



**OFFALY COUNTY COUNCIL**

**LOCAL IMPROVEMENT SCHEME APPLICATION FORM - 2025**

**Note: Please return Completed Application Form to the relevant Municipal District below:**

**Tullamore Municipal District,**

Town Hall,  
Cormac Street,  
Tullamore  
Co. Offaly, R35WV59.

**Birr Municipal District Office,**

Birr Civic Office,  
Wilmer Road,  
Birr,  
Co Offaly, R42 X271.

**Edenderry Municipal District,**

Edenderry Town Hall,  
O'Connell Square,  
Edenderry,  
Co Offaly, R45 K766

We, the undersigned, each being the occupier of a property in the townland(s) referred to at (1) overleaf, hereby apply to Offaly County Council for a grant towards the cost of work described in Part 1 of the Schedule overleaf, and, if the grant is made available, we apply to have the said work carried out by Offaly County Council and agree that Offaly County Council, in carrying out the work will be acting as agents on our behalf, and not in their capacity as a Road Authority and accordingly any work which consists of making or improving a road, shall, when completed not be regarded as a public road. We, and each of us, hereby agree to be bound in all respects by each and every one of the terms and conditions of the Scheme as set forth in Schedule 3 of this application.

We the undersigned, as detailed in **List 1**, as persons whose lands or interests would benefit by the proposed work, and who have joined in this application detailed hereby appoint and delegate full power to

\_\_\_\_\_ of \_\_\_\_\_

to act as our representative in all correspondence and other business arising out of this application and we and each of us agree to be bound by such correspondence and actions.



**LIST 1** persons whose lands or interests would benefit by the proposed work, and who have joined in this application.

<b>Name</b>	<b>Signature *</b>	<b>Postal Address</b>	<b>EIRcode</b>	<b>Folio No.**</b>
<b>Block Capitals</b>				

\*Each applicant should personally sign the form (Further signatures, with postal addresses and Folios may be written on a separate sheet).

\*\* Folio details, which are available from the Land Registry Office, must be provided and detailed on the supporting documentation – see schedule 2 for further information.

I certify that List 1 and List 2 (on page 2) contain the names of all landholders and others whose lands, houses or other property would be served or benefited by the proposed work.

**Applicant's Representative (Block Capitals):** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Contact Telephone No.** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 1 - PARTICULARS OF WORK FOR WHICH APPLICATION IS MADE**

**(1)** Electoral Division(s) \_\_\_\_\_

Townland(s) \_\_\_\_\_

**(2)** Type of Work Proposed \_\_\_\_\_

\_\_\_\_\_



(3) Approximate Length (metres): \_\_\_\_\_ Approximate width (metres): \_\_\_\_\_

(4) Exact location of work (describe where it starts and ends)

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(5) Has the proposed road ever been maintained by, or repaired, or improved by the County Council?

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(6) Does the proposal serve any outside families, and if so, for what purpose?

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(7) Medical Benefit: Does the proposal serve person/persons with "Special Needs" on medical grounds e.g. are there elderly or disabled persons on the lane?

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(8) Details and consent of all persons (see schedule 3- note 6) whose interest or lands would be affected in any way by the proposal

*Funding under the Local Improvement Schemes is being provided by the Department of Rural and Community Development.*



**List 2:** The signatures of all other persons whose lands would benefit by the proposed work, but who would not have joined in this application are required below indicating that they have no objection to the proposed works outlined above and consent to same in accordance with the terms and conditions of this scheme.

**If there are no beneficiaries other than those who have signed at List 1 the word “None” should be written here.**

Name-block capitals	Signature	Postal Address	EIRcode	Folio No.

**SCHEDULE 1**

**Eligibility**

1. Local Improvement Schemes relate to assistance by Local Authorities towards the construction or improvement of **non public roads**;
2. Road Projects, which provide access to parcels of land of which **one or more** are owned or occupied by different persons, engaged in separate agricultural activities; or
3. Road Projects, which provide access for harvesting purposes (including turf or seaweed) for one or more persons; or
4. 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 provides access for harvesting purposes (including turf or seaweed) for at least one other person;

5. In addition, the guidelines make provision for the Council to exercise discretion where there are special circumstances, e.g., hardship cases, or access for elderly or disabled occupants.

### **Non-Eligible road projects**

1. A Road which only benefits one landowner;
2. A road servicing only houses or buildings occupied or used by persons not engaged in agriculture;
3. A road serving only local authority properties;
4. A road leading to bogs developed commercially for large scale turf production;
5. Projects involving drainage works only;
6. A road leading to commercial enterprises;
7. A road involving minor works which is within the competence of the applicants to do themselves.

### **SCHEDULE 2**

#### **Documentation**

Applicants should provide documentation to verify that they 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 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 together with confirmation of the consent of the registered owner (or beneficial owner in the event that the registered owner is deceased).

**Further information on any application may be requested by the Council in due course.**

**Failure to provide all necessary documentation or further information by the applicants or affected third parties (see item 6 in Terms and conditions) may result in the application being rejected.**



### **SCHEDULE 3**

#### **Terms and Conditions**

1. 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. Free labour or materials are not acceptable as part of the local contribution. 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.
2. 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.
3. 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 of a more substantial nature such as strengthening weak sections, rut filling, resurfacing and opening water channels.
4. 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 Offaly County Council before the work is put in hand.
5. Contribution in kind. e.g. free labour or materials will not be accepted in lieu of cash. All materials forming part of a bridge or other structure to be demolished and replaced by a new structure, will be available if necessary, and without charge in connection with the execution of the work.



6. 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 works, the owners of the land on which the road is situated, and 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 contributors and any other persons whose lands or interest appear to be affected by the proposed work must, prior to commencement of operation, sign the prescribed form giving their full consent to the execution of the work including entry to their lands, etc. 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).
7. The applicants must arrange amongst themselves for the provision without cost to Offaly County Council of any lands, which may be required for the construction, or widening of the roadway or drain as the case may be.
8. The standard of work undertaken is a matter for the Local Authority to decide. Offaly 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 Offaly 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.
9. Offaly 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, Offaly 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, but the making of a supplementary grant will be considered on its merits if the applicants so request and agree to pay such sum as may be required by way of additional local contribution.
10. 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 it in good order and repair at their own charge and expense, and Offaly County Council will not have any liability for the maintenance of the work.



#### **SCHEDULE 4**

##### **Local Improvement Scheme Consent Form**

**Consent of affected landowners and beneficiaries. (To be signed by all affected landowners as detailed in the application)**

##### **Scheme Location as per Application:**

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Proposal of Offaly County Council to construct and/or repair and improve, on behalf of the adjoining landowners and other users of road as detailed in schedule hereunder.

We the several persons whose names are set forth in the Schedule hereunder in consideration of the advantages which would accrue to us from the construction and/or repair and improvement of the said road to width of not more than 3 metres clear of fences and drains through our respective lands or holdings and for the purpose aforesaid we severally agree to give up the land required for the road and fences and drains thereof, and to provide such material on our respective holdings as maybe necessary free of charge and without any reduction or deduction from the several rents, purchase monies or purchase annuities payable in respect of our several lands or holdings. We also note that the Council undertakes only to expend the estimated sum to the best advantage and in the event of the sum being insufficient to complete the specified work, the Council will not have any liability to expend any further sum.

And we hereby authorise the said Offaly County Council its staff and all other persons acting as agents of the beneficiaries directed by them to enter upon our lands or holdings with or without vehicles to make, construct, lay down and/or repair and improve the road and erect fences and cut drains and take necessary materials and such land in addition to the width of the road aforesaid as may be required for the construction of such road, fence and drains and to do all things necessary for the completion of the road.

The beneficiaries are required, when the project is completed, to thereafter maintain the work in good order and repair, at your own charge and expense, and that the carrying out of any further works will not involve any liability on the part of the Offaly County Council for subsequent maintenance.

In witness whereof we have subscribed our names in the Schedule hereunder on the date(s) shown against our respective names. (A separate sheet may be requested if required)





Name & Address of Beneficiary	Signature of Beneficiary	Witness to signature of Beneficiary (In the case of Beneficiary signing by mark, having first read and explained agreement)	Date

To be signed by scheme Spokesperson as specified on scheme application.

I \_\_\_\_\_ (as designated spokesperson), hereby confirm that all affected landowners and beneficiaries are detailed in the above schedule having been made aware of the conditions of this scheme and have given their consents as required.

For Offaly County Council Office use only: **Scheme ref:**

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