

Town and Parish Council Hedge Noticing Guide

If your town/parish council would like to help us undertake hedge noticing, please complete the attached registration form. This allows us to know which parishes are/aren't involved.

Once you have done this, the step by step guide below provides the details of what to do and how we can support you.

1. Overhanging vegetation identified on the highway (footway or carriageway), either:
 - a. By town/parish, or direct report to
 - b. Report by public to online reporting tool forwarded to town/parish council
2. Town/Parish issue Letter 1 to land/property owner
3. If confirmation of boundary required, log a customer report on the online reporting tool – pin plotted at location or required land search and using the following details:
 - Grass, Hedges, Tress and Weeds
 - Overhanging tree and hedges,Description: *Land registry boundary search required for town/parish council*
Location of Problem: *property name/number and any other useful information*
4. Town/Parish records location and time of letter issued in spreadsheet template
5. Town/Parish revisits site at the end of the notice period (3 weeks)
 - a. If vegetation cut back Town/Parish closes case and records in spreadsheet
 - b. If vegetation NOT cut back Town/Parish issues letter 2 and record details in spreadsheet
6. Town/Parish revisits site at the end of the notice period (2 weeks)
 - a. If vegetation cut back Town/Parish closes case and records in spreadsheet
 - b. If vegetation NOT cut back Town/Parish records details of latest inspection and escalates to Suffolk Highways for enforcement.Send an email to customer.service@suffolk.gcsx.gov.uk with the following information:
Title: *Hedge Enforcement Notice*
Contents: *Details from the spreadsheet outlining timing of letters and inspections*
Attach: *Copies of the two letters issued*
7. Suffolk Highways undertake enforcement action with support from SCC legal team