



OMA Checklist

DOCUMENT – the documents shown in bold are those required by legislation.	Doc. Ref.*	.☒/☐ comment
Please ensure you provide an index of all documents submitted following the numbering on this checklist as shown in the Doc. Ref column*. All document titles should include the relevant Doc. Ref. number (for example, '03. Statement of Grounds'). Use of artificial intelligence (AI) in casework evidence If you use AI to create or alter any part of your documents, information or data, you should tell us that you have done this when you provide the material to us. See the detailed guidance for further information		
Signed/sealed order in duplicate. Please note that digitally sealed orders are preferred. If they were made in hard copy, please provide in duplicate. The original document must be sent to the Inspectorate – we cannot accept photocopies or scans in their stead. (Please do not attach/staple other documents to the sealed orders.)		
Two copies of the order and associated maps (only required if submitted in hard copy)	01a&b	
OMA's submission letter. Please include, if possible, dates when your Council are not be available for a hearing or inquiry over the next 11 months. Please also let us know if you have any existing orders with us, or any due to be submitted, near the one you are submitting this will help process casework more efficiently. Although we will do our best to avoid any dates you provide to us, we are unable to give any guarantees.	02	
Statement of the grounds on which it is considered the order should be confirmed. The statement must explain why the order meets the relevant criteria. It is not sufficient to simply repeat the criteria of the section of the Act under which the order is made. If you intend to rely on your statement of grounds and do not propose to submit a statement of case in due course, please also submit a full list	03	

of the documents/evidence¹ on which your statement of grounds is based. If your Council is not supporting the order, please submit a Statement of the grounds which explains why you have taken this stance. This should include your interpretation of the evidence examined by your Council before deciding whether or not to make the Order. If you wish to do so, you may submit the Council's comprehensive statement of case with the Order. You will not then need to submit a further statement (unless subsequent evidence is discovered which needs to be added). To assist the appointed Inspector, please ensure your statement of case is properly paginated and indexed.		
Representations and objections to the order (including supporters), along with a covering list of their names. Please include email addresses for each party where you have them to support electronic communication as default.	04	
Statement containing the OMA's comments on the objections.	05	
Copy of the notice publicising the order together with a copy of newspaper cutting(s).	06	
<u>REFER TO NOTE 1 of Guidance Document</u> Certificate that, in accordance with the requirements of the Act, notices have been published, served and posted on site and at the local offices.	07	
Certificate that the necessary consultations have been carried out (other local authorities and statutory undertakers) <u>N.B. For HA 118B and 119B this includes the police authority</u>	08	
Copies of any replies to the pre-order consultation and the responses by the OMA.	09	

¹ Please ensure that the submitted documents are of good quality and capable of being reproduced without any loss of detail. Maps may need to be scanned at a slightly higher resolution than words.

Name, address and email address of every person, council or prescribed organisation notified under either (i) paragraph 1(3)(b)(i), (ii) and (iv) of Schedule 6 to the 1980 Act and Schedule 3 of SI 1993 No.11 Highways England and Wales, The Public Path Orders regulations 1993; or (ii) paragraph 3(2)(b)(i), (ii) and (iv) of Schedule 15 to the 1981 Act and Schedule 6 of SI 1993, No.12 Rights of Way, The Wildlife and Countryside (Definitive Maps and Statements) Regulations 1993; or (iii) paragraph 1(2)(b)(i) to (iii) and (v) of Schedule 14 to the 1990 Act and Schedule 3 of SI 1993 No.10 Rights of Way, Town and Country Planning (Public Path Orders) Regulations 1993. Please ensure the list you send to us is up to-date. It is also important that an email address is provided for each party to support electronic communication as default. Please ensure you provide details of the current landowners contact details, including email, this is particularly important where you are submitting the order several years after it has been made and where landownership could have changed.	10	
Undertaking that if confirmed, notice will be duly published and served; or if not confirmed notice will be duly served.	11	
Location map to enable the Inspector to locate the site.	12	
Written permission from the landowner allowing the Inspector access to the land (where applicable).	13	
Name and address of the applicant, and email address, if you have one, this is essential if you are not supporting the order.	14	
Confirmation that the OMA is supporting the order.	15	
If an Inquiry or Hearing is held, will you still be supporting the order.	16	
If you are not then you will need to arrange for a person, usually the applicant or a supporter, to present the case for the Order(s) and any other information which may be helpful. Please confirm you have done so and provide details of this person here Name: Address: Email:		

Also provide them with the document index mentioned in the first box above, so they are fully aware of the documents you have submitted. If you have not or have been unable to find someone to present the case in support of the order please explain why and provide details of the steps you have taken to identify someone. Regardless of your stance, it is your Order and you are responsible for organising the event, placing notices on site at the appropriate time and providing support for the Inspector at the event, should they require it. <u>Note: taking a neutral stance at a later date</u> If you decide to take a neutral stance later in the procedure for any reason you need to inform us as soon as possible, to save unnecessary delays and expense. You will need to arrange for a person, usually the applicant or a supporter, to present the case for the Order(s) and any other information which may be helpful (See Section 21 Annex I of the guidance booklet).		
Details of the time and place where documents relating to the order will be made available for public inspection, by the authority (and any details of online document repositories).	17	
Health and Safety issues; please complete the attached questionnaire.	18	
In the event that the Order Map is larger than A3, an A3 (or smaller) copy of the Order Map with the appropriate grid references. (We are unable to photocopy or scan maps which are larger than A3 in size).	19	
<u>REFER TO NOTE 2 of Guidance Document</u> Secretary of State's Letter of Dispensation (WCA - see paragraph 3(4) of Schedule 15)(HA – see paragraph 1(3C) of Schedule 6)(TCPA – see paragraph 1(6) of Schedule 14)(if applicable).	20	

<u>WCA only</u> Extract from the definitive map and statement of the route in question (There is no need to send the whole document.);	21	
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▪ Evidence forms where the order involves user evidence; unless you are submitting your full statement of case at this stage, we only need to know whether there are any user evidence forms and how many for now. ▪ In the event that the Order has been severed, a copy of the letter issued to the Secretary of State. Please make reference to the fact that the Order has been severed in your submission letter.	23	
<u>If your Council has been directed to make the Order</u> ▪ The Secretary of State's decision;	24	
▪ A copy of the Application and supporting documents	25	
<u>HA and TCPA only</u> ▪ Undertaking that any new path or way to be provided will be ready for use before the order comes into operation;	26	
▪ Extract from the definitive map and statement; and	27	
▪ Where applicable, details of any statutory designation affecting the order route(s) (such as common land, AONB, SSSI).	28	
<u>HA only</u> ▪ Where land is owned by an ecclesiastical benefice, certificate that the Church Commissioners have been notified.	29	
<u>S26, 118 and 119</u> ▪ A copy of the <u>relevant</u> part(s) of the Rights of Way Improvement Plan (ROWIP), or confirmation that there isn't any relevant provision. (Inspectors must have regard to any material provisions of a ROWIP prepared by the local highway authority but do not require the full version).	30	
<u>S118A and 119A(Rail Crossing Orders)</u>	31	
▪ A copy of the application for the order;	32	

▪ A copy of any documents submitted by the applicant in support of the request for the order; ▪ A copy of the case put forward by the operator justifying the need for an order to close or divert the railway crossing; ▪ A copy of any related maps or plans that accompanied the request for the order; ▪ Details of any related proposals such as a bridge or tunnel order; ▪ Where required, a certificate showing that the OMA has consulted or received consent from any other authority or body; ▪ A statement of the nature and effect of any such consultation.	33	
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▪ Confirmation that the land affected is owned by the operator, or, where the land is not owned by the operator, the landowner has agreed to the proposal; ▪ Confirmation that the operator is prepared to maintain the whole or part of the path, and has agreed to defray part or all of the cost of making up the new path and any compensation that may be payable; ▪ Where the path is to be diverted over/under a bridge or tunnel subject to an order under section 48 of the Transport and Works Act 1992, clarification that the structure has been completed or that it is dependent on the diversion order.	38	
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<u>S118B and 119B (Special Extinguishment and Diversion Orders)</u> ▪ Contact details for the local fire authority.	41	
<u>S118B(1)(a) and 119B(1)(a)</u> ▪ Where applicable, a copy of any strategy for the reduction of crime and disorder prepared under section 6 of the Crime and Disorder Act 1998;	42	
▪ A copy of the relevant map for the area as contained in the designation order.	43	

<u>TCPA only</u> ▪ A copy of the relevant planning permission and a copy of the approved plan or copy of relevant planning application (where Order made following the Growth and Infrastructure Act 2013); ▪ Plan indicating how the path or way will be affected by the development; ▪ Confirmation that all the land affected is owned by the developer or consent from the landowner(s) as appropriate; ▪ Confirmation about the current stage of the development. ▪ Written consent of any statutory undertaker affected or confirmation that none is so affected. <u>If replies have been received from the statutory undertakers, these must be included</u>	44	
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Health and safety at the site questionnaire

The Inspector will visit the site and will need to know what safety equipment and protective clothing to bring. The following questions indicate the type of information the Inspector will need about the site. Please supply any additional information on a separate sheet of paper.

1. Is the site uneven or does it present any other known risks? Is special footwear or any other Personal Protection Equipment required?

2. Is there any likelihood of exposure to pets or other animals which may present a risk to the safety of the Inspector?

3. Is the site remote and/or can it be seen from other highways or rights of way?

4. Does the site have a good mobile phone signal or is there easy access to a public telephone should the emergency services be required?

5. Is the right of way easily accessible? Will arrangements for access by the Inspector need to be made in advance?

6. Are there any dangerous pieces of equipment or substances stored at any point along the right of way?

7. If there is any other relevant information which the Inspector should be aware of that is not covered in this questionnaire?