



ADUR & WORTHING
COUNCILS

High Hedges Complaints Form

Please read the high hedges guidance notes before completing this form

If handwriting please complete the form in BLOCK CAPITALS and black ink

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.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £300.00

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 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 Approached neighbour/hedge owner and asked to discuss problem

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1.2 Asked neighbour/hedge owner to try mediation

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1.3 Informed neighbour/hedge owner of intention to complain to council

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

1.4 Anything else

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2. Criteria for making a complaint

About the hedge

Please tick one per row only

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	<input type="checkbox"/>	No	<input type="checkbox"/>
2.2 Is it mostly evergreen or semi-evergreen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2.3 Is it more than 2 metres above ground level?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2.4 Even though there are gaps in the foliage or between the trees, is the hedge still capable of obstructing light or views?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2.5 Is it growing on land owned by someone else?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Who can complain	<i>Please tick one per row only</i>			
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2.6 Is the complainant the owner or occupier (eg tenant) of the property affected by the hedge?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are they the	Owner	<input type="checkbox"/>	Occupier	<input type="checkbox"/>
2.7 Is the property residential?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered 'No' to any of the questions in this section, the criteria have not been met and so the Council cannot consider your complaint.

3. Grounds of complaint

Please describe the problems actually experienced as a result of the 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 Council understand your situation, please provide a photo 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.

4. Previous complaints to the Council				<i>Please tick one per row only</i>			
4.1 Has a formal complaint been made to the Council before about this hedge?			Yes		No		
4.2 If you have ticked 'Yes', do you know the date and/or reference number of the Council's decision letter?							
Date		Ref number					
4.3 What has changed since the Council last looked at this?							

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

5. Who's who / The parties

5.1 Complainant's contact details

Title							
Forename(s)							
Surname							
Address							
							Postcode
Phone Number(s)							
E-mail Address							
Is the complainant happy for us to contact them by email? (given above)				Yes		No	

5.2 Address of the property affected by the hedge and name of the person living there, if different to 5.1

Title							
Forename(s)							
Surname							
Address							
							Postcode
Phone Number (s)							
E-mail Address							

7. Sending the complaint		<i>Please tick</i>
7.1 I confirm that I have completed as much of this form as a I can and that, to the best of my knowledge, the information provided is accurate.		
7.2 I enclose the fee of £300.00		

Before proceeding, please sign and date:		
Name		
Signed:		Date:

I hereby declare that all the information given is true to the best of knowledge.

Please complete and sign this form and either return it to the:

**Tree and Landscape Officer, Adur & Worthing Councils, Planning Department,
Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1HS**

or email to planning.enforcement@adur-worthing.gov.uk

General Data Protection Regulations (GDPR) Privacy Notice

Adur & Worthing Councils are the data controllers of your personal data for the purposes of the administration of this High Hedge complaint. For full details of how your personal data is used please visit www.adur-worthing.gov.uk/privacy-notice