SITE survey. APP

SITE SURVEY REPORT

Signage Installation Sign-off

Prepared for	Harbour Coffee Ltd
Date	11 Oct 2026
Site	Harbour Coffee, 3 Quay Street
Prepared by	G. Lane

FORM

Signage Installation Sign-off

1. Job

Project	Harbour Coffee, 3 Quay Street: shopfront signs installed (completed example)
Client	Harbour Coffee Ltd
Site	Harbour Coffee
Site address	3 Quay Street, Whitby
Installation date	11 Oct 2026
Installation team	Northline Signs, 2-person team
Survey or job reference	Survey NS-2209, approved 1 Oct
Consents in place	Landlord or site owner permission, Advertisement consent

> GOV.UK guide to outdoor advertisements (England): every sign needs the permission of the owner of the site, including the highway authority if it is on highway land. Some signs also need advertisement consent from the planning authority. Deemed consent for illuminated signs has limits and does not apply in conservation areas.

Access equipment used	Podium or tower

2. Signs installed

Signs 1: S1

Sign reference	S1
Location	Fascia, above the door
Installed as surveyed and approved?	Yes
Fixings used	M8 resin anchors into brick, 6 no.
Height to the bottom of the sign (mm)	2650
Level, plumb and secure?	Yes
Illuminated?	Yes
Lighting tested and working?	Yes
Connected by (electrician)	P. Webb, Webb Electrical

> The electrical connection of an illuminated sign must be certified by the electrician to BS 7671: an Electrical Installation Certificate for a new circuit, or a Minor Electrical Installation Works Certificate for work on an existing circuit. This sign-off does not replace that certificate.

Old sign removed and surface made good?	Yes
Result	Complete

Signs 2: S2

Sign reference	S2
Location	Projecting sign, left pier
Installed as surveyed and approved?	No
What changed?	Moved 150 mm up to clear the downpipe bracket; agreed with the client on site.
Fixings used	M10 through-bolts with backing plate
Height to the bottom of the sign (mm)	2600
Level, plumb and secure?	Yes
Illuminated?	No
Old sign removed and surface made good?	Yes
Result	Snag to return to
Snag	Trim cap on the bracket to fit on the return visit.
Snags to return to	1

3. Sign-off

Site left clean and waste removed?	Yes
Notes for the customer	Return visit booked for 15 Oct to fit the bracket cap.
Customer name	E. Shaw
Customer signature	
Installer name	G. Lane

Installer signature

