SITE survey. APP

SITE SURVEY REPORT

Permit to Dig

Prepared for	Hilltop Primary School
Date	12 Oct 2026
Site	Hilltop Primary School
Prepared by	C. Day

FORM

Permit to Dig

1. Permit

Project	Hilltop Primary School: new playground drainage, permit to dig (completed example)
Client	Hilltop Primary School
Site	Hilltop Primary School
Site address	Hill Road, Kettering
Date issued	12 Oct 2026
Time	08:00
Permit number	PTD-0147
Exact location of the excavation	Playground, 4 m strip from the south gully to the new soakaway
Work to be done, depth and method	Trench 600 mm deep by 400 mm wide for a new 110 mm drain; mini excavator away from services, hand dig near them.
Valid until	14 Oct 2026
Issued to (person in charge of the dig)	B. Nolan, groundworks supervisor

> HSE HSG47 sets out a safe system of work: plan the work, locate and identify buried services, and dig safely. A permit gives written authorisation from a responsible person for the work and the precautions.

2. Plans and locating

Service plans obtained	Electricity, Gas, Water, Telecoms
Was the area scanned with a cable avoidance tool (CAT)?	Yes
Was a signal generator used?	Yes
CAT calibration or check date	1 Sep 2026
Scanned by (trained operator)	B. Nolan (CAT and Genny trained)

Services found 1: Electricity

Service	Electricity
Indicated depth (mm)	450

Marked on the surface?	Yes
Exposed by trial hole?	Yes

Services found 2: Water

Service	Water
Indicated depth (mm)	750
Marked on the surface?	Yes
Exposed by trial hole?	No
Services found	2
Marked on the surface	2
Exposed by trial hole	1

3. Precautions

Precautions in place	Hand dig near located services, Dig alongside services, not on top, Breaking a hard surface: hand-held power tools kept 500 mm or more from the line of a service, Rescan as the dig gets deeper, Emergency contacts for the service owners on site

> HSG47: when breaking up a hard surface, where practicable only use hand-held power tools 500 mm or more from the indicated line of a service, then locate it by careful hand digging. Do not use mechanical excavators within 500 mm of a gas pipe.

> HSG47: if a service is damaged, tell the owner or operator. For electricity cables, gas pipes, other pipelines and high-pressure water mains, keep people well clear until the owner has repaired it or made it safe. If gas is leaking, do not try to repair it: evacuate the area and call the National Gas Emergency number, 0800 111 999.

Has the dig team been given the plans and shown the marked services?	Yes
Authorised by	C. Day, site manager
Authorised signature	

Signature of the person in charge of the dig



4. Close-out

Has the excavation been backfilled so services are supported and protected?	Yes

> HSG47: concrete must not be used to encase services when backfilling.

Was any service damaged?	No
Permit closed	13 Oct 2026
Closed by	C. Day

Signature of the person closing the permit

