

Please read these notes before starting to fill in the form. Please also refer to the booklet “How to Use Restrictions”, (available on the NRW website) which explains how the restrictions provisions work, how to use them and how to appeal if, in any respect, we decide not to restrict or exclude the right of access accordance with the application.

If you are using the form to give notice of a restriction, please check that you are allowing enough time to comply with the minimum period of notice required. It is 5 working days for the 28-day and lambing options and 28 days for the grouse moor option.

We will respond in the language that you use to fill in the form.

Please return this form to us using the postal address or e-mail address at the end of this guidance.

#### What is the form for?

You can use the form to give notice of a restriction or to apply for a restriction.

#### Can you use your powers without using the form?

You do not have to use the form, but the regulations require you to give a minimum amount of information in writing. “How to Use Restrictions” explains the minimum information. **Your notice or application will not be valid until we have all the minimum information in writing.**

We will keep information about the restrictions and applications that you make and give you reference numbers for them. You will be able to quote the reference numbers to avoid repeating information when you wish to restrict the right again.

#### What are the options for restricting the right of access?

Provided they give advance notice to us, tenants and owners may have powers to restrict the right of access without permission on up to 28 days a calendar year, or to exclude people with dogs from grouse moors or from enclosures of up to 15 hectares in connection

with lambing. All people with an interest in land may also apply to their relevant authority to have the right restricted for the purposes of land management by the applicant, or avoiding danger to the public, or to prevent fire when weather conditions are exceptional. Please read “How to Use Restrictions” for the details.

### Who can use these options?

Please read “How to Use to Restrictions” to see which powers you have.

## Which sections of the form should you fill in?

### Giving notice

**28-day option:** To give notice that you are restricting the right of access using the 28-day option, you should only fill in the following sections:

- A - Contact details.
- B - Agent’s contact details – if you are acting on someone else’s behalf.
- C - Interest in the land.
- D - Site details.
- E - I am giving notice that I will restrict the right of access using the 28-day option.
- G - Dates and times.
- L - Declaration and signature at the end of the form.

**Lambing option:** To give notice that you are excluding people with dogs in connection with lambing, you should only fill in the following sections:

- A - Contact details.
- B - Agent’s contact details – if you are acting on someone else’s behalf.
- C - Interest in the land.
- D - Site details.
- F - I am giving notice that I will exclude people with dogs.
- G - Dates and times.
- L - Declaration and signature at the end of the form.

**Grouse moor option:** To give notice that you are excluding people with dogs from a grouse moor, you should only fill in the following sections:

- A - Contact details.
- B - Agent’s contact details – if you are acting on someone else’s behalf.
- C - Interest in the land.
- D - Site details.
- F - I am giving notice that I will exclude people with dogs.
- G - Dates and times.
- L - Declaration and signature at the end of the form.

## Applications

You should fill in all sections apart from sections E and F, if you are applying for us to give a direction that restricts the right of access.

A - Contact details.

B - Agent's contact details – if you are acting on someone else's behalf.

C - Interest in the land.

D - Site details.

G - Dates and times.

H - Reasons for an application.

I - How is the right of access to be restricted.

J - Conditions for a restriction.

K - Justification in support of an application to restrict or exclude the right of access.

L - Declaration and signature at the end of the form.

## Guide to Completing Each Section

### Section A – Contact details

You must give the title, first name or initials, surname, address, town and postcode for the applicant or the person giving notice.

It will also help us if you give any of the other details.

If you apply by e-mail, we will continue our correspondence with you by e-mail unless you ask us to do otherwise.

### Section B – Agent's Contact details

If you are an agent acting on behalf of an applicant or someone giving notice, you must complete Section A and Section B. In Section B you must give your title, first name or initials, surname, address, town and postcode.

It will also help us if you give any of the other details.

If you are acting as an agent on behalf of someone, we will copy all correspondence to that person unless you ask us not to. If you do not want us to copy correspondence to that person, please mark a cross ("X") in the last box of Section B.

If you apply by e-mail, we will continue our correspondence with you by e-mail unless you ask us to do otherwise.

### Section C – The applicant's interest in the land

Please tick one of the boxes, to show the type of interest you have in the land where you want the right of access to be restricted. If you have more than one interest in the land, you may tick more than one box. We will work out which type of interest is most relevant to what you want to do. Please ignore any other interests that you may have in other land.

Please note that only owner - occupiers and tenants can give us notice. If you have any other interest in the land, you need to apply, asking your relevant authority to give a direction that restricts the right.

### **Section D – Site details**

It is very important that we can record the area of land accurately.

Please mark the boundaries of the site on a map and attach the map to this form. You may request a copy of a map from your relevant authority.

In this space, please give a 6 figure Grid Reference for the middle of the site or describe the location of the site in words, note the hectarage and name of site if known. Even if you have sent a map, we may need this extra information in order to work out which part of the country the map refers to.

If the site is within a designated area or is currently undergoing legal proceedings, please also note this information in Section D.

### **Section E – Giving notice that you are restricting the right using the 28-day option**

Please tick the relevant box to tell us if you are excluding the right of access completely or are only restricting it.

If you are only restricting the right, please specify in Section J the conditions that the public must comply with while they are on the land. “How to Use Restrictions” explains the ways in which you may restrict the right.

If you are restricting the public to a route or to specified access points, please mark these on the map that you attach to the form.

We want to learn about how people are using the 28-day option and so would welcome information about why you restrict the right of access. If you are happy to do this, please give the main reason in this section.

### **Section F – Giving notice that you are excluding people with dogs in connection with lambing or on a grouse moor**

Please tick the relevant box to tell us if you are excluding people with dogs from an enclosure for lambing or from a grouse moor.

### **Section G – Dates and times**

You should fill in this section if you are giving notice or making an application.

If you are applying for the right of access to be excluded or restricted indefinitely, please tick the first box in this section.

If you are giving notice or applying for the right to be restricted during specified periods, please tick the second box in this section.

You may use this form to specify up to 16 separate periods during which you want the restrictions you have specified on this form to apply to the land that you have specified in section D.

If you want to specify more than 16 periods, please attach another form with Section D completed for the extra periods. You need not fill in the other details on the other form.

## **Giving notice**

If you are giving notice, please check “How to Use Restrictions” to see when you are entitled to restrict the right of access using the 28-day option or to exclude people with dogs. Please do not specify any dates on which you are not entitled to restrict the right of access.

## **Applications**

You may apply to have the right restricted on any day of the year.

## **Specifying exact start and finish dates**

If you know exactly when you want to start and finish restricting the right of access, please put the exact start date under “Start or Earliest date”, put the exact finish date under “Finish or Latest date” and put the number of days under “Maximum number of days on which the restriction will apply”.

## **Specifying a period within which a shorter restriction will apply**

If you do not know the exact start and finish dates, you can give the earliest and latest dates and specify the number of days on which you want the right restricted within that period. If you do this, please put the earliest date under “Start or Earliest date”, put the latest date under “Finish or Latest date” and write the number of days on which the restriction is to apply under “Maximum number of days on which the restriction will apply”.

If you use this option when giving notice, you must give us further notice of the exact date or dates before the restriction is to apply. Please check “How to Use Restrictions” to see how much notice you must give.

If you use this option to give notice using the 28-day option, the period you specify may include days on which you are not entitled to restrict the right of access. However, when you give notice of the exact dates, please remember that these must specify the exact dates on which you are entitled to restrict access

## **Times**

If you only need to restrict the right of access for part of a day, please specify the start and finish times using the 24 hour clock.

## Example of Section G

G. Dates and times (Please tick the relevant box and fill in the start and finish dates).										
<input type="checkbox"/>	I am applying for the public right of access to be excluded or restricted indefinitely								Applications only	
<input type="checkbox"/>	I am specifying the dates below.								Notices and applications	
Restriction number	Start or Earliest date				Finish or Latest Date				Maximum number of days on which the restriction will apply	
	Date			Time	Date			Time		
1	1	June	15		4	Jun	15		4	
2	1	July	15		23	July	15		5	
3	6	Sept	15		6	Sept	15		1	
4	4	Oct	15	0600	4	Oct	15	1300	1	
5										
6										
7										

## Section H – Reasons for an application

Please tick the relevant box to show the purpose of your application. You may only specify one of the reasons given on the form.

## Section I – How is the right of access to be restricted?

Please tick one of the boxes to show if the right of access is to be excluded completely or only restricted.

## Section J – Conditions for a restriction

If you are only restricting the right, please specify the conditions that the public must comply with while they are on the land. "How to Use Restrictions" explains the ways in which you may restrict the right.

If you are restricting the public to a route or to specified access points, please mark these on the map that you attach to the form.

## Section K - Justification in support of an application to restrict or exclude the right of access.

Please use this section to explain as fully as possible why it is necessary to exclude or restrict the right of access in the way you describe in sections I and J and for the purpose you give in section H.

If you wish to submit a separate paper or papers, please attach them to this form and write in this section that you have done so. It is important that all the papers stay together and we can be clear about what you have submitted in support of your case.

If you need more space to put your case than is available on the form, please put your whole case on a separate sheet. That will be clearer for all parties than having it split between the form and another piece of paper.

### **Section L - Permission to visit the site**

As a part of the application process we might need to visit the site. Please indicate Yes or No if you are agreeable with this. We will contact you in advance to arrange a suitable time and date.

### **Section M - Declaration and signature**

Please sign this to declare that the information you have given is correct. In particular, you should note that your entitlement to give notice or apply depends on the nature of the interest you have in the land on which the right of access would be restricted.

If you are an agent, please complete the section “on behalf of” with the name of the person on whose behalf you are acting.

## Contact addresses for relevant authorities and for the return of application forms

### 1.1. Natural Resources Wales

Open Access Mapping Team

Maes y Ffynnon

Penrhosgarnedd

Bangor

Gwynedd

LL57 2DW

Tel: 0300 065 3000

E-mail: [openaccessmapping@naturalresourceswales.gov.uk](mailto:openaccessmapping@naturalresourceswales.gov.uk)

### 1.2. Snowdonia National Park Authority

National Park Offices

Penrhyndeudraeth

Gwynedd

LL48 6LF

Tel: 01766 770 274

E-mail: [parc@eryri-npa.gov.uk](mailto:parc@eryri-npa.gov.uk)

### 1.3. Brecon Beacons National Park Authority

Plas y Ffynnon

Cambrian Way

Brecon

Powys

LD3 7HP

Tel: 01874 624 437



E-mail: [richard.ball@beacons-npa.gov.uk](mailto:richard.ball@beacons-npa.gov.uk)

#### **1.4. Pembrokeshire Coast National Park Authority**

Pembrokeshire Coast National Park

Llanion Park

Pembroke Dock

Pembrokeshire

SA72 6DY

Tel: 0845 345 7275

E-mail: [info@pembrokeshirecoast.org.uk](mailto:info@pembrokeshirecoast.org.uk)