



**COMPLAINT FORM:
HIGH HEDGES**

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*. Please use BLOCK CAPITALS.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fees are detailed in the enclosed guidance notes.

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

Please send a copy of this form and all enclosures to: Mr D Wynn, Tree & Landscape Officer,
Southover House, Southover Road
Lewes, East Sussex, BN7 1AB

Please also send a copy of this form to the people identified in Section 5.

Tick the box to show you have done this

You can also download this complaint form from our website at www.lewes.gov.uk

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.

Approached neighbour/hedge owner and asked to discuss problem:

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.....

Asked neighbour/hedge owner to try mediation

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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.

Anything else

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.....

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

Has a formal complaint been made to the Council before about this hedge?

Yes No

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

Date Ref. number

What has changed since the Council last looked at this?

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.....

IF NOTHING HAS ALTERED, THE COUNCIL MIGHT NOT PROCEED WITH YOUR COMPLAINT.

5. Who's who/The Parties

Complainant's contact details

Name

Address

Telephone No. (daytime)

Telephone No. (mobile)

Fax No.

Do you prefer to be contacted by email? Yes No

Email Address

Address of the property affected by the hedge and name of the person living there (if different).

Name

Address

Telephone No. (daytime)

Telephone No. (mobile)

Fax No.

Email Address

Contact details of Agent or other person acting on behalf of the complaint (if any).

Name

Address

Telephone No. (daytime)

Telephone No. (mobile)

Fax No.

Email Address

Address of the site where the hedge is growing and name of person living there, if known.

Name

Address

Telephone No. (daytime)

Telephone No. (mobile)

Fax No.

Email Address

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

Name

Address

Telephone No. (daytime)

Telephone No. (mobile)

Fax No.

Email Address

6. Supporting documents

Have you enclosed the following:

A photo of the hedge

A location plan of the hedge and surrounding properties

Copies of correspondence with your neighbour about the hedge

Copies of any other documents that you mention (please list these separately)

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. I enclose the appropriate fee.

Signed _____

Date _____

Print Name _____

This leaflet can be made available in large print, audiotape, disk or in another language upon request. Please telephone 01273 484141 or email lewesdc@lewes.gov.uk.