



APPLICATION FOR INVESTIGATION : HIGH HEDGES

Before completing this form, please read 'A Guide to Dealing with High Hedges' and the 'Guidance Notes for completing the application for investigation'. Please use BLOCK CAPITALS and black ink.

A FEE OF £320 MUST BE RETURNED WITH THIS FORM. THIS FEE IS NON-REFUNDABLE REGARDLESS OF THE OUTCOME OF THE INVESTIGATION.

**BE SURE OF YOUR FACTS!
THE APPLICATION FEE IS NON-REFUNDABLE**

Please make cheques payable to 'Gwynedd Council'.

1. Contact Details

Name & Address of the person that we should send all communications about this complaint to :

Name _____

Address _____

Telephone No _____

2. Property affected by the Hedge

2.1 Is it used solely as a domestic property (even if no-one is living there at present)? **Y / N**

2.2 If you have indicated 'NO', please describe what the property is used for.

2.3 Address of the property if different from 1.

2.4 Name of occupant

2.5 Contact Number of Occupant

2.6 Name and address of Registered
Owner of Property (if different from 1.)

Telephone No: _____

3. Location of Hedge

3.1 Address of the site where the hedge is growing.

3.2 Name of person/Company occupying property

Telephone No. _____

3.3 Name & Address of Registered Owner of
Property (if different from above)

Telephone No: _____

4. About the Hedge

Please provide a photo(s) of the hedge & a plan/sketch of both the site where the hedge is growing and the property it is affecting, with the hedge clearly marked on it.

4.1 Are there more than 2 trees/shrubs in the line of the hedge? **Y / N**

4.2 Are the trees/shrubs in it mainly evergreen/semi-evergreen? **Y / N**

4.3 Is it over 2 metres tall along its whole length? **Y / N**

NOTE : If you have answered 'No' to any of the questions in this section, the hedge does not meet the legal definition & the Council cannot consider your complaint. It is advised again that if this is the case with your complaint, the £320 fee is still non-refundable.

5. Grounds of Complaint

Please describe the practical disadvantages caused by the hedge being too tall & say how serious they are. It will save time & help your case if you stick to the facts & provide all relevant information to back up all the points you are making.

6. Previous attempts to resolve the complaint

List dates you have asked to speak to your neighbour/ had a meeting/ attempted mediation/ informed them of your intention to complain to the council & briefly describe what happened.

NOTE : If you have not tried all these steps, the council might not proceed with your complaint.

7. Checking & Sending

7.1 Have you :

Tick Box

- Completed all sections of this form
- Enclosed a photo(s) of the hedge
- Enclosed a location plan of the hedge & surrounding properties
- Enclosed copies of correspondence with your neighbour about the hedge
- Enclosed copies of any other documents that you mention
- Enclosed a cheque for £320 (non-refundable)

7.2 NOW SIGN & DATE THE FORM :

Signed _____

Date _____

7.3 Send a copy of this form to the person(s) identified in Section 3 above.
Tick the box to show you have done this

7.4 Send this form and all enclosures to :

**Planning Service, Regulatory Department, Council Office, Ffordd y Cob, Pwllheli,
Gwynedd, LL53 5AA.**

Tel: (01766) 771000