

The ESDAL² Haulier User Guide



ESDAL² Helpdesk – 0300 470 3733

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1. Getting an Account for ESDAL²

ESDAL² is a free service provided by Highways England for anyone needing to make abnormal load notifications. To apply for an account, you will need to fill out the following form:

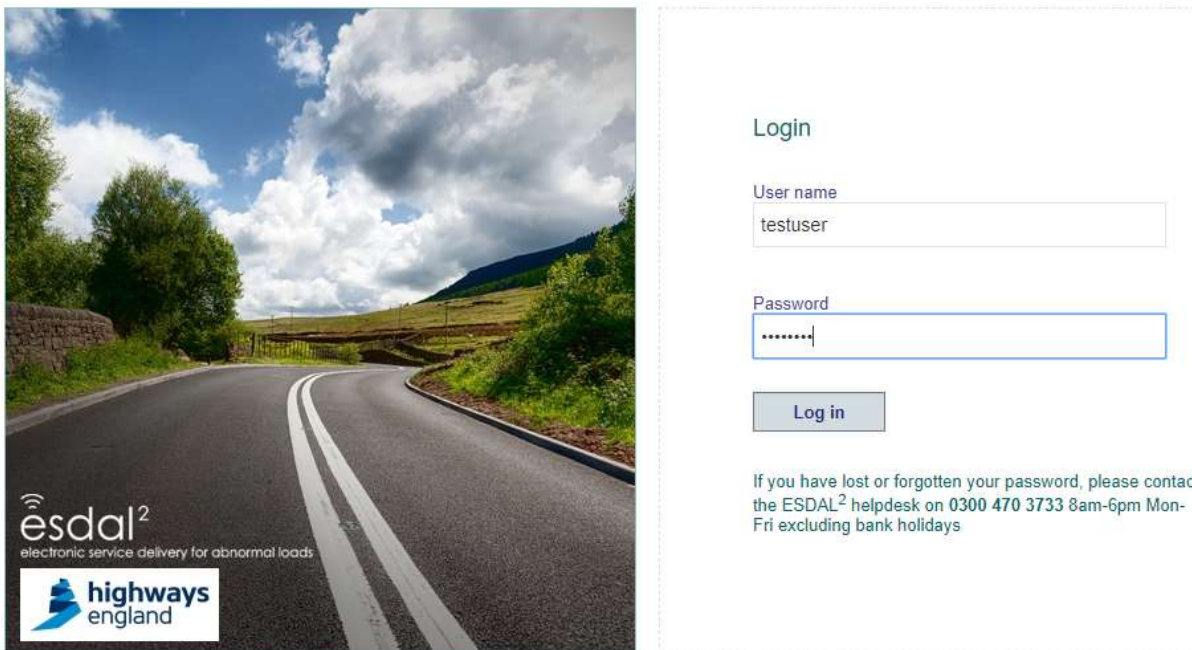
https://www.esdal2.com/haulier_application.php

On filling this form and after clicking the **Submit Application** button, within a day or two, the ESDAL² Helpdesk will be in touch to verify your contact details; whereupon you will be emailed with your log in details – username and password.

Individual accounts are associated with the organisation you work for. This means that multiple users for a single organisation can see every notification made and use any routes saved in the Library or vehicles added to the Fleet. Each user has their own log in and contact details associated with them – and it is these contact details that appear on the notification. If it is preferred, an organisation can be divided by depot. This in effect makes each depot a separate organisation and keeps private all details, rather than sharing all the notifications.

1.1 Logging on for the first time

Put your username and password from the email into the fields at <https://esdal.dft.gov.uk>



esdal²
electronic service delivery for abnormal loads

highways england

Login

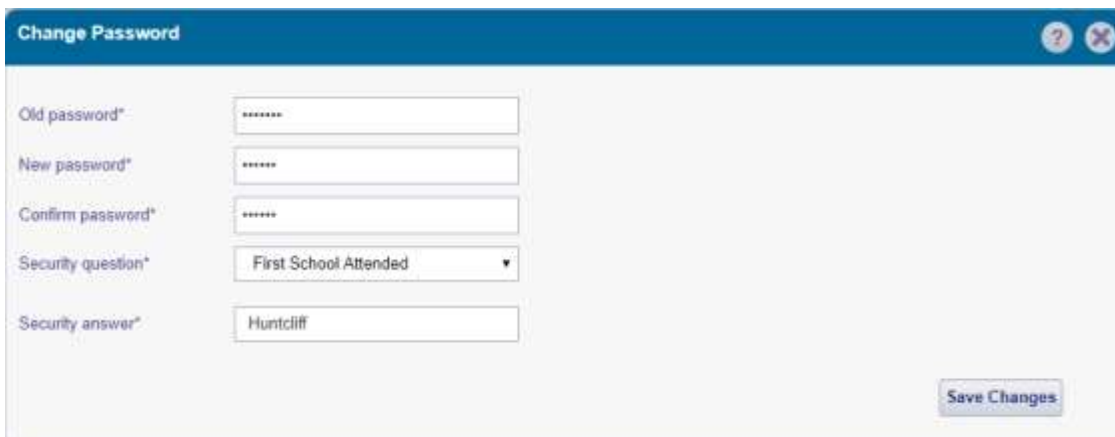
User name
testuser

Password

Log in

If you have lost or forgotten your password, please contact the ESDAL² helpdesk on 0300 470 3733 8am-6pm Mon-Fri excluding bank holidays

This will take you to the Terms and Conditions dialogue box. On clicking **Accept** you are shown a dialogue box regarding **Cookies details**. Again, click **Accept**. Then you will be presented with a password reset page and asked to confirm the security question provided.



Change Password

Old password* *****

New password* *****

Confirm password* *****

Security question* First School Attended ▼

Security answer* Huntcliff

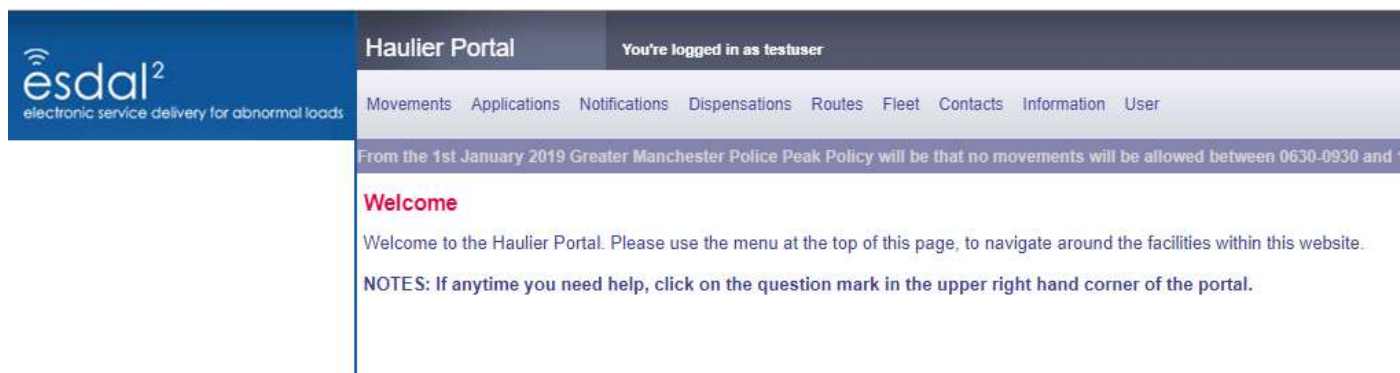
Save Changes

On **Save Changes** hopefully your browser will offer to save your password. Should you ever forget your password, please call the ESDAL² Helpdesk on 0300 470 3733. For safekeeping you will need to know the answer to the security question linked to your account before we can reset your password. We will give you a temporary password that gains you access to the **Change Password** screen: enter the temporary password as the **Old password**, then chose a **New password** and **Confirm** it.

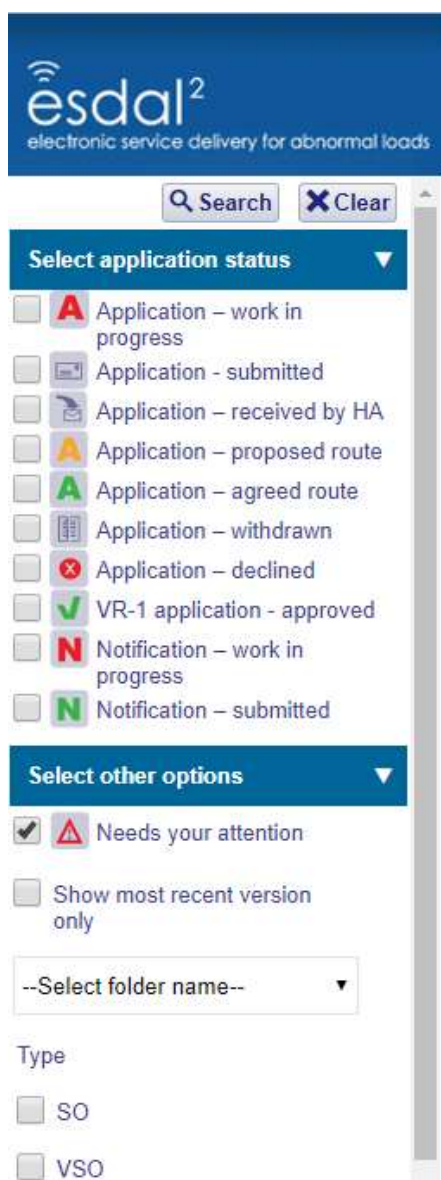
You are now, “Welcome to the ESDAL² Haulier Portal.”

1.2 Menu options

This is the screen presented to you on logging in



Movements will list all the notifications your organisation has made on the ESDAL² system. By default, this list is filtered to only show notifications, whether sent or work-in-progress, as **Needing your attention**.



Note the tick in the box, down the left-hand side, in the section titled **Select other options**. If you un-tick this box, then click the **Search** button at the top left of the screen, the filters will then return every notification you have started or sent.

The tick boxes do seem weighted towards Applications. Unless you are moving really wide loads – more than 5m – or overly long loads – over 30m in length – or exceptionally heavy loads – greater than 150,000kgs gross weight – then you will be more interested in Notifications. Placing a tick in the box for **N Notification – work in progress** will return all the notifications that you have started but haven’t finished. Whereas a tick in the box for **N Notification – submitted** will return all the notifications that you have completely sent.

Returning to the Menu options: **Applications** gives you the option of making an application for a VR1 or Special Order. As mentioned above, these are only for really wide loads – more than 5m – or overly long loads – over 30m in length – or exceptionally heavy loads – greater than 150,000kgs gross weight. For anything else, go to the next option.

Notifications: These form the bulk of reasons to log on to ESDAL as a haulier. If you are moving wide, long or heavy loads then this is where to start.

Dispensations: If you have a dispensation to, say, move wide loads along certain routes within a particular police authority, then the Police can add these to ESDAL². You will need to contact the Police authorities yourself to organise dispensations, as the functionality to apply for them does not exist within ESDAL².

Routes: This is where routes can be planned and added to your library. This is distinct from routes planned within notifications, though you can import from your Route library into a notification.

Fleet: Vehicle configurations and components can be created and stored here. See [Section 5](#) to learn more on this topic.

Contacts: Here can be found a **Contact directory** of all Abnormal Load contacts. Also, you can create your own Address book and add these contacts to a notification so when sent, ESDAL² will email them a copy of that notification.

Information: Any **News** items, **Help & information** or **External links** of interest can be found here. (The **Document library** section has been subsumed by **Help & information**.)

User: Here you can **Change password** and **Logout**. There is also an option for **Set preferences**.

Set preferences	
Default units while creating vehicle configurations	<input checked="" type="radio"/> Metric <input type="radio"/> Imperial
Default units for driver instructions	<input checked="" type="radio"/> Metric <input type="radio"/> Imperial
Communication method	<input type="radio"/> Online inbox only <input checked="" type="radio"/> Online inbox plus email (HTML)
Email	<input type="text" value="someone@elsewhere.co.uk"/>
Default number of results per page	<input type="text" value="100"/>
Enable folders	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>	

This is where you go to change your email address. Also, for setting the units; metric or imperial, for your notifications.

Enable folders gives you the ability to store notifications in folders, to make keeping your movement list tidy.

1.3 Needs your attention

There are two reasons why notifications might be shown in your **Movements** list as **Needs your attention**.

Firstly, it could be a notification that you have started but not finished. To resolve this, enter the work in progress notification and either complete it, by following the process in [Section 3](#) below, or delete it, if it is no longer needed.

Secondly, a submitted notification could have a **Collaboration** note added by a police or road/bridge authority. See [Section 3.10](#) below, about reviewing a sent notification.

2. Choosing the category

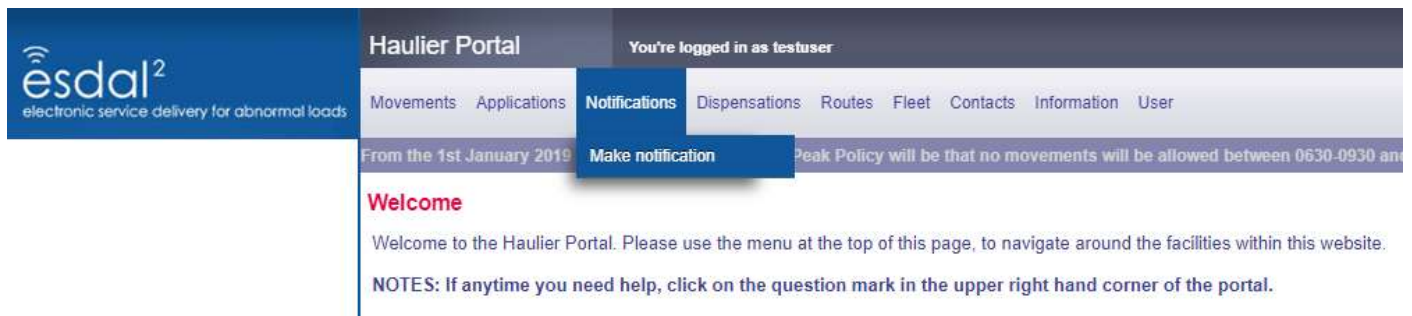
This guide will assume you know the category of notification that your movement requires. If you are unsure on this, please call the ESDAL² Helpdesk or check the “Notification requirements...” guide available here:

<https://www.gov.uk/government/publications/abnormal-load-movements-application-and-notification-forms>

On ESDAL² there are two major types of notifications: Simplified and Detailed. A Simplified Notification can be made for all notifications, excluding VR1 and Special Orders, that are made using a semi-trailer/low loader, rigid vehicle or mobile crane. Detailed notifications can be made using the same vehicle types and other configurations; such as a ballast tractor with a drawbar trailer, rigid vehicle plus drag, or other engineering plant, recovery and tracked vehicles.

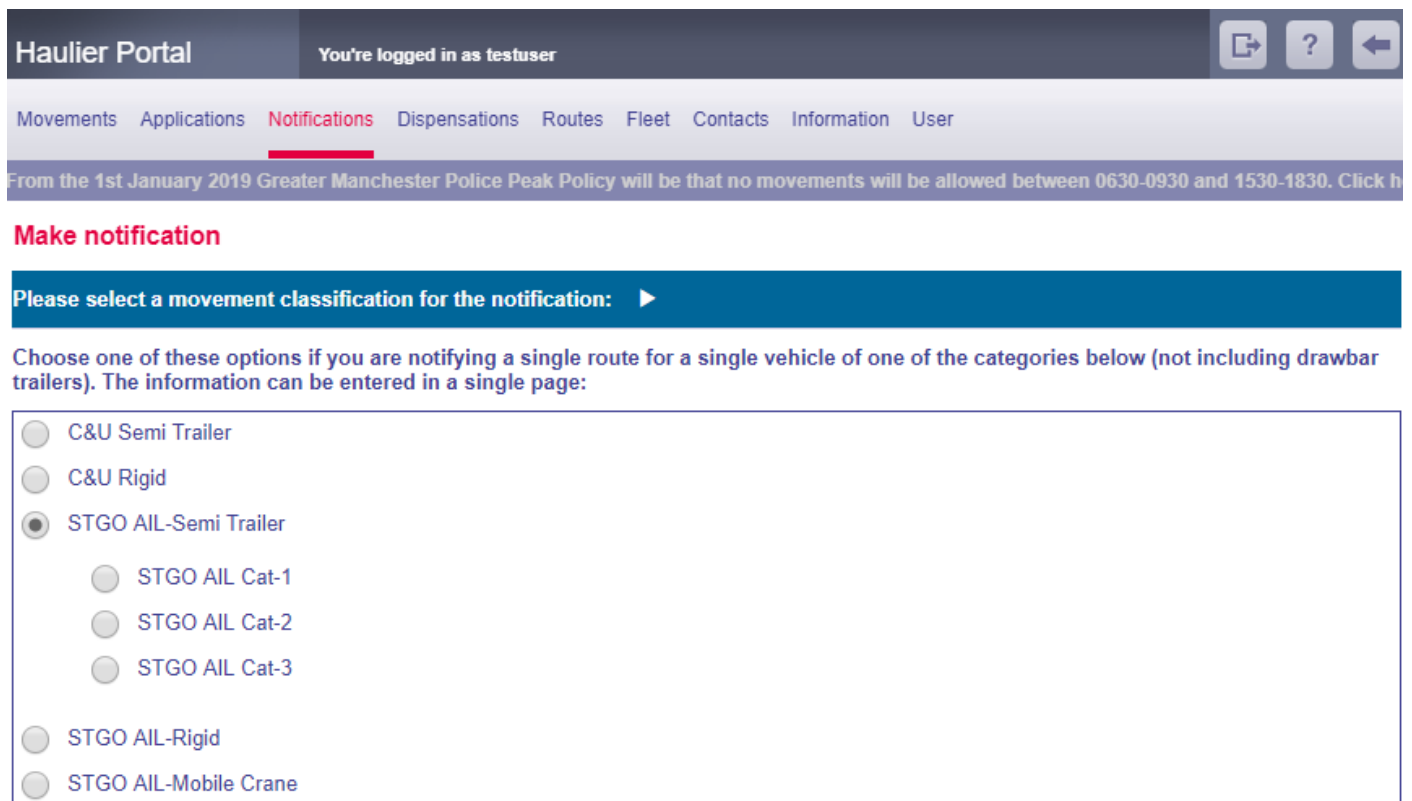
The example given below will go through the process of making a Simplified STGO class of notification, but is applicable for C&U loads as all these notifications miss out are the vehicle axle details.

Choose: **Notifications > Make notification**



This will open a set of tick-box options in which you select the category of notification you wish to make.

From the top set of options choose: **STGO AIL-Semi Trailer > then Cat-1, -2 or -3**



3. A Simplified Notification

3.1 General details

This will then open a single page notification form that is divided into three sections. The first section deals with general details for the notification. Note that only the fields with an “*” are required fields that must be filled in:

Simplified notification

The screenshot shows a form titled 'Notification form' with three tabs: '1 Notification form', '2 Route analysis', and '3 Affected parties'. The '1 Notification form' tab is active. The form contains the following fields:

- My reference**: Text input field containing 'My internal code for this move'.
- From summary (e.g. town or port)***: Text input field containing 'Immingham Docks'.
- To summary (e.g. town or port)***: Text input field containing 'Oxford'.
- Date & time (from)***: Text input field containing '01/07/2019 7:00'.
- Date & time (to)***: Text input field containing '31/07/2019 18:00'.
- Folder name**: Dropdown menu showing '--None--'.
- No. of movements***: Text input field containing '12'.
- Max no. of pieces in any one movement***: Text input field containing '1'.
- Haulier's operator licence***: Text input field containing 'TEST123'.
- Client(not visible to other users)**: Text input field (empty).
- Notes on escort**: Text input field containing 'Second man in cab'.

For **My reference**, give your own internal reference for this notification.

The **From summary** and **To summary** fields are intended to be a general location reminder of where the load is starting from and going to.

Date & time give the scope of the duration of days you expect to be moving.

No. of movements is the number of times, within the dates given above, that you expect to be moving the load. Typically, the **Max no. of pieces...** will be **1**, though it can be more; for instance, if moving multiple long section of steel.

Notes on escort: if your load needs an escort, details can be added here.

3.2 Basic route from addresses

The second section of the form covers the details of the route; start and end addresses. If you have postcodes for both **From** and **To** addresses then we recommend using **Start and end points only**. If you don't have postcodes you will need to **Plan route on map**. See [Section 4](#).

The screenshot shows a form with three radio buttons at the top: 'Select route from library', 'Start and end points only' (which is selected), and 'Plan route on map'. Below the radio buttons are the following fields:

- From (address or postcode)**: Text input field (empty).
- To (address or postcode)**: Text input field (empty).
- Notes**: Text input field (empty).
- Include return route?**: Checkbox (unchecked).

This will allow you to type into the **From (address or postcode)** field. For the best results, type the postcode into the **From** field then hit “Enter” or “Return” on your keyboard and the system will then search for the full address. If the postcode only returns a single address, then this address will be added. Otherwise, you will need to select the address from a drop-down list of options. Please select

the nearest or closest match if the exact address isn't returned by the search. Once this address has been selected, you will be able to do exactly the same process with the **To (address or postcode)** field.

You must select an address from the lists given; accept the closest match if an exact address isn't available. Remember to tick the box if you need a return leg for this notification.

Select route from library
 Start and end points only
 Plan route on map

From (address or postcode)

To (address or postcode)

Notes

Include return route?

Once both address fields are filled, selected from the lists of those available, scroll down to the next section of the page which details the vehicle and load details.

3.3 Vehicle with load details

The **Type of vehicle** field will already be filled, as this value is taken from the class of notification you have chosen to make.

Type of vehicle	<input type="text" value="STGO AIL CAT 3 - Semi Vehicle"/>
Load description (length, width, height and weight)*	<input type="text" value="Road planer"/>
Registration no. of vehicle or substitute*	<input type="text" value="x298 caj, x298 cab"/>
Overall length*	<input type="text" value="20.5"/> m
Overall width*	<input type="text" value="2.7"/> m
Gross weight*	<input type="text" value="95000"/> kg
Maximum height*	<input type="text" value="4.6"/> m
Reducible height	<input type="text"/> m
Rigid length*	<input type="text" value="17.2"/> m
Projection front	<input type="text"/> m
Projection rear	<input type="text"/> m
Projection left	<input type="text" value="0.1"/> m
Projection right	<input type="text" value="0.1"/> m
Enter no. of axles*	<input type="text" value="8"/> <input type="button" value="➔ Show axle"/>

For the **Load description** field, type a basic description of the load; whether it is a “dozer” or other type of plant, or “generator” or “cable drum”. If you have **length, width, height and weight**, these values can be added but they aren’t required – so long as you have some description of the load present.

The **Registration...** field can take up to 3 values, each separated by a “,” or two values and “or sub”.

Overall length is the combined length of tractor, trailer and any rear or forward projections.

Overall width is the maximum width dimension of the load or vehicle.

Gross weight is the total of all the axle weights; so tractor, trailer and load combined. There is more about this subject on the page below.

Maximum height is the highest point, of load on the trailer or tractor cab itself; whichever is greatest.

Rigid length is the length of the trailer (separate from the tractor) with the load, including the rear and forward projections (if any).

All the other **Projection** values are the dimensions where the load projects beyond the vehicle.

Then **Enter no. of axles**; remember this is the total number of axles for both tractor and trailer. Then click **Show axle**. If your notification is within C&U limits, the option to **Show axle** will not appear: instead go to [Section 3.5](#) below.

3.4 Axle details

Starting with the front axle of the tractor, work your way through each axle in turn with values from **Number of wheels**, **Axle weight** and **Axle spacing**. Remember that **Axle weight** values are in kilograms.

Enter no. of axles* [Show axle](#)

Axle	Number of wheels	Axle weight	Axle spacing
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Copy to All](#)

[Save](#)

Number of wheels is exactly that, for each axle

When entering the **Axle weight** values, it is well to remember that they should total up to no more than the declared **Gross weight** value entered earlier on the form. It is unlikely that the **Axle weight** values will be the maximum capacity of each axle – unless the load is indeed at the limit of the tractor and trailer’s plated maximum. Instead try to calculate the actual weight from the load, together with the unladen weight of tractor and trailer, that each axle will be carrying.

Axle spacing is the distance from the centre of each axle to the centre of the next axle, working backward

from the front axle of the tractor towards the last axle of the trailer. So, in this 8 axle example given, there will be 7 spacing values: first the ‘tractor axle 1’ to ‘tractor axle 2’; then ‘tractor axle 2’ to ‘tractor axle 3’; then ‘tractor axle 3’ to ‘trailer axle 1’ and so on.

This example, to the right, gives a gross weight of 95,000kg spread over the axles. As you might expect, the third axle spacing, from the last axle of the tractor to the first axle of the trailer, is the largest value.

When all the required fields have been filled, click on **Save**.

ESDAL² will then check that all the fields are suitable, including checks that none of the values exceed the legislation limits for the category of notification chosen. Error messages will be shown if required fields are empty or outside of expected limits – for example if you enter axle weight values as tonnes rather than kilograms. On a successful Save you will be able to continue with the notification, viewing the route and making edits if required.

Axle	Number of wheels	Axle weight	Axle spacing
1	<input type="text" value="2"/>	<input type="text" value="8000"/>	<input type="text" value="3.1"/>
2	<input type="text" value="4"/>	<input type="text" value="13500"/>	<input type="text" value="1.36"/>
3	<input type="text" value="4"/>	<input type="text" value="13500"/>	<input type="text" value="6.9"/>
4	<input type="text" value="4"/>	<input type="text" value="12000"/>	<input type="text" value="1.4"/>
5	<input type="text" value="4"/>	<input type="text" value="12000"/>	<input type="text" value="1.4"/>
6	<input type="text" value="4"/>	<input type="text" value="12000"/>	<input type="text" value="1.4"/>
7	<input type="text" value="4"/>	<input type="text" value="12000"/>	<input type="text" value="1.4"/>
8	<input type="text" value="4"/>	<input type="text" value="12000"/>	

[Copy to All](#)

3.5 Common error messages

On clicking **Save**, ESDAL² will check all the details you have added and try to plan a route from the addresses you have provided. If the notification doesn't save and give the confirmation screen shown in [Section 3.6](#) below, check the details entered in the form for any error messages. Some of the more common error messages are shown below:

Date & time (from)*	<input type="text" value="10/06/2019 7:00"/>	Edit the Date & time (to) field so it is later than the (from) date. A similar message appears if the Date & time (from) is in the past.
Date & time (to)*	<input type="text" value="30/05/2019 11:46"/> <small>To date must be greater than from date.</small>	

Add any missing addresses: remember these do need to be selected from the list given, as described in [Section 3.2](#) above.

Select route from library Start and end points only Plan route on map
Start/end addresses are missing or incomplete

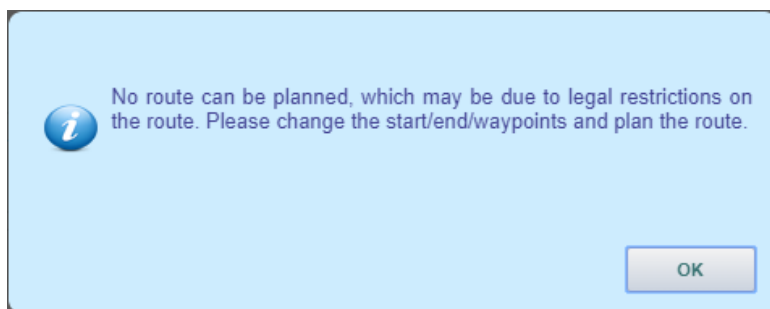
From (address or postcode)

To (address or postcode)

Load description (length, width, height and weight)*	<input type="text"/>	All that is needed here is a simple description of the load, such as "Portacabin", "Caravan" or "Excavator."
--	----------------------	--

Load Description is required

If ESDAL² is having problems planning a route, you will get to see the following error:

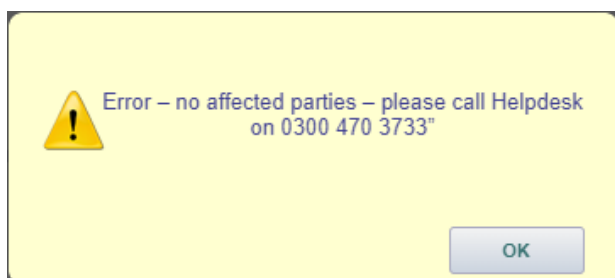


With this error, rather than choosing to plan the route using **Start and end points only**, use the **Plan route on map** instead. Take particular attention of where the start and end flags have been placed – if they are on a roundabout or other single direction section of road. In this instance you will need to move the flag to a new location and see if this change will allow a route to be planned.

This error message can be difficult to resolve. If it doesn't work after the first attempt, please call the ESDAL² Helpdesk on 0300 470 3733.

Once you have corrected any errors, clicking **Save** will check the details again, until all are resolved.

Another common error message only shows itself when you try to send the notification:



This occurs if the dimensions you have provided are smaller than those needed to require a notification. For example, if you have entered, say, an overall width of 2.9m. As this is the limit for not needing a notification, your load will need to exceed this before ESDAL² will notify anyone. Please be aware that all the dimensions that you enter must include the load being carried. ESDAL² does not read any values entered into the **Load**

description field.

Return to the first page of the notification and check that the dimensions added are correct and large enough to warrant a notification.

3.6 Submit for route analysis

If everything is entered as expected, the following dialogue box will be shown:

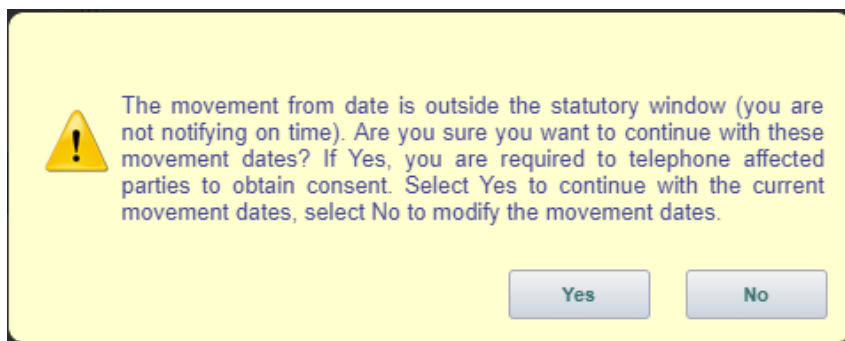
Click **OK** this to clear the message box from the screen.



7	<input type="text" value="4"/>	<input type="text" value="12000"/>	<input type="text" value="1.40"/>
8	<input type="text" value="4"/>	<input type="text" value="12000"/>	

Navigation buttons:

Clicking **Submit** will take you to the Route analysis page. It is at this point that the system checks whether you have given the correct notice period for this type of notification: 2 clear working days for up to a STGO Category 2 and 5 clear working days for STGO Category 3. If you are inside these limits, a warning message will be shown.



Please take note of the requirements for making a short notice notification.

You could click **No** and modify the dates; otherwise click **Yes** and advance to the Route analysis page.

The **Route analysis** page is headed with the following screen:



To proceed you must tick the box to acknowledge that, "**I accept the description.**" But before doing this, you must read the route description and take note of any unsuitable structures, constraints or cautions that ESDAL² brings to your attention. Routes generated by ESDAL² are not necessarily along the correct or best roads to take. Typically, they will be planned with preference given to main roads, such as motorways and dual carriageways, but they will not automatically avoid unsuitable structures or roads.

For this reason, you must read the route description given at the bottom of the **Route analysis** page. In order to get to this, you will have to scroll past any warnings in the form of **Analysed structures**, **Analysed constraints** and **Analysed cautions**.

3.6.1 *Analysed structures*

Structure owners can add restrictions to bridges; these can be weight limits as well as height and width limits. ESDAL² will take the details you have provided in making a notification and compare it to any restrictions along the route. If any limits are exceeded, the **Analysed structures** section will display them:

Analysed structures

Route part - Harwich to London		
Structure	Type	Suitability
S-TQ235879-4- Brent Cross North		✗
S-TQ235878-1- Brent Cross Se Slip Road		✗
S-TQ227873-1- Sci Railway Adrian Ave		✗
S-TQ234862-1- CAW 1 - Edgware Road		✗
S-TQ246846-3- Kilburn Shoot Up Hill A5 (Kilburn H. Rd)		✗

The list shows the **Structure** name (prefixed with the ESDAL² Structure Reference Number - ESRN); the **Type** (showing whether the bridge carries or crosses a road you are using) and **Suitability**.



This symbol indicates that your movement is crossing this bridge; which is to say you are using a road carried by this bridge. Typically, this will indicate a weight limit has been exceeded, but could also be a width restriction.





This symbol indicates that your movement goes under this bridge; which is to say you are using a road crossed by this bridge. Typically, this will indicate a height limit has been exceeded, but could also be a width restriction.

The only way to find out more about unsuitable structures is to see them on the map of the route; see [Section 3.7](#) below.

3.6.2 *Analysed constraints*

Structure owners, road authorities and police can add constraints to the road network. These can have numerical restrictions, much like structures, or can simply be warnings about road works/lane closures as well as risk of grounding or tight bends making the road unsuitable.

Analysed constraints

Route part - Harwich to London		
ECRN	: C1-10004998-P1	 View details
Name	: A406 to A41	
Type	: weight	
Suitability	: Unsuitable	
ECRN	: C1-10004580-P1	 View details
Name	: Edgware Road/Praed Street	
Type	: weight	
Suitability	: Unsuitable	

By clicking the **View details** link, it can reveal the limits of the constraint and who placed it on the map.

View Point Constraint C1-10004998-P1	
ECRN	C1-10004998-P1
Name	A406 to A41
Type	Weight
Gross weight	44.00 tonnes
Owner	Transport for London
Contacts	

In this instance, a 44 tonnes limit has been added by Transport for London.

As with structures, to find out more, view the map and see where along the route these restrictions have been placed.

3.6.3 Analysed cautions

As well as adding limits and restrictions to structures and the road network (by adding a constraint); where there is a need for more details to be made public, a caution can be added.

Analysed cautions

Route part - harwich to london	
Cautions name	Further information
Brent Cross Junction	Contact
	Name : Test Organisation
	Organisation : Transport for London
	Address : Palestra, 4th floor Zone Y3, 197 Blackfriars Road, London
	Post code : SE1 8NJ
	Country : England
	Tel : 0300 470 3733
	Email : esdalmail@gmail.com
Affected roads : Unclassified	
Conditions	Gross weight: 44000 kg
Cautioned entity : Constraint : A406 to A41 (weight) (C1-10004998-P1)	
Affected vehicles: Unsuitable for Vehicle weight more than 44000 kg	
Specific action : A406/A41 slip roads and roundabout for Brent Cross Junction limited to 44.000kg gross weight	
Constraining attribute : gross weight	

A caution adds details to a structure or constraint, hopefully explaining more about the restriction.

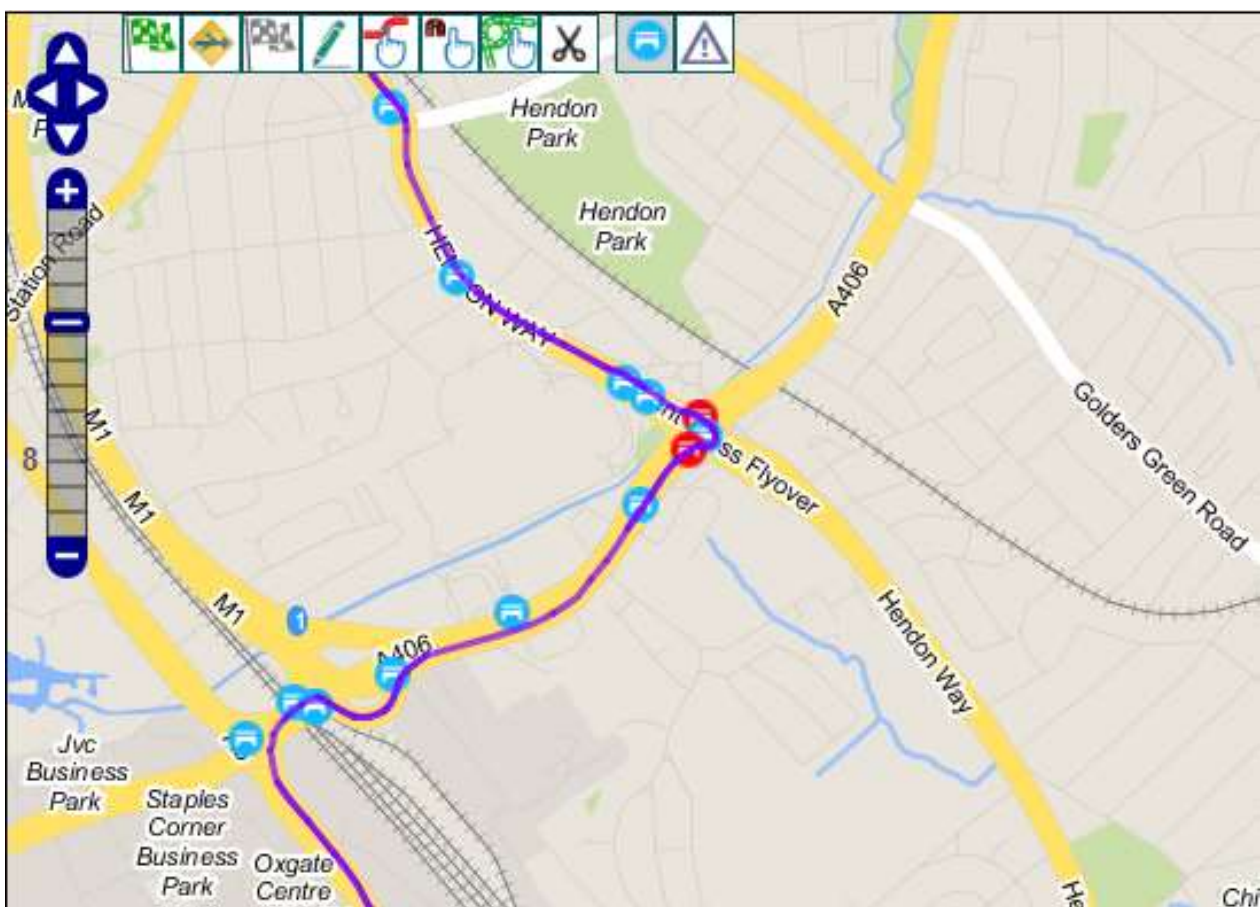
3.7 Viewing the route

On **View map** the map will show, zoomed out to see the whole route. Along the top edge of the map are a series of square icons.



The two at the right-hand side will load up all the affected structures and constraints.

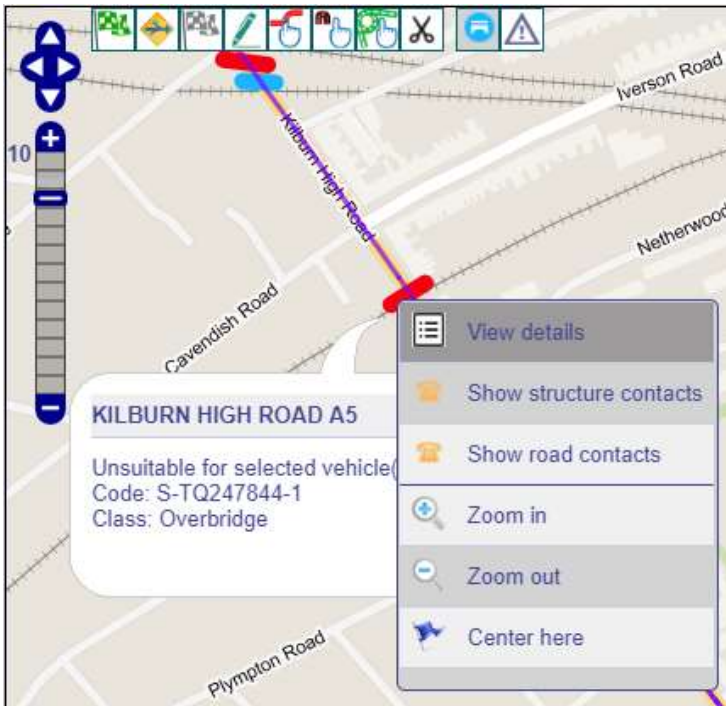
Select the **Affected Structures** icon and all the bridges affected by the route will be displayed. From the previous page you will have noted the structures identified as unsuitable with a **X**. On the map unsuitable structures are highlighted in red. Zoom in to the route and you should be able to see the red bridges to avoid. Note they sometimes seem to 'hide' behind the bridges next to them.



The other 'blue' structures have either no limits known or are considered safe for your movement.

Some structures can also be highlighted yellow. This means they are marginally unsuitable and typically should not be crossed unless you have permission from the bridge owner.





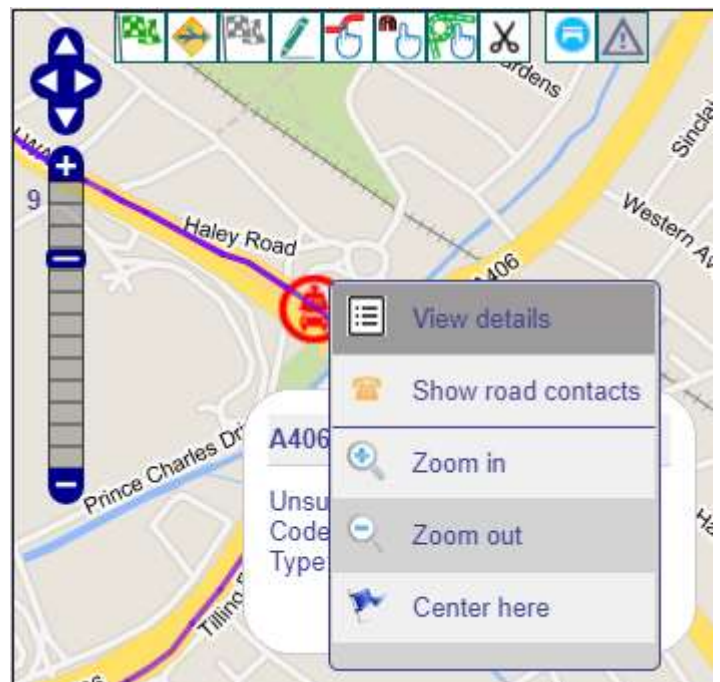
Once you have zoomed in over the unsuitable structure, right click on it and select **View details**.

This will bring up a dialogue box with details of structure ownership and, if the section tick box is selected, will display any signed restrictions (if known and available).



The same applies to constraints; right click the constraint and choose **View details**. This reveals the same details as the **View details** link on the **Route analysis** page.

View Point Constraint C1-10004998-P1	
ECRN	C1-10004998-P1
Name	A406 to A41
Type	Weight
Gross weight	44.00 tonnes
Owner	Transport for London
Contacts	



3.8 Editing the route

Where the map shows a bridge to be avoided, you will need to change the route.

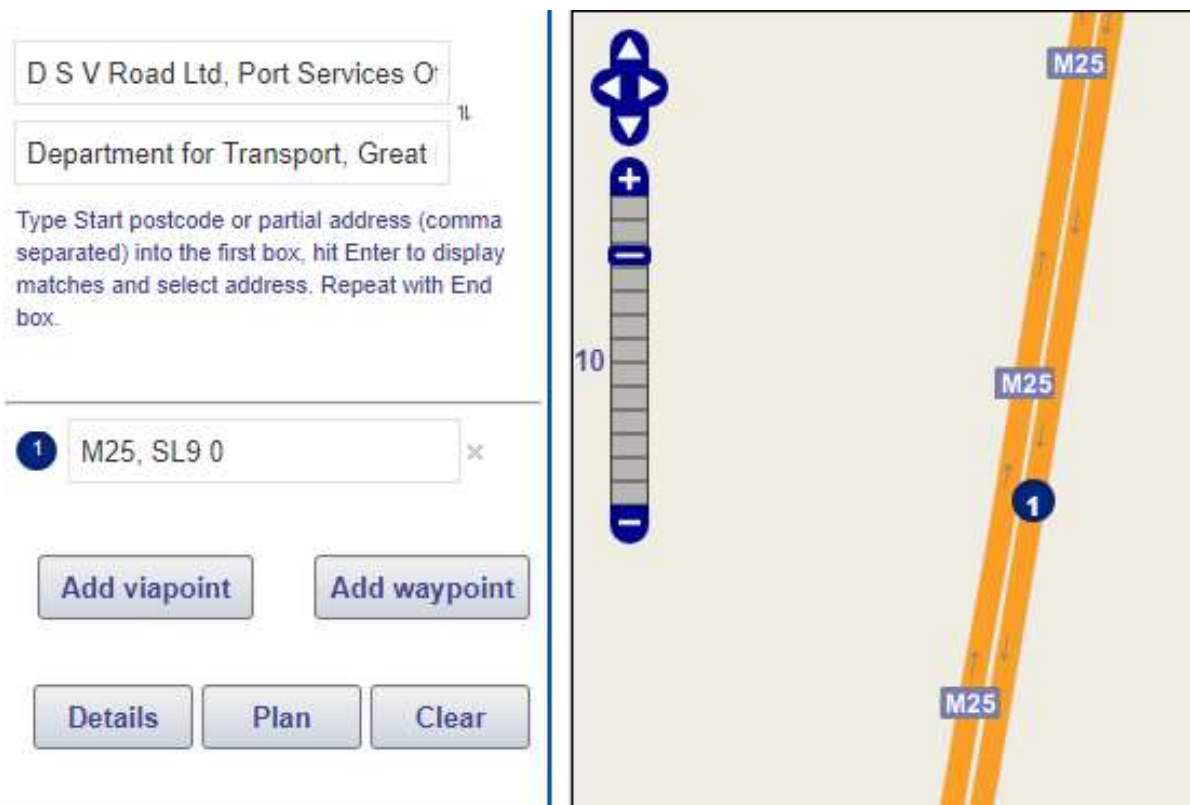


Zoom onto the road you would prefer the route to travel along; and if you consider the change of route to be a diversion, zoom in about a third to a half of the way along the length of this diversion. Be aware that if the preferred road is a dual carriageway, you will need to zoom in to a level where you can see both carriageways. Then right click on the carriageway you want to use. This will reveal a menu from which you choose **Add waypoint**.

This will add a number in a blue circle to the carriageway

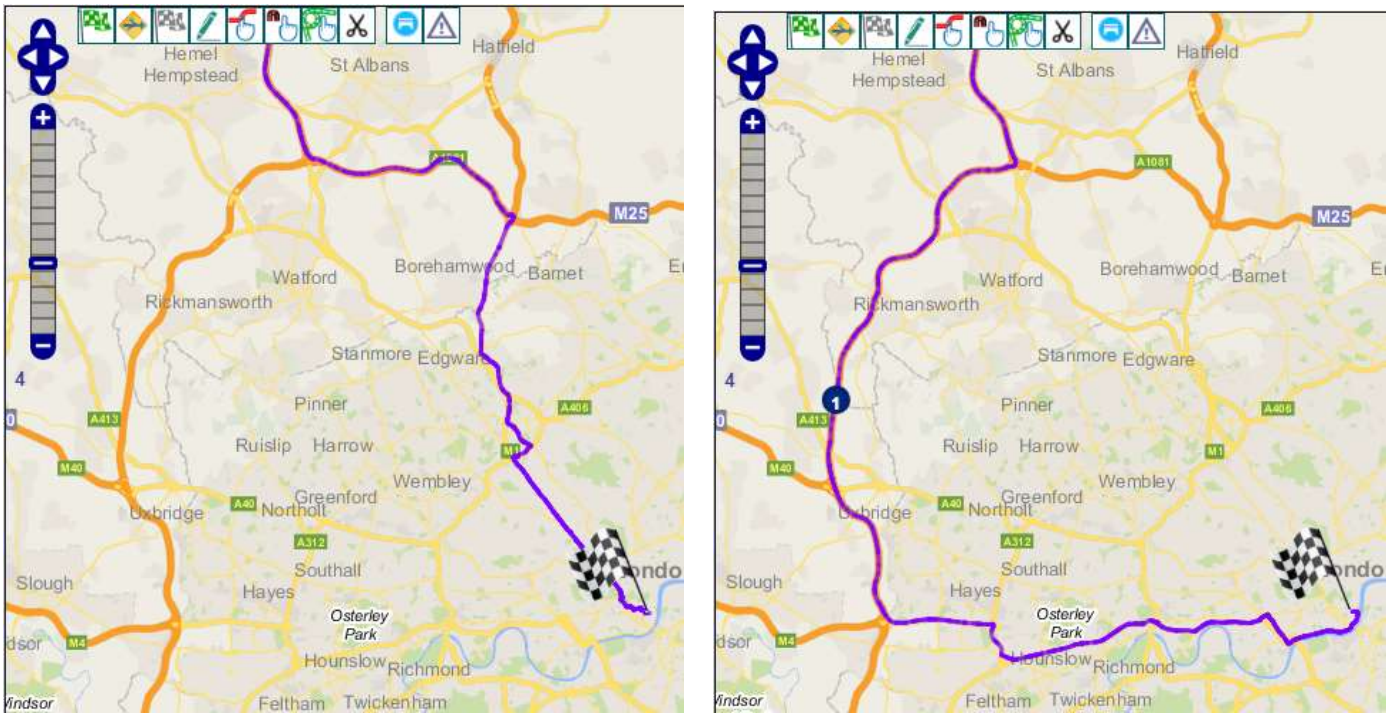
selected. Multiple waypoints can be added along the diversion; but be aware that they need to be in the correct number order, 1, 2, 3, etc, from start to end flag, to work correctly.

Once you have added a waypoint, or more if required, click the **Plan** button to redraw the route.



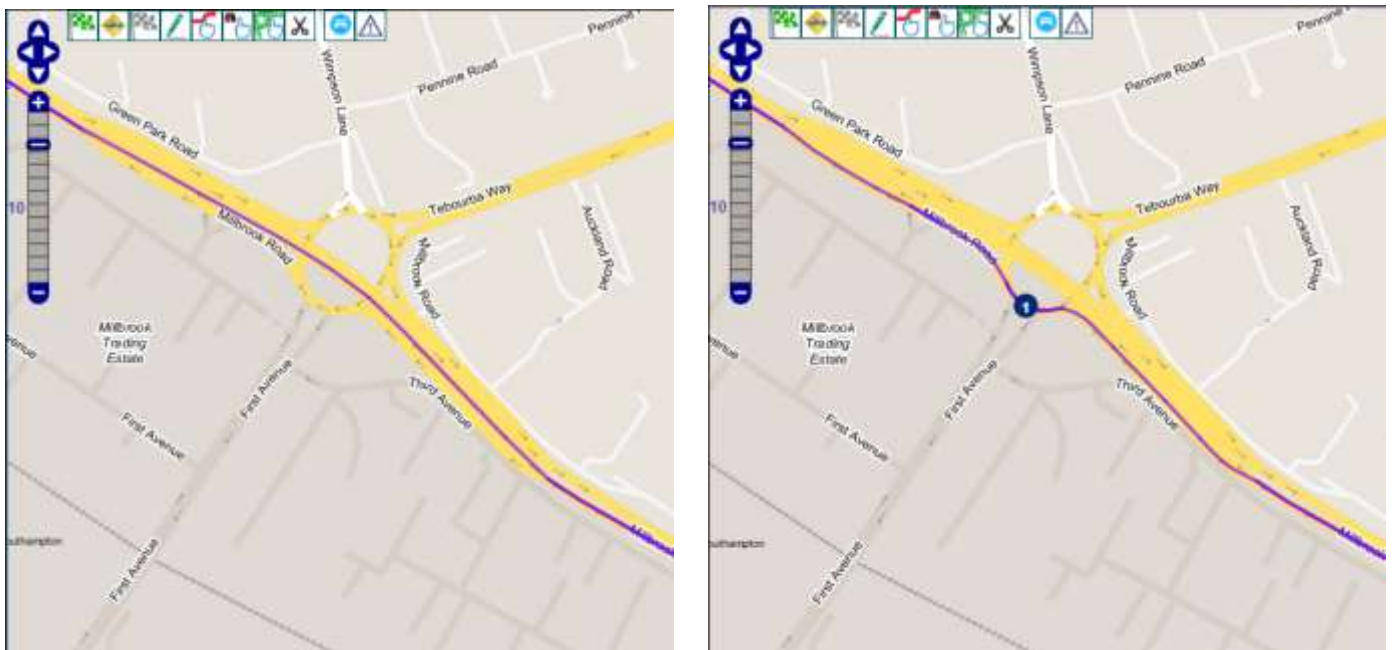
It is often a good idea to click **Plan** after adding each waypoint as this will give you a better idea of where to place the next waypoint – if at all.

Sometimes the best way to avoid an unsuitable structure is to make a drastic change to the route:



Waypoints work by making the route travel from the Start flag to waypoint 1; then waypoint 1 to waypoint 2; all the way to the last waypoint to the End flag. Roads are given a “weight” by the system and tries to find the route with the lowest overall “weight”. Main roads, such as motorways and dual carriageways, have been given a low “weight” to favour them. To make a route take a higher “weight” of road, perhaps a ‘B’ road or unclassified section, more waypoints can be needed to force the planning system to take the desired route.

At other times only a minor diversion is required:



Once the route has been re-planned, click again on the **Affected Structures** icon and see if any more unsuitable structures have been revealed. If not, click on the **Save** button which brings up the **Planned route details** dialogue box. As this route was first generated from the **Start and end points only**, clicking **Save** will update the route details for this notification, stating “Route ‘NotifRoutePart’ updated successfully.” If you have a return leg on this notification, you will also need to make changes to that route.

Route part name

Route part 1 : NotifRoutePart

[← Back](#)

Then clicking the **Back** button returns you to the first page of the notification; from there click **Save** and then **Submit** to return to the **Route analysis** page.

3.9 Accepting the route and sending the notification

Notification form 1 **Route analysis** 2 **Affected parties** 3 **Indemnity** 4 **Terms & conditions** 5

Please confirm that the description of the route below is correct for the inclusion in the notification. The route may be viewed in detail and modified if required by selecting **View map**.

I accept the description.

[← Back](#) [View map](#) [→ Next](#)

Route part name : Immingham Dock to London

Start address : D S V Road Ltd, Port Services Office, South Quay, Heysham, MORECAMBE, Lancashire, LA3 2XE

End address : Department for Transport, Great Minster House, 33 Horseferry Road, LONDON, SW1P 4DR

Once you are happy with the route, tick the box stating, “**I accept the description.**” Then click **Next**.

At this point, if there are any other outstanding constraints, cautions or unsuitable structures the following warning message box will appear:

Notification form 1 **Route analysis** 2 **Affected parties** 3 **Indemnity** 4 **Terms & conditions** 5

Please confirm that the description of the route below is correct for the inclusion in the notification. The route may be viewed in detail and modified if required by selecting **View map**.


I accept the description.

[← Back](#) [View map](#) [→ Next](#)

Route part name : Immingham Dock to London

Start address : D S V Road Ltd, Port Services Office, South Quay, Heysham, MORECAMBE, Lancashire, LA3 2XE

End address : Department for Transport, Great Minster House, 33 Horseferry Road, LONDON, SW1P 4DR

 Your route still contains issues that might make it unsuitable for this movement. Are you sure you want to proceed?

[Yes](#) [Review route](#)


As long as you have read any cautions involved, click **Yes** to continue with the notification. This will bring up the list of affected parties.

Affected parties

Organisation	Contact	Dispensation Status	
Bedfordshire/Hertfordshire/Cambridgeshire Constabulary	Abnormal Loads Officer David Saint	none matching	Edit/View Dispensation
Central Bedfordshire Council	Technical Officer Jay Thandi	none matching	Edit/View Dispensation
Cheshire Constabulary	Abnormal Loads Officer Sue Hume	none matching	Edit/View Dispensation
Connect Plus Services - Area 5	Abnormal Load Coordinator Area 5 Mark Coomber, Shelly Newnham	none matching	Edit/View Dispensation

At the bottom of this list is the option to **Add yourself to the notification as an ad-hoc contact**. By default, this is already selected. This makes ESDAL² send you a copy of the notification, once it is sent, to the email address associated with your account. Then click **Next**.

Additional parties

Organisation	Contact	
A Test Organisation	Test User	

Add yourself to the notification as an ad-hoc contact

* - No longer affected

[← Back](#) [Address book](#) [+ Add contact](#) [→ Next](#)

As this is an STGO notification, you will also need to show that you have an indemnity certificate. Typically, Structure Owning Authorities will request a copy of your actual indemnity each year. Tick the box then click **Next**. Note that this section of the process is not applicable for C&U notifications.

Notification form **1** Route analysis **2** Affected parties **3** Indemnity **4** Terms & conditions **5**

Do you have indemnity?*

If you are submitting this notification on behalf of another organisation, then please state the name of that organisation, otherwise leave this field empty.

Acting on behalf of

[← Back](#) [View indemnification](#) [→ Next](#)

You only need to add a name in the **Acting on behalf of** field if you are acting as an agent for another haulier.

The penultimate step is to tick the box beside **I accept the terms and conditions**.

Notification form **1** Route analysis **2** Affected parties **3** Indemnity **4** Terms & conditions **5**

NOTE: ESDAL² requires you to acknowledge your acceptance of the terms and conditions for notification. To begin notifying, you must tick the box below and click the 'Next' button.

1. By accepting these Terms and Conditions you accept that the data entered for the movement is as accurate as possible.
2. ESDAL² shall attempt to send a notification to all appropriate authorities via ESDAL² as designated by the recipient's preference (inbox, email or fax). The list of recipients is determined from the route planned via the route planning tool, and information supplied to ESDAL² by structure owners, road owners and local authorities. ESDAL² cannot guarantee the accuracy and completeness of this data.
3. ESDAL² cannot guarantee that the notification is received in a readable state. For example, ESDAL² can confirm that a fax notification has been received by a fax machine, but not that it has been printed legibly. Similarly, ESDAL² cannot guarantee that an email has been received, but will include a request to confirm receipt within the email notification.

I accept the terms and conditions.

[← Back](#) [✓ Send notification and view content](#)

Then click **Send notification and view content**. This sends the notification to all the affected parties. Provided you have given the correct amount of notice, that completes the notification. If you haven't given the required clear working days' notice, you must contact all the affected parties by phone to check they will allow the movement at short notice.

On clicking **Send notification and view content**, wait for the page to refresh, whereupon it will take you to an overview page of the notification.

3.10 Reviewing the sent notification

The screenshot shows the ESDAL² Haulier Portal interface. At the top, it says 'Haulier Portal' and 'You're logged in as testuser'. Below the navigation menu, there's a notification for 'ESH/8/1#1 Notification-General'. The notification details are as follows:

Movement name	: start to end
ESDAL ² reference	: ESH/8/1#1
My reference	: eh-429-140519
Client name	:
Haulier's operator licence	: TEST123
From	: Readypower Engineering Ltd, Unit 52-56, Longshot Industrial Estate, Longshot Lane, BRACKNELL, B
To	: Marsport Ltd, Wokingham Waterside Centre, Thames Valley Park Drive, READING, RG6 1PQ
Classification	: STGO AIL CAT 2
Movement date from	: 22/05/2019 7:00
Movement date to	: 22/05/2019 16:00
Number of movements	: 1
Maximum pieces per load	: 1
Load description	: load
Notification notes from haulier	: No notes found
Notes on escort	:

At the bottom of the notification details, there are two buttons: 'Re-Notify' and 'Clone'.

The **Print notification** icon at the top left will open a new tab in your browser that contains a printable version of the notification. On the same tab there will also be an option to download the notification as a pdf document.

Below the ESDAL² Reference number are a series of tabs:

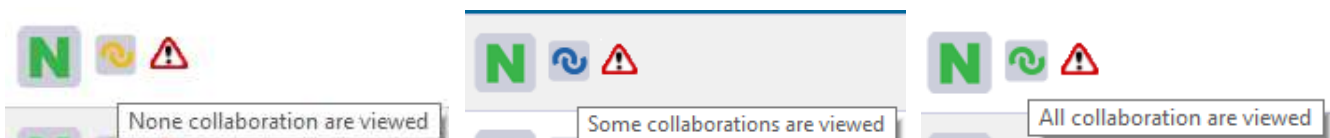
Notified parties shows a list of all the organisations that have been notified. Each person in that list is a link to their full contact details, which will be useful if you need to contact everyone for a short notice movement.

Notified route shows the addresses and a map of the route.

Vehicle provides a link to display a dialogue box showing all the vehicle configuration details.

Transmission status shows the records of who has been sent the notification, how and when it was sent.

Collaboration allows you to see any comments and advice from the notification contacts. This information may also arrive to your email, but will be flagged up in your movement list as **Needing your attention** until the collaboration note is **Acknowledged**.



Note the **Collaboration** icon changes colour when the messages have been viewed.

Route assessment gives detailed driving instructions and lists structures and any constraints or cautions that are affected by the route.

Notification history lists all the notifications made from the original movement.

Clone copies the notification and when sent issues a new ESDAL² reference number. See [Section 7](#).

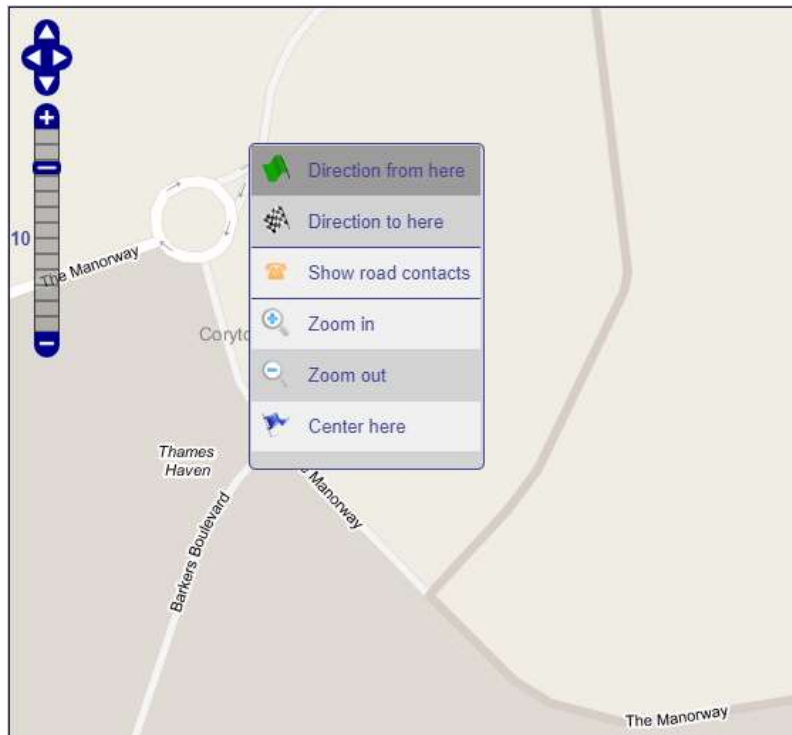
Re-Notify does the same but keeps the same ESDAL² reference number but advances the secondary digits, depending on which version it is. So ESHL/12/1#1 will become ESHL/12/2#1(2), then ESHL/12/3#1(3) and so on. See [Section 7](#) below.

4. Planning a route on the map

When making a notification there are three options to add a route. Sometimes, if you don't have a postcode to find an address or if you know the route will need to be edited, it is easier to **Plan route on map**. Note that this also applies should you go via the **Routes > View map / plan route** menu options.

- Select route from library Start and end points only Plan route on map

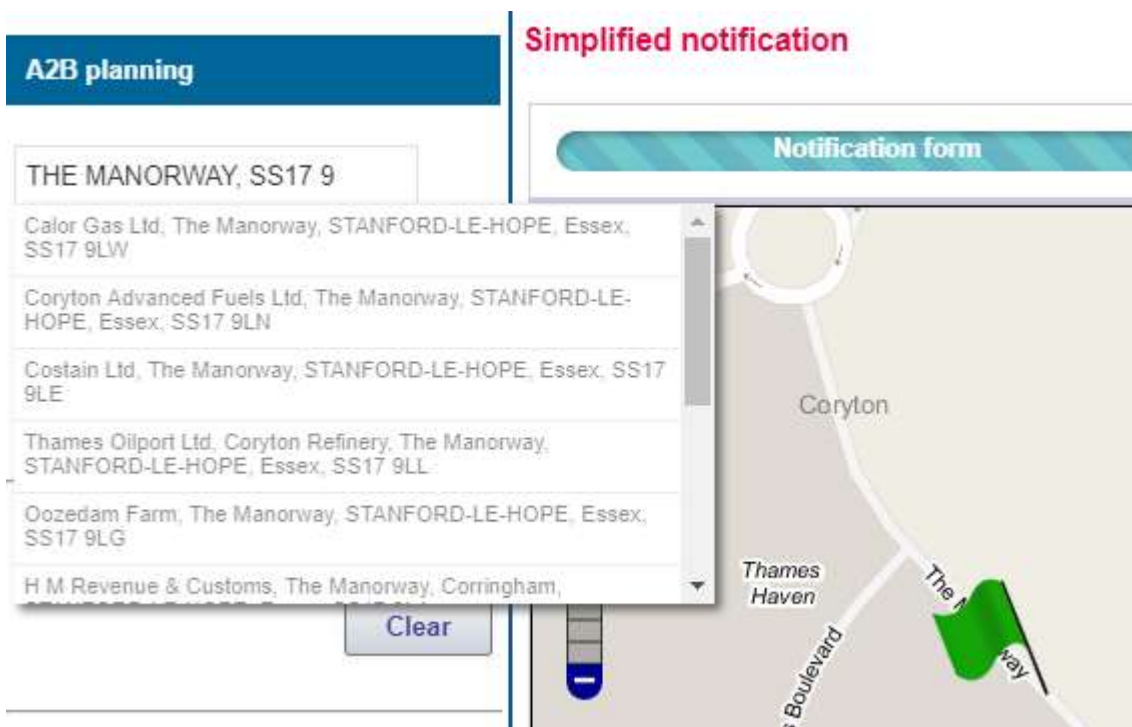
This will open a map with fields for adding postcodes to find addresses if you have them. But you can place both start and end address locations directly onto the map.



For example, zoom in over the location that you know the load is to be picked up from:

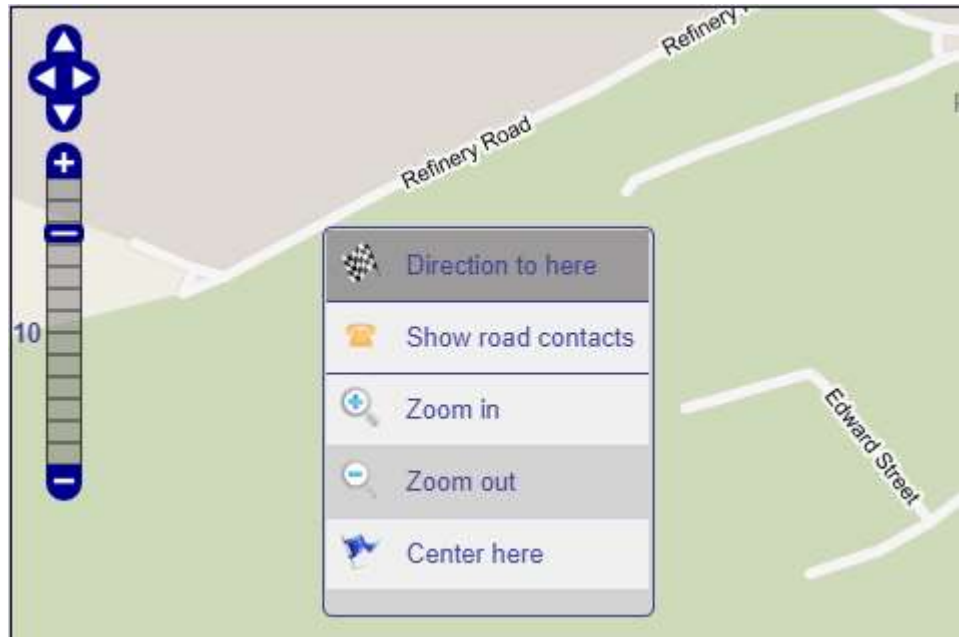
Right click on the nearest section of road and from that menu choose **Direction from here**.

The system will place the green flag on that road and try to match an address to the partial postcode that this location gives. This could include an address near enough to the one you are actually picking up from; in which case, select that address from the list given; otherwise, merely accept the partial address or coordinates given. When it comes to saving the route, you will be able to add as much of the true address as you have available.



Once the green flag is placed, zoom out and pan the map to the delivery location. Or if you have a postcode, use that in the field to find the address as you did in [Section 3.2](#) above.

Otherwise, as with the start flag, zoom in to the delivery location, right click on the nearest section of road and choose the **Direction to here** option. This will place a checked flag and, again, try to match the partial postcode from this location with some addresses. Select one from the list or ignore, whatever seems best.



Once you have both locations mapped, you can allow ESDAL² to **Plan** a route between them.

A2B planning

THE MANORWAY, SS17 9

REFINERY ROAD, CO12 4

Type Start postcode or partial address (comma separated) into the first box, hit Enter to display matches and select address. Repeat with End box.

Add viapoint
Add waypoint

Plan
Clear

The ESDAL² route planner plots a route between your Start and End points via the trunk road

Simplified notification

Notification form 1

Using the **Clear** button will remove both addresses and any route/waypoints in between.

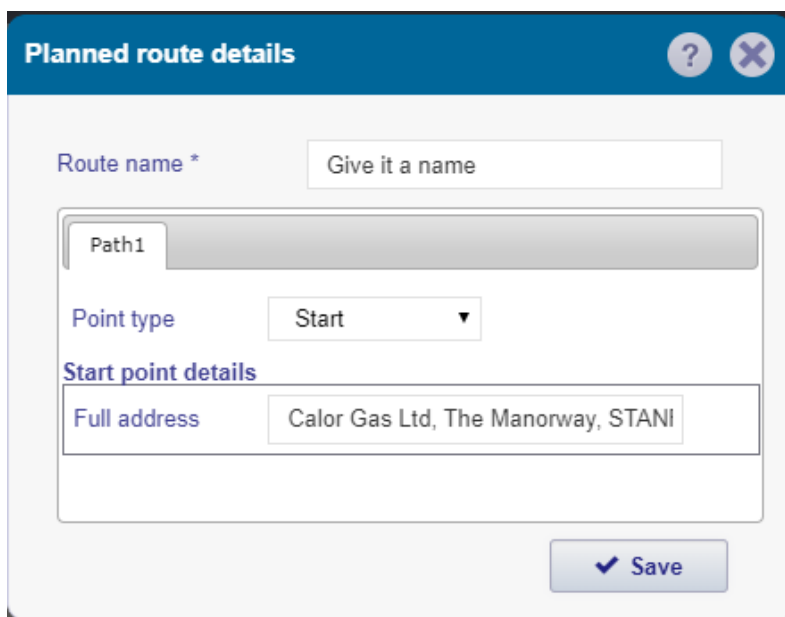
You can add waypoints before and after planning the route, in the same way as described in [Section 3.8](#) above. Once a route has been planned, you can use it to see all the structures along the route.



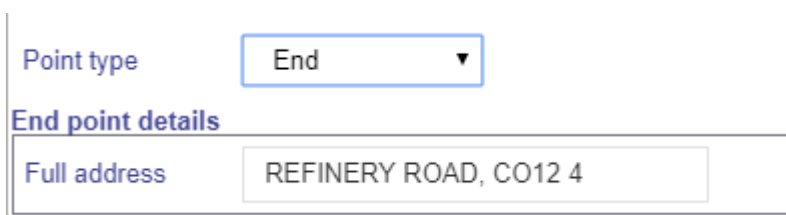
Select the **Affected Structures** icon from the map.

Once the route is to your satisfaction, **Save** it by giving it a name. Also, you will need to complete any partial addresses with as much detail as you have available, regarding both locations, if they were not selected from postcodes or addresses suggested by the system.

Here's the Save dialogue box. Add a name so the route will save. Also, type as much of the actual address as you know; it helps to separate each line of the address with a comma ",". A street name and nearest town will do at a pinch. Use the **Point type** drop down box to display the End address if you need to edit that field.



Here is the option with the End address displayed:



Once the route is saved, it takes you back to the first page of the notification and takes the addresses you typed into the **Planned route details** dialogue box shown above, into the From and To (address or postcode) fields. You can then complete the rest of the form in the usual way.

If you are creating this route on the map via the **Routes > View map / plan route** menu option, then saving the route will add it to your Route library.

Routes saved to the Route Library can be imported into notifications.

4.1 Waypoints or Viapoints?



(Waypoint in blue, Viapoint in green)

For editing a route, please use **Waypoints**. The only time to use a **Viapoint** is if you are making a multi-drop route and have a full address for each location. If you haven't given a full address for each viapoint, you will need to when it comes to save the route.

If in doubt, always use a **Waypoint**.

If you do need to add a viapoint, then use the **Add viapoint** button to the left of the map.

To add a **Waypoint**, always zoom in on the map, right click on the carriageway you want to use then, from the menu this produces, choose the **Add waypoint** option, as described in [Section 3.8](#) above. Do not use the **Add waypoint** button to the left of the map.

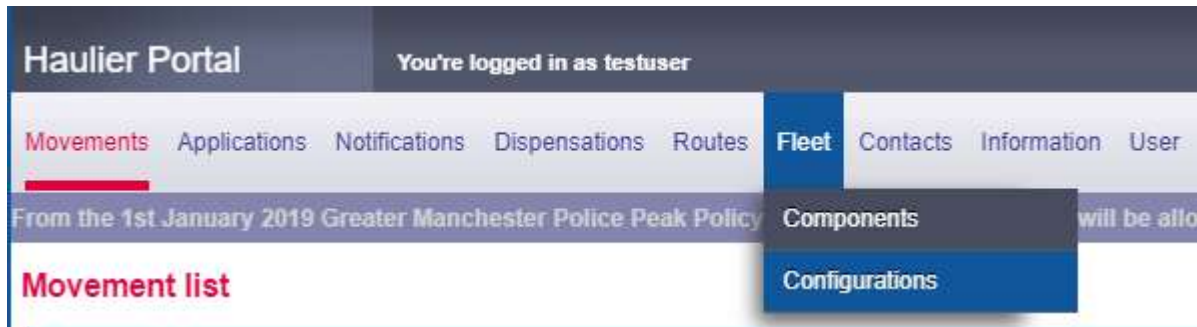
5. Creating vehicle configurations

Rather than entering all the vehicle details with each notification it is possible to save vehicle configurations to your fleet and import them. If you carry different loads on the same vehicle with different gross and axle weights, you can create multiple configurations – one for each load carried.

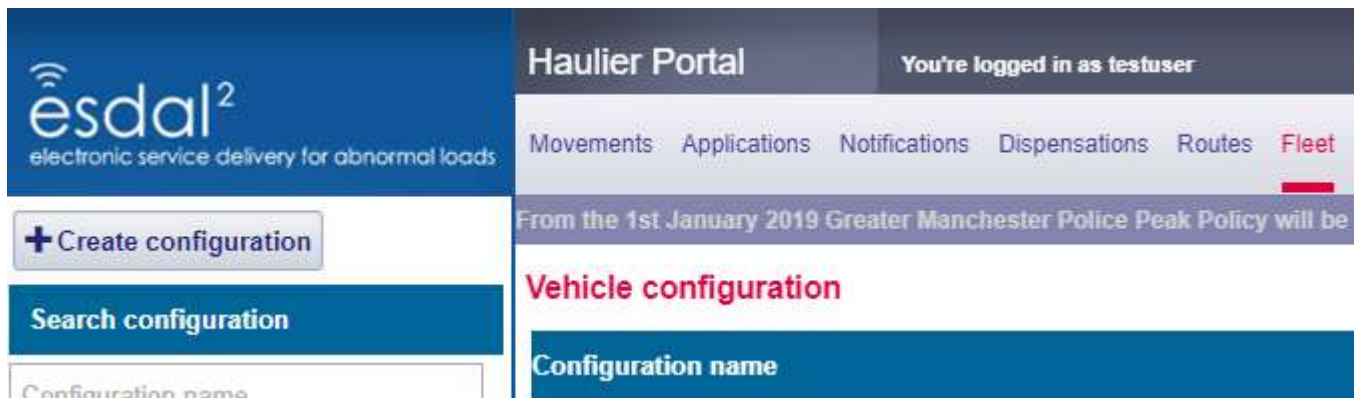
5.1 Articulated configurations

This section shows how to create a configuration made up of a conventional tractor and low loader trailer. However, the principles are much the same for a ballast tractor with a drawbar trailer.

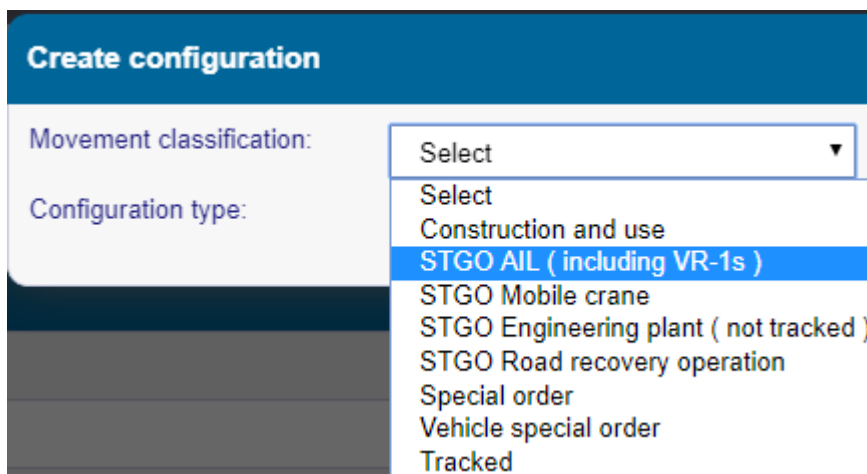
From the menu, choose **Fleet > Configurations**.



Then click on the **+ Create configuration** button:



This will open the **Create configuration** dialogue box.



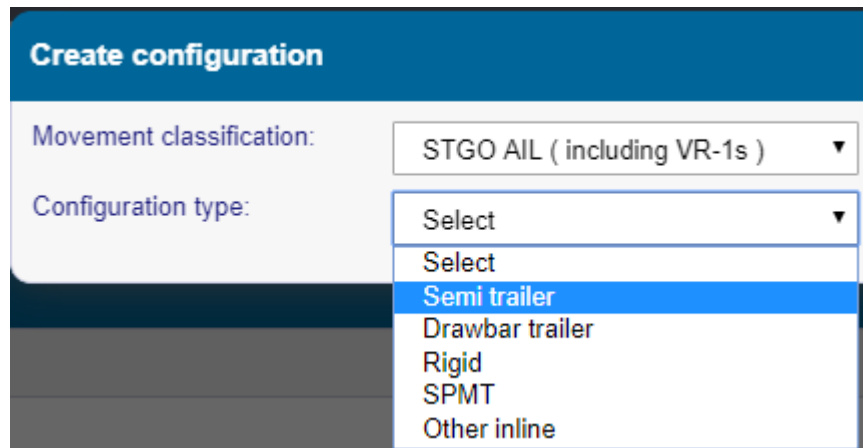
Choose which **Movement classification** the vehicle will be used for. Be aware that you will not be able to import a C&U configuration into an STGO notification, nor an STGO configuration into a Special Order. They must be created for the specific end use.

In this instance an STGO configuration will be created.

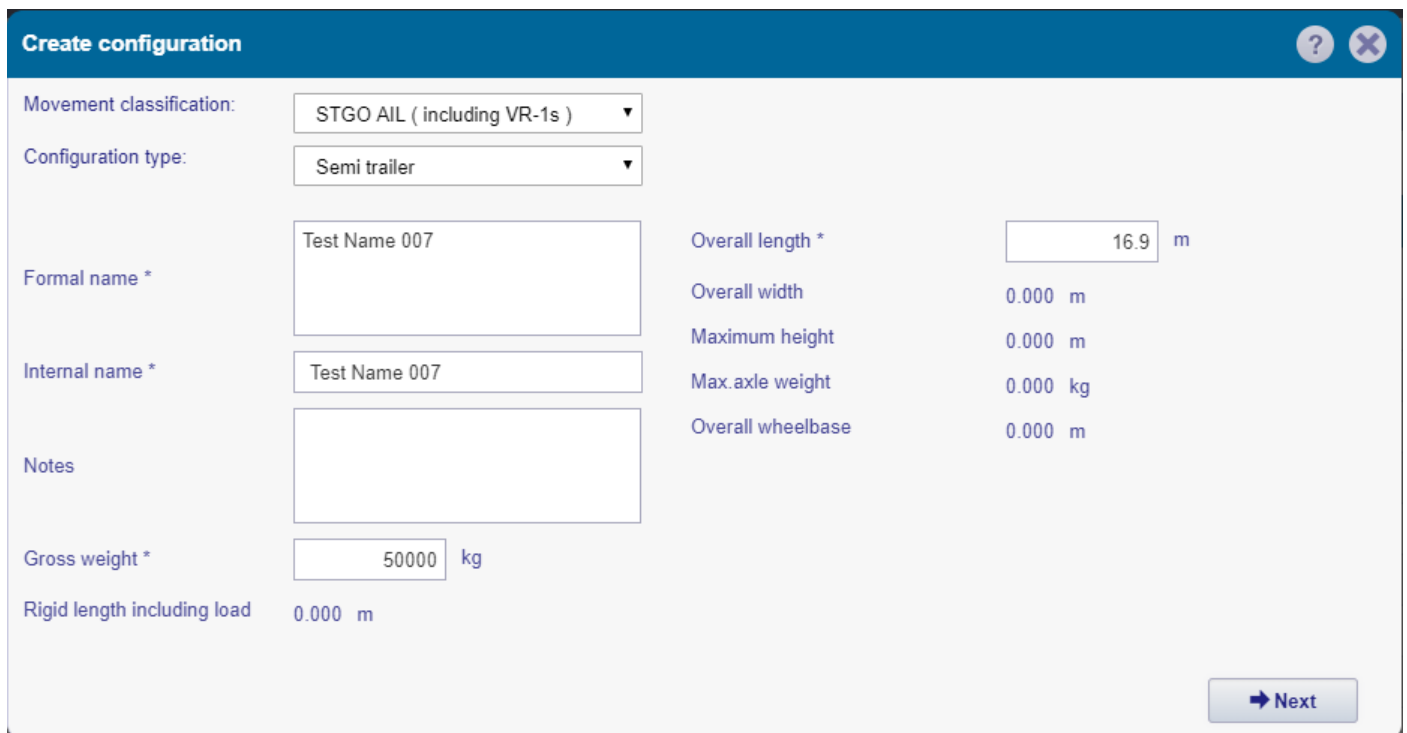
Then choose the **Configuration type**:

The **Semi trailer** option covers all conventional tractors with trailers, where some of the load is transmitted onto the tractor axles as well as to the trailer itself.

Once chosen, this takes the user to a screen where you confirm that the configuration type is correct. Once you have passed this stage it is impossible to change this, without starting again from scratch, so it is important to be sure.



Selecting **Next** confirms your choice and takes you to the next dialogue box where the overall details are entered.



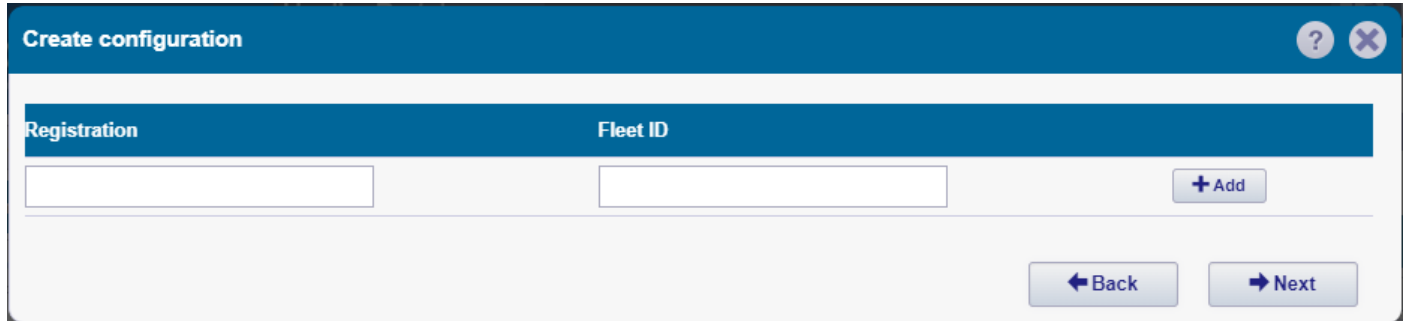
Again, the required fields are identified by having an “*” by the field name.

The **Formal name** and **Internal name** fields are there to identify the configuration and should be used to simply identify this configuration. Possible values could be the tractor’s registration plate or details of the load being carried, such as “30t excavator.” Note that it is the **Internal name** that is shown in the fleet list when it comes to import a configuration into a notification.

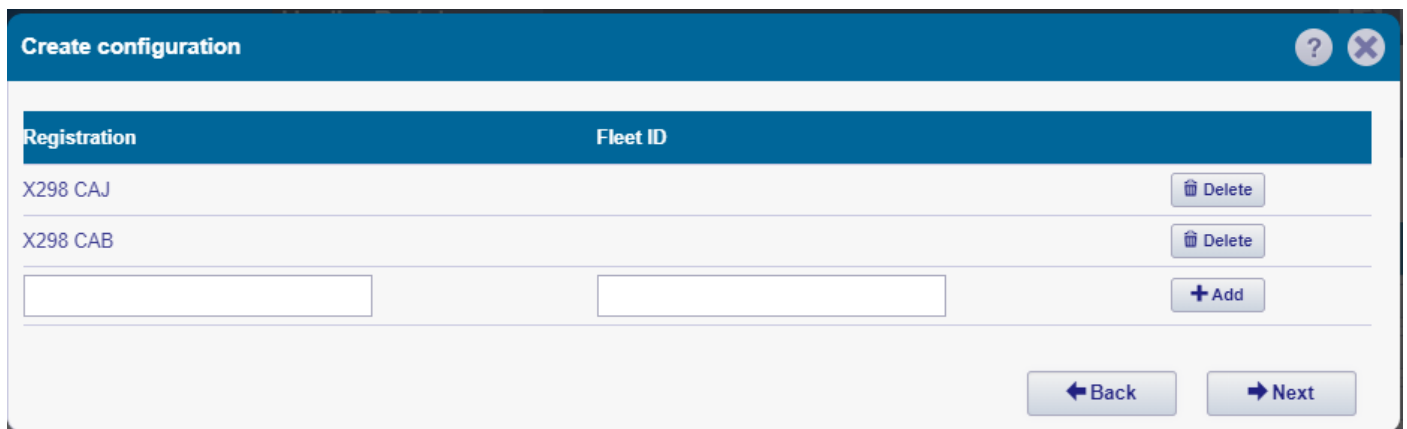
Gross weight for a Semi trailer configuration is the total weight of tractor, trailer and load. For a drawbar configuration the gross weight is the largest component for either ballast tractor or trailer and its load (typically this will be the latter unless the load is unusually light).

Overall length is the total length of the configuration and includes any projections at the front or rear.

All the other values, currently showing as 0.000 m or 0.000 kg, are derived from the tractor and trailer details entered later. So then click **Next**.



Enter the tractor **Registration** then click the **+Add** button. If more than one tractor could be used with this configuration then you can keep adding extra plates. Just keep clicking the **+Add** button with each fresh value. **Fleet ID** is an optional field.



Once all the applicable registrations have been added, click the **Next** button. This gives you the option to **Create Component**; in this instance the tractor icon is flashing so you will create this first.



Again, the required fields need to be completed. **Formal** and **Internal name** are a simple description of the tractor itself. The **Number of axles** is the number of axles on the tractor itself. This applies to the **Maximum height** and **Width** values – they are for the tractor unit itself.

The **Axle spacing to following** value is the distance from the centre of the last axle of the tractor to the centre of the front axle of the trailer. On an extendable low loader this could well be the longest spacing of the configuration. Then click **Next**.

Here you can add the tractor registration plates; though if these have already been added to the configuration details, they aren't a required field, so click **Next**.

As this is for an STGO configuration, this takes the user to the page for entering axle details. This page is missed out for C&U configurations.


All the fields need to be entered and it resembles the form already shown in [Section 3.4](#) above. But remember that these values are for the tractor unit, though as it is a semi trailer configuration some of the weight from the trailer and load can be expected to be transferred to the tractor's axles. Also, note that ESDAL² expects the sum of the axles to be equal to or less than the total gross weight value – but that it only checks this when the configuration has been added to a notification.

Create configuration ? ✕

Axle	Number of wheels	Axle weight including load (in Kg)	Distance to next axle (in metres)	
1	<input type="text" value="2"/>	<input type="text" value="8000"/>	<input type="text" value="3.2"/>	<input type="button" value="Copy to All"/>
2	<input type="text" value="2"/>	<input type="text" value="6000"/>	<input type="text" value="1.36"/>	<input type="button" value="Copy From Previous"/>
3	<input type="text" value="4"/>	<input type="text" value="9000"/>		<input type="button" value="Copy From Previous"/>

Note that the last axle spacing value may look to be missing, but this has already been entered in the **Axle spacing to following** field (see the page above). Once all the values are filled, click **Next**.

Create configuration ? ✕



Description

First Tractor

This will again show the images of the tractor and trailer. The tractor unit will be flashing and the name entered previously will be in the **Description** column. There will be an option to **Add to fleet**; this is useful if you intend to create another semi trailer configuration using the same tractor but different trailer. Click **Next** to advance to the screen from which the trailer can be created.

Create configuration ? ✕



Select **Create Component** to create the trailer.

Select from the **Vehicle sub-type** drop down list the most applicable option, or the nearest match.

← Show Configuration Layout

This will open up the dialogue box further:

← Show Configuration Layout

→ Next

Formal and **Internal name** fields should serve to remind you of the use for this trailer. The **Number of axles** field is for the number of axles of the trailer itself. **Maximum height (including load)** is that of the trailer with the load – the highest point. If tyre pressure or suspension can be lowered, then a value could be placed in the **Reducible height** field; otherwise leave it blank. The same can be said for **Ground clearance** and **Reduced ground clearance** fields. The **Length (including load)** field is the length of the trailer and should include any projections, front and rear. Each projection has its own field to be filled – though only the **Rear overhang** is a required field.

Then click **Next**.

Create configuration
? X

Registration
Fleet ID

Low loader 001

Delete

+ Add

← Back

→ Next

← Show Configuration Layout

This leads to another **Registration** dialogue box but, unless you have a Fleet ID to be entered, these aren't required fields; so click **Next**.

This brings up the table for entering axle details (though, again, if you are making a C&U configuration, this page will be missed). Again, for **Axle weight including load (in Kg)**, these are meant to be the actual weight on the axle from the load being carried – or as near an approximation as can be calculated. The sum of all axles, trailer included, should be equal to the gross weight value declared earlier.

Create configuration
? X

Axle	Number of wheels	Axle weight including load (in Kg)	Distance to next axle (in metres)	
1	<input type="text" value="4"/>	<input type="text" value="9000"/>	<input type="text" value="1.36"/>	Copy to All
2	<input type="text" value="4"/>	<input type="text" value="9000"/>	<input type="text" value="1.36"/>	Copy From Previous
3	<input type="text" value="4"/>	<input type="text" value="9000"/>		Copy From Previous

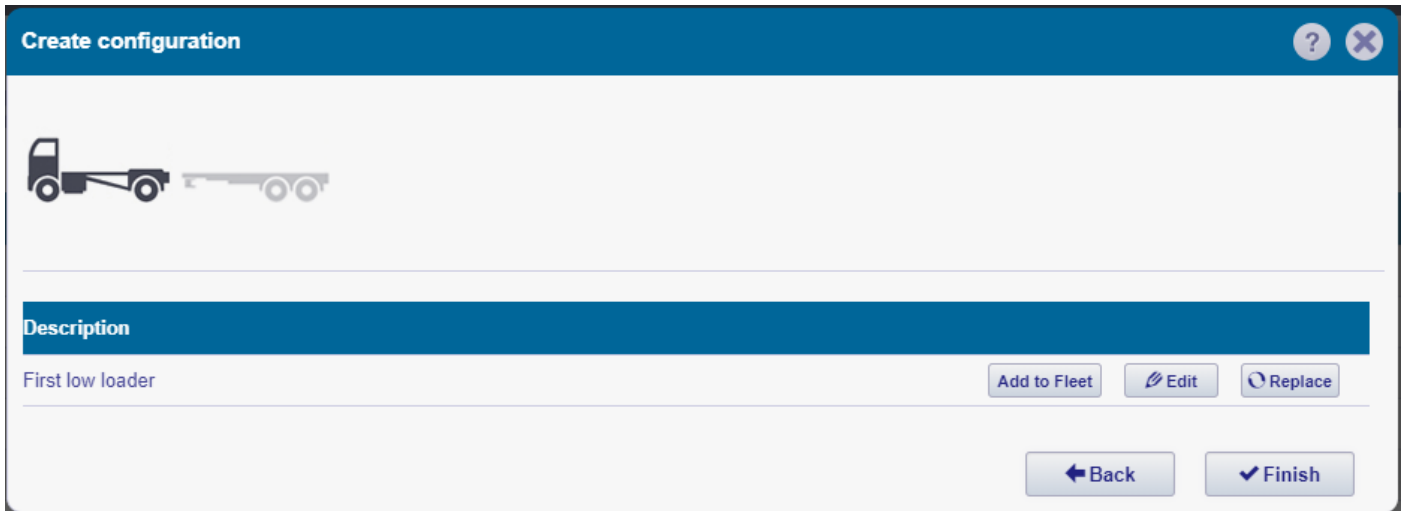
← Back

→ Next

← Show Configuration Layout

On entering all the values, click **Next**.

This brings up the **Create configuration** screen, again with the trailer flashing. This screen gives you the option of saving the trailer component to your fleet list.



Clicking on **Finish** will bring up the confirmation screen that the configuration has been saved successfully.



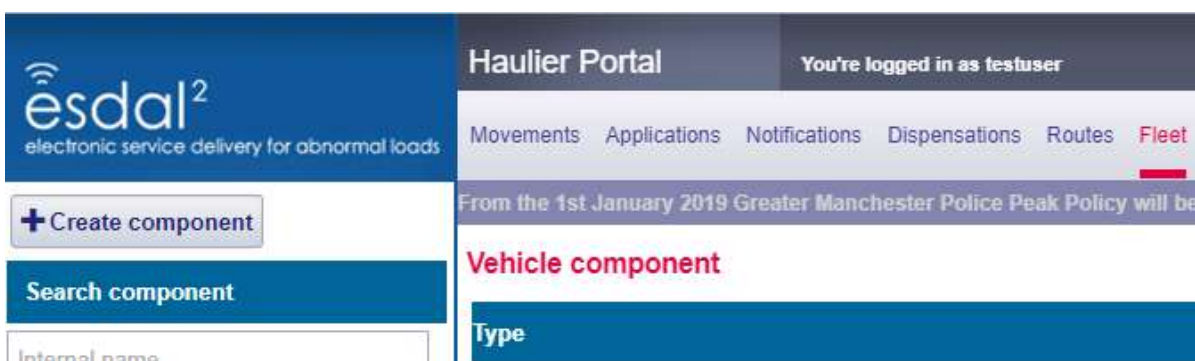
5.2 Rigid configurations

Creating a Rigid vehicle configuration is similar to the above but, as some values such as overall length and rigid length are identical, it can be a bit quicker. As an example of this, the guide will create an STGO Mobile Crane. However, leaving out the axle details this is much the same process for, say, creating a rigid flatbed truck carrying a caravan.

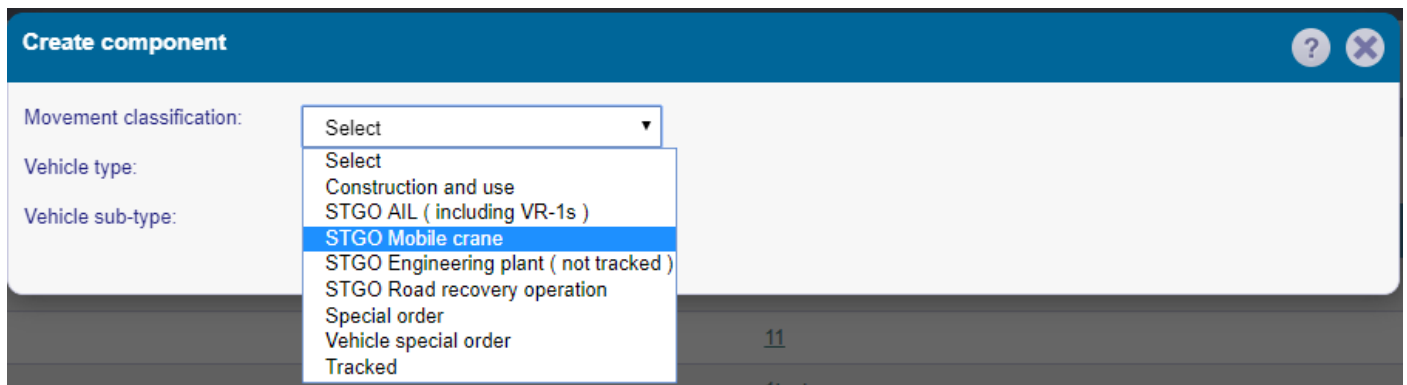
From the menu choose **Fleet > Components**.



Then click on the **+ Create component** button.



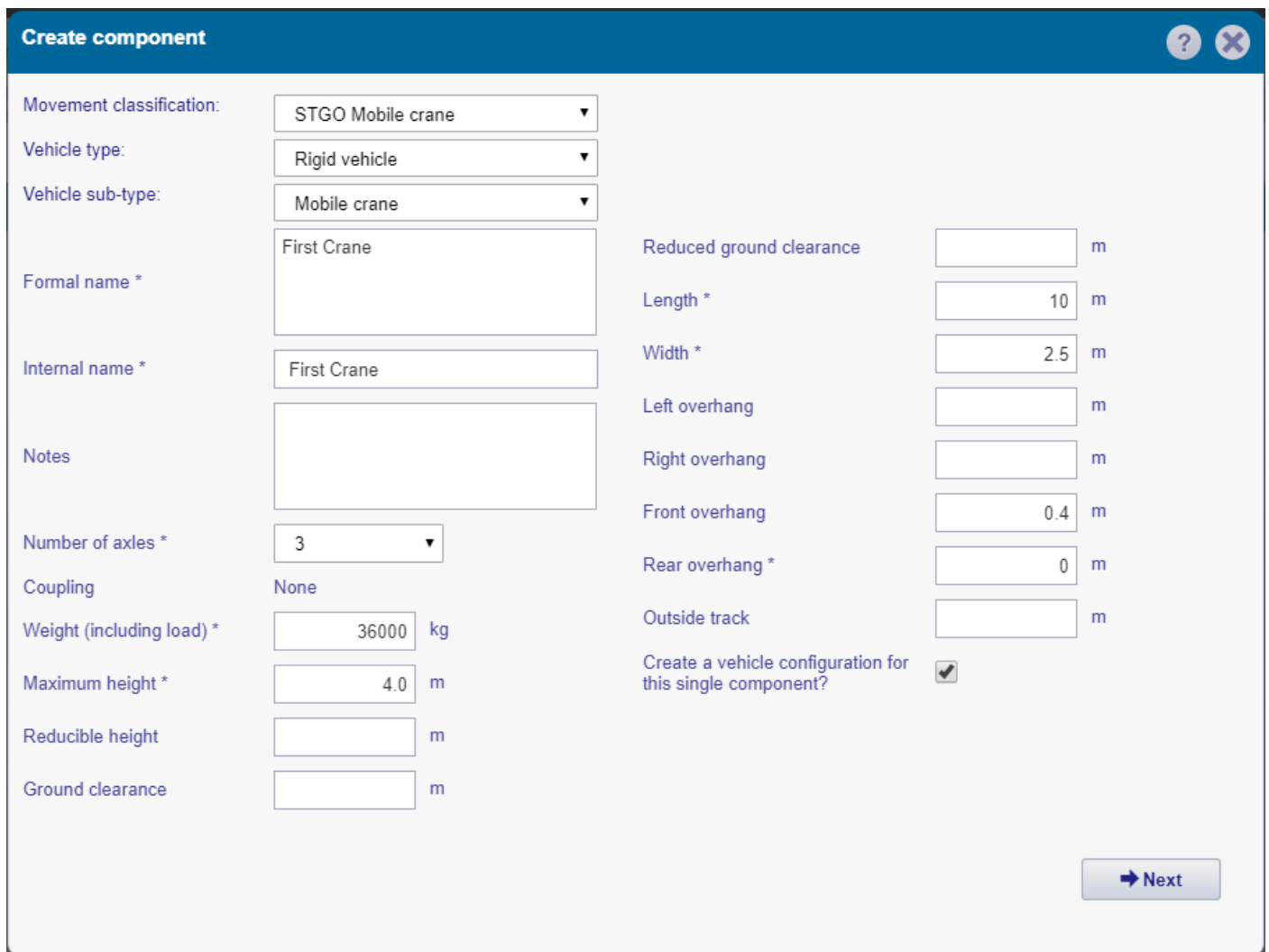
From the first drop down list select, in this instance, **STGO Mobile crane**.



The screenshot shows a 'Create component' dialog box with a blue header. On the left, there are three labels: 'Movement classification:', 'Vehicle type:', and 'Vehicle sub-type:'. The 'Vehicle sub-type:' dropdown menu is open, showing a list of options: 'Select', 'Construction and use', 'STGO AIL (including VR-1s)', 'STGO Mobile crane' (highlighted in blue), 'STGO Engineering plant (not tracked)', 'STGO Road recovery operation', 'Special order', 'Vehicle special order', and 'Tracked'. The background shows a blurred interface with the number '11' visible.

For a flatbed truck carrying, say, a mobile home, you would choose **Construction and use**.

Choosing mobile crane will then give the following dialogue box with the usual required fields.



The screenshot shows a 'Create component' dialog box for a mobile crane. The 'Movement classification:' is set to 'STGO Mobile crane', 'Vehicle type:' is 'Rigid vehicle', and 'Vehicle sub-type:' is 'Mobile crane'. The 'Formal name *' and 'Internal name *' fields both contain 'First Crane'. The 'Notes' field is empty. The 'Number of axles *' is set to '3', and 'Coupling' is 'None'. The 'Weight (including load) *' is '36000 kg', 'Maximum height *' is '4.0 m', 'Reducible height' is empty, and 'Ground clearance' is empty. On the right side, there are several dimension fields: 'Reduced ground clearance' (empty), 'Length *' (10 m), 'Width *' (2.5 m), 'Left overhang' (empty), 'Right overhang' (empty), 'Front overhang' (0.4 m), 'Rear overhang *' (0 m), and 'Outside track' (empty). At the bottom right, there is a checkbox labeled 'Create a vehicle configuration for this single component?' which is checked. A 'Next' button is located at the bottom right of the dialog.

The **Formal** and **Internal name** fields should serve to remind you which crane this is. **Number of axles** is the number of axles for this crane. The **Weight (including load)** field is the weight of the crane together with any extras that it normally carries. **Height**, **Length** and **Width** fields are required and should come from the crane's specification sheet. Any projections can also be added.

Note the very important extra field on this form: **Create a vehicle configuration for this single component?** Tick this box to save time from having to add this component to the configuration – the tick box does this for you. Then click **Next**.

Create component registration ? ✕

Registration	Fleet ID	
MOB 173C		🗑️ Delete
<input type="text"/>	<input type="text"/>	+ Add

← Back → Next

Enter the **Registration** value, then click **+Add**. If you have multiple cranes with the same dimensions/axle details, keep adding their registration plates. When finished, click **Next**.

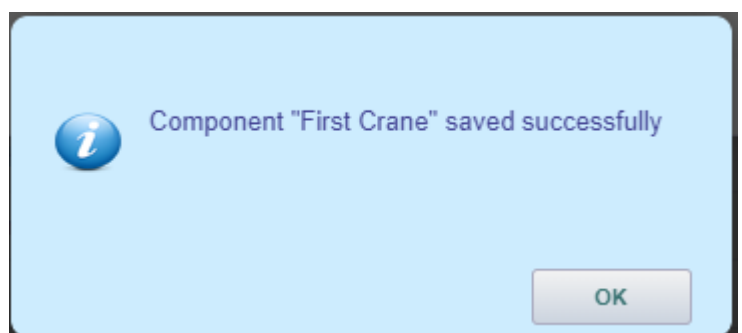
This brings up the **Edit axle** dialogue box. Enter the **Number of wheels**, **Axle weight** and **Distance to next axle** for each axle on the crane.

Edit axle ? ✕

Axle	Number of wheels	Axle weight including load (in Kg)	Distance to next axle (in metres)	
1	<input type="text" value="2"/>	<input type="text" value="12000"/>	<input type="text" value="3.0"/>	📄 Copy to All
2	<input type="text" value="2"/>	<input type="text" value="12000"/>	<input type="text" value="1.6"/>	↶ Copy From Previous
3	<input type="text" value="2"/>	<input type="text" value="12000"/>		↶ Copy From Previous

← Back ✓ Finish

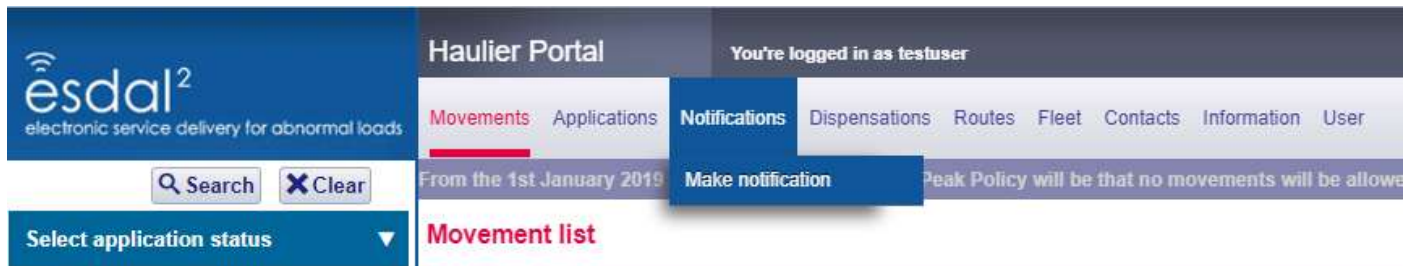
On clicking **Finish**, it gives the confirmation screen that the Component has been saved correctly. As you ticked the **Create a vehicle configuration...** tick box, a vehicle configuration with the same name will also have been created.



6. Detailed Notifications

If your abnormal load is being moved on a drawbar configuration, a rigid and drag, or another non-standard vehicle, you will need to make a detailed notification. Note that these are also required for VR1 and Special Order notifications.

The start to this process is identical to making a Simplified notification, described in [Section 2](#) above. From the Menu options, choose: **Notifications > Make notification**



For a Detailed notification choose from the lower set of tick boxes. To speed this example up, rather than going through the whole process of creating a configuration and planning a route, we will import both requirements that were created in [Sections 4](#) and [5.1](#) above.

Make notification

Please select a movement classification for the notification: ▶

Choose one of these options if you are notifying a single route for a single vehicle of one of the categories below

- C&U Semi Trailer
- C&U Rigid
- STGO AIL-Semi Trailer
- STGO AIL-Rigid
- STGO AIL-Mobile Crane

Choose one of these options for notifying the following vehicle categories, or for notifying multiple vehicle config

- STGO Requiring VR-1(Including C&U weight vehicles exceeding 5.0m but not exceeding 6.1m overall width)
- STGO Not Requiring VR-1(Including C&U weight vehicles exceeding 4.3m but not exceeding 5.0m overall width.)

Please select a category for the STGO movement you wish to notify:

- STGO AIL Cat-1 or C&U
- STGO AIL Cat-2
- STGO AIL Cat-3
- STGO Mobile Crane Cat-A
- STGO Mobile Crane Cat-B
- STGO Mobile Crane Cat-C
- STGO Engineering Plant - Tracked
- STGO Engineering Plant - Wheeled
- STGO Road Recovery Operation
- Wheeled Construction and Use (Excluding vehicles exceeding 4.3m overall width.)
- Special Order
- Tracked (Note that 'Tracked' should only be selected if 'STGO Engineering Plant - Tracked' is not applicable.)
- Vehicle Special Order (VSO)

Rather than entering all the required information on a single page, for a detailed notification each section has its own page. The first page has the general information, the second for the vehicle and third for the route.

Detailed notification -General

General	Vehicle	Route	Route assessment
Notification classification	: STGO AIL Cat 1 or C&U		
My reference	<input type="text"/>		
Client (Not visible to other users)	<input type="text"/>		
From summary (e.g. town or port)*	Thames Gateway		
To summary (e.g. town or port)*	Harwich		
Movement date from*	05/08/2019 7:30		
Movement date to*	04/09/2019 18:30		
No. of movements	12		
Max no. of pieces in any one movement	1		
Haulier's operator licence*	TEST123		
Load description (length, width, height and weight)*	360 Excavator		
Notes	<input type="text"/>		
Notes on escort	Second man in cab		
Folder name	--None--		
<input type="button" value="Save"/>			

The General page is much like the first section of a simplified notification.

For **My reference**, give your own internal reference for this notification.

The **From summary** and **To summary** fields are intended to be a general location reminder of where the load is starting from and going to.

Date & time give the scope of the duration of days you expect to be moving.

No. of movements is the number of times, within the dates given above, that you expect to be moving the load. Typically, the **Max no. of pieces...** will be **1**, though it can be more; for instance, if moving multiple long section of steel.

For the **Load description** field, type a basic description of the load; whether it is a “dozer” or other type of plant, or “generator” or “caravan”.

Notes on escort: if your load needs an escort, details can be added here.

When complete, click **Save** which will take you to the **Vehicle** tab.

6.1 Adding a vehicle

Please choose how you wish to create your vehicle configuration.

Create new

Choose from fleet

Choose from previous movement

Haulier Portal You're logged in as testuser

Movements Applications **Notifications** Dispensations Routes Fleet

From the 1st January 2019 Greater Manchester Police Peak Policy will be

Detailed notification -Vehicle

This notification is not ready to be submitted [Show Why](#)

General Vehicle Route Route assessment

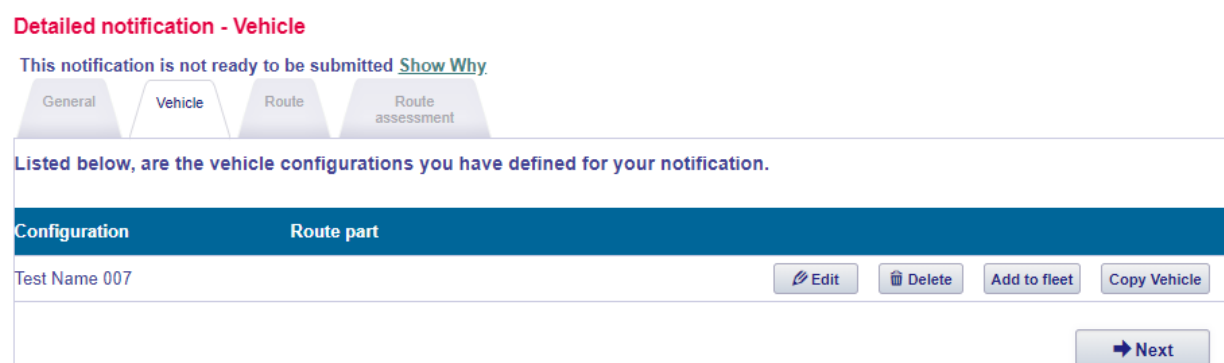
Please add vehicle configurations in your notification.

Rather than choosing to **Create new**, or **Choose from previous movement**, for this example we will **Choose from fleet**, to import the vehicle configuration that was created in [Section 5.1](#) above.

Here we can select the vehicle to **Import** into the notification. Where there are many different configurations to choose from, you can search by the name you gave it, or filter by the **Type** of vehicle it is – semi-trailer, drawbar etc

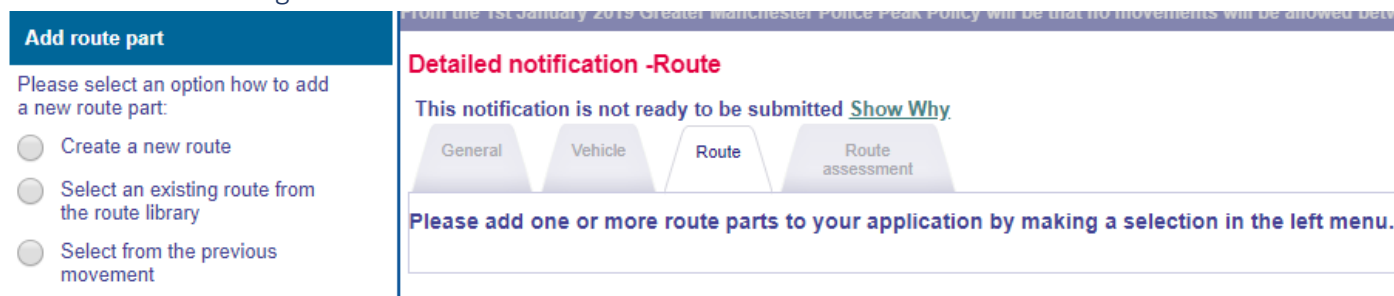


Once you have clicked **Import**, the configuration will be added to the notification.



This page gives you the option to **Edit** the configuration within the notification and this will not change its details in the Fleet. Select **Next** to advance to the **Route** tab.

6.2 Adding a route



To **Create a new route** see [Section 4](#) above. In this example, we will **Select an existing route from the route library**, using the one that was saved in Section 4. Using the **Search route** field, type in part of the route name then click the Enter or Carriage return key on your keyboard to activate the search feature.

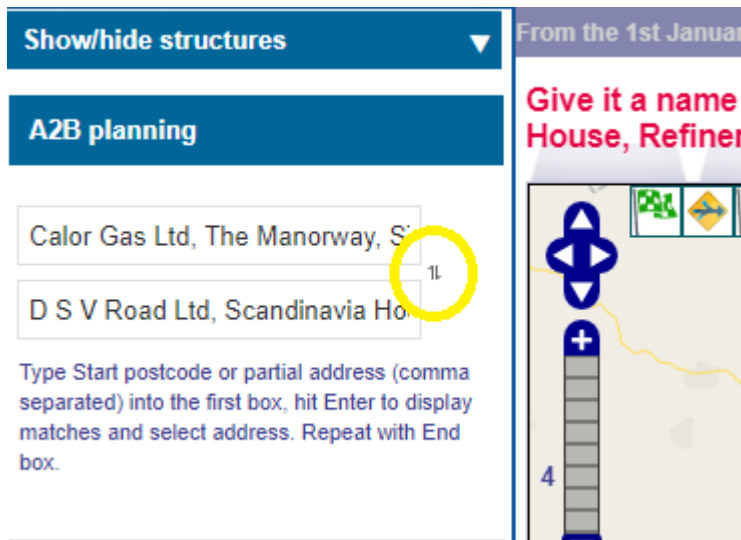
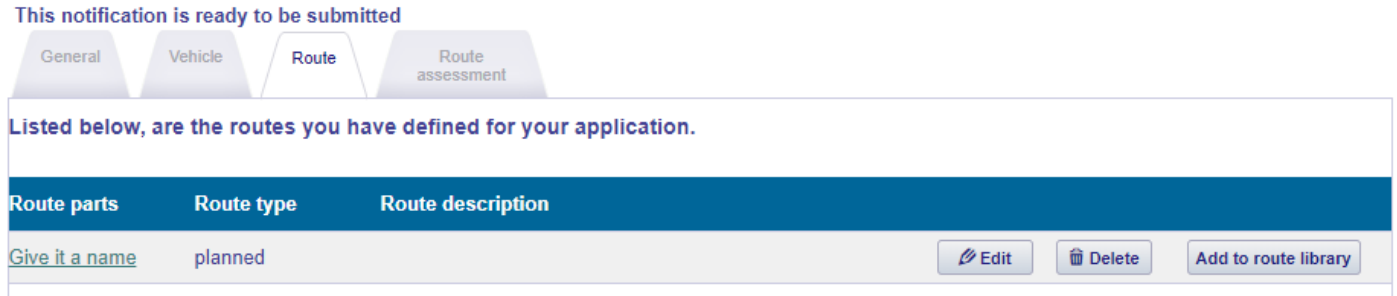


Then **Import** the route to the notification.

Once this is done, the notification should be ready to be submitted. Click on the **General** tab and there will be a **Submit** button, as with a Simplified notification. From here on, the process matches that described in [Section 3.6](#) above.

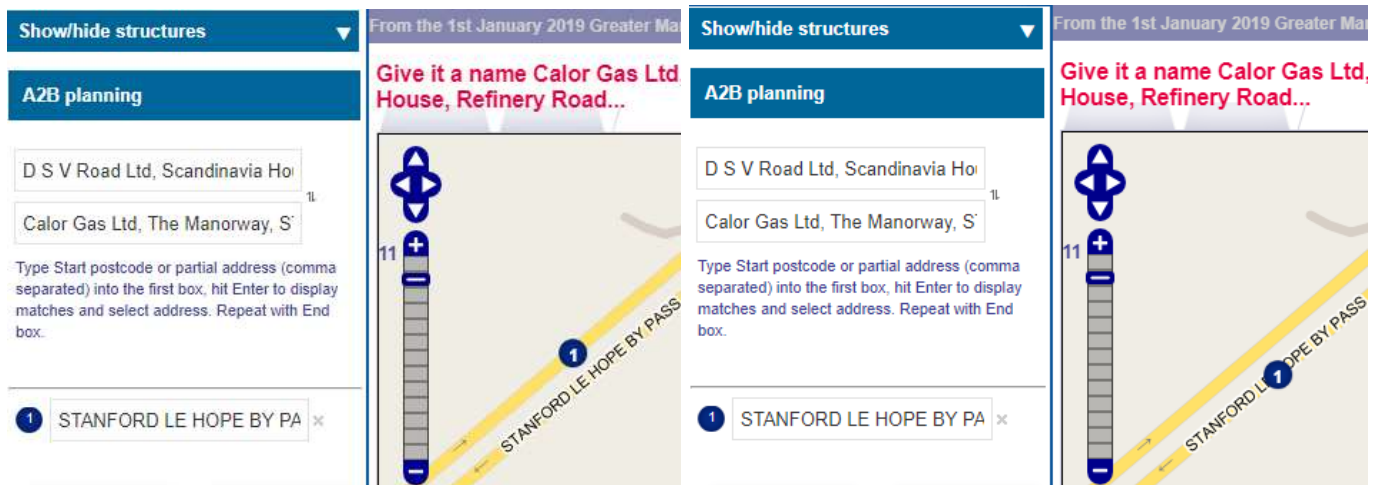
6.3 Adding a reverse leg

A useful trick, to add a return leg to a detailed notification (if you haven't already added one to your Route library), is, when on the **Route** tab, to click the **Edit** button.



Then, when the map loads, look to the top left corner – where both addresses are shown. Note the double arrow icon, highlighted in the left-hand image with the yellow circle. If you click this, it will swap the addresses (and the locations of both flags on the map) and allow you to re-plan the route – but this time in the reverse direction.

Be aware that if you added any waypoints on the outbound leg, you will need to edit the locations of them, perhaps swapping the carriageway.



Outbound Leg

Return Leg

Planned route details ? ✕

Route name *

Path1

Point type

Start point details

Full address

Save as new

Then, clicking on the **Plan** button will give the return leg. Once this is to your satisfaction, by adding extra waypoints if required, you can **Save** this reversed leg. However, you will need to give the route an alternate name, and remember to tick the **Save as new** tick box, else you will over-write the outbound leg.

By adding a return leg in this fashion, it will then be necessary to copy the configuration on the notification and **Assign vehicles to route parts**.

This notification is not ready to be submitted [Show Why](#)

General Vehicle Route Route assessment

Listed below, are the vehicle configurations you have defined for your notification.

Configuration	Route part				
Test Name 007		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Add to fleet"/>	<input type="button" value="Copy Vehicle"/>

First click the **Copy Vehicle** button; once this has worked, click **Assign vehicles to route parts** which will give you a drop-down box from which to select each route name.

This notification is not ready to be submitted [Show Why](#)

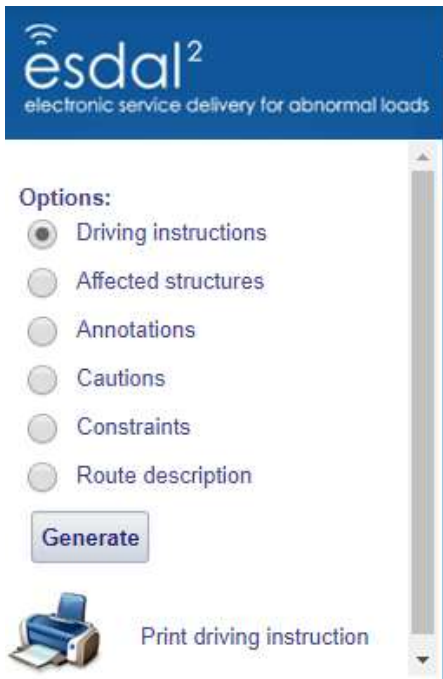
General Vehicle Route Route assessment

Listed below, are the vehicle configurations you have defined for your notification.

Configuration	Route part				
Test Name 007	<input type="text" value="Give it a name"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Add to fleet"/>	<input type="button" value="Copy Vehicle"/>
Test Name 007	<input type="text" value="Select"/> <ul style="list-style-type: none"> Select Give it a name <li style="background-color: #0070C0; color: white;">Give it a name in reverse 	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Add to fleet"/>	<input type="button" value="Copy Vehicle"/>

Once both routes have been selected, click **Finish**.

On a Detailed notification, once the route has been planned, you can access the **Route assessment** tab.

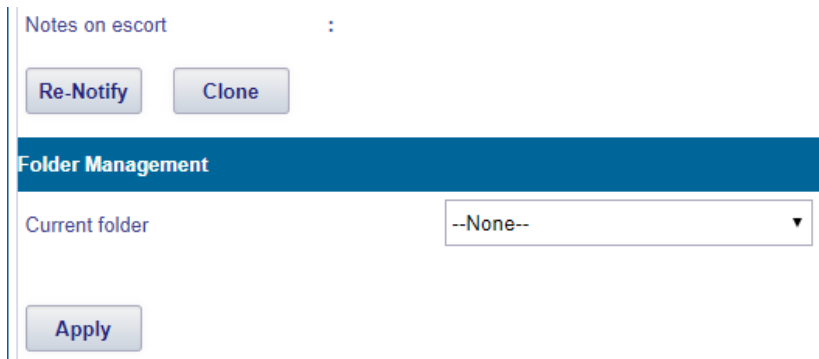


From here you can generate detailed **Driving instructions**, lists of **Affected structures**, any **Annotations** that have been added to the route (see [Section 8](#) – Advanced route planning options – for more details), or details of **Cautions** and **Constraints** along the route, together with the less detailed **Route description**.

For the **Driving instructions** there is the option to **Print driving instructions**. This will open a fresh tab in your browser, giving a printer-friendly page that can be printed or downloaded as a pdf file.

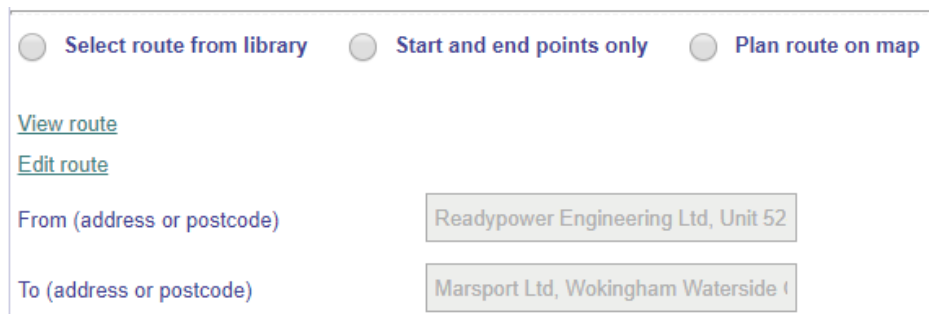
7. Re-notifications and Cloning

Once you have sent a notification you will have noted two buttons: **Re-Notify** and **Clone**.



Either of these buttons can be used to easily duplicate or re-send a notification. The only difference between them is in how the system gives each copy a reference number.

Supposing you have sent a notification but a Police Authority that was notified wants you to change the route.



When you chose to **Re-Notify**, ESDAL² will give you an editable copy of the notification. You will then use the **Edit route** link down by the addresses and this will open the map for you to change the route by adding waypoints.

Remember that if your route contains a return leg, you will need to edit both legs.

On Saving the new route, you will return to the main page, where you will need to click **Save** then, once this is done, click **Submit** then continue with the notification as normal until you click the **Send notification and view content** button at the very end.

As you selected to **Re-Notify**, the reference number for this re-notification will resemble the original but have advanced by 1 in the secondary field. For example:

TEST/123/1#1 will give rise to **TEST/123/2#1(2)** and

TEST/76/12#1(12) will give rise to **TEST/76/13#1(13)**.

But supposing you had chosen to **Clone**. ESDAL² will give you an editable copy, as though you had chosen to **Re-Notify**. However, this time, once this copy has been sent, the reference number for this new notification will be unique. It will give you a reference with the next in line number. So, if the last notification you sent was **TEST/12/1#1**, then a clone made from any previous notification will be given the reference number **TEST/13/1#1**. Be warned that a clone will default to having today's date.

Given that both **Clone** and **Re-Notify** give you the same identical notification to edit, does it matter which button you choose?

The traditional answer is that you would **Clone** a notification that you want to make again. For example, if you have a notification that you make each month, you would choose to **Clone**, edit the dates for the next month, and then send. In this regard a **Clone** is an identical notification, but with changed dates.

As regards when to **Re-Notify**, the traditional answer is that you take this option only when the notification has yet to take place, but an authority wants you to make changes before they can allow the movement to happen. Typically, this change will be an edit to the route.

However, we know that some authorities prefer the traditional **Clone** to become a **Re-Notify**. The reasoning is that once the route is correct, they will associate that route with the ESDAL² reference number. As making a re-notification keeps the same ESDAL² reference number, this is the method they prefer as it speeds their processing of notifications.

8. Advance route planning options

8.1 Adding an annotation

If there are special instructions that you need to add to the driving instructions, you can add an annotation to the route via the map.



Bring up the map, via either the **Edit route** text link or the **View map** button from the Route appraisal page, then zoom into the section of route that needs the extra instructions. Right click on the route and, from the menu this produces, click **Add annotation**.

This produces the **Insert Annotation** dialogue box, where you can add the instructions required: in this case, “When crossing the railway, straddle both lanes.” If anyone or organisation needs to be contacted before performing this manoeuvre, they can also be added via the **+Add contact** button.

Insert Annotation

The annotation is shared with all parties involved (not private)

Annotation Text: When crossing the railway, straddle both lanes

Annotation Type: Special Manoeuvre

Associated Contacts

Organisation Name	Contact Number
Network Rail	01908 783 140

+ Add contact

Ok

The annotation text will also appear in the **Route description**.

Route description

Leg : 1 LONGSHOT LANE to THAMES VALLEY PARK DRIVE

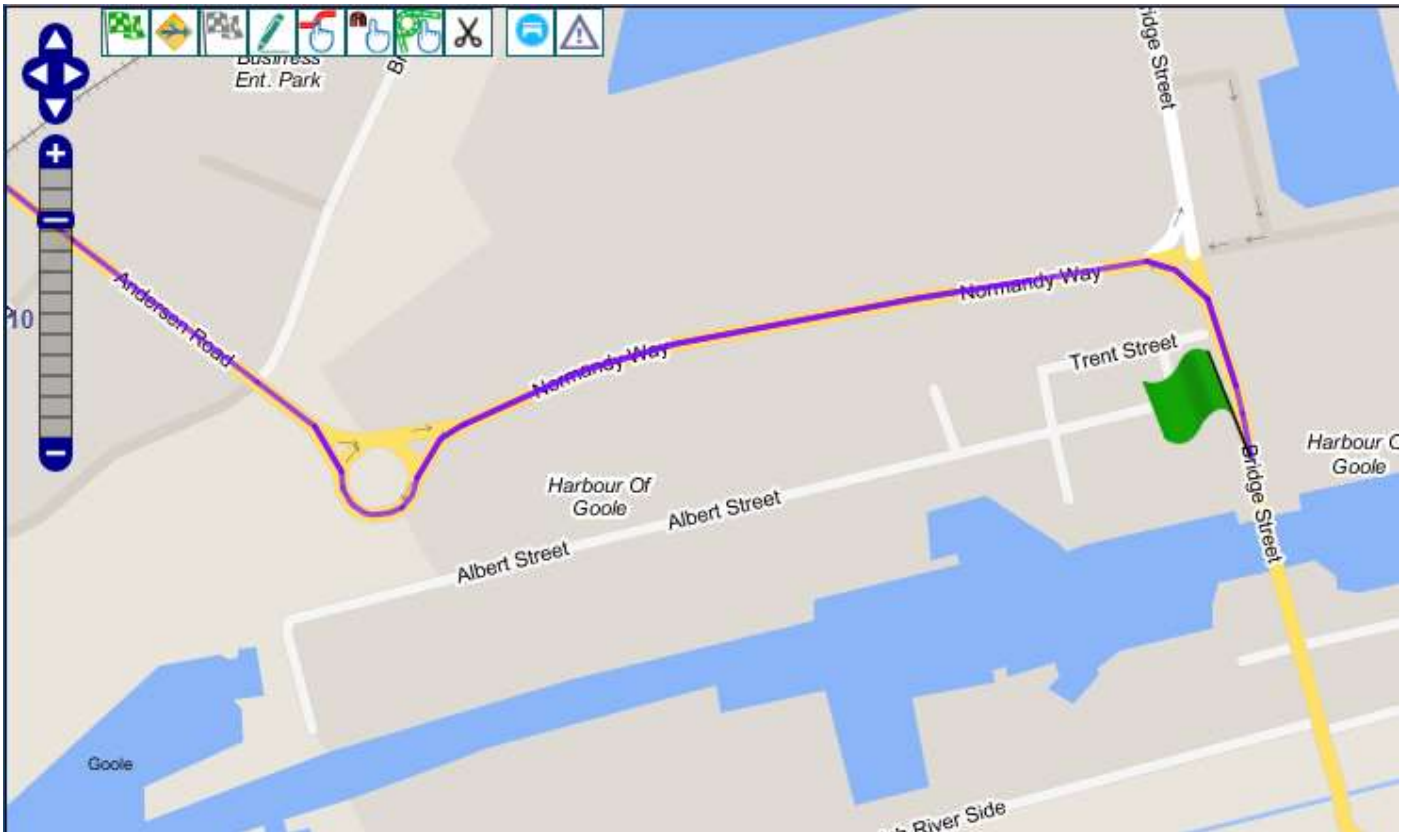
Start LONGSHOT LANE (), LONGSHOT LANE (300 m), DOWNMILL ROAD (500 m), WESTERN ROAD (300 m), EASTHAI UNCLASSIFIED (400 m) after 300 m *** When crossing the railway, straddle both lanes*** , WHARFEDALE ROAD (300 m),

8.2 Breaking the rules of the road network

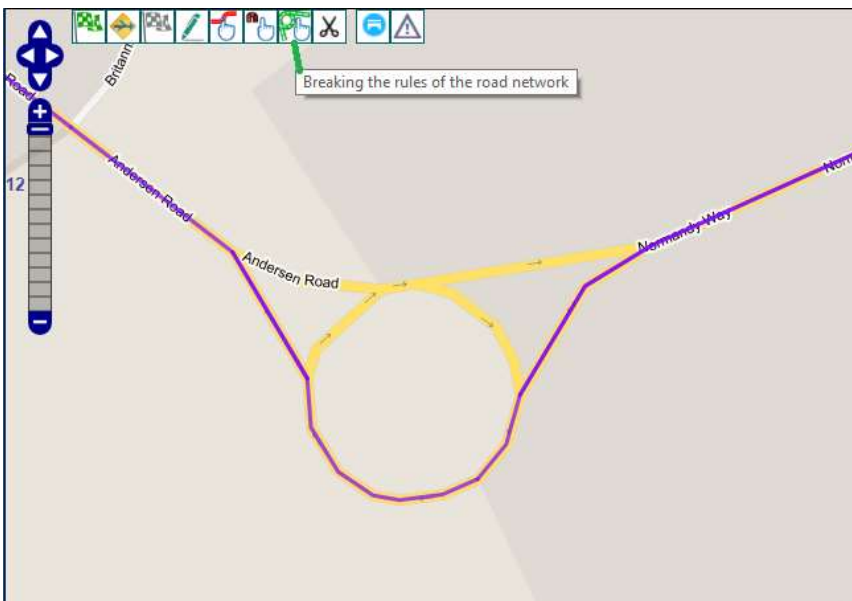
There can be instances where, in order to reach a certain location, you have to plan a route to, say, go the wrong way around a roundabout or take the wrong way down a one-way system. ESDAL² has the tool for this.

Note: all these types of manoeuvres need to be the last edit to the route you make before saving. Adding waypoints/re-planning the route will delete all this work, requiring them to be done again.

As an example, supposing you were wanting to move an exceptionally long load from Goole Docks, and the normal route planned by ESDAL² gave the following map:

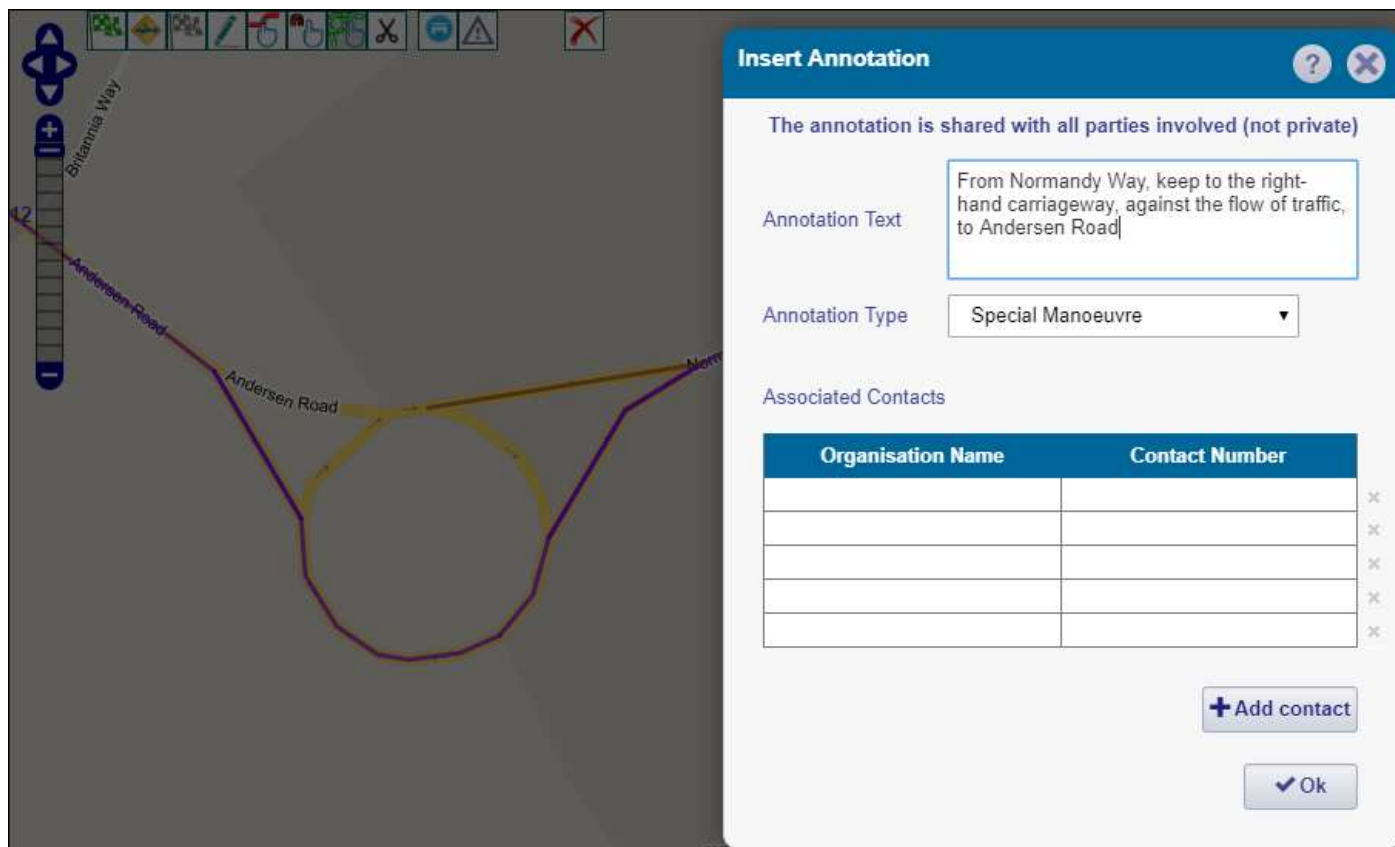


From a reconnaissance of the route you know that the long load will not be able to go around the roundabout, between Normandy Way and Andersen Road. The solution is to go against the normal flow of traffic at the roundabout.

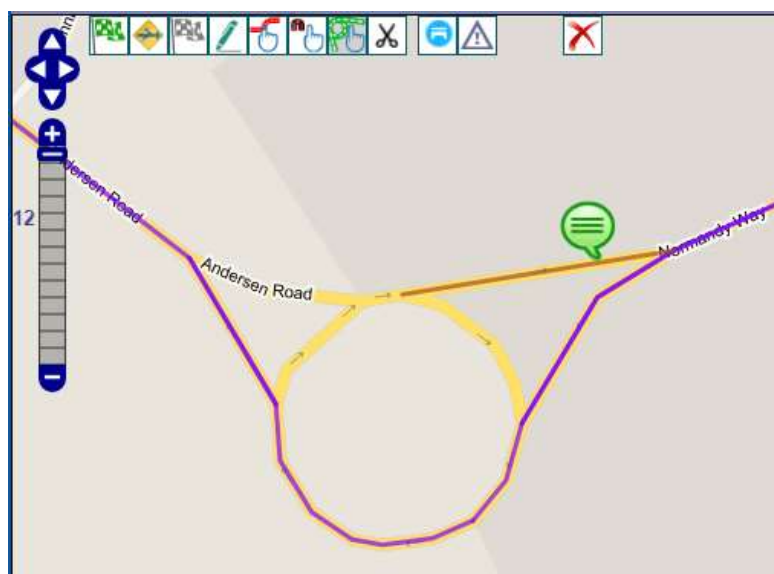


Zoom in as close as possible over the roundabout and select the icon for **Breaking the rules of the road network**.

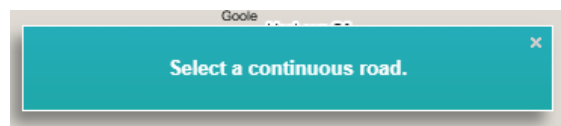
Then, following the direction of the route itself, click on the first section of road that you are wanting to break the rules on – in this case it is the off-slip heading east from the roundabout.



That section of road will turn brown and the **Inset Annotation** dialogue box will appear. Enter a suitable description of what the route is trying to do; then click **OK**.



Once the annotation speech bubble has appeared, continue to click along the road you wish to travel, taking care to extend the brown, 'breaking the rules' segment, until it re-joins the main purple route. If you click too far beyond the end of the current brown segment you will get the following error:



Try keeping your clicks close to the end of the current brown segment.



Once the brown line has re-joined the purple, closing the loop, the next step is to cut away the segment of purple line that is no longer required. Note the **Scissor** icon, to the immediate right of the **Breaking the rules of the road network**. Click on this, then click, in this case, on the purple route on the south side of the roundabout.

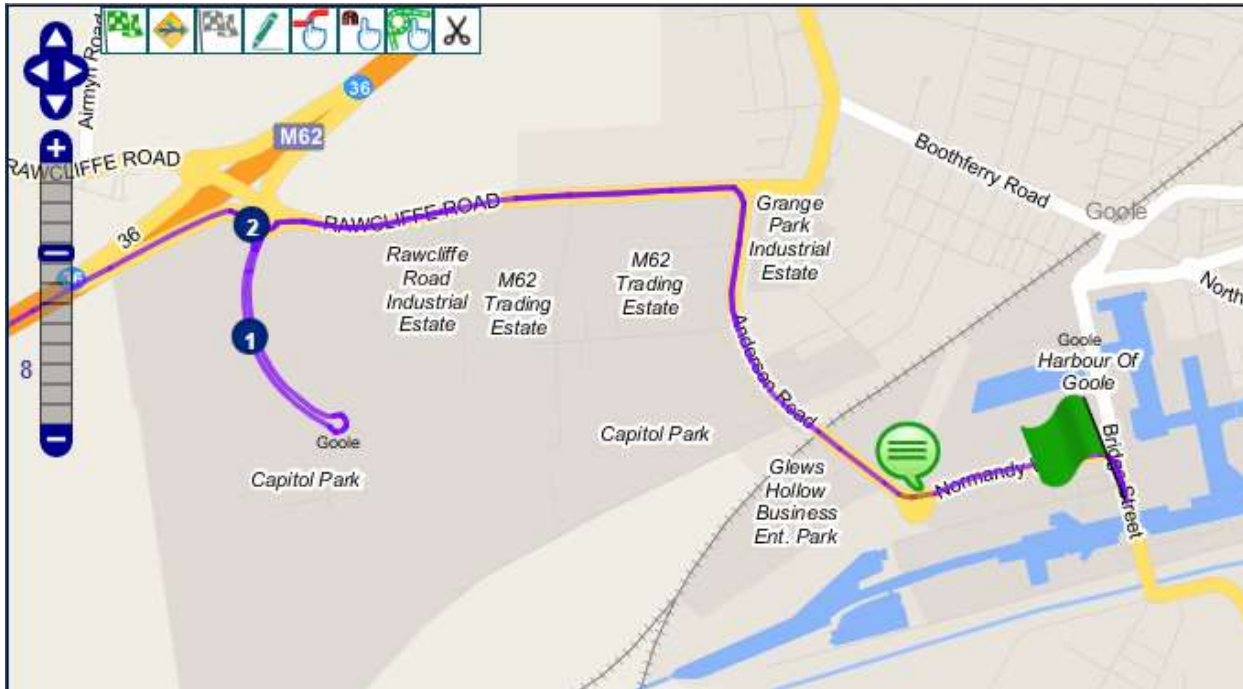
This cuts away the piece of the route no longer required.

Then save the route. Remember, special manoeuvres like this should only be added to the route once all other changes have been made.



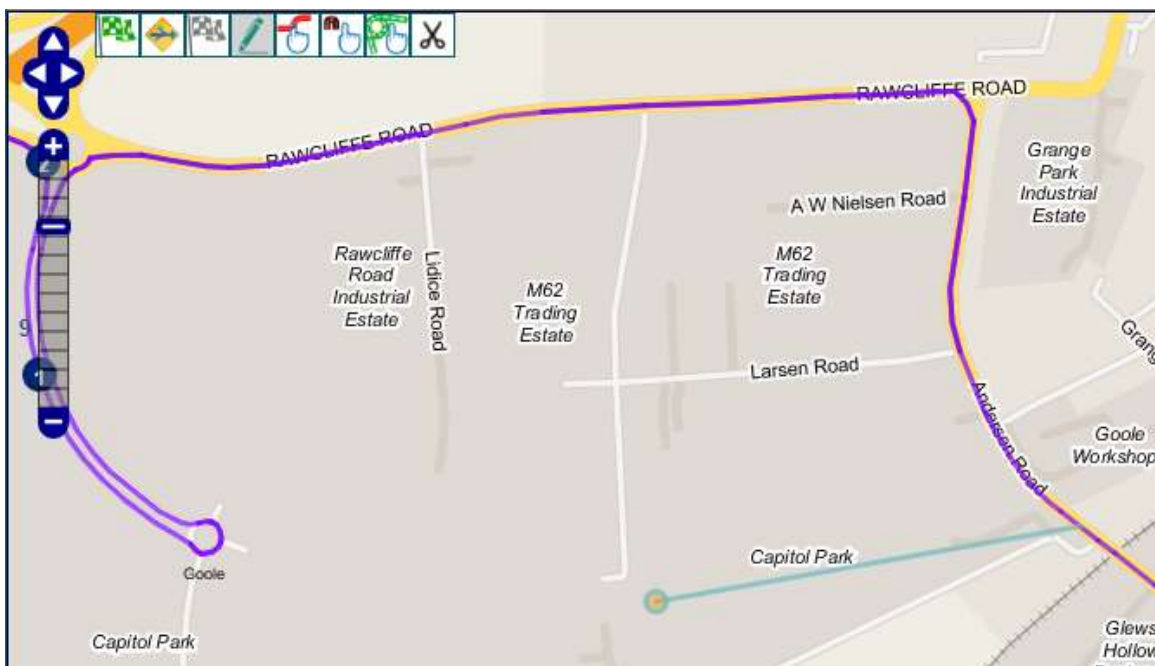
8.3 Off-road route

In some cases, doing a 'breaking of the rules' isn't enough. Typically, this happens when there isn't a road with rules to break; such as trying to cut across between carriageways where there isn't a road; or leaving a motorway by a service road that ordinary traffic cannot use. Any time that you need to plan a route, but the road isn't there on the map; that's when you need an **Off-road route**. This includes situations when the map doesn't include a road which you know is there. For example (returning to the above route coming out of Goole Docks) when you want to take the A161 to junction 36 of the M62.



The above image shows the route that has been edited to give as close as an approximation to the route desired to be travelled, by adding waypoints to make it extend down the new spur of road that is on the map.

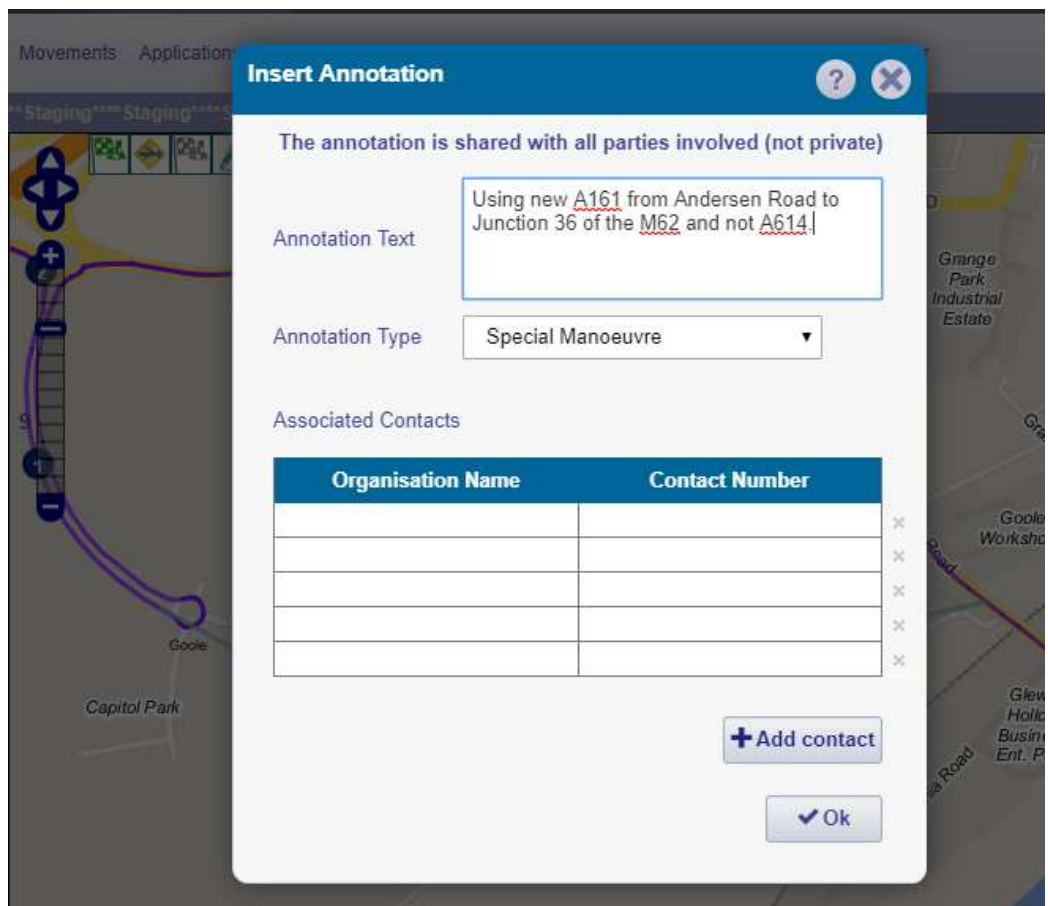
We know that the new road leaves Andersen Road just north west of the railway. Zoom in a little closer then click on the icon for an **Off-road route**; it looks like a pen drawing a line.



Click on the purple route where you want the off-road section to start.

Do not start or end an Off-road route on a roundabout. It is quite likely that the new road does start or end on a roundabout, but as long as the **Off-road route** is extended to just beyond this; or starts from just before; then all will be well.

Then move your cursor along, in the direction of the new road, clicking occasionally to fix the route on the map. When you reach the rest of the purple route, where you wish to re-join, make a double-click to finish the off-road section. This will bring up the **Insert Annotation** dialogue box.



Type into the **Annotation Text** box to describe the route you will actually be taking.

On clicking **OK**, you will next need to use the **Scissor** icon, to cut out the section of purple line route that is no longer needed. When cutting away sections of route no longer needed, you cannot remove a section that has a waypoint within its length. Then **Save** your changes.



9.0 Applications – VR1 and Special Orders

Applications are only for loads that exceed STGO limits. A VR1 is needed for loads that are wider than 5m, but otherwise are within STGO restrictions for gross weight, axle weight and length. If the load is wider than 6.1m, longer than 30m rigid length (so the trailer and load, including projections), or heavier than 150,000kgs gross weight/16,500kgs axle weight, then you will need to apply for a Special Order.

9.1 VR1 applications

For moving loads wider than 5m, up to 6.1m, but otherwise within STGO limits, you need to apply for a VR1. Typically, this takes about two weeks to gain approval. Once obtained, an Approved VR1 usually lasts for 6 months but, every time you are moving the load along the approved route, you will need to make a notification. This notification will still need to give the requisite number of clear working days' notice.

Select: **Applications > Apply for VR-1**



This will present you with two options. If you are unsure about the vehicle and load details that are needed for an STGO notification, then choose the first option. Note that once the VR1 is approved, you will need to enter all the relevant details in any subsequent notifications. If all vehicle and load details are known, they can be entered now and will be copied over when you need to make a notification. For this example, we will take the first option, “**Enter only width, weight, height and length...**” details. If you take the option to “**Enter full details...**”, this is the same as creating a vehicle configuration from [Section 5](#) above. When the description below reaches this stage, you will be pointed in this direction.

So, choose which option best suits you, then click **Next**.

Apply for VR-1

A VR-1 application is required for vehicle configurations including any load that falls within the following parameters:

- Width greater than 5.0 metres but no greater than 6.1 metres
- Gross weight not exceeding 150 tonnes of load bearing components
- Rigid length not exceeding 30.0 metres

Please select one of the following options:

Enter only width, weight, height and length of the vehicle now.
Further details will need to be entered at the time of notification.

Enter full details of the vehicles now as part of this VR-1 application.
These details will then be used at the time of notification, and you will not need to re-enter them.

➔ Next

This will take you to the **Apply for VR-1 General** page.

Apply for VR-1-General

General	Route	Supplementary information
Select sub category*	STGO AIL Cat-1 or C&U ▼	
My reference	Internal Ref No	
Client (not included in submitted application)		
Description (not included in submitted application)		
From summary*	Harwich Dock	
To summary*	London	
Movement date from*	01/07/2019	
Movement date to*	31/12/2019	
Number of movements*	12	
Maximum pieces per load*	1	
Overall width*	5.65	m
Overall length*	20.5	m
Overall height*	3.6	m
Gross weight*	50000	kg
Vehicle description*	Articulated vehicle	

Having chosen to enter only the overall details, the application has only three tabs: **General, Route and Supplementary information.**

As with all these forms, you only need to fill in the required fields, identified by the * at the end of their name.

Choose the sub category of notification that will be made from this application.

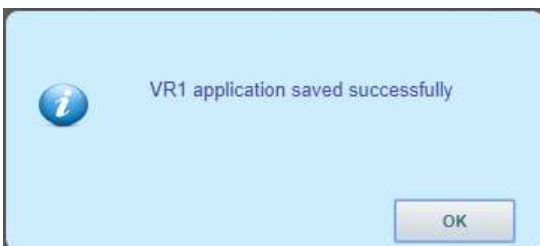
Then the From and To summary fields (the full addresses to be entered later).

The date fields should cover the full span of dates you are likely to be moving the load; and give an indication of the number of moves within this time span.

The overall dimensions asked for include tractor, trailer and load (including all projections).

The last required field is the **Load description**. Enter such details as you have for the load.

Then click **Save** to advance to the next page.



Acting as an applicant on behalf of another organisation?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Notes to be included with the application	<input type="text"/>
Load description, including net dimensions (length, width, height and weight)*	Metal Frames
Folder name	--None-- ▼
<input type="button" value="Back"/> <input type="button" value="Save"/>	

The next page guides you to add a route to the application.

Add route part

Please select an option how to add a new route part:

- Create a new route
- Select an existing route from the route library
- Select from the previous movement

Apply for VR-1 - Route

This application is not ready to be submitted [Show Why](#)

General
Route
Supplementary information

Please add one or more route parts to your application by making a selection in the left menu.

To **Create a new route**, the process is the same as described in [Section 4](#) above.

To **Select an existing route from the route library** will load up the route library from which you can import a route. The library can be searched by route name.

Search route

Apply for VR-1 - Route

This application is not ready to be submitted [Show Why](#)

General
Route
Supplementary information

Import list

Route name	Route type	Description

If you **Select from the previous movement** it will return a list of earlier VR1 applications from which you can import a route. Click on either the **ESDAL² reference** number or **My reference** value if present, and not on any of the icons under the Status column.

Type	Status	ESDAL2 reference	From	To	Date from	Date to	My reference
VR1	<input checked="" type="checkbox"/> <input type="checkbox"/>	ESHL/297-1/1	a	b	30/04/2019	30/04/2019	12834-1
VR1	<input checked="" type="checkbox"/> <input type="checkbox"/>	ESHL/157-1/1	Start	End	10/04/2019	12/04/2019	10762

The **Import** button will be below the route map.

Once the route has been added, click on the **Supplementary information** tab. Enter as much detail as you have available on this tab, though only the **Total distance of the road movement (in miles)** is a required field.

Apply for VR-1 - Supplementary information

This application is not ready to be submitted [Show Why](#)

General
Route
Supplementary information

Total distance of the road movement (in miles)*

What is the approximate value of the load?

Then click the **Save** button at the bottom of the page. The application should then be ready to be submitted. Return to the **General** tab and click the **Submit** button. Then confirm that you wish to submit the application, which will give you the ESDAL² reference number.

If you had chosen the enter full details with the application, you would see 5 tabs:

Apply for VR-1-General

The screenshot shows five tabs: General, Vehicle, Route, Route assessment, and Supplementary information. Below the tabs is a dropdown menu labeled 'Select sub category*' with the selected option 'STGO AIL Cat-1 or C&U'.

On the **Vehicle** tab you can either create a configuration for the specified load, or import from your **Fleet** – and then make any edits if needed. See [Section 5](#) for details on how to create a vehicle configuration. Also, as the full vehicle details are available, ESDAL² can provide a **Route assessment** and flag up any unsuitable structures, constraints and cautions (the same as described in [Section 6.4](#) above).

Once the VR1 has been approved, it will appear in your **Movement list**. You can then make notifications from it. This will involve creating the vehicle configuration if the full details were not entered in to the original application. See [Section 5](#) for more details.

Open the Approved VR1 and click **Notify**. The process then becomes identical to making a detailed notification, like [Section 6](#) above.

The screenshot shows a filter for 'Select application status' with the following options:

- Application – work in progress
- Application - submitted
- Application – received by HA
- Application – proposed route
- Application – agreed route
- Application – withdrawn
- Application – declined
- VR-1 application - approved
- Notification – work in progress
- Notification – submitted

Below the filter is a 'Movement list' table:

Type	Status	ESDAL2 reference
VR1		ESHL/390-1/1
VR1		ESHL/297-1/1
VR1		ESHL/157-1/1

Total records : 3
Page 1 of 1 **1**

Given the approval nature of a VR1, when making a notification from the approved application, it should not be necessary to edit the route. If changes are needed on the route, then you ought to revise the application and re-submit.

Also, if you need to make further notifications beyond the time limit originally applied for, you are required to re-apply. This is easiest done by cloning the original application.

9.2 Special Order applications

Special Orders are required for the very largest load movements:

Apply for Special Order

Special Orders are required for vehicle configurations, including any load, which exceed any of the following dimensions:

- 150 tonnes gross weight of load bearing components
- 6.1 metres width
- 30 metres rigid length

The Department for Transport's Water Preferred Policy may impact your application. Please consider the impact of this and review the documentation for water preferred policy prior to creating a new application

Once an application has been submitted, Highways England or Transport Scotland will distribute the details to all the affect parties to get their approval. Please note that approval may take **up to 10 weeks** to be granted. Given the size of loads and the time taken to get approval, it is considered good practice to apply in plenty of time, even to sending in a speculative application before the contract has been signed off.

An application for a Special Order is much like a detailed notification. The only difference is in the extra details needed for the vehicle configuration added to the application. Remember that when creating a

vehicle configuration, you need to specify the category of notification that it's to be used for. So, you can't import an ordinary STGO configuration into a Special Order application. Mostly this is because the vehicle 'knows' the limits associated with an STGO notification and won't let them be exceeded. For a Special Order application, the vehicle needs extra details, like tyre sizes, and the spacings between the tyre centres, as you go along the length of the axle, nearside to offside.

The **General** tab for the application needs to be filled in, including all the required fields (those with a * at then end of their names).

Apply for SO -General

General	Vehicle	Route
My reference	Wind farm baldes	
Client (not included in submitted application)		
Agent name		
Description (not included in submitted application)		
From summary*	Harwich dock	
To summary*	London	
Movement date from*	05/08/2019	
Movement date to*	29/02/2020	
Number of movements*	36	
Maximum number of pieces being moved in any load*	1	
Load description, including net dimensions (length, width, height, and weight)*	Rotor blades <u>36m</u> long	
Notes to be included with application		
Notes on escort		
Folder name	--None--	

[← Back](#) [✓ Save](#)

The **Movement date from** and **Movement date to** fields will usually cover a full six months, hopefully giving a good two months before the **from** date as approval may take this long to be granted.

On clicking **Save** it will move you to the **Vehicle** tab.

Please choose how you wish to create your vehicle configuration.

- Create new
- Choose from fleet
- Choose from previous movement

From the 1st January 2019 Greater Manchester Police Peak Policy will

Apply for SO - Vehicle

This application is not ready to be submitted [Show Why](#)

General Vehicle Route

Please add vehicle configurations in your application.

If you don't have the vehicle configuration already created for Special Orders, then select **Create new**.

Selecting **Choose from previous movement** will return a list of Special Order applications from which their configuration can be copied.

This example will create a new configuration but, as this is almost identical to [Section 5](#) above, only the differences will be shown in screenshots.

When entering the axle details, extra fields will be present. Note that the **Tyre centre spacing** fields will only appear once the **Number of wheels** field has been filled.

Create configuration

Note: Enter the tyre spacing between the centres of the tyres. If tyre spacing is less than 460mm then these tyres are to be treated as one.

Axle	Number of wheels	Axle weight including load (in Kg)	Distance to next axle (in metres)	Tyre sizes	Tyre centre spacing			
					1	2	3	
1	<input type="text" value="2"/>	<input type="text" value="8000"/>	<input type="text" value="3.1"/>	<input type="text" value="r220/56"/>	<input type="text" value="2.3"/>			<input type="button" value="Copy to All"/>
2	<input type="text" value="2"/>	<input type="text" value="6000"/>	<input type="text" value="1.36"/>	<input type="text" value="r220/56"/>	<input type="text" value="2.3"/>			<input type="button" value="Copy From Previous"/>
3	<input type="text" value="4"/>	<input type="text" value="9000"/>		<input type="text" value="r220/65"/>	<input type="text" value=".5"/>	<input type="text" value="1.3"/>	<input type="text" value=".5"/>	<input type="button" value="Copy From Previous"/>

The **Tyre centre spacing** measurements are measured from the centre of the nearside tyre, to the centre of the next tyre along the axle. According to the STGO Regulations, where the tyre centres are less than 460mm apart, multiple tyres can be treated as a single wheel. However, it might be easier to include all the wheels/spacing values given that Special Orders do exceed the usual limits within "The Road Vehicles (Authorisation of Special Types) (General) Order 2003".

Once the vehicle configuration has been completed, you can advance to the **Route** tab.

From the 1st January 2019 Greater Manchester Police Peak Policy will be that no movements will be allowed between

Add route part

Please select an option how to add a new route part:

- Create a new route
- Textual description
- Start and end point only
- Map
-
- Select an existing route from the route library
- Select from the previous movement

Apply for SO - Route

This application is not ready to be submitted [Show Why](#)

General
Vehicle
Route

Please add one or more route parts to your application by making a selection in the left menu.

If creating a new route, we strongly recommend that you choose the **Map** option and plan a route, adding whatever detail is required. See [Section 4](#) for planning a route on the map and [Section 8](#) for more advanced route planning options. When the route is finished, return to the **General** tab and click **Submit** at the bottom of the page.

Folder name --None--

Once the application has been submitted, Highways England and/or Transport Scotland will distribute the details to all the affected parties, police and structure owners, for their approval and comments. The route could be changed, with restrictions placed in the driving instructions to be adhered to, before the movement can take place.

You could be asked for more information, in which case you will need to **Revise** your application. If you need to make changes to the application yourself, such as if the load changes dimensions, then the same method applies. Find the latest copy of the application, whether a distribution or a recently submitted application, open it then click on **Revise**. Make the required changes and re-submit.

The **Withdraw** button will cancel the entire application (all versions), so it is not to be clicked unless you are totally sure.

Once the application has been approved you will need to make a notification before any movement is made. It is possible to make a notification from an application before it is approved, but this is not recommended and must be followed up with another notification made from the approved application once this is received.

Usually a Special Order is approved for a period of 6 months, so you make all notifications for this load within this time from the approved application. If you need extra time, beyond the approved 6 months' limit, you need to **Clone** the application which, when approved, will grant you another 6 months.

Remember, you will still need to send a notification for each movement once the application has been approved, giving the usual clear days' notice.