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PROCEDURES FOR LAB 1 FORM
(Land Ownership Details)

The LAB 1 form (and the associated map) is the means of requesting land ownership details. It is completed by the P&T staff e.g. Structures Section, Minor Works Section, etc. or whichever section proposes to carry out works. It is forwarded to the Divisional Lands Officer (SO) in Land Acquisition Branch and is the first stage of the land acquisition process.

LAB 1 FORM (See Appendix A)

1. Lands Officer should check that Section A has been completed in full paying particular attention to the following areas:
 - (a) Type of scheme – indicate the relevant type
 - (b) Name of scheme – should be the exact wording to be used for the scheme
 - (c) Ensure that Scheme Code and Job Code/Number have been completed
 - (d) The land has been identified as urban or rural
 - (e) Contact name
2. Check that form has been signed by PPTO
3. Suitable map must accompany the LAB 1 form.

LAB 1 MAP

1. Good quality, current Ordnance Survey map only: 1:1250 for urban areas
1:2500 for rural areas
2. Check that the following details have been included:
 - (a) OS sheet reference number including the quarter tile e.g. OS 168 14 NW1
 - (b) Full scheme name including description e.g. verge strengthening
 - (c) Quote the road number and name(s) with direction arrows to the appropriate towns.
 - (d) House number(s) if appropriate.
 - (e) Townland name(s) and boundaries.
 - (f) North Point.
3. Map should only include the anticipated land take area required for the scheme.

ACTION WHEN A LAB 1 FORM IS RECEIVED

1. Ownership details are established via Landweb, if registered. If the land is unregistered, check property terrier records, Valuation & Lands Agency (VLA), Rate Collection Agency (RCA), Section Office, Street Directory and if no success, make enquiries in the locality. As a last resort, a notice can be erected on site.
2. LAB 1 Form (part 4) containing ownership details is completed and signed by the Staff Officer of the Land Acquisition Branch.
3. LAB 1 and relevant folio/boundary maps are returned to SPTO/PPTO in the Section which requested the information. Ensure that the Land Acquisition Branch reference number is recorded on the LAB 1 Form. The original Land Registry map should always be included if the land is registered.
4. A copy should be retained and a file opened for the proposed scheme. Attach a copy of the LAB 6 Form to the inside cover of the file. (**See Appendix B**). Details should also be included in the Lands Database.
5. If maps cannot be downloaded through Landweb locally they will be posted to Land Acquisition Branch from Land Registry, Belfast and should be forwarded to Contact Name/Section on day of receipt.
6. No further action is required until the LAB 3 Form is received from the P&T staff to proceed with acquisition of land.

PROCEDURES FOR LAB 3 FORM

The LAB 3 form is the formal request to Land Acquisition Branch to acquire the necessary land required for a scheme. It is completed by the P&T staff eg. Structures Section, Minor Works Section, etc. or whichever section proposes to carry out works. It is forwarded to Land Acquisition Branch when the scheme is to proceed.

LAB 3 FORM (See **Appendix C**)

1. Only one LAB 3 form is required for the scheme, not one per plot.
2. Lands Officer should check that Section A has been completed in full paying particular attention to the following areas:
 - (a) Type of scheme – indicate the relevant type
 - (b) Name of Scheme– this should reflect the exact information as submitted on LAB 1 Form.
 - (c) Job Number/Code and Scheme Code
 - (d) Schedule of plot numbers split by landtake, roadbed and total area.
 - (e) Estimated programme start date.
 - (f) Contact Name
 - (g) The land has been identified as urban or rural
3. Check that form has been signed by PPTO
4. Suitable map must accompany the LAB 3 form.

LAB 3 MAP

1. Good quality current Ordnance Survey map accurately showing each individual landtake area. 1:1250 for urban areas
1:2500 for rural areas
A separate map should be provided for each plot.
2. Check that the following details have been included:
 - (a) North Point
 - (b) Townland name(s) and boundaries.
 - (c) Road number and name with appropriate direction arrows
 - (d) Plot(s) must be coloured – each plot must be a definite solid colour and other features on map i.e. road lines, etc. should be overlaid
 - (e) Contain Crown Copyright details
 - (f) The Land Plan should include roadbed for registered land to the line of the folio boundary.

For unregistered land, the plot should include roadbed to the centre of the road if the scheme only involves land on one side of the road.

If the scheme affects land on both sides of the road and the roadbed is unregistered, all the roadbed should be included as one plot.

3. Title bar must include the following details, where relevant:

- (a) DRD and Roads Service logo
- (b) Consultant's logo can be shown too, if applicable.
- (c) OS Sheet number including the quarter tile e.g. 124/10/SW2
- (d) Scale
- (e) Road number(s) and name(s) with direction arrows to the appropriate towns.
- (f) Full Scheme name including description e.g. verge strengthening
- (g) Plot number(s)
- (h) Landtake area (in hectares)
- (i) Roadbed area (in hectares)
- (j) Riverbed area (in hectares)
- (k) Total area (in hectares) - *These areas may be provided on a separate schedule for larger schemes*
- (l) Date map has been produced and version number

ACTION WHEN A LAB 3 FORM IS RECEIVED

You should be aware that a LAB 3 is only issued when the land required for the scheme is not owned by Roads Service but is owned by one of the following:-

- a) a private landowner e.g. Mr Joe Bloggs;
- b) The landowner is another Government Department e.g. DSD; DE; DFP; DOE; etc;
- c) The NIHE; NIE; Ed Lib Board;
- d) The Council;
- e) Trustees of a Church; Hall; etc

The above list is not exhaustive but will give you an idea that any land not owned by Roads Service must be acquired either by Agreement or by invoking the Statutory Procedures commonly referred to as Compulsory Acquisition (vesting).

When a LAB 3 is received, and is in order, associate it with the original LAB 1. (A file would have been opened when the LAB 1 was received). If the LAB 3 is not in order, the LAB 3, together with maps, should be returned to the relevant section highlighting the areas to be completed.

Upon receipt of a fully completed LAB 3 and associated map, a thorough check should be carried out of all the details against the folios & maps for each landowner to ensure that all the information received is correct. If so, a separate sub-file should be opened for each land interest and also recorded on the Lands Database.

In conjunction with the engineer responsible for overseeing the scheme arrange appointments with the respective landowners for a site visit to explain the scheme and to ascertain if they are agreeable, in principle, to the scheme being carried out.

As soon as the land has been acquired by short form of agreement or Permission to Enter form has been signed, the LAB 3 form should be returned to the relevant section. A LAB 4 form (**See Appendix D**) should be attached along with a request to complete the form and return to the Divisional Lands Officer upon completion of the scheme.

The file should be b/f'd for a suitable length of time to check for the completion of the scheme and receipt of the LAB 4 form.

For monthly Accruals Accounting purposes, advise Finance Branch of an estimated value for landtake, agent's fees and legal fees. When actual values are agreed, figures must be updated and Finance Branch advised accordingly. When actual payments are made, figures must be adjusted.

SITE VISIT

1. Issue initial site visit introductory letter to landowners or other interest (lessee, tenant, etc.) **(See Appendix E)**
2. Explain to the landowner or other interest how the proposed road scheme will affect his land/property.
3. The onus is on the engineer to provide technical details.
4. If the landowner requests it, arrange for the land take to be pegged out - quite often this gives the landowner a better idea of what the impact may be;
5. The engineer should detail the accommodation works, however, it is normal practice to replace like for like e.g. removal of a block wall replace with a block wall, or removal of a fence and hedge replace with a fence and thorn quicks; expensive accommodation works must be notified to the Client PPTO and/or SPTO and approved by them in writing prior to agreement with landowner;
6. Where an Agent is involved, the consideration must be negotiated and agreed, if possible, by the VLA;
7. Advise landowners of their statutory rights **(this should be recorded in the minutes and attached to the LA1 form (See Appendix F). Also see section 'After the Site Visit' for further details):-**
 - a) that they are entitled to engage the services of an Agent if they so wish - The cost of which will be borne by the Department;
 - b) that reasonable legal costs incurred by a Solicitor associated with the transfer will be paid by the Department;
8. If the landowner chooses not to appoint an agent and the value of the land would appear to be within the delegated limits, advise them of the Short Form of Agreement Procedure **(See Appendix G)**.
9. The landowner should be provided with a copy of the Land Plan showing the area affected by the Department's proposals which is in their ownership. This Land Plan should be stamped 'Preliminary'.
10. If the landowner chooses to appoint an agent but is in agreement, in principle, to the scheme, the Lands Officer should ask if he is prepared to allow 'Permission to Enter' to enable the works to proceed. **(See Appendix H)**
11. Further meetings may be required to discuss and finalise details.

ACCOMMODATION WORKS (See also RSPPG_S028)

Accommodation works are works which the Department is prepared to carry out in a road contract to accommodate the land required for a road scheme and not for the benefit of the landowner. The Department is under no obligation to provide accommodation works and if and when they are provided, the effect is to mitigate the compensation payable in respect of land taken and injurious affection to the land retained by the landowner.

Accommodation works can comprise such things as fences, walls, hedges, gates and restoring accesses onto the new or altered road. Such works are positioned on the boundary line and will become the landowner's property and responsibility for maintenance.

Accommodation Works Discussions

The design engineer and the lands officer should discuss the accommodation works in detail prior to any site meetings. Any exceptions to the 'normal' accommodation works should be highlighted and options duly considered before the site meeting.

The landowner should be advised that that the accommodation works will form part of the compensation negotiations with the VLA.

The Department's representatives should not agree to payments in lieu of accommodation works.

Accommodation Works Agreement

Details of the agreed accommodation works should be entered on the LA1 form or on a supplementary sheet which should be attached to the LA1 form. A suitable pro-forma for the supplementary sheet is shown on **Appendix I**.

The scheme engineer and the lands officer arrange a site meeting with the landowner to agree and list the accommodation works. The landowner's agent may attend the site meeting.

The agreement must be signed by or on behalf of the landowner and also by the engineer responsible for the scheme.

The agreement should be forwarded to the landowner or agent with a request that they confirm their agreement to the accommodation works in writing.

Upon receipt of confirmation of the agreement, the original should be filed in the Land Acquisition Branch file and should be copied to the engineer and the

landowner or their agent. In addition a copy should be forwarded to the VLA with instructions to commence negotiations regarding a settlement.

Disputes / Delays

If site work is delayed due to failure to agree the accommodation works the Department should erect a temporary stock proof fence on the acquisition line and inform the VLA.

The VLA will consider these issues when finalising the compensation.

For details on the various types of accommodation works usually provided, see **Appendix J.**

SHORT FORM OF AGREEMENT

When a small area of agricultural land, which would appear to be within the delegated limits (as set out in RSPPG_S029), is required for a road scheme usually by the Section Engineers or Structures Section it is generally more expedient for the Lands Officer to negotiate the purchase of the land directly with the landowner.

In these cases, a Short Form of Agreement form is used. **(See Appendix G).**

If the landowner chooses to proceed with the Short Form of Agreement and negotiate with the Lands Officer himself, the Lands Officer will then negotiate the acquisition of the land with him to reach a fair and reasonable settlement based on the recommendation of current land values obtained from the District Valuer. **(See Schedule of Land Values - Appendix K).**

Lands Officers in Northern, Southern and Eastern Division are authorised to negotiate the purchase of land with landowners up to a maximum purchase price of £2500. Lands Officers in Western Division are authorised to negotiate purchase of land to a maximum of £5000.

Prior to the arranged site meeting the Short Form of Agreement form should be completed by the Lands Officer with the area of land to be acquired, the name and address of owner, the plot number and colour, the scheme name and location. The Land Officer should also check that the person with whom they are negotiating is the actual owner and holds title to the land which the Department wishes to acquire. The Land Plan should be attached to and will form part of the agreement.

The Lands Officer will be accompanied at the site meeting by the Engineer. The accommodation works will also be agreed as part of the overall agreement and recorded on the agreement or on a schedule attached to the agreement.

At the outset of the site meeting, the Lands Officer must advise the landowner that he is entitled to engage the services of an Agent to negotiate the settlement figure on his behalf and that the fees will be borne by the Department. The landowner must also be advised that reasonable legal costs will be borne by the Department **(this must be recorded on the minutes)**. The Lands Officer should ask the landowner if there are any burdens or rights of way on the land to be acquired.

The Lands Officer and engineer may be required to attend further meetings with the landowner to discuss and agree accommodation works.

The Engineer will explain the proposed scheme and advise how it will affect the landowner's land. He will also offer and agree the accommodation works to be provided which are generally on a like for like basis. The accommodation works are then written onto the agreement form.

When agreement is reached with the landowner, the Lands Officer can complete the Short Form of Agreement and insert the amount of agreed consideration.

The landowner, witness (if applicable), the Lands Officer and an Authorised Officer should then all sign the Agreement.

The Lands Officer should then explain to the landowner that the case will be forwarded to Departmental Solicitors Office for legal transfer and that the agreed consideration will be paid to his solicitor when Departmental Solicitors are satisfied that the title to the acquired land is in order.

The Lands Officer should obtain the name and address of the landowner's solicitor.

On return to the office the Lands Officer should draw up a list of the agreed accommodation works, forward to the Engineer for checking and obtain either confirmation or amendment by return. If there are any changes to the accommodation works as previously agreed and signed off by the landowner on the Shortened Form of Agreement, the details must be forwarded to the landowner and written confirmation of his agreement to the changes must be obtained.

If the landowner wishes to engage the services of an Agent then the Lands Officer should advise him that any offer of purchase monies which has been discussed between him and the Lands Officer has been withdrawn. In such cases, the Lands Officer should request details of the landowner's agent and solicitor. The Lands Officer should then instruct the District Valuer, in writing, to commence negotiations with the agent.

PERMISSION TO ENTER

A 'Permission to Enter' form must be signed by the landowner **(See Appendix H)** before the works can proceed on site.

If the landowner is agreeable to the works the 'Permission to Enter' form is usually signed at one of the preliminary site visits and usually after the accommodation works have been agreed. An agent may be involved at this stage.

If the landowner is not in favour of the proposed scheme and refuses to sign the form, the engineer associated with the scheme must be informed immediately in order to consider renegotiating the accommodation works or redesigning the scheme.

The landowner should be asked if he is aware of any easements or restrictive covenants that would prevent the use of the land for road works. If such covenants exist or are thought to exist the land should not be entered until the legal formalities for acquisition by agreement have been completed.

AFTER THE SITE MEETING

1. An LA1 form should be completed (**See Appendix F**) with details of the landowners name and address, agent (if applicable), solicitor, folio numbers, burdens, etc. The landowner should be asked to confirm if he is VAT registered. This LA1 form should be signed by the Lands Officer and the engineer who attended the meeting prior to its issue to the landowner or his agent.
2. A list of the Accommodation Works offered should be prepared by the Lands Officer and forwarded to the Engineer for written confirmation of the agreement;
3. Details of the agreed Accommodation Works should be forwarded to the landowner or their agent and written confirmation of the landowner's agreement to same must be obtained.
4. The Lands Officer should write to the District Valuer, using the LA14 Form (2 copies) (**See Appendix L**), instructing him to commence negotiations with the landowner or his agent. This instruction should include a Land Plan, details of the scheme, details of the agent and the proposed commencement date of the scheme.
5. The details and value of accommodation works to be advised to VLA for consideration when agreeing the settlement figure. This is particularly important when the accommodation works are not simply like for like or are costly. This may include photographs.
6. When the District Valuer has reached an agreement with the landowner/agent, details of the agreed consideration will be recommended to the Division for acceptance in the valuer's report. This report must be approved by a PPTO.
7. You should ensure that the valuer's report includes a breakdown of the consideration, eg. land value, disturbance, injurious affection, etc.
8. At this stage, all the necessary searches should be carried out.

Searches

What are Searches?

When land is being acquired by the Department from [non-government] land owners, before money is paid out to them, searches are made by the Lands Office to see if the vendor of the land has any prevailing financial charges owed by him or against the land being sold.

Where are the Searches made?

These searches are made through the following bodies and can, in most cases, be carried out on-line;

- 1 Enforcement of Judgement Office - Bedford House, Bedford Street, Belfast
[Court Service](#)
- 2 Chancery Office - [Court Service](#)
- 3 Statutory Charges - Lands Registry, Lincoln Buildings, Great Victoria Street, Belfast
[landweb direct](#)
- 4 The Companies Office - Companies Register, 1st Floor Waterfront Plaza, 8 Laganbank Road, Belfast (a search is only carried out with the Companies Office if the land vendor is a company).

How to carry out Searches?

- 1 [Enforcement of Judgement Office \(EJO\)](#)

An account has already been set up between the Lands Office and EJO to pay for each search and this account is debited by the EJO for each search carried out.

They only have information on outstanding judgements going back 6 years.

Login to Court Service Web Site

- Click on Online Services
- Click Launch EJO Debt register searching
- Click Perform Search
- Enter Name and Address to be searched
- Press Continue
- Press Select
- Press Search
- Press OK
- Click View Certificate
- Print

2 Chancery Office

This search is carried out on line by the Lands Office and will determine if the vendor is bankrupt. A printout of the search result should be placed on the file.

Login to Court Service Web Site

- Click Services at top of the screen
- Click Public Searching
- Enter chancery Pin Number
- Click on Bankruptcy & Co
- Enter Name and address to be searched
- Press Select
- Click Confirm
- Press OK
- Click Show Report
- Print

3 Statutory Charges

This search is made to determine whether there are any outstanding charges against the land in question.

A print-out should be taken of any current charges and placed on the file.

- Log on to [landweb direct](#)
- Click on Direct Access Service
- Enter User name/ ID
- Enter Password
- Click on Enhanced
- Click on Sign in
- Click on Stat. Charge

Record the Statutory Charge available date. (This can be at least 2 weeks behind the search date)

Options –	Map address	(House address)
	Map address	(Grid Reference)
	Sheet Entry	(Stat. Charge ref. No)

If there is a record at your search location click on copy request.

If there is no record at your search location complete a pro-forma to record this on the file. **(See Appendix M)**

4 Company Searches

These searches are only made if the vendor is a company. Telephone Companies Office and ask them to confirm whether or not there are any charges registered to the company in question. If so ask them to email copies of the charges.

5 Folio and Folio Map

Lands Officer to Order from Land Web

6 Map Approval

Complete GL4 requisition forms and send to Land Registry with a copy of the transfer map.

7 Water Service

Send copy of transfer map to Water Service asking them to provide a map showing any main sewers for the area coloured

8 Planning

Send copy of transfer map to Planning Service asking them to provide planning history for the area coloured

9 Smokeless Zones

Telephone the Council relevant to the area of Land take. Ask to be put through to Environmental Health. Ask if the area in question falls within a smokeless Zone. Mark on instructions if it falls within a smokeless Zone or not.

How are Searches used?

When all searches have been received back in the office the Lands Officer completes the Instruction to Departmental Solicitor's Office form LA16 (**See Appendix N**).

These forms summarise the search results and are sent to the Departmental Solicitors Office, Centre House, 79 Chichester Street, Belfast with instruction to complete the legal formalities for the acquisition of the land.

The following should be attached to Form LA 16;

Originals of all replies to Search requests (copies should be placed on acquisition file);

A copy of the Valuers Report from Valuation & Lands Agency;

Land Registry approved map of property/land being acquired

If land is registered copy of folio and folio map

If land is unregistered apply to Ordnance Survey N Ireland (OSNI) for an ACE map if specifically requested to do so by Departmental Solicitor's Office, otherwise a good quality AutoCad map will suffice.

The search procedure is now complete.

The relevant completed searches should then be forwarded to Departmental Solicitor's Office along with the appropriate completed DSO instruction form. DSO will acknowledge receipt of the instructions and provide their reference number.

The file should be b/f'd for 3 months for follow-up action.

How to complete Instructions to Departmental Solicitor's Office (DSO) - LA16

- Land Acquisition Branch file reference number.
- Land to be acquired at _____ (address of plot).
- Check postcode in the postcode directory.
- Fill in Townland, Barony, Parish, and Council which can be found on the folio and Topographical Index book.
- Name and address of landowner in file.
- Check name and address of solicitor on LA1 and also the telephone number (every landowner must have a solicitor).
- Land has to be in Hectares (if in square metres on the map, divide by 10,000 or use Measurement Converter on RoadsNet).
- Type of land acquired – (agricultural/development).
- Is the area of land to be acquired subject to any tenancies or burdens – (check Folio or file record of discussions with landowner).
- Is it registered or unregistered land?
- Use and Occupation payable from... (start date of the scheme, this will be provided by the engineer on request).
- VLA or Department for Regional Development - delete as necessary.
- If Short Form of Agreement, where the Lands Officer has agreed the settlement with the landowner, there will be no disturbance or injurious affection.
- If VLA agreed the settlement, a break down of the settlement figure **must** be provided.
- Companies offices search – if the land owner is a Ltd company only.

Lands Officers Questions Form (See Appendix O) should also be completed.

Indicate on the form any documents that are not required and therefore not included.

When the Instructions to DSO Form has been checked by the Lands Officer and countersigned by the Divisional Lands Officer and PPTO, get 2 copies of LA16 and 2 copies of Lands Officers Questions.

- 1 copy of LA16 and Lands Officer questions form – Acquisition File.
- Send original to DSO (Departmental Solicitor's Office) along with enclosures.
- **The file should be b/f'd for 3 months for follow-up action.**

Settlement payments and Legal/Agents fees

No payments should be issued for any schemes until DSO has issued written authorisation and instructions for payment to the Lands Officer involved in the scheme. Payable Orders for Settlement payments and Legal Fees are issued directly to DSO unless otherwise instructed. Agent's fees are made out directly to the agent and should only be issued after payment of compensation.

Issue Payments; -

1. DSO will send instructions to issue 'Settlement payments' and/or 'Legal fees' and to whom the payable order should be paid.
2. Complete a 'Payment Slip' (**See Appendix P**) including the relevant finance codes (should be in 'Finance Codes' file held in the section). Arrange for interest calculation for 'Use and Occupation' payment and attach to documents. Attach copies of the 'DSO instructions' with original 'Solicitors Invoice' or copy 'VLA report' and refer the file to the Lands Officer to check the calculations and certify the payment. Keep a signed copy in the 'Payments File' and the landowners file.
3. Refer to Finance Section, Business Services Unit, Rathkeltair House, Market Street, Downpatrick, for payment.
4. Delegated financial limits are specified for authorisation of payments and are available at the following link [payment slip/delegation limits](#)

Pay Agents fees; -

1. The agent is always paid **AFTER** the vendor's compensation has been paid.
2. Complete a 'Payment Slip' and 'Details of Payment' form including the relevant finance codes (see 'Finance Code' file). Attach a copy of the 'VLA report' and original 'Agents Invoice' and refer the file to the Lands Officer to check the calculation and certify the payment. Keep a copy in the 'Payments File'.
5. Refer to Finance section for payment.

Update property terrier records and assets database; -

1. Complete the relevant fields on the Lands Database (see copies attached).

Update the Property Terrier file (held in Lands Section).

LAB 1 FORM

ALL SCHEMES

To: _____ (SO)
Land Acquisition Branch

SECTION A: (to be completed by PPTO)

TYPE OF SCHEME: MAJOR/MINOR/MAINTENANCE/ACCIDENT REMEDIAL/CAR PARK/BRIDGE/OTHER*

NAME OF SCHEME:.....

TOWNLAND:.....

SCHEME CODE:.....**JOB NO:**.....

PRELIMINARY LAND PLAN NO:.....attached

LAND IS URBAN/RURAL*

Regarding the above scheme I would confirm that:

- 1. An Environmental Statement **will/will not*** be required.
- 2. A Crown Development Application **will/will not*** be necessary in reaching this conclusion. **I have/have not** consulted with Planning Service.
- 3. A Direction/Designation/Other Order **will/will not*** be required.

For the purpose of carrying out a Feasibility Study into the proposal please return this form to me before.....(date) with Section B fully completed.

Signed:..... (PPTO) Date:.....

Contact Name:..... Section:.....

Phone No:.....

Note: Where an Environmental Statement is required a Crown Development Approval or a Direction/Designation Order will also be necessary.

SECTION B: LAND ACQUISITION (to be completed by SO)

1. Permission to enter the land for survey/site investigation **has/has not*** been obtained.
2. VLA has estimated the cost of land acquisition at £.....
3. There **are/are not*** likely to be problems with land acquisition (explain if necessary).

.....

4. Details of land ownership as set out below (continue on separate sheet, if necessary):

Plot No.	Folio No.	Ownership Details

Signed:
(Lands Branch Manager)

Date:

*** delete as necessary**

FORM LAB 6

LAND ACQUISITION MONITOR SHEET: to be attached to Engineer's Scheme Preparation File and Land Acquisition Branch's Scheme Land File

TITLE OF SCHEME: _____

RAS CODE: _____

DESCRIPTION OF SCHEME: _____

Form	Purpose	From	To	Reason	Date
LAB 1	ALL SCHEMES	PPTO	SO (LAB)	To request preliminary information on land necessary for scheme.	
		SO (LAB)	PPTO	Reply to info requested above	
LAB 2	ALL MAJOR SCHEMES	PPTO	SO (LAB)	To initiate Direction/ Designation Order	
LAB 3	ALL SCHEMES	PPTO	SO (LAB)	To request acquisition of land	
		SO (LAB)	PPTO	Reply to request above	
PT 2	ALL SCHEMES	SO	Lands Service	To manage acquired land	
LAB 4	ALL SCHEMES	PPTO	SO (LAB)	Confirmation of completion of scheme, surplus land, etc	
LAB 5	ALL SCHEMES	SO (LAB)	Lands Service	Confirmation of completion of scheme, surplus land, etc	
D1	ALL SCHEMES	SO	Lands Disposal	Notification of details of surplus land	

LAB 3 FORM

ALL SCHEMES

To: _____ (SO)
Land Acquisition Branch

SECTION A: (to be completed by PPTO)

TYPE OF SCHEME: MAJOR/MINOR/MAINTENANCE/ACCIDENT REMEDIAL/CAR
PARK/BRIDGE/OTHER*

NAME OF SCHEME:.....

TOWNLAND:.....

SCHEME CODE:..... **JOB NO:**.....

VALUE: £..... (incl. Land acquisition and service relocation costs)

DESCRIPTION OF SCHEME:.....

LAND IS URBAN/RURAL*

SCHEDULE OF PLOT AREAS TO BE ACQUIRED/OR AS ATTACHED

.....

OTHER INFORMATION:.....

FINAL LAND PLAN NO:.....attached in respect of the above
scheme.

I confirm that:

1. Environmental Statement Procedures were completed on.....
or Environmental Statement Procedures are not required because
.....
2. SACTRA Procedures were completed on.....(date
of HQ approval);
or SACTRA Procedures are not required because.....
.....
3. Crown Development Approval was granted on.....

or Crown Development approval is not required because.....
.....

4. Direction/Designation Order became/will become operative on.....
5. Directorate approval was approved on.....
6. The scheme has been approved in accordance with Section 905 of the Roads Manual;
7. The car park scheme has been approved in principle by RSHQ;
8. The scheme is in the current 5 year programme;
9. The scheme is included in the approved minor works list for year.....
10. **Estimated start date is**.....(subject to confirmation of land acquisition).

*** delete as necessary**

Please acquire the necessary land.

A critical path analysis form for the scheme is attached. Please amend if necessary the sections relevant to the land acquisition process and return it to me before.....

When land acquisition is finalised please return this form to me with Section B completed.

Signed: _____ (PPTO) **Date:** _____

Contact Name: _____ **Section:** _____

Phone No: _____

SECTION B: LAND ACQUISITION (to be completed by SO)

To: Mr.....(PPTO)

TITLE OF SCHEME:.....

I refer to your instruction in SECTION A datedand would advise you that:

1. The necessary land has been acquired for the above scheme as requested and
2. Permission to enter the said lands has been granted.
3. **LAB 4 is attached and MUST be returned to the Lands Branch Manager upon completion of the scheme.**

Signed:.....(SO) **Date:**
Lands Branch Manager

FORM LAB 4

To _____ (SO)
Land Section

TITLE OF SCHEME: _____

TYPE OF SCHEME: (detail works involved) _____

1. Identification of Surplus Land

I can now confirm that:-

- (a) all land acquired for the scheme has been incorporated into the road/
car park; or
- (b) of the land acquired for the scheme the attached map indicates:-
 - (i) areas retained for planting/landscaping; and/or
 - (ii) areas surplus to requirements, which should be referred to Roads
HQ for disposal.

2. Please confirm if the carriageway has been altered? YES/NO

Where the completion of the scheme has involved the provision of a new road, the provision of an additional carriageway or alterations to an existing carriageway:

(i) Part II Claims

The above scheme has now been completed and the date of opening for the purposes of Part II Claims, under the Land Acquisition and Compensation (NI) Order 1973 and under the Noise Insulation Regulations (NI) 1995, should be recorded as

(ii) **Noise Insulation Regulations (Northern Ireland) 1995**

I attach the following which has been provided by

_____:-

- (a) a statement of the action which was taken at the initial assessment;
- (b) the traffic figures used in the assessment;
- (c) noise readings (if taken);
- (d) a map showing the scheme, the existing dwellings at the date of opening of the new/improved road and indicating the 300 metres envelope.

Are there any eligible properties under the Noise Insulation Regulations (NI) 1995 which are eligible now and for which offers of noise insulation will require to be made?

YES/NO

If yes,

- (a) I attach a list of the eligible properties;
- (b) I have identified, on the map, the nearest qualifying property

Signed: _____ PPTO Date: _____

Name and Address

BT

Date:

Our ref:

Dear Sir/Madam,

PROPOSED ROAD IMPROVEMENTS AT

The Department has a proposal to carry out works at the above location which may involve land that appears to be in your ownership.

I enclose a copy of a land plan showing the area of land which may be required.

I would like to arrange a meeting with you on site, at which our engineer will discuss in detail, the Department's proposals and should be grateful if you would please contact me to arrange a suitable date and time.

Contact details

Yours faithfully

Lands Officer

Enc

LA 1

**DEPARTMENT FOR REGIONAL DEVELOPMENT – ROADS SERVICE –
LAND ACQUISITION**

INDIVIDUAL LAND OWNER’S RECORD SHEET

SCHEME _____

Name of Landowner _____ File No _____

Address _____

Solicitor _____

Agent _____

Particulars of land to be acquired (attach additional sheet, if required):

ADDRESS/TOWNLAND	FOLIO NO	TITLE	REFERENCE ON MAP	LAND	ROAD BED	TOTAL
				HECTARES	HECTARES	HECTARES

Details of LPA, Land Cert Etc eg particulars of charges or other special features in title.

Accommodation Works Proposed:

REPORT ON VISITS		DETAILS
DATE	VISITED BY	

DEPARTMENT FOR REGIONAL DEVELOPMENT (NORTHERN IRELAND)

ROADS SERVICE - DIVISION

Name of owner(s) _____

Address of owner(s) _____

Name of Scheme _____

Townland: _____ County of _____

I the above-named owner of the plot of land coloured ---- (--- sq.m) on the attached plan agree on behalf of myself, my heirs, my executors and my assigns with the Department for Regional Development to dedicate or if the said Department should require at a future date to sell to it or where it would be more administratively convenient to vest for the purpose of roadworks my interest in the said plot and to grant permission for entry hereunder at the price of £ () subject to the following conditions:-

1. The said Department shall preserve all my existing rights of accesses and services and shall make good any damage caused thereto in the course of construction of the said works. (It shall carry out for the above-mentioned owner on his land the work described in the schedule below).
2. The said Department will pay agent's fees* and legal costs in respect of the sale of the said plot (if applicable).
3. A use and occupation payment at current rates will apply.

I certify that to the best of my knowledge and belief there are no restrictive covenants attached to the land which would prevent its use for roads purposes and I hereby permit the said Department, its servants, agents, workmen and contractors to enter the said plot from the date hereof for the purpose of carrying out the said roadworks.

Dated this day of **2006**

Signed by the owner _____

Witness (if applicable) _____

Signed on behalf of the Department for Regional Development _____
Lands Officer

AUTHORISED OFFICER

* Delete as necessary

SCHEDULE OF ACCOMMODATION WORKS

DEPARTMENT FOR REGIONAL DEVELOPMENT

**ROADS SERVICE – DIVISION
ADDRESS**

TELEPHONE:

PERMISSION TO ENTER FORM

NAME OF OWNER/OCCUPIER* _____

ADDRESS _____

NAME OF SCHEME _____

I/We*, the above named am/are* the owner/occupier* of the said plot of land.

I/We* hereby permit the said Department, its servants, agents, workmen and contractors to enter the said plot from the date hereof for the purpose of carrying out the said road works.

DATED THIS _____ DAY OF _____ 2006

SIGNED BY OWNER/OCCUPIER* _____

SIGNED ON BEHALF OF THE
DEPARTMENT FOR REGIONAL
DEVELOPMENT _____

The Department will indemnify you from and against all claims for damages arising from the works and your land will be reinstated to its original state after the works are completed.

* *delete as necessary*



**DEPARTMENT FOR REGIONAL DEVELOPMENT
ROADS SERVICE – SOUTHERN DIVISION**

SCHEME NAME AND FILE REF: Road Improvement at

INTEREST NAME:

Plot 1

LANDTAKE: sq.m ROAD BED sq.m

ACCOMMODATION WORKS

Signed by owner

Signed on behalf of the Department

Date _____

Types of Accommodation Works

Agricultural Land

a. Hedges

The Department usually offers a thorn quick hedge as a replacement hedge.

Hedges are planted to Dept. of Agriculture specifications and have a maintenance period of three years.

If the landowner asks for the hedge to be planted on the roadside of the permanent fence, the hedge will be on the new boundary line and this should be recorded on the accommodation works agreement.

Dividing hedges may be removed to accommodate larger schemes. Before entering into such agreements the full cost implications should be considered and availability of grants from DARD should be investigated.

b. Fences

The Department will normally offer timber post with 'D' rail fencing. Mesh or chain link wire may also be offered.

The landowner may request a concrete post and wire fence, which should be considered in some circumstances.

Temporary stock proof fencing can be erected before site works commence at the owner's request.

c. Gates

If the gates are in good condition the Department should re-hang the existing gates. If they are damaged on site or poor condition the Department should replace them with similar type.

The Department will replace the concrete posts or pillars.

d. Walls

The Department would normally offer replacement walls on a like for like basis, however, depending on the condition of the existing wall and designation of the area eg areas of outstanding natural beauty (AONBs) or areas of special scientific interest (ASSIs), it may be preferable to offer a timber post and rail or wire fence.

e. Entrances

Entrances should be set back to ensure safe access for agricultural vehicles.

The Department may agree to increase the width of a field entrance but it should not exceed 3.65m.

f. Drains

For environmental reasons the Department should replace open drains with a similar type drain on the field side of the new boundary hedge or fence.

In certain circumstances, the Department will pipe (culvert), stone and soil over the replacement drain. The drain will be in the field side of the new boundary.

The Department will connect existing drains into the new system.

g. Drinker and feeders

The Department should agree to the re-location of the drinkers and feeders with the landowner's agreement.

Areas of hard standing may also be provided at the landowner's request. If a natural water supply cannot be re-instated the Department with the landowners' agreement can make provision for a metered water mains supply. The landowner will be responsible for the charges but the DV should be informed so consideration can be made in the final settlement. Occasionally it may not be possible to re-instate the water supply, and in these circumstances the landowner should be offered compensation for the loss.

Note: If there is a natural source of water on or near a scheme the water should be analysed for purity before site work begins so claims for pollution post scheme can be confirmed or denied.

h. Cattle Creeps

In certain circumstances, the Department will provide a cattle creep and will adhere to the 1973 Agreement with the Ulster Farmers Union.

Each individual case will be considered on its merits by Network Development Branch in Roads Service Headquarters.

The engineer should provide details of costs before finalising the accommodation works agreement.

Residential/Business Property

When a property has a boundary wall the Department will build a similar type wall or one which is in keeping with the property or the surroundings.

In exceptional cases, the Department may also provide a wall to replace a well-maintained mature hedge, if a fence is not appropriate in the circumstances.

The Engineer should have photographs of the location before site works begin.

The wall should;

- 1 Be built on the landowners retained land
- 2 Not exceed 1 m high and 23cm thick
- 3 The height should be measured from the ground at highest point on either the roadside or property side.
- 4 Be built of brick or block and rendered to finish in agreement with the landowner.
- 5 More expensive materials used outside those recommended by the Roads Service should be documented to avoid confusion at the finalising of the compensation sum.
- 6 Provide pillars to re-hang the existing gates.

a. Entrances

The Department should reinstate or re-locate entrances to ensure access is maintained.

b. Gates

The Department should re-hang the existing gates, where possible. A landowner may request a more expensive set of gates. The Department may agree to provide them but details of the additional costs should be documented and the VLA informed of the additional cost.

c. Buildings

When it is necessary to demolish part or a whole building, the engineer should have photographic evidence of the buildings before they are demolished.

The Lands Officer should:

- Obtain vacant possession and keys to the property;
- Ensure that the property is secured/boarded up;
- Ensure that all services are disconnected e.g. water, electricity, gas, etc.;

- Advise the Rate Collection Agency;
- Ensure the landowner is aware of procedure i.e. his/her option to serve notice on the Department by Local Government Act (Northern Ireland) 1972;
- If the landowner consents to the demolition of all the building this should be recorded in writing and the DV informed;
- It is the landowners responsibility to replace the building;
- In certain cases it is the NIHE's responsibility to provide alternative dwelling accommodation.

Motorways

Walls and Fences

In the case of motorways or special roads the Department in the interest of public safety will erect the boundary walls or fences on its land.

The Department will ensure that the type of walls or fences are suitable for motorway conditions. The engineer will advise on this matter.

The Department will be responsible for the maintenance of walls and fences adjacent to motorways.

**AGRICULTURAL LAND SCHEDULE PREPARED FOR DRD ROADS SERVICE
NOVEMBER 2005**

<u>DC AREA</u>	TYPICAL VALUE PER HECTARE (ACRE)	COMMENTS (IF ANY)
Ballymena	£22250 (£9000)	See Notes to Schedule
Ballymoney	£22250 (£9000)	See Notes to Schedule
Carrickfergus	£22250 (£9000)	See Notes to Schedule
Larne	£22250 (£9000)	See Notes to Schedule
Moyle	£22250 (£9000)	See Notes to Schedule
Newtownabbey	£22250 (£9000)	See Notes to Schedule
Derry	£19750 (£8000)	See Notes to Schedule
Coleraine	£17250 (£7000)	See Notes to Schedule
Limavady	£17250 (£7000)	See Notes to Schedule
Magherafelt	£21000 (£8500)	See Notes to Schedule
Strabane	£19750 (£8000)	See Notes to Schedule
Omagh	£23500 (£9500)	See Notes to Schedule
Fermanagh	£23500 (£9500)	See Notes to Schedule
Dungannon	£23500 (£9500)	See Notes to Schedule
Cookstown	£23500 (£9500)	See Notes to Schedule
Craigavon	£22250 (£9000)	See Notes to Schedule
Armagh	£22250 (£9000)	See Notes to Schedule
Newry & Mourne	£23500 (£9500)	See Notes to Schedule
Antrim	£19750 (£8000)	See Notes to Schedule
Banbridge	£22250 (£9000)	See Notes to Schedule
Lisburn	£19750 (£8000)	See Notes to Schedule
Down	£22250 (£9000)	See Notes to Schedule
North Down	£22250 (£9000)	See Notes to Schedule
Ards	£19750 (£8000)	See Notes to Schedule
Castlereagh	£19750 (£8000)	See Notes to Schedule

NOTES TO SCHEDULE

- The schedule represents typical values of useable areas of relatively good quality farmland in each DC area.
- The best quality land in each area may typically command values of up to 25% more than the schedule figures, or even more in exceptional circumstances.
- Poorer land in each area is likely to command substantially less than the schedule value. Adjustment should be made dependent on an assessment of quality of the subject land against the average to good quality standard for the area. Some comments are included in the schedule where appropriate.
- The schedule has been prepared as a general guide in accordance with the Service Level Agreement between Roads Service and VLA, and it should not be used for any other purposes.
- This schedule will remain in force for a calendar year and will then be due for review. However, the VLA may review any individual components at any time and will advise Roads Service of any such appropriate revisions forthwith.

Department for Regional Development – Roads: Land Acquisition

COMPENSATION FORM

A. General particulars

VO Ref _____

Scheme _____

File Ref: _____

Claimant: _____

Solicitor: _____

Agent: _____

	Areas of Land Being Acquired	Land Hectares	Road-bed Hectares	Total Hectares
Plot No				
Plot No				
Plot No				
Plot No				

B. Particulars of Title

Plot No	Folio No	Title	LPA Per annum	Amount to Be Redeemed

Burdens or other Special features in title

C. General Observation -

D. To the District Valuer, The Valuation Office,
Please commence compensation negotiations as soon as possible with the above-named and return one copy of this form in due course with your report entered as E. below.

Department for Regional

Development
_____ Date _____ 20____

Land Officer

E. Report by Valuation Office to Department for Regional Development,

The Valuation Office Signed _____
Date _____

Statutory Charge Search

Scheme Road Improvement Scheme at

File Ref No

Interest Mr

Statutory Charge searches available

Date _____

There are no charges registered for this location.

Lands Officer

Date

Ext

LA16

**DEPARTMENT FOR REGIONAL DEVELOPMENT
LAND ACQUISITION – DIVISION**

**INSTRUCTIONS TO DEPARTMENTAL SOLICITORS’
OFFICE FOR PAYMENT OF COMPENSATION**

Lands Office Reference

Name Of Scheme

Land to be acquired at

Postcode

Townland

Barony

Parish

District Council

Name and Address of Landowner(s)

Postcode

Name and Address of Solicitor
Acting on behalf of landowner

Name and Address of Agent
Acting on behalf of landowner

Land acquired by Agreement *Y/N

Land acquired by Vesting *Y/N

Operative date of Vesting Order

AREA OF LAND BEING ACQUIRED

Plot No.	Land (Area) Hectares	Road-Bed (Area) Hectares	Total (Area) Hectares

Type of land acquired. *Agricultural/Development

Is the property or land to be acquired subject to any tenancies or burdens? *Y/N

Is the land registered/unregistered?

Registered – Folio Number(s)

Unregistered – Ace map N/A

Use and Occupation Payable from

Purchase monies agreed between *Department for Regional Development/Valuation and Lands Agency as follows:

Land take £

Injurious affection £

Disturbance £

Total £

Legal costs to be borne by Department **Yes**

Enclosures as follows (where applicable)

- a) Copy of the Departmental Shortened form of Agreement
- b) Copy of the Vesting Order and landtake map relevant to the landowners interest
- c) Copy of the V L A report confirming compensation settlement dated
Put the date here
- d) Land Registry map approval plus 3 copies of the landtake map
- e) Land Registry Folio map/copy Folio
- f) Ace map (1 original & 3 copies) in cases of unregistered land
- g) Form GL4 (requisition of fees)
- h) Enforcement of Judgement Office search
- i) Chancery Search
- j) Statutory Charges Search
- k) Companies Office Search
- l) Planning
- m) Water
- n) LA14

Signed _____ Date _____

Lands Officer

Countersigned by _____ Date _____

Divisional Lands Officer

Approved by _____ Date _____

PPTO

Ref: LAC237/12

To: Lands Officers

When the Department is purchasing land please provide answers to the following questions when issuing instructions to Solicitor's Branch. I have indicated after each question where you can obtain the information needed.

Questions

Replies

1. Is the title to the land registered in the Land Registry?

See LA16

(A search in the Land Registry will indicate whether or not the title is unregistered)

2. Is the road contiguous to the land maintained by the Department as a public road?

(The relevant Roads Service Division should be required to provide this information)

3. Is the land connected to a main sewer?

(The relevant Water Service Division should be asked to provide this information)

4. (a) What planning applications have been made to develop the land?
(b) What conditions have been attached to any planning permission granted to develop the land?

(The relevant Planning Service Division should be requested to provide this information)

5. Are any charges registered in the Statutory Charges Register against the land?

(The Statutory Charges Register which is in the Land Registry should be searched and details of any charges registered on it should be taken from it).

6. Are any judgements registered in the Judgement Office?

(The Judgement Office should be requested to provide this information).

Questions

Replies

7. (a) What is the Net Annual Valuation?

(b) Have all rates been paid up to the date of instructions for purchase?

(The relevant Rates Office should be requested to provide this information).

8. Where the Vendor is a Limited Company are there any charges registered in the Companies Office Register against the Company.

9. Is the land within a smokeless zone?

(The relevant District Council should be requested for information on this matter).

10. Please provide the names of the people who occupy the land.

(The land should be inspected and the query raised with the landowner.)

11. Chancery

Urgent Lands Payment

PAYMENT SLIP

Section: Forward Planning & Lands Southern Division

Vendor Number:	Order Type	(tick one box only)
Vendor Site: (if applicable)	* Confirmation Order	
Invoice Date:	EROS	
Invoice/Cert Number:	Letter	
Invoice Amount £ :	Official Order	
Disputed? Yes / No	Open Order	
*Reason:	Other	
Description:	* Provide written explanation on Official Order	
	Official Order No:	
	Official Order Date:	

C.I.S. Related?

No CIS4 CIS5 CIS6

Terms date: (inv rec'd date or date dispute resolved)

Procurement Category (tick one box)

Works Goods/Supplies None

Contract In Place YES*/NO

If Yes:

Framework RSC Works contract Proc Services Contract

Other

Contract Reference No:

Cost Centre	Function	Cost Code	Job No	£	P
999	941 VAT	1551	00000		
999	938 (CIS4)	1761	00000		

Check Details	Initial	Date	Certification
Quality/Quantity/Work Done			Signature:
Order Checked/Not Previously Paid:			PRINT NAME:
Tender/Quotation Checked:			
Calculations Checked			Grade: Date:
PRINT CONTACT NAME:			
(Tel No:)			COST CENTRE: <input type="checkbox"/>