

# SCHEDULE 1

Regulation 2(2)(a)

## Application Form

### Form CA16

#### **Application Form for deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006**

#### **Please read the following guidance carefully before completing this form**

1. *Guidance relating to completion of this form is available from <https://www.gov.uk/town-and-village-greens-how-to-register>. Please refer to these separate notes when completing this form.*
2. *Parts A and F must be completed in all cases.*
3. *The form must be signed and dated by, or by a duly authorised representative of, every owner of land to which the application relates who is an individual, and by the secretary or some other duly authorised officer of every owner of land to which the application relates which is a body corporate or an unincorporated association.*
4. *In the case of land in joint ownership all the joint owners must complete paragraphs 2 and 3 of Part A and complete and sign the application in Part F, unless a duly authorised representative completes and signs the form on behalf of all of the owners of the land. Paragraph 3 should be completed in full to clearly explain the capacity of each applicant e.g. trustee, landowner's managing agent, executor.*
5. *'Owner' is defined in section 61(3) of the Commons Act 2006 and section 31(7) of the Highways Act 1980 and means, broadly, a legal owner of the freehold interest in the land.*
6. *Where the application relates to more than one parcel of land, a description of each parcel should be included in Paragraph 4 of Part A and the remainder of the form should be completed to clearly identify which statement and/or declaration relates to which parcel of land. This may require the insertion of additional wording. See separate notes for further guidance. Multiple parcels of land should be clearly identified by coloured edging on any accompanying map.*
7. *Where a statement or declaration requires reference to colouring shown on an accompanying map or previously lodged map, the colouring must be clearly specified and must match that shown on the relevant map. For example, if a footpath is specified in a Part C declaration as shown coloured brown, the accompanying map or previously deposited map referred to must reflect that colouring.*
8. *An application must be accompanied by an ordnance map, or (in respect of declarations under Part C or statements under Part D of this form) refer to a map previously deposited in accordance with the Commons (Registration of Town or Village Greens) and Dedicated Highways (Landowner Statements and Declaration) (England) Regulations 2013 or (if deposited before 1st October 2013) in accordance with section 31(6) of the Highways Act 1980. Any accompanying map must be an ordnance map at a scale of not less than 1:10,560 showing the boundary of the land to which the application relates in coloured edging.*
9. *An application must be accompanied by the requisite fee – please ask the appropriate authority for details.*

10. 'Appropriate authority' means (a) in relation to a map or statement deposited or declaration lodged under section 31(6) of that Act, an appropriate council (as defined in section 31(7) of the Highways Act 1980); and (b) in relation to a statement and map deposited under section 15A(1) of the 2006 Act, a commons registration authority (defined in section 4 of the Commons Act 2006 and section 2 of the Commons Registration Act 1965). In practice, the appropriate council and commons registration authority will usually be the same body.

**PART A: Information relating to the applicant and land to which the application relates  
(all applicants must complete this Part)**

1. Name of appropriate authority to which the application is addressed: Surrey County Council

2. Name and full address (including postcode) of applicant:

Trevor David Humphreys, Director of Estates and Buildings, University of Surrey of Stag Hill,  
Guildford, Surrey GU2 5XH

3. Status of applicant

I am making this application and the statements/declarations it contains on behalf of The University of Surrey of Stag Hill, Guildford, Surrey GU2 5XH which is the owner of the land(s) described in paragraph 4 and in my capacity as Director of Estates and Buildings to The University of Surrey

4. Insert description of the land(s) to which the application relates (including full address and postcode):

4.1 The University of Surrey Campus, Stag Hill, Guildford ("the University Campus") all of which is shown outlined in red on the attached plan numbered SK1456-03 ("Map 1")

4.2 Manor Farm, Guildford (now known as Manor Park and the Surrey Research Park) ("the Manor Farm Land") all of which is shown outlined in red on the attached plan numbered SK1456-05 Rev D ("Map 2").

5. Ordnance Survey six-figure grid reference(s) of a point within the area of land(s) to which the application relates (if known):

The University Campus – the centre of the University Campus is at approximately SU985 503.  
The Manor Farm Land - the Sports Park Building on Manor Park is at SU973 493.

6. This deposit comprises the following statement(s) and/or declarations  
Part C and D

**PART C: Declaration under section 31(6) of the Highways Act 1980**

- 1 The University of Surrey is the owner of:-
  - 1.1 the University Campus described in paragraph 4.1 of Part A of this form and shown outlined in red on Map 1 accompanying this declaration.
  - 1.2 the Manor Farm Land described in paragraph 4.2 of Part A of this form and shown outlined in red on Map 2 accompanying this declaration.
- 2.1 On the 21st April 1972 The University of Surrey deposited with Surrey County Council, being the appropriate council, a statement that no ways had been dedicated as highways over the University of Surrey's property being the University Campus described in paragraph 4.1 of Part A of this form and shown outlined in red on Map 1 accompanying that statement
- 2.2 On the 7th day of February 2001 The University of Surrey deposited with Surrey County Council, being the appropriate council, a declaration that no ways had been dedicated as highways over the University of Surrey's property being the University Campus described in paragraph 4.1 of Part A of this form and shown outlined in red on the Map 1 accompanying this declaration.
- 2.3 On the 27th day of February 2003 The University of Surrey deposited with Surrey County Council, being the appropriate council, a statement accompanied by a map showing The University of Surrey's property being the Manor Farm Land described in paragraph 4.2 of Part A of this form and shown outlined in red on Map 2 accompanying this declaration, which admitted the existence of Right of Way 13 (footpath) over the Manor Farm Land
3. On the 22nd day of February 2008 The University of Surrey deposited with Surrey County Council, being the appropriate council, a declaration by Dermot Caleb dated 18 February 2008 stating (inter alia) that no additional ways on the University Campus had been dedicated since the deposit of the statement referred to in paragraph 2.2 above, but admitting the existence of Right of Way 13 (footpath) over the Manor Farm Land.
4. On the 10th day of June 2015 The University of Surrey deposited with Surrey County Council, being the appropriate council, an application in form CA16 by Dermot Caleb dated 26 May 2015.
- 5.1 No ways have been dedicated over the University Campus referenced in paragraph 1.1 above and at the present time the University of Surrey has no intention of dedicating any public rights of way over the property University Campus.
- 5.2 No additional ways have been dedicated over the Manor Farm Land referenced in paragraph 1.2 above since the statement referred to in paragraph 4 above other than those bridleways and footpaths marked in the appropriate colour on the map accompanying this declaration and at the present time the University of Surrey has no intention of dedicating any more public rights of way over the Manor Farm Land.

**PART D: Statement under section 15A(1) of the Commons Act 2006**

The University of Surrey is the owner of the land described in paragraph 4 of Part A of this form and shown outlined in red on the maps accompanying this statement

The University of Surrey wishes to bring to an end any period during which persons may have indulged as of right in lawful sports and pastimes on the whole or any part of the land shown outlined in red on the accompanying map.


**PART E: Additional information relevant to the application**  
*(insert any additional information relevant to the application)*

- 1.1 This application has been lodged by me following the deposit (on 10 June 2015) of the application dated 26 May 2015, and in response to a request from Surrey County Council that the plan attached to that application be amended to remove reference to the permissive ways over the Manor Farm Land, and to improve the colour and notation used to indicate the footpaths on the Manor Farm Land.
- 1.2 Other than the routes more particularly described in the Definitive Statement of the definitive routes maintained by Surrey County Council under the National Parks and Access to the Countryside Act 1949 (Part IV), Countryside Act 1968 and Wildlife and Countryside Act 1981 (Part III) as at the date of this statement, the use of the ways on the Manor Farm Land is only by consent of the University and not by right.
- 1.3 The University has not given permission to members of the public to ride over any of the ways on the Manor Farm Land on horseback.
- 2.1 The use of the ways on the University Campus is only by consent of the University and not by right.
- 2.2 The University has not given permission to members of the public to ride over any of the ways on the University Campus on horseback.

**PART F: Statement of Truth**  
*(all applicants must complete this Part)*

**WARNING: If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.**

**I BELIEVE THAT THE FACTS AND MATTERS CONTAINED IN THIS FORM ARE TRUE**

Signature (of the person making the statement of truth) 

Print full name: **TREVOR DAVID HUMPHREYS**

Date: **4. 10. 16 .**

**You should keep a copy of the completed form**

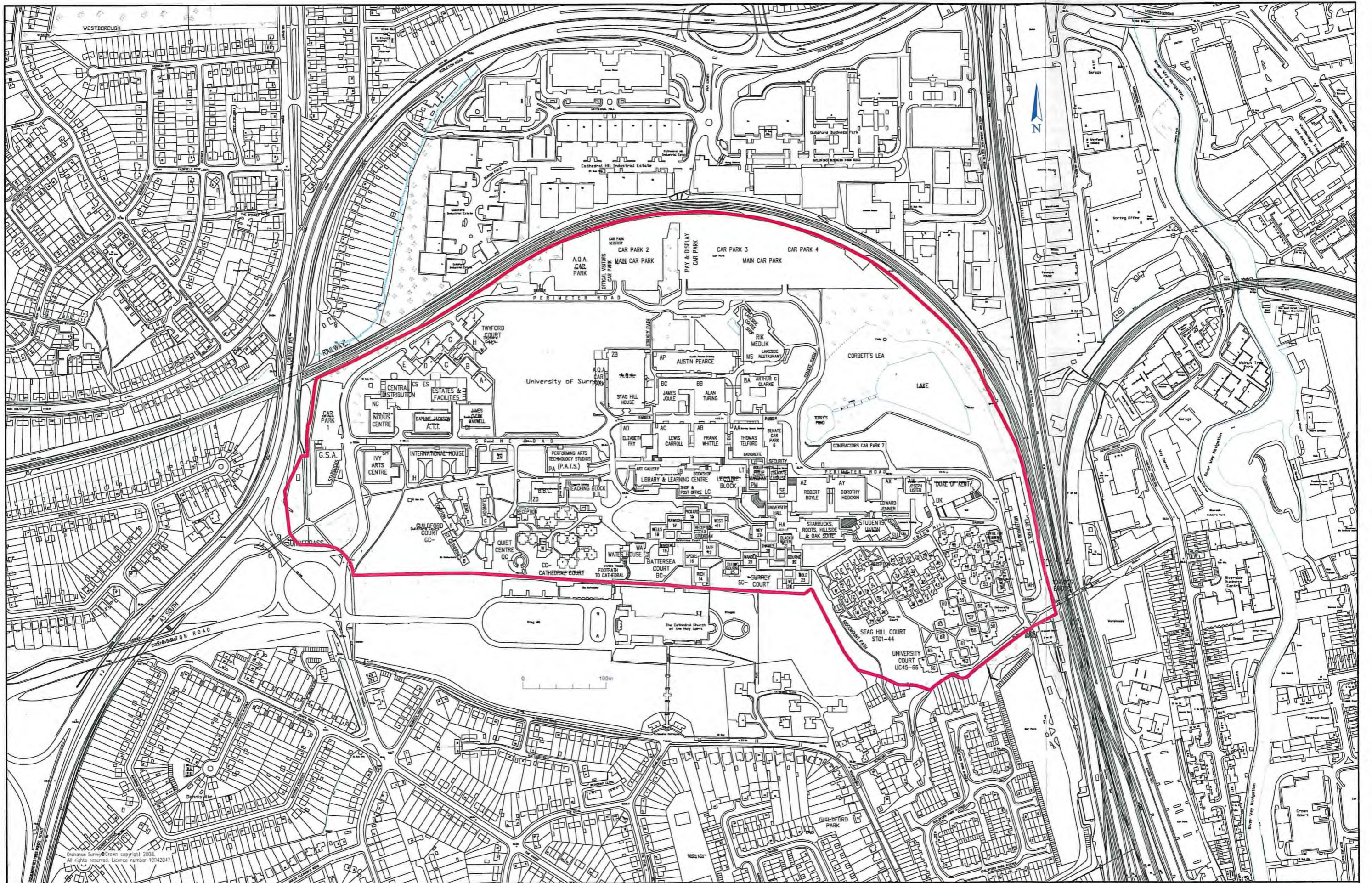
### **Data Protection Act 1998 - Fair Processing Notice**

The purpose of this Fair Processing Notice is to inform you of the use that will be made of your personal data, as required by the Data Protection Act 1998.

The appropriate authority (see explanation of definition in above guidance notes) in England is the data controller in respect of any personal data that you provide when you complete this form.

The information that you provide will be used by the appropriate authority in its duties to process applications to deposit statements, maps and declarations under section 31(6) the Highways Act 1980 and statements under section 15A(1) of the Commons Act 2006. The information you provide will also be used by the appropriate authority in its duty to update the registers in which details of such deposits are recorded under the Dedicated Highways (Registers under Section 31A of the Highways Act 1980) (England) Regulations 2007 and the Commons (Registration of Town or Village Greens) and Dedicated Highways (Landowner Statements and Declarations) (England) Regulations 2013.

The appropriate authority is required by the legislation above to maintain a register which holds information provided in this form, which can be inspected online or in person by members of the public on request. It may also be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, the appropriate authority will not permit any unwarranted breach of confidentiality nor will they act in contravention of their obligations under the Data Protection Act 1998.



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DO NOT SCALE FROM THIS DRAWING  
 ALL DIMENSIONS TO BE CHECKED ON SITE  
 ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE STATED  
 ROOM AREAS IN BLUE ARE NOMINAL AREAS  
 ROOM AREAS IN SPAN ARE INTERNAL FLOOR AREAS

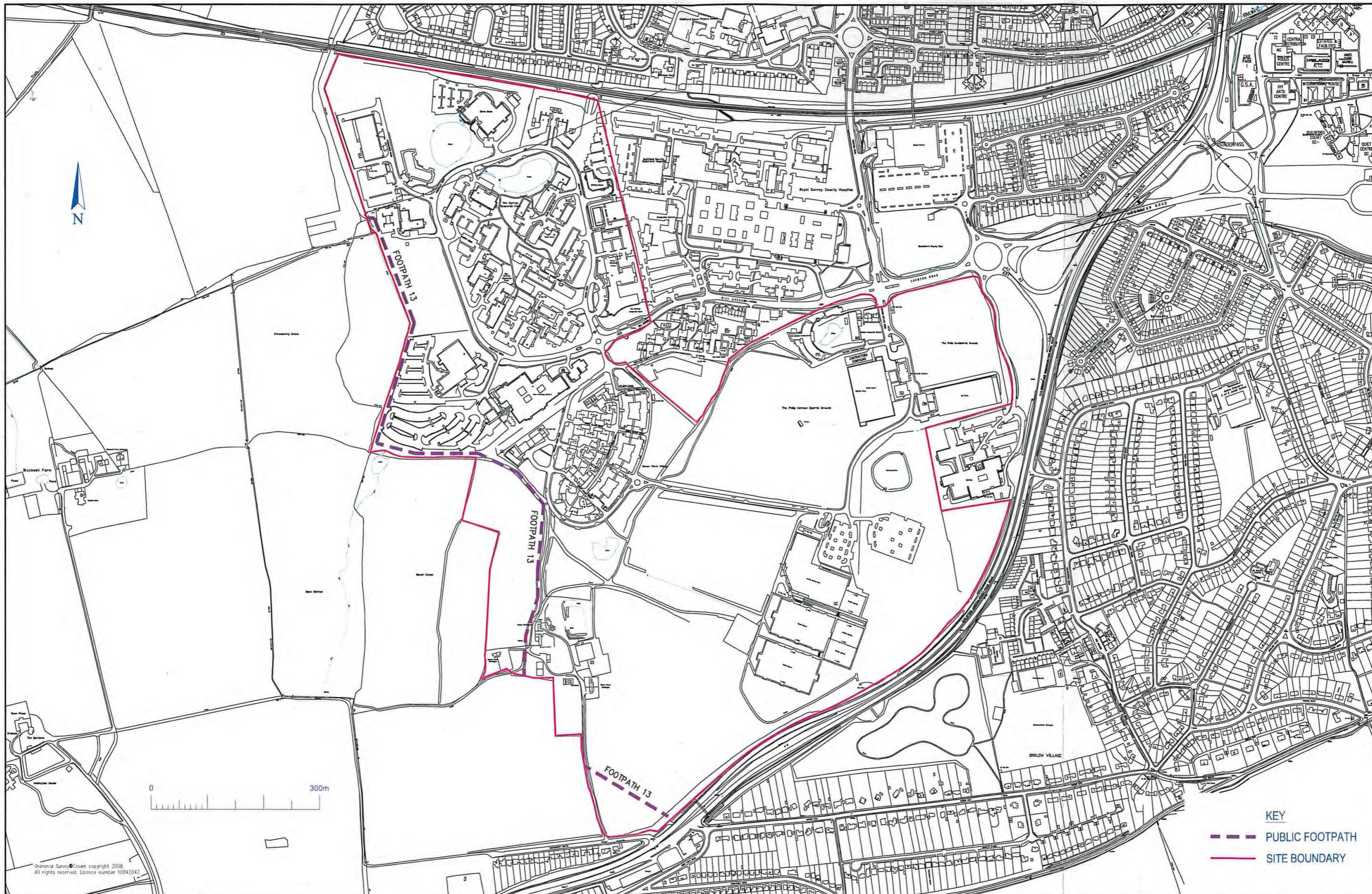
| REV | AMENDMENT | BY | CHK | DATE |
|-----|-----------|----|-----|------|
|     |           |    |     |      |

### STAG HILL CAMPUS, GUILDFORD SITE PLAN



Estates & Facilities Management,  
 Guildford, Surrey, GU2 7XH  
 Tel +44(0)1483 689230  
 Fax +44(0)1483 689513  
 www.surrey.ac.uk

| DRAWN          | CHECKED | PROJECT OFFICER | DATE      | SCALE  | DRG SIZE |
|----------------|---------|-----------------|-----------|--------|----------|
| MB             | -       | MP              | 13/05/15  | 1:4000 | A3       |
| DRAWING NUMBER |         |                 | SK1456-03 |        |          |
| REVISION       |         |                 |           |        | -        |



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**KEY**  
 - - - - - PUBLIC FOOTPATH  
 ——— SITE BOUNDARY

DO NOT SCALE FROM THIS DRAWING  
 ALL DIMENSIONS TO BE CHECKED ON SITE  
 ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE STATED  
 ROOM AREAS IN BLUE ARE NOMINAL AREAS  
 ROOM AREAS IN CHAN ARE INTERNAL FLOOR AREAS

| REV | AMENDMENT | BY | CHK | DATE |
|-----|-----------|----|-----|------|
|     |           |    |     |      |

**MANOR PARK / RESEARCH PARK, GUILDFORD**  
**PUBLIC RIGHTS OF WAY**  
**LOCATION SITE PLAN**



Estates & Facilities Management,  
 Guildford, Surrey, GU2 7XH  
 Tel +44(0)1483 689230  
 Fax +44(0)1483 689513  
 www.surrey.ac.uk

| DRAWN          | CHECKED | PROJECT OFFICER | DATE     | SCALE  | DRG SIZE |
|----------------|---------|-----------------|----------|--------|----------|
| MB             | -       | MP              | 03/09/15 | 1:6000 | A3       |
| DRAWING NUMBER |         |                 |          |        | REVISION |
| SK1456-05      |         |                 |          |        | D        |