

BLANCHARDSTOWN  
CORPORATE  
PARK

OCCUPANT &  
TENANT RULES

Estate Handbook





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# OCCUPANT & TENANT RULES

## Estate Handbook

### Effective date:

January 2026

### Applies to:

All tenants, occupants, their employees, contractors, agents and visitors ("**Occupants**").

### Definitions:

"**Estate**" means Blanchardstown Corporate Park common areas, roads and shared facilities. "**Unit**" means the premises leased/licensed to an Occupant. "**Property Team**" means the estate management company and its agents.



This handbook has been prepared to provide you with key information to support your occupation at Blanchardstown Corporate Park.

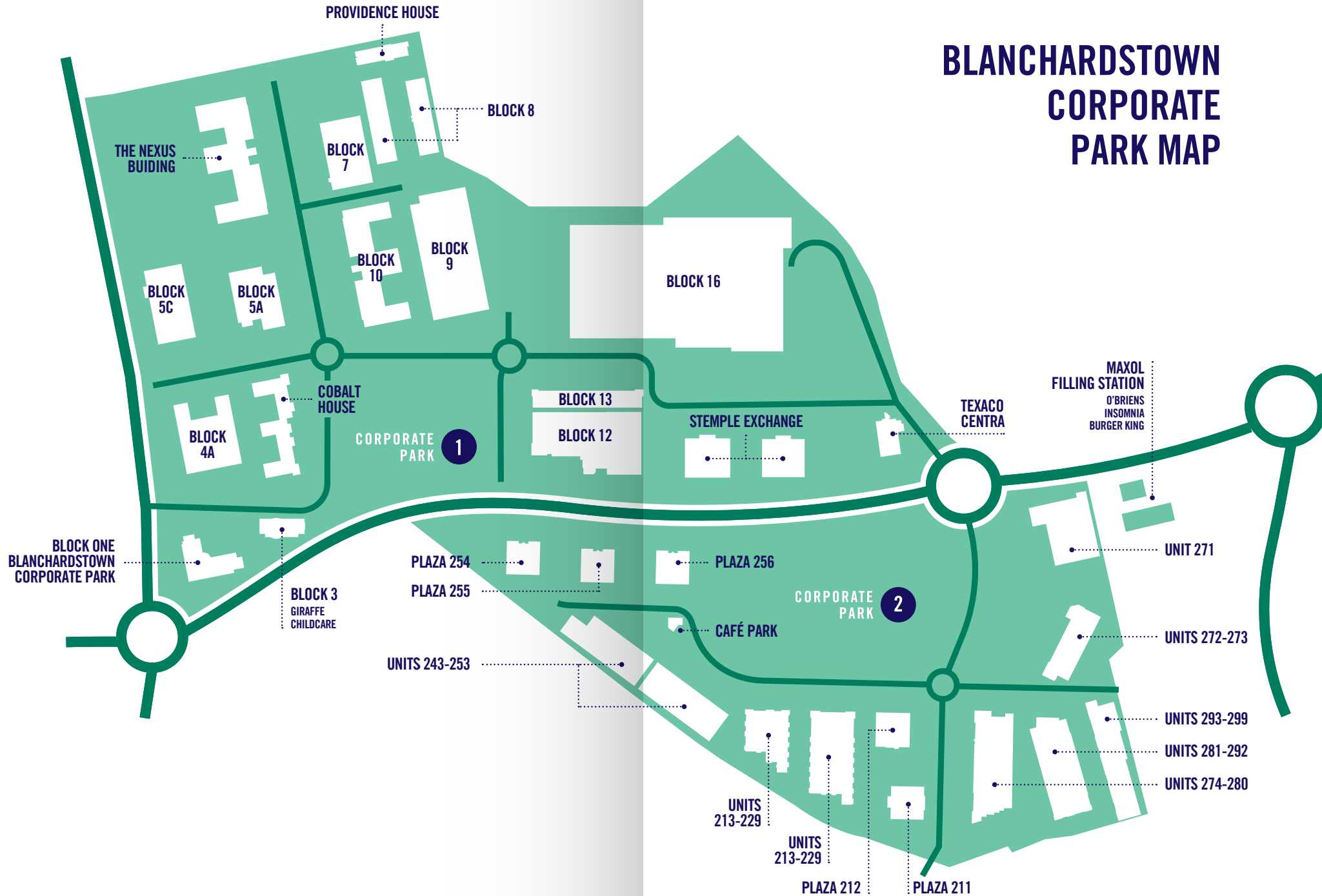
It outlines the services we provide, your responsibilities as an occupier, and the procedures to follow for matters such as premises alterations and fault reporting.

Please ensure all staff within your organisation have access to and are familiar with this handbook.

Our Property Team is available to assist with any queries and is committed to ensuring your experience at Blanchardstown Corporate Park is seamless and productive.

## ORDER OF PRECEDENCE & UPDATES

- › These Rules supplement (do not replace) your **Lease/Licence**. If there is any conflict, the Lease/Licence prevails.
- › The Property Team may update these Rules to ensure safety, legal compliance or efficient operation. We'll notify a nominated contact at least **14 calendar days** before changes take effect (or sooner in emergencies).





1



## ACCESS, SECURITY & ESTATE CONDUCT

Blanchardstown Corporate Park is an open Estate that is accessible 24/7, unless notified. It has a manned security presence 24/7 with a security hut located at the entrances of each Estate.

### 1.1 Access hours

The Estate is accessible 24/7 unless notified. Some buildings or amenities may have restricted hours.

### 1.2 ID & passes

Occupants are responsible for issuing and controlling employee/visitor passes and promptly deactivating lost passes.

### 1.3 Keys & locks

No locks, access systems or door hardware may be changed without The Property Team's written approval. Provide The Property Team with emergency access details.

### 1.4 CCTV & patrols

The Estate operates CCTV and security patrols for deterrence and incident response. Tampering is prohibited.

### 1.5 Security

It is important that you maintain the security of your premises at all times so that theft and malicious damage can be prevented. Report any suspicious people or vehicles to the Security Hut immediately.

### Please consider taking the following security measures:

- Fit all doors and gates with locking devices to prevent unauthorised access into your area, particularly outside working hours.
- If security alarms are fitted on your property, make sure that they are properly maintained, monitored, and activated when your property is unoccupied.

### 1.6 Behaviour

Be respectful. Harassment, aggressive behaviour or unsafe conduct is prohibited.

### 1.7 Noise

No audible nuisance beyond your Unit boundary. Testing of alarms/plant must be 09:00–17:00 (Mon–Fri) unless pre-agreed. The Property Team must be made aware of any planned alarm testing.

### 1.8 Substances

Possession/use of illegal substances is prohibited. Alcohol only for approved events per Section 10.

### 1.9 Smoking & vaping

Only in designated outdoor areas, >5 m from entrances, openable windows and air intakes. Dispose of waste safely.





Blanchardstown Corporate Park is a busy Estate with through access routes for cars, busses, trucks, and pedestrians. Safe access and transit for all is our priority.

### 2.1 Speed limit

**20 km/h** throughout the Estate; pedestrians have priority (unless otherwise signposted).

### 2.2 Parking

Use only your allocated spaces or pay-to-park areas. Management and allocation of your own spaces is your responsibility. No parking in fire lanes, loading bays (outside loading), accessible bays (unless permitted), landscaped areas or EV bays (unless actively charging).

### 2.3 EV charging

Follow bay time limits. No trailing cables across footpaths/roadways. Do not leave vehicles in EV bays once charging completes.

### 2.4 Micromobility

Bicycles/e-bikes/e-scooters must be stored in designated areas; e-scooters used on the Estate must be ridden responsibly and parked tidily. No riding inside buildings. No parking of bicycles/e-bikes/e-scooters is permitted in any shared area/ foyer in shared buildings.

### 2.5 Abandoned/obstructing vehicles

May be immobilised or removed at owner's cost after reasonable notice (or immediately if dangerous).



## TRAFFIC, PARKING & MICROMOBILITY





# 3



### 3.1 Loading bays

Use only for active loading/unloading. Idle time limits may apply.

### 3.2 Delivery hours

Heavy goods deliveries should be **07:00–19:00 (Mon–Fri)** unless otherwise agreed. For any overnight deliveries, please liaise with The Property Team and Estate Security to ensure deliveries are not disrupted.

### 3.3 Vehicle weights

Comply with posted axle/weight limits.

### 3.4 Pallets & packaging

Must not be stored in common areas. Clear packaging promptly to prevent litter/pest risks. Pallets must be removed from site by your suppliers/delivery company and not left in shared areas of the building, estate or the bin stores.

### 3.5 Dangerous goods

Notify The Property Team in advance of any **hazardous materials**, and comply with Section 8 (H&S) and 7 (Environment).



## DELIVERIES, LOGISTICS & LOADING







# 4



## 4.1 Consent

Any alterations (structural or non-structural), including signage, external plant, roof access, drilling, additional mezzanines, or changes to fire/MEP systems require **Property Team approval** and (where relevant) landlord/authority consent and are subject to lease terms.

## 4.2 Design standards

Fit-outs must meet Building Regulations, Fire Safety Certificates, Disability Access Certificates, and manufacturer warranties.

## 4.3 Permits to work

Hot works, roof access, confined spaces, live electrical work and sprinkler impairments require a **Permit to Work (Appendix A)**.

## 4.4 Contractors

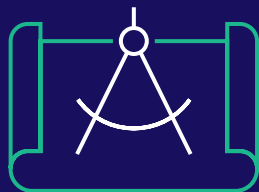
Must be competent, insured, inducted and compliant with Site Safety Plan. Provide RAMS and insurance certification on request.

## 4.5 Maintenance

Occupants must maintain their Unit, fittings and any Occupant-installed plant in good repair. Keep penetrations/firestopping intact.

## 4.6 Make good

On exit, remove Occupant's installations and reinstate, in accordance to lease terms, unless the landlord elects to retain them.



## FIT-OUT, ALTERATIONS & MAINTENANCE







# 5



## BUILDING SERVICES, ENERGY & COMFORT

Occupiers are generally responsible for their own office interior systems. The following guidelines are for assistance.

### 5.1 HVAC set-points:

Aim for **20–22 °C heating / 23–25 °C cooling** and reasonable humidity; avoid excessive after-hours operation.

### 5.2 After-hours

Request extended hours **1 business day** in advance (charges may apply).

### 5.3 Plant noise & vibration

Must not create nuisance or exceed design criteria at boundaries.

### 5.4 UPS/generators

Testing by prior notice; manage exhaust/noise and prevent fuel spills (Section 7).

### 5.5 Water systems

Report any leaks immediately. Legionella control schemes must be maintained for showers, humidifiers or process systems.



# 6



## FIRE SAFETY, LIFE SAFETY & EMERGENCIES

Fire presents the single greatest threat to your personal safety and your business, so it is essential that all occupants meet their fire prevention responsibilities and are aware of fire-fighting and evacuation procedures.

If there is a fire, the consequences could be devastating. Apart from the risk of personal injury or loss of life, a fire will lead to a major disruption of your business operations. Do everything practicably possible to prevent a fire starting in the first place.

**The following is a list of some of the things you could do to reduce the chance of a fire breaking out in your area:**

### 6.1 Combustible Materials

Keep the amount of combustible materials held or stored in your area to a minimum, including rubbish and flammable materials. You should make sure that all rubbish has been put in the bins each working day, not left on the floor.

### 6.2 Law & standards

Comply with the [Fire Services Acts, Building Regulations, and Safety, Health and Welfare at Work Act 2005](#) and associated regulations.

### 6.3 Fire strategy

Do not alter fire compartments, escape routes, door hold-opens or signage without consent. Keep corridors and exits clear at all times.

### 6.4 Detection & alarms

Testing must be coordinated with The Property Team. Do not cover or obstruct detectors/sprinklers.

### 6.5 Emergency Lighting

Each occupier is responsible for the maintaining their emergency lighting system and ensuring correct functionality.

### 6.6 Evacuation drills

Each tenant/occupier is responsible for developing their own Fire Evacuation Procedures. Participate in Estate and building drills. Nominate marshals and maintain staff training records.

### 6.7 High-risk activities

Use Permit to Work and dedicated fire watch for hot works; provide extinguishers and non-combustible sheeting.

### 6.8 Incident reporting

Report all fires, near misses, accidents and injuries to The Property Team within **24 hours** (immediately if serious).





# 7



## ENVIRONMENT, SUSTAINABILITY & WASTE

### 7.1 Policy

Support the Estate's ESG targets (energy, water, waste, biodiversity, transport).

### 7.2 Waste segregation

Use the required streams: **General, Mixed Dry Recycling, Glass, Food/Organics, WEEE & Batteries, and Confidential** (secure consoles). No waste in common areas. No dumping of unauthorised waste, household waste or furniture in shared bin stores.

### 7.3 Hazardous waste

Store safely in labelled containers with secondary containment; use licensed carriers; keep consignment notes.

### 7.4 Spill control

Keep spill kits where oils/fuels/chemicals are stored. Any spill to ground/drain must be contained and reported immediately.

### 7.5 Water

Do not dispose of chemicals, paints, cement washout or food oils into drains.

### 7.6 Air & odour

Processes generating odours/fumes must be filtered and exhausted to atmosphere per standards; no nuisance to neighbours.

### 7.7 Biodiversity & landscaping

Do not damage planting, trees or habitats. Feeding wildlife is discouraged.

### 7.8 Energy reporting (if applicable)

Large energy users may be asked for annual consumption data to support Estate carbon reporting.





# 8



## HAZARDOUS SUBSTANCES & EQUIPMENT

### 8.1 Chemical safety

Keep **Safety Data Sheets** on site; comply with the **Chemical Agents Regulations** (2018) and any Seveso Directive obligations where applicable.

### 8.2 Gas cylinders & fuels

Store upright, secured, ventilated, away from ignition/escape routes.

### 8.3 Lithium-ion batteries

Use approved chargers only; avoid charging in protected escape routes; maintain housekeeping and thermal separation.

### 8.4 Pressurised systems & lifting equipment

Statutory inspections must be current; provide certificates on request.



### 9.1 Estate signage

A consistent and Blanchardstown Corporate Park branded wayfinding system is in place across the Estate. This system is managed centrally by the Property Team. Occupiers are not permitted to erect their own signage on any Business Park road, railings, boundaries, or access points.

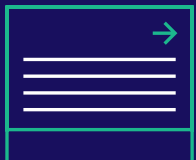
All external building signage, window vinyls, banners, flags, totems, or façade lighting require prior approval of The Property Team, and (if relevant) planning consent.

### 9.2 Temporary signage

Event signs are permitted with prior approval from The Property Team and must be removed within **24 hours** post-event.

### 9.3 Aerials/dishes/antennas

Require written approval and structural/EMF assessments.



## SIGNAGE, BRANDING & EXTERNAL APPEARANCE





# 10



## USE OF COMMON AREAS & AMENITIES



Blanchardstown Corporate Park has shared amenities across the Estate for general use, including seating and recreational areas.

### 10.1 General

Common areas must remain clear and available for all users.

### 10.2 Amenities

Where provided (e.g., running track, outdoor seating, event lawn/amphitheatre, padel/5-a-side, creche, management suite, EV hubs), follow posted rules and booking systems.

### 10.3 Events/activations

Events on the Estate (markets, charity runs, food trucks, music, etc.) that are held throughout the year are co-ordinated by The Property Team. Any individual occupiers planning to hold an event require prior approval for each event from The Property Team, and must provide RAMS, insurance, and stewarding plans. All noise and lighting must not cause nuisance.

### 10.4 Alcohol & food

The consumption or sales/service of alcohol in the common areas of the Estate is prohibited. Any events requiring the sale/service/consumption of alcohol requires relevant licences/permits and prior approval of The Property Team. Food vendors must comply with food safety regulations and provide waste plans.

### 10.5 Pets

Allowed outdoors on leash unless posted otherwise; handler responsible for behaviour and waste. Pets are not permitted inside buildings unless the building rules allow or they are assistance animals.

### 10.6 Drones

No drone operations without The Property Team's approval and compliance with IAA rules and privacy law.







## 11 DATA PROTECTION, PRIVACY & MARKETING

### 11.1 GDPR

Occupants must comply with GDPR for any personal data processed on the Estate.

### 11.2 CCTV & photography

Estate CCTV is operated for safety and asset protection. Commercial photography/filming requires approval from The Property Team.

### 11.3 Directory & comms

With consent, Occupiers may be listed in Estate directories. Occupants may also receive communications with relevant operational and community-based information.

## 12 PESTS, CLEANLINESS & HOUSEKEEPING

### 12.1 Cleanliness

Keep internal areas clean and free from obstructions; tidy immediately after works.

### 12.2 Food waste

Store in sealed containers; arrange regular collections to prevent pests.

### 12.3 Pest control

Report infestations to The Property Team immediately. Occupants must cooperate with treatments and access.

## 13 IT/TELECOMS, RISERS & ROOFTOPS

### 13.1 Risers/roofs

Access by permit only. Keep routes clear; label cables; no blocking of others' equipment. All areas must be fire-stopped on completion.

### 13.2 Wireless equipment

Any rooftop or external devices require design review and approvals by The Property Team.

## 14 COMPLIANCE WITH LAWS & LICENCES

Occupants must comply with all applicable Irish and EU laws and obtain/maintain any required planning permissions, licences and permits for their operations (e.g., waste, trade effluent, alcohol, broadcasting, pharmaceutical handling, etc.).





## 15 INSURANCE & INDEMNITIES

Maintain insurances required by the Lease and for your operations (public liability, employer's liability, property, business interruption, contractors-all-risk where applicable). Provide evidence on request.

## 16 INCIDENTS, DEFECTS & REPORTING

### Emergency

Dial 112/999 first. Then contact **Estate Security/The Property Team**.

### Non-urgent defects

If you need to report a non-urgent defect or issue, please contact to your Point of Contact on the Property Team with the relevant details.

### Near misses & hazards

Report all near misses & hazards to The Property Team promptly so issues can be addressed before incidents occur.

## 17 ENFORCEMENT

The Property Team may issue **warnings**, require remedial action, apply **reasonable administration fees, suspend amenity access, or recover costs** for damage, cleaning, obstruction removal, security responses or repeated breaches, in accordance with the Lease and law. Persistent or serious breaches may lead to legal action.



## 18 SERVICE CHARGES

**The Property Team** manage the common areas of Blanchardstown Corporate Park, providing such services as security, landscaping, general repairs, street lighting, a community social programme and a sinking fund allowance. The cost of these services that The Property Team provides will be recharged via a service charge, based on projections of spending for the forthcoming year. The service charge year currently runs from 1 January to 31 December. We will write to you in advance to let you know our spending plans for the forthcoming service charge period and the proportion that your company will be recharged. A management charge is included to cover overheads.

We aim to provide our customers with service charge transparency, good communication and budgeted planned expenditure.

The budget and summary of the forthcoming years' service charge expenditure should be received before the service charge year begins, or shortly thereafter.

All payments are to be received on the dates that they are due. We prefer payment to be made by direct debit or standing order.

If you are going to have difficulty with your payments it is essential that you speak to the Property Team. Like yourselves, we need to manage our own accounts and cash flow; therefore, we will use bailiffs and solicitors for legal action unless an alternative agreement is reached. This is costly and time consuming for all concerned so it is essential to keep up to date with all payments. Please talk to us as soon as you know that you will be unable to pay on the due date.



## 19 CONTACTS

### Property Team

**Address:**

Channor Property Management,  
Suite 9, Providence House,  
Blanchardstown Corporate Park,  
Dublin 15, D15XPT9

**Email:** [hello@corporatepark.ie](mailto:hello@corporatepark.ie)

**Phone:** 01 820 9577

### Security (24/7)

**Email:** [estatesecurity@corporatepark.ie](mailto:estatesecurity@corporatepark.ie)

**Phone:** 086 857 0606

### Emergency services

112 / 999





## APPENDIX A

### PERMIT TO WORK (SUMMARY)

Permits are required for: hot works, roof access, confined spaces, live electrical works, sprinkler/fire alarm impairments, and work at height. Submit:

- › Scope, location, dates/times
- › RAMS and competent persons
- › Isolation plan and fire watch (as relevant)
- › Proof of insurance and training (e.g., MEWP, hot works)
- › Post-work sign-off and housekeeping check

## APPENDIX B

### WASTE & RECYCLING QUICK GUIDE

- › **General waste:** Non-recyclable residuals only
- › **Mixed dry recycling:** Clean paper/card, cans, plastics (per local MRF list)
- › **Glass:** Bottles/jars (rinsed) (Note we do not have any glass recycling facilities on site)
- › **Food/organics:** All food waste; use compostable liners where specified
- › **WEEE & batteries:** Arrange through approved collectors; no WEEE in skips
- › **Confidential:** Locked consoles/bags; certified destruction required
- › **Bulky items:** Book in advance; charges may apply (Note we don't provide this service - this needs to be arranged directly by the tenant/occupier)



## APPENDIX C

### EVENT & FILMING CHECKLIST

- › Event brief, site plan and schedule
- › Public liability insurance (min. €6.5m), vendor certs
- › Stewarding, first aid and crowd plan
- › Noise management and neighbour comms
- › Power/water needs and cable routing
- › Waste plan and post-event clean
- › Licences/permits (music, alcohol, trading, road safety)



## APPENDIX D

### MOVE-IN / MOVE-OUT LOGISTICS

- › Book goods lifts/loading bays
- › Protect finishes (floors, walls, doors)
- › Provide method statement for movers
- › Remove all packaging/waste same day
- › Post-move inspection with The Property Team

