



Public Rights of Way

SCARCROFT VIEW GATING ORDER SCHEME

Guidance Notes for Application Form

Eligibility

Keys are available to anyone who wishes to have one. Keys are limited to one per household.

Security

The gate key is a valuable item, as misuse will compromise the security of the gated area. To guard against this, the following will apply:

Deposit: Keys will only be issued upon receipt of a £20.00 deposit. We will only refund deposits when you return the key to us. This will ensure that we can monitor keys to prevent misuse.

Replacement keys: Replacement keys will cost £20.00 (returnable deposit) plus an administration fee of £30.00.

If you wish to apply for a gate key, you will need to provide your completed application form, £20.00 deposit and proof of ID in the form of current Council Tax bill, current utility bill, driving licence, TV licence or deeds of property.

Keys will be delivered to the address provided on the application form.

You can return your application form and proofs by email to **alleygating@york.gov.uk** or by post using the following address:
**Rights of Way, Directorate of Place, West Offices, Station Rise, York,
YO1 6GA**

The deposit of £20.00 can be paid into the City of York Council General Account. Please use the reference **BQ803/89110** when making the payment. The details are as follows:

ACCOUNT NUMBER: 70897558 **SORT CODE:** 40 - 47 - 31

ACCOUNT NAME: CITY OF YORK COUNCIL GENERAL
ACCOUNT

BANK NAME: HSBC PLC

BANK ADDRESS: 13 PARLIAMENT STREET
YORK
YO1 8XS



**Public Rights of Way
GATING ORDER SCHEME**

APPLICATION FORM FOR GATE KEY

SCHEME REFERENCE: Scarcroft View Gate

Title:
Name:
Address:
Telephone number:
Mobile:	...
Are you the owner?
Name of landlord (if applicable):
Date & time deposit made:
<p>Gate Key Request</p> <p>Please supply me with one key for Scarcroft View gate. I have made the payment of £20.00 into the City of York General Account, which I understand will be refunded to me upon return of the key. I understand that should I lose the key, I will be required to pay £20.00 (returnable deposit) for a replacement key plus an administration fee of £30.00.</p> <p>I accept that the key is for my personal use and, if necessary, for use by a person who is resident at my address only, and that misuse will result in the key being withdrawn.</p>	
Signed:	Date:

Please return the completed form and proofs to alleygating@york.gov.uk or Rights of Way, Directorate of Place, West Offices, Station Rise, York, YO1 6GA
If you have any queries regarding this form, please contact alleygating@york.gov.uk or call 01904 551550

For office use only		
Date form received:	Deposit received (BQ803/89110):	ID checked:
Key & receipt issued (date):		