

HINTS AND TIPS TO AID COMPLETION OF THE APPLICATION TO STOP UP THE HIGHWAY

In order for the National Transport Casework Team to complete your application as quickly as possible please can you ensure that:-

- Your stopping up plan is true to scale.
- There is enough of the surrounding area shown on the stopping up plan so it is clear where the development is taking place.
- The measurements of the area to be stopped up match those in the application form.
- The measurements of the area to be stopped up are in metres.
- The stopping up plan shows the highway as it is at present.
- The plan is dark enough, in order that it is clear when photocopied
- The newspaper in which the notice is to be published is a paid for newspaper **and not** a free newspaper.
- The postcode and or grid reference of the area to be stopped up are included in the application form
- If there is a related compulsory purchase order, please provide details of its current position and if there is to be a public inquiry, when this will be held.
- The application form is signed and dated.