

Further information on Improving Public Access

This is an old version of the page

Date published: 16 February, 2022

Date superseded: 20 January, 2023

For recent changes to this guidance, please see the [bottom of the page](#).

Withdrawing an IPA application or contract

During the application window: If you decide to withdraw prior to the application deadline you can do so using the withdraw function on the R,P & S on-line system. This should also be done if you submit an application in error or change your mind.

During assessment process: If you withdraw during the assessment process please inform your NatureScot case officer stating why you wish to withdraw and they will complete the process.

Post contract: If you do not want to go ahead with the work detailed in the contract, please send an email with a reason(s) for not proceeding. Please send this to the email address from where the contract pack was issued, and you must send it from the email address registered for your business. For posted paper contracts return it unsigned with a reason(s) for not proceeding.

Capital item construction requirements

It is essential that you construct and install the IPA capital items exactly as detailed in the capital item requirements. Links are provided to additional good practice guidance on how to construct paths, drainage, gates, signage, seats etc. to help you achieve this. Deviating from the requirements can result in an unsuccessful claim and payment.

Photographs

Capital items that involve below ground works must have photographic evidence taken showing the construction process. Details of exactly what photographs should be taken is provided on the IPA capital items requirements document. You should also ensure that the photographs are;

- Clear and in focus with a point of reference for scale.
- Dated, this should be the date taken not uploaded.
- Named using IPA ref and schedule of works capital item references, followed by image number and date eg 21AEC9999 – SP1 – 001 – 140422
- Geo-referenced if possible
- Stored on memory stick, or uploaded to R,P & S system if a small number/file size.

Variations

If at any point during the delivery year you need to change or vary the contract eg move location of a gate or, remove a waymarker or re-align a path you must let your NatureScot case officer know and request a change to the contract. We also consider requests to vary a contract into the next delivery year, however this is only approved in very exceptional circumstances. Variations will not be granted for contracts that have run out of time to deliver, all work should be delivered by 31 December 2022. Further detail on variations can be found [here](#).

Claims

Use the [PF16-AECS capital items claim form](#) to claim for IPA and complete Part 2 only for standard costs being claimed. You are not required to submit receipts for IPA capital items. Claims for payment can be made against individual lines in your contract Schedule of Works once they are completed.

Payment will be made against approved and inspected capital items. These costs payments include labour (direct or contract) and materials. The processing of claims can take several weeks or months and may include on-site inspections as well as assessment of photographic evidence, so ensure you can cover any costs or outlays in the interim.

For more information see [Claims and payments](#).

Recent changes

Section	Change
Withdrawing an IPA application or contract	Updated to reflect the process for withdrawing an IPA application or contract

Previous versions

[Previous versions of this page](#)

Download guidance

Click 'Download this page' to create a printable version of this guidance you can save or print out.