

Sir Charles Frossard House,
La Charroterie,
St. Peter Port, Guernsey,
GY1 1FH.

Tel: (01481) 717200
Email: planning@gov.gg
www.gov.gg/planning

HIGH HEDGES COMPLAINT FORM

THE HIGH HEDGES (GUERNSEY) LAW, 2016

Please read the explanatory Practice Note PN11, then complete this form in **black ink** using **block capitals**.

Two copies of this form, all accompanying information detailed below & relevant fee must be submitted.

The accompanying information required is:

An accurate location plan drawn to scale and photographs sufficient to identify the high hedge in question and help demonstrate its impact on your property. (The Planning Service will provide a location plan on request).

Supporting evidence of the impact of the High Hedge on the reasonable enjoyment of your property – e.g. sketches or photographs showing position of windows that are affected and details of the rooms that they serve, including relevant measurements in metres.

Supporting evidence of your attempts to resolve the dispute – e.g. letters, emails, etc

Complaint Fee of £350 (or, where two or more complaints are submitted together by two or more complainants occupying separate properties but in relation to the same high hedge, the fee of £150 per complaint subject to a minimum total fee of £350 shared equally between all the complainants).

1. Details of Parties Involved

Name and Address of Complainant

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Mobile:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>
Postcode:	<input type="text"/>	Cadastre No:	<input type="text"/>

Name and Address of Agent (if applicable)

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Mobile:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>
Postcode:	<input type="text"/>		

Address of property affected by High Hedge and full name of occupier if different from your own

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Mobile:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>
Postcode:	<input type="text"/>		

Location of the High Hedge – Please provide the address of the land on which the High Hedge is situated

Name:		Telephone:	
Address:		Mobile:	
		Email:	
Postcode:		Cadastre No:	

Full name and address of the **owner** of the land on which the High Hedge is situated. (if more than one owner, please provide details on a separate sheet.)

Name:		Telephone:	
Address:		Mobile:	
		Email:	
Postcode:			

Full name of the **occupier** of the land on which the High Hedge is situated (if different) (and if more than one owner, please provide details on a separate sheet.)

Name:		Telephone:	
Address:		Mobile:	
		Email:	
Postcode:			

Reference number and date of any previous High Hedge Complaint you have made

Ref:		Date:	
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2. Details of the attempts you have made to resolve the complaint

The Law requires that before making a High Hedge Complaint, the complainant must take all reasonable steps to resolve the complaint themselves. - I have: (please tick box as applicable)

Approached neighbour/hedge owner in person and asked to discuss the problem Please give date/s:	
Approached neighbour/hedge owner by letter or email and asked them to take action Please give date/s:	
Informed neighbour/hedge owner of intention to complain to the Authority and asked them to take action Please give date/s:	
Provided neighbour/hedge owner with a copy of this completed complaint form and supporting evidence and asked them to reconsider their position one final time. Please give date/s:	
Any other approaches/additional information (please specify)	
If you have not taken these steps the Authority may not be able to consider your complaint	

3. Criteria for making a complaint

Are you the owner or occupier of a domestic or residential property?	
Is the High Hedge being complained about situated on someone else's land?	
Is the High Hedge formed wholly or predominantly by one or more evergreen trees or shrubs?	
Does the High Hedge rise to a height of more than 2 metres above ground level?	
Does it form a barrier to light?	
If you have answered 'No' to any of these questions the criteria have not been met and the Authority is unable to consider your complaint.	

4. Grounds of Complaint

Please describe the adverse effect of the high hedge on the reasonable enjoyment of your property, concentrating on the disadvantages you experience that are caused by the high hedge and why these are of serious concern to you. Please explain the facts of the matter as fully and clearly as possible. Please continue on a separate sheet if necessary.

Did the High Hedge exist when you moved into your property? (Please tick Y/N)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, how high was it then ?		
When did you move in ?		

5. Fees, Checklist & Declaration

Complaint Fee enclosed -

The fee is £350 for each individual complaint.

Where two or more complaints are submitted together by two or more complainants occupying separate properties but in relation to the same high hedge, the fee is £150 per complaint subject to a minimum total fee of £350 shared equally between all the complainants.

Supporting evidence of your attempts to resolve the dispute – e.g. letters, emails, etc

Confirmation that you have sent a copy of this Complaint Form to the owner and occupier of the property where the High Hedge is situated

Supporting evidence of the impact of the High Hedge on the reasonable enjoyment of your property – e.g. sketches or photographs showing position of windows that are affected and details of the rooms that they serve, including relevant measurements in metres

This form must be signed by the Complainant or, if applicable, their appointed agent.

Complainant/Agent Declaration – I/we are aware that it is an offence to provide false or misleading information.

I/we declare that to the best of my/our knowledge, all the particulars on this form are correct.

I/we agree that any information given on this form may be disclosed to relevant Committees of the States of Guernsey, made accessible to the public, published in the local media and on the States of Guernsey website.

I/we agree that officers of the Planning Service may enter onto the property in order to investigate this complaint. (N.B. it may not be possible to provide prior notice of such visits)

Complainant Signature	<input type="text"/>	Date:	<input type="text"/>
Print name:	<input type="text"/>		
Agent Signature:	<input type="text"/>	Date:	<input type="text"/>
Print Name:	<input type="text"/>		

Notes - Please read Practice Note PN11 (available separately) to assist you in completing this form

