



HIGH HEDGE NOTICE APPLICATION FORM

High Hedges (Scotland) Act 2013

This form should be used to submit an application to The Moray 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.

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.moray.gov.uk

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

No

Are you the owner and/or the occupier of the affected property?*

Yes

No

*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

Evergreen

Mixed Hedge

Species (if known):

Owner of Hedge:
(if known)

Owner Address (if know):

Owner Phone:
(if known)

Owner Email:
(if known)

In cases where ownership is not known and the land is vacant, the applicant should have taken reasonable steps to identify the owner, such as contacting Registers of Scotland or Companies House. Details of these steps should be submitted with the application.

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"/>

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"/>

IMPORTANT: If you have answered 'No' to any of the questions in *About the Hedge - Part B*, 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.

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

Approached the neighbour/hedge owner to discuss the issue
Please provide details (including dates):

Asked neighbour/hedge owner to take part in mediation or other form of negotiation
Please provide details (including dates):

Informed neighbour/hedge owner of intention to apply for a High Hedge Notice
Please provide details (and date of contact):

Any other steps that you have taken of which The Moray Council to be aware

Please provide details (including dates):

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"/>
If ownership is not known, have you enclosed evidence of the steps you have taken to establish who owns the house.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Application Fee

This application requires a fee of £401.00 and will not be progressed until it has been paid.

NB. You can pay the fee by calling us on 01343 563270.

Please note your Moray 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:

Development Services
The Moray Council
PO Box 6760
Elgin Moray IV30 9BX

Via email to:

development.control@moray.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 0300 1234561**. Guidance on the high hedges, pre-application requirements and the application process can also be found on our website: www.moray.gov.uk