

Application for authorisation to do work on public rights of way

This form MUST be used to apply for authorisation to carry out work (altering the surface for example) on a public right of way in Suffolk. 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.

Public rights of way MUST remain open and free from obstruction at all times. If you need to apply to temporarily close a public right of way you MUST complete the appropriate separate form. Please note that there is a charge for temporary closures, and applications can take up to 8 weeks to be processed.

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

Application Notes

1. Permission given to carry out works on a public right of way DOES NOT imply planning permission or consent from other bodies such as the Local Planning Authority (planning permission), Environment Agency (river walls, coastal defences, main watercourses) or Natural England (Sites of Special Scientific Interest), statutory undertakers (underground pipes, cables etc), or other landowners. It is the Applicant's responsibility to ensure that they have all the necessary consents in place before commencing works.
2. Assuming that all of the necessary information is provided, the application will be processed within two weeks of receipt.
3. Make sure you include full reasons why the works are required.
4. Make sure that you provide detailed descriptions of the purpose of the works and what you plan to do, including specifications, extent of the works, site photos, details of materials, methods of working, drainage etc. We may require a method statement as to how the work will be done. Please also attach any supporting information which will help us to evaluate your proposal.
5. Any contractor working on the public highway (including public rights of way) MUST be competent and have public liability insurance in place.
6. The public have a right to use the path at all times. If you cannot carry out your work whilst allowing the public to pass safely, then you MUST apply to close the path. If the work involves powered machinery, excavators, tree work or working at height, then it will normally require a closure. Or work of these types please contact the appropriate Area Rights of Way Office.

7. You MUST NOT start work until you have received written authorisation.

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

Applicant Details	
Name	
Applicant's organisation (if applicable)	
Address	
Email address	
Telephone number	
Status of Applicant please delete as applicable	Agent / Landowner / Occupier / Tenant / Lessee / Licensee
If not the legal owner of the land, do you have their consent to carry out the works?	
Name of landowner where Applicant is not the landowner	
Address of landowner where Applicant is not the landowner	
Details of Works	
Location of proposed works Please give as much detail as possible, for example the parish, path number, OS grid reference, and a description of the location	
Have you included a map with this application?	
Reasons for the works	
Purpose and description of works	
Describe fully how you will reinstate the path surface	

Contractor Details	
Name	
Organisation	
Address	
Email address	
Telephone number	
Does the contractor hold public liability insurance for working on the public highway?	Yes / No
	Value £
	Policy number
Timetable	
Proposed start date	
Proposed end date	
Duration of works	
Hours working on site (weekdays / weekends / evenings)	
Site Safety Management	
Describe how you will manage the site to ensure the safety of the public using the highway	
Future Responsibility	
Who will be the person / organisation responsible for maintaining the works in future?	
Their signature	
Date	

I apply for permission to carry out the works as described in this application. I confirm that the works will be carried out in accordance with current health and safety, environmental protection and waste regulations.

I agree to give Suffolk County Council a minimum of 7 days notice of the commencement of works.

Signature of Applicant:

Date:

Completed applications must 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