



Roads Service Policy & Procedure Guide: S028

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Level 4 : (Work Areas) Legislation

Notes

This document is a direct replacement for Section 1005 of the Roads Manual; as a consequence this document has not passed through the full document control system.

Certification

This document complies with Roads Service Policy. For Implementation and Issue Dates, see above.

(Signed) Director of Engineering

Certification Date:

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1 Introduction

1.1 Purpose

This Roads Service Policy & Procedure Guide (RSPPG):-

- a) Is aimed at all Roads Service staff involved in land acquisition.
- b) This RSPPG replaces section 1005 of the Roads Service Roads Manual

1.2 Definitions

1.2.1 "DV" – District Valuer

1.2.2 "DARD" – Department of Agriculture and Rural Development.

1.2.3 A hedge is a double row of Hawthorne, Beech, etc plants, planted in accordance with DARD NI specification.

1.3 Background

1.3.1 None

1.4 Costs and Benefits

1.4.1 As this RSPPG is to replace an existing Roads Manual Section the Costs and benefits are not relevant at this time.

2 Roads Service Policy & Procedure

2.1 Nature of Accommodation Works

2.1.1 Definition of Accommodation Works

2.1.1.1 “Accommodation Works” are works which the Department is prepared to carry out in a road contract to accommodate the land acquired for a road scheme and not for the benefit of a vendor. Whilst the Department is therefore under no obligation to erect roadside boundaries (walls, fences or hedges) on lands retained by the claimant, it will nevertheless, seek to preserve the existing environment by offering appropriate roadside boundaries as accommodation works. If and when accommodation works are carried out by the Department, the effect is to mitigate the compensation payable in respect of land taken and injurious affection to land retained by the vendor. But if the extent and character of such works cannot be agreed the compensation payable for land taken and for injurious affection is measured by the vendor’s loss and that loss is properly ascertained by a consideration of the value of the vendor’s land before and after its acquisition by the Department.

2.1.2 Composition of Accommodation Works

2.1.2.1 Accommodation works can comprise such things as the provision of fences (temporary or permanent), hedges, walls, gates and the restoring of access to the road on a new or altered boundary. Such works become the property of the vendor and their future maintenance (except for temporary fencing and hedges for a period of 3 years until they become established) is normally the vendor’s responsibility (but see section 2.9).

2.1.2.2 Accommodation works do not include:-

- i. works carried out for the benefit of a vendor on land acquired for the road, eg verge crossings, ducts for cables or pipes; these form part of the road, the future maintenance of which is the Department’s responsibility;
- ii. the provision of replacement buildings;
- iii. except in exceptional circumstances the provision of cattle creeps (but see section 2.7.9), pedestrian subways, footbridges, etc.

Note: The above items can however be taken into account by the DV in assessing compensation, eg, by alleviation of severance, preservation of amenity, etc.

2.1.3 **Legal Position on Accommodation Works**

2.1.3.1 **The Department has no legal obligation to carry out accommodation works; liability is limited to monetary consideration only.** They can be carried out only by agreement with a vendor. In practice it is generally to the mutual advantage of both a vendor and the Department that such works be carried out by the Department at the same time as the roadworks. This often facilitates the DV's negotiations and is generally the most practical, speedy and economical course to ensure that the works are satisfactorily carried out. Also, in special circumstances when accommodation works can be provided with a view to preserving the amenities and surrounding environment of a highway there is a risk that, if it is left to the vendor, something cheaper and less satisfactory will be done.

2.1.4 **Compensation versus accommodation**

2.1.4.1 **The cost of accommodation works in terms of value to the property is taken into account by the DV in assessing the overall compensation payable in respect of land and/or rights acquired and his report of the provisional settlement should set out full details of the agreed works.** Extreme care should be taken to avoid lavish accommodation works the cost of which could exceed the total value of the land being acquired (see also section 2.2). In any case where it is thought likely that the cost of the accommodation works would exceed the total value of the land being taken the DV should be consulted before the accommodation works are agreed.

2.2 **Provision of Like for Like**

2.2.1 **Legal basis versus environmental basis for compensation**

2.2.1.1 **Insistence on replacement of like with like by owners** cannot legally be asserted although in many cases the provision as an accommodation work of the same sort of roadside boundary as previously existed is environmentally desirable. Whilst the cost of providing like for like, for example in the case of dry stone walls, may substantially exceed the cash compensation which would otherwise be payable and may not therefore be justifiable on compensation grounds, nevertheless, the principle of like for like may well be justified on grounds of preserving the existing environment.

2.2.1.2 **Overriding amenity, planning and listed building considerations** could apply in certain cases, for example in areas of Outstanding Natural Beauty, which the Department might accept as grounds for providing accommodation works of a nature which could not otherwise be justified.

2.3 ~~Liaison between Engineering Staff and Lands Officers~~

2.3.1 Timing for Determination of Need and Extent of Accommodation Works

2.3.1.1 **During the design stage of a scheme**, the scheme engineer and the lands officer should discuss the need and extent of accommodation work.

2.3.1.2 **Prior to construction**, any agreed amendments to the accommodation works which are suggested, should be implemented only if they are minor in nature.

2.3.1.3 **In other cases**, the DV should be consulted/informed.

2.3.1.4 **Ideally agreement on accommodation works should be settled prior to publication of notice of intention to make a vesting order.**

2.3.2 Personnel involved in agreeing extent of Accommodation Works

2.3.2.1 **Simple accommodation works**, i.e., standard fencing of agricultural lands could consequently be discussed and agreed by the lands officer with landowners/agents.

2.3.2.2 **Discussions and agreement involving works of a more complex nature** should be conducted jointly by the scheme engineer and, lands officer. It may be necessary to involve the DV in certain cases.

2.3.3 Once accommodation works are agreed

2.3.3.1 **Details of agreed accommodation works should be set out in writing by the lands officer and sent by recorded delivery post to the landowner/agent.** This will help resolve any dispute should one arise at a later date or on completion of the scheme.

2.4 ~~Liaison with District Valuer~~

2.4.1 During Discussions with a Vendor

2.4.1.1 **In discussing accommodation works with a vendor or prospective vendor**, it is important that close liaison be maintained with the DV so as to avoid any possibility of prejudicing his negotiations. It should be made clear to the vendor that any accommodation works will form part of the compensation to be negotiated by the DV for the purchase of his interest in the land required for the scheme and that the discussions are without prejudice to those negotiations.

2.4.1.2 **It is equally essential that no undertakings be given as to payments in lieu of accommodation works.** Any works in the nature of accommodation works that a vendor decides to carry out himself in his retained land do not come within the definition of “accommodation works” and any payment that may eventually be made to cover all or part of such works would form part of the overall compensation settlement and is a matter for negotiation with the DV. No separate payment can be made in respect of such works; however once the DV has been authorised to open formal negotiations, consideration may be given, in appropriate cases, to the making of an advance payment of compensation monies to the approval of the DV.

2.5 **Delays in Completing Negotiations**

2.5.1 **Management of Prolonged Negotiations**

2.5.1.1 **Costly delays can occur when negotiations on accommodation works become prolonged.** This is particularly the case where it is desirable or necessary for such works (eg, fencing, walls, gates, etc, on a new frontage line) to be executed before the existing ones are demolished and the roadworks commenced. Should an owner persist in making unreasonable demands or is dilatory in negotiation, and it becomes more practical or in the Department’s interest to deal with the loss or injury occasioned by the acquisition by way of monetary compensation, the DV should be advised accordingly and the offer to carry out accommodation works withdrawn. In such cases it may be necessary to arrange for the erection of a temporary fence along the acquisition boundary for containment of livestock, etc, during the course of the roadworks.

2.6 **Disputes**

2.6.1 **Lands Tribunal**

2.6.1.1 **Disputes about accommodation works cannot be referred to the Lands Tribunal, which can only adjudicate on monetary awards.** If agreement cannot be reached with a claimant the only alternative is, therefore, a cash settlement. Furthermore where there is a dispute on the overall level of compensation which reflects the accommodation works already offered the DV will appear as an expert witness on behalf of the Department.

2.7 **General Guidance on Accommodation Works**

The following notes are for guidance on matters which it is felt will arise most frequently. It must be emphasised that the works are carried out in lieu of compensation payment, the DV should always be advised initially and kept informed of any changes.

2.7.1 Site Clearance

2.7.1.1 **Where a comparatively small quantity of trees** has to be removed and the owner wishes to retain them for firewood, etc, arrangements should be made in the contract for the trees to be sawn into suitable lengths and left for his use. Otherwise they should be disposed of by the contractor.

2.7.1.2 **Where a substantial quantity of valuable timber is involved** the owner may wish to make his own arrangements for disposal on being advised that the vesting order is about to be made. In this respect however it should be noted that the owner may cut the trees down leaving the stumps which are frequently more expensive to remove than if the trees were felled and the stumps removed at the same time. If he is not interested the Department might find it advantageous to seek offers for the removal of timber prior to the start of the works.

2.7.2 Buildings and Other Structures

2.7.2.1 **Where part of a building or structure has to be demolished for a scheme** and it is found practicable to remove that part alone, the part which remains should be made good. The repair work should be carried out in accordance with the current Building Regulations. For example, the Department usually provides weatherproofing to an exposed gable (although this is in excess of its legal obligation). On the other hand requests from adjacent landowners for fencing, on the grounds that the vested land removed property originally affording some security protection to their property, are normally refused. Where a vesting order applies only to a part of a building, the owner may serve a notice on the Department requiring it to acquire the whole building as provided by paragraph 10(2) of Schedule 6 to the Local Government Act (Northern Ireland) 1972

2.7.2.2 **Where it is not feasible to remove part of a building or structure and the entire structure has to be removed** the owner may serve a notice also in accordance with paragraph 10(2) of Schedule 6 to the Local Government Act (NI) 1972. If the land owner does not serve notice in accordance with paragraph 10(2) and does not object in principle to the demolition of the part of the building which lies outside the area required for road works then the landowner's written consent should be obtained to demolish that part of the building or structure which lies outside the area required for roadworks. He would, of course, be compensated for the loss of the whole building or structure. Where this procedure is followed the DV should be given full details of the agreement with the owner of the building to enable the correct level of compensation to be assessed.

2.7.2.3 **Before any buildings are demolished or altered** it is very important to ensure that sufficient photographs and measurements are taken and a layout plan made as these may help resolve any dispute should one arise at a later date or on completion of the scheme.

2.7.2.4 **Responsibility for replacement of buildings or other structures** will generally be the landowners; subject to payment of appropriate compensation. It should be noted that Article 40(1)(c) of the Land Acquisition and Compensation (Northern Ireland) Order 1973 (1973 No 1986 (NI 21)) places on the Northern Ireland Housing Executive the responsibility in certain cases of providing alternative dwelling accommodation.

2.7.3 Drains

2.7.3.1 **Where an open drain exists behind the road fence or hedge and the road is being widened**, it should be replaced by a similar open drain on the field side of the new fence to ensure that adjoining lands are as efficiently drained as before the roadworks.

2.7.3.2 **If it is not possible because of substantial changes in levels to replace an open drain with a drain similar or less in width and depth**, the replacement drain may require to be piped in whole or part at the Department's expense.

2.7.3.3 **The new distance from drain to boundary** should be as similar as possible to the original distance.

2.7.3.4 **If a drain is found to be necessary where none formerly existed** it should be constructed within the road boundary. For example, in cases where a road embankment severs the natural drainage on a landowner's property, the landowner might justifiably demand that the necessary drain is located within the road boundary and maintained by the Department.

2.7.3.5 **Severed field drains or shores** should be connected into the new drains.

2.7.4 Water Supplies

2.7.4.1 **Affected Water troughs** should, where possible, be moved to a suitable site agreed with the landowner and reconnected to the source of supply. The route from the source of supply should avoid third party's land as pipe fractures can lead to disputes.

2.7.4.2 **Cattle drinking areas at streams** should, if absorbed in roadworks, be replaced at suitable points agreed with the landowner elsewhere along the stream. It may be necessary to provide associated hard-standing areas for cattle.

2.7.4.3 **Where natural water supplies and drinking areas are affected and cannot be satisfactorily reinstated** arrangements may, with the owner's consent, be made for the provision of suitable metered mains water supplies. In this event the owner should be informed that he will be responsible for future water charges but that this will be taken into account in assessment of compensation.

2.7.4.4 Natural water holes or wells which form the only possible source of supply in remote rural areas. If these are affected by roadworks and a convenient watermain is not available, it is generally advisable to ask the landowner if he would be prepared to accept responsibility for their replacement on a compensation basis.

Note: Wells or other natural sources of supply on or near the proposed roadworks should be analysed for purity prior to the start of the scheme to determine the admissibility of possible claims on the grounds of pollution due to road works.

2.7.5 Fencing

2.7.5.1 Various types of fence that can be offered to individual landowners as a result of a scheme:

- In rural areas, landowners are generally prepared to accept treated timber post and wire fencing with, if necessary, associated wire mesh and/or thorn quicks.
- The Department is opposed to the use of timber post and rail fence in rural areas because of its accident potential.
- **It is however recognised that a concrete post** and wire fence will offer greater longevity than timber, and experience has shown that landowners, for this reason tend to prefer it. However, concrete post and wire fencing is deemed to be aesthetically unsuitable in a boundary treatment except where associated with a hedge which will eventually outgrow it.
- On large schemes with several land owners the appearance of several different types of fence should be a consideration and an attempt should be made to initially offer landowners a timber post fence, although if the majority of landowners insist on concrete, consideration should be given to offering other landowners the opportunity to avail of the concrete post and wire option.

2.7.5.2 Location of Fences - For safety and aesthetic reasons the timber post and wire fencing is recommended as appropriate, with the location for the permanent fence being on the line of vesting. A hedge and secondary fence should only ever be located within the landowners ground (see 2.7.8.3), and will become the landowners responsibility - See also 2.7.8.4 for Minor Works schemes; except in the case of motorways and special roads (see 2.7.5.5),.

2.7.5.3 The role of an additional secondary fence (if provided) is to protect the hedge from livestock whilst it becomes established and becomes stockproof. This assumes however that a secondary fence will be provided on the landowner side of the vesting line; which will be considered in Section 2.7.8.3.

2.7.5.4 A special roadside boundary fencing; in certain circumstances, may be required to be make provision for the protection of orchards, etc, or for security reasons. In such cases special care should be taken to select a type of fencing aesthetically appropriate to the local environment.

2.7.5.5 **In the case of motorways or special roads**, as defined by the Roads Order (Northern Ireland 1993), the fencing will be erected on the Department's land and will be maintained by the Department. The Department will erect whatever type of fencing it deems suitable. In built up areas some special form of fencing for motorways or special road may be necessary in the interests of the safety of persons, but in rural areas treated timber post and wire fencing with, if necessary, associated wire mesh for stock proofing, is regarded as the norm for aesthetic reasons.

2.7.5.6 **Badger and Otter Fences** - When an ecological design requires the provision of badger or otter fencing, it is not appropriate to expect the landowner to maintain such fencing to ensure that they remain badger or otter "proof". Responsibility for the maintenance of these fences to a standard sufficient for the containment of agricultural animal livestock will remain with the landowner. Where there is evidence of a high incidence of badger or otter fatality at a location the Department may intervene to carry out additional maintenance work to attempt to prevent badgers breaching the boundary fence.

2.7.5.7 **Bio-security Fencing** - The present DARD "Bio-security Code for Northern Ireland Farms"¹ suggests that to prevent/minimise the risk of transmission of disease between neighbouring herds, a hedge planted between two fences set 3m apart should be adopted. The land take to accommodate this would not be onerous when compared to the normal 2m gap associated with DARD specification for new hedge planting

2.7.5.8 **Bio-security fencing will be provided when a landowner requests it only where**

- an accommodation access lane services 2 or more farms and
- where there is a demonstrable increase in risk of transmission of disease.

Where land is vested to provide a multiple access lane and the landowners request bio-security fencing, they must undertake to maintain the fence nearest the lane-side and the hedge between the fence lines.

2.7.6 **Walls**

2.7.6.1 **Where the existing boundary wall is sub-standard**, arrangements should be made, where possible, for its replacement to be timber post and wire fencing as described in paragraph 2.7.5. If the wall is in very good condition and well maintained it may be difficult to resist a request by the landowner for its replacement with a similar type of wall. In this respect a great deal will depend on the reasonableness or otherwise of the landowner's request. In the case of any stone walling like for like should be the norm.

¹ DARD, Biosecurity Code for Northern Ireland Farms.(2004) ISBN 1 85527638 0
http://www.dardni.gov.uk/biosecurity_code_booklet_for_northern_ireland_farms.pdf.

2.7.6.2 **Where a private house or business premises are bounded by a wall** any replacement should be with a similar type or one which is suitable and in keeping with the type of property.

2.7.6.3 **A private house or business premises may be provided with a suitable wall over such frontage as may be reasonably required to maintain privacy** because of encroachment.

2.7.6.4 **Walls provided, will be erected on the landowner's retained land** (except in the case of motorways or special roads (see 2.7.6.5)), should generally not exceed 1 m in height and 23 cm thickness. They should normally be constructed of brick, rock-faced concrete blocks or rendered blocks depending on what fits the circumstances. This height is measured from the ground at the landowner's or road side of the wall, whichever is the higher. Requests for more expensive materials may be met provided the landowner is made aware of the corresponding reduction in his compensation entitlement and provided of course that the compensation entitlement would be sufficient to meet the cost. Such an arrangement should be confirmed in writing to avoid any subsequent dispute.

2.7.6.5 **In the case of motorways or special roads the wall will be erected on the Department's land** and will be maintained by the Department. The Department will erect whatever type of wall it deems suitable.

2.7.7 **Gates**

2.7.7.1 **Normally existing gates should be rehung at repositioned entrances** but in practice it is often found to be just as economical to fit new gates if, for instance, the existing gate is damaged or warped and could only with difficulty be rehung on the new pillars or posts. Because of the effect on compensation entitlement the landowner's comment should be sought.

2.7.7.2 **New field gates provided** should not be less than 3.65 m wide to permit reasonable access for modern agricultural machinery.

2.7.7.3 **A landowner's request, for more elaborate and costly gates and fittings than would normally have been offered** may be met subject to similar arrangements as set out in paragraph 2.7.6.4.

2.7.8 **Hedges**

2.7.8.1 **Roads Service often agree to requests to provide hedges particularly in rural settings** because existing boundaries are hedged and also because it is in accordance with the Roads Service Environmental Hand Book² in which such provision is encouraged.

² Roads Service Environmental Hand Book (1998) <http://rdsclarweb1/publications/environ.pdf>

2.7.8.2 **Standard Detail for Setting of Hedges** - Hedges set by the Department as part of agreed accommodation works must be maintained for a period of three years to ensure that quicks that perish are replaced and that a thick and continuous hedge is established. The DARD specification for the planting of hedges should be adopted. It should be noted that the DARD specification includes a second temporary stock fence to prevent damage by livestock³.

2.7.8.3 **Location of Hedges** - With the need to protect newly planted hedges and the recognition of the additional costs required in providing a second temporary fence there are two approaches that can be adopted with regard to the location of a new hedge:

a) - **When hedges are provided as part of the permanent works**, the permanent fence should be located at the road boundary and the hedge set on the landowner's side of the new fence. Temporary fencing would be required on the landowner's side of the new hedge for a period of 3 years to allow the hedge to become established. The temporary fence and hedge would be Roads Service's responsibility for the 3 year period.

b) - **On schemes where there is sufficient land take and where there is an opportunity to help soften impact and improve on relief**, hedges may be located on the roadside of the permanent fence (fence always on the vesting line). This has the advantage of eliminating the need for an additional temporary fence, and would compliment any landscaping to be undertaken as part of the works. The adjoining landowner will be responsible for facing and trimming the hedges when they encroach into their property. Roads Service would only intervene if the hedge where causing inconvenience or hazard to road users.

2.7.8.4 **In the case of smaller minor works schemes** an element of discretion may be appropriate, however, this should not result in the Department becoming responsible for the maintenance of boundary hedges and fences.

2.7.8.5 **Removal of Hedges** - A major road scheme occasionally reduces the area of a field or alters its shape to an extent which makes it uneconomic or difficult to work. In such cases it is often possible to mitigate injurious affection through agreement with the landowner to remove in the course of the contract short lengths of dividing hedge between fields but it should be established beforehand whether such an arrangement would be likely to involve expenditure on piping and backfilling associated with open drains which would exceed the compensation entitlement. The cost of such an exercise may, on examination, be disproportionate to the benefits and the owner should be advised accordingly. They may also be able to obtain a grant from DARD for carrying out elements of the the work themselves.

2.7.9 Cattle Creeps

³ DARD, Countryside Management Scheme 2007 – 2013, ISBN 978-1-84807-065-3
http://www.ruralni.gov.uk/index/environment/countryside_management_main.htm

2.7.9.1 In the case of cattle creeps (ie, underpasses or bridges) the Department agreed with the Ulster Farmers Union in 1973 certain guidelines when considering whether or not a cattle creep should be provided when a new dual carriageway is being provided. Cattle creeps for stock should be considered in accordance with the following guidelines:-

- i. Where the daily movement of stock is necessary throughout the greater part of the grazing season.
- ii. It is considered that herds of less than 20 milking cows would not justify the cost involved.
- iii. It must be technically impossible at normal stocking rates for the herd to be maintained for the greater part of the grazing season on the portion of the land on which the farmyard is situated. This question must be considered having regard to the other enterprises normally carried on by the farmer concerned.
- iv. Cattle creeps capable of accepting farm machinery would not be provided except in very exceptional circumstances.

2.7.9.2 Case by Case considerations to be taken into account when determining the feasibility of constructing a cattle creep, are

- the cost,
- the likely effectiveness, and the probable degree of permanence of usage.
- the area of land on the opposite side of the road from the farmyard, would be an important factor, but that land taken in conacre should be disregarded.
- The problem of crossing cattle is more acute on dual carriageways than on single carriageways because of the likely greater traffic volumes and speed and the greater difficulty of controlling a herd of cattle on the open spaces provided by a dual carriageway. The problems which arise on single carriageways are not so serious but this does not rule out the exceptional case where a cattle creep might be justified on a single carriageway.
- Maintenance

These factors must be taken into account when assessing the need for a cattle creep, despite the difficulty of laying down quantitative guidelines.

2.8 **Maintenance**

When accommodation works have been carried out they become the property of the landowner who is then responsible for their maintenance. The exception is the maintenance of fences or walls adjacent to motorways or other special roads, which remain the responsibility of the Department. The Department has adopted the practice of maintaining hedges for a stated period and of replacing any plants which do not strike.

2.8.1 **Structural liability rests with RS, cleanliness rest with landowner** when Cattle creeps/accommodation over/underbridges have been constructed –

2.8.2 **It is not possible to give a general opinion on the duty to maintaining walls.** The test of responsibility seems to be that if the wall is built to contain or support the road then it is part of the road and the Department is responsible for maintenance of at least the retaining portion of the wall and the landowner responsible for the rest of the wall. If it is built to support adjoining property, eg, giving the landowner benefit of level ground, the landowner would be responsible. A practical test may be – who would suffer most if the wall failed? It should be noted that the designer and builder of the wall have a responsibility, for a limited period, for design and construction defects respectively.

3 Equality Impact Assessment (EQIA)

3.1 Equality Impact Assessment Section 75 of the Northern Ireland Act 1998

3.1.1 These amendments are being made to an existing internal document covering internal Roads Service procedures. As the amendments will not have any impact on any Section 75 group it is deemed that an EQIA Screening Analysis/full EQIA is not necessary.

4 References

4.1 General References

4.1.1 DARD, Biosecurity Code for Northern Ireland Farms.(2004) ISBN 1 85527638 0
http://www.dardni.gov.uk/biosecurity_code_booklet_for_northern_ireland_farms.pdf.

4.1.2 Roads Service Environmental Hand Book (1998) <http://rdsclarweb1/publications/environ.pdf>

4.1.3 DARD, Countryside Management Scheme 2007 – 2013, ISBN 978-1-84807-065-3
http://www.ruralni.gov.uk/index/environment/countryside_management_main.htm

4.1.4 .

4.2 Endnote References

(Note: These only appear in Print Preview or on the printed document)

5 Appendices

5.1 Appendix 1

5.1.1

5.2 Appendix 2

5.2.1

6 Control Sheet - Roads Service Policy & Procedure Guide:

Title: Land Acquisition – Accommodation Works

6.1 Document History

Version	Date	Author	Authorised by Document Control Panel Members Name : Signature
1	16/06/00	R Newell	R Wilson
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3	10/08/09	R.Newell A.Hitchenor	R.Sherman P.Hamilton

6.2 Overall Reasons for this Version

Version	Reasons
1	First issue of RSPPG
2	To bring it into line with the guidance given in the Goods Road Guide and Roads Service Environmental Handbook in respect of roadside boundaries
3	Update to reflect issues raised through major works programme

6.3 Revision Details

Version	Amendments
2	Paras 2.1.1; 2.1.2; 2.1.4; 2.2.1; 2.2.2; 2.7.6.1; 2.7.6.2; 2.7.6.3; 2.7.6.4; and 2.7.7.1
3	Paras 1.2.3; 2.7.5.1;2.7.5.2;2.7.5.3;2.7.5.4;2.7.5.6;2.7.5.7;2.7.5.8;2.7.7.1;2.7.7.2;2.7.8.1;2.7.9.2;2.7.10;1.1 and 4.1