

Highway Asset Records 2018-19

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 Asset 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. Common circumstances where charges are payable are detailed below. There are no general circumstances in which charges will be waived, but each EIR request will be considered on its particular circumstances. 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. 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://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/business/Doc_E___Procedure_for_Calculating_Enhanced_and_EIR_rates.pdf?inline=true
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 undertakes to respond within 3 working days or as advised.
6. Please note that where charges apply, payment is required in advance online at <http://www.cambridgeshire.gov.uk/highwaysearches>. 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)
Service requested which is not listed below	Enquire online using link below:	Quotation will be provided
	<u>Enhanced service</u>	£63.60 per officer hour (inc VAT)
	<u>EIR</u>	£50 per officer hour
https://www.cambridgeshire.gov.uk/business/highway-searches/		
Highway record (List of Streets (s36(6) Highways Act 1980) and pending road adoptions)	Viewable by appointment only at County Council offices during normal office hours	Free
	Digital list available here:	Free
https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/		
	Interactive map available here:	Free
my.cambridgeshire.gov.uk/myCambridgeshire.aspx?MapSource=CCC/AllMaps&tab=maps&Layers=AdoptedRoads,Section38Streets		
Highway boundary/extent records	Viewable at County Council offices during office hours: appointment only	Free

Highway boundary/extent extracts (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 3 working days	
	Answer from database by email (pdf)	£27.60 (inc VAT)
	Answer from database by post	£33.60 (inc VAT)
	Answer requiring physical retrieval from archives by email (pdf)	£73.20 (inc VAT)
	Answer requiring physical retrieval from archives by post	£78 (inc VAT)
	<u>EIR</u> : Document only, no check. Supplied within 20 working days	
	Answer from database by email (pdf)	£19
	Answer from database by post	£23
	Answer requiring physical retrieval from archives by email (pdf)	£50
	Answer requiring physical retrieval from archives by post	£53
Please pay online at https://www.cambridgeshire.gov.uk/business/highway-searches/ using the 'Pre-agreed fee' option.		
Highway boundary/extent/status enquiries. (Advice including site surveys, documentation and written advice provided as applicable)	<u>Enhanced service</u> For further information and to apply, please see:	£73.20 (inc VAT) for single initial site plan and 1 hour of officer time. Travelling expenses @45p per mile (+ VAT) and additional officer time at £63.60 per officer hour inc VAT
https://www.cambridgeshire.gov.uk/business/highway-searches/		
Copy of s38/278 HA80 road adoption agreement or s106 TCPA90 affecting highway	<u>Enhanced service</u> : Document only; will be checked as being correct. Supplied within 3 working days	£4.80 by email (pdf) or post (inc VAT)
	<u>EIR</u> : Document only, no check. Supplied within 20 working days	£3.35 by email (pdf) or post
Certified copy of extract of List of Streets/highway records	<u>Enhanced service</u> Copy of relevant document certified that it is a true copy of legal record	£55.20, by post or pdf by email (inc VAT)
Section 116 Highways Act 1980 stopping up/diversion of highway applications (Used to stop up or divert any class of highway)	Guidance documents available	Free
	Guidance and information freely available here:	<u>Stage 1</u> : Pre-application enquiries: Highway boundary enquiry: £73.20 (inc VAT), as shown above. Pre-application consultations: £135 (inc VAT) for County Council internal consultations on proposal. <u>Stage 2</u> : Enhanced service. Fee of £875 (inc VAT) for advice, site visit, drafting of Order plan. <u>Stage 3</u> : Legal fee of c.£2,500 – 4,500, plus officer time @ £63.60/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: £135. Charged with Stage 3 costs
https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/		

<p>Section 247 Town & Country Planning Act 1990 stopping up/diversion of highway applications</p> <p>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.</p>	Preliminary guidance and information	Free
	<p>Guidance available here from Department for Transport website:</p>	<p><u>Stage 1:</u> Pre-application enquiries: Highway boundary enquiry: £73.20 (inc VAT), as shown above. Pre-application consultations: £135 (inc VAT) for County Council internal consultations on proposal.</p> <p><u>Stage 2:</u> Enhanced service: Assistance with preparation of application form, associated evidence, and order plan charged at £63.60 per officer hour inc VAT</p> <p><u>Stage 3:</u> undertaken by Secretary of State. If further officer advice is required this will be charged at £63.60/hr (inc VAT).</p>
<p>https://www.gov.uk/government/publications/stopping-up-and-diversion-of-highways</p>		
<p>Section 38/278 HA80 or s106 TCPA90 agreements for road adoption or development</p>	<p>Amendment of the legal highway record and records management (charged at sealing of Agreement)</p>	<p>£135</p>
<p>Public Rights of Way, Common Land, Town/Village Green digital data (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>Free upon request</p>
<p>https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-records/</p>		
<p>Other Digital datasets (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>Public Rights of Way on the Definitive Map & Statement and orders relating to the same</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>https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/definitive-map-and-statement/</p>		

Copy of Public Path Orders	<u>Enhanced service</u> : Document only; will be checked as being correct. Supplied within 3 working days <u>EIR</u> : Document only, no check. Supplied within 20 working days	£4.80 by email (pdf) or post (inc VAT) £3.35 by email (pdf) or post
Copy of extract of the Definitive Map	<u>Enhanced service</u> : Document only; will be checked as being correct. Supplied within 3 working days <u>EIR</u> : Document only, no check. Supplied within 20 working days	£4.80 by email (pdf) or post (inc VAT) £3.35 by email (pdf) or post
Copy of extract of the Definitive Statement	<u>Enhanced service</u> : Document only; will be checked as being correct. Supplied within 3 working days <u>EIR</u> : Document only, no check. Supplied within 20 working days	£4.80 by email (pdf) or post (inc VAT) £3.35 by email (pdf) or post
Certified copy of extract of Definitive Map & Statement	<u>Enhanced service</u> Copy of relevant document certified that it is a true copy of the actual legal record	£55.20, by post or pdf by email (inc VAT)
Copies of Landowner Deposits under Section 31(6) Highways Act 1980 and s15A Commons Act 2006, and any subsequent declarations	<u>Enhanced service</u> : Documents only; will be checked as being correct. Supplied within 3 working days, or as advised where documents require extraction from archive <u>EIR</u> : Document only, no check. Supplied within 20 working days	£53.00 by email or post (inc VAT) £41.50 by email or post
Public Rights of Way enquiries - advice. (Written advice and documentation provided as applicable)	<u>Enhanced service</u> . For further information and to apply please see:	£73.20 (inc VAT) for single initial site plan and 1 hour of officer time. Travelling expenses @45p per mile (+ VAT) and additional officer time at £63.60 per officer hour (inc VAT)
https://www.cambridgeshire.gov.uk/business/highway-searches/		
Landowner Deposits under Section 31(6) Highways Act 1980 only	<u>Statutory service - Recovery of costs only</u> Landowner deposits which, if correctly made, can help protect land against public rights accruing	£210 deposit Additional declarations: £105
Landowner Deposits under Section 15A Commons Act 2006 with or without Section 31(6) Highways Act 1980	<u>Statutory service - Recovery of costs only</u> Landowner deposits which, if correctly made, can help protect land against public rights accruing	£320 deposit + £20 per declaration notice or officer time as advised at £53 per hour + travel expenses @ 45p per mile Additional declarations: £210
	Guidance available here:	Free
https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/landowner-deposits/		
Section 25/118/119 Highways Act 1980 Public Path Order applications (no certification)	<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.	£3,990 admin fee (inc VAT), travelling expenses @ 45p/mile (+ VAT), & cost of newspaper notices
	Guidance available here:	Free
https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/definitive-map-and-statement/		

Section 25/118/119 Highways Act 1980 Public Path Order applications (with certification)	<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.	£4,212 admin fee (inc VAT), travelling expenses @ 45p/mile (+ VAT), & cost of newspaper notices
	Guidance available here:	Free
https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/definitive-map-and-statement/		
Section 257 Town & Country Planning Act 1990 Public Path Order applications	These are used to create, stop up or divert a public right of way affected by development	£4,674 admin fee (inc VAT), travelling expenses @ 45p/mile (+ VAT), & cost of newspaper notices
	Guidance available here:	Free
https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/definitive-map-and-statement/		
Commons & Village Greens	Registers viewable by appointment only at County Council offices during normal office hours	Free
	Digital version and guidance available here:	Free
https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/common-land-town-and-village-greens/		
Copy or extract of the Commons Register or Town & Village Greens Register	<u>Enhanced service</u> : Document only; will be checked as being correct. Supplied within 3 working days <u>EIR</u> : Document only, no check. Supplied within 20 working days	£4.80 by email (pdf) or post (inc VAT) £3.35 by email (pdf) or post
Certified copy of extract of Commons Register or Town & Village Greens Register	<u>Enhanced service</u> Copy of relevant document certified that it is a true copy of the actual legal record	£55.20 by post or pdf by email (inc VAT)
Commons & Village Greens enquiries - advice Written advice and documentation provided as applicable	<u>Enhanced service</u> For further information and to apply, please see:	£73.20 (inc VAT) for single initial site plan and 1 hour of officer time. Travelling expenses @45p per mile (+ VAT) and additional officer time at £63.60 per officer hour inc VAT
https://www.cambridgeshire.gov.uk/business/highway-searches/		
Corrective applications for Commons & Town/Village Greens under Commons Act 2006		Unopposed applications: £3,509 (inc VAT), plus disbursements (legal advice if required; travelling expenses @ 45p/mile (+ VAT); legal Notices). Opposed applications: £3,509 (inc VAT), plus officer time charged at £63.60/hr (inc VAT) and legal fees including barrister if public inquiry required, plus disbursements (travel, legal Notices, hire of hall)
	Guidance available here:	
https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/common-land-town-and-village-greens/		

<p>Pre-Application Planning Advice - Category 1 (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>Pre-Application Planning Advice - Category 2</p>		
<p>Pre-Application Planning Advice - Category 3</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 £63.60 (inc VAT) per officer hour, starting at £318 (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>Pre-Application Planning Advice - Category 4</p>		
<p>Pre-Application Planning Advice - Category 5</p>		
<p>Pre-Application Planning Advice - Category 6</p>		
<p>https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/definitive-map-and-statement/</p>		

Fees for CON29R and CON29O highway search questions

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

Please note that since 1 January 2017, VAT has applied to all CON29 local land charge searches

From 1 April 2018, Cambridgeshire County Council's fee for a full CON29 search is £48.00 (including VAT)

Search questions listed under CON29O or 'additional questions' will be charged individually

Apply using our online application form at:

http://www.cambridgeshire.gov.uk/info/20092/business_with_the_council/573/highway_searches

CON29			
Question	Description	Enhanced service fee (guaranteed; 3 days; prices include VAT)	EIR fee (supply only; within 20 days; no VAT)
Full CON29 search (includes questions 2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 3.4, 3.5, 3.6 and 3.7, but excludes CON29O questions 16, 22 and 22.1/22.2 and additional questions listed below)		£48.00	£37.60
Q2.1 (a,b,c,d)	Adopted roads	£4.80	£3.35
Q2.2	Public Rights of Way	£4.80	£3.35
Q2.3	Pending applications to record PROWs	£4.80	£3.35
Q2.4	Pending legal orders to stop-up/divert/alter/create a PROW	£4.80	£3.35
Q2.5	Map showing PROWs	£14.40	£4.20
Q3.2	Land Required for Road Works	£4.80	£3.35
Q3.4 (a,b,c,d,e,f)	Nearby Road Schemes	£6.00	£3.35
Q3.5	Nearby Railway Schemes	£4.80	£3.35
Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	Traffic Schemes	£7.20	£4.20
Q3.7 (e)	Outstanding Notices - Highways	£4.80	£3.35
Q3.7 (g)	Outstanding Notices - flood risk management	£6.00	£3.35
CON29O			
Q16	Mineral Consultation Areas	£4.80	£3.35
Q21	Flood defence and land drainage consents	£4.80	£3.35
Q22.1	Common Land & Town/Village Green	£4.80	£3.35
Q22.2	Landowner Deposit enquiries	£4.80	£3.35
Additional questions			
Pending applications for the registration for common land or town/village greens		£4.80	£3.35
Previous applications for the registration for common land or town/village greens which have been withdrawn or rejected		£4.80	£3.35
Pending applications to amend the register for common land		£4.80	£3.35