

# Complaint Form



- This form should be used to make a complaint about an infestation of injurious weeds as specified in the Weeds Act 1959 where there is a risk those weeds will spread to other land.
- Defra publish a number of leaflets giving information about injurious weeds. These are: Guide to the identification of injurious weeds (PB 4192). Guidance note on the methods that can be used to control harmful weeds (PB 7190). Code of Practice on how to prevent the spread of Ragwort (PB 9840). Guidance on the disposal options for common ragwort (PB 11050). These are available from Defra publications (Tel: 08459-556000) and the Defra website: [www.defra.gov.uk](http://www.defra.gov.uk).
- Before completing and returning this form please read carefully the attached Explanatory Leaflet (WEED 2A). If you have any queries or difficulties completing the form, please contact Natural England using the contact details provided on Page 4 of this form. This page also includes details of where to send your completed complaint form.
- **IMPORTANT: this complaint will not be considered unless you have completed all sections of this form.**

## Section 1: Your details

1. Name in full

Title

Full postal address

Postcode

Telephone No. (including national dialling code)

Mobile No.

E-mail address

County/Parish/Holding No. (if you have one)

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## Section 2: Details of land on which the weeds are growing

2. Please indicate by ticking the appropriate box(es) which weeds are present:

(a) Common Ragwort .....

(b) Spear Thistle .....

(c) Creeping or Field Thistle.....

(d) Curled Dock.....

(e) Broad Leaved Dock .....

■ **Section 2: continued**

3. Is the infestation:
- (a) light (less than 5 plants/10 square metres) .....
  - (b) moderate (5-9 plants/10 square metres) .....
  - (c) heavy (10 or more plants/10 square metres) .....
4. Are the weeds:
- (a) close to the ground .....
  - (b) in bud .....
  - (c) flowering/seeding.....

5. (a) What is the land currently used for?

(b) Approximate area of land infested by the weeds (square metres) .....

6. Location. Please provide as much information as possible including a map clearly showing the land on which the weeds are growing in relation to the land at risk if the weeds spread. The information provided should also show the location of all the land in relation to prominent features on the ground such as roads, railways etc. You should include an Ordnance Survey map 4 or 6 figure grid reference and field number(s) (if known).

County

If necessary, continue on a separate sheet, sign and date each sheet and tick this box

7. Details of owner, occupier, competent authority or agent (if property vacant). Please provide all this information if possible, or explain any omissions.

Name in full  Title

Full postal address

Postcode

Telephone No. (incl. national dialling code)

Mobile No. (if known)

Omissions:

■ **Section 2: continued**

8. Have you contacted/attempted to contact the owner, occupier, competent authority or agent (if property vacant)? ..... YES  NO   
If **YES** give details of response received/attempts made. If **NO** please explain why no contact has been made.

■ **Section 3: Land threatened if the weeds spread**

9. Location. If not already provided at [question 6] please provide as much information as possible including a map clearly showing the land at risk if the weeds spread. The information provided should also show the location of all the land in relation to prominent features on the ground such as roads, railways etc. You should include an Ordnance Survey map 4 or 6 figure grid reference and field number(s) (if known).

County

If necessary, continue on a separate sheet, sign and date each sheet and tick this box

10. Do you have any property interest in the land described at Question 9 above, for example, as owner or licensee YES  NO
11. Is the land currently used for:
- (a) keeping or grazing horses or other livestock?..... YES  NO
  - (b) farmland used to produce conserved forage? ..... YES  NO
  - (c) other agricultural activities? ..... YES  NO
12. How close are the weeds to this land?
- (a) Less than 50m .....
  - (b) 50m – 100m.....
  - (c) More than 100m .....

I declare that all the particulars given and the statements made in this form are correct.

Signature

Date

**WARNING: on no account should a member of the public attempt to enter railway land or verges alongside motorways to verify the presence of weeds or to remove them. You must also have the owner's permission to enter other land. You are also advised to wear protective clothing and gloves whenever injurious weeds are handled.**

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● **Data Protection Act**

Any personal information that you provide on this form will be used by Defra, Natural England and the Rural Payments Agency for the purpose of establishing a valid complaint and investigating valid complaints under the Weeds Act 1959. The information provided may also be used for enforcing cross compliance for the purposes of the single payment scheme and other requirements and standards that land owners/occupiers must meet to obtain payments from Defra and its agencies. Your identity will not normally be disclosed to any third parties, including any person or organisation that is the subject of your complaint. Any information that may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 will not normally include any details that will lead to your identity being made known to third parties.

## **Weeds Act 1959 – Natural England Contact Details**

Please send your completed WEED2 complaint form to the Natural England office listed below. Any enquiries you may have about Natural England's complaint procedure should also be forwarded to the same office using the phone number/e-mail address provided – please mark any non-form correspondence, Injurious Weeds.

**Natural England  
Customer Services  
PO Box 2423  
Reading  
RG1 6WY**

Telephone: 0300 060 1112 (request Injurious Weeds)

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Email: [cs.reading@naturalengland.org.uk](mailto:cs.reading@naturalengland.org.uk)