



The Office of Public Works

Property Asset Management

Property Mapping Register Viewer – User Guide

Version 2.1



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1. Introduction

Actions under the *Property Asset Management Delivery Plan (2013)*, part of Government's Public Service Reform Plan 2011, included the development of an on-line mapping register for all properties owned and leased by Public Service bodies. Complementary actions under this plan include the *Protocols for the Transfer and Sharing of State Property Assets* (DPER Circular 11/15) and the *Policy for Property Acquisition and for Disposal of Surplus Property* (DPER Circular 17/2016). Achieving value for money requires good decision making on acquisition, disposal and retention of property assets and means to view your property portfolio from a State perspective rather than just from your own organisation's point of view. A State Property Register is an essential information tool in building this State view. It lets each organisation know what other State bodies own and lease, and particularly where there are properties or parts of properties that are surplus to requirements. Matching excess supply with demand within the State sector provides opportunities for efficiency gains. Maximising efficiency gains requires each organisation to be aware of its responsibilities, and requires each organisation to ensure that all of their properties are on the Register and information relating to them is accurate and up to date.

The OPW developed the '*Property Mapping Register Viewer*' (PMRV) which has been populated with over 24,000 properties to date, owned and leased by non-commercial State bodies. The Viewer shows the location of each property (if location co-ordinates were provided) together with a number of key pieces of information about the property. Non-Commercial State bodies¹ should ensure that the required information for all office accommodation and land in excess of 0.2 ha in urban areas and 1 ha elsewhere, including car parks is uploaded to the Register.

It is the responsibility of each organisation to ensure that its data on the register is accurate and up to date. Data can be updated on an ongoing basis through the

¹ Commercial State Bodies can optionally load data to the Register

inbuilt functionality of the map viewer or as regular bulk uploads of batches of up to date data. The functionality of the system has been enhanced to allow each organisation to view its own data in isolation, and see how it looks on the Viewer. Contributing State bodies should have mechanisms in place to ensure data is kept up to date, using a combination of updates that reflect ongoing transactions, and comprehensive reviews at least once a year.

Technical queries and feedback or suggestions can be emailed to pmrv@opw.ie. The feasibility of additional functionality can furthermore be investigated on request by individual State bodies.

2. Registration

In order to access the Property Mapping Register Viewer, the user must be registered to view or edit the data. Those with responsibility for property in relevant State bodies should email if they need access to the Viewer. Queries about access should be addressed to pmrv@opw.ie.

Applicants for registration must also identify whether read-only or editing rights are required. A valid username and password will then be created and issued to all users.

3. Logging in

The Property Mapping Register Viewer application is accessible at <http://maps.opw.ie/property/>, see Figure 1 below.



Figure 1 – Property Mapping Register Viewer Home Page (Logged out)

To log in, click the ‘Log In’ button to the top right of the screen as highlighted in Figure 1. You will be re-directed to a login page as shown in Figure 2 below.

Figure 2 – Log-in Page

Enter your username and password and sign in (see details under Section 2, “Registration” for how to register as a user). If you have successfully entered your login details, you will be redirected back to the home page, Figure 3 below.

(Note: Both the username and password are case sensitive)

This page contains a disclaimer and license for the usage of the application and the data.

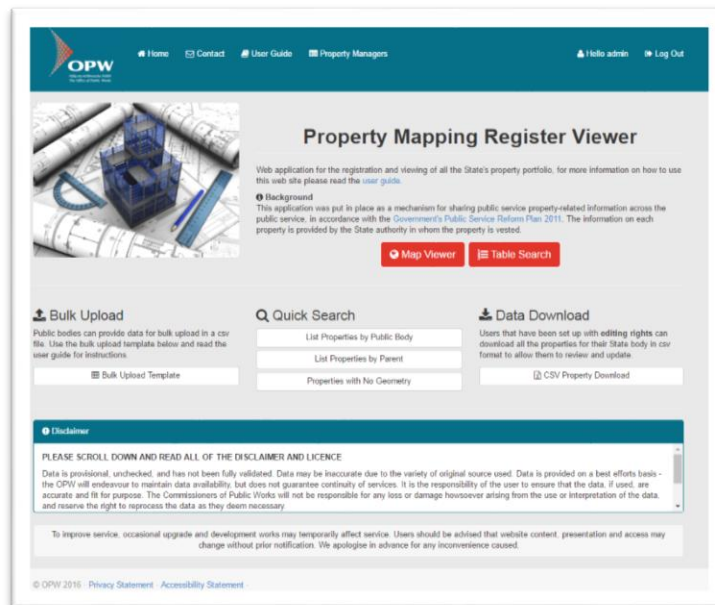


Figure 3 – Property Mapping Register Viewer Home Page

To access the map viewer, click the [Map Viewer](#) link on the PMRV Home Page, Figure 3 above.

4. Property Mapping Register Viewer

The main PMRV map interface is shown in Figure 4 below. The viewer is map-centric with four main panels; left-side, right-side, top (main toolbar) and bottom.

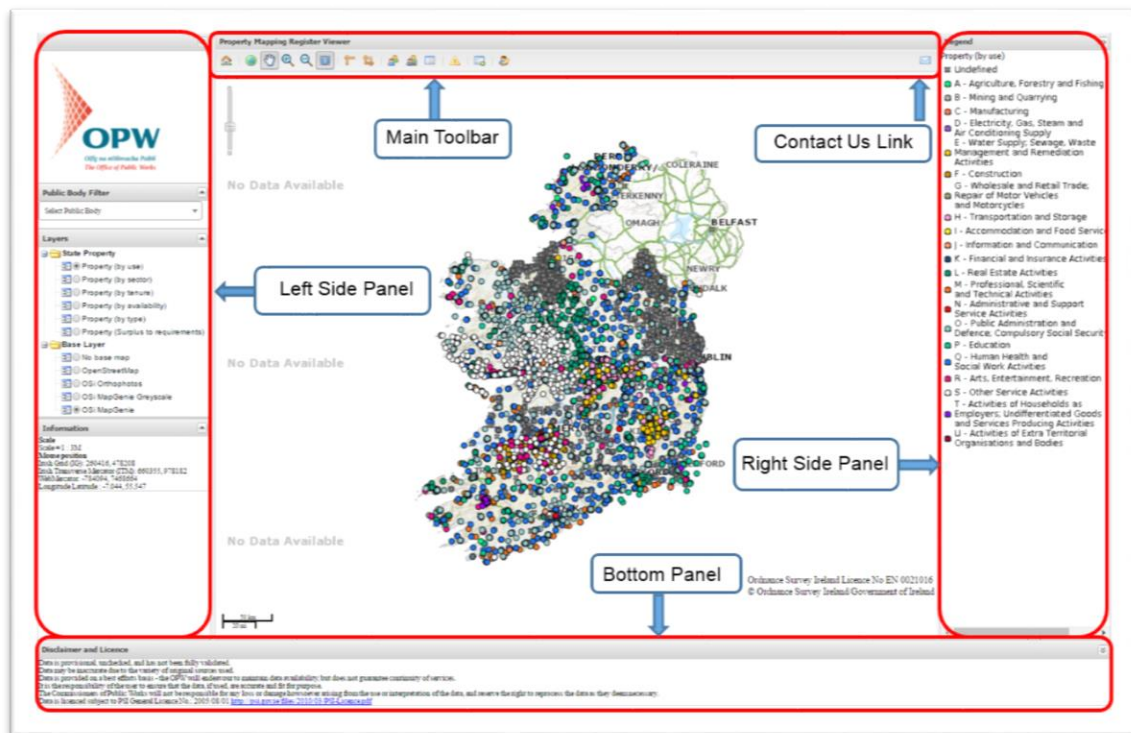


Figure 4 – Property Mapping Register Viewer

4.1 Left Side Panel

On the left-hand side of the page there is a side panel that include the following items:

- OPW Logo**
 Contains a link to the main OPW website (<http://www.opw.ie/en/>).
- Public Body Filter**
 Filters the properties which are to be displayed by Public Body. Once a Public Body is selected, the number of properties in its care is also displayed. All properties on the register are initially displayed by default.
- Layer Tree**
 Enables the display of state property features by attribute and the selection of various background maps (base layers).
- Information Box**
 Displays the current scale and coordinates for the mouse position.

4.2 Right Side Panel

- **Legend**








Explains the meaning of symbols used in the selected layer.

4.3 Main Toolbar

At the top of the page there is a toolbar providing additional functionality, see Figure 5 below.



Figure 5 – Main Toolbar

-  **Home** – Redirect back to PMRV Home Page (Login/Logout).
-  **Zoom all** - Zoom to Irish Extent.
-  **Pan** – Activate the button to drag the screen to the desired location.
-  **Zoom In** – Activate the button and click on the map or draw a rectangle over the area of interest.
-  **Zoom Out** – Activate the button and click on the map or draw a rectangle over the area of interest.
-  **Information** – Activate the button and click on a property to display a pop-up with information relating to this individual property.
-  **Measure Length** – Activate the button and click on the points that you want to measure the length between. Finish by double clicking.



Measure Area – Activate the button and click on the points that you want to measure the area between. Finish by double clicking.



List of Public Bodies – View properties (and number of properties) added by each public body, grouped by sector.



List of Public Bodies by parent – View properties (and number of properties) added by each public body, grouped by parent department.



List all Properties – List all properties on the register alphabetically.



List Properties with no geometry – List all properties which have no associated geometry belonging to your organisation.



Add a New Record (for your public body) – Only accessible if you have been issued with editing rights.



Change my Password – If you wish to change your password, click on this icon to be directed to a password administration page.



Email Us - Click on the button to email technical queries and feedback or suggestions to pmrv@opw.ie.

4.4 Bottom Panel

- ***Disclaimer and License***

Displays disclaimer and license information for the usage of the viewer and data.

5. Viewing and Querying Data

Data can be viewed and queried in two ways; either in map viewer format





(section 5.1 below) or in list property format (section 5.2 and 5.3 below).

5.1 Map Viewer Format


5.1.1 Viewing the Data

- Select the feature attribute that you want to view in the layer tree in the left side panel. Options available are property by; use, sector, tenure, availability, type or surplus to requirements.
- Browse to the area that you would like to view by using the zoom and pan functions.



5.1.2 Using the Zoom Function

- While the pan button  is activated, zoom by using the scroll wheel on your mouse. Move the screen to the desired area by holding down the left mouse button and drag the mouse across the screen.
- Alternatively, zoom to the area that you want to view by activating the  and  icons. Click once on the map to zoom in/out or hold down the mouse button and draw a rectangle to zoom to an area of interest.
- Activate the pan button  to move to the desired location as above, if required.

5.1.3 Using the Query Function


- Zoom to the desired area as described above.
Ensure that the query button  is activated.
- Click on the property that you want to query and a pop-up will appear with the relevant information.
- If two or more properties have been selected, scroll down to the property of interest in the pop-up.

5.2 List by Public Body

Data can also be viewed in list format. Click the 'list properties by public body' button  or 'list properties by parent' button  on the main toolbar. Alternatively, these lists can also be accessed through the 'Quick Search' area on the PMRV Home Page.

To view a Public Body's data, click the [View »](#) button next to the desired Public Body. Subsequently, click the 'Details' link to the right of a property to view its details, and location if a geometry has been provided.


5.3 List Properties with no Geometry

Properties belonging to your organisation that have not had geometry associated with them can be viewed in the 'Properties with no Geometry' page. This can be accessed by clicking the 'List Properties with no geometry' button  on the Main Toolbar in the map viewer or by clicking the link in the 'Quick Search' area on the Home Page.

To view properties with no geometry for a particular public body, click the 'View Records with No Geometry' link under the public body filter on the map viewer, once a public body has been selected.

6. Adding Data

If you have been given editing rights you will be able to add new points belonging to your user group.

1. Check that the property does not exist already by navigating to the relevant place on the map. Additionally, ensure it is not listed on the system by browsing through your list of properties by following the steps in section 5.2 "List by Public Body and section 5.3 "List properties with no Geometry".
2. To add properties one by one click on the  button on the toolbar (only accessible if you have been given editing rights).

3. Populate each of the fields in the form, as described in Table 1 below:

Table 1 – Property Details (Adding data for a single property)

*(Fields with a * denotes minimum required information)*

Field	Description
Name*	The name of the building/property
Location*	Town or locality name
Address*	Postal address
Valid date	Date when the data is known to be correct: yyyy-mm-dd
Property Type*	Select from the drop down list
Public body*	Select from the drop down list
Sector*	Select from the drop down list
Use (NACE) Code*	Select from the drop down list
Tenure*	Select from the drop down list
Owner Ref. *	The reference used by the public body, if any, e.g. OPW used references like B1234.
Contact*	Contact name for public body
Availability*	Select from the drop down list
Date Acquired	yyyy-mm-dd
Licensed*	Is the property licensed?
License Comment*	Provide any comments
Disposed/Transferred*	Has the property been disposed of or

	transferred?
Registered*	Tick if registered
Folio*	Folio reference if known
Geodirectory Code	Leave blank if not known
Eircode*	Property Eircode
Net Internal Area (m ²)	Net internal area in (m ²) (leave blank if not known)
Plot area (ha)	In Hectares (ha) if known

4. Click on the Edit button in the small map to display the editing toolbar.

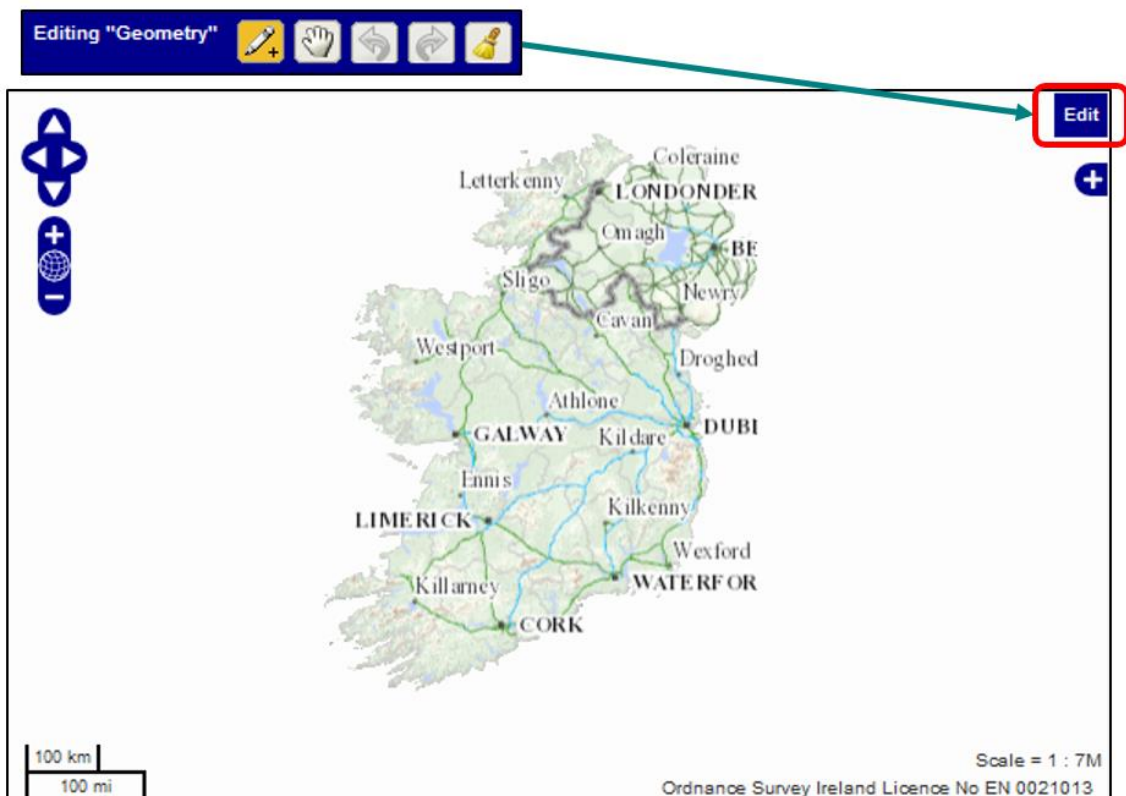




Figure 6 – Map for Adding a Property Location

5. Browse and/or zoom to the location of the property on the map. Click on the  button and click on the map to add the new geometry (location). Use the  button from the editing toolbar to adjust the property location




on the map, if required.

6. Click 'Submit' to save the new property into the database or 'Cancel' to return to the map page without saving the data.

7. Editing Data



If you have been given editing rights, you will be able to edit the properties belonging to your user group and/or organisation. Editing existing data can be achieved in two ways, either in map viewer format (section 7.1 below) or in list property format (section 7.2 below).


7.1 Map Viewer Format

1. Zoom to the property on the map using the  button or use the scroll wheel if the  button is activated.
2. Ensure that the query button on the main toolbar is activated  and click on the property point that you want to edit. A pop-up with information relating to the selected property should appear.
3. In the pop-up, check that the correct property has been selected. If multiple properties have been selected, scroll down to relevant property in the pop-up.
4. Click the 'Edit' link in the pop-up for the particular property of interest. (Note that this is displayed only if you have been given editing rights)
5. Edit the data in the new browser tab that opens similarly to section 6 above, "Adding Data".
6. Click 'Submit' to save the changes made or 'Cancel' to return to the previous page without saving the changes.


7.2 Property list

Data can also be edited from the property list pages by clicking the 'list properties

by public body' button  or 'list properties by parent' button  on the main toolbar. These can also be accessed through the 'Quick Search' area on the PMRV Home Page.

Click the  button next to the desired Public Body. Click the 'Edit' link to the right of a property to navigate to the 'Edit Property Details' page for that property.

Any required changes can be made, including the addition of a geometry for the property by following the same procedure as is highlighted in Section 6 above, "Adding Data". Click 'Submit' to save the changes into the database or 'Cancel' to return to the previous page without saving the changes.

To find and edit properties with no geometry, click the 'List Properties with no geometry' button  on the main toolbar in the map viewer or click the link in the 'Quick Search' area on the PMRV Home Page. Click the 'Details' link to the right of the property. Click the 'Edit this Record' button to navigate to the 'Edit Property Details' page for that property. Once edits have been made, click 'Submit' to save the changes into the database or 'Cancel' to return to the previous page without saving the changes.

8. Uploading Data in Bulk

Public bodies may wish to provide data for bulk upload in a comma separated value (csv) file. A Bulk Upload Template can be downloaded from the home page of the Property Mapping Register Viewer, under the 'Bulk Upload' heading. The file provided should be saved in the below specified format and e-mailed to pmrv@opw.ie.

- Character encoding: UTF-8 (if a different encoding is used please include this in the filename, e.g. if generated from windows application append windows_1252 in the filename). This is important for fadas to display correctly in names, and other extra characters that may be used.
- File format: comma separated values (csv).

- Filename: public_body_property_data_yyyy_mm_dd_encoding.csv e.g. department_of_education_and_skills_property_data_2013_10_12_windows_1252.csv
- Populate each of the fields in the spreadsheet, as described below:

Table 2 – Required Data for Bulk Upload

(Fields with a * denotes minimum required information)

Field	Description	Valid Values
Name*	The name of the building/property	Alpha numeric characters, max 100
Location*	Town or locality name	Alpha numeric characters, max 200
Address*	Postal address	Alpha numeric characters, max 200
Valid Date	Date when the data is known to be correct	yyyy-mm-dd
Property type*	Type of property	<i>Select one of the following options:</i> Buildings Land Land and Buildings
Public body*	Name of public body	Alpha numeric characters
Sector*	Select from the list	<i>Select one of the following options:</i> Central Government Central Government Agencies Independent Statutory Body Non-Commercial Semi State Commercial Semi-state Local Government Education Justice Health

Field	Description	Valid Values
Use (NACE) Code*	Select from the list	<p><i>Select one of the following options:</i></p> <p>A - Agriculture, Forestry and Fishing</p> <p>B - Mining and Quarrying</p> <p>C - Manufacturing</p> <p>D - Electricity, Gas, Steam and Air Conditioning Supply</p> <p>E - Water Supply; Sewerage, Waste Management and Remediation Activities</p> <p>F - Construction</p> <p>G - Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles</p> <p>H - Transportation and Storage</p> <p>I - Accommodation and Food Service Activities</p> <p>J - Information and Communication</p> <p>K - Financial and Insurance Activities</p> <p>L - Real Estate Activities</p> <p>M - Professional, Scientific and Technical Activities</p> <p>N - Administrative and Support Service Activities</p> <p>O - Public Administration and Defence; Compulsory Social Security</p> <p>P - Education</p> <p>Q - Human Health and Social Work Activities</p> <p>R - Arts, Entertainment and Recreation</p> <p>S - Other Service Activities</p> <p>T - Activities of Households as</p>

Field	Description	Valid Values
		Employers; Undifferentiated Goods and Services Producing Activities of Households for Own Use U - Activities of Extra Territorial Organisations and Bodies (see Appendix I for definition)
Tenure*	Select from the list	<i>Select one of the following options:</i> Leased Owned <i>(In rare circumstances, one of the following may be used):</i> Restricted Guardianship Other
Owner ref.*	The reference used by the public body, if any	Alpha numeric characters, max 100
Contact*	Contact name for public body	Alpha numeric characters
Availability*	Select from the list	<i>Select one of the following options:</i> No Space Available Space Available Surplus to requirements
Date Acquired	If known	yyyy-mm-dd
Licensed*	Is the property Licensed?	<i>Select one of the following options:</i> Yes No

Field	Description	Valid Values
License Comment*	Provide any comments	Alpha numeric characters, max 200
Disposed/ Transferred*	Has the property been disposed of or transferred?	<i>Select one of the following options:</i> Disposed Transferred No
Registered*	Is the property registered with the PRAI?	<i>Select one of the following options:</i> Yes No
Folio*	If known	Alpha numeric characters
Geodirectory Code	If known	Integer
Eircode*	If known	Alpha numeric characters, max 8
Net Internal Area (m ²)	Leave blank if not known	Decimal number
Plot Area (ha)	Leave blank if not known	Decimal number
X coordinate or Longitude*	X coordinate of the centre location of the property	Decimal number
Y coordinate or Latitude*	Y coordinate of the centre location of the property	Decimal number

Field	Description	Valid Values
Coordinate reference system*	Which coordinate reference system was used?	<i>Type one of the following options:</i> Irish Grid (IG) Irish Transverse Mercator (ITM) WSG84 Latitude / Longitude (Lat/Long)

8.1 Guidance when Submitting Properties

Some discretion is required when adding data. There are two examples highlighted here (Figure 7 and Figure 8 below) where you are asked to submit one record that represents a large number of what are technically separate properties. One is surplus plots related to new roads or road widening or similar situations. The aggregate area should be recorded under one record that is located on the map at a central point and the record description will state that there are x plots totalling y hectares which were associated with e.g. a roads project.

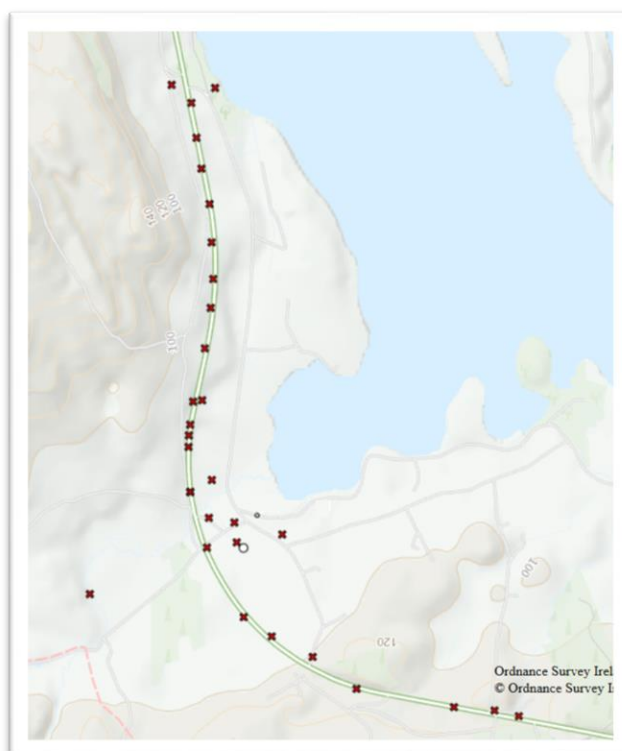


Figure 7 – Possible Road Re-alignment / Embankments

Social housing for each Local Authority should either be excluded or recorded under one record i.e. 300 Social Housing Units which are given a location at the Local Authority HQ. See example of possible social housing below, incorrectly displaying the individual units.

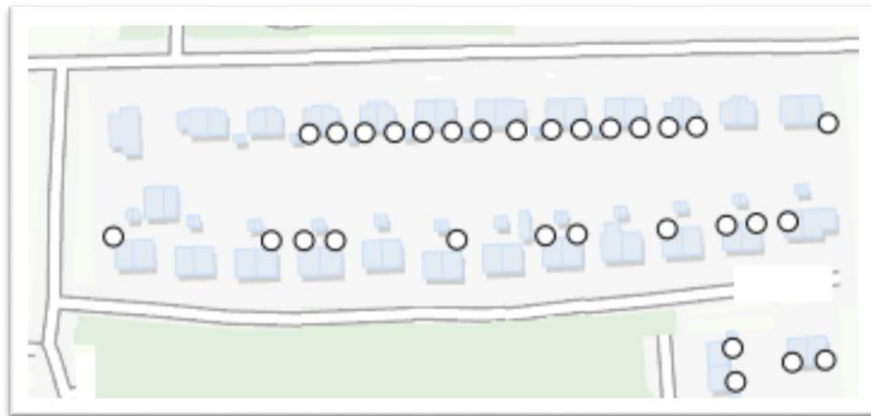


Figure 8 – Possible Social Housing

9. Quality Checking Data on the Register

In order to view properties specific to one public body, a filter functionality has been included in the map viewer. This filter is located to the top left of the screen, under the OPW logo. The components of this filter can be seen in Figure 9 below.

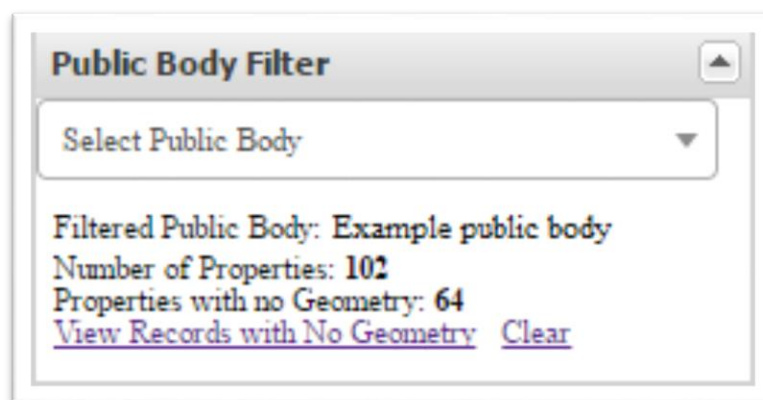


Figure 9 – Public Body Filter

Click the 'Select Public Body' drop down list and either scroll to the desired public body or start typing to search and select from a sub-set of public bodies. Once located on the list, click on the public body of interest. Now, only properties specific to the selected public body will be displayed on the map. Information

about the number of properties in the care of the selected public body and those without geometry is also displayed in the Public Body Filter window, see Figure 9 above. To clear this filter, click the 'Clear' link in the Public Body Filter window. It is important that the data is kept up to date, is accurate in terms of location, and attributes.

9.1 Check Geometry

9.1.1 Properties with No Geometry

The first step in the quality checking process is to add geometry to all properties without geometry. If you quickly want to find out if your public body has properties missing geometries, use the filter functionality as described above. If properties with no geometry exist, click the 'View Records with No Geometry' link in the Public Body Filter window as shown in Figure 9 above.

Subsequently, click the 'Details' link to the right of a property and then on the 'Edit this Record' button. Add the geometry by following the steps as outlined in Section 6 "Adding Data".

When adding geometry, adhere to the guidance as set out in section 8.1 above and 9.1.2 below.

9.1.2 Properties with Incorrect Geometry

Once all properties have a geometry associated with them, the geometry of each property should be checked to ensure that it is correct. Using the filter by public body functionality as described above, properties outside its jurisdiction can easily be identified, see e.g. Figure 10 and Figure 11 below. Note the geometry of some properties currently on the register is well outside the extents of Ireland.

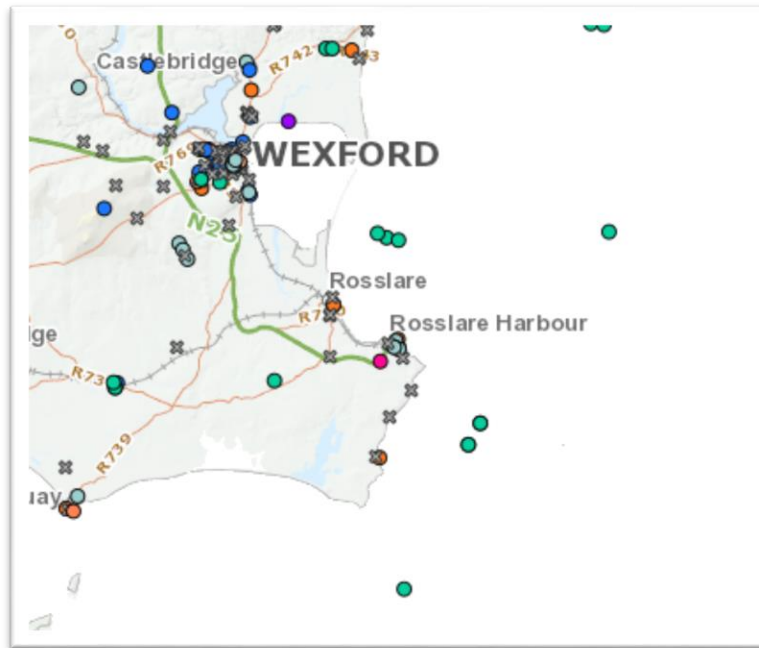


Figure 10 – Example of Incorrect Locations

To identify any properties outside the extents of the country, zoom out as far as the viewer will allow, see Figure 11 below. You may have to wait a moment for the data to appear.

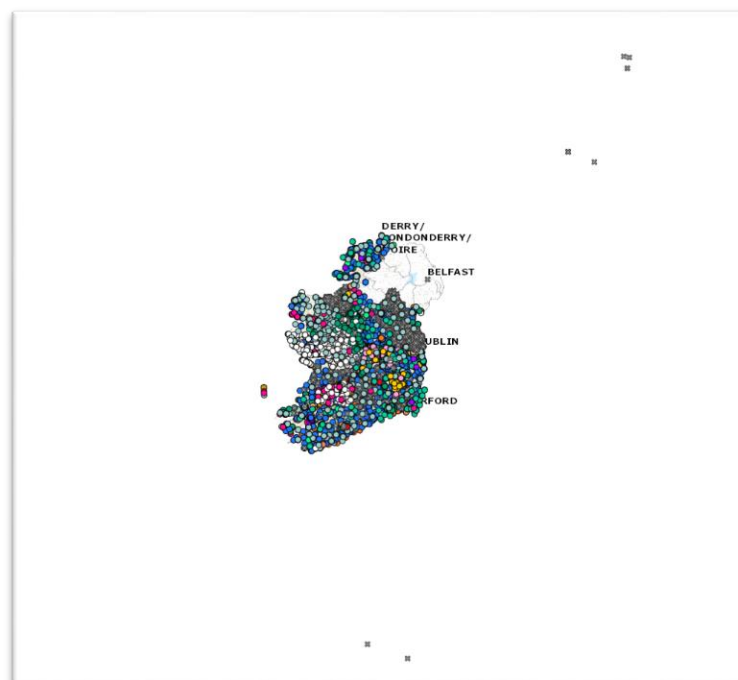


Figure 11 – Example of Incorrect Locations

Additionally, the geometry must not be ambiguous, e.g. between two properties and/or in middle of road, see e.g. Figure 12 below.

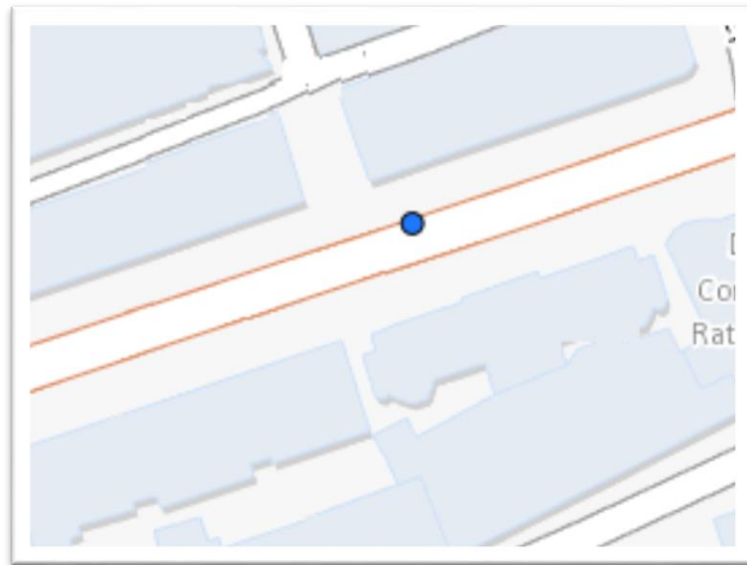


Figure 12 – Example of Incorrect Location

Care is required in the case of multi-building plots/sites. For Eircodes to be appended, buildings must have individual entries/locations associated with them, see Figure 13 below. In case of multi-building plots/sites depicted as a single point, an Eircode can be appended to the main building as long as it is correctly located on the system, i.e. within the building extents.



Figure 13 – Example Multi-building Plots/Sites

Care is also required in the case of properties categorised as 'Land and Buildings'. If the geometry of the property is located within the extents of a building, there is a higher probability to successfully append an Eircode. See Figure 14 and Figure 15 below, for incorrect and correct locations.



Figure 14 – Land and Buildings: incorrect geometry

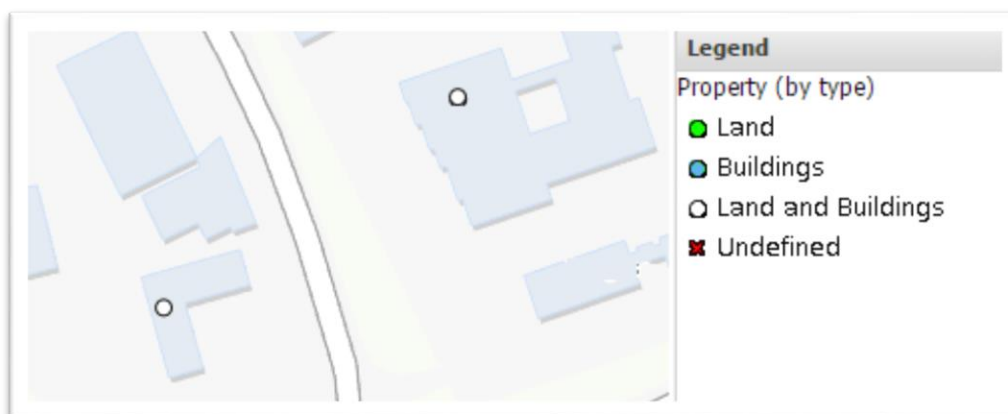


Figure 15 – Land and Buildings: correct geometry

9.2 Check Attributes

All attributes should be checked against the public bodies' register to ensure they are correct and up-to-date. See below a non-exhaustive list of frequent errors for guidance.

- **Name** – A name should be given to each property. If a property has no real name, a description should be provided instead, e.g. car park, plot of land etc.

- **Owner Ref.** – This reference should be unique to that property, within the individual public body.
- **Date Acquired** – If only the year is known, enter the date as the 1st January for that year.
- **Property Type** – Ensure that the property type is correctly categorised. See Figures 16-18 below for examples of possibly miscategorised properties.



Figure 16 – Buildings: Possibly Miscategorised as Land

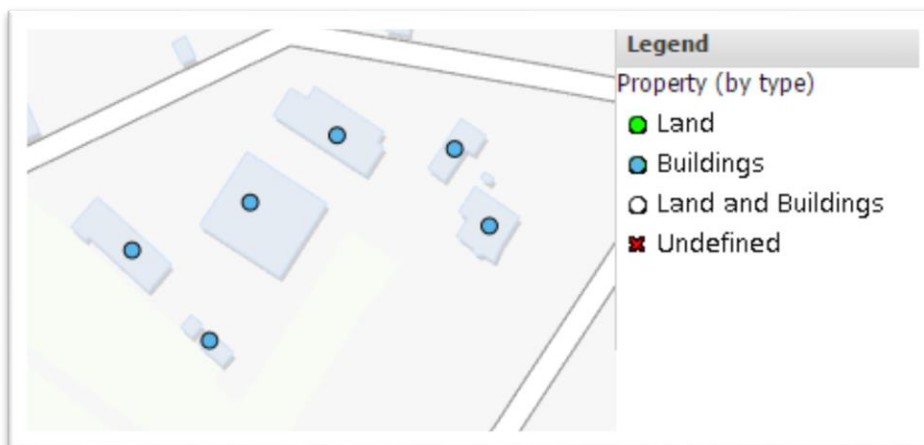


Figure 17 – Land and Buildings: Possibly Miscategorised as Buildings

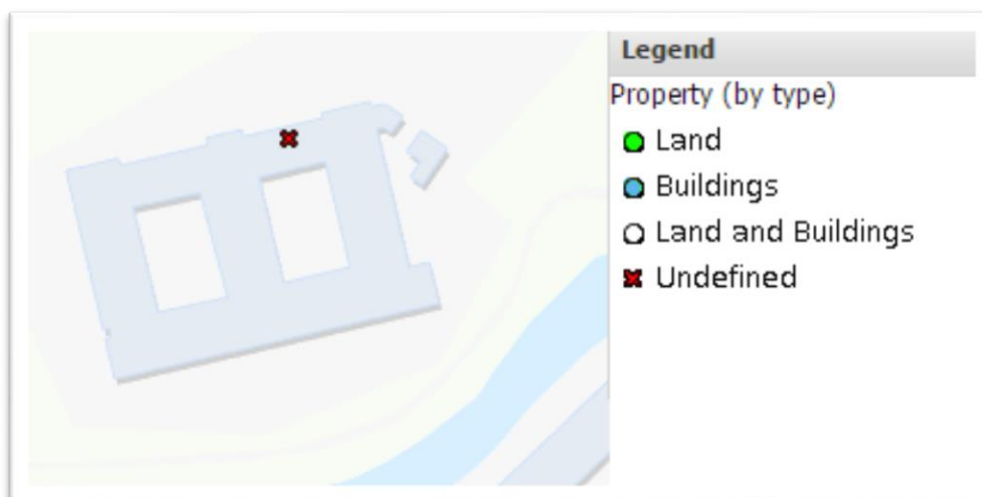


Figure 18 – Undefined Property Type

9.2.1 Check Addresses

It is important that the address of each building is correctly entered on the system. It has been proposed that all properties on the register categorised as either 'Buildings' or 'Land and Buildings' are to be sent to an Eircode encoder for the purpose of appending an Eircode to each property at a point in time, which is further to be decided on.

Eircodes would generally only be applicable in the case of properties categorised as 'Buildings' and in some instances 'Land and Buildings'. A possible matching process will use both the address field and the location/geometry entered on the system. For a good match, both the address field (as described below) and the location/geometry (as described in section 9.1 above) must be entered correctly and not be ambiguous.

Addresses should ideally match the address as listed for that property on the Eircode website: <https://finder.eircode.ie/>. Addresses that are known only locally or abbreviations should be avoided and a full address should be given in the address field, each part separated with a comma.

An example of what an incorrect address field could return when Eircoded is shown in Figures 19-22 below.

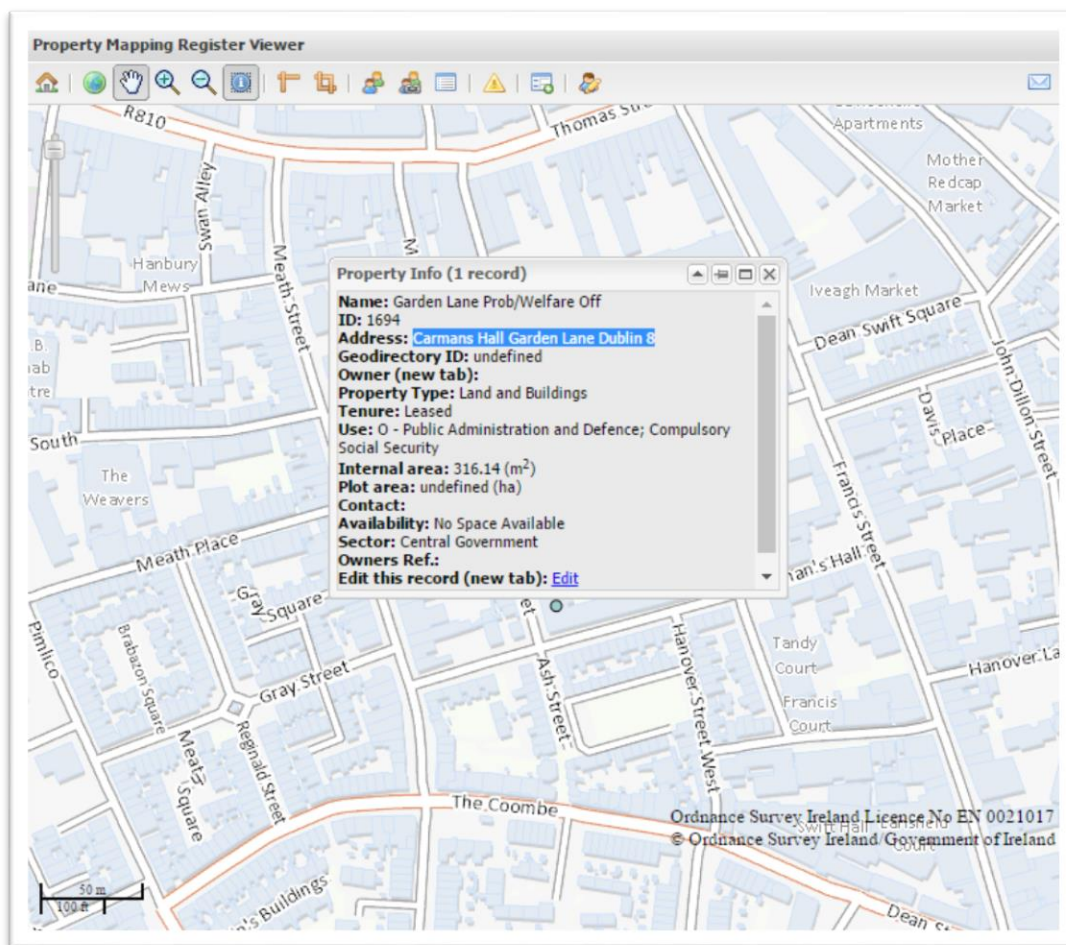


Figure 19 – Example: Address on PMRV

When the address from the PMRV Register, Figure 19 above, is entered into the Eircode finder on <https://finder.eircode.ie/>, it fails to match any result, as seen in Figure 20.

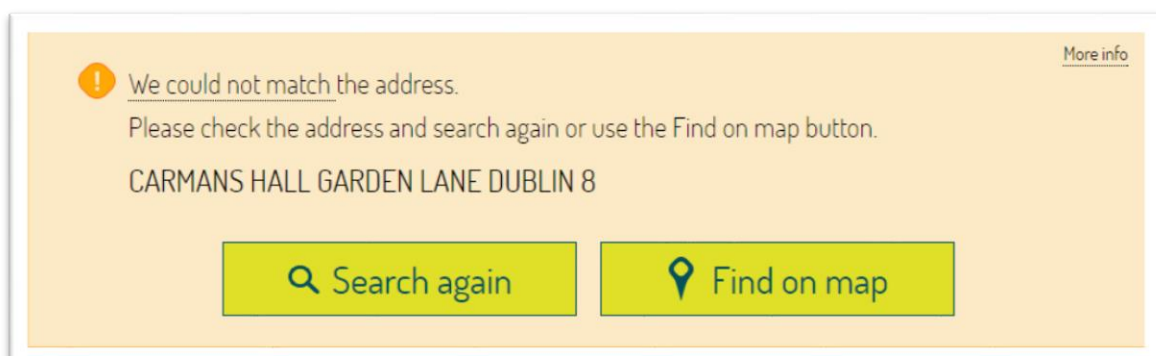


Figure 20 – Failed Eircode Search Result

When the property is manually located on the Eircode viewer, the associated address is as shown in Figure 21 below.

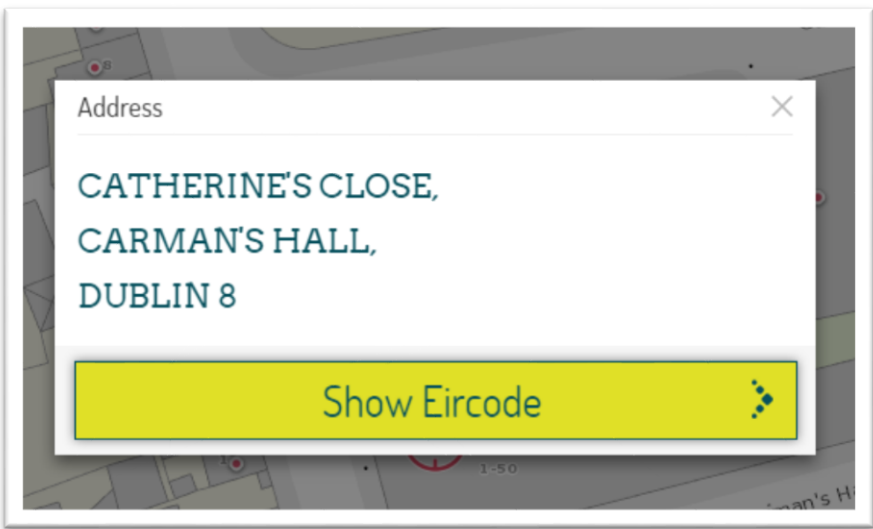


Figure 21 – Actual Address on Eircode Database

Using addresses similar to those in Figure 19 above can also result in multiple returns, which would also lead to that an Eircode cannot be automatically assigned to the property, see Figure 22 below.

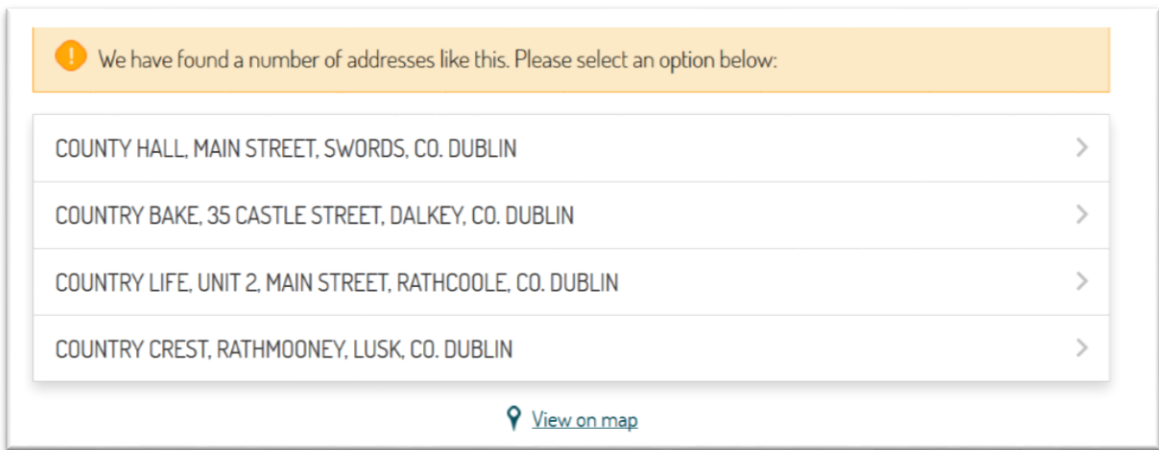


Figure 22 – Multiple Eircode search results

The above highlights the importance of the address field in the Eircoding process but also that the location/geometry is correct to ensure there is no ambiguity and to receive a high matching rate with a high level of correctness.

10. Frequently Asked Questions and Useful Links


I want to register as a user, who should I contact?

Send an email to pmrv@opw.ie and specify email addresses for all users to be set up and whether editing or viewing rights are required for each of the users.

I am a registered user but I have forgotten my password:

Click on the  button and e-mail a request for a new password to pmrv@opw.ie.

Within the map viewer, zooming by using the scroll wheel on the mouse does not work:

Make sure that the pan button  is activated on the main toolbar as it is required to use the scroll wheel.


I would like to upload data in bulk:

See details under Section 8 “Uploading Data in Bulk”. A Bulk Upload Template can be downloaded from the PMRV Home Page, under the ‘Bulk Upload’ heading. The file provided should be saved in the specified format and e-mailed to pmrv@opw.ie.

I want to correct an existing record:

First, try to edit the existing property record to correct the problem. If the property has been disposed of or transferred to another public body, it can be marked as such in the ‘Disposed/Transferred’ field. If you wish to delete one or more records, contact pmrv@opw.ie with details uniquely describing each property to be deleted.

My query is not covered in the above:

For technical queries, click on the  button and e-mail your query to pmrv@opw.ie. For general queries relating to properties, contact the OPW Property Management Section.

Useful links:

- Property Asset Management Delivery Plan:
<http://www.opw.ie/en/latestnews/articleheading,25046,en.html>
- European Industrial Activity Classification (NACE Rev.2):
<http://www.cso.ie/px/u/NACECoder/NACEItems/searchnace.asp>

Appendix I: Use categories

The property 'use category' determines the primary function of the property. All properties by use have been categorised into European Industrial Activity Classification (NACE Rev.2) codes. Please refer to p for further details. Detailed instructions are provided on this site.

For example, if the property exists as a standalone childcare facility/crèche, the NACE code associated with this property would be *Q – Human Health and Social Work Activities*. However, if the crèche is located within a government office, the NACE code is *O – Public Administration and Defence; Compulsory and Social Security*.

Another example; a primary/secondary school falls within the *P – Education* category. However, the Department of Education that provides the regulation of education activities is categorised as *O – Public Administration and Defence; Compulsory and Social Security*.

NACE Codes

The NACE Codes are categorised from A to U. Examples for each category are as follows:

The *A – Agriculture, Forestry and Fishing* category is to be referred to if the property is designated for crop and animal production, forestry or fishing.

The *B – Mining and Quarrying* category is to be used if the property is used for extraction of crude petroleum/natural gas, mining of metal ores, or quarrying of stone sand and clay.

The *C – Manufacturing* category is to be used if the property is primarily in use is for manufacturing purposes, e.g. manufacturing of food products, pharmaceutical products or computer/electronic products.

The *D – Electricity, Gas, Steam and Air Conditioning Supply* category is to be used where a property is in use for electricity power generation, transmission and distribution, distribution of gaseous fuels, or district heating plants.

The *E – Water Supply; Sewerage, Waste Management and Remediation Activities* category is to be used if the property is primarily used for water collection, treatment and supply, sewerage works, waste collection treatment and recovery of sorted materials.

The *F – Construction* category is to be used if the property is mainly in use for building construction, civil engineering and demolition purposes. Examples would be the government department (building and civil works division), local authority housing departments, local authority building and maintenance department, local authority road construction and major road repairs/maintenance, local authority civil engineering construction of bridges and tunnels, wind farm construction, dam/floodgate construction and river/coastal works construction.

The *G – Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles* category is to be used if the property is in use for wholesale and retail trade, for example, retail of food, beverages and tobacco or automotive fuel.

The *H – Transportation and Storage* category is to be used if the property is in use for warehousing and logistical purposes. Examples in this category are An Post, local authority transport authorities, local authority car parks, clamping operations and toll bridges and transport operations by Córas Iompair Éireann (CIÉ), Iarnród Éireann, Aer Lingus and Bus Éireann,

The *I – Accommodation and Food Service Activities* category is to be used if the property is mainly in use as a residence or subject to residential property charges. Some examples in this category are apartments, residences, restaurants and hostels.

The *J – Information and Communication* category is to be used if the property is

in use for programming and broadcasting, telecommunications and publishing activities.

The *K – Financial and Insurance Activities* category is to be used if the property is in use for monetary intermediation, trusts, insurance, pension and fund management entities. Examples would be central banking, credit unions, stock exchange, asset and portfolio management activities.

The *L – Real Estate Activities* category is to be used if the property is in use but has a future development potential. Some examples in this category are land/office/factory letting, green field sites, parks (excluding protected areas), larger unused areas surrounding offices and car parks (excluding public roads).

The *M – Professional, Scientific and Technical Activities* category is to be used if the property is in use for engineering and architectural services, legal activities and business management. Examples would be payroll bureau, activities of head offices, centralised administrative offices, corporate offices, district and regional offices, town and city planning, engineering and veterinary activities.

The *N – Administrative and Support Service Activities* is to be used if the property is in use for the office administrative services, renting and leasing of recreational goods, centralised supply and purchasing services (public sector), facilities management, operation services of government owned or occupied buildings (public sector). Examples would be personnel, mail services, bicycle renting schemes, call centres, and building cleaning activities.

The *O – Public Administration and Defence; Compulsory Social Security* category is to be used if the property is in use for general public administrative activities and defence. Some examples in this category are state offices, courts, prisons, garda stations, coast guard stations, civil defence, fire stations, army and naval bases.

The *P – Education* category is to be used if the property is in use for pre-primary,

primary, secondary and higher/tertiary education.

The *Q – Human Health and Social Work Activities* is to be used if the property is in use as a hospital, medical practice, residential care or social work. Examples would be general hospitals, ambulance services, local authority social or residential homes, juvenile correction facilities, homeless shelters, lifeboat stations, adoption activities,

The *R – Arts, Entertainment and Recreation* category is to be used if the property has an existing use that cannot easily be changed. Some examples in this category are museums, libraries, churches, heritage properties and protected areas.

The *S – Other Service Activities* category is to be used if the property is in use for funeral and related activities. Examples include; local authority cemeteries and crematoriums.

The *T – Activities of Households as Employers; Undifferentiated Goods and Services Producing Activities of Households for Own Use* category is used for activities of domestic personnel; caretakers and gatekeepers.

The *U – Activities of Extra Territorial Organisations and Bodies* category is to be used if the property is in use by European Communities representatives, foreign embassy or consular offices.

Appendix II: Disclaimer and Licence text

Disclaimer and Licence

Data is provisional, unchecked, and has not been fully validated.

Data may be inaccurate due to the variety of original sources used.

Data is provided on a best efforts basis – the OPW will endeavour to maintain data availability, but does not guarantee continuity of services.

It is the responsibility of the user to ensure that the data, if used, is accurate and fit for purpose.

The Commissioners of Public Works will not be responsible for any loss or damage howsoever arising from the use or interpretation of the data, and reserve the right to reprocess the data as they deem necessary.

Data is licenced subject to PSI General Licence No.: 2005/08/01