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| **The Weeds Act, 1959**  **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 that those weeds will spread to other land.  Please complete the form in BLOCK letters and send it to:  The Field Support Unit  Rural Inspectorate for Wales  County Hall  Spa Road East  Llandrindod Wells  LD1 5HA  Email: [riwmailbox@gov.wales](mailto:riwmailbox@gov.wales)  IMPORTANT: This complaint will not be considered unless you have completed all sections of this form. | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| **Adran Yr Amgylchedd Department for Environment** | | | | | | | | | |
|  | | | | | | | | | |
| **Serial Number** | | | | | | | | | |
|  | | | | | | | | | |
| **Section 1: Your Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | **Name in Full** | | | | | |  | | | | | | | | | | | | | | | | | | | **Title** | | | | |  | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Full Postal Address** | | | | | | | Postcode……………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Telephone No.** | | | | | | |  | | | | | | | | | | **Mobile No.** | | | | | | |  | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **E-mail address** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **County / Parish / Holding No. (If you have one)** | | | | | | | | | | | | | | | | | | | **Customer Reference No. (If you have one)** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 2: Details of land on which the weeds are growing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.** | **Please indicate which weeds are present by ticking the appropriate box:** | | | | | | | | | | | | | | | | | **3.** | | **Is the infestation:** | | | | | | | | | | | | | | | | |
|  | (a) Common Ragwort (*Senecio jacobaea*) | | | | | | | | | | | |  | |  | | |  | | (a) light (less than 5 plants / 10 m2) | | | | | | | | | | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (b) Spear Thistle (*Cirsium vulgare*) | | | | | | | | | | | |  | | |  | | | | (b) moderate (5-9 plants / 10m2) | | | | | | | | | | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (c) Creeping or field thistle (*Cirsium arvense*) | | | | | | | | | | | |  | | |  | | | | (c) heavy (10 or more plants / 10m2) | | | | | | | | | | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (d) Curled dock (*Rumex crispus*) | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (e) Broad leaved dock (*Rumex obtusifolius*) | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.** | **Are the weeds:** | | | | | | | | | | | | | | | | **5. a** | | | | | **What is the land currently used for?** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (a) close to the ground | | | | | | | | | | | |  | | |  | | | |  | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |  |
|  | (b) in bud | | | | | | | | | | | |  | | |  | | | |  | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |  |
|  | (c) flowering / seeding | | | | | | | | | | | |  | | |  | | | |  | | | | | | | | | | | | | | | |  |
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| **Section 2: continued** | | | | | | | | | | | | | | |
| **5. b** | **Approximate area of land infested by the weeds (square metres)** | | | | | | |  | | | | |  | |
|  | | | | | | | | | | | | | | |
| **6.** | **Location. Please provide as much information as possible including a map (photocopy or sketch map) clearly showing the land on which the weeds are growing in relation to the land at risk if the weeds spread. You should include an Ordnance Survey map 4 or 6 figure grid reference, field number or field names (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. |  | | | | | | | | | |  | |
|  | | | | | | | | | | | | | |
|  | Mobile No. |  | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | |
| **8.** | **Have you contacted or attempted to contact the owner, occupier,** | | | | | | | | | | | | | |
|  | **competent authority or agent (if property vacant)?** | | | | | | Yes | |  | No |  | |  | |
|  | **If YES give details of response received or attempts made. If NO please explain why no contact has been made.**  **Please note that unless contact with the owner, occupier, or agent has been attempted, this complaint will NOT be actioned.** | | | | | | | | | | | |  | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 (photocopy or sketch map) clearly showing the land at risk if the weeds spread. You should include an Ordnance Survey map 4 or 6 figure grid reference, field number or field names (if known).** | | | | | | | | |  |
|  | County…………………………………………… | | | | | | | | |  |
|  | | | | | | | | | | |
| If necessary, continue on a separate sheet, sign and date each sheet and tick this box | | | | | | | | |  |  |
|  | | | | | | | | | | |
| **10.** | **Is the land currently** | (a) keeping or grazing horses or other livestock? | | | | Yes |  | No |  |  |
|  | **used for:** | | | | | | | | | |
|  | | (b) farmland used to produce conserved forage? | | | | Yes |  | No |  |  |
|  | | | | | | | | | | |
|  | | (c) other agricultural activities? | | | | Yes |  | No |  |  |
|  | | | | | | | | | | |
| **11.** | **How close are the** | (a) Less than 50 metres | | | |  |  |  |  |  |
|  | **weeds to this land?** | | | | | | | | | |
|  | | (b) Between 50 & 100 metres | | | |  |  |  |  |  |
|  | | | | | | | | | | |
|  | | (c) More than 100 metres | | | |  |  |  |  |  |
|  | | | | | | | | | | |
| **12.** | **(a) Please give the approximate area of land threatened (square metres)** | | | | | |  | | |  |
|  | | | | | | | | | | |
|  | **(b) Do you own or occupy this land?** | | | | | Yes |  | No |  |  |
|  | **If NO, please give details of the owner/occupier.** | | | | | | | | | |
|  | | | | | | | | | | |
|  | Name | |  | | | | | | |  |
|  | | | | | | | | | | |
|  | Title | |  |  | | | | | | |
|  | | | | | | | | | | |
|  | Full postal address | | Postcode……………………… | | | | | | |  |
|  | | | | | | | | | | |
|  | Telephone No. | | | |  | | | | |  |
|  | | | | | | | | | | |
|  | Mobile No. | | | |  | | | | |  |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **(c) Have you attempted to contact the owner/occupier?** | | | | | | Yes |  | No |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 3: Continued**  **Please give details of response received or attempts made. If NO, explain why no contact has been made.** | | | | | | |
|  |  | | | | |  |
|  | | | | | | |
| **(d) Are they aware that you are making this complaint?** | | Yes |  | No |  |  |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **13.** | **Please give details of any other information relevant to your complaint.** | | | | | |
|  | | | | | | |
|  |  | | | | |  |
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|  | | | | | | |
|  | **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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**Privacy Notice**

Any personal information that you provide on this form will be used by the Welsh Government for the purpose of establishing and investigating valid complaints under the Weeds Act 1959. This processing is necessary to enable Welsh Government to carry out its public task and in the exercise of its official authority. The Welsh Government will be the Data Controller for the personal information provided in this form.

For clarity personal data collected in this form is considered to be your:

Name, Address, Telephone Number, Mobile Phone Number, Email, CPH and CRN

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 or the Environment Information Regulations will not normally include any details that will lead to your identity being made known to third parties.

We will keep the files in line with the review dates in Welsh Government’s information retention policy. Your personal information will be disposed of securely once the retention period of 10 years has ended.

## Your rights

Under data protection legislation, you have the right:

* to be informed of the personal data Welsh Government holds about you and to access it to require us to rectify inaccuracies in that data
* to (in certain circumstances) object to or restrict processing
* for (in certain circumstances) your data to be ‘erased’
* to (in certain circumstances) data portability
* to lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection

## Contacts

For further information about the data the Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

The [contact details for the Information Commissioner’s Office](https://ico.org.uk/global/contact-us/postal-addresses/)