

## Application for Temporary Closure of a Public Right of Way - Guidance Notes

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### We may make a temporary closure if we are satisfied that:

- works are being, or are proposed to be, executed on or near the right of way, or
- there is a potential danger to the public or the likelihood of serious damage to the right of way, or
- the right of way should be closed, or its use restricted, to facilitate the holding of a special event, such as a sporting or social event.

### Charges:

- For a period of closure of up to six months:  
**£803 (zero rated VAT charged) plus actual advertising costs**
- Extension of closures beyond six months:  
**£121 (zero rated VAT charged) plus actual advertising costs**
- Emergency Closure:  
**£518 (zero rated VAT charged)**

***Advertising costs vary on location and extent of closure and include VAT costs charged by the newspaper.***

### We will require you to:

- Liaise with the Countryside Access Team for the proposed closure. You will need to agree the period of closure, the extent of the path being closed, alternative arrangements for the public and, if appropriate, the reinstatement of the path.
- Allow up to 12 weeks for your closure application to be processed (does not apply to emergency closures);
- Closure signs to be erected at either end of the section of path to be closed.
- Provide and sign an alternative route where possible (NB: The Countryside Access Team will only include alternative routes which are on suitable existing highways);
- Complete all parts of the application form.
- Minimise the disruption caused to local users by the closure.
- Ensure that the path is only closed when works are in progress and signs are removed when no works are taking place.
- Re-open the right of way as soon as a temporary closure expires or is no longer needed, remove notices, reinstate the path to an acceptable standard, and inform us that the path is open. You will be responsible for the cost of reinstatement.

**Period of closure:**

- We can authorise the closure of a right of way for up to six months. In the event that there are unforeseen delays and the closure needs to be extended for a longer period, the Secretary of State for Transport **may** subsequently authorise an extension (please see above for costs).

***Please contact us in plenty of time (no later than 6 weeks before the end of the existing six month closure) if it becomes apparent that works will not be completed on time. Additional costs will be payable for any extensions to temporary closure orders to cover officer time and advertising.***

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**Name and Address of Applicant**

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**Telephone number(s) :** .....

**E-mail address** .....

**Address for invoice if different from above** .....

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**Order Number for Council's invoice (if appropriate)** .....

**Location of Right of Way to be closed:**

Parish(s) .....(if known)

Path Number(s) ..... (if known)

Extent of the Route(s) to be Closed: **All/Part** (please provide grid references and further details below)

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**Reason for Closure:** (please include description of works)

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**Is an alternative route available?** YES / NO (If 'YES', please complete appropriate section of Page 3)

**Period of Closure:**

From ..... / ..... / ..... for a period of ..... days/months or until completion of the works, whichever is sooner.

***Please initial each box to confirm that you understand the obligations placed upon applicants to comply with the requirements of the Road Traffic Regulation Act 1984***

I have received and read the attached Guidance Notes

I have contacted the Countryside Access Team, as requested

I will provide reasonable facilities to allow access to adjacent premises whilst the closure is in place

I understand that the closure does not apply to any private rights of access that may subsist over the right(s) of way in question

I enclose herewith a plan showing the extent of the requested closure (marked with 'X's) and an alternative route for use by the public (where one is available)

I agree to pay all reasonable costs in relation to the temporary closure of the right of way, including administration and advertising charges, and the cost of reinstatement of the surface to a standard suitable for use by the public, if required.

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This is to certify that:

1. I/we own all the land over which the alternative route will pass (unless the route is via a public highway);
2. I/we will clear and signpost the alternative route (if not on a public highway);
3. I/we will take all reasonable steps to ensure the safety of the public using the route

### If the reason for closure is for housing or development:-

1. Please clarify whether the works you propose are to be carried out on the public right of way itself or on land adjacent to the public right of way.
2. Can you confirm that the public right of way will not be permanently obstructed? YES/NO\*
3. Are you able to confirm that upon completion of the works the original line of the public right of way will be opened up? YES/NO\*

\* delete as applicable

Signed.....

Date.....

### Please return to:

Countryside Access Team,  
Westmorland & Furness Council,  
Cumbria Highways Unit,  
Sowerby Woods Industrial Estate,  
Barrow-in-Furness,  
LA14 4RD

Email: [countryside.access@westmorlandandfurness.gov.uk](mailto:countryside.access@westmorlandandfurness.gov.uk)