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| **EAST LOTHIAN COUNCIL****High Hedge Notice Application FORM** |

 **For official use only**

Application Ref.:

Fee Rec'd:

Date Fee Rec'd

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| This form should be used to submit an application to East Lothian Council for a High Hedge Notice under the High Hedges (Scotland) Act 2013. **In the first instance you should contact the Safer Communities Team on 01620 829902 before submitting an application.****Note 1:** Full details of a high hedge application will, subject to applicable Data Protection and Freedom of Information/Environmental Information requirements and 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. **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. |

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| **1. About You (Applicant)** |
| Full name: |  | Address: |
| Telephone No.: |  |  |
| Email Address: |  |
| Are you happy to be contacted by email? | Yes **[ ]** No**[ ]**  |
| Are you the owner of the affected property? If you are not the owner please provide their details below.\* | Yes **[ ]** No **[ ]**  |
| Are you the occupier of the affected property?\* | Yes **[ ]** No **[ ]**  |
| Owner’s Name and Address:  |
| **\***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. |

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| **2. About the Hedge - Part A** |
| Hedge Location (incl. Address): |  |
| Type of Hedge (if known): | Deciduous **[ ]** Evergreen **[ ]** Mixed Hedge **[ ]**  |
| Species (if known): |  |
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| Owner of Hedge:(if known) |  | Owner’s Address (if known): |
| Owner’s Phone No.:(if known) |  |  |
| Owner’s Email address:(if known) |  |
| Is a map or location plan for the hedge attached? | Yes **[ ]** No **[ ]**  |
| Is a sketch or plan detailing the hedge attached? | Yes **[ ]** No **[ ]**  |

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| **3. About the Hedge - Part B** |
| Is the hedge made up of a row of two or more trees or shrubs? | Yes **[ ]** No **[ ]**  |
| Is the hedge over 2 metres in height? | Yes **[ ]** No **[ ]**  |
| Does the hedge form a barrier to light (even if there are gaps)? | Yes **[ ]** No **[ ]**  |
| Is the hedge growing on land owned by someone else? | Yes **[ ]** No **[ ]**  |
| Is the property affected by the hedge in domestic use? | Yes **[ ]** No **[ ]**  |
| Have you attempted to resolve the issue with your neighbour? | Yes **[ ]** No **[ ]**  |
| **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 for ‘high hedges’ 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. |

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| **4. What You Have Done to try to Resolve the Hedge Issue** |
| **Have you approached the neighbour/hedge owner to discuss the issue?**Please provide details e.g. notes, dates of meetings etc.: |
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| **Have you asked your neighbour/hedge owner to take part in mediation or other form of negotiation?**Please provide details: |
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| **Have you informed your neighbour/hedge owner of intention to apply for a High Hedge Notice?**Please provide details: |
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| **Are there any other steps that you have taken of which the Council should be aware of?**Please provide details e.g. have you discussed this with any other Council Officers: |
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| **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: |
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| 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: |
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| **6. Supporting Documentation**  |
| Have you enclosed all relevant plans and sketches? | Yes **[ ]** No **[ ]**  |
| Have you enclosed photographs of the hedge? | Yes **[ ]** No **[ ]**  |
| Have you enclosed copies of all correspondence with the owner? | Yes **[ ]** No **[ ]**  |
| Have you enclosed copies of any mediation reports/outcomes? | Yes **[ ]** No **[ ]**  |
| Have you enclosed all other relevant documents? | Yes **[ ]** No **[ ]**  |

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| **7. Application Fee**  |
| This application requires a fee and will not be progressed until it has been paid. The current fee is £691.  |

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| **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 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 signature: |  |
| Print your name: |  |
| Date signed: |  |

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| **Please send completed form, application fee and accompanying plans/documentation to:** |
|  | Post:PlanningEast Lothian CouncilJohn Muir HouseBrewery ParkHaddingtonEH41 3HA | Telephone: 01620 827216E-mail: environment@eastlothian.gov.uk |