

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

**Section 116 Highways Act 1980 – Stage 2**

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| 1. **Have you submitted a Stage 1 form and received confirmation that the site has been assessed to take forward as a possible stopping up application?** | | Yes/No |
| 1. **Have you consulted the parish, town, or borough council and obtained confirmation that they would support an application?**   Please note, if the parish, town, or borough council do not support an application, then it will not be able to proceed. | | Yes/No |
| 1. **Please provide your details below so that you can be invoiced in relation to the Stage 2 fee of £495 (no VAT)** | | |
| Name: |  | |
| Address Line 1: |  | |
| Address Line 2: |  | |
| Town: |  | |
| County: |  | |
| Postcode: |  | |
| Email: |  | |

**Declaration:**

1. I/We confirm that the above information is correct to my/our knowledge.
2. I/We agree to pay the non-refundable £495 Stage 2 fee when invoiced.
3. I/We agree to pay any further fees associated with this stopping up application up to an additional £4,500. (Suffolk Legal will discuss with you whether you wish to continue with the application (and incur further costs) if the upper estimate of £4,500 is reached.)
4. I/We agree that I/we will not make any changes or developments to the location until the stopping up has been completed.

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

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

**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](mailto:HighwayRecords@suffolkhighways.org)

www.suffolk.gov.uk