

OFFICIAL USE ONLY

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

This form should be used to submit an application to The Highland Council for a High Hedge Notice under the High Hedges (Scotland) Act 2013.

Note 1: Full details of a high hedge application will, subject to applicable Data Protection and Freedom of Information/Environmental Information requirements, be copied to the owner/occupier(s) of the land on which the hedge is situated and will be published on the Council's website.

Note 2: A high hedge application cannot be made unless you have complied 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):		
Is a map or location plan for the hedge attached?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a sketch or plan detailing the hedge attached?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Owner of Hedge:	Owner Address (if know):
-----------------	--------------------------

(if known)			
Owner Phone: (if known)			
Owner Email: (if known)			
If the hedge is owned by more than one person, are details of other owners attached to this application?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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"/>
Have you attempted to resolve the issue with your neighbour?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>IMPORTANT: If you have answered 'No' to any of the questions in <i>About the Hedge - Part B</i>, your application cannot be considered by the Council as the criteria have not been met. If you submit an application nonetheless, it will be dismissed and/or returned to you and you may lose part or all of any fee paid.</p>		

4. What You Have Done to try to Resolve the Hedge Issue

Approached the neighbour/hedge owner to discuss the issue

Please provide details:

Asked neighbour/hedge owner to take part in mediation or other form of negotiation

Please provide details:

Informed neighbour/hedge owner of intention to apply for a High Hedge Notice

Please provide details:

Any other steps that you have taken of which The Highland Council to be aware
Please provide details:

5. How does the Hedge Affect You and Your Property?

Please describe the effect that the hedge is having on your property and how severe you consider these effects to be. Please remember that the High Hedges (Scotland) Act 2013 only deals with adverse effects on reasonable enjoyment caused by the hedge being a barrier to light:

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:

6. Supporting Documentation

Have you enclosed all relevant plans and sketches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you enclosed photographs of the hedge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you enclosed copies of all correspondence with the owner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you enclosed copies of any mediation reports/outcomes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you enclosed all other relevant documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. 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:

8. 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

Online:
www.highland.gov.uk/planningenforcement

NB. Our online application form will be available to use from June 2014 onwards.

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