



**APPLICATION FORM FOR LOCAL IMPROVEMENT SCHEME (LIS)**

**2024 Edition**

The objective of the LIS is to fund the construction or improvement of small non-public roads not normally maintained by the Local Authority. Homeowners, farmers or other users of these roads make a small contribution and the Department of Rural and Community Development provide the balance of funding. Laois County Council administer the LIS for residents of Laois. Funding is subject to applications meeting the road eligibility and additional criteria as detailed in the Laois Local Improvement Scheme guidelines. A minimum of one of the applicants must be engaged in agricultural activities on a parcel of land accessed by the road and this applicant must provide a herd/flock number. We advise that you read these guidelines carefully before filling out your application.

We the undersigned, each being the occupier of a property in the townland(s) referred to at (1) overleaf, hereby apply to Laois 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 the County Council and agree that Laois County Council, in carrying out the work will be acting as agents on our behalf, and not in their capacity as Road Authority and accordingly and 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**

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

\_\_\_\_\_ of \_\_\_\_\_ to act as our **lead**

**applicant / representative** in all correspondence and other business arising out of this application.



**LIST 1**

Name and Signature of **ALL** persons whose lands or interests would benefit by the proposed work, **AND** who are willing to contribute financially. Each applicant should personally sign the form.  
 A map identifying the lane must be attached in respect of **each affected landholder / householder**.

Names (BLOCK CAPITALS)		Signature	Postal address to include EIRCODE	Folio No.
Landholder / Householder No. 1	1			
	2			
	3			
Landholder / Householder No. 2	1			
	2			
	3			
Landholder / Householder No. 3	1			
	2			
	3			
Landholder / Householder No. 4	1			
	2			
	3			
Landholder / Householder No. 5	1			
	2			
	3			
Landholder / Householder No. 6	1			
	2			
	3			



**LIST 2**

Name and Signature of **ALL** persons whose lands or interests would benefit by the proposed work but who are NOT willing to contribute financially. Each of these applicants should personally sign the form  
(If there are no beneficiaries other than those who have signed at List 1 the word **"None"** should be written here)

Names (BLOCK CAPITALS)		Signature	Postal address to include EIRCODE	Folio No.
Landholder / Householder No. 1	1			
	2			
	3			
Landholder / Householder No. 2	1			
	2			
	3			
Landholder / Householder No. 3	1			
	2			
	3			
Landholder / Householder No. 4	1			
	2			
	3			
Landholder / Householder No. 5	1			
	2			
	3			

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

Signed by Lead Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_



A minimum of one of the applicants must be engaged in agri-activities on a parcel of land accessed by the road and this applicant must provide a herd/flock number. A copy of associated with the Basic Income Support for Sustainability (BISS) Scheme application provided by the Department of Agriculture, Food and the Marine, or equivalent official documentation must be submitted with this application.

**Name of Landowner engaged in agri-activities:** \_\_\_\_\_

**Folio Number:** \_\_\_\_\_

(Please attach copy of folios and/or lease agreements where applicable.)

Name of Landowner	Herd/Flock No.	Evidence Provided – please list documents submitted with application:

**Checklist:**

Road location map

Folio Map/Lease agreement

Proof of at herd/flock number

Copy of BISS Maps or equivalent

**Declaration:**

I have the consent of all landowners/occupiers affected by the works applied for, to act on their behalf in relation to this application. All information provided and supporting documentation is accurate to the best of my knowledge. I am aware that Laois County Council must be notified in writing of any changes to the information provided in this application e.g. change in beneficiary numbers/names etc. I have read and understood the relevant guidelines and comply with same.

**Signed – Applicants Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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

1. Postal Address: \_\_\_\_\_  
Townland: \_\_\_\_\_
  
2. Type of Work Proposed: \_\_\_\_\_  
\_\_\_\_\_
  
3. Approximate Length (metres): \_\_\_\_\_ Approximate Width (metres): \_\_\_\_\_
  
4. Exact Location of Work (*describe where it starts and ends*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Has the proposed road ever been maintained by, or repaired, or improved by the County Council?:  
\_\_\_\_\_
  
6. No. of occupied dwellings served by lane: \_\_\_\_\_
  
7. No. of land holdings served by the land: \_\_\_\_\_
  
8. Is there any other information which may assist with your application, (i.e. hardship, elderly or disabled occupants, medical grounds, etc)  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Does the proposal serve any outside families, or the public generally, and if so, for what purpose?:  
\_\_\_\_\_  
\_\_\_\_\_

## SCHEDULE 1

### Eligibility:

1. Local Improvement Schemes relate to assistance by Local Authorities towards the construction or improvement of **non public roads**.
2. Projects, which provide access to parcels of land of which at least **TWO** are owned or occupied by different persons, **ONE** of which must be engaged in separate agricultural activities. (*Herd No / Flock No. must be provided*)
3. Projects, which provide access for harvesting purposes (including non-commercial turf harvesting) for two or more persons.
4. Projects relating to roads which, in the opinion of the County Council shall be used by the public, e.g., to lakeshore, green or common area.
5. In addition, the guidelines make provision for the Council to exercise discretion where there are special circumstances, e.g., hardship, elderly or disabled occupants.

### **The following projects DO NOT COMPLY with the conditions of the Scheme:**

1. Roads serving only houses or buildings occupied or used by persons not engaged in agriculture.
2. Roads serving only Council cottages, i.e. non-vested cottages.
3. Roads or drains on bogs being developed commercially for large scale turf production for sale.
4. Drainage only works.

## SCHEDULE 2

### Documentation

All applications must be accompanied by:-

- (a) A copy of an ordnance survey map available from the following link: [Home page \(osi.ie\)](http://Home_page(osi.ie)) (*navigate to Professional Products/Land & Property Maps & Data/Land Registry Compliant Map/Search for Location/**Page Size, select A3/Scale, select 1:2,500/Orientation, select Landscape***) with the road, the subject of the application, marked clearly thereon in different coloured ink. The same sheet should outline in different coloured inks, all lands 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.
- (b) A certified Folio and map available from Land Registry must be attached in respect of each affected landowner.

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 level of local contribution will be determined in accordance with Department instructions and scheme criteria in place at that time. As a guide to applicants as of May 2024 the Department of Rural and Community Development funds schemes and set the local contribution at 10% where there are up to 5 beneficiaries, and 15% where the beneficiaries exceeds 5, whether contributing or not, of the total cost with a cap of €1,200.00.  
**EXAMPLE:** Cost of Works €50,000, 4 beneficiaries, 10% local contribution €5,000 which is €1,250 per beneficiary, the cap then reduces this to €1,200.00 per beneficiary;  
Where one of the beneficiaries are not contributing the figure is €1,200.00 x 4 = €4,800.00 and the other 3 beneficiaries will have to pay €1,600.00 each. **Note:** the cap does not apply because all beneficiaries are not contributing.
2. The local contribution shall be paid by the contact person on behalf of the individual beneficiaries prior to commencement of works on any project. No works will be undertaken until the local contribution has been paid in full and the responsibility falls on the representative (Lead Applicant) to follow up on the payment of the contributions
3. 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.
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 Laois 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 road 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.
7. The applicants must arrange amongst themselves for the provision without cost to Laois 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. Laois 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 Laois 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. Laois 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, Laois 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. When the work has been carried out, the applicants shall maintain it in good order and repair at their **own charge and expense**, and Laois County Council will not have any liability for the maintenance of the work.



## **DATA PROTECTION CONSENT – Data Protection Acts 1988 to 2018**

By submitting this application, it is understood that consent has been given for the collection and processing of the data provided by me, the Applicants' Representative by Laois County Council and the sharing of this data with relevant agencies/bodies for the purposes of processing my application. The statutory basis for the Local Improvement Scheme is set out in Section 81 of the Local Government Act, 2001.

I agree that Laois County Council when assessing this application may share personal information which I have provide with other Government Departments/Agencies including the Department of Agriculture in accordance with the law. This information can and will be used by Laois County Council and other Agencies to carry out our legal obligations, for the detection of fraud or for the prevention of crime.

Laois County Council will treat all information and personal data you give us as confidential. We will retain your data for no longer than is necessary for the purpose of processing your application and in accordance with the Council's Retention Policy.