SITE survey. APP

SITE SURVEY REPORT

Signage Site Survey

Prepared for	Hollis & Rowe Opticians
Date	8 Oct 2026
Site	Hollis & Rowe, 12 Market Street
Prepared by	T. Ellis

FORM

Signage Site Survey

1. Site and access

Project	Hollis & Rowe, 12 Market Street: new shop signage (completed example)
Client	Hollis & Rowe Opticians
Site	12 Market Street
Site address	12 Market Street, Shrewsbury
Survey date	8 Oct 2026
Surveyed by	T. Ellis
Site contact and phone	M. Rowe, 01632 960418
Access hours and restrictions	Before 9am or after 5:30pm; loading bay behind the shop.
Is a site induction or permit needed to work here?	No
Landlord or freeholder consent	Needed, not yet obtained
Advertisement consent	To check with the local planning authority
Is the building listed or in a conservation area?	Yes
Listed building consent, if the building is listed	Not listed

> Outdoor signs in England are controlled by the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Some classes of sign have deemed consent, each with its own limits on size, position and illumination; others need express consent from the local planning authority. Rules are stricter in conservation areas: for example, the deemed consent for illuminated signs does not extend to them. If in doubt, check with the planning authority before ordering. Works to a listed building that affect its character also need listed building consent.

2. Signs

Signs 1: S1

Sign reference	S1
Location or elevation	Front elevation, above the window
Interior or exterior	Exterior

Sign position (GPS)	Pavement in front of the shop · 52.708612, -2.753705 (SJ 49174 12594, ±5 m)
Type of sign	Fascia or tray sign
Quantity	1
Width (mm)	4770

Width (mm): measuring photo



Height (mm)	850

Height (mm): measuring photo



Depth or projection (mm)	60
Height from ground to the bottom of the sign (mm)	2860

Height from ground to the bottom of the sign (mm): measuring photo



Sign area (m²)	4.05
Mounting surface	Timber
Condition of the surface and fixing notes	Original timber fascia, sound, paint flaking. Old letters removed, fixing holes to fill.
Is there an existing sign here?	Yes
Does it need removing?	Yes
Making good after removal	Fill fixing holes and repaint before fitting.
Illuminated?	Yes
Power for the sign	Supply within 1 m
Will an electrician be needed?	Yes
Content, branding and colours	Hollis & Rowe in brand navy on cream, external trough light.

Photos of the position, with a tape measure in shot



Signs 2: S2

Sign reference	S2
Location or elevation	Front elevation, right of the door
Interior or exterior	Exterior
Sign position (GPS)	Right of the shop door · 52.708619, -2.753671 (SJ 49177 12594, ±5 m)
Type of sign	Projecting or hanging sign
Quantity	1
Width (mm)	600
Height (mm)	600
Depth or projection (mm)	40
Height from ground to the bottom of the sign (mm)	2600
Sign area (m²)	0.36
Mounting surface	Brick
Condition of the surface and fixing notes	Brick sound. Four old fixing holes from a previous bracket: reuse the bracket position, avoid the mortar joints.
Is there an existing sign here?	No
Illuminated?	No
Content, branding and colours	Logo roundel, double-sided.

Photos of the position, with a tape measure in shot



Signs 3: S3

Sign reference	S3
Location or elevation	Shop window
Interior or exterior	Interior
Type of sign	Window graphics or manifestation
Quantity	2
Width (mm)	1800
Height (mm)	300
Sign area (m²)	1.08
Mounting surface	Glass
Is there an existing sign here?	No
Illuminated?	No
Content, branding and colours	Opening hours and services.

Photos of the position, with a tape measure in shot



Sign positions	3
Signs to make	4
Exterior	2
Illuminated	1
Needing an electrician	1
Old signs to remove	1
Total sign area (m²)	5.49

3. Installation

Access equipment needed	Podium or tower
Will the work use the pavement or road (licence or traffic management)?	Yes
Hazards near the work	Public footfall
Estimated installation time (hours)	6
Installation notes	Conservation area: confirm advertisement consent before manufacture. Tower stands on the pavement: ask the council what highway licence it needs.

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Ask the planning authority whether the lit fascia needs advertisement consent.

What needs doing?	Ask the planning authority whether the lit fascia needs advertisement consent.
Who will do it?	T. Ellis
Due date	15 Oct 2026
Status	Open

Further actions 2: Get the landlord's written consent for the new signs.

What needs doing?	Get the landlord's written consent for the new signs.
Who will do it?	M. Rowe
Due date	22 Oct 2026
Status	Open
Inspector name	T. Ellis
Surveyor's position or company	Surveyor, Signworks Shropshire
Surveyor 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.