



COMHAIRLE NAN EILEAN SIAR

HIGH HEDGE NOTICE APPLICATION FORM

OFFICIAL USE ONLY

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

This form should be used to submit an application to Comhairle Nan Eilean Siar for a 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 Comhairle'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: <http://www.cne-siar.gov.uk/planningservice/forms.asp>

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 Comhairle. 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 known):

Owner Phone:
(if known)

Owner Email:
(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

2. 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 Comhairle 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.

3. 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 Comhairle nan Eilean Siar should be aware
Please provide details:

4. 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 Comhairle 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:

5. 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"/>

6. Application Fee

This application requires a fee of £401.

You can pay the fee online at <http://www.cne-siar.gov.uk/onlinepayments/index.asp> or by calling us on 0845 600 2772.

Payment by cheque is also acceptable.

7. 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 Comhairle's High Hedge guidance notes. I understand that the role of the Comhairle 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 Comhairle services and relevant Government agencies and other organisations.

Signature

Print name:

Date:

Please send completed forms and accompanying plans/documentation to:

Council Offices
Sandwick Road
Stornoway
Isle of Lewis HS1 2BW
Tel 01851 822690
Fax 01851 705349

or

Council Offices
Balivanich
Isle of Benbecula
HS7 5LA
Tel 01870 604990
Fax 01870 602332

Email

planning@cne-siar.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 one of the above numbers**. Guidance on the high hedges, pre-application requirements and the application and enforcement process can also be found on our website:

<http://www.cne-siar.gov.uk/planningservice/forms.asp>