

**Application for Temporary Public Right of Way Closure**

This application form should be completed by the applicant and returned **not less than 6 weeks** before the proposed start date of the temporary closure.

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| **Company** | Enter company name | | |
| **Address** | Enter line 1 of address  Enter line 2 of address  Enter line 3 of address  Enter line 4 of address | | |
| **Contact Name** | Enter name | | |
| **Phone** | Enter telephone number | **Mobile** | Enter mobile number |
| **Email** | Enter email address | | |

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| **Billing contact details (if different from above)** | |
| **Address** | Enter line 1 of address  Enter line 2 of address  Enter line 3 of address  Enter line 4 of address |
| **Phone** | Enter telephone number |
| **Email** | Enter email address |

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| --- | --- | --- | --- | --- | --- | --- |
| **Particulars of route to be closed – Please attach a Plan** | | | | | | |
| **Village/Town** | Enter village/town | | | | | |
| **Classification** | Choose type of path. | | | | | |
| **Start Grid Ref** | Enter start grid reference | | | **End Grid Ref** | | Enter end grid reference |
| **Length of route to be closed** | Enter length in metres | | | | | |
| **Reason for closure** | Enter reason for closure | | | | | |
| **Closure Period** | **From** | Choose start date | | | **To** | Choose end date |
| Please be advised that initial closures can only last for a period of 6 months, extensions require the approval of the Secretary of State. | | | | | | |
| **Is there a diversion route?** | | | Yes/No | | | |
| If yes please provide details  (Please note any proposed diversion routes need to be approved by the Rights of Way Team) | | | Enter details of alternative route | | | |

A charge of **£1619** is made for a right of way closure, to cover the administrative, legal and advertising cost required by law to publicise the closure. Without an official Order Number no temporary closure orders will be processed. As such, any unauthorised closure will constitute an unlawful obstruction of the highway.

|  |  |
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| Please provide an official order number.  (This will be quoted on your Invoice) | Enter order number |

I agree that my nominated contractor or I will be responsible for -

1. Maintaining the closure notices on site throughout the closure period. (Please be advised that the closure is only in force when the notices are displayed on site).
2. Maintaining any alternative route, (if available) in a suitable condition for its intended use including any way marking, throughout the closure period.
3. Re-opening the route with immediate effect should work be completed ahead of schedule and notifying the Rights of Way Team as soon as the route is re-opened, removing the closure notices and any barriers.

**Privacy Statement:**

**Personal details submitted on this form will be dealt with in line with data protection legislation, this statement sets out what you need to know about how they will be used by the City of Doncaster Council.  Processing of personal information provided by you is necessary for the processing of applications seeking temporary closure of public rights of way under Section 14 of the Road Traffic Regulation Act 1984 and will be used to administer this application for a Temporary Traffic Regulation Order.  Your information will be shared with internal council departments and it may be shared with agencies to prevent and detect fraud. The data collected on this form is retained for as long as we need it, after which we will securely delete the information.**

**More information on your rights and how the City of Doncaster Council handles your information can be found on the council’s website.  You can also contact the council’s Data Protection Officer at** [**information.governance@doncaster.gov.uk**](mailto:information.governance@doncaster.gov.uk) **for more information.**

Name Enter name

Date Enter date

Completed application forms should be returned to:

City of Doncaster Council, Civic Office, Waterdale, Doncaster. DN1 3BU

For the attention of the Public Rights of Way Team

Alternatively, email the completed form to [publicrightsofway@doncaster.gov.uk](mailto:publicrightsofway@doncaster.gov.uk)