

Charges for Highway Records information

(valid 1 April 2025 - 31 March 2026)

1. General highway information

If you require information about the general boundaries extent of highway, or other highway related information (such as public rights of way, proposed traffic schemes & traffic regulation order information, etc.), our fees are:

	Fee (ex-vat)	VAT @20%	Total incl-VAT
One highway question (but <u>not</u> including highway boundary info)	£35.90	£7.18	£43.08
Plus: charge for each additional highway question	£14.80	£2.96	£17.76
General boundaries extent of highway information (for up to 100m of highway length)	£48.50	£9.70	£58.20
Plus: charge per each additional 100m length	£14.80	£2.96	£17.76
Plus: charge per each additional 100m length for Utility Companies (if you confirm you are working for, or on behalf of, a Utility Company)	£7.40	£1.48	£8.88
Plus: charge for each additional highway question	£14.80	£2.96	£17.76

NB: If you request multiple questions, the total paid (incl. VAT) may differ slightly to the individual totals published above, due to the effects of rounding.

NB: Any Council supplied plan is covered by Ordnance Survey copyright, whereby unauthorised reproduction may lead to prosecution or civil proceedings.

In order to respond to your query, we will require:

1. A written/mailed/online form request, including the full address to be searched. Online submission and payment can be made at www.gloucestershire.gov.uk/highwayrecords.
2. A clear plan showing the boundaries of the property to be searched and, if applicable, the area for which extent of highway information is required.
3. Payment of the appropriate fee. (Online payment is preferable; we can also accept cheques. Payment by invoice (for companies) may be available on request. We cannot take payment by phone).

Please also note:

- If you require confirmation of the fee for a particular search location/questions, please let us know.
- A full VAT receipt is available on request.

2. 'Con29 Enquiries of a Local Authority' (highways & county planning only)

If you require the answers to any of the Con29 Highways or County Planning questions, you can apply direct to us for a formal response. Please visit www.gloucestershire.gov.uk/con29 for details of our Con29 charges, and methods of submission and payment.

3. Stopping-up/downgrading/diversion of highway under S116/117 Highways Act 1980

- £100.00, to carry out pre-application consultations within the County Council to determine Officer views on the highway implications of any proposed stopping-up, downgrading or diversion of public highway, and so whether GCC would be willing to accept an application and take it forward to Magistrates' Court.
- £500.00, payable before work on any submitted application is commenced.
- £1,000.00, payable after the initial consultations but before GCC apply to the Magistrates' Court for a Hearing date.
- The applicant will additionally have to undertake to pay the balance of all associated Gloucestershire County Council costs - the total payable can be in the region of £2,500-£3,000; higher, if the application receives objections. (VAT is not payable on this process.)
- Please note the amount payable to the County Council does not include any costs associated with 'change of use' planning consent, land purchase and/or registration, or the moving (if required) of any Utility apparatus

Please email highwayrecords@gloucestershire.gov.uk if you wish to discuss a s116/117 application. We do not have a duty to accept applications under Section 117. Any permitted applications will be queued in accordance with their relative benefit to the public and processed in turn. Payment of the initial £500.00 will not be required until work commences. Balance of payment will be required after the initial hearing at Magistrates Court (whether successful or not), or at any other termination of the process.