

# 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. Please note that it can take up to 8 weeks for applications to be processed.

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](http://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 Secretary of State for the Environment for an extension. This application must be made in good time 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
  - Application to the Secretary of State for an extended closure - £600
  - Emergency closure - £600

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 will cover a period of 6 months (or 5 / 21 days for an emergency closure depending on the reason) but it is important to give the public accurate information about the actual duration. 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. Access for emergency vehicles MUST be allowed at all times.
7. Access to private property MUST be allowed at all times.
8. The Applicant MUST notify local residents and businesses that will be affected by the closure.
9. 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.
10. 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.

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

<p><b>Who should enquiries regarding this closure should be made to?</b>  <b>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.</b></p>	
Contact name	
Applicant's organisation (if applicable)	
Address	
Email address	
Telephone number	
<b>Invoice details if different from above</b>	
Contact Name	
Applicant's organisation (if applicable)	
Address	
Email address	
Telephone number	
<b>Details of closure</b>	
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	

**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](mailto: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](mailto:Prow.west@suffolk.gov.uk)