

HIGH HEDGE NOTICE PRE-APPLICATION FORM **FOIRM RO-IARRTAIS BRATH CHALLAIDEAN ÀRDA**

OFFICIAL USE ONLY

Application Ref.:
 Fee Amount Rec'd:
 Date Fee Rec'd

This form should be used to submit a pre-application request to The Highland Council prior to submitting a High Hedge Notice under the High Hedges (Scotland) Act 2013.

Note 1: Details of this pre-application request may be subject to applicable Data Protection and Freedom of Information/Environmental Information requirements

Note 2: This pre-application request does not exempt you from complying with all pre-application requirements. Guidance on pre-application requirements is available at: www.highland.gov.uk/planningenforcement

Note 3: If completing this form by hand, please use black ink and BLOCK CAPITALS. If completing the form electronically, please double-click boxes to mark them as checked.

1. About You

Full name:	Address:
Telephone No.:	
Email Address:	
Are you happy to be contacted by email? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you the owner and/or the occupier of the affected property?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
*Unless you are the owner and/or occupier of the affected property, a high hedge application cannot be considered by the Council. If you answer 'No', the application will be returned to you.	

2. About the Hedge - Part A

Hedge Location (incl. Address):		
Type of Hedge:	Deciduous <input type="checkbox"/>	Evergreen <input type="checkbox"/> Mixed Hedge <input type="checkbox"/>
Species (if known):		

3. About the Hedge - Part B

Is the hedge made up of a row of two or more trees or shrubs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the hedge over 2 metres in height?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the hedge form a barrier to light (even if there are gaps)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Is the hedge growing on land owned by someone else?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the property affected by the hedge in domestic use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Supporting Documentation

To help the Council understand your situation, please provide any photographs, maps, plans or sketches of where the hedge is growing and the property it is affecting. Supporting documents should be clearly marked and attached to the application form and listed below:

Have you enclosed a maps or plans showing the position of the hedge? Yes ☐ No ☐

Have you enclosed photographs or sketches of the hedge? Yes ☐ No ☐

Have you enclosed any other relevant documents? Yes ☐ No ☐

5. Application Fee

This application requires a fee and will not be progressed until it has been paid. A schedule of fees can be found at: www.highland.gov.uk/planningenforcement

NB. We no longer accept cheques. You can pay the fee by calling us on 01349 886608.

Please note your Highland Council payment reference here:

6. Declaration

I declare that all information submitted in support of this application is, to the best of my knowledge, true and accurate. I confirm that I have read and understood the Council's High Hedge guidance. I understand that the role of the Council is not to mediate between the parties but to act as an impartial decision maker. I understand that the information that I have given on this form may be held electronically and may be shared with other Council services and relevant government agencies and other organisations.

Your name:

Print name:

Date:

Please send completed forms and accompanying plans/documentation to:

Post:

ePlanning Centre
The Highland Council
Glenurquhart Road
Inverness IV3 5NX

Email:

eplanning@highland.gov.uk

Further Help and Assistance

If you need assistance to complete this form, or would like to discuss whether an application for a High Hedge notice is applicable to your situation, please **contact us on 01349 886608**. Guidance on the high hedges, pre-application requirements and the application and enforcement process can also be found on our website: www.highland.gov.uk/planningenforcement