

HIGH HEDGES Application for investigation

Office Use Only

DATE

FEE

RECEIPT NO.

APP NO.

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 £350.00

(Please type or use block letters)

1 Name and Address of Complainant/Agent

Complainant's Name (if any)

Address Address

Postcode Postcode

Person to Contact

Daytime Tel. No.

Email Address

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 Question1:
- 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 3.1	Location of the Hedge Address of the site where the hedge is growing
3.2	Name of person/Company occupying property
3.3	Telephone No. Name and Address of Registered Owner of Property (if different to above)
	Telephone No.
4.1 4.2 4.3	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. Is the hedge or portion causing problems made up of a line of 2 or more trees or shrubs? Answer YES or NO Are the trees/shrubs in it mainly evergreen/semi-evergreen? Answer YES or NO 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 <u>not</u> meet the legal definition & the Council <u>cannot</u> 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.

6	Previous attempts to resolve the complaint
J	Please describe what you have done to try to settle this matter. Give dates and say
6 1	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
	, letted heighbed. Medge ethner to try mediation
6.3	Informed neighbour/hedge owner of intention to complain to Council
	5 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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.

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 the date and/or reference number of	Date: I	Reference Number:	ce Number:			
7.3	the Council's decision letter? What has changed since the Council last looked at this?						
				_			
				_			
				_			
	NOTE: If nothing has altered, the Council might not proceed with your complaint.						
8	Checking and Sending						
8.1	Have you:		Tick Box				
8.2	Completed all sections of this form Enclosed a photo of the hedge						
8.3	Enclosed a photo of the neage Enclosed a location plan and detailed	olan to scale					
8.4	Enclosed copies of correspondence with hedge		r about				
8.5 8.6	Enclosed copies of any other documer Enclosed a cheque for £350 (non-refu	•	on				
	Signed	Date					
	on Behalf of						
Send	d the application, plans and fee to:						

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