

High Hedge Application

High Hedges (Scotland) Act 2013

(Please refer to accompanying Notes for Guidance when completing this application)

1. Applicant's Details

Name

Address

.....

.....

Postcode.....

Tel

Email

Are you happy to be contacted by email? Y / N

2. About the hedge

Address.....

.....

.....

Postcode

Owner (if known).....

Tel (if

known).....

Email (if known)

Is a sketch map detailing the hedge attached? Y / N

If no, please state why not.

.....

.....

Type of Hedge Deciduous Evergreen Mixed Hedge

Species (if known)

.....

3. Application Criteria Check

Is the hedge made up of a row of two or more trees or shrubs? Y / N

Is the hedge over 2 metres in height? Y / N

Is the hedge a barrier to light (even if there are gaps)? Y / N

Is the affected property residential? Y / N

Is the hedge growing on land owned by someone else? Y / N

Have you attempted to resolve the issue with your neighbour? Y / N

Are you the owner / occupier of the affected property? Y / N

Please note - If you have answered No to any of these questions, your application cannot be considered as the criteria in the Act have not been met.

4. What you have done to try and resolve the issue:

Approached neighbour / hedge owner – details:

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

Informed neighbour / hedge owner of your intention to make this application – details:

Have you tried anything else you would wish the Council to be aware of? – details:

5. Your application:

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**: *[Please continue on separate sheet if necessary]*

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:

Declaration *(This must be signed and dated)*

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.

Signature of applicant:

Date:

Print Name:

You should be aware that the details of the application – as well as who has made it – will be copied to the owner / occupier of the land on which the hedge is situated. We will however redact (remove) any sensitive personal information such as telephone numbers, email addresses and signatures.

Data Protection Act 1998

The information provided by you and other relevant parties will be used for processing and determining your High Hedge application and to confirm and update the Council's records held for this purpose. Your application will be processed by employees of Dumfries and Galloway Council. Details provided will be available for public inspection and may be published on the Council's website www.dumgal.gov.uk or shared with other appropriate professionals or service providers.

Checklist – The following is enclosed

(Please tick the relevant boxes)

Application form signed and dated

Required application fee - **£450**

Photos / plans / sketches

Copies of correspondence

Other relevant documents

.....

[please specify]

Please send the completed application form and enclosures to:-

Planning Registration Team

Planning & Environment

Kirkbank House

English Street

Dumfries

DG1 2HS