

**PEMBROKESHIRE COUNTY COUNCIL  
MODIFICATION OF THE DEFINITIVE MAP AND STATEMENT  
INSTRUCTIONS TO APPLICANTS**

- 1). If claiming unregistered rights, distribute USER EVIDENCE FORMS (**Form 1**) to those who have used the route and are willing to provide information. The forms must have a map attached. If applying to delete rights, you may need to obtain written testimonies from people who can provide evidence to support your case.
  
- 2). To support the user evidence it is helpful to have some documentary evidence as well (see Background Information sheet).
  
- 3). Once you have collected the evidence submit it to County Hall with a completed application form (**Form 2**) with an attached map showing the route.
  
- 4). Determine who owns and occupies all land crossed by the route in question, and send each a copy of **Form 3** with an attached map showing the route. This is to inform them that you have made an application that affects them. If after making suitable enquiries you are unable to determine the ownership and occupancy of all or part of the route, submit a completed **Form 4** to County Hall, and we will inform you whether you may fulfil the requirement by putting up notices on site. In cases where the ownership of the land immediately adjacent to the route is known, but not the ownership along it, if the route is a public way then there is a presumption that the adjacent owners own up to the centre of the highway. Whilst it is not certain at the time of the application whether the route is public, it is nevertheless advisable to serve notice on these owners even if they do not claim to own the land along the route. However when doing this it is advisable to mention the reason in a covering letter.
  
- 5). Assuming you were able to determine the owners and occupiers and sent them copies of Form 3, or you were instructed to post notices on site and did so, complete **Form 5** and submit this to County Hall to confirm that you have done this. Please mark up a copy of the site map with the names of the owners and occupiers, showing which parts of the route are theirs, and return it with your application. This is to clarify that all the relevant land has been accounted for.

If you need more copies of any of the forms please telephone 01437 764551 and ask to speak to the Definitive Map Officer

The address for correspondence is:

Definitive Map Officer  
Development Department  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP