

## Highway Asset Records 2024-25

### Schedule of Charges and Access to Information under the Environmental Information Regulations 2004

#### Notes for customers

1. This Schedule of Charges details how customers can access Highway Records information held by the County Council and services that it provides on an enhanced (or commercial) basis, and under the Environmental Information Regulations 2004 (EIR).
2. Please note that VAT applies to all of our enhanced services, including CON29 searches. Details of where VAT is applied are shown below. VAT does not apply to applications made under EIR.
3. Common circumstances where charges are payable are detailed below. Charges will not generally be waived, but each request will be considered and charged appropriately on the basis of its particular circumstances. The County Council reserves the right to amend its fees where it is appropriate to do so, or where it is expedient for the most efficient delivery of our services. Where a request is made for a particular service which is not published below but for which it is reasonable for the County Council to recover its costs, the County Council will provide a quotation based on the hourly rates set out below.
4. The method by which the County Council has calculated its charges can be viewed at:  
<https://www.cambridgeshire.gov.uk/business/highway-searches>
5. Information requested under the EIR will be supplied as soon as reasonably possible within 20 working days of being accepted. Alternatively, for many types of information, customers can request information under one of the County Council's enhanced services (see the Schedule of Charges below). The County Council prioritises its enhanced services and seeks to respond within 5 working days, or as advised.
6. Please note that where charges apply, payment is required in advance online at <http://www.cambridgeshire.gov.uk/business/highway-searches>. The most commonly requested services, including certain EIR requests, are available for application via this page. Alternatively, where a quotation is required for work carried out that has not been specified below, or for less regularly requested services, payment can be made via the 'pre-agreed payment to asset information' form.
7. Customers are referred to their rights under Regulations 11 and 18 of the Environmental Information Regulations 2004 <http://www.legislation.gov.uk/uksi/2004/3391/contents/made>
8. Information released by the County Council under the EIR services listed here is not checked for accuracy or otherwise verified by Council officers. It is an extract of raw data on the date at which a given request is answered. Users rely upon the data at their own risk and the County Council accepts no responsibility for any misuse or misinterpretation of the data. Customers wishing to request further information, checked records, or certified copies of documents, should apply using one of the enhanced commercial services.

Information/Service available	Access arrangements	Fee (if applicable)
<b>Service requested which is not listed below</b>	Enquire online using link below:	Quotation will be provided
	<u>Enhanced service</u>	£91.20 per officer hour (inc VAT)
	<u>EIR</u>	£75 per officer hour
<a href="https://www.cambridgeshire.gov.uk/business/highway-searches/">https://www.cambridgeshire.gov.uk/business/highway-searches/</a>		
<b>Highway record (List of Streets (s36(6) Highways Act 1980) and pending road adoptions)</b>	Viewable by appointment only at County Council offices during normal office hours	Free
	Digital list available here:	Free
<a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/</a>		
	Interactive map available here:	Free
<a href="https://www.cambridgeshire.gov.uk/myCambridgeshire.aspx?MapSource=CCC/AllMaps&amp;tab=maps&amp;Layers=AdoptedRoads,Section38Streets">my.cambridgeshire.gov.uk/myCambridgeshire.aspx?MapSource=CCC/AllMaps&amp;tab=maps&amp;Layers=AdoptedRoads,Section38Streets</a>		
<b>Highway boundary/extent records</b>	Viewable at County Council offices during office hours: appointment only	Free
<b>Highway boundary/extent extracts</b> (simple extract from our database showing the highway boundary in a specified area)	<u>Enhanced service</u> : Document only; not checked as being correct. Supplied within 5 working days	
	Answer from database by email (pdf)	£31.20 (inc VAT)
	Answer requiring physical retrieval from archives by email (pdf)	£93.60 (inc VAT) with additional work charges at hourly rate of £91.20 (inc VAT)
	Copies of additional highway boundary plans for large areas, following quote from Officers	£18.00 per plan (inc VAT)
		Please note that answers requested via post will incur an additional fee to be calculated on application
	<u>EIR</u> : Document only, no check. Supplied within 20 working days	
	Answer from database by email (pdf)	£22
	Answer requiring physical retrieval from archives by email (pdf)	£75
		Please note that answers requested via post will incur an additional fee to be calculated on application
	Please pay online at <a href="https://www.cambridgeshire.gov.uk/business/highway-searches/">https://www.cambridgeshire.gov.uk/business/highway-searches/</a> using the 'Pre-agreed fee' option.	
<b>Highway boundary/extent/status enquiries.</b> (Advice including site surveys, documentation and written advice provided as applicable) Note: we cannot offer a guaranteed response time for this service owing to requirements to investigate varied records	Enhanced service. We endeavour to respond in 10 working days. Please be aware, our data accuracy statement applies to services requested under this option. For further information and to apply, see:	£93.60 (inc VAT) for single initial site plan and 1 hour of officer time. Travelling expenses @45p per mile (+ VAT) and additional officer time at £91.20 per officer hour inc VAT
<a href="https://www.cambridgeshire.gov.uk/business/highway-searches/">https://www.cambridgeshire.gov.uk/business/highway-searches/</a>		
<b>Copy of s38/278 HA80 road adoption agreement or s106 TCPA90 affecting highway</b>	<u>Enhanced service</u> : Document only; will be checked as being correct. Supplied within 5 working days <u>EIR</u> : Document only, no check. Supplied within 20 working days	£14.40 by email (pdf) (inc VAT)  £9 by email (pdf)

<b>Certified copy of extract of List of Streets/highway records</b>	<u>Enhanced service</u> Copy of relevant document certified that it is a true copy of legal record	£62.00 pdf by email (inc VAT)
<b>Section 116 Highways Act 1980 stopping up/diversion of highway applications</b> (Used to stop up or divert any class of highway)	Guidance and information freely available via link below:	<u>Stage 1:</u> Pre-application enquiries: Highway boundary enquiry: £93.60 (inc VAT), as shown above. Pre-application consultations: £330 (inc VAT) for County Council internal consultations on proposal.  <u>Stage 2:</u> Enhanced service. Fee of £815 (inc VAT) for advice, site visit, drafting of Order plan; consideration of the draft order by Assistant Director, travelling expenses at 45p/mile (+VAT). <u>Stage 3:</u> Legal fee of c.£4,000 – £6,000+, plus officer time of at least 1 hour for attendance at Magistrates Court, and supporting of related issues @ £91.20/hr inc VAT if required & disbursements <u>Stage 4:</u> Registration of the order on County Council's legal record upon successful completion including archiving of file: £160. Charged with Stage 3 costs
<a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/</a>		
<b>Section 247 Town &amp; Country Planning Act 1990 stopping up/diversion of highway applications</b> Used to stop up or divert highway affected by development. Applications must be made through the Department for Transport but Cambridgeshire County Council offers to assist applicants in preparing their applications.	Preliminary guidance and information  Guidance available here from Department for Transport website:	Free  <u>Stage 1:</u> Pre-application enquiries: Highway boundary enquiry: £93.60 (inc VAT), as shown above. Pre-application consultations: £330 (inc VAT) for County Council internal consultations on proposal.  <u>Stage 2:</u> Enhanced service: Assistance with preparation of application form, associated evidence, and order plan charged at £91.20 per officer hour inc VAT <u>Stage 3:</u> undertaken by Secretary of State. If further officer advice is required this will be charged at £91.20/hr (inc VAT).
<a href="https://www.gov.uk/government/publications/stopping-up-and-diversion-of-highways">https://www.gov.uk/government/publications/stopping-up-and-diversion-of-highways</a>		
<b>Section 38/278 HA80 or s106 TCPA90 agreements for road adoption or development</b>	Amendment of the legal highway record and records management (charged at sealing of Agreement)	£160

<p><b>Public Rights of Way, Common Land, Town/Village Green digital data</b> (including GIS data where available)</p>	<p>Licensed with conditions under Re-Use of Public Sector Information Regulations 2015 and the Open Government Licence version 3.0.</p> <p>Format dependent upon dataset. Provided by email or other format as agreed. Please contact Asset Information using the inquiry form via the link below before requesting data, as availability differs across datasets.</p> <p><a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/</a></p>	<p>Free upon request</p>
<p><b>Other Digital datasets</b> (including GIS data where available)</p>	<p><u>Discretionary Service - Recovery of Costs only</u></p> <p>Licensed with conditions as detailed above.</p> <p>Format dependent upon dataset. Provided by email or other format as agreed. Please contact Asset Information using the inquiry form via the link above before requesting data, as availability differs across datasets</p>	<p>Work undertaken to provide datasets will be quoted on the basis of Enhanced and EIR hourly service rates detailed above.</p>
<p><b>Public Rights of Way on the Definitive Map &amp; Statement and orders relating to the same</b></p>	<p>Viewable by appointment only at County Council offices during normal office hours</p>	<p>Free</p>
	<p>Digital version and guidance available here:</p>	<p>Free</p>
<p><a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement</a></p>		
<p><b>Copy of Public Path Orders</b></p>	<p><u>Enhanced service:</u> Document only; will be checked as being correct. Supplied within 5 working days</p> <p><u>EIR:</u> Document only, no check. Supplied within 20 working days</p>	<p>£16.20 by email (pdf) (inc VAT)</p> <p>£10 by email (pdf)</p>
<p><b>Copy of extract of the Definitive Map</b></p>	<p><u>Enhanced service:</u> Document only; will be checked as being correct. Supplied within 5 working days</p> <p><u>EIR:</u> Document only, no check. Supplied within 20 working days</p>	<p>£16.20 by email (pdf) (inc VAT)</p> <p>£10 by email (pdf)</p>
<p><b>Copy of extract of the Definitive Statement</b></p>	<p><u>Enhanced service:</u> Document only; will be checked as being correct. Supplied within 5 working days</p> <p><u>EIR:</u> Document only, no check. Supplied within 20 working days</p>	<p>£16.20 by email (pdf) (inc VAT)</p> <p>£10 by email (pdf)</p>
<p><b>Certified copy of extract of Definitive Map &amp; Statement</b></p>	<p><u>Enhanced service</u></p> <p>Copy of relevant document certified that it is a true copy of the actual legal record</p>	<p>£62 pdf by email (inc VAT)</p>
<p><b>Copies of Landowner Deposits under Section 31(6) Highways Act 1980 and s15A Commons Act 2006, and any subsequent declarations</b></p>	<p>Available via the interactive map under the Map Category "Public Rights of Way and Access". Please see:</p>	<p>Free</p>
<p><a href="https://maps.cambridgeshire.gov.uk/?tab=maps">https://maps.cambridgeshire.gov.uk/?tab=maps</a></p>		

<b>Public Rights of Way enquiries - advice.</b> (Written advice and documentation provided as applicable)	Enhanced service. For further information and to apply please see:	£93.60 (inc VAT) for single initial site plan and 1 hour of officer time. Travelling expenses @45p per mile (+ VAT) and additional officer time at £91.20 per officer hour (inc VAT)
<a href="https://www.cambridgeshire.gov.uk/business/highway-searches/">https://www.cambridgeshire.gov.uk/business/highway-searches/</a>		
<b>Landowner Deposits under Section 31(6) Highways Act 1980 only</b>	<u>Statutory service - Recovery of costs only</u> Landowner deposits which, if correctly made, can help protect land against public rights accruing	£360 deposit Additional declarations: £250 Please note that the County Council reserves the right to increase the stated fees for extensive land holdings or deposits consisting of multiple plans , in order to recover actual costs
<b>Landowner Deposits under Section 15A Commons Act 2006 with or without Section 31(6) Highways Act 1980</b>	<u>Statutory service - Recovery of costs only</u> Landowner deposits which, if correctly made, can help protect land against public rights accruing	£430 deposit + placing notices at £75 per hour + travel expenses @ 45p per mile+ £5.60 per notice Additional declarations: £250 Please note that the County Council reserves the right to increase the stated fees for extensive land holdings or deposits consisting of multiple plans , in order to recover actual costs
Guidance available here:		Free
<a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/landowner-deposits">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/landowner-deposits</a>		
<b>Section 26/118/119 Highways Act 1980 Public Path Order applications (no certification)</b>	<u>Enhanced service</u> These orders are used to create, stop up or divert a public right of way where no certification for works is required.	£5,050 admin fee (inc VAT), travelling expenses @ 45p/mile (+ VAT), & cost of newspaper notices. Includes LEMO fee. If order is contested and has been sent to the Secretary of State for determination, officer time will be charged @ £75/hr to that point in the process.
Guidance available here:		Free
<a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement</a>		
<b>Section 26/118/119 Highways Act 1980 Public Path Order applications (with certification)</b>	<u>Enhanced service</u> These orders are used to create, stop up or divert a public right of way where certification of works is required.	£5,350 admin fee (inc VAT), travelling expenses @ 45p/mile (+ VAT), & cost of newspaper notices. Includes LEMO fee. If order is contested and has been sent to the Secretary of State for the determination, officer time will be charged @ £75/hr to that point in the process.
Guidance available here:		Free
<a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement</a>		

<b>Section 257 Town &amp; Country Planning Act 1990 Public Path Order applications</b>	These are used to create, stop up or divert a public right of way affected by development	£5,900 admin fee (inc VAT), travelling expenses @ 45p/mile (+VAT), & cost of newspaper notices. Includes LEMO fee. If order is contested and has been sent to the Secretary of State for determination, officer time will be charged @ £75/hr to that point in the process.
<b>Section 261 Town &amp; Country Planning Act 1990 Temporary stopping up for mineral workings</b>	These are used to temporarily stop up a public right of way affected by mineral workings	£5,900 admin fee (inc VAT), travelling expenses @ 45p/mile (+VAT), & cost of newspaper notices. If order is contested and has been sent to the Secretary of State for determination, officer time will be charged at £75/hr to that point in the process
	Guidance on the above two services:	Free
<a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement</a>		
<b>Legal Event Modification Order (LEMO)</b>	LEMOs must be carried out to amend the Definitive Map and Statement following the creation, amendment or extinguishment of Public Right of Way	£325 (no VAT)
<b>Commons &amp; Village Greens</b>	Registers viewable by appointment only at County Council offices during normal office hours	Free
	Digital version and guidance available here:	Free
<a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/common-land-town-and-village-greens">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/common-land-town-and-village-greens</a>		
<b>Copy or extract of the Commons Register or Town &amp; Village Greens Register</b>	<u>Enhanced service</u> : Document only; will be checked as being correct. Supplied within 5 working days  <u>EIR</u> : Document only, no check. Supplied within 20 working days	£16.20 by email (pdf)(inc VAT)  £10 by email (pdf)
<b>Certified copy of extract of Commons Register or Town &amp; Village Greens Register</b>	<u>Enhanced service</u> Copy of relevant document certified that it is a true copy of the actual legal record	£62 pdf by email (inc VAT)
<a href="https://www.cambridgeshire.gov.uk/business/highway-searches/">https://www.cambridgeshire.gov.uk/business/highway-searches/</a>		

<p><b>Corrective applications for Commons &amp; Town/Village Greens under Commons Act 2006</b></p>	<p>Guidance available below:</p>	<p>Unopposed applications: £4,450 (inc VAT), plus disbursements (legal advice if required; travelling expenses @ 45p/mile (+ VAT); legal Notices).</p> <p>Opposed applications: £4,450 (inc VAT), plus officer time charged at £91.20/hr (inc VAT) and legal fees including barrister if public inquiry required, plus disbursements (travel, legal Notices, hire of hall)</p>
<p><a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/common-land-town-and-village-greens">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/common-land-town-and-village-greens</a></p>		
<p><b>Pre-Application Planning Advice - Category 1</b> (Consideration of proposed development; discussion of specific PROW issues with site; provision of written advice including legal mechanisms required for any changes to PROW network, map from legal record.)</p> <p><b>Pre-Application Planning Advice - Category 2</b></p> <p><b>Pre-Application Planning Advice - Category 3</b></p> <p><b>Pre-Application Planning Advice - Category 4</b></p> <p><b>Pre-Application Planning Advice - Category 5</b></p> <p><b>Pre-Application Planning Advice - Category 6</b></p>	<p>For guidance related to all of these categories, please see initial Guidance and checklist for public path order applicants here (under 'Highways Act 1980'), linked below:</p>	<p>Charged at £91.20 (inc VAT) per officer hour, starting at £375 (inc VAT). Work required will be assessed and a quotation provided. Please make your request by visiting our Highway Records page.</p> <p>Legal work to permanently change the network is separately chargeable in accordance with the County Council's guidance (see below).</p>
<p><a href="https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement">https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/definitive-map-and-statement</a></p>		

## Fees for CON29 and CON290 highway search questions

Please see our explanatory information for customers at the top of this Schedule

From 1 April 2024, Cambridgeshire County Council's fee for a full CON29 search is £60.00 (including VAT)

Search questions listed under CON290 or 'additional questions' will be charged individually

Apply using our online application form at:

<https://www.cambridgeshire.gov.uk/business/highway-searches/>

<b>CON29</b>			
<b>Question</b>	<b>Description</b>	<b>Enhanced service fee (guaranteed; 3 days; prices include VAT)</b>	<b>EIR fee (supply only; within 20 days; no VAT)</b>
<b>Full CON29 search</b> (includes questions 2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 3.4, 3.5, 3.6 and 3.7, but <u>excludes</u> CON290 questions 16, 22 and 22.1/22.2 and additional questions listed below)		£60.00	£45.00
Q2.1 (a,b,c,d)	Adopted roads	£14.40	£9.00
Q2.2	Public Rights of Way	£14.40	£9.00
Q2.3	Pending applications to record PROWs	£14.40	£9.00
Q2.4	Pending legal orders to stop-up/divert/alter/create a PROW	£14.40	£9.00
Q2.5	Map showing PROWs	£18.00	£11.00
Q3.2	Land Required for Road Works	£14.40	£9.00
Q3.4 (a,b,c,d,e,f)	Nearby Road Schemes	£16.20	£9.00
Q3.5	Nearby Railway Schemes	£14.40	£9.00
Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	Traffic Schemes	£18.00	£11.00
Q3.7 (e)	Outstanding Notices - Highways	£14.40	£9.00
Q3.7 (g)	Outstanding Notices - flood risk management	£14.40	£9.00
<b>CON290</b>			
Q16	Mineral Consultation Areas	£14.40	£9.00
Q21	Flood defence and land drainage consents	£14.40	£9.00
Q22.1	Common Land & Town/Village Green	£14.40	£9.00
Q22.2	Landowner Deposit enquiries	£14.40	£9.00
<b>Additional questions</b>			
Pending applications for the registration for common land or town/village greens		£14.40	£9.00
Previous applications for the registration for common land or town/village greens which have been withdrawn or rejected		£14.40	£9.00
Pending applications to amend the register for common land		£14.40	£9.00