



**ANTI-SOCIAL BEHAVIOUR ACT 2003  
PART 8**

**High Hedges: complaint form**

<b>For Official Use Only:</b> Complaint. No. .... Date Received..... Fee £.....
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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 Council's guidance notes and the leaflet 'High hedges: complaining to the council'. Please use BLOCK CAPITALS and black ink.**

**YOU MUST PAY A FEE WHEN YOU SUBMIT THIS FORM TO THE COUNCIL**

The fee is £500 payable to Mid Sussex District Council. A reduced fee is payable if you receive Housing or Council Tax Benefit. Documentary evidence should be attached if you are eligible for the reduced fee.

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

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**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, notes of meetings or other documentation. Please continue on a separate sheet if necessary.**

**1.1 Asked to discuss problem**

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**1.2 Asked the hedge owner to try mediation**

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**1.3 Informed them of intention to complain to the Council**

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**If the Council is not satisfied that you have made all reasonable efforts to resolve this problem with the owner of the hedge, it will not proceed with your complaint.**

## 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 (measured from the base of the hedge)?  
Yes  No
- 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  No
- 2.5 Is it growing on land owned by someone else?  
Yes  No

### *Who can complain*

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

Please delete whichever does not apply

Owner / Occupier

- 2.7 If you are the tenant, have you notified the property owner of your intended complaint?  
Yes  No
- 2.8 Is the property residential?  
Yes  No

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.

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### 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.

Enclose a plan to scale (see Guidance Notes)

**Is the hedge subject to a Tree Preservation Order?**

Yes

No

If unsure  
please contact  
the planning  
department

**Is the hedge situated in a Conservation Area**

Yes

No

To help the Council understand your complaint, please provide a photo of the hedge and a plan or sketch of 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**

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.**

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## 5. Who's who / The parties

### 5.1 Complainant's contact details

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
Fax No.	<input type="text"/>		
Email Address	<input type="text"/>		

Is the complainant content for us to contact them by email, at the address provided?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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When did the complainant take occupation of the property?

Date

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

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Daytime Telephone No.	<input type="text"/>		
Mobile Telephone No.	<input type="text"/>		
Fax No.	<input type="text"/>		
Email Address	<input type="text"/>		

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

<b>Name</b>	<b>Title</b>	<b>Forename</b>	<b>Surname</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
	<input type="text"/>		
<b>Town</b>	<input type="text"/>		
<b>County</b>		<b>Postcode</b>	
	<input type="text"/>		<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile Telephone No.</b>	<input type="text"/>		
<b>Fax No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

Is the Agent, or other person named above, content for us to contact them by email at the address provided?

<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
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**5.4 Address of site where the hedge is growing and name of person living there, if known**

<b>Name</b>	<b>Title</b>	<b>Forename</b>	<b>Surname</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
	<input type="text"/>		
<b>Town</b>	<input type="text"/>		
<b>County</b>		<b>Postcode</b>	
	<input type="text"/>		<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile Telephone No.</b>	<input type="text"/>		
<b>Fax No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

**5.5 Name and address of the person who owns the property where the hedge is situated, if different to 5.4 and if known.**

<b>Name</b>	<b>Title</b>	<b>Forename</b>	<b>Surname</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
	<input type="text"/>		
<b>Town</b>	<input type="text"/>		
<b>County</b>		<b>Postcode</b>	
	<input type="text"/>		<input type="text"/>
<b>Daytime Telephone No.</b>	<input type="text"/>		
<b>Mobile Telephone No.</b>	<input type="text"/>		
<b>Fax No.</b>	<input type="text"/>		
<b>Email Address</b>	<input type="text"/>		

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**6. Supporting documents checklist**

**6.1 Have you enclosed the following:**

	<b>Tick box</b>
<b>A photo of the hedge</b>	<input type="checkbox"/>
<b>A scale plan showing your property, the property where the hedge is located and the location of the hedge.</b>	<input type="checkbox"/>
<b>Copies of correspondence with your neighbour about the hedge</b>	<input type="checkbox"/>
<b>Copies of any other documents that you mention (please list these separately)</b>	<input type="checkbox"/>

## 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.

Tick box

7.2 I understand that the council will forward a copy of this complaint to the owner of the hedge

Tick box

7.3 I enclose a fee of £500 (£250 if claiming a reduced fee – see guidance notes for details)

Tick box

7.4 If claiming the reduced fee, please confirm that you are willing for the Council to make enquiries to authenticate the payment of the reduced fee.

Tick box

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8.1 Name

(Please Print)

Date

Signature of complainant:.....  
(not required if submitted electronically)

8.2 EMAIL THIS FORM AND (WHERE POSSIBLE) ALL ENCLOSURES TO [servicesupport@midsussex.gov.uk](mailto:servicesupport@midsussex.gov.uk) or POST THIS FORM AND ALL ENCLOSURES TO:

Head of Environment  
Mid Sussex District Council  
Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS  
  
[Servicesupport@midsussex.gov.uk](mailto:Servicesupport@midsussex.gov.uk)

8.3 A copy of this complaint form should have been sent to the person / persons identified in sections 5.4 and 5.5

Tick this box to show you have done this

You can also download this complaint form from our website at [www.midsussex.gov.uk](http://www.midsussex.gov.uk)

**NB:** If you are submitting this form by email but will be posting supporting documents/cheques to us separately, put a reference number or title on them (e.g. hedge complaint, 12 High Street) so that we can match them up with your complaint.