



WREXHAM COUNTY BOROUGH COUNCIL

GATING ORDER POLICY AND PROCEDURE

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Background Information

Wrexham County Borough Council ('the Council') has a duty to promote the economic, social and environmental well being of their local community.

To achieve this, six key strategic priorities have been identified:-

- A place that values learning
- A safe place
- A healthy, caring place
- A place where children and young people are valued
- An economical prosperous place
- A place that cares for the environment

Reducing anti-social behaviour* in Wrexham is a corporate priority and will require the continued development of partnership within the Council and with other public services bodies.

Clean Neighbourhood and Environment Act 2005

The Clean Neighbourhood and Environment Act 2005 introduced a wide range of enforcement powers for local Authorities, including powers for Local Authorities to make Gating Orders for local crime and/or anti-social behaviour.

The provisions allow Local Authorities to restrict public access to certain public highways by gating them (at certain times of the day if applicable), without removing the underlying highway status of the route/path.

When certain highways are facilitating persistent crime and anti-social behaviour, then Gating Order powers may be one of the ways of tackling the issue. It is important to note however that the Council should also consider other possible more appropriate and/or cost effective means of tackling crime and anti-social behaviour before proposing a Gating Order.

The National Assembly for Wales are required to make regulations prescribing procedural and other requirements in relation to the exercise by Local Authorities of their gating order powers. This policy has been drafted taking account of the regulations**that have now come into force outlining the procedure to be complied with in the relation to the making of a Gating Order.

* 'anti social behaviour' means behaviour by a person which causes or is likely to cause harassment, alarm or distress to one or more other persons not of the same household as himself.

** The Highways Act 1980 (Gating Orders) (Wales) Regulations 2007

Who can apply?

Any individual/group/organisation can apply to the Council for consideration to be given for a Gating Order.

Under what circumstances can Gating Orders be made?

Before a Gating Order is made, the Council must be satisfied that:-

- a The premises adjoining or adjacent to the highway are affected by crime or anti-social behaviour.
- b The existence of the highway is facilitating the persistent commission of criminal offences or anti-social behaviour.
- c It is in all circumstances expedient to make the order for the purposes of reducing crime or anti-social behaviour.

In deciding whether it is expedient in all the circumstances to make the Gating Order the Council will take into consideration:-

- a The likely effect of making the Order on the occupiers of premises adjoining or adjacent to that highway.
- b The likely effect of making the order on other people in the locality.
- c In cases where the highway constitutes a through route, the availability of a reasonably convenient alternative route.

Any application put forward therefore would need to show clear evidence of the above requirements. Documentary evidence should be submitted with the application, including police crime incident numbers, where appropriate.

In deciding whether it is expedient to make the Order, the Council will consider in the first instance whether alternative measures may be more appropriate for tackling the specific problem for example installation of security lighting, CCTV or liaising with the police to see if further measures, such as increased surveillance and inspection from Community Support Officers, can mitigate the anti-social behaviour complained of.

Special consideration should also be given to the impact of gating proposals on those with mobility problems. In particular, alternative routes should be suitably paved and free of obstructions; and, prior to consideration, gates should be evaluated for ease of use.

The Council will also consider whether the Gating Order should restrict the public right of way at all times, or at such times as specified in the order. It may exclude from the restrictions persons described in the order, for example those listed as keyholders.

A Gating Order may not be made so as to restrict the private right of way of the occupiers of premises adjoining or adjacent to the highway or the private right of way over a highway which is the only or principle means of access to any dwelling.

If the highway under consideration is the only or principle means of access to enter the premises used for business or recreational purposes, a Gating Order may not be made so as to restrict the public right of way over the highway during periods when those premises are not normally used for those purposes.

Who will consider the application?

Any application received will in the first instance be considered by the Community Safety Team who will then refer the application to the Gating Panel providing the application is complete with all supporting documentation required. Final consideration of the Gating Order Application will be undertaken by the Chief Transportation and Asset Management Officer with delegated authority to approve the Gating Order, if appropriate.

Publicity

Gating Orders can have implications for various groups of people, perhaps especially local residents and businesses. For this reason it is essential that proposed gating orders are fully publicised.

Before making a Gating Order the Council must:-

- a Publish on it's website a notice:-
 - identifying the effected highway by name or description and a six figure ordinance survey grid reference in respect of each end of the effected highway
 - setting out the general effect of the Gating Order being made
 - identifying alternative routes (if any) which would be available to pedestrians and vehicular traffic if the proposed order were to be made
 - setting out a draft of the proposed order and
 - inviting written representations as to whether or not a Gating Order should be made within such period as specified in the notice (not less than 28 days from the date on which the notice is first published)
- b The Notice must be posted at all public access points to the effected highway

Copies of the notice will also be given to all bodies/individuals listed in Appendix 1 at the end of this document.

The Council must consider any representations received within the period specified in the notice.

Objections

If objections are received, it is the role of the Gating Panel to try and resolve any differences between the applicant and the objector. Failing this a report will be prepared and considered by the Chief Transportation and Asset Management Officer with specific consideration given to whether a Public Inquiry should be held.

The Council must hold a public inquiry if objections have been received by:-

- The Chief Officer of a police force through whose police area the effected highway passes.
- A Fire and Rescue Authority through whose areas the effected highway passes or
- The Welsh Ambulance Service NHS Trust.

The Council must not make a Gating Order before the expiration of 28 days, beginning on the day on which the notice is first published or before the conclusion of any public inquiry.

Any person may apply within six weeks of the making of the Gating Order to the High Court to question the validity of it on the grounds that:-

- a The Council had no power to make it or
- b Any requirement under the legislation was not complied with

Variation and Revocation of Gating Orders

As the powers do not permanently extinguish public rights of way, the Council can vary a gating order made so as to either further restrict any public right of way or reduce the restriction if considered expedient to do so.

The Council can also revoke the Gating Order made if it is satisfied that the restriction imposed by the Orders are no longer expedient in all the circumstances for the purposes of reducing crime or anti-social behaviour.

The Council intends to review Gating Orders on an annual basis. This review should evaluate whether the Gating Order is acting as a useful crime or anti-social behaviour reduction measure. It should also assess the impact it is having on the community and discussions should be held with local residents to engage whether the limited access is causing excessive inconvenience.

Register

A register of Gating Orders shall be held and maintained in the Transportation and Asset Management Department. The register shall contain:-

- Copies of made order
- Copies of relevant maps

It shall be available for public inspection and relevant copies must be supplied to anyone who requests them (a reasonable charge may be payable).

Appendix 1**Consultees**

Copies of the notice must be given by the Council to:-

- a All the occupiers of premises adjacent to our adjoining the effected highway.
- b Every Community Council through whose area the effected highway passes.
- c Every Chief Officer of a police force through whose police area the effected highway passes.
- d Every Fire and Rescue Authority through whose area the effected highway passes.
- e The Welsh Ambulance Services NHS Trust.
- f Any local access forum through this area the effected highway passes.
- g Any statutory undertaker who maintains service in the locality in which the effected highway is situated.
- h Any provider of gas, electricity or water services in the locality in which the effected highway is situated.
- i Any communication provider in the locality in which the effected highway is situated.
- j Any person who the Council reasonably considers might be effected by the proposed order.
- k Any person who requests a copy of the notice.
- l Any person who is asked to be notified of any proposed Gating Orders.

Appendix 2

() GATING ORDER 2008

WREXHAM COUNTY BOROUGH COUNCIL

NOTICE OF PROPOSALS

THE WREXHAM COUNTY BOROUGH COUNCIL ()
GATING ORDER 2008

Notice is hereby given that Wrexham County Borough Council intends to make the above Gating Order under Section 129 of the Highways Act 1980 (as amended) (hereinafter called (“the Act”)) and all other enabling powers.

The effect of the Order will be to restrict the public right of way over the footpath known as

An alternative pedestrian route between and can be gained through

Any representation or objection to the Order must be in writing and addressed to the Chief Transportation and Asset Management Officer, Crown Buildings, Chester Street, Wrexham, LL13 8PG not later than 28 days from the date of this Notice. Please state the grounds on which the objection is made.

A copy of the proposed Order and the associated documents including plans may be inspected at between the hours of and or by visiting the Council’s website at

SCHEDULE
(PROPOSED GATING ORDER)

Appendix 3

WREXHAM COUNTY BOROUGH COUNCIL

() GATING ORDER 2008

Wrexham County Borough Council in exercise of its powers under Section 129 of the Highways Act 1980 (as amended) (hereinafter called “the Act”) and all other enabling powers hereby make the following Order:-

- 1 This Order shall come into operation on the day of 2008 and may be cited as The Wrexham County Borough Council () Gating Order 2008.

- 2 No persons other than the owners/occupiers of the properties numbered of Street, Wrexham shall have access to that part of the public footpath between points “A” and “B” and no person other than the owners/occupiers of the properties numbered of Street shall have access to the full length of the public footpath between points “C” and “D” on Plan 1 annexed hereto at any time.

- 3 The following bodies and persons will be authorised keyholders under the Order:
 - Shopkeepers with premises immediately adjacent to the gates.
 - Owners and tenants of business that back onto the areas affected by the Order.
 - Wrexham County Borough Council Community Safety Team.
 - Emergency Services, Police, Fire Brigade and Ambulance Services.
 - Residents Association.
 - Occupiers and owners of properties immediately adjacent to and that back onto the areas affected by the Order.

- 4 An alternative pedestrian route between and can be gained through . The alternative routes are shown cross-hatched on Plan 2 annexed hereto.

- 5 The maintenance and operation of the gates will be the responsibility of (contact e-mail address).

- 6 The conditions set out in Section 129A (3) of the Act have been complied with for the purpose of making the Order.

Any person wishing to question the validity of this Order on the grounds that the Council had no power to make it or any requirement of Part 8A of the Act has not been complied with in relation to the Order he or she may apply to the High Court within six weeks from the date on which the Order is made.

IN WITNESS whereof
the **COMMON SEAL**
of **WREXHAM COUNTY**
BOROUGH COUNCIL
was hereunto affixed
this day of 2008

AUTHORISED SIGNATORY

Notice dated this day of 2008

Appendix 4

Contacts.

Chief Transportation and Asset Management Officer
Crown Buildings
Chester Street
Wrexham
LL13 8PG

Tel. No. 01978 297102

Community Safety Team
1 Nelson Street
Hightown
Wrexham
LL13 7YD

Tel. No. 01978 317020

Public Rights of Way
Crown Buildings
Chester Street
Wrexham
LL13 8BG

Tel. No. 01978 292057

Highways Planning Department
Crown Buildings
Chester Street
Wrexham
LL13 8BG

Tel. No. 01978 297158

**Under what circumstances can a Gating
Appendix B**

Order be made?

The Clean Neighbourhood and Environment Act 2005 introduced a wide range of enforcement powers for local authorities, including powers to make Gating Orders to reduce local crime and/or anti-social behaviour. Local Authorities can restrict public access to certain public highways by gating them (at certain times of the day if applicable), without removing the underlying highway status of the route/path.

When certain highways are facilitating persistent crime and anti-social behaviour, then Gating Order powers may be one of the ways of tackling the issue. It is important to note however that, before proposing a Gating Order, other possible more appropriate and/or cost effective means of tackling crime and anti-social behaviour should have been tried.

Before a Gating Order is made, the Council must be satisfied that:-

- a The premises adjoining or adjacent to the highway are affected by crime or anti-social behaviour.
- b The existence of the highway is facilitating the persistent commission of criminal offences or anti-social behaviour.
- c It is in all circumstances expedient to make the order for the purposes of reducing crime or anti-social behaviour.

In deciding whether it is expedient in all the circumstances to make the Gating Order the Council will take into consideration:-

- a The likely effect of making the Order on the occupiers of premises adjoining or adjacent to that highway.
- b The likely effect of making the order on other people in the locality.
- c In cases where the highway constitutes a through route, the availability of a reasonably convenient alternative route.

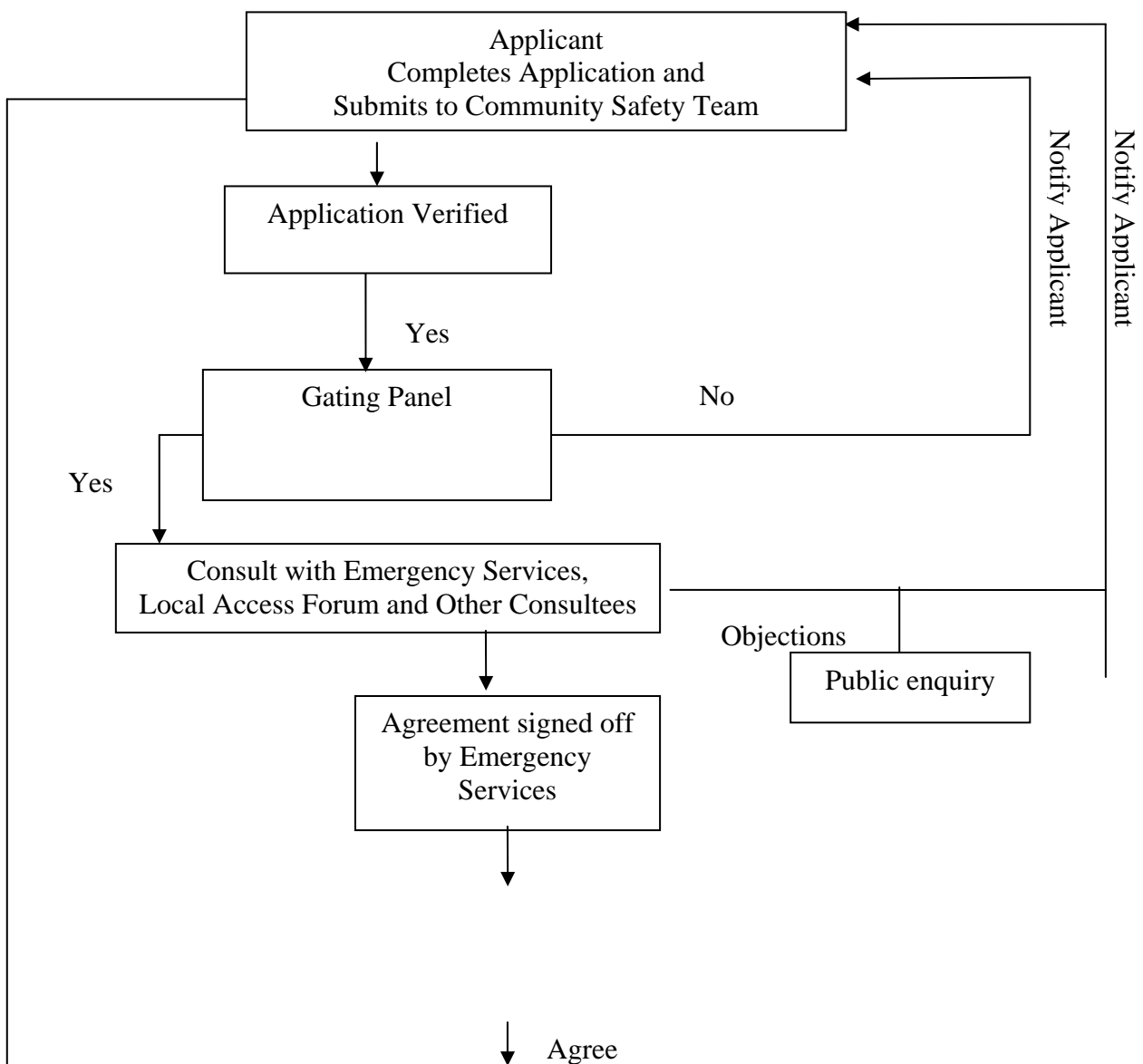
Special consideration will also be given to the impact of gating proposals on those with mobility problems. In particular, alternative routes should be suitably paved and free of obstructions; and, prior to consideration, gates should be evaluated for ease of use.

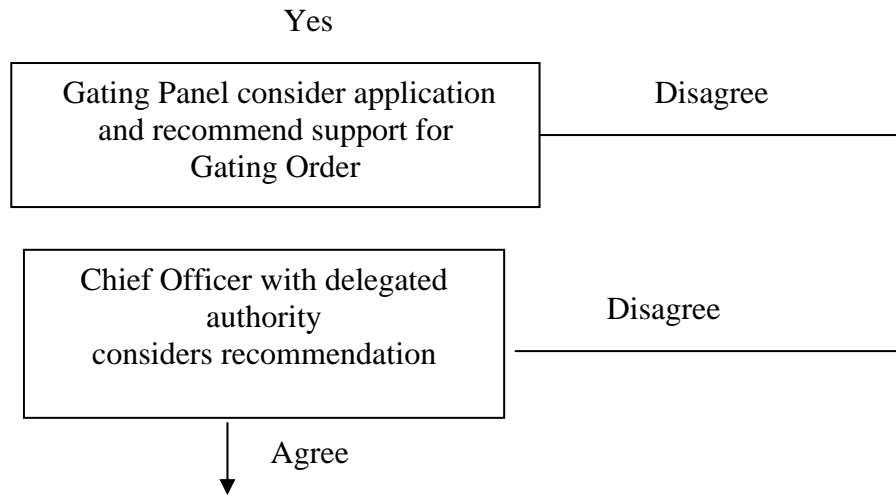
A Gating Order may not be made so as to restrict the private right of way of the occupiers of premises adjoining or adjacent to the highway. A Gating Order will not be made so as to restrict the private right of way over a highway which is the only or principle means of access to any dwelling.

If the highway under consideration is the only or principle means of access to enter the premises used for business or recreational purposes, a Gating Order may not be made so as to restrict the public right of way over the highway during periods when those premises are not normally used for those purposes.

Proposed Process for Gating Order Applications

Appendix C





Appendix D

INFORMATION ON GATING ORDER PROCESS			
	ACTION	COMMENT	RESPONSIBILITY
1	Identification of area Identifying footpath/alleyway for closure/gating application	Provision of Map(s) clearly identifying area to be subject to Gating Order	Applicant
2	Confirmation that route is part of public highway Information on “List of Streets” available from Highways Planning department and/or Public Path (Footpath, Bridleway, Byway etc) from Public Rights of Way	Gating Orders can only be considered if the route to be gated is part of the public highway	Applicant
3	Evidence of Need Producing evidence of problem via: a) Police Crime/ASB Stats (over 6 month period) b) Identified as local NPP priority	Liaison with and support of local CBM/PCSO	Applicant
4	Evidence of Local Support Evidence of community support for closure from: those properties directly affected: a) Local residents b) Elected Member;	Signed letter of support/ petition. Signed letter of support/ petition	Applicant
5	Evidence of Financial Commitment Funding source identified & evidence that finance is committed to a level of Estimated Total Costs (see Appendix D Section 9) :	Written confirmation of financial commitment is critical part of application acceptance	Applicant
6	Submission of Application Submission of application form complete with all supporting documentation to Community Safety Team		Applicant
7	Application Verified to be Complete Checking completion of application and content of all supporting evidence	Incomplete applications returned to applicant notifying omissions	Community Safety Team
8	Gating Panel Gating Panel meetings scheduled on monthly basis (assuming there are applications to consider)	Gating Panel to include Senior Officer reps from TAMS, Legal, Environment, Community Safety and Housing & Public Protection,	Gating Panel
9	Consultation with Emergency Services, Local Action Forum and Other Consultees	Site visits likely to be required.	Gating Panel
9a	Emergency Services return signed response confirming approval	Progress application for consideration	Gating Panel
9b	Emergency Services indicate their objections to proposal	Emergency Services objections may trigger requirement for a Public Inquiry funded by applicant	Gating Panel Public inquiry costs funded by Applicant
	ACTION	COMMENT	RESPONSIBILITY

10	Gating Panel Consider Results of Consultation and make Recommendation Gating Panel make decision on verified application and recommend their support/rejection on Gating Scheme to Chief Officer with Delegated Authority	For rejected applications, Gating Panel notify Applicant of reasons for rejection	Gating Panel
11	Chief Officer Decision Chief Officer with delegated authority considers Gating Panel recommendation and approves/rejects	Applicant notified of result and for those orders approved applicant is reminded of financial responsibilities as outlined in 5	Gating Panel
12	Design, Purchase and Installation of Gates Commissioned by TAMS	Financed by applicant as in 5	TAMS Applicant
13	Management and maintenance of Gating Schemes commissioned by Environment	Financed by applicant as in 5	Environment Applicant
14	Annual Evaluation Gating Panel receives and considers evaluation of impact of Gating schemes on annual basis	Responsibility for producing and submitting evaluation results to Gating Panel lies with applicant	Applicant Gating Panel
15a	Gating Panel evaluation results in decision to continue with closure		Gating Panel Applicant
15b	Gating Panel evaluation results in decision to remove gates	Removal of gates commissioned by TAMS financed by applicant as in 5	TAMS Applicant

**WREXHAM COUNTY BOROUGH COUNCIL
GATING ORDER APPLICATION FORM**

Appendix E

1. EXACT LOCATION OF AREA PROPOSED FOR GATING ORDER

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Please attach map of area proposed for gating clearly identifying suggested location of gates

2. CURRENT STATUS OF ROUTE

Gating Orders can **only** be considered if the route to be gated is part of the **public highway** (see guidance notes)

Delete as appropriate

Is the route an Adopted Highway?

YES/NO

Is the route a Public Right of Way?

YES/NO

3 CONTACT DETAILS FOR SCHEME APPLICATION

	Primary contact	Secondary contact
Name		
Address		
Tel. (Day)		
Tel.(Mobile)		
E-mail		
Position / Relationship to application		

4. PLEASE SUMMARISE THE LOCAL CRIME AND/OR ANTI-SOCIAL BEHAVIOUR PROBLEM THAT HAS PROMPTED THIS APPLICATION?

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5. NUMBER OF PROPERTIES AFFECTED

How many properties will be directly affected by the proposed Gating Order to close a footpath/alleyway?

.....

6. EVIDENCE TO SUPPORT THIS APPLICATION

The list below highlights which information is essential to this application progressing and must be attached. Examples are also given of the type of additional, optional information which you may also wish to include. See also Checklist at Section 11

Information	Status
6.1 Crime & Anti-Social Behaviour a) Police data indicating the level of crime and anti-social behaviour relating to the footpath and surrounding area for at least a period of 6 months prior to this gating order application	Essential
b) Evidence that the local Neighbourhood Policing Panel has identified the closure of the pathway/alleyway as a priority within the NPP Action Plan (include letter of support from local CBM/PCSO detailing the date of NPP meeting when issue discussed and support was expressed)	Essential
c) Anecdotal information e.g. A summary of residents experience of crime and anti-social behaviour problems relating to the footpath/alleyway and surrounding area	Optional
Evidence of Support	Status
6.2 Resident Support for Proposal Evidence of support from residents directly affected by the proposed footpath closure e.g. Letter of support or petition with signatures	Essential

and addresses of supportive residents	
6.3 Other Supportive information (please detail) e.g. letters of support from local Elected Member, local business etc.	Optional

7. Describe what steps have already been taken, and by whom, to try to resolve the problems before considering applying for a gating order

8. What do you hope will be achieved by the proposed gating scheme?

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9. FINANCE

9		Select	Estimated Costs
a	Administrative costs for advertising/ consulting @ £2000	√	£2000
b	Design work, to ensure the specific requirements of the location are correctly interpreted into the gate (s) design @ £1000	√	£1000
c	Legal fees to enter agreement with applicant @ £160	√	£160
d	Manufacture and installation of Gates <i>(Select from options below and mark with tick)</i>		
	(i) Simple single width (one ended alleyway) @ £1000		
	(ii) Simple single width (two ended alleyway) @ £2000		
	(iii) Double width gates (one ended alleyway) @ £2000		
	(iv) Double width gates (two ended alleyway) @ £4000		
	*Total of 9 d		
e	Procurement and Inspection of installation @ £500	√	£500

f	* Maintenance and potential removal (figure here should be the same as at total of 9d		
Estimated Total Costs			

10 Please provide full details (including contact details) of how this funding will be sourced and attach a letter of support from the responsible funding body showing their support and financial commitment for the full amount of the proposed gating scheme.

11. MONITORING AND EVALUATION

The Council’s Gating Policy requires every scheme to be reviewed annually. It is the responsibility of the applicant to provide information to the Council for this review. This information should include:

- a) Police statistics on the incidence of crime and anti-social behaviour in the area affected by the Gating Order**
- b) A statement from the Neighbourhood Policing Panel expressing their view on the impact**
- c) Resident comments and views of the impact of the Gating Order.**

Please provide details of who will be responsible for providing this information to the Council’s Gating Panel

12. CHECKLIST OF ATTACHMENTS AND SUPPORTING DOCUMENTS

A	Essential requirements to be attached to this application	ATTACHED √
1	Map of area proposed for gating clearly identifying suggested location of gates	
2	Police data indicating the level of crime and anti-social behaviour relating to the footpath and surrounding area for at least a period of 6 months prior to this gating order application	
3	Letter of support from local CBM/PCSO detailing the date of NPP meeting when issue discussed and support was expressed	
4	Letter of support or petition with signatures and addresses of supportive residents	
5	Letter of support from the responsible funding body showing their support and financial commitment for the full estimated amount of the proposed gating scheme as identified at section 9 in the application.	
B	Optional additional information in support of this application. Please list:	

Signed:

Date:

GUIDANCE NOTES FOR WREXHAM COUNTY BOROUGH COUNCIL GATING ORDER APPLICATION FORM

These guidance notes will hopefully assist you in completing the application form and make it clear what accompanying information is required to ensure your application is successfully verified and passes onto the Gating Panel for consideration.

Section

a. EXACT LOCATION OF AREA PROPOSED FOR GATING ORDER

In the box provided you should describe the location of the proposed gating as detailed as possible, including the relevant postcodes.

Example of this might be

Alleyway between 10 and 12 Chester Street , Anytown SN13 5LL

Or:

Pathway between rear of 19 -29 High Street and rear of 52 - 62 Pandy Lane, Anytown SN15 5YT

As well as the description on the form you need to attach an appropriately scaled map e.g. ordnance survey map no more than 1:1000 scale. If you have difficulty sourcing this then one could be provided to you by Development Control, Transport and Asset Management Services (TAMS) , Crown Buildings, Chester Street, Wrexham. Telephone 01978 297158.

It is important that you clearly mark on the map your suggested location for the gates.

b. CURRENT STATUS OF ROUTE

Gating Orders can **only** be considered if the route to be gated is part of the **public highway**. This can be recorded in one of two ways and occasionally both.

- i. It may be included on the council's "List of Streets" and this can be checked by phoning Highways Planning department on 01978 297158.
- ii. Or, the route may be recorded as a Public Path (Footpath, Bridleway, Byway etc), and you can check this by phoning Public Rights of Way on 01978 292057. Both of these sections of the council are located at Crown Buildings, Chester Street, Wrexham.

If the route is not part of the public highway then the application will not be accepted.

c. CONTACT DETAILS FOR SCHEME APPLICATION

Please provide the contact details of two people who are directly involved with the application and can be easily contacted. This is to assist communications if there is a need to clarify information or request more details. The primary contact should be the person who is signing the application at section 12. You are also asked to describe the relationship these persons have to the application e.g: Local resident/ business / Elected Member / Officer of voluntary or public sector organisation.

4. PLEASE SUMMARISE THE LOCAL CRIME AND/OR ANTI-SOCIAL BEHAVIOUR PROBLEM THAT HAS PROMPTED THIS APPLICATION?

It would be useful if you could briefly describe: what type of problem behaviour has been occurring; by who (not individual details but gender, typical age-range and numbers; for how long has this been happening; the frequency e.g. are there specific times of day, days of the week, times of the year that are particularly problematic?

5. NUMBER OF PROPERTIES AFFECTED

This question relates to those properties directly affected by the proposed gating and not the broader neighbourhood. If the proposed gating was closing access to the rear of two terraced houses then you would put 2 here. However, if the proposed gating was closing a pathway between the rear of two rows of five houses then you would put 10 properties.

6. EVIDENCE TO SUPPORT THIS APPLICATION

Information

Details are already provided in the table as to how to fill this in, the main purpose of this section is to provide information to satisfy that :

- The existence of the highway is facilitating the persistent commission of criminal offences or anti-social behaviour.
- The existence of the highway is facilitating the persistent commission of criminal offences or anti-social behaviour.
- It is in all circumstances expedient to make the order for the purposes of reducing crime or anti-social behaviour.

6.1a) & b) Police statistics and information about your local Neighbourhood Policing Panel (NPP) are available from your local Community Beat Manager or Police and Community Support Officer. For this application to be accepted, you must attach the requested police data and evidence that a meeting of your local NPP has identified and prioritised to resolve the problems in the specific area of the proposed gating.

At 6.1c) you may wish to add additional information to highlight resident's experience.

Evidence of Support

6.2 At a minimum your evidence of support should reflect your answer to section 5 in terms of properties directly affected. So if only 2 properties are affected it would be acceptable to submit a letter of support signed (and providing their address) by the two tenants or homeowners. If you have indicated at 5 that the proposed gating scheme directly affects more households, it may be more appropriate for you to compose a petition that each tenant/homeowner could sign (and provide their address) to show their support for the scheme.

6.3 Self explanatory.

7 Describe what steps have already been taken, and by whom, to try to resolve the problems before considering applying for a gating order.

Gating orders are not meant to be the first option to consider when tackling problems of crime and anti-social behaviour. This section is an opportunity to describe what actions have already been tried to resolve the problem before making this application. Examples of this might be increased police patrols, youth

provision, improving street lighting etc. and anti-social behaviour should have been tried.

8. What do you hope will be achieved by the proposed gating scheme?

The Council will review all the Gating Schemes on an annual basis, in order for that to happen it is important that there is clear understanding of what the expectations are of each scheme, and how this could be measured. It would be useful if you could provide information on what success of the scheme would look like? Examples of this could include: reduction in incidents of anti-social behaviour; reduction in noise, litter, graffiti; improved quality of life for residents; reduction in the fear of crime for local residents etc.

9 FINANCE

Before applying for a Gating Order you must have secured and be able to evidence financial commitment to cover total estimated costs. To assist you in identifying what these costs will be, we have provided estimated costs. These are only estimates but it is on these figures that you application must be based and for which you must show evidence of financial commitment.

- Some of the costs including consultation; design; legal fees and inspection (detailed a, b, c and e), will be a feature of all schemes and estimated costs are provided. The cost of a successful scheme without the cost of the manufacture and installation of the gates and maintenance liability will amount to £3,660.
- Once an application has been verified for completeness of all essential information it will be passed onto a meeting of the Gating Panel.
- It is envisaged that the Gating Panel will hold meetings on a monthly basis (dates to be posted on the Council website). Applications will need to be received for verification 15 working days before the date of the Gating meeting.
- If the Gating Panel agree to progress the application to the next stage, the proposed gating scheme will be put out for public consultation. This will incur a charge to the applicant of £2000 (9a). This charge is payable whatever the outcome of the consultation. The charge is not refundable if as a result of negative responses to the public consultation the application does not progress further.
- At 9d) estimated costs for the manufacture and installation of four options of gates are provided at (d (i) – (iv)). You should consider which option(s) is most likely to be required for your scheme and mark with a tick in the 'Select' column.
- The total cost of your selection from 9d should be copied into the Estimated Costs column.
- The costs to cover future maintenance liability is based on a sum equal to the costs of the gates so the total you have entered at 9d should also be entered at 'd' for maintenance.
- Adding 9 a – f together will provide you with the Estimated Total Costs.

- 10. Please provide full details (including contact details) of how this funding will be sourced and attach a letter of support from the responsible funding body showing their support and financial commitment for the full amount of the proposed gating scheme.**

Details of how the funding will be sourced and the accompanying letter providing evidence of financial commitment should be based on the Estimated Total Cost entered at 9.

11. MONITORING AND EVALUATION

Self Explanatory

12. CHECKLIST OF ATTACHMENTS AND SUPPORTING DOCUMENTS

This is a final check to ensure all the information requested is provided with the application form. Information featured under A 1 – 5 must be included with this completed application for it to be progressed. If you wish to provide additional information in support of your application this is optional but to ensure that all your information is considered please summarise what additional information has been attached and list under Section B