

# Further information on Improving Public Access

**This is an old version of the page**

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

## Withdrawing from IPA

If you have received a contract but decide that you are not going to fulfil it you must inform your NatureScot case officer so that we can withdraw the contract.

If you decide to withdraw from the scheme during the application or assessment process, you can do so using the withdraw function on the R,P & S on-line system. If you withdraw during the assessment process please inform your NatureScot case officer.

## 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.

## 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
Whole page	Updated to reflect changes to the 2021 AECS round

## [Previous versions](#)

[Previous versions of this page](#)

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