

**TRAIL REGISTRATION INSPECTION - GREENWAYS**

**Introduction**

Sport Ireland Outdoors maintains a register of all recreational trails in Ireland, promotes standards for trails and accredits trails against these standards.

National Trails Register and Sport Ireland Outdoors website

The National Trails Register is a listing of developed trails in Ireland which are accredited by Sport Ireland. Trails listed on the register are also displayed on the website <https://www.sportireland.ie/outdoors/> providing information about trails to the public.

For a trail to become accredited Sport Ireland carry out a Trail Registration Inspection to confirm that it meets the standards both in terms of management of the trail and the trail infrastructure. To initiate an inspection this document must be completed.

Sport Ireland manage an insurance scheme for accredited trails. Where a trail crosses **private land** on a permissive access basis, the landowner can be covered by public liability insurance if the trail is included in the scheme. Also, on request, voluntary trail management organizations can covered by public liability insurance related to their management of the trail. In general, this scheme does not apply to greenways which are typically on public land and managed by a local authority.

**Trail Registration Inspection**

The criteria used to assess a greenway during the **Trail Registration Inspection** are outlined in various national standards as follows:

* [Recreational Cycle Trail Criteria for Ireland](https://www.sportireland.ie/sites/default/files/media/document/2023-08/Recreational%20Cycle%20Trail%20Criteia%20for%20Ireland.pdf) – Sport Ireland
* [Walking Trails Criteria for Ireland](https://www.sportireland.ie/sites/default/files/media/document/2021-10/walking-trails-criteria-for-ireland-october-2021.pdf) - Sport Ireland
* [Rural Cycleway Design (Offline and Greenway)](https://www.tiipublications.ie/library/DN-GEO-03047-03.pdf) - TII
* [Cycle Design Manual](https://www.nationaltransport.ie/publications/cycle-design-manual/) - NTA
* [Traffic Signs Manual](https://www.trafficsigns.ie/tsm-cur) – DoT
* [Greenway Design & Brand Guidelines](https://www.gov.ie/en/publication/05a197-greenway-design-and-brand-guidelines/) - DoT

**Requesting a Trail Registration Inspection**

When all development work is completed on a new trail the agency responsible can request a Registration Inspection with Sport Ireland by completing the I**nspection Checklist** below. The forms are used to ensure that a trail and the management group are ready before a registration inspection is organised. The completed *Registration Inspection Request Form* should be returned via email to:

[outdoors@sportireland.ie](mailto:outdoors@sportireland.ie)

**Trail Inspection**

If the completed request form confirms that all requirements are in place, a registration inspection will be scheduled. The inspection involves a Sport Ireland Trails inspector visiting the trail/sand conducting a survey of the trail. A scoring system is used to assess how well the requirements of the standards are being met. To be accredited a trail must meet all mandatory requirements and reach a score of 70% for all other requirements.

**Inspection Report**

After the inspection a Trail Registration Inspection Report is issued including details of any issues found categorized as ‘Safety Issues’, ‘Significant Issues’ or ‘Advisory Issues’. The report will show if the trail has met the criteria to become registered. If not, to become registered, the issues identified will need to be addressed such that a score of more than 70% is achieved.

**Cost for Registration Inspections**

There is a cost associated with doing Registration Inspections. To ensure the accreditation process remains sustainable it is necessary that the cost of the inspection is covered by the organisation managing the trail. Costs for inspection will typically be in the region of €300 to €700 per inspection depending on the length of the trail. This cost should be factored in when budgeting for the development of the trail. Please contact us to confirm a more exact cost when you know the length of your trail. The cost will be established in advance of the inspection and an invoice issued to the trail management organisation once the inspection report is finalised.

Once a trail is listed on the National Trails Register future trail audits will be free of charge.

**Trail Management**

The plans for the ongoing management of a trail are critical to ensure the ongoing standards of the trails is maintained and it provides an excellent user experience. The systems for management of a trial are normally assessed by Sport Ireland during a registration inspection. However, in the case of Greenways being developed by local authorities funded through TII, it has been agreed with TII that the appropriate management of greenways can be assumed and therefore this will not be assessed by Sport Ireland. For any other greenways the procedures for management of the trail and records related to that will be assessed.

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| **SECTION 1 - CHECKLIST FOR TRAIL REGISTRATION INSPECTION - GREENWAYS** | | |
| 1 | Name of Trail(s) |  |
| 2 | Organisation Responsible |  |
| 3 | Name of Main Contact Person |  |
| 4 | Telephone Number |  |
| 5 | E-mail Address |  |
| 6 | Name of person to accompany the Sport Ireland Inspector during inspection.[[1]](#footnote-1) |  |
| **Please confirm the following** | | |
| 7 | Are there any safety issues on the trail? |  |
| 8 | If private land has been used, have all relevant landowners and occupiers been consulted and given permission?[[2]](#footnote-2) |  |
| 9 | Number of private landowners on the route (if any) |  |
| 12 | Length of Trail (km) |  |
| 13 | Is any of the route on public road? If so length on road (km) |  |
| 14 | Is the trail crossing any environmentally designated area e.g. SAC, SPA? If yes, have NPWS been consulted? |  |
| 15 | Are there any National Monuments along the trail? If yes have the National Monuments Service been consulted? |  |
| 16 | Does the trail surface meet the greenway standard set out in the *Rural Cycleway Design Standards* |  |
| 17 | Do you require inclusion on the Sport Ireland managed public liability insurance policy which provides indemnity to private landowners who have given permission for the use of their land to facilitate the trail?[[3]](#footnote-3)  If yes, please complete form in Section 4 below. |  |
| **Can you confirm the following are in place on the trail(s)** | | |
| 18 | Information / Map board(s) |  |
| 19 | All trail furniture e.g. bike stands, trail access points etc. |  |
| 20 | Waymarking e.g. posts, finger signs, arrow discs |  |
| 21 | Car parking at the trail head |  |
| 22 | Warning signs in place for hazards, road crossings etc. |  |
| 23 | Appropriate shared use walking/ cycling and code of conduct signage |  |
| **Trail Information to assist inspector** | | |
| 24 | Does the trail have online information? (Give website) |  |
| 25 | Name of any map guide/brochure/flyer available |  |
| 26 | Please attach a scanned copy (Yes/No) |  |
| **Please provide a copy of map with the route clearly shown when returning this form.** | | |
| **I have personally inspected all the trail(s) and confirm they are ready for a trail registration inspection and listing on the national trails register.** | | |
|  | **Signed:** | **Dated:** |
|  | **SECTION 2 – Greenway Management**  **(only applicable where the greenway is not part of the TTI greenway programme)** | |
| 27 | Who will be responsible for managing and maintaining the greenway? |  |
| 28 | Are there management and maintenance arrangements in place for the greenway? |  |
| 29 | * Please supply your proposed plan for ongoing monitoring/ inspecting the greenway showing what will be checked. * Please indicate how often this will be done and by who. * Please provide the proposed format for keeping records of ongoing monitoring. |  |
| 30 | * Please supply your proposed plan for routine maintenance of the greenway showing what work will be done. * Please indicate how often this will be done and by who. * Please provide the proposed format for keeping records of ongoing maintenance. |  |
| 31 | Please indicate the budget that will be made available for ongoing management of the greenway |  |
| 32 | Is there a plan for activation and promotion of the greenway? |  |

**SECTION 3**

**INFORMATION FOR NATIONAL TRAILS REGISTER**

**AND SPORT IRELAND OUTDOORS TRAILS WEBSITE**

This information is required for the National Trails Register and promotion of your trail on <https://www.sportireland.ie/outdoors/find-your-trails> - the most comprehensive listing of trails in Ireland.

|  |  |  |
| --- | --- | --- |
|  | County |  |
|  | Format – Linear or Looped |  |
|  | ~~A~~scent - total ascent in meters |  |
|  | Time to walk and time to cycle the route |  |
|  | Are dogs allowed? |  |
|  | Description of waymarking (colour of arrows and background) |  |
|  | Nearest town or village to start and distance from trailhead |  |
|  | Services such as car parking, toilets shops, restaurants/cafés, accommodation bike hire or repair facilities |  |
|  | Any services at the start/finish of the greenway, or along the route, such as car parking, toilets, shops, restaurants/cafés, accommodation bike hire or repair etc. |  |
|  | Location of Start point |  |
|  | Lat long for start point |  |
|  | Location of Finish point (if different from start) |  |
|  | Lat Long (if different from start) |  |
|  | Name of any map guide available |  |
|  | OSI Discovery Series map sheet number/s |  |
|  | Trail management contact details for public to contact, regarding any queries or issues |  |
|  | Public transport (bus or train) |  |
|  | Brief description of trail (this should highlight the attractions, views, terrain and general impression of the trail rather than giving directions) |  |
|  | Map supplied in pdf format which is suitable for those using the trail |  |
|  | **Signed:** | **Dated:** |

**SECTION 4 - TRAIL INSURANCE REQUEST NOTE**

**Only applicable where a greenway is developed on private land on a permissive access basis)**

**Name of Trail:**

**Agency Responsible:**

Sport Ireland in conjunction manage a public liability insurance policy. This policy provides indemnity to private landowners and occupiers whose property/land is crossed or adjoins the trails listed on this policy.

Cover under this policy provides an indemnity to private landowners in respect of legal liability arising from claims involving personal injury or property damage sustained by persons whilst on landowners’ land.

**Please note that**

1. **It is a condition of the trails insurance policy that the trail management organization has in place a system for maintenance and monitoring of trails and records of this work.**
2. **A separate Trail Insurance Request Note is required for each individual trail listed on the policy except in the case of interlinked loops**
3. **The policy is automatically renewed on 1st April each year.**
4. **A cover note is issued each year showing trails listed on the policy sorted by county.**
5. **It is recommended that Voluntary Trail Committees/ Organisations have public liability insurance cover. If not covered by another policy, such organisations, upon request such trails can also be included on the policy managed by Sport Ireland.**

I confirm that

|  |  |
| --- | --- |
| 1. The agency listed above is responsible for organizing the maintenance on the trail | **Yes / No** |
| 1. If the answer to 1 is ‘No’ please give name of agency responsible for the maintenance on the trail |  |
| 1. Number of private landowners |  |
| 1. We would like the trail to be listed on this policy |  |
| 1. Briefly describe the current system in place for monitoring the condition of your trail(s)? |  |
| 1. How often is monitoring carried out on the trail(s)? |  |
| 1. Briefly describe the current system in place for maintaining your trail(s)? |  |

**Signed: (Printed Name Accepted): Date:**

**On behalf of:**

1. It is essential that a person nominated by the Management Committee is available to meet the Sport Ireland inspector to discuss any changes/recommendations that are required. **This person must be familiar with the trail.** [↑](#footnote-ref-1)
2. If land is rented to an occupier, permission should be obtained from both the landowner and the occupier. [↑](#footnote-ref-2)
3. Indemnity insurance is required for all private landowners/occupiers of land on or adjacent to the trail. It is possible for all developed and approved waymarked trails to be included under a policy administered by Sport Ireland. Note that insurance for sections of the trail on land owned by state bodies is not covered by this insurance policy. [↑](#footnote-ref-3)