

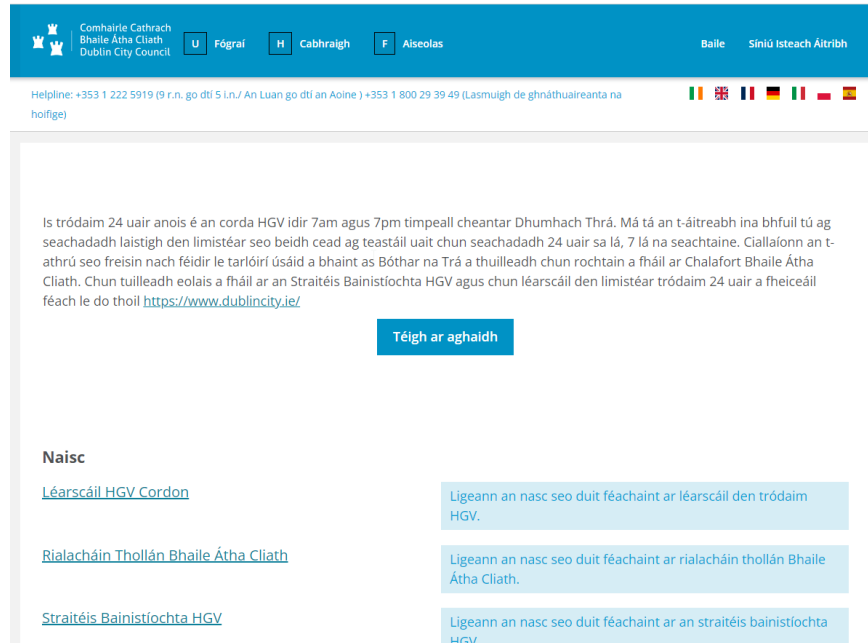
## Dublin City Council

### Step by Step Guide for Registering An Organisation and Premises.

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### 1. Announcements Page and Language Selection

You have a choice of 7 languages to choose from please choose one by clicking on the coordinating flag as shown below.



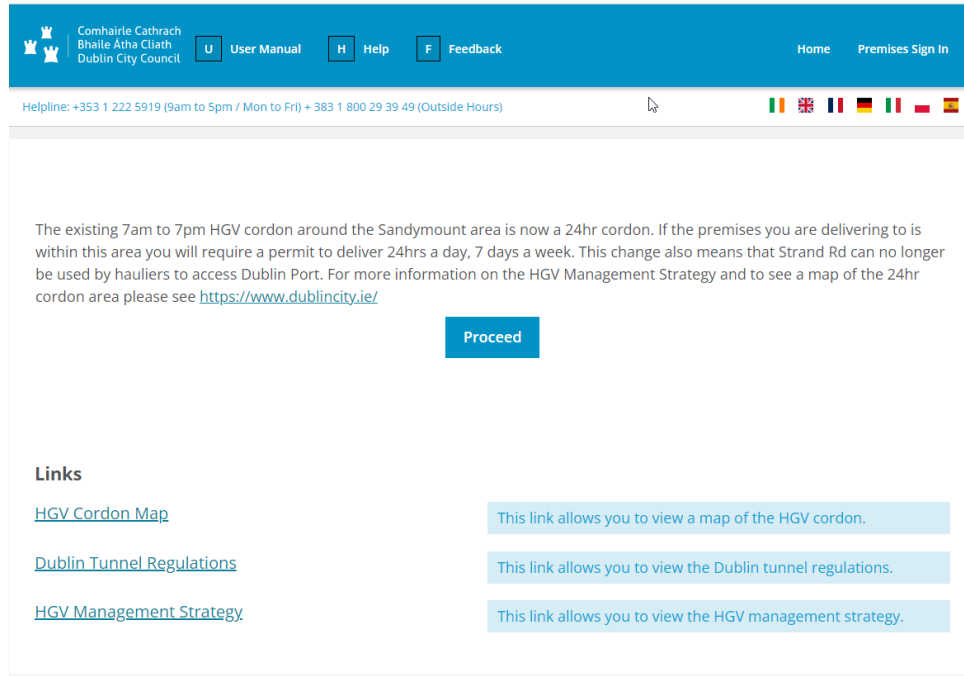
The screenshot shows the Dublin City Council website header with navigation tabs for 'U Fógairí', 'H Cabhraigh', and 'F Aiseolas'. Below the header, there is a notification in Irish: 'Is tródaim 24 uair anois é an corda HGV idir 7am agus 7pm timpeall cheantar Dhumhach Thrá. Má tá an t-áitreabh ina bhfuil tú ag seachadadh laistigh den limistéar seo beidh cead ag teastáil uait chun seachadadh 24 uair sa lá, 7 lá na seachtaine. Ciallaíonn an t-athrú seo freisin nach féidir le tarlóirí úsáid a bhaint as Bóthar na Trá a thuilleadh chun rochtain a fháil ar Chalafort Bhaile Átha Cliath. Chun tuilleadh eolais a fháil ar an Straitéis Bainistíochta HGV agus chun léarscáil den limistéar tródaim 24 uair a fheiceáil féach an do thoil <https://www.dublincity.ie/>'.

Below the notification is a button labeled 'Téigh ar aghaidh'. Underneath, there is a section titled 'Naisc' with three links and corresponding descriptions:

- [Léarscáil HGV Cordon](#): Ligeann an nasc seo duit féachaint ar léarscáil den tródaim HGV.
- [Rialacháin Thollán Bhaile Átha Cliath](#): Ligeann an nasc seo duit féachaint ar rialacháin thollán Bhaile Átha Cliath.
- [Straitéis Bainistíochta HGV](#): Ligeann an nasc seo duit féachaint ar an straitéis bainistíochta HGV.

**Display in the Irish language**

The purpose of the announcement screen is for displaying information such as notices/messages or changes to the value of parameters to the user. Having read the announcements click on the Proceed button to continue.



The screenshot shows a website header for Comhairle Cathrach Bhaile Átha Cliath (Dublin City Council). The header includes navigation links for User Manual, Help, and Feedback, along with Home and Premises Sign In. Below the header, there is a helpline number and a row of language flags. The main content area contains a text announcement about a 24-hour HGV cordon around the Sandymount area, with a link to a map. A blue 'Proceed' button is centered below the text. At the bottom, there is a 'Links' section with three entries: 'HGV Cordon Map', 'Dublin Tunnel Regulations', and 'HGV Management Strategy', each with a descriptive tooltip.

Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

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Home Premises Sign In

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The existing 7am to 7pm HGV cordon around the Sandymount area is now a 24hr cordon. If the premises you are delivering to is within this area you will require a permit to deliver 24hrs a day, 7 days a week. This change also means that Strand Rd can no longer be used by hauliers to access Dublin Port. For more information on the HGV Management Strategy and to see a map of the 24hr cordon area please see <https://www.dublincity.ie/>

Proceed

**Links**

[HGV Cordon Map](#) This link allows you to view a map of the HGV cordon.

[Dublin Tunnel Regulations](#) This link allows you to view the Dublin tunnel regulations.

[HGV Management Strategy](#) This link allows you to view the HGV management strategy.

### ***Display in the English language***

The terms and conditions section are then displayed.

## **2. Terms and Conditions**

Please read the terms and conditions below and click 'accept' to proceed to Main Menu. If you do not accept the terms and conditions and click Decline, you will be returned to the Announcements page.

### Terms and Conditions relating to the HGV Management Strategy

The onus is on the applicant to ensure that information provided is true and valid

Information given is to be used solely for the HGV permit scheme and will only be seen by authorised personnel

There is no refund facility available

Dublin City Council reserve the right to cancel permits without refund

Dublin City Council reserve the right to modify cordon entry/exit crossing points

Dublin City Council reserve the right to refuse a permit application to a specific vehicle having being reported by the Gardai for abusing the HGV cordon rules

For a load/unload permit the haulier agrees to traverse the cordon on the designated routes shown and only to leave these routes at the most approximate point to their destination.

Should a 5+ axle vehicle be found in a location that is inconsistent with the location descriptions detailed on the permit, this will be viewed as an invalid use of the permit.

The haulier agrees that Local statutory signs on roads within the cordon must be upheld, i.e. 3-ton limits, turn bans, etc.

### Privacy Statement

Any personal information supplied will be treated as confidential.

We will use any personal information supplied only for the intended purpose.

Under Data Protection legislation you are entitled to a copy of any personal information held about you by Dublin City Council. You can apply for a copy of your personal data by writing to the Information Management Unit, Dublin City Council, 16-19 Wellington Quay, Dublin 2 enclosing a cheque or postal order for €6.35

Dublin City Council is obliged to comply with the provisions of the Freedom of Information Acts 1997-2003 as extended or amended

### HGV. ie Terms and Conditions

1. General. The owner of this website is Dublin City Council located at Civic Offices, Wood Quay Dublin 8., Ireland

By using this website you agree to be legally bound by these Terms and Conditions and by all other applicable provisions. If you disagree with Terms and Conditions and/or with any other of the applicable provisions, you are not permitted to use the website.

2. Permitted use. Permitted use of this website includes: (i) viewing this website; (ii) purchasing permits; (iii) reviewing/updating permits; (iv) transferring to other websites through links provided on this website. Use of this website is limited to private, non-commercial purposes. Any other use of the website requires prior written consent of Dublin City Council.

3. Intellectual property. All materials presented on this website, including names, logos, prices, etc., as well as the colour scheme and the layout of the website, are subject to copyright, trademark and/or other intellectual property rights. You may only use these materials, the colour scheme and the layout for your personal, non-commercial purposes. Any other use and/or reproduction of the materials, of the colour scheme, or of the layout of the website, without prior written consent of Dublin City Council, will constitute breach of these intellectual property rights, and will be prosecuted without further notice.

4. Links to this website. You may only establish and/or operate links to this website following prior written consent of Dublin City Council. Such consent may be withdrawn at any time at Dublin City Councils own discretion.

5. Limited liability. Dublin City Council will not be held liable for any losses and/or damages arising from the use of this website or of any other website to which this website provides a link, and/or from the use of information presented on this or any such other website.

6. Applicable law and jurisdiction. Disputes arising from the use of this website and the interpretation of these Terms and Conditions are subject to the laws of the Republic of Ireland. Disputes will be brought before the Irish courts. Dublin City Council reserves the right to institute proceedings in the country of your residence.

Accept

Decline

## Terms and Conditions page

### 3. Main Menu

Once you have chosen your language and accepted the terms and conditions you are brought to the Main Menu where it is possible to choose the appropriate section.

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U User Manual H Help F Feedback P Privacy Statement Home Premises Sign In

Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

Register an Organisation

Register your company or organisation's head office and maintain a list of premises used for deliveries within the HGV cordon.

Links

[HGV Cordon Map](#) This link allows you to view a map of the HGV cordon.

[Dublin Tunnel Regulations](#) This link allows you to view the Dublin tunnel regulations.

[HGV Management Strategy](#) This link allows you to view the HGV management strategy.

#### *Main Menu display*

#### 3.1. Register an Organisation

In order to register your company or organisation's head office and maintain a list of premises used for deliveries within the HGV cordon, click on the 'Register an Organisation' option. You will be taken to the following Register screen.

[Sign In](#) [Register](#)

## Register an Account with the HGV Permit System

For commercial Organisations please enter the details below, Otherwise if you are a non company organisation such as a Charity or Civil Server, please phone on the help line above

Company Name \*

CRO Number \*

Email Address \*

Telephone Number \*

Organisation Address Line 1 \*

Organisation Address Line 2 \*

Organisation Address Line 3

Organisation Address Line 4

Organisation Eircode \*

Contact First Name \*

Contact Last Name \*

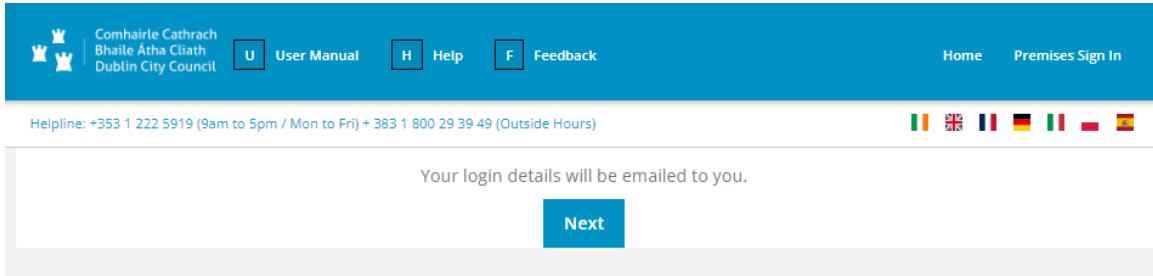
[Register](#)

[Cancel](#)

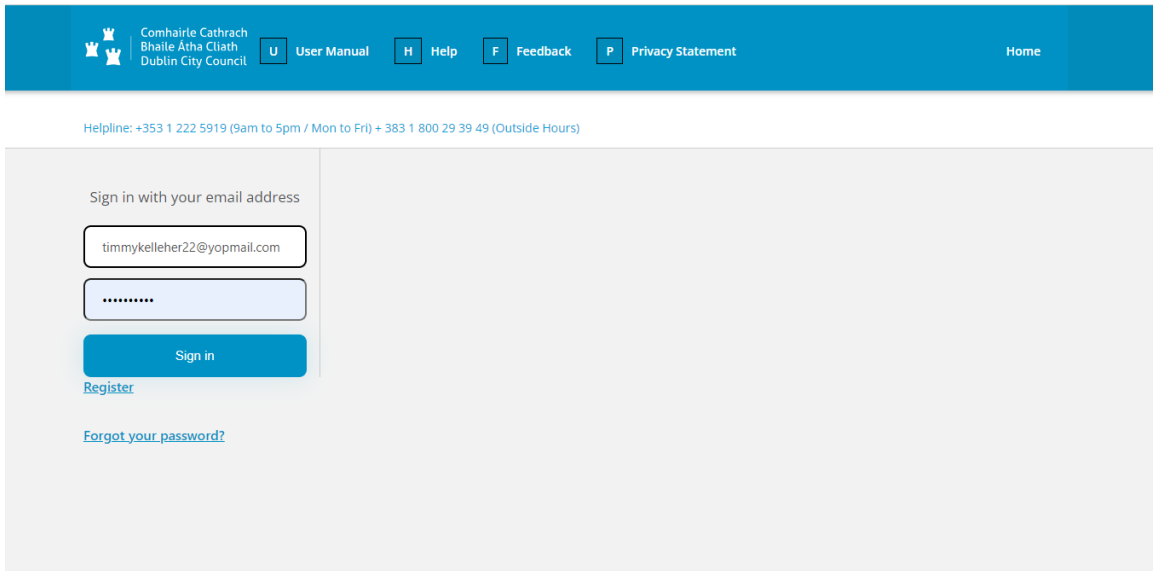
Initially, as you will not have registered previously, you will be required to complete and submit your organisation details.

If you are a non-commercial organisation, like a Charity or Civil Service please phone the helpline displayed at top of screen. Otherwise, enter all the required details and click the 'Register' button. Ensure that the details entered match what appears on the

Companies Registration Office (CRO) database. A message will be displayed on screen indicating 'Your login details will be emailed to you'.



On click of Next, you will be navigated to the Premises Sign In page  
An email will have been sent to your provided company email address. The email will provide a link to activate your account and ask you to reset your password (using the Forgot Password link) for accessing the service.



Click on the 'Forgot your password?' link. You will first need to re-enter your email address and click on 'Send Verification Code'

Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

Please provide the following details.

Email address that can be used to contact you.

[Send verification code](#)

[Continue](#)

[Cancel](#)

[Register](#)

A six digit verification code will be issued to this email address. On obtaining the code from your email, enter into the verification code and click Verify Code

Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

[Verify code](#)

[Send new code](#)

[Continue](#)

[Cancel](#)

[Register](#)

Click on Continue.

Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)


Please provide the following details.

E-mail address verified. You can now continue.

  
  
  
  
[Register](#)

On the next screen, you are invited to set your password, and confirm it. Click Continue

< Cancel



## User Details

 \*  
 \*  
  

Please note the following password setting conventions:

The password must be between 8 and 64 characters.

The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

You will then be routed to the sign in page, enter your email address and password and click Sign in



Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

Sign in with your email address

  
  
  
[Register](#)  
[Forgot your password?](#)

On your first login, you will be presented with the following screen. On it you will see that you need to download the Microsoft authenticator app. Once you have done this, you can open it on your mobile phone and click on the + symbol to add a new account.

Select option 'Work or School account' on your phone and then select 'Scan a QR Code'.

< Cancel



Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.



Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code

Using your app scan this QR code and click "Continue"



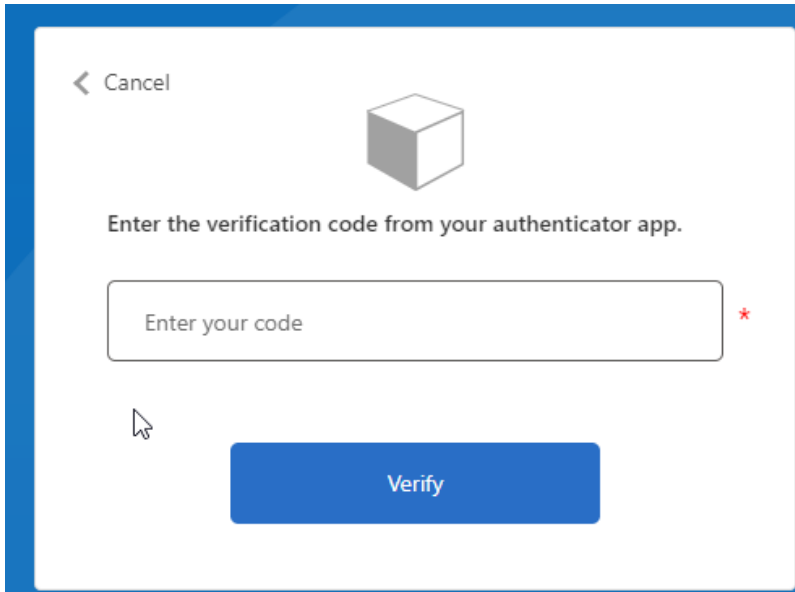
[Can't scan? Try this](#)

[Still having trouble?](#)

Continue

On successful scan of the QR code, your account will have been successfully added to the Microsoft Authenticator App.

Click Continue on the screen. You will then be invited to enter the verification from your Microsoft Authenticator App. This is the one time password code and is six digits. Click on Verify.



Cancel

Enter the verification code from your authenticator app.

Enter your code \*

Verify

Once you have entered the six digit code, you will be logged into the system and on the very first login you will be navigated to the 'Update your Organisation details' page. Here you are required to add some additional information relating to your organisational account.



## Update your Organisation details

Organisation Type \*

Organisation Number

BEREK8N21234

Organisation Name \*

BERE ISLAND FISH FARMS LIMITED

CRO Number

176769

Organisation Address Line 1 \*

22 the drive

Organisation Address Line 2 \*

castleknock

Organisation Address Line 3

Organisation Address Line 4

Organisation Eircode \*

D15HG87

Please tick if HQ is inside Cordon?

Title \*

Contact

Timmy Kelleher

Please tick to use HQ address for Contact Address

Contact Address Line 1 \*

Contact Address Line 2 \*

Contact Address Line 3

Contact Address Line 4

Contact Eircode \*

Telephone Number \*

Mobile Phone Number \*

Email Address  
[timmykelleher22@yopmail.com](mailto:timmykelleher22@yopmail.com)

Please tick if you operate your own feet of HGVs

If No, Please enter the name of your main outsource Haulier \*

Please tick if the main outsourced Haulier company is inside the Cordon?

**Update**

### ***Profile Details Page***

Details which you have already provided when registering your organisation will be pre-filled and set by default. These are:

- Organisation Number (read-only)
- Organisation Name (read-only)
- CRO Number (read-only)
- Organisation Address fields
- Organisation Eircode
- Contact
- Telephone Number
- Email Address (read-only)

\*Please note that if you are a non-company type (e.g. charity) user and have registered via the helpline, some of the above fields may still require data entry.

The following fields are mandatory and must be entered:

- Organisation Type
- Organisation Sub-type (if applicable)
- Contact title
- First two lines of contact address & Contact Eircode
- Mobile Phone Number
- Name of main outsource Haulier (if you do not own your own fleet of HGVs)

Select an Organisation type and subtype by clicking on the drop down arrows and selecting an entry from the list. When the Organisation Type is selected, the sub type category dropdown will be populated. This applies to options Commercial Company and Government Body.

If the HQ is inside the cordon then click the 'HQ Inside Cordon?' tick box.

Under the contact details, if you want to use the same address as the HQ address, click the tick box 'Please tick to use HQ address for Contact Address'. This will copy the details of the HQ address into the Contact Address fields.

If you operate your own fleet of vehicles then click the 'Please tick if you operate your own fleet of HGVs? Tick box'. Otherwise, the name of your main outsource haulier must be entered in the 'If no, Please enter the name of your main outsource Haulier' field.

If the outsourced company is inside the cordon, click on the 'Please tick if the main outsourced company inside the Cordon' tick box.

Once all the relevant details are entered, click on the Update button to save the changes. You will be returned to the authorised user homepage and will be able to manage premises and mitigation plans.

## **3.2. Profile Options**

On successful login to the system, a number of options are available on click of your organisation name in the top right corner.

### **3.2.1 Profile**

The organisation details can be viewed and updated at any time by navigating to the Organisation Profile. Click on the Organisation name and select the Profile option,

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HELPS DEVELOPMENTS LIMITED -

Profile  
Change Email  
Request Account Deletion  
Sign out

Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

[View/Add Premises](#) Maintain a list of premises used for cordon

[View/Edit Mitigation Plans](#) View and Update your mitigation plans

This will open the Organisation Details screen again and you can make updates.

Note: previous validation will still apply, and you will not be able to update Organisation Number, Organisation Name, CRO Number.

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Bhaile Átha Cliath  
Dublin City Council

[U](#) User Manual [H](#) Help [F](#) Feedback

Home J. N. KIELDER LIMITED -

Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

Update your Organisation details

Organisation Type \*  
Commercial Company

Organisation Subtype \*  
Retail

Organisation Number  
JNKIC3R11013

Organisation Name \*  
J. N. KIELDER LIMITED

CRO Number  
117820

Organisation Address Line 1 \*  
15 the road

Organisation Address Line 2 \*  
Dublin 2

Organisation Address Line 3

Organisation Address Line 4

Organisation Eircode \*  
D020011

Please tick if HQ is inside Cordon?

Title \*  
Mr.

Contact  
Derek Molloy

Please tick to use HQ address for Contact Address

Contact Address Line 1 \*  
15 the road

Contact Address Line 2 \*  
Dublin 2

Contact Address Line 3

Contact Address Line 4

Contact Eircode \*  
D020011

Telephone Number \*  
0879788850

Mobile Phone Number \*  
0879788850

Email Address  
[goats@yopmail.com](mailto:goats@yopmail.com)

Please tick if you operate your own feet of HGVs

If No, Please enter the name of your main outsource Haulier \*  
Jasons Trucks

Please tick if the main outsourced Haulier company is inside the Cordon?

When you have completed your updates click on the Update Details button to save your changes.

### 3.2.2 Sign Out

As a logged in user to the HGV System, you can sign out at any point by selecting the Sign out option. This is available by clicking on your organisation name in the top right hand corner and selecting the Sign Out option.



### 3.2.3 *Forgot your Password*

If you have forgotten your password click on the button, 'Forgot your Password?' on the Premises Sign In page.

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Dublin City Council

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Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

Sign in with your email address

sarahhorgan22@yopmail.com

.....

Sign in

[Register](#)

[Forgot your password?](#)

This will take you to the following screen from where you enter in your email address and click on the 'Send Verification Code'.

< Cancel

## User Details

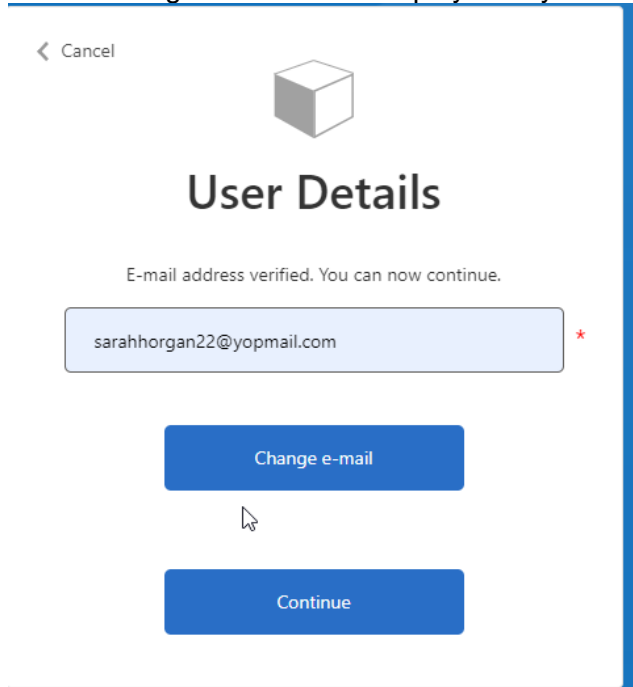
sarahhorgan22@yopmail.com \*

Send verification code

Continue

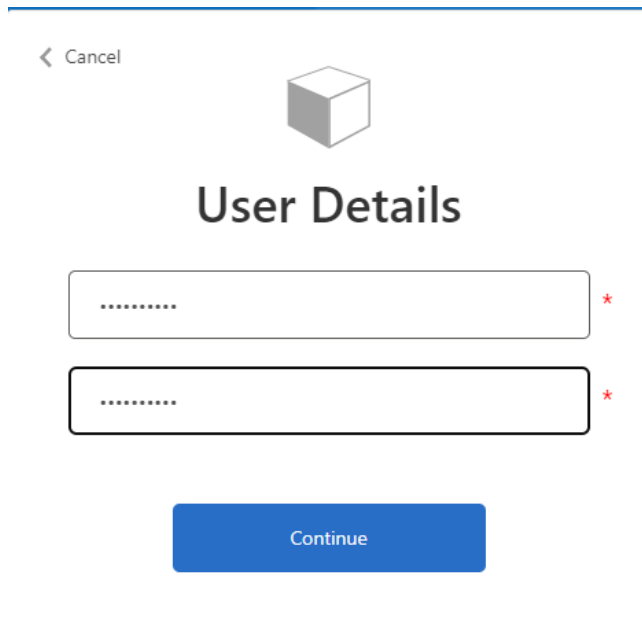
A verification code will be issued to the email address you have provided. Enter the verification code and click on Verify Code button.

The following screen will be displayed to you. Click on Continue.



The screenshot shows a mobile application screen titled "User Details". At the top left, there is a back arrow and the text "Cancel". In the center, there is a 3D cube icon. Below the icon, the title "User Details" is displayed in a large, bold font. Underneath the title, a message states "E-mail address verified. You can now continue." Below this message is a text input field containing the email address "sarahhorgan22@yopmail.com" and a red asterisk to its right. There are two blue buttons: "Change e-mail" and "Continue". A mouse cursor is positioned over the "Change e-mail" button.

On click of Continue, the can enter your New Password and confirm it. Password setting conventions as mentioned in section 4.1 will apply.



The screenshot shows the same "User Details" screen. The "Change e-mail" button is no longer visible. Instead, there are two password input fields, each containing a series of dots and a red asterisk to its right. Below the password fields is a blue "Continue" button.

Click on continue to complete the action. You will be navigated back to the Premises Sign in screen and can continue with your login.

### 3.3. Register a Premises

To register a premises, select the View/Add Premises button from the Home page.

The screenshot shows the top navigation bar of the website. On the left, there is the Dublin City Council logo and name in Irish and English. In the center, there are links for 'User Manual', 'Help', 'Feedback', and 'Privacy Statement'. On the right, there are links for 'Home' and 'Charity Test MFA'. Below the navigation bar, a helpline number is provided: '+353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)'. The main content area features two primary buttons: 'View/Add Premises' and 'View/Edit Mitigation Plans'. To the right of these buttons are two descriptive text boxes: 'Maintain a list of premises used for deliveries within the HGV cordon' and 'View and Update your mitigation plans'.

If you have already registered premises, they will be displayed here. To add a new premises, Click on the Add Premises button and the Register Premises screen is displayed.

The screenshot displays the 'Manage Premises' interface. At the top, there is a navigation bar with the Dublin City Council logo, 'User Manual', 'Help', and 'Feedback' links, and a user profile for 'KELLY & COMPANY LIMITED'. Below the navigation bar, the helpline number is repeated. The main content area is titled 'Manage Premises' and features a table with two columns: 'Premises Name' and 'Status'. A red box highlights the 'Add Premises' button in the top right corner of the table area. The table contains two entries, both with a status of 'Active' and a dropdown arrow on the right.

Premises Name ↑	Status
10 ROTHE ABBEY, DUBLIN 8, D08DXH7	Active
49 DORSET LANE, DUBLIN 1, D01P2C9	Active

***Option to Add Premises***



## Register Premises

You must submit your Mitigation Plan details along with your premises details.

Address



Please tick if address is not found, and enter your address below

Address No. \*

Street \*

Town

District

Eircode \*

Status

Inactive  Active

## Mitigation Plan for the HGV Management Strategy

What is the highest number of 5+ axle deliveries your company proposes to use each week? \*

Which of these premises/locations will your company deliver to using 5+ axle vehicles? \*

Is it possible to change the type of delivery vehicles your company uses? \*

Which of these alternatives can your company introduce to reduce its dependency on 5+ axle vehicles? \*

Which of these timescales can your company comply with to reduce/eliminate its dependency on 5+ axle vehicles? \*

Submit

Cancel

### **Register Premises Page**

In the Address field, click on the search icon (magnifying glass). This will display and Address search screen allowing you to find your premises address.

Lookup records x

arklow Q

Choose one record and click Select to continue

**Address ↑**

<input type="checkbox"/>	& OTHER STORIES GRAFTON STREET DUBLIN 2 D02HH24
<input type="checkbox"/>	+55 PLUS BARBERS PARNELL STREET DUBLIN 1 D01P7E8
<input type="checkbox"/>	+55 SUPERMARKET 142 CAPEL STREET DUBLIN 1 D01X3Y7
<input type="checkbox"/>	+55 TATTOO INK 57 MARLBOROUGH STREET DUBLIN 1 D01Y7P4
<input type="checkbox"/>	0 JOHN DILLON STREET DUBLIN 8 D08P2X4
<input type="checkbox"/>	1 1 MOUNTJOY STREET MIDDLE DUBLIN 7 D07N63A
<input type="checkbox"/>	1 1 NORSEMAN PLACE DUBLIN 7 D07P6A2

< 1 2 3 4 5 6 7 8 ... 500 >

**Select** **Cancel** **Remove value**

Using the search box in the top right corner you can enter the address or partial address. You can also search on Eircode value. Once you have entered criteria to return the appropriate results, click on the search icon(magnifying glass).

Select the tick box of the correct address and click the select button.

Lookup records x

5 the new\* Q

Choose one record and click Select to continue

**Address ↑**

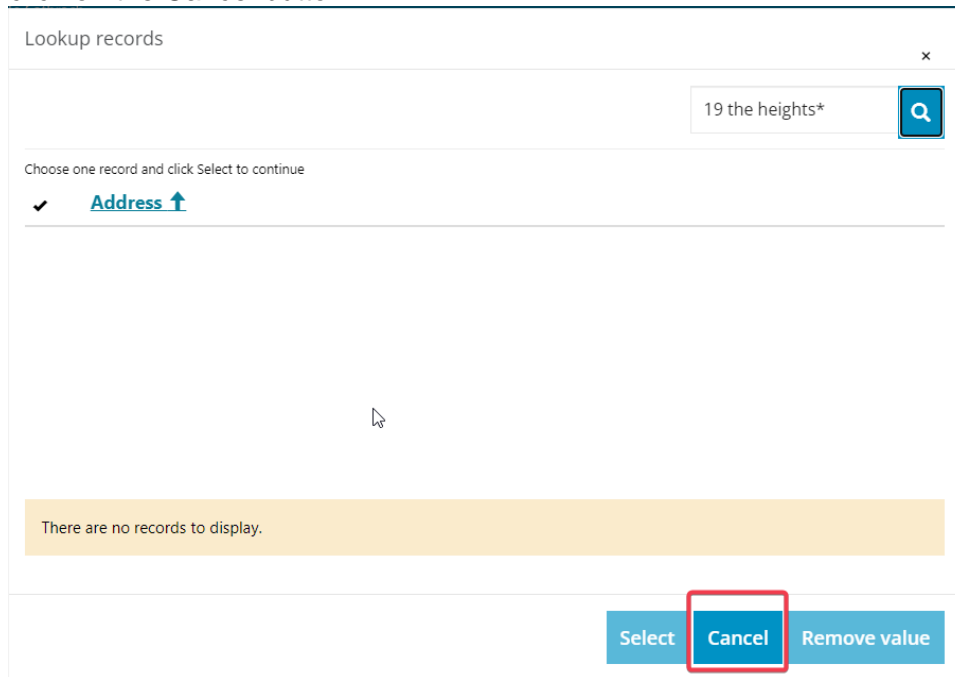
<input checked="" type="checkbox"/>	5 The New Row, Ballsbridge, Dublin 4, D04HG05
-------------------------------------	---

**Select** **Cancel** **Remove value**

You will then be returned to the Register Premises screen with your chosen address populated in the Address field. The associated address fields will also be populated with the address data.

The status is defaulted to Active.

If after using the search function you have been unable to find your required address, click on the Cancel button.



Lookup records

19 the heights\*

Choose one record and click Select to continue

Address ↑

There are no records to display.

Select Cancel Remove value

You will then be returned to to the Register Premises screen and you can tick the check box for 'Please tick if address is not found, and enter your address below'. On ticking this option the following fields are enabled (made active) for you to enter the details of the address you were unable to locate through the search function:

- Address No.
- Street
- Town
- District
- Eircode

Note that is required to at a minimum enter data for Address No., Street and Eircode.

## Register Premises

You must submit your Mitigation Plan details along with your premises details.

Address

Please tick if address is not found, and enter your address below

Address No. \*

Street \*

Town

District

Eircode \*

You can then proceed to to enter details of your Mitigation Plan for the HGV Management Strategy.

## Mitigation Plan for the HGV Management Strategy

What is the highest number of 5+ axle deliveries your company proposes to use each week? \*

Which of these premises/locations will your company deliver to using 5+ axle vehicles? \*

Is it possible to change the type of delivery vehicles your company uses? \*

Which of these alternatives can your company introduce to reduce its dependency on 5+ axle vehicles? \*

Which of these timescales can your company comply with to reduce/eliminate its dependency on 5+ axle vehicles? \*

Submit

Cancel

- What is the highest number of 5+ axle deliveries your company proposes to use each week? – please enter the appropriate number deliveries.

- 'Which of these premises/locations will your company deliver to using 5+ axle vehicles?' – click on the down arrow to the right to see and select the appropriate options. You can elect to use the Select all value if that is appropriate. Alternatively you can select one or multi-select several values.
- 'Is it possible to change the type of delivery vehicles your company uses?' – Please select Yes or No value by clicking on the down arrow on the right of the field.
- 'Which of these alternatives can your company introduce to reduce its dependency on 5+ axle vehicles?' - click on the down arrow to the right of the field and select from options Use of Smaller Vehicles or Delivering outside Cordon hours
- 'Which of these timescales can your company comply with to reduce/eliminate its dependency on 5+ axle vehicles?' – click on the down arrow to the right of the field and select the appropriate option from values: 6 months, 6-12 months, 12-18 months, 18-24 months.

Once all the required information has been entered select the Submit button to add your premises.

### 3.4. Managing Premises

You will then be returned to the Manage Premises screen.

For address which have been manually added, these will display as Inactive.

Premises Name ↑	Status
10 ROTHE ABBEY, DUBLIN 8, D08DXH7	Active
112 GRAFTON STREET, DUBLIN 2, D02XK16	Active
49 DORSET LANE, DUBLIN 1, D01P2C9	Active
apartment 6, Middle Abbey Street, D01XR13	Inactive

#### ***Display of a premise address which is under review***

A member of the Dublin City Council staff will validate these addresses.

Once a pending address is validated, an email will be sent to the email address entered on organisation registration, indicating address is no longer pending. **One of three emails** maybe received depending on the outcome of validation.



If the address that was pending is outside of the cordon, then you will receive an email indicating the premises are outside the cordon and it is not necessary to register the premises. If this email is received, then no action needs to be taken.

If the address that was pending needs to be added to the geo directories listing, you will receive an email indicating that your pending premises has been investigated and added to our address listing. The email will give you instruction about logging on to the *Dublin City Council's HGV Permit System - Premises Registration* [www.hgv.ie](http://www.hgv.ie), *select the required street and complete your premises registration.*

**Note that only premises that has been selected from our Address listing and has successfully completed its registration** will be selectable from the Permit Issuing Screen.

If the address that was pending already exists in the listing, you will receive an email indicating We have investigated these premises and have found that is already is listed in our address listing. You will also receive instruction to logon to Dublin City Council's HGV Permit System - Premises Registration [www.hgv.ie](http://www.hgv.ie), select the required street and complete your premises registration.

From the Manage Premises screen you can continue to add further premises or manage existing premises.

Comhairle Cathrach  
Bhaile Atha Cliath  
Dublin City Council

U User Manual H Help F Feedback

Home J. N. KIELDER LIMITED

Helpline: +353 1 222 5919 (9am to 5pm / Mon to Fri) + 383 1 800 29 39 49 (Outside Hours)

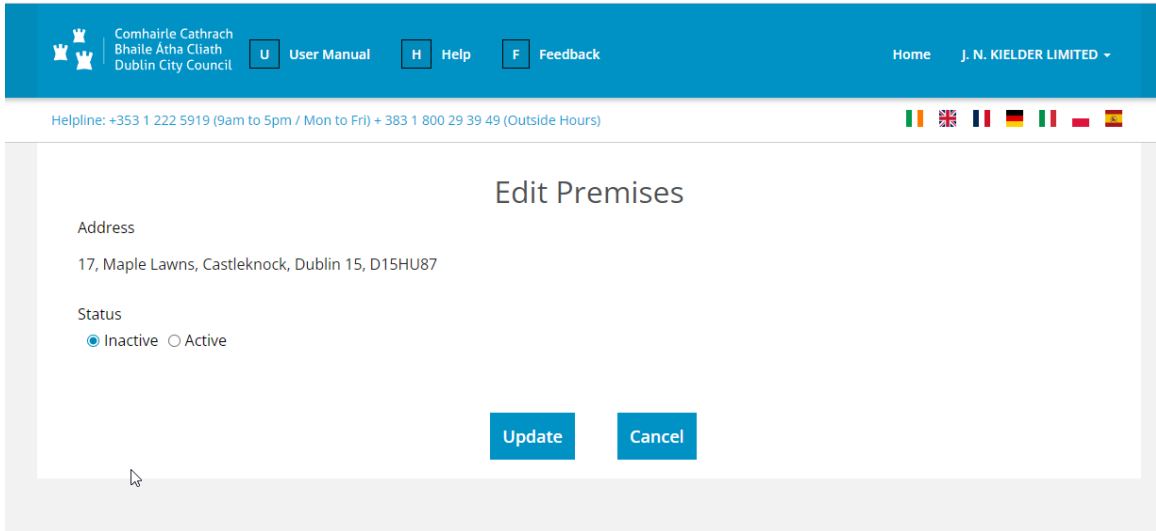
Manage Premises

Add Premises

Premises Name ↑	Status
17, Maple Lawns, Castleknock, Dublin 15, D15HU87	Active

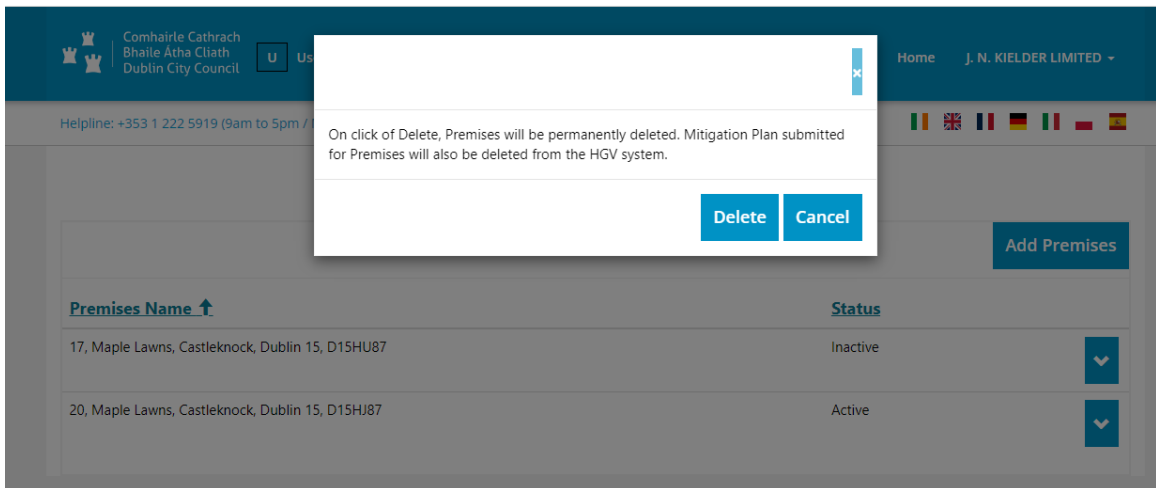
View/Edit  
Delete

Clicking on the arrow to the right of the premises will display options for you to manage the premises. Click of the View/Edit option will open the Edit Premises page. On this page you will have the option to set your premises to Active/Inactive. For example, it may happen that you wish to withdraw your premises from selection on a permit for a period of time. In this instance you can select the Inactive option and click on the Update button.



You can reactivate the premises at any time by selecting the View/Edit option and selecting the Active option. It is also possible to delete one of your premises by selecting the Delete option from the down arrow options. When Delete is selected you will be presented with an informative pop-up alerting you that the premises is to be permanently removed from your account.

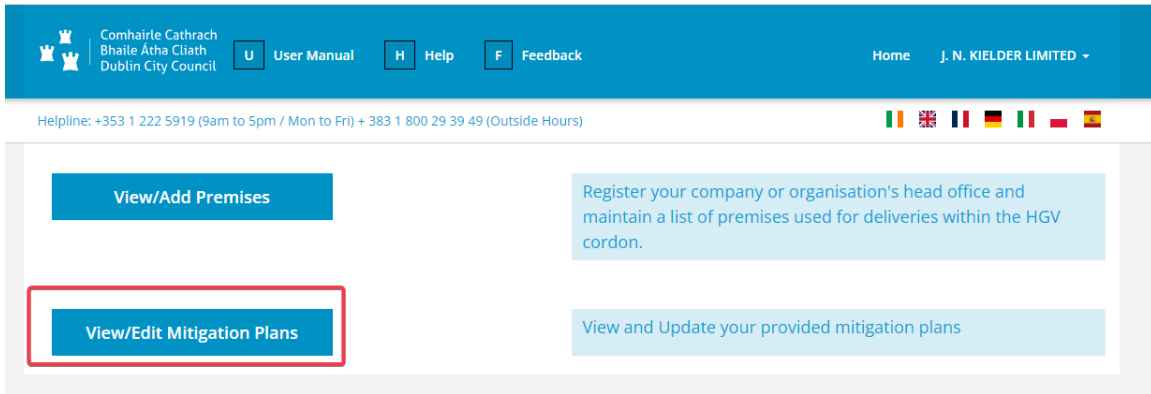
Note: If your premises address is displaying as Inactive and has been submitted for review to DCC, you will not have the option to activate it.



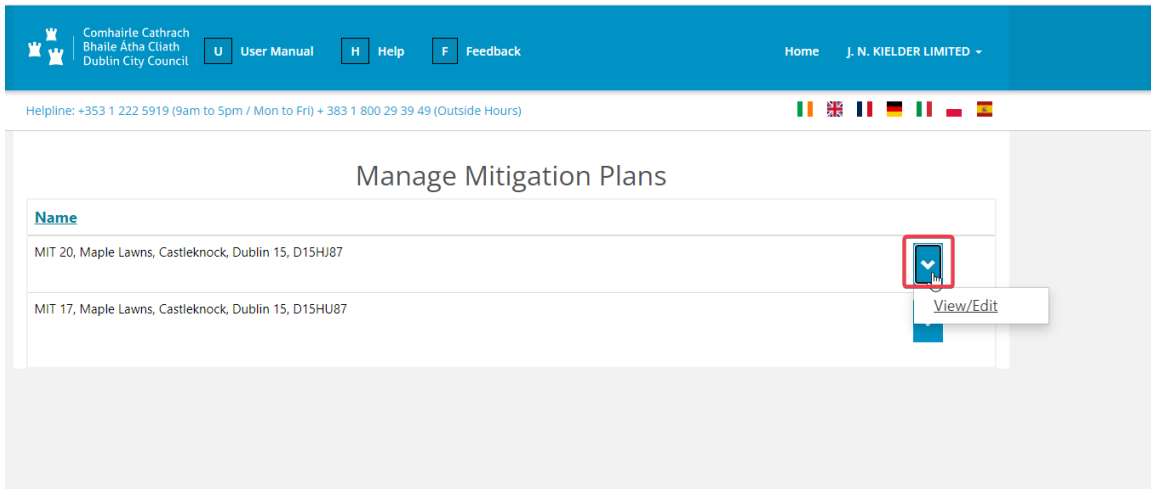
You can proceed with the action by selecting Delete, or use the Cancel button to stop with the delete action.

### 3.5. Managing Mitigation Plans

When you add a Premises you are also required to enter information relating to your mitigation plan. If you need to update any details pertaining to the mitigation plan you can select the View/Edit Mitigation button from your home page.



Clicking on the View/Edit Mitigation Plans button opens the Manage Mitigation Plans screen which lists a mitigation plan per registered premises. The mitigation plan name format is MIT + Premises address.



The down arrow displays your mitigation plan management option of View/Edit. Note that there is no Delete option for mitigation plans. There must be a mitigation plan present for every premises. If you delete a premises, the associated mitigation plan will also be deleted.

When you select the View/Edit option for a mitigation plan, the Edit Mitigation Plan for the HGV Management strategy form is displayed. The address details of the premises are read-only, and you can update any of the specific mitigation plan details fields. On completion of your updates select the Update button.



## Edit Mitigation Plan for the HGV Management Strategy

### Mitigation Plan

MIT 20, Maple Lawns, Castleknock, Dublin 15, D15HJ87

### Company Name

J. N. KIELDER LIMITED

### Premises

20, Maple Lawns, Castleknock, Dublin 15, D15HJ87

What is the highest number of 5+ axle deliveries your company proposes to use each week? \*

3

Which of these premises/locations will your company deliver to using 5+ axle vehicles? \*

Construction Sites x Retail Premises x Manufacturing Premises x Business/Commercial Premises x Industrial Premises x

Is it possible to change the type of delivery vehicles your company uses? \*

Yes

Which of these timescales can your company comply with to reduce/eliminate its dependency on 5+ axle vehicles?

6 months

Which of these alternatives can your company introduce to reduce its dependency on 5+ axle vehicles? \*

Use of Smaller Vehicles

Update

Cancel