sent copies of this form to the people identified in section 4.

Signed: ____________________________ Date: ____________________________
Print Name: ____________________________