**Landowner Deposit Checklist for Form CA16:**

Please tick each box before sending the application to us.

**Part A**

|  |  |
| --- | --- |
| **For Part A.1**.  Is the appropriate authority for Part A. 1. Oxfordshire County Council? |  |
| **For Part A.2**.  Have you included your name (applicant) and full address, including postcode? |  |
| **Have you completed Part A.3 correctly?**  Tick A if you are the applicant(s).  Agents: tick B if you are acting on behalf of the applicant(s) |  |
| **For Part A.4**.  Have you included a description of application land(s) including full address and postcode? (postcode only if known) |  |
| **For Part A.5.**  Have you included an ordnance survey six-figure grid reference of a point within the area of land(s) to which the application relates to? |  |

**Part B or Parts B and D**

|  |  |
| --- | --- |
| Have you cross-checked your map with those legally recorded Public Rights of Way that are recorded on the Definitive Map of Public Rights of Way on our website?  <https://publicrightsofway.oxfordshire.gov.uk/standardmap.aspx> |  |
| Does the map have a legend?  Example: Footpaths shown in Purple, Bridleways shown in Green. The colour needs to stand out and not clash with other colours used and be drawn clearly on the map. The boundary line that shows the extent of your landownership on the map should ideally be drawn in red. |  |
| Is the map an ordnance survey map?  All maps must use an ordnance survey base map drawn at a scale of not less than 1:10,560. For example, a map drawn at 1:15,000 would be too small, but one drawn at 1:5,000 would be fine. The map must be printed ‘to scale’ and not ‘to fit’ the size of paper being used. |  |
| Does the wording of the Statement / Declaration match what is depicted on the map (e.g. if a footpath is specified in the Statement / Declaration as being shown coloured purple, the accompanying map must reflect this colouring). |  |
| Have you completed the mandatory Parts A and F? |  |

**Part C.**

Note: This part should only be completed if you have previously submitted a Highways Statement or Village Green Statement and are now submitting a Declaration.

**Common mistakes to avoid:**

Some common mistakes, which result in an application being returned to the applicant are listed below. Using the checklist helps to ensure that the application is completed correctly at the outset and avoids unnecessary delays.

* Applicant’s name / address not given.

The Highways Statement and any Statutory Declaration must not be submitted at the same time. Once the statement has been accepted, the Declaration can follow, and we would encourage you to do that immediately after the Statement has been accepted. Highways Declarations submitted within 60 days of the Statement attract a much lower fee. After the 60 days, the full fee applies.

* Your map must be printed ‘to scale’ and not ‘to fit’, at a scale not less than 1:10,560 and must show the boundary of the land concerned in coloured edging.
* Do not colour the whole of the land, just its edge (meaning a line drawn on the inside of the boundary). If your application relates to multiple parcels of land, all of these parcels should be identified by coloured edging on the map, as this will be made available on the County Council’s online register.
* Please ensure that all Public Rights of Way which are legally recorded on the Definitive Map and Statement are shown on the map accompanying your application. An up-to-date version of Oxfordshire’s Definitive Map of Public Rights of Way is on our website at:

<https://publicrightsofway.oxfordshire.gov.uk/StandardMap.aspx>

* Please ensure that your map adheres to Section 7 in the guidance notes, form CA16, as this will be placed on the County Council’s online register.