

Protecting your land against future claims for Public Rights of Way and/or Town/Village Greens

Brief Guide for Applicants

1 Before you apply

Please read this guide alongside the information on the County Council's website (www.oxfordshire.gov.uk/landownerdeposits). Our website: -

- Gives more details about the process
- Has a link to the official form which you must use (Form CA16)
- Has a link to the online register of deposits
- Details the fees to be paid

Form CA16 allows you to send us: -

- a Highways Statement showing the public rights of way which cross the land or
- a Highways Declaration saying you have not dedicated any new public rights of way over your land since a previous Statement / Declaration and / or
- a Landowner Statement ending any use of your land as a Town or Village Green

For more detailed guidance

Defra has published a detailed guide for applicants which can be viewed at: - <https://www.gov.uk/government/publications/commons-act-2006-landowner-statements-highways-statements-and-declarations-form>

Finding out where public rights of way are

The County Council's Definitive Map and Statement (the legal record of public rights of way) can be viewed online. Alternatively, find out where to see paper copies at www.oxfordshire.gov.uk/definitivemap. Or contact us on 01865 810808 or landownerdeposits@oxfordshire.gov.uk

2 How to apply

You must: -

- Fill in the **relevant sections** of the form
- Make sure the **correct person signs** the form
- Include an Ordnance Survey **map of a scale of not less than 1:10,560** showing the land **with coloured edging** (for Highways

Declarations, please see Defra's guidance)

- Include the **correct fee** (by cheque payable to Oxfordshire County Council). Details of current fees are at: - www.oxfordshire.gov.uk/landownerdeposits

You can use **one** form to send us: -

- A Highways and / or a Landowner Statement for the same area of land, or
- A Highways Declaration and / or a Landowner Statement for the same area of land

You must use **separate** forms to send us a Highways Statement and Declaration for the same area of land.

- Each application attracts a separate fee
- Defra's guidance explains more about how much time you should leave between Highways Statements and Declarations

Send your completed application to: -

Countryside Records
Oxfordshire County Council
County Hall
New Road
OXFORD
OX1 1ND

3 When we receive your application: -

- We will check you have correctly completed the form and map and sent the correct fee
- We will check the locations of rights of way are correct

We will return incorrectly completed or incomplete applications

The most common mistakes are: -

- Applicant's name / address not given
- No cheque or cheque for the wrong amount has been sent
- Application has a Highways Statement and Highways Declaration on the same form

Once your application is complete, we will: -

- Record it on our legal register and write to you to confirm this
- For Landowner Statements relating to Town or Village Green use, place notices on site advertising your deposit (this is a legal duty). To find out more, see our FAQs section at: - www.oxfordshire.gov.uk/landownerdeposits).