

# **LOCAL IMPROVEMENT SCHEME**

## **Instructions on how to fill in the application form**

### **1. SCOPE OF THE SCHEME**

The Local Improvements Scheme applies only to works which provide access to parcels of land of which **at least two** are owned or occupied by different persons engaged in separate agricultural activities, or provides access for harvesting purposes( including turf or seaweed) for two or more persons and of the following kind:- (i)

Accommodation roads to, farms and bogs.

- (ii) Roads which connect two public roads,
- (iii) Small Bridges

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. **The Scheme does not apply to roads maintained by the County Council or to any works which are for the benefit of only one landowner or to roads serving only houses or buildings occupied by persons not engaged in agriculture.**

Applicants must provide proof of Herdnumbers/Flock Nos. and copies of maps associated with their Basic Payment Scheme applications provided by the Dept. of Agriculture, Food and the Marine, or equivalent documentation. 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.

### **2. APPOINTMENT OF REPRESENTATIVE OR SPOKESPERSON**

(Paragraph 2, page 1)

The applicants should select some person who will represent them in all matters connected with the application and this name should be inserted in the space provided. All letters from the Local Improvements Scheme Office for the applicants, will be addressed to him/her and accordingly it is important that the full address be given.

**The spokesperson should be one to the applicants** or failing that some other responsible local person who can get in touch with the applicants quickly to consult them on any questions that may arise and to inform them of the contents of letters received from the Local Improvements Schemes Office.

### **3. INSTRUCTIONS REGARDING SIGNATURES – VERY IMPORTANT**

- (a) Each person to join the scheme should sign the form **personally** - it will not do if another person merely fills in the name.
- (b) Where the registered owner of a holding has died or is absent from the country the person representing him should sign his own name on Page 1 and add the name of the registered owner as in the following example:-  
“James Murphy Representative of Thomas Murphy”.
- (c) An applicant who is unable to write should make a mark in the space provided for signatures and the spokesperson for the scheme should then fill in this applicant’s name and also sign his own name as witness to the applicant’s mark.

N.B. It must be clearly understood by the spokesperson that in no case is an applicant to sign by his mark until the spokesperson has truly and audibly read over the application form to him and he has stated that he understands its contents and is desirous of having his name included as an applicant.

### **4. HOW TO DESCRIBE THE TYPE OF WORK Paragraph 2, Page 2)**

Only brief descriptions are required such as, for example “Accommodation road”, “Bog Road,” “Erect Bridge” “Road to connect two public roads”. It should also be stated whether the proposed work is completely new or consists merely of repairs to an existing road.

## **5. HOW TO DESCRIBE THE LOCATION OF THE WORK (Paragraph 4, page 2).**

State where the proposed work begins and ends by referring to local landmarks or to houses or farms. If a road branches off an existing public road, state in what direction it leads, i.e. North, South. The following is an example of the kind of description required:-

“Road starting from Clooncross County Road North of Sweeney’s house and leading north west to Reynolds’s house”.

## **6. PERSON WHO DECLINES TO SIGN THE FORM**

Some of the persons whose houses or lands would be served by the proposed work may decline to sign the form, either because they are not prepared to contribute or for some other reason. **The names and addresses of persons who decline to sign must be given in List 2 of the Application Form.**

### **TERMS AND CONDITIONS**

- Work must provide access to parcels of land of which at least two are owned or occupied by different persons engaged in separate agricultural activities, or provides access for harvesting purposes (including turf or seaweed) for two or more persons.
- The work must be strictly necessary and not merely ordinary maintenance of a kind which the applicants could reasonably be expected to do for themselves.
- Applicants must provide proof of at **least 2 No. Herdnumbers/Flock Nos. and copies of maps** associated with their Basic Payment Scheme applications, provided by the Dept. of Agriculture, Food and the Marine, or equivalent documentation. 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.
- The applicants must make the necessary apportionment amongst themselves of their respective portions of the joint contribution and must arrange to collect the agreed amount and lodge it with Mayo County Council, Aras an Chontae, Castlebar before the works commence.
- Contributions in kind e.g. free labour or materials will not be accepted in lieu of cash.
- The contributors and any other person whose lands or interest appear to be affected by the work must when required prior to the commencement of operations sign the form giving their full consent to the execution of the work including entry to their lands, etc.
- The applicants must arrange amongst themselves for the provision without cost to the Local Improvements Scheme Office of any lands which may be required for the construction or widening of the roadway.
- The Local Improvements Scheme Office 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 Mayo County Council for any imperfections which may exist in the finished work, nor for any failure to complete the full amount of the work which was envisaged.
- The Local Improvements Scheme Office will expend upon the work the sum agreed upon (i.e. the estimated cost) and in the event of that sum not being sufficient to complete the entire work specified, Mayo 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.
- When the work has been carried out, the applicants shall maintain it in good order and repair at their own charge and expense and Mayo County Council will not have any liability for the maintenance of the work.

Correspondence should be addressed to:-

**MAYO COUNTY COUNCIL.  
THE LOCAL IMPROVEMENTS SCHEMES OFFICE,  
ARAS AN CHONTAE, CASTLEBAR, CO. MAYO F23 WF90**

**Telephone 094 90 64000**