

1.1.

Sandwell Metropolitan Borough Council Directorate of Place

P.O. Box 2374
Council House
Freeth Street
Oldbury
West Midlands B69 3DE
Telephone: **0121 569 4054**

Email: planning_enforcement@sandwell.gov.uk

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 and black ink.

YOU MUST PAY A FEE WHEN YOU SEND IN THIS FORM. The current fee is £450.

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.

Approached neighbour/hedge owner and asked to discuss problem

1.2.	Approached neighbour/hedge owner and asked to discuss problem
1.3.	Informed neighbour/hedge owner of intention to complain to council

om	plaint.	
	1.4.	Anything else
	2.	Criteria for making a complaint
bo	ut the l	nedge
	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 d	an Complain
	2.6.	Is the complainant the owner or occupier (e.g. tenant) of the property affected by the hedge?
		Yes No
		Please delete whichever does not apply. Owner / Occupier
	2.7.	Is the property residential?
		Yes No

If you have not tried all the above steps, the Council might not proceed with your

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

		ribe the proble					_	_
	-	w serious they all relevant in					=	ck to the facts
	Jioviae	an relevant in	Tormation	i to back up	the po	into you are	making.	
	•	Council unders	-	•	•	-		_
-		ch of both the s dge clearly mar		e the neage	is growi	ng and the	property it	is affecting,
	4.	Previous con		the Counc	:1			
	4.1.	Has a formal cor	-			before about	this hedge?	
			ъ. Г		1			
			Yes		No			
	4.2.	If you have ticke decision letter?	ed 'Yes', do	you know the	e date and	d/or referenc	e number of	the Council's
	4.3.	Yes	No					
			l		_			

ning h	as altered, the	Council	l might	t not pro	ceed wi	th you	compla	aint.	
ning h	as altered, the Who's who/			not pro	ceed wi	th you	compla	aint.	
		The par	rties	not pro	ceed wi	th you	compla	aint.	
5.	Who's who/	The par	rties details	not pro	ceed wi	th you	compla Surnar		
5.	Who's who/	The par	rties details		ceed wi	th you			
5.	Who's who/ Complainant's	The par	rties details Fo		ceed wi	th you			
5.	Who's who/ Complainant's	The par	rties details Fo		oceed wi	th you			
5.	Who's who/ Complainant's Name Address	The par	rties details Fo		ceed wi	th you			
5.	Who's who/ Complainant's	The par	rties details Fo		ceed wi	th you			
5.	Who's who/ Complainant's Name Address	The par	rties details Fo		ceed wi	th you		me	
5.	Who's who/ Complainant's Name Address	Title	rties details Fo		oceed wi	th you	Surnar	me	
5.	Who's who/ Complainant's Name Address City/Town County	Title	rties details Fo		oceed wi	th you	Surnar	me	
5.	Who's who/ Complainant's Name Address City/Town County Telephone No.	Title	rties details Fo		oceed wi	th you	Surnar	me	

	Title	Forename	Surname	
Name				
Address				
City/Town				
County			Postcode	
Telephone N	lo.			
Mobile No.				
Email Addre	ss			
Contact deta	ails of Agent o	r other person acting o	n behalf of the complain	ant (if any)
Contact deta	ails of Agent o	r other person acting o	n behalf of the complaina Surname	ant (if any)
Contact deta				ant (if any)
				ant (if any)
Name				ant (if any)
Name				ant (if any)
Name Address				ant (if any)
Name Address City/Town	Title		Surname	ant (if any)
Name Address City/Town County	Title		Surname	ant (if any)
Name Address City/Town County Telephone N	Title		Surname	ant (if any)
Name Address City/Town County Telephone N Mobile No. Email Addre	Title	Forename	Surname	

Address of the property affected by the hedge and name of the person living there, if

5.2.

different to 5.1

	т	itle	Forename		Surname	
	Name					
	Address					
	City/Town					
	County				Postcode	
	Telephone No.					
	Mobile No.					
	Email Address					
.5.	different to 5.4	-	person who owns wn Forename	the property	where the h	edge is situated,
	Name					
	Address					
	City/Town					
	County				Postcode	
	Telephone No.					
	Mobile No.					
	Email Address					
	Supporting D	ocument	ts			
.1.	Have you enclos	sed the fol	lowing?			Tick Box
	A photo of the h	nedge				
	A location plan	of the hed	ge and surroundir	ng properties		
	Copies of corres	pondence	with your neighb	ours about the	e hedge	
	Copies of any ot separately)	her docum	nents that you me	ntion (please	list these	

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

5.4.

7.	Sending the complaint						
7.1.	I confirm that I have completed as much of this form as a I can and that, to the best of m						
	knowledge, the information provided is accurate.						
	Tick Box						
7.2.	I enclose the fee of £363 (Please be aware that this fee increases on 1 April 2025 to £450.00)						
	Tick Box						
	Name Date						
7.3.	POST OR EMAIL THIS FORM AND ALL ENCLOSURES TO:						
FAO Plann	ing Enforcement Team						
Directorat	re of Place						
	Council House,						
	374, Freeth Street,						
Oldbury, E	369 3DE.						
Email: plar	nning_enforcement@sandwell.gov.uk.						
7.4							
7.4.	Please also send a copy of this form to the people identified in Section 5 above.						
	Tick the box to show you have done this						