SITE survey. APP

SITE SURVEY REPORT

Waste Transfer Record

Prepared for	Lindenmoor Shopfitting Ltd
Date	15 Sep 2026
Site	Cathedral Walk, Norwich
Prepared by	T. Quinlan

FORM

Waste Transfer Record

1. Record details and scope

Project	Cathedral Walk, Norwich: shop strip-out waste transfer
Client or organisation	Lindenmoor Shopfitting Ltd
Site or premises address	Shop unit 4, Cathedral Walk, Norwich NR1
Record date	2 Oct 2026
Person completing the record	T. Quinlan

This template is scoped to a single non-hazardous transfer in England or Wales. It does not submit government records or replace a hazardous-waste consignment note. Check the applicable national rules and the parties duties before use.

The waste duty of care comes from section 34 of the Environmental Protection Act 1990: anyone who produces, carries, keeps, treats or disposes of controlled waste must keep it secure, pass it only to an authorised person, and describe it in writing. The Environmental Protection (Duty of Care) Regulations 1991, regulation 3, require the transfer note to be kept for two years. GOV.UK sets out the information and signatures needed for non-hazardous waste transfers. Covered waste receivers in England and Wales must also use the digital reporting service from 1 October 2026. The current guidance says transfer and consignment notes continue alongside that service.

2. Waste description

Transfer location	England
Accurate description of the waste and its origin	Mixed construction waste from the strip-out of a shop unit: broken ceiling tiles, timber battens, carpet tiles, packaging and a small amount of metal fixings. No plasterboard. Asbestos survey ASB-CW-04 found none in the strip-out area.
Six-digit List of Waste code	17 09 04
Waste classification confirmed as non-hazardous?	Yes
Quantity and unit	One 8 cubic yard skip, about 2.5 tonnes estimated, weighbridge to confirm
How the waste is contained	Covered 8 cubic yard skip
SIC code of the person transferring the waste	43390
Waste hierarchy duty: steps taken and declaration basis	Reusable timber and cardboard separated on site. Metal taken separately to a scrap merchant. Remaining mixed waste sent to a transfer station that sorts it for recycling. Declaration made on this record by the transferor.

3. Parties and authorisation

Transferor name, address and role	Lindenmoor Shopfitting Ltd, Unit 5, Heathfield Works, Norwich NR6. Waste producer and transferor.
Transferee name, address and role	Broadland Skip Hire Ltd, Yard 2, Crossways Lane, Norwich NR13. Carrier and receiving site operator.
Carrier name and registration reference	Broadland Skip Hire Ltd, waste carrier registration ref held in supplier file SUP-BSH-2026
Destination address and operator	Broadland Skip Hire transfer station, Crossways Lane, Norwich NR13, operated by Broadland Skip Hire Ltd
Relevant permits, exemptions or other authorisation and verification references	Carrier registration and transfer station permit checked on the public registers, references and screenshots in supplier file SUP-BSH-2026
Authorisations checked on	15 Sep 2026
Capacity in which each party acts and relevant registration details	Lindenmoor Shopfitting acts as producer and transferor. Broadland Skip Hire acts as registered carrier and operator of the receiving site.

4. Transfer and acceptance

Place of transfer	Rear service yard, shop unit 4, Cathedral Walk, Norwich
Date and time of transfer	2026-10-02 14:20
Vehicle registration	Skip lorry, carrier fleet number SL-06
Transferor signature	
Transferee signature	
Where signed copies are retained and who received them	Signed copies kept by Lindenmoor Shopfitting in project file LS-0412 and by Broadland Skip Hire. Kept for at least two years.

5. Actions and review

Are further actions required?	Yes

Further action 1: Get the weighbridge ticket from Broadland Skip Hire and attach it to this record.

Action and evidence reference	Get the weighbridge ticket from Broadland Skip Hire and attach it to this record.
Person responsible	T. Quinlan
Target date	9 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Quantity is an estimate until the weighbridge ticket is received.
Record status	Ready for review
Reviewed by	E. Varley, contracts manager
Review date	5 Oct 2026
Author signature	

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