

To **[name and address of highway authority]**

TAKE NOTICE that I **[your name and address]** claim that the way described in the Schedule hereto is a highway maintainable at public expense.

AND TAKE NOTICE that a portion of that said way

[location of maintenance problem]

.....
.....

is out of repair.

AND TAKE NOTICE that I hereby require you pursuant to sub-section (1) of section 56 of the Highways Act 1980 to state:

- (a) whether you admit the said portion of the way is a highway maintainable at public expense, and
- (b) whether you admit that you are the authority liable to maintain the said portion of way.

Dated **[the date on which you serve this notice]**

Signed **[your signature]**

SCHEDULE

..... **[footpath name or number]** in the parish of **[name of Parish in which the out-of-repair path is located]**.