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 and black ink. Spare copies of the form have been provided for record purposes, but you make further copies if required in relation to service on parties identified in sections 5.4 and 5.5.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £120.00

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

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.

1.1 **Approached neighbour/hedge owner and asked to discuss the problem**

1.2 **Asked neighbour/hedge owner to try mediation**

1.3 **Informed neighbour/hedge owner of intention to complain to the Council**
If you have not tried all the above steps, the Council might not proceed with your complaint.

1.4 Anything else

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?

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 (eg tenant) of the property affected by the hedge?

Yes  [ ]  No  [ ]

Please delete whichever does not apply.  Owner / Occupier
2.7 Is the affected property residential – fully or in part?

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.

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.

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

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.

5. Who's who/The parties

5.1 Complainant's contact details

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Status

- Owner
- Occupier
- Tenant
- Other - say what

Address

City/Town

County

Postcode

Daytime Telephone No.

Mobile Telephone No.

Fax No.

Email Address

Is the complainant content for us to contact them by email?

Yes [ ] No [ ]
5.2 Address of the property affected by the hedge and name of the person living there, if any, and if different to the person in 5.1

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Daytime Telephone No.
Mobile Telephone No.
Fax No.
Email Address

Is this person content for us to contact them by email?

Yes ☐ No ☐

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

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Daytime Telephone No.
Mobile Telephone No.
Fax No.
Email Address

Is the Agent, or other person content for us to contact them by email?

Yes ☐ No ☐
### 5.4 Address of the site where the hedge is growing and name of person living there, if known

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### 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

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6. Supporting documents

6.1 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)

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.

7.2 I enclose the fee of £120.00

7.3 POST THIS FORM AND ALL ENCLOSURES TO:

Head of Planning Services
Planning Enforcement
Council Offices
8 Spilman Street
Carmarthen
Carmarthenshire
SA31 1JY

e-mail: planning.enforcement@carmarthenshire.gov.uk

7.4 Please also send a copy of this form to the people identified in Section 5.4 & 5.5 above.