SITE survey. APP

SITE SURVEY REPORT

Highway and Car Park Safety Inspection

Prepared for	Northgate Retail Park Ltd
Date	5 Oct 2026
Site	Northgate Retail Park
Prepared by	M. Kerr

FORM

Highway and Car Park Safety Inspection

1. Inspection

Project	Northgate Retail Park: monthly car park and footway inspection (completed example)
Client	Northgate Retail Park Ltd
Site	Northgate Retail Park
Site address	Northgate, Darlington
Inspection date	5 Oct 2026
Inspector	M. Kerr
Route, street or car park	Main car park and service road
Network hierarchy or category	Car park: high footfall
Inspection	Routine (cyclic) safety inspection
Method	Walked
Your investigatory level: carriageway or car park depth (mm)	40
Footway trip height (mm)	20

> For public highways in England and Wales, section 58 of the Highways Act 1980 gives the highway authority a defence to a claim if it took the care reasonably required, and the court considers whether it knew, or could reasonably have known, of the danger. The UK Roads Liaison Group code of practice says inspection records are crucial to defending claims, and that nil returns should be recorded too.

2. Defects

Were any defects found?	Yes

Defects 1: Pothole

Defect	Pothole
Location (house number, bay, lamp column)	Aisle C, by bay 120
Where it is (GPS)	Aisle C, bay 120 · 54.535120, -1.554600 (NZ 28918 15629, ±5 m)

What is wrong?	Pothole in the aisle surface, edges breaking up. 55 mm deep by rule; size measured from a photo against a 1 m rule.
Depth or height (mm)	55
Width (mm)	590

Width (mm): measuring photo



Length (mm)	490

Length (mm): measuring photo



Area (m²)	0.29
Against your investigatory level	At or over the level
Response	Make safe within 24 hours
Made safe on site (coned or signed)?	Yes

Photos (with a scale if possible)



Defects 2: Trip hazard on footway

Defect	Trip hazard on footway
Location (house number, bay, lamp column)	Footway outside unit 4
Where it is (GPS)	Footway outside unit 4 · 54.534700, -1.553950 (NZ 28961 15583, ±5 m)
What is wrong?	Lifted paving slab, 25 mm upstand at the joint.
Depth or height (mm)	25
Width (mm)	600
Length (mm)	600
Area (m²)	0.36
Against your investigatory level	At or over the level
Response	Repair within 28 days

Photos (with a scale if possible)



Defects 3: Lighting

Defect	Lighting
Location (house number, bay, lamp column)	Lamp column 12
Where it is (GPS)	Lamp column 12 · 54.535400, -1.555120 (NZ 28884 15660, ±8 m)
What is wrong?	Lamp out; column and door sound.
Response	Repair within 28 days
Defects needing action within 24 hours	1
Defects to repair within 28 days	2
Planned works	0
Monitor at the next inspection	0
At or over your investigatory level	2
24-hour defects not made safe	0
Area to repair (m²)	0.65

Well-managed Highway Infrastructure, the UK Roads Liaison Group code of practice, is not statutory. Its 2016 edition recommends a risk-based inspection regime, with each authority setting inspection frequencies by the network hierarchy and recording defects with a response based on risk. The response categories here are examples: use your own policy.

3. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Patch repair the aisle C pothole.

What needs doing?	Patch repair the aisle C pothole.
Who will do it?	Surfacing contractor
Due date	6 Oct 2026
Status	Completed

Further actions 2: Relay the slab outside unit 4 and repair lamp column 12.

What needs doing?	Relay the slab outside unit 4 and repair lamp column 12.
Who will do it?	Maintenance
Due date	2 Nov 2026
Status	Open
Actions open or in progress	1
Inspector name	M. Kerr
Position or company	Facilities manager
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.