

HIGHWAY RECORD ENQUIRIES

FEES FROM 01 APRIL 2025. ALL FEES SHOWN BELOW ARE NOT SUBJECT TO VAT

HOW THE FEES ARE CALCULATED

The fee for any given enquiry will depend on two elements:

- The length of adopted highway highlighted in the enquiry area
- The categories of information requested.

This is because the work involved for some categories of information is proportional to the length of the adopted highway network requested.

Upon receipt of an enquiry, we will assess the length of the adopted highway network within the search area and provide a quote based on which band the enquiry falls into. Each band increases in 200 metre intervals.

HOW TO MAKE AN ENQUIRY

It is essential that a quote is requested prior to making a payment. Your request should include:

- a written description of the enquiry location
(*E.g. Land on the north side of County Hall, Glenfield, LE3 8RA*)
- a plan which clearly identifies the area of enquiry and the length of the network that you require researching
(*E.g. Land Registry Official Title Plan or Development Location Plan*)
- Written confirmation of your specific enquiries
(*E.g. highway extents, traffic schemes, building and improvement lines*)

We aim to provide a quote within 2 working days of receiving your request. The quote will include the following information:

- confirmation of the fee categories that you have requested
- a reference number plus details on how to make payment
- details about our turnaround time and how we respond to enquiries

BASE FEE

Fee: £26.95

All enquiries will be subject to the Base Fee. This is to cover the costs of administration and production, irrespective of the level of detail requested.

HIGHWAY EXTENT, RIGHTS OF WAY & LAND (AFFECTING AND ADJACENT TO SEARCH AREA)

Fee: £53.90 per 200m of adopted highway network requested/affected

We will provide a plan showing the Council's opinion of the publicly maintainable highway extents based on available supporting information at the time of investigation. This plan will also include:

- The general boundaries of prospectively maintainable (future) highways, including details of any adoption agreements made under Section 38/278 of the Highways Act 1980.
- The approximate routes of any public rights of way which are recorded on the Definitive Map.
- Confirmation (if requested) as to whether any part of the property is public highway, intended to become public highway or falls within the Council's ownership.
- Other features of particular importance (e.g. registered common land, town/village greens), highway stopping up, downgrading or diversion proposals).

Note: We are only able to advise on highway boundaries based on the Council's records and are unable to provide an opinion as to whether the property appears to directly abut onto a public highway.

HIGHWAY & TRAFFIC SCHEMES (AREA REQUESTED PLUS 200M)

Fee: £21.56

We can provide information about any proposals or safeguarding that we are aware of within a distance of 200 metres of the boundary of the search area. This covers measures such as, but not limited to:

- County Council or National Highways proposals for new roads or alterations to existing roads
- Moving, waiting or loading restrictions (proposed traffic regulation orders)
- Traffic calming works
- Pedestrian crossings
- Cycle tracks
- Residents parking controls

Note: The results will include any highway schemes within that area plus any within an additional 200 metre buffer area.

EXISTING TRAFFIC REGULATION ORDERS

Fee: £7.53 per 200m of adopted highway network requested/affected

We can provide information about any existing traffic regulation orders (TROs) affecting or adjacent to the property. This covers orders such as, but not limited to:

- Moving restrictions
- Waiting and loading restrictions
- Weight restrictions

Note: This category only covers TROs that are in force and visible on the ground. Proposed TROs are included within the Highway & Traffic Schemes category.

SAFEGUARDING LINES (AFFECTING PROPERTY)

Fee: £7.53

Building and improvement lines are safeguards laid down under statute to protect a width on one or both sides of the existing highway to facilitate future highway improvements.

If present, we can provide a plan showing the approximate position of the safeguarding lines affecting your property/search area.

Note: If you are enquiring about safeguarding lines in follow-up to a search of the local land charges register, please email your enquiry along with a copy of your search to hre@leics.gov.uk.

STATUTORY DECLARATIONS (AFFECTING PROPERTY)

Fee: £7.53

A highways statement and map followed by a declaration made under Section 31(6) of the Highways Act 1980 is intended to show that there is or has been no intention on the part of the landowner(s) to dedicate any additional public rights of way over a piece of land.

If present, we can provide a map showing any declarations affecting your property/search area.

HIGHWAY NOTICES (AFFECTING PROPERTY)

Fee: £7.53

If present, we can provide information relating to any notices served under the Highways Act 1980 that affect your property/search area.

HIGHWAY / NEW ROADS AND STREET WORKS ACT (NRSWA) LICENCES

Fee: £7.53 per 200m of adopted highway network requested/affected

If present, we can provide information relating to any street works notices/licences within the boundary of your search area.

EXAMPLE

A 300m Highway Record Enquiry asking for extents and schemes would be charged as follows:

Base Fee = £26.95

300m Highway = £107.80 (Band 2: 201m-400m)

Schemes = £21.56

Total: £156.31 (VAT not applicable)

WHAT IS NOT INCLUDED IN A HIGHWAY RECORDS ENQUIRY?

- **Road Maintenance and Parking Issues** – If your enquiry is regarding maintenance such as potholes in roads or footpaths, you can [report a road problem](#). For any other issues, please complete our [Customer Services online contact form](#)
- **Planning Applications** – Information regarding specific planning applications should be directed to either the local planning authority (the relevant district or borough council), or if it is a highway-related matter, please contact the Highways Development Management team (hdc@leics.gov.uk)
- **Land Ownership** – In most cases, the County Council does not own highway land. If you are trying to find out if the Council maintains a section of land, please submit a basic extent of highway enquiry. All general land ownership enquiries should be directed to [HM Land Registry](#).
- **Copies of Legal Agreements and Documents** – Copies are available for documents such as agreements under Section 38 and Section 278 of the Highways Act 1980 and can only be obtained from our Legal Services department. Email copyrequestslegal@leics.gov.uk.
- **Developer Road Proposals and Road Adoption Agreements** – We can provide information about developer road proposals and road adoption agreements that we are aware of, which are relevant to the property in the enquiry. However, any specific information regarding the progress of a particular development should be directed to our Development Approvals team (road.adoptions@leics.gov.uk).

CONTACT US

To request a quote or if you have any queries, please contact the Highway Record Enquiries team on:

- **Email:** hre@leics.gov.uk
- **Phone:** 0116 305 7189
- **Post:**
Highway Record Enquiries, Environment & Transport Department,
Leicestershire County Council, County Hall, Glenfield, Leicester LE3 8RJ