SITE survey. APP

SITE SURVEY REPORT

Pre-Construction Checklist

Prepared for	Wrekin Vale Homes Ltd
Date	9 Oct 2026
Site	Ashcombe Fields, Shrewsbury
Prepared by	H. Pritchard

FORM

Pre-Construction Checklist

1. Project

Project	Ashcombe Fields, Shrewsbury: pre-construction checklist (completed example)
Site address	Land off Ashcombe Lane, Shrewsbury SY3 9EX
Client or owner	Wrekin Vale Homes Ltd
Location (GPS)	52.6923, -2.7698
Checklist date	9 Oct 2026
Checked by	H. Pritchard
Contractor	Corve Dale Construction Ltd
Country	United Kingdom
What is being built	12 two-storey homes in three terraces of four, timber frame on strip foundations, new estate road and drainage, connection to Ashcombe Lane.
Planned start on site	19 Oct 2026
Planned duration (weeks)	58

> What this checklist is for. The contractor's check that everything needed to start on site is in place: permits, contract, insurance, drawings, surveys, site set-up, safety documents and notifications. It does not grant or replace any permit or approval; the issuing authority does that.

2. Permits and approvals

Permits and approvals 1: Planning permission or zoning approval

Permit or approval	Planning permission or zoning approval
Issued by	Local planning authority
Reference	PLAN-EXAMPLE-0193
Status	Issued or discharged
Applied	3 Nov 2025
Issued	22 Apr 2026
Expires or must start by	22 Apr 2029

Conditions that affect the start	Working hours 08:00 to 18:00 weekdays, 08:00 to 13:00 Saturdays. No deliveries during school drop-off and pick-up.

Permits and approvals 2: Planning conditions to discharge before starting

Permit or approval	Planning conditions to discharge before starting
Issued by	Local planning authority
Reference	COND-EXAMPLE-0193-A
Status	Issued or discharged
Applied	14 Jul 2026
Issued	18 Sep 2026
Conditions that affect the start	Construction management plan and tree protection fencing approved. Tree protection fencing must be up before any machine comes on site.

Permits and approvals 3: Building regulations approval (UK)

Permit or approval	Building regulations approval (UK)
Issued by	Building control body
Reference	BC-EXAMPLE-0412
Status	Issued or discharged
Applied	2 Jun 2026
Issued	27 Aug 2026
Conditions that affect the start	Full plans approved with conditions on drainage details. Inspection stages listed in the approval.

Permits and approvals 4: Street, highway or right-of-way permit

Permit or approval	Street, highway or right-of-way permit
Issued by	Local highway authority
Reference	HWY-EXAMPLE-0077
Status	Applied, waiting
Applied	21 Sep 2026
Conditions that affect the start	Licence for the new site access crossover on Ashcombe Lane. Until it is issued, deliveries use the existing field gate with a banksman.
Permits listed	4

Not yet issued	1

3. Contract, insurance and drawings

Contract or order signed by both parties	Acceptable
Insurance certificates received and in date	Acceptable
Bonds or guarantees in place, if the contract asks for them	Not applicable
Drawings issued for construction (latest revision)	Acceptable
Specification and schedules issued	Acceptable
Programme or schedule agreed	Acceptable
Pre-construction information or owner's reports received	Acceptable
Subcontracts and orders placed for the first trades	Acceptable
Drawing register revision	Drawing register rev C, issued for construction 2 Oct
First insurance expiry date	31 Mar 2027
Not ready on this page	0

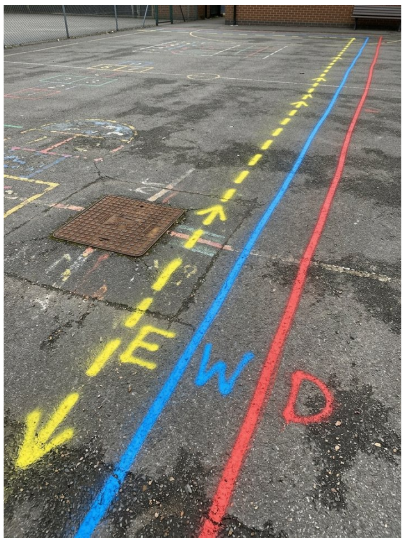
4. Surveys and existing conditions

Topographic or measured survey	Acceptable
Ground investigation or soils report	Acceptable
Buried services located and marked before any digging	Acceptable
Overhead lines identified	Acceptable
Trees and protected features identified	Acceptable
Existing condition of neighbours and the public road recorded with photos	Acceptable

> UK. HSE guidance HSG47, Avoiding danger from underground services, sets out three parts of a safe system of work: planning the work, locating and identifying buried services, and safe excavation. Get the utility records and scan before you dig.

Locate ticket or utility search reference	Utility search USR-EXAMPLE-552, scan by Corve Dale 7 Oct
Date requested	28 Sep 2026

Photos of the locate marks



Existing condition of neighbours and the public road 1: No. 2 Ashcombe Lane, gable wall facing the site

Area or neighbour	No. 2 Ashcombe Lane, gable wall facing the site
Location (GPS)	52.6926, -2.7704
Existing condition	Existing stepped crack in the brickwork beside the ground floor window, running up to the first floor sill. Pointing open along the crack.
Largest crack or defect length (mm)	900

Photos of the existing condition





Record shared with the owner or authority?	Yes

Existing condition of neighbours and the public road 2: Ashcombe Lane footway along the site frontage

Area or neighbour	Ashcombe Lane footway along the site frontage
Location (GPS)	52.6921, -2.7695
Existing condition	Tarmac footway worn but sound. Two cracked kerbs opposite the field gate and a sunken inspection cover near the lamp column.

Photos of the existing condition



Record shared with the owner or authority?	Yes
Areas recorded	2
Not ready on this page	0

5. Site set-up

> UK. The principal contractor makes sure there is a suitable site induction, steps to keep unauthorised people out, and the welfare in CDM 2015 Schedule 2 throughout the construction phase (reg 13(4)): toilets, washing facilities, drinking water, changing rooms and lockers, and somewhere to rest.

Perimeter fencing or hoarding up and secure	Acceptable
Site entrance signs (site board, PPE, visitors report to office, emergency contacts)	Acceptable
Welfare: toilets, washing, drinking water, changing and rest area	Acceptable
Temporary power, with a safe distribution board	Acceptable

Temporary water	Acceptable
Site access, haul route and traffic plan	Acceptable
Materials storage and laydown area	Acceptable
Site office and first aid point	Acceptable
Wheel wash or road cleaning arranged	Action needed
What needs doing, or why not checked	No road sweeper booked yet. Ashcombe Lane is a school route; book a sweeper for the groundworks period before the first muck-away.
Waste and skip arrangements	Acceptable
Most workers on site at once	24
Toilets provided	2

Photos of the site set-up





Not ready on this page	1

6. Safety documents

UK. The principal contractor draws up the construction phase plan during the pre-construction phase and before setting up the site (CDM 2015 reg 12(1)); the client makes sure it is drawn up before the construction phase begins (reg 4(5)(a)). SiteSurvey has construction phase plan, site-specific safety plan and emergency action plan forms for these.

Construction phase plan (UK) or site-specific safety plan (US) written for this site	Acceptable
Emergency plan: alarm, routes, muster point, hospital route	Acceptable
Risk assessments and method statements for the first activities	Acceptable

Site induction ready	Acceptable
First aid arrangements and first aiders	Acceptable
Fire plan and extinguishers	Acceptable
Environmental and tree protection measures in place	Acceptable
Not ready on this page	0

7. Notifications and neighbours

> UK notification (CDM 2015 reg 6). A project is notifiable if the construction work is scheduled to last longer than 30 working days and have more than 20 workers working at the same time at any point, or to exceed 500 person days. The client notifies HSE (online form F10) as soon as practicable before the construction phase begins; for a domestic client the contractor or principal contractor does it. Display the notice in the site office.

Scheduled working days on site	290
Most workers at the same time	24
Total person days	4200
Notifiable to HSE?	Yes, notifiable
F10 submitted?	Yes
F10 reference	F10-EXAMPLE-01
Submitted	30 Sep 2026
Notice displayed in the site office?	Yes
First inspection to book	Building control: commencement and foundation excavations
How to book it	Online inspection request to the building control body
Neighbours told the start date, working hours and a contact	Acceptable
Local authority or building department told of the start, where needed	Acceptable
Utility companies told of connections and diversions	Acceptable
First inspections booked or know how to book them	Acceptable
Neighbour letter or meeting date	5 Oct 2026
Not ready on this page	0

8. Start date

Confirmed start on site	19 Oct 2026
Pre-start meeting date or reference	Pre-start meeting 12 Oct, minutes PSM-01
Anything that must happen on day one	Tree protection fencing checked before the excavator is unloaded. Site induction for the groundworks gang at 08:00.

9. Readiness, actions and sign-off

Items needing action	2
Result	Action needed before work starts on site

Actions 1: Chase the highway authority for the crossover licence. Keep deliveries on the field gate with a banksman until it is issued.

Action	Chase the highway authority for the crossover licence. Keep deliveries on the field gate with a banksman until it is issued.
Priority	Before the first excavation
Who will do it	H. Pritchard
Due by	16 Oct 2026
Status	In progress

Actions 2: Book a road sweeper for Ashcombe Lane for the groundworks period and add it to the traffic management plan.

Action	Book a road sweeper for Ashcombe Lane for the groundworks period and add it to the traffic management plan.
Priority	Before work starts
Who will do it	D. Rowlands
Due by	16 Oct 2026
Status	Open
Actions still open	2
Decision	Start once the listed actions are done
Next check or re-inspection date	16 Oct 2026
Readiness	Not ready to start

Summary for the client	Site ready to start on 19 October apart from two items: the crossover licence is still with the highway authority, and a road sweeper is not yet booked. Neighbour condition record shared with No. 2 Ashcombe Lane.
Checked by name	H. Pritchard
Checked by signature	
Project manager or contracts manager name	D. Rowlands
Project manager or contracts manager signature	