

## Carroll Julia

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**From:** Stringer James  
**Sent:** 14 November 2018 08:45  
**To:** Carroll Julia  
**Cc:** Macmillan John  
**Subject:** RE: Section 31(6) deposit - Shire Hall

Thanks Julia,

The updated CA16 form is all fine.

Once I have received confirmation that the payment has been made, I can record the deposit accordingly.

I would be grateful if you could let me know once the payment has been made.

Kind Regards,

James Stringer

**Asset Information Definitive Map Officer**

Asset Information, Box No. STA2101, Cambridgeshire County Council, Stanton Way Depot, Huntingdon,  
PE29 6PY

Direct Dial: [REDACTED] / Contact Centre: 0345 045 5212



Highways Service – Asset Information Definitive Map Team: Data Protection Privacy Notice

We collect and use information about you - such as your name, address, email address, telephone number, and payment details - so that we can provide you with our services acting in our capacity as the Highway Authority and Commons Registration Authority under the Commons Registration Act 1965, Highways Act 1980, Wildlife & Countryside Act 1981, Town & Country Planning Act 1990, Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Commons Act 2006.

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**From:** Carroll Julia  
**Sent:** 13 November 2018 17:50  
**To:** Stringer James <[James.Stringer@cambridgeshire.gov.uk](mailto:James.Stringer@cambridgeshire.gov.uk)>  
**Cc:** Macmillan John <[John.Macmillan@cambridgeshire.gov.uk](mailto:John.Macmillan@cambridgeshire.gov.uk)>  
**Subject:** RE: Section 31(6) deposit - Shire Hall

Dear James

Please find attached amended CA16 form, I hope this is now correct but please do let me otherwise. Hard copy is in the post to you.

With regards to the £250 payment our colleague [REDACTED] is arranging for this this to be made.  
Any queries please let me know.

Kind regards  
Julia

Julia Carroll  
Strategic Assets - Urban  
Cambridgeshire County Council  
T: [REDACTED]  
E: [Julia.carroll@cambridgeshire.gov.uk](mailto:Julia.carroll@cambridgeshire.gov.uk)  
A: Cambridgeshire County Council, OCT1228, Shire Hall, Cambridge, CB3 0AP

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**From:** Macmillan John  
**Sent:** 13 November 2018 12:16  
**To:** Carroll Julia <[Julia.Carroll@cambridgeshire.gov.uk](mailto:Julia.Carroll@cambridgeshire.gov.uk)>  
**Subject:** FW: Section 31(6) deposit - Shire Hall

John Macmillan  
Group Asset Manager

Cambridgeshire County Council  
T: 01223 699092  
M: [REDACTED]  
E: [john.macmillan@cambridgeshire.gov.uk](mailto:john.macmillan@cambridgeshire.gov.uk)

A: Cambridgeshire County Council, OCT1228, Shire Hall, Cambridge, CB3 0AP



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**From:** Stringer James  
**Sent:** 13 November 2018 11:59  
**To:** Macmillan John <[John.Macmillan@cambridgeshire.gov.uk](mailto:John.Macmillan@cambridgeshire.gov.uk)>  
**Subject:** Section 31(6) deposit - Shire Hall

Hi John,

Thank you for completing the CA16 form for the deposit of a map and statement under Section 31(6) of the Highways Act 1980 and Section 15A(1) of the Commons Act 2006.

Unfortunately, the CA16 form has not been correctly filled out and I am therefore unable to accept it as a duly made deposit at this time.

Firstly, Parts B and C on the CA16 form cannot be submitted at the same time. Part B is the deposit of a statement and map, whilst Part C is a declaration of the previously deposited statement and map. DEFRA guidance of the completion of a CA16 form states:

*"You cannot simultaneously deposit a highways statement and lodge a highways declaration in relation to the same land. In order for a declaration to be effective as evidence against presumed dedication, the lodging of the declaration must take place after the deposit of a statement, no more 20 years later."*

I would be grateful if you could therefore amend the CA16 form to remove any text from Part C of the form. When the deposit has been accepted, then you may lodge a declaration (Part C) at a later date, but within 20 years.

Secondly, for a deposit to be considered duly made, an appropriate fee is payable to the Highways Service. As you intend to deposit a map and statement for both the Highways Act and Commons Act, we must erect site notices at Shire Hall. This is because the regulations require site notices for deposits under the Commons Act. The fee in this case would therefore be £250. A full list of our schedule of fees are available on our website at <https://www.cambridgeshire.gov.uk/business/highway-searches/>.

There are two ways in which this can be paid. Firstly, you can make a debit or credit card payment online using the brown 'Pre-Agreed Payment to Asset Information' option at <https://www.cambridgeshire.gov.uk/business/highway-searches/>. Please note that this service is not subject to VAT.

Alternatively, you could arrange for the fee to be transferred to our budget. [REDACTED]

[REDACTED] I would note that we would be unable to accept the form as duly made until the fee has been received, as per the regulations, and so if one option will be inherently quicker than the other, I would advise on the quicker one.

I will keep hold of the CA16 form and map you have submitted. The map is perfectly fine so there is no need to resubmit that.

If you have any questions, please do not hesitate to contact me.

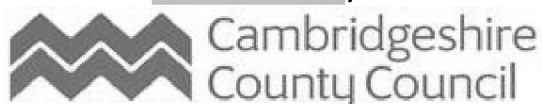
Kind Regards,

James Stringer

**Asset Information Definitive Map Officer**

Asset Information, Box No. STA2101, Cambridgeshire County Council, Stanton Way Depot, Huntingdon, PE29 6PY

Direct Dial: [REDACTED] / Contact Centre: 0345 045 5212



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