SITE survey. APP

SITE SURVEY REPORT

Vehicle Handover and Condition Record

Prepared for	Nidd Valley Grounds Services Ltd
Date	29 Sep 2026
Site	Nidd Valley Grounds, Harrogate
Prepared by	S. Bellamy

FORM

Vehicle Handover and Condition Record

1. Record details and scope

Project	Nidd Valley Grounds, Harrogate: van V-117 return
Client or organisation	Nidd Valley Grounds Services Ltd
Site or premises address	Fleet depot, Station Yard, Harrogate HG1
Record date	29 Sep 2026
Person completing the record	S. Bellamy

This records agreed observations and custody. It does not replace driving entitlement checks, insurance, a rental agreement or a pre-use safety check.

GOV.UK explains that the driver is responsible for making sure a vehicle is safe to drive. A custody or damage record is not a safety inspection. Where the record identifies a person, the UK GDPR principles, as explained by the ICO, require appropriate minimisation, security and retention of their information.

2. Vehicle and custody

Vehicle registration and fleet reference	Fleet number V-117, registration on fleet register FR-2026
Make and model	Medium panel van, diesel
Handover type	Return
Handed over by	A. Kaur, grounds operative
Received by	S. Bellamy, fleet coordinator
Odometer reading	48,212 miles
Fuel level or charge percentage	About a quarter of a tank
Agreement or allocation reference	Allocation AL-V117-0326

3. Condition evidence

Condition observation 1: Nearside rear door

Area or component	Nearside rear door
Observed condition or damage	Dent about 60 mm across at waist height, paint not broken. Not on the issue record.

Observation agreed?	Disputed
Comments or disagreement	Driver says the dent was there at issue and was missed on the check in March.

Supporting photos



Condition observation 2: Driver's seat

Area or component	Driver's seat
Observed condition or damage	30 mm tear in the side bolster, already on the issue record.
Observation agreed?	Agreed

Condition observation 3: Tyres

Area or component	Tyres
Observed condition or damage	All four in fair condition, tread over 3 mm on a gauge, no cuts seen.
Observation agreed?	Agreed

4. Equipment and acknowledgement

Keys, equipment and documents transferred	2 keys, fuel card FC-117, first aid kit, fire extinguisher and logbook folder all returned.
Areas not checked and other limitations	Underside and roof not checked. Checked in the depot yard in daylight with light rain.
Separate safety check reference	Weekly vehicle check WVC-V117-0929

Handing-over party signature



Receiving party signature



5. Actions and review

Are further actions required?	Yes

Further action 1: Check the March issue photos for the nearside rear door to settle the disputed dent.

Action and evidence reference	Check the March issue photos for the nearside rear door to settle the disputed dent.
Person responsible	D. Lambert
Target date	6 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Rear door dent disputed until the March issue photos are checked.
Record status	Ready for review
Reviewed by	D. Lambert, fleet manager
Review date	30 Sep 2026

Author signature



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