

**Application for Stopping Up of the Highway Maintainable at Public Expense**

**Section 116 Highways Act 1980 – Stage 1**

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| 1. **Applicant details.**
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| Name: |  |
| Address Line 1: |  |
| Address Line 2: |  |
| Town: |  |
| Postcode: |  |
| Email: |  |
| 1. **Location of Highway to be stopped up.**
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| Address Line 1: |  |
| Address Line 2: |  |
| Town: |  |
| Postcode: |  |
| Description: |  |
| 1. **Plan of Highway to be stopped up.**
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| Please insert a plan detailing the precise location to be stopped up: |
| 1. **Reason for application.**
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| Please provide a brief description outlining the reasons for this application: |
| **5a. Do you or your client own the subsoil of the land in question?**  | Yes/No |
| If yes, please provide proof (Land Registry Title number or copy of deeds): |
| **5b. If no, do you know who owns the subsoil of the land in question?** | Yes/No |
| If yes, please provide information (including whether the owner has been approached regarding purchase of subsoil): |
| **6. If the land in question is not within your ownership, does your property adjoin the land?** | Yes/No |
| **7. Does anyone else use the land in question to access land/property that they own or occupy?** | Yes/No |
| If yes, please provide information: |
| **8. Are you aware that a successful stopping up order will only remove the highway rights, it will not award the land to the applicant/s?** | Yes/No |
| **9. Have you read and understood the informal guidance notes available on the Suffolk County Council website?** | Yes/No |

**Declaration:**

1. I/We confirm that the above information is correct to my/our knowledge.
2. I/We agree to pay any fees associated with this stopping up application.
3. I/We agree that I/we will not make any changes or developments to the location until the stopping up has been completed.

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| --- | --- |
| **Full Name:** |  |
| **Date:** |  |
| **Signature:** |  |

Please return completed form to HighwayRecords@suffolkhighways.org. If you are unable to return the form via email, please send to the address at the bottom of this form.

**Important Links:**

[**Council maintainable routes, public highways and private roads - Suffolk County Council**](https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/road-adoption/highways-and-private-roads)

[**Stopping up application guidance**](https://www.suffolk.gov.uk/asset-library/imported/2022-01-12-Guidance-on-Stopping-Up-of-the-Highway-Maintainable-at-Public-Expense.pdf)**(PDF, 132KB)**

**(FOR OFFICE USE ONLY)**

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| 1. **Have we received confirmation that the site has been assessed to take forward as a possible stopping up application?**
 | Yes/No |

**Data Protection and GDPR**

[Find the Suffolk County Council data protection statement here](https://www.suffolk.gov.uk/about/privacy-and-data-protection).

The personal data you provide on this form may be shared with other teams within Suffolk County Council to assess and process your application. The Growth, Highways, and Infrastructure (GHI) privacy notice explains how the GHI Directorate uses information about you when you contact us or use our services, and how we protect your privacy.

**Suffolk County Council Highway Records**

Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP

HighwayRecords@suffolkhighways.org

www.suffolk.gov.uk