



Comhairle Contae  
Ros Comáin  
Roscommon  
County Council



## DEPARTMENT OF RURAL AND COMMUNITY DEVELOPMENT LOCAL IMPROVEMENT SCHEME GUIDELINES

Grant aid under the Local Improvement Scheme (LIS) is subject to availability of funding from the Department of Rural and Community Development. Please read the following particulars of the scheme carefully before completing an application under the Scheme.

- The objective of the Local Improvement Scheme is to fund the construction or improvement of non-public roads in accordance with the terms and conditions of the Scheme
- The work must be strictly necessary and not merely ordinary maintenance or of a kind which the applicants could reasonably be expected to do for themselves
- Each application will be assessed on its merits and a priority list will be drawn up
- Grant aid towards the cost of the works under this scheme is subject to the approval of the Department of Rural and Community Development
- Each Applicant Group must nominate one spokesperson who will be the Applicants' Representative and who will be the only point of contact for Roscommon County Council
- The onus is on the Applicants' representative to identify all parties who may have an interest in the road
- The Applicants' Representative will deal with payment of the local contribution and other project related issues

### **Applications must be accompanied by the following documentation:**

- a) Form of Agreement: This form must be downloaded by the Applicants' Representative as part of the application process who must arrange to have the form signed by
  - I. all persons whose land or interests would benefit by the proposed work and who have joined in the application; and
  - II. all persons whose lands would benefit by the proposed work, but who would not have joined in the application
  - III. The completed and signed Form of Agreement must be uploaded at the commencement of the online application process.
- b) Documentation to verify that the applicants are engaged in agricultural activities on the parcel of land accessed by the road project e.g. a herd/flock number and a copy of the maps associated with their Basic Payment Scheme application provided by the Department of Agriculture, Food and the Marine
- c) A copy of an ordnance survey map (scale 6" to 1 mile) with the road, the subject of the application. The map should outline in different coloured inks, all lands including folio numbers which the roadway serves and which is in the ownership of the different applicants and also in the ownership of persons who, although they might not be party to the application, have lands which are also served by the road.
- d) A copy certified folio and map, available from the Property Registration Authority must be attached in respect of reach affected landowner.
- e) Where the occupier of the land is not the registered owner, the occupier should provide a copy of the lease agreement in place for the land in question together with confirmation of the consent of the registered owner (or beneficial owner in the event that the registered owner is deceased).



## ELIGIBILITY

### Eligible road projects are as follows:

- Road projects which provide access to parcels of land of which two or more are owned or occupied by different persons engaged in separate agricultural activities; or
- Road projects which provide access for harvesting purposes (including turf or seaweed) for two or more persons; or
- Road projects which provide access to at least one parcel of land owned or occupied by a person engaged in agricultural activities and which separately provide access for harvesting purposes (including turf or seaweed) for at least one other person
- In addition, works can be carried out on Amenity roads such as non-public roads leading to important community amenities such as graveyards or other tourist/heritage sites.

**Note:** All road projects must be available for use by members of the public i.e. access to the roads must not be inhibited or restricted.

### Non-eligible road projects

The following road projects are not eligible for funding under the Scheme:

- A road open to the public which only benefits one landowner
- A road serving only houses or buildings occupied or used by persons not engaged in agriculture
- A road with gates (entry or exit) restricting access as it is not considered open to the public
- A road serving only Local Authority properties
- A road leading to bogs developed commercially for large scale turf production.
- Projects involving drainage works only
- A road leading to commercial enterprises
- A road involving minor works which is within the competence of the applicants to do themselves.

## Application Process:

### Online Applications only

1. The online application form is designed to ensure the applicant provides the necessary information and documentation required under the Scheme
2. The online application form must be completed via **My Online Services** at: <https://roscommon-self.achieveservice.com> **Please register for My Online Services at [www.roscommoncoco.ie](http://www.roscommoncoco.ie) before you begin.**
3. The online application must be completed in full and all documentation in support of the application is uploaded with the application.
4. Incomplete online applications or late online applications will not be considered.
5. The application form will be available online from **11<sup>th</sup> December 2020**
6. Closing date for receipt of completed online applications is **Friday 22<sup>nd</sup> January 2021**

Any queries relating to the application process or eligibility for the scheme should be emailed to [roads@roscommoncoco.ie](mailto:roads@roscommoncoco.ie)



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## TERMS AND CONDITIONS

- LIS funding may be used for the construction, improvement or reconstruction of road or bridges on an LIS road. The works should not involve ordinary maintenance which the applicants could reasonably be expected to do themselves, but should provide for essential works or a more substantial nature such as strengthening weak sections, rut filling, resurfacing and opening water channels
- The local contribution is an integral part of the Local Improvement Scheme. The local contribution must be paid before any works commence and the Local Authority may not proceed with a road project where the local contribution has not been paid by the beneficiaries
- The local contribution is set at 10% for eligible roads with up to and including five beneficiaries and is set at 15% for those with six or more beneficiaries. The total contribution is based on the estimated cost of the project
- The local contribution **should be paid as a single sum** – the arrangement for payment by the individual beneficiaries is a matter to be decided between those beneficiaries
- In circumstances where the land/property is rented/leased, the local contribution may be paid by the landowner and/or the occupier/leaseholder. The decision in this regard is a matter for agreement between the landowner and the occupier/leaseholder
- The applicants must make the necessary apportionment amongst themselves of their respective portions of the joint contribution
- No money should be lodged with Roscommon County Council until a request is made in writing to so by the Council and the amount of the local contribution is confirmed
- Contribution in kind, for example, free labour or materials will not be accepted in lieu of the local contribution
- Applicants must arrange among themselves for the provision of any land required for the construction or widening of a road for drainage works associated with a Local Improvement Scheme and no compensation for such land may be charged to the project
- Prior to the carrying out of an approved project written consent must be obtained from all landholders whose land or interests are likely to be affected. This includes:
  - in the case of road works, the owners of the land on which the road is situated;
  - in the case of drains, all riparian owners, owners of downstream lands likely to be affected by the carrying out of the work; and

- in certain cases, upstream landholders who may have a claim that their interests would be adversely affected by the lowering of water levels
- The standard of work undertaken is a matter for the Local Authority to decide. Roscommon County Council in their discretion will decide on the specification of the work to be done and on the best manner of carrying it out, and the applicants shall not have any claim against Roscommon County Council for any imperfection which may exist in the finished work, nor for any failure to complete the full amount of the work which was envisaged
- Roscommon County Council will expend upon the work the sum agreed (i.e. the estimated cost) and in the event of that sum not being sufficient to complete the entire work specified, Roscommon County Council will not have any liability to be bound to expend on the work for its completion any sum in addition to the agreed sum
- On completion of the project the responsibility of the Local Authority has ended and all future maintenance of the works is the responsibility of the beneficiaries
- When the work has been carried out, the applicants shall maintain the road in good repair at their own charge and expense, and Roscommon County Council will not have any liability for the maintenance of the works
- Roads where LIS works are completed should not subsequently be taken in charge by the Local Authority.