

INFORMATION RECOMMENDED WHEN SUBMITTING AN APPLICATION FOR A HIGH HEDGE NOTICE

1. 1 copy of the completed High Hedge Notice application form signed and dated.
2. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The site on which the high hedge is located should be edged clearly with a red line and a blue line should edge the land owned by the applicant. The location and length of the hedge should be clearly indicated.

An alternatively scaled plan can be used for rural properties or large sites if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

3. Details of all steps taken to resolve the matter prior to submission of the application. Such steps could include a diary of conversations with the hedge owner; copies of letters or emails to and from the hedge owner; and details of any mediation services used.
4. Photographs of the high hedge taken from the affected areas of the applicant's property. It may be beneficial to annotate a photograph to indicate known heights of adjoining features. The locations from which any photographs were taken should be clearly indicated on a location plan or site plan.
5. The correct fee (£300).