Please read the guidance notes and ensure all necessary enclosures accompany this form. If any documentation is missing or the form is incomplete your application will be delayed.

|  |
| --- |
|  A – Names and Addresses |
| APPLICANT AUTHORITYPostal addressE-mail address Telephone number. |  |  |
|  |
|  |
|  |
|  |  |
| If different, the Highway Authority |       |  |
|  |
|  |
|  |  |
| The name, postal address, e-mail address and telephone number of the Parish or Town Council.(if none, put “None”) |       |  |
|  |
|  |  |
| The contact name, postal address and telephone number of the local public office where the public may inspect the order and deposited plan |       |  |
|  |  |
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| B – The Improvement Proposal |
| Describe **briefly** the improvement proposal which necessitates the extinguishing of vehicular rights. *See guidance notes regarding supporting documentation.*  |
|  |       |  |
|  |  |
|  |  |
|  |  |
|  |
| * Is the highway to be pedestrianised currently obstructed even temporarily?

If “Yes”, please give details of the license/statutory provision authorising this. | Yes/ |  |
|  |       |  |
|  |
| * Is there an outstanding compulsory purchase order, stopping up order or planning application?
 | Yes/ |  |
|  |
|  If yes, please provide details, including the Order name, its current status and details of any public inquiries that have been arranged.  |
|  |
|  |       |  |
|  |  |
|  |  |
|  |
| C – Highway on which vehicular rights are to be extinguished |
| * Is it:
 | All purpose highway | [ ]  | bridleway | [ ]  | footpath | [ ]  | cycle track | [ ]  |  |
|  | (including footways and verges) |
|  |
| * What is its name?
 |       |  |
|  |
| * And classification number (if any)?
 |       |  |
|  |  |  |
| * If not the full length and width of each highway, please provide a description of each area to be stopped up**.**
 |
|  |  | Length(metres) | Width(metres) | Terminal Points |  |
| From | To |  |
|  | 1 |       |       |       |       |  |
|  | 2 |       |       |       |       |  |
|  | 3 |       |       |       |       |  |
|  | 4 |       |       |       |       |  |
|    |

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| --- |
| **D – New Highway to be provided (if any)** |
| * Is it:
 | All purpose highway | [ ]  | bridleway | [ ]  | footpath | [ ]  | cycle track | [ ]  |  |
|  |
| * Has the highway authority agreed to maintain the new highway?
 | Yes/No |  |
|  If “Yes”, Please attach copies of any correspondence. |
| * If “No”, who will maintain the new highway?
 |       |  |
|  |
| * Who owns the land to be dedicated as new highway?
 |       |  |
|  |
| * If the applicant will not own or control the land to be dedicated, has the landowner’s consent been given to the proposed dedication?
 |
|  | Yes/No |

|  |
| --- |
| **E – Highway to be improved (if any)** |
| * Is it:
 | All purpose highway | [ ]  | bridleway | [ ]  | footpath | [ ]  | cycle track | [ ]  |  |
|  |
| * What is its name?
 |       |  |
|  |
| * And classification number (if any)?
 |       |  |
|  |  |
| * Describe the improvement briefly.
 |
|  |       |  |
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| F – Permitted vehicles (*See guidance notes)* |
| Unless indicated to the contrary, it is standard practice that exemptions for emergency services, statutory undertakers and Local Authority vehicles are applied in order to enable them to carry out statutory powers and duties.Please list any further exemptions that should be applied – e.g. pedal cycles, traders/authorised vehicles for markets/events etc.  |
|  |  |  |
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| **G – Date of Order** (*See guidance notes)* |
|  |
| * If the order is made, on what date do you wish it to come into operation?
 |       |  |
|  |

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| **H – Undertaking and declaration** |
|  |
| In submitting this form I declare that: |
| * I understand that authority to permanently stop up or divert a highway is conferred solely by the publication of the final notice announcing that an order has been made;
 |
|  |
| * Except to the extent authorised by or under some other statutory provision, the highway(s) to be stopped up or diverted is/are in no way obstructed and is/are fully available for use and shall not be obstructed before the order comes into operation;
 |
|  |
| * All the information given in this form is, to the best of my knowledge and belief, true and accurate.
 |
|  |
|  |
|  Applicant Signature |  |  |
|  |
| Date |       |  |
| **Data Protection Policy**The personal data you provide is purely for the use of this application. Your information will be kept securely within DfT and destroyed within 5 years after the form has been processed. Your personal information will not be shared with anyone else.Further details on DfT’s privacy policy can be found at [www.gov.uk/dft/privacy-policy](http://www.gov.uk/dft/privacy-policy). |

Once completed, your application and all necessary documentation should be sent to:

nationalcasework@dft.gov.uk

Guidance Notes

**To be read before completing the application form for extinguishing the right to use vehicles on the highway.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **General:** To support enforcement, it is recommended that a section 249 Order should be backed by a traffic regulation order made under section 1, 6 or 9 of the Road Traffic Regulation Act 1984.**This form:****Section B** Your application should be supported by a Statement of Reasons and the Council’s resolution for the extinguishment of vehicular rights.It is essential for the Secretary of State to know precisely how the area in which the highway is situated will be affected and your supporting statement should include:* an assessment of the affect that extinguishing vehicular rights on the highway will have on the surrounding area and on traffic within and passing through the area,
* Any bus route that will be affected by the proposals must also be mentioned.
* Details on how the pedestrianisation fits in with any traffic/transport plan in relation to local distributor roads

**Section F**An order under section 249 may include provision for permitting excepted vehicles to have access to the pedestrianised area however, the true intentions of the order should not be defeated by the admission of too many vehicles. Any request the application authority may wish to make for exceptions to an order will be considered but it is important that they should be kept to a minimum.**Section G**Unless requested otherwise, the Order will become effective on the date when notice of its making is first published. From that date, authorities should clearly indicate to users that vehicular rights have been removed. | **Plans:**The plan should show the layout of existing highway(s) and be marked to show the details of the pedestrianisation It is important that sufficient of the surrounding area appears on the plan to enable the location of the highway to be easily identified. Where locations to which reference is made in the form do not appear on the plan, their direction and the distance in metres for the end of the length of the highway to be pedestrianised should be indicated. The terminal points of the lengths of highway proposed to be pedestrianised must be clear on the plans.The plan should be up to date in respect of development adjoining the proposed pedestrianised highway.Measurements should normally be taken from the backline of the footway.

|  |  |
| --- | --- |
|    | The highway(s) proposed to be pedestrianised. |
|  | Any highway new to the network; this includes all-purpose highways, footpaths or bridleways.  |
|  | Any existing highway to be improved; this includes any widening of the existing highway. |

**Checklist*** Resolution of the Council adopting the proposal to extinguish highway rights
* Statement of reasons
* Plan of the proposed highway layout as per the resolution
* Plan of existing highway layout marked to show highway on which vehicular rights are to be extinguished
* Plan of existing highway layout, marked to show highway to be extinguished and any improvements/new highway
 |