

# APPLICATION FORM: HIGH HEDGES

(to be completed by applicant who considers themselves affected)

Office use only:

Date:

Ref.:

Use this form to submit an application to your local council for a High Hedge notice under the High Hedges (Scotland) Act 2013.

**NB:** the details of the application - as well as who has made it (although not the telephone number/e-mail addresses) - will be copied to the owner/occupier of the land on which the hedge is situated.



## About you:

Full Name:	
Address:	
Postcode:	
e-mail Address:	'phone No.:

## About the hedge (if known):

Owner:	
Address:	
Postcode:	
e-mail Address:	'phone No.:
Species if known:	Deciduous <input type="checkbox"/> Evergreen <input type="checkbox"/> Mixed Hedge <input type="checkbox"/>

Is a map or sketch detailing the high hedge attached ?      Yes       No

If not why not ?

## Making a complaint:

- Is the hedge made up of a row of two or more trees or shrubs ?      Yes  No
- Is the hedge over 2 metres (6 foot 6 inches) in height ?      Yes  No
- Is the hedge a barrier to light (even if there are gaps) ?      Yes  No
- Is the affected property residential ?      Yes  No
- Is the hedge growing on land owned by someone else ?      Yes  No
- Have you attempted to resolve the issue with your neighbour ?      Yes  No
- Are you the owner/occupier of the affected property ?      Yes  No

If you have answered **NO** to any of these questions your application **CANNOT** be considered as the criteria have not been met.

**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 intention to make application - details:

Have you tried anything else that you would wish Stirling Council to be aware of - details:

**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:

To help Stirling Council understand your situation, please provide any photographs, maps, plans or sketches of where the hedge is growing and the property it is affecting. Please ensure that all supporting documents are clearly marked and attached to the application form:

**Supporting documents:**

- Have you enclosed any photos/plans/sketches ?                      Yes  No
- Have you enclosed copies of any correspondence ?                      Yes  No
- Have you enclosed any other documents ?                      Yes  No
- Have you enclosed the appropriate fee ie **£192** ?                      Yes  No

**Please send this application form and copies of all supporting documents to:**

Planning Services, Stirling Council, Municipal Buildings,  
8-10 Corn Exchange Road, Stirling, FK8 2HU.

**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:	Print Name:	Date:
-------------------------	-------------	-------

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, e-mail 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 Stirling Council. Details provided will be available for public inspection and may be published on the Council's website [www.stirling.gov.uk](http://www.stirling.gov.uk) or shared with other appropriate professionals or service providers.