

Application for authorisation to temporarily close public rights of way

This form must be used to apply for authorisation to temporarily close a public right of way in Suffolk. Applications must be made a minimum of 8 weeks ahead of your planned start date.

Public rights of way must remain open and free from obstruction at all times and may not be closed or access restricted without authorisation from Suffolk County Council. If you are working on or near a public right of way but can carry out your work whilst allowing the public to pass safely you may not need to close the public right of way. Please check with the appropriate Area Rights of Way Team for guidance as to whether a closure is needed.

It is an offence under section 131A and section 263(1) of the Highways Act 1980 to disturb or damage the surface of a public right of way without lawful authority. If you need to apply to carry out works on a public right of way please complete the appropriate form available at www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/rights-and-duties

Reference number (to be completed by Suffolk County Council):

Application Notes

1. Suffolk County Council can authorise the closure of a public right of way (or part of a public right of way) for up to 6 months using a legal order. If longer than 6 months is needed, an application must be made to the County Council explaining the reason for this additional closure period; we can then apply to the Secretary of State for the Environment for approval. This application must be made 6 weeks before the original closure expires and there will be an additional fee.
2. Our fees for processing temporary closure applications are as follows:
 - Closure of up to 6 months - £970 (£1200 from 1st April 2024)
 - Application to the Secretary of State for an extended closure - £600 (£850 from 1st April 2024)
 - Emergency closure - £600 (£850 from 1st April 2024)

You do not need to send payment in advance as an invoice will be sent to you.

For orders relating to multiple paths the fees may be higher than those set out above.

3. Please give a clear explanation of why the route needs to be closed and how long you expect the closure to last. The closure order can cover a period of 6 months (or 5 / 21 days for an emergency closure depending on the reason) and you must give both an accurate start date and the expected duration of the closure. A closure order can be removed at any time once it is no longer needed.

4. Make sure you provide a map showing the full extent of the closure and an alternative route if there is one. The alternative route MUST be on other public rights of way or roads or land within your control. You MUST ensure that an alternative route across land within your control is safe and fit for public use throughout the period of closure.
5. You MUST make sure that the route is physically closed to the public, for example by using safety fencing, barriers and signs.
6. You MUST make sure that the Public Right of Way is restored to the condition it was prior to the closure.
7. You MUST not place any temporary buildings, welfare buildings or any material storage on the closed Public Right of Way.
8. Access for emergency vehicles MUST be allowed at all times.
9. Access to private property MUST be allowed at all times.
10. The Applicant MUST notify local residents and businesses that will be affected by the closure.
11. Notices MUST be posted on site. Normally this will be done by the Area Rights of Way Team, but the Applicant MUST also monitor the condition of notices and inform the Area Rights of Way Team of any that are damaged or missing.
12. Failure by the public to obey a closure notice is an offence under section 16 of the Road Traffic Regulation Act 1984, and the absence of notices is a lawful defence.
13. All applicants MUST fill out Section 1 of the form. Any application related to development in any way MUST also fill out Section 2 of the form.

All of the following information must be provided. Failure to provide information will result in a delay in the application being processed.

SECTION 1 – ALL APPLICANTS TO COMPLETE

Who should enquiries regarding this closure should be made to?

NOTE that these details will appear on the public site notice. Please contact the Area Rights of Way Team if you do not wish your details to be made public.

Contact name	
Applicant's organisation (if applicable)	
Address	
Email address	
Telephone number	
Invoice details if different from above	
Contact Name	
Applicant's organisation (if applicable)	
Address	
Email address	
Telephone number	
Details of closure	
Description of public right of way to be closed	
Reason for closure	
Start date for closure	
End date for closure Give the estimated finish date for the works as all closures will automatically cover a 6 month period from the start date	
Alternative Route	

SECTION 1 CONTINUED - PHOTOS

Attach to your application photos of the relevant sections of the Public Right of Way in their current condition – please note that lack of photos may delay your application as an Officer may have to attend the location prior to determination.

SECTION 2 – APPLICATIONS RELATING TO DEVELOPMENT ONLY

Please attach any and all relevant plans to your application email.

Does the site/ development have planning permission?	
Did the Public Rights of Way & Access Team consult on the development?	
Planning reference number, if applicable	
Has development already commenced?	
Is the Public Right of Way currently open and accessible?	
Detail explicitly exactly why the route cannot be kept open through mitigation measures such as through use of banksperson, fenced-off channels, etc.	
Note – if routes can be kept open throughout, authorisation to carry out works on PRoW may still be required.	
Detail how the overall length of time the Public Right of Way will be closed will be kept to a minimum.	
Note - closures should only occur during works to the Right of Way or due to directly related safety concerns, if necessary, not due to overall site build-out.	
If a Public Right of Way cannot be kept open through the use of mitigation, please detail how similar public access will be maintained through the use of diversions.	
Note - diversions that change alignment during development are preferable to no diversion.	
If a diversion is not possible in this instance, explicitly explain why this is the case.	

I agree to pay all reasonable costs in relation to the temporary closure of the stated public right(s) of way including advertising and administration charges and the cost of reinstatement of the surface of any public right of way affected by this closure.

Signature of Applicant:

Date:

Completed applications should be sent to the appropriate Area Rights of Way Office:

East Suffolk

East Area Rights of Way Team
Suffolk County Council
Blyth Road Industrial Estate
Halesworth
Suffolk
IP19 5EN
Prow.east@suffolk.gov.uk

West Suffolk

West Area Rights of Way Team
Suffolk County Council
Rougham Industrial Estate
Rougham
Suffolk
IP30 9ND
Prow.west@suffolk.gov.uk