

Guidance notes for completing the High Hedges complaint form

Environmental Services Department



General notes

These guidance notes are to help you fill in the form to make a complaint about a neighbouring high hedge. You should also read the leaflet High hedges: Complaining to the council.

Consideration of your complaint will be delayed if you do not complete the form properly or do not provide the information requested.

If you are still unsure how to answer any of the questions, please contact us on telephone: 01942 404256 or E-mail: environmentalservices@wigan.gov.uk

Translations and large print versions of this guidance and the form are available from the council.

Section 1: Attempts to resolve the complaint

Please keep the descriptions brief but say how you made the approach, for example, face to face, telephone or letter and what the outcome was.

Example 1

- 12 March 2005 – phoned neighbour, Mr Green of 12 High Street, to ask if we could discuss hedge. Met on 19 March but we couldn't agree a solution;
- 15 April – mediators visited;
- 29 April – met neighbours, Mr Green and mediators. But still couldn't find an answer we were both happy with;
- on 14 May – wrote to inform neighbours, Mr Green would be complaining to council.

Example 2

- 12 March 2005 – wrote to neighbours, Mr Green of 12 High Street, to ask if we could discuss hedge. Two weeks later still no reply;
- 9 April – wrote to ask if he would speak to mediator. 2 weeks later still no reply;
- 7 May – wrote to inform neighbours, Mr Green we would be complaining to council.

Example 3

- 12 March 2005 – saw neighbours, Mr Green of 12 High Street, in their garden and asked if we could discuss hedge. Neighbours, Mr Green came round on 19 March. Saw the effect of the hedge for themselves. Sympathetic but unwilling to reduce the hedge as much as we wanted;

- Neighbours, Mr Green willing to try mediation but discovered that neighbour mediation not available in our area. We live too far from the nearest service;
- 23 April – saw neighbours, Mr Green again and told them that, if we couldn't agree a solution, we would make a formal complaint to council. Left it for a couple of weeks then confirmed in writing that we would be going ahead with the complaint.

It is not necessary to send copies of all correspondence with your neighbour about the hedge, especially if the dispute is a long-running one. You only need to provide evidence of your latest attempts to settle it.

Section 2: Criteria for making a complaint

Who can complain

Q2.6 You must be the owner or occupier of the property affected by a high hedge in order to make a formal complaint to the council.

If you do not own the property, for example, because you are a tenant or a leaseholder, you can still make a complaint. But you should let the owner, for example, the landlord or management company know what you are doing.

Q2.7 The property affected by the hedge does not have to be completely residential but must include separate living accommodation otherwise we cannot consider the complaint.

Section 3: Grounds of complaint

It will help if you provide as much information as you can but keep it factual. Remember that a copy of this form will be sent to the person who owns the property where the hedge is growing, and to the person who lives there if they are different people.

Concentrate on the hedge and the disadvantages you experience because of its height.

We cannot consider problems that are not connected with the height of the hedge. For example, if the roots of the hedge are pushing up a path.

Nor can we consider things that are not directly about the hedge in question. For example, that other people keep their hedges trimmed to a lower height, or that the worry is making you ill.

Please also provide a photograph of the hedge and a plan showing the location of the hedge and surrounding properties.

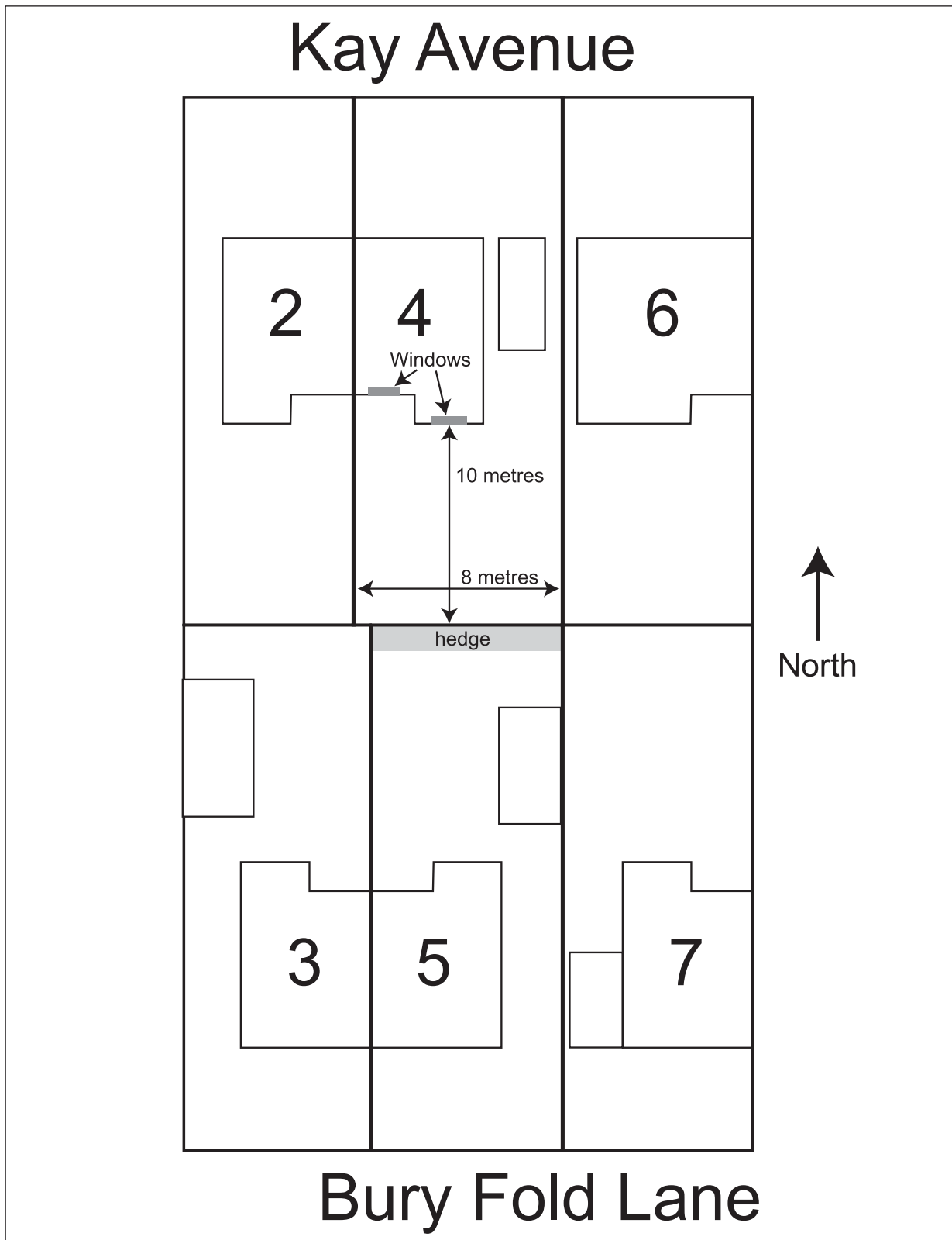
When drawing your plan, please look at the example opposite and make sure that you:

- Mark and name surrounding roads.
- Sketch in buildings, including adjoining properties. Add house numbers or names.
- Mark clearly the position of the hedge and how far it extends.

If you are complaining about the hedge blocking light, please also show on your plan:

- Which way is north.
- The position of windows that are affected by the hedge, for example, whether they are located on the front, side or rear of the house.
- Relevant measurements, for example, size of garden, distance between the hedge and any windows affected.

All measurements must be in metres (m).



Please include copies of any professional reports that you may have had prepared and of any other documents that you want the council to take into account.

Section 4: Previous complaints to the council

We only need to know about formal complaints, made under the high hedges Part of the Anti-social Behaviour Act 2003. You do not need to tell us about telephone calls or other informal contact with the council about your hedge problems.

Section 5: Details of the parties involved

We need all these names and addresses because there are some documents that we are required, by law, to send to the owner **and** occupier of the land on which the hedge grows. These include our decision on the complaint.

Q5.1 Even if someone else is submitting the complaint on your behalf, it is important that we have your contact details.

Tick the 'Yes' box if you prefer to be contacted by e-mail. We cannot send documents to you electronically unless you agree.

Q5.2 You need to complete this section only if the complainant does not live in the property affected by the hedge. We need this information because we will have to get in touch with the occupier to arrange to visit the property so that we can see for ourselves the effect of the hedge.

Q5.3 Complete this section if you are a professional adviser, relative, friend or other representative.

You will be our main contact on all matters relating to this complaint.
We will direct all queries and correspondence to you. Please bear this in mind.

If you tick the 'Yes' box, we will conduct all business relating to this complaint by e-mail. But we cannot send documents to you electronically unless you agree.

Q5.4 This will normally be the person you have talked to when you tried to agree a solution to your hedge problems.

If the site where the hedge is growing does not have a postal address, use the box to describe as clearly as possible where it is. For example, 'Land to rear of 12 to 18 High Street' or 'Park adjoining Tower Road'.

We need this information because we will have to contact these people for their comments and arrange to visit the site where the hedge is growing.

Q5.5 If you are in any doubt about who owns the property where the hedge is situated, you can check with the Land Registry. The relevant form (313) is on their website at www.landregistry.gov.uk or can be obtained from the Local Office. The current fee for this service is £4, if you know the full postal address of the property.

Alternatively, Land Register Online at www.landregisteronline.gov.uk provides easy access to details of registered properties in England. Copies of title plans and registers held in electronic format can be downloaded in PDF format for £2 each. The register includes ownership details.

Section 6: Supporting documents

Please make sure you have ticked all the relevant boxes.

If you have ticked the box about copies of other documents, please list these documents by date and title, for example, January 2005 – surveyor’s report. This will help us to check that we have got everything.

If you are paying the reduced fee of £100, make sure you include a copy of a document to show you receive either council tax benefit or housing benefit.

If you are submitting this form by email but will be posting supporting documents to us separately, put a reference number or title on them, for example, hedge complaint, Mr White, 10 High Street so that we can match them up with your complaint.

Section 7: Sending the complaint

To pay the fee, you should make your cheque payable to Wigan Council and send it to:

Environmental Services Department
Civic Buildings
New Market Street
Wigan
WN1 1RP

Payment by credit or debit card can be made in person at our reception desk.

Please note:

There is no guarantee that a complaint will result in action to reduce the height of a hedge. Each case is decided on its own merits after the council has investigated all the circumstances, including the hedge-owners comments.
