

Complaint form: high hedges

Wrexham County Borough Council



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** and black ink.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £320

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

1. Contact details

1.1 Name and address of the person that we should send all communications about this complaint to.

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

1.2 Are you submitting this on behalf of the person who is bringing the complaint?

Yes No

1.3 Do you agree to us sending documents about this complaint to the email address that you have provided?

Yes No

2. Property affected by the hedge

2.1 Is it used solely as housing (even if there is no-one living there at present)?

Yes

No

2.2 If you have ticked 'No', please describe what the property is used for.

2.3 Address of the property, if different to 1.1.

Address

Postcode

2.4 Name of the person living there and contact details, if different to 1.1.

Title

Forename

Surname

Name

Daytime

Telephone No.

Fax No.

Email Address

2.5 Name and address of the person who owns the property, if different to 1.1 or above

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

3. Location of hedge

3.1 Address of the site where the hedge is growing.

Address

Postcode

3.2 Name of the person living there and contact details.

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

3.3 Name and address of the person who owns the property, if different to above.

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

4. About the hedge

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. Please mark the boundary of your property in blue on the plan and the hedge in red.

Indicate the affected property with an arrow.

4.1 Are there more than 2 trees or shrubs in the line of hedge?

Yes

No

4.2 Are the trees and shrubs in it mainly evergreen or semi-evergreen?

Yes

No

4.3 Is it over 2 metres tall along its whole length?

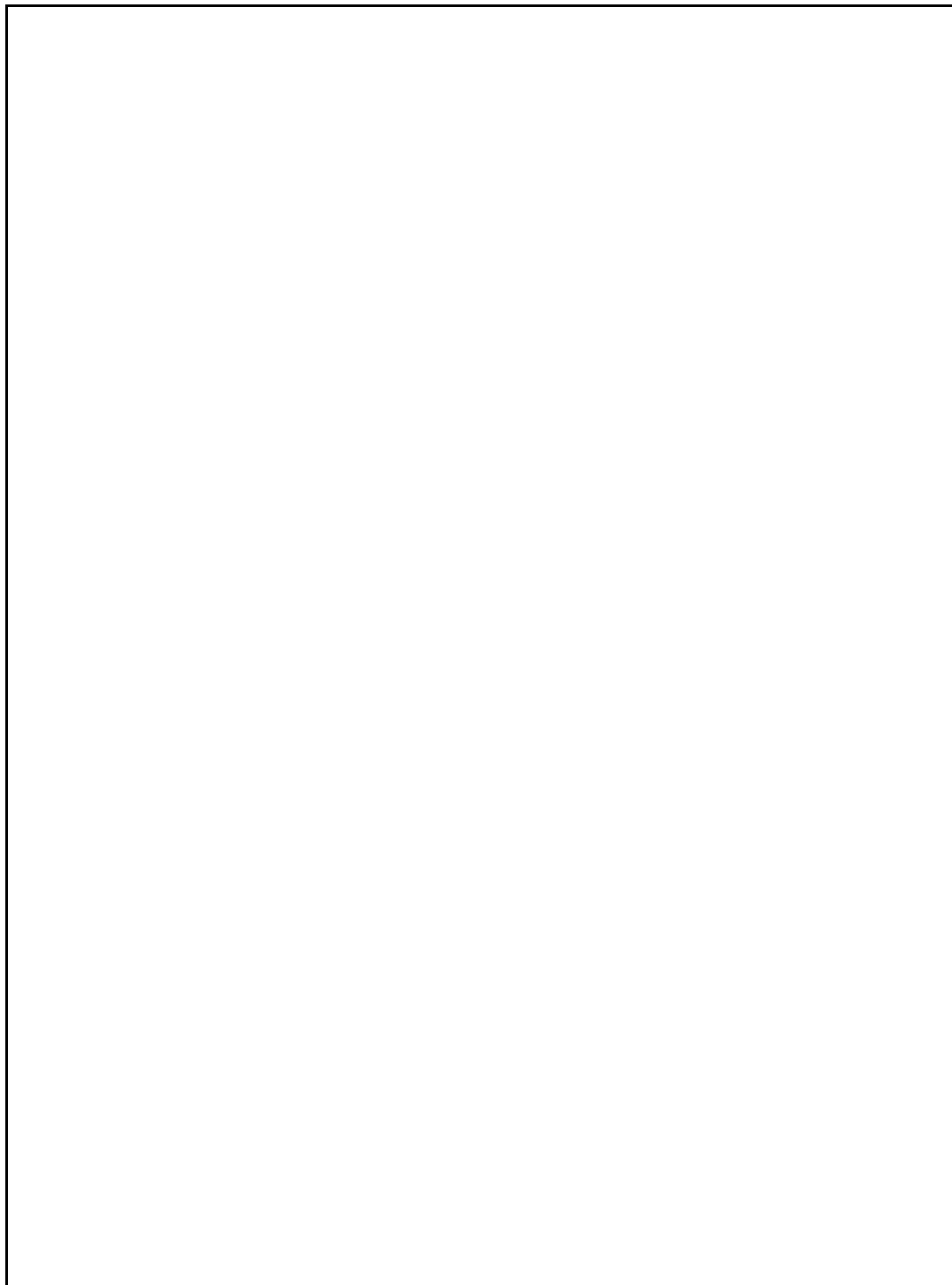
Yes

No

If you have answered 'No' to any of the questions in this section, the hedge does not meet the legal definition and 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 the points you are making.



6. Previous attempts to resolve the complaint

Please describe what you have done to try to settle this matter amicably. Give dates and say what the result was. Please provide copies of any letters that you mention.

6.1 Asked to speak to neighbour

Date

What happened

6.2 Asked them to try mediation

Date

What happened

6.3 Informed them of intention to complain to council

Date

What happened

6.4 Anything else

Date

What happened

6.5 Have you sent a completed copy of this form to your neighbour?

Yes

No

If you have not tried all these steps, the council might not proceed with your complaint.

7. Previous complaints to the council

7.1 Has a previous complaint been made to the council about this hedge?

Yes

No

7.2 If you have ticked 'Yes', what was the date of the council's decision letter?

Date

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

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

8. Checking and sending

8.1 Have you:

Tick box

Completed the whole of this form

Enclosed a photo of the hedge

Enclosed a location plan of the hedge and surrounding properties

Enclosed copies of correspondence with your neighbour about the hedge

Enclosed copies of any other documents that you mention

Enclosed a cheque for £320 (full amount)

There is a 50% reduction if you are a pensioner, registered disabled or on state benefit. Please provide evidence with your Application.

8.2 NOW SIGN AND DATE THE FORM (*Please see note below)

Signed

Date

8.3 Send a copy of this form to the people identified in Section 3 above.

Tick the box to show you have done this

8.4 Send or email 2 copies of this form and all enclosures to:

Planning Dept, Wrexham County Borough Council,
Lampit Street, Wrexham, LL11 1AR
Tel: 01978 292016 www.wrexham.gov.uk

***Note:** This application will be processed in the same way as a planning application. This will mean that the details on the form will be published as part of the statutory register and form part of the weekly list published on the web site.

This form is available in alternative formats Tel: 01978 292016