



## Application for Hedgerow Removal Notice

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

If the required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email [planning.mail@cotswold.gov.uk](mailto:planning.mail@cotswold.gov.uk)

**Once you have completed this checklist please send it or a copy to us with your application.**

The regulations apply to any hedgerow which grows in or adjacent to any common land, local nature reserve, Site of Special Scientific Interest (SSSI), or land used for agriculture, forestry or the breeding or keeping of horses, ponies or donkeys **and** has a continuous length of at least 20 metres, or if less than 20 metres, meets another hedgerow at each end. The regulations do not apply to any hedgerow within the curtilage of, or marking a boundary of the curtilage of, a dwelling house.

Information required	Tick when provided
<p><b><u>Completed Application Form</u></b></p> <p><b>When required:</b></p> <ul style="list-style-type: none"> <li>All applications</li> </ul> <p><b>Information Required:</b></p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p> <p><b>Or</b> the form in Schedule 4 to the Hedgerow Regulations 1997.</p>	
<b>Evidence</b> of the date of planting.	
<b>No Fee</b>	
<p><b>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</b></p> <p>For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a></p>	



<p><b>Site Location Plan:</b> Ordnance Survey based, at a scale of 1:1250 or 1:2500</p> <p><b>When required:</b></p> <ul style="list-style-type: none"><li>All applications</li></ul> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found</li><li><b>Red</b> outline to identify the application site (including visibility splays) and access point to the site from the public highway</li><li><b>Blue</b> outline to identify other land owned by the applicant.</li></ul>	
<p><b>Landscaping Plan</b></p> <p><b>When required:</b></p> <ul style="list-style-type: none"><li>Where new planting is proposed</li></ul> <p><b>Information required:</b></p> <ul style="list-style-type: none"><li>Plan detailing trees/vegetation to be retained and removed.</li><li>Landscape design including soft and hard landscaping and planting.</li><li>Plant protection/support and schedule of maintenance (usually 5 years).</li></ul> <p>Further advice on what information is required can be found <a href="#">here</a>.</p>	
<p><b>Additional information that may be required</b></p>	<p><b>Tick when provided</b></p>
<p><b><u>Biodiversity Survey and Report</u></b></p> <p><b>When Required:</b></p> <ul style="list-style-type: none"><li>If proposals could affect any wildlife site, habitat, natural feature or species.</li></ul> <p><b>Information required:</b></p> <ul style="list-style-type: none"><li>Further advice on when an assessment is required can be found <a href="#">here</a>.</li><li>Further advice on what information is required can be found <a href="#">here</a>.</li></ul> <p>Please note that if surveys are required following the desk based assessment these <b>will</b> be required to be submitted with the planning application.</p> <p>Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.</p>	



### Tree Survey/Arboricultural Impact assessment

#### **When required:**

- Any proposal involving development (including hard surfacing, structures, site set up, utilities, excavations or changes in ground level) which could affect trees or hedges within or bounding a site.
- This applies to any tree or hedge with a stem diameter greater than 75mm when measured at 1.5m above ground level.

#### **Information required:**

- Where an application involves works or development that affect trees within a site, the species, position of trees and canopy spread should be accurately shown on a site plan.
- Shall be carried out in accordance with the guidance in *British Standard 5837 Trees in relation to design, demolition and construction – Recommendations*.
- Following the tree survey, and depending upon the size and scale of the proposals, an Arboricultural Impact Assessment maybe required and shall include a tree protection plan, plan indicating trees for retention and removal, an evaluation of impact of proposed tree losses, any specialist issues that may need to be addressed by an arboricultural method statement

Further guidance can be found [here](#).

**Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.**