

## **HIGH HEDGES**

### ***Application for investigation***

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.

3 sets of completed forms and plans should be submitted. Fee £400.00

**(Please type or use block letters)**

#### **1 Name and Address of Complainant/Agent**

Complainant's Name  
Address

Agent's Name (if any)  
Address

Postcode

Postcode

Daytime Tel. No.  
Email Address

Person to Contact  
Daytime Tel. No.  
Email Address

#### **2 Property affected by the Hedge**

2.1 Is it used solely as a domestic property (even if no-one is living there at present)?  
Answer **YES** or **NO**

2.2 If you have indicated '**NO**', please describe what the property is used for:

2.3 Address of the property if different to Question 1:

2.4 Name of Occupant:

2.5 Contact number of Occupant:

2.6 Name and address of Registered Owner of Property (if different to Question 1)

Telephone No.

# 3

### ***Location of the Hedge***

- 3.1 Address of the site where the hedge is growing

- 3.2 Name of person/Company occupying property

Telephone No.

- 3.3 Name and Address of Registered Owner of Property (if different to above)

Telephone No.

**4**

## About the Hedge

Please provide a photo(s) of the hedge and a location plan to 1:1250/2500 scale. Also a more detailed plan to scale of the site where the hedge is growing and the property it is affecting, with the hedge clearly marked on it and indicating the height of the hedge.

- 4.1 Is the hedge or portion causing problems made up of a line of 2 or more trees or shrubs? Answer **YES** or **NO**
- 4.2 Are the trees/shrubs in it mainly evergreen/semi-evergreen? Answer **YES** or **NO**
- 4.3 Is it over 2 metres tall along its whole length? Answer **YES** or **NO**

**NOTE :** *If you have answered 'No' to any of the questions in this section, the hedge does not meet the legal definition & the Council cannot consider your complaint.*

**5**

## ***Grounds of Complaint***

Please describe the practical disadvantages caused by 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 all the points you are making.

[illegible]

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## 6 *Previous 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.

6.1 Approached neighbour/hedge owner and asked to discuss problem

6.2 Asked neighbour/hedge owner to try mediation

6.3 Informed neighbour/hedge owner of intention to complain to Council

6.4 Anything else you wish to mention

**NOTE:** *You will need to demonstrate that you have taken all reasonable steps to resolve the matter, otherwise the Council will not proceed with the complaint.*

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## 7 Previous complaints to the Council

(complete where appropriate)

7.1 Has a formal complaint been made to the Council before about this hedge?  
Answer **YES** or **NO**

7.2 If you have ticked 'Yes', do you know      Date:                      Reference Number:  
the date and/or reference number of  
the Council's decision letter?

7.3 What has changed since the Council last looked at this?

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

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## 8 Checking and Sending

Have you:

Tick Box

- 8.1 Completed all sections of this form
- 8.2 Enclosed a photo of the hedge
- 8.3 Enclosed a location plan and detailed plan to scale
- 8.4 Enclosed copies of correspondence with your neighbour about the hedge
- 8.5 Enclosed copies of any other documents that you mention
- 8.6 Enclosed a cheque for £400 (non-refundable)


Signed

Date

on Behalf of

Send the application, plans and fee to:

**The Plans Processing Unit, City of York Council, West Offices, Station Rise, York,  
YO1 6GA**

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