SITE survey. APP

SITE SURVEY REPORT

Pre-construction Information Record

Prepared for	Corve Street Developments Ltd
Date	17 Sep 2026
Site	Former library, High Street, Ledbury
Prepared by	E. Harding

FORM

Pre-construction Information Record

1. Record details and scope

Project	Former library, High Street, Ledbury: conversion to flats (completed example)
Site or premises address	Former library, High Street, Ledbury
Client or organisation	Corve Street Developments Ltd
Record date	17 Sep 2026
Person completing the record	E. Harding, principal designer, Malvern Hills Design Ltd

This is an information register and gap record. It does not replace the underlying surveys, drawings, existing health and safety file or competent design coordination.

2. Project and responsibilities

Project scope and intended work	Conversion of the two-storey former library into six flats. New stair core, new windows to the rear, replacement roof covering and new drainage connections. Building empty during works.
Client contact responsible for information	P. Greaves, development manager, Corve Street Developments Ltd
Principal designer or coordinating designer	E. Harding, Malvern Hills Design Ltd
Existing use, occupants and neighbouring activities	Building empty since 2024. Shops either side on High Street remain open; shared rear service yard used for their deliveries.
Information issue and revision	PCI-LB-01 rev B

3. Information register

Information item 1: Asbestos before refurbishment

Subject or risk addressed	Asbestos before refurbishment
Document, drawing or survey reference	Refurbishment and demolition survey RD-LB-2026
Revision and date	2026-06-11
Availability	Available
Scope, reliability and limitations	Roof void over the reading room not accessed. Survey says assume asbestos until checked.

Person supplying or resolving it	P. Greaves

Information item 2: Structure of first floor and roof

Subject or risk addressed	Structure of first floor and roof
Document, drawing or survey reference	Structural inspection report SE-LB-02
Revision and date	Rev A, 2026-07-03
Availability	Available
Scope, reliability and limitations	Visual only. Floor joist sizes assumed where ceilings were intact.
Person supplying or resolving it	Structural engineer

Information item 3: Buried services in the rear yard

Subject or risk addressed	Buried services in the rear yard
Document, drawing or survey reference	Utility search US-LB-01
Revision and date	2026-08-20
Availability	Requested
Scope, reliability and limitations	Search requested, GPR survey of the yard not yet done.
Person supplying or resolving it	P. Greaves
Required-by date	9 Oct 2026

Information item 4: Existing health and safety file

Subject or risk addressed	Existing health and safety file
Availability	Missing
Scope, reliability and limitations	Previous owner holds no file for the 1990s extension. Treat the extension structure as unknown until opened up.
Person supplying or resolving it	E. Harding
Items listed	4
Missing	1
Requested	1

> Some information is missing. Record the gap and the controls needed before work starts.

4. Constraints and gaps

Access, services, asbestos, structure and other significant constraints	Shared rear yard with neighbouring shops for access. Asbestos in the plant room and assumed in the reading room roof void. Listed building neighbour on the north side. Overhead power line to rear of No. 14.
Information gaps, implications and controls before work	No services survey for the yard; needed before the drainage connection is designed and excavated. No information on the 1990s extension structure; intrusive survey to be arranged before the stair core design is fixed.
Design coordination and contractor questions	Contractors asked to confirm how yard deliveries will be managed around the shops. Structural engineer to advise on opening-up locations.

5. Issue record

Recipient 1: Ledbury Structural Partnership (structural engineer)

Designer or contractor receiving information	Ledbury Structural Partnership (structural engineer)
Information package and revision	PCI-LB-01 rev B with surveys
Date issued	17 Sep 2026
Acknowledgement, questions or further information needed	Acknowledged. Asked for access to open up the extension floor.

Recipient 2: Tender contractors (three)

Designer or contractor receiving information	Tender contractors (three)
Information package and revision	PCI-LB-01 rev B tender pack
Date issued	18 Sep 2026
Acknowledgement, questions or further information needed	One query about yard delivery hours, answered 2026-09-22.

6. Actions and review

Are further actions required?	Yes

Further action 1: Commission GPR and utility survey of the rear yard

Action and evidence reference	Commission GPR and utility survey of the rear yard
Person responsible	P. Greaves
Target date	9 Oct 2026

Action status	In progress

Further action 2: Arrange opening-up of the 1990s extension floor for the structural engineer

Action and evidence reference	Arrange opening-up of the 1990s extension floor for the structural engineer
Person responsible	E. Harding
Target date	16 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Services in the yard and the extension structure are unknown. Do not treat assumptions as survey results.
Record status	Further work needed
Reviewed by	P. Greaves
Review date	22 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.