

## SITE SURVEY REPORT

# Pre-Construction Checklist

|              |                             |
|--------------|-----------------------------|
| Prepared for | Wrekin Vale Homes Ltd       |
| Date         | 9 Oct 2026                  |
| Site         | Ashcombe Fields, Shrewsbury |
| Prepared by  | H. Pritchard                |

## FORM

**Pre-Construction Checklist****1. Project**

|                                 |                                                                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project</b>                  | Ashcombe Fields, Shrewsbury: pre-construction checklist (completed example)                                                                  |
| <b>Site address</b>             | Land off Ashcombe Lane, Shrewsbury SY3 9EX                                                                                                   |
| <b>Client or owner</b>          | Wrekin Vale Homes Ltd                                                                                                                        |
| <b>Location (GPS)</b>           | 52.6923, -2.7698                                                                                                                             |
| <b>Checklist date</b>           | 9 Oct 2026                                                                                                                                   |
| <b>Checked by</b>               | H. Pritchard                                                                                                                                 |
| <b>Contractor</b>               | Corve Dale Construction Ltd                                                                                                                  |
| <b>Country</b>                  | United Kingdom                                                                                                                               |
| <b>What is being built</b>      | 12 two-storey homes in three terraces of four, timber frame on strip foundations, new estate road and drainage, connection to Ashcombe Lane. |
| <b>Planned start on site</b>    | 19 Oct 2026                                                                                                                                  |
| <b>Planned duration (weeks)</b> | 58                                                                                                                                           |

What this checklist is for. The contractor's check that everything needed to start on site is in place: permits, contract, insurance, drawings, surveys, site set-up, safety documents and notifications. It does not grant or replace any permit or approval; the issuing authority does that.

**2. Permits and approvals****Permits and approvals 1: Planning permission or zoning approval**

|                                 |                                        |
|---------------------------------|----------------------------------------|
| <b>Permit or approval</b>       | Planning permission or zoning approval |
| <b>Issued by</b>                | Local planning authority               |
| <b>Reference</b>                | PLAN-EXAMPLE-0193                      |
| <b>Status</b>                   | Issued or discharged                   |
| <b>Applied</b>                  | 3 Nov 2025                             |
| <b>Issued</b>                   | 22 Apr 2026                            |
| <b>Expires or must start by</b> | 22 Apr 2029                            |

|                                  |                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Conditions that affect the start | Working hours 08:00 to 18:00 weekdays, 08:00 to 13:00 Saturdays. No deliveries during school drop-off and pick-up. |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------|

**Permits and approvals 2: Planning conditions to discharge before starting**

|                                  |                                                                                                                                         |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Permit or approval               | Planning conditions to discharge before starting                                                                                        |
| Issued by                        | Local planning authority                                                                                                                |
| Reference                        | COND-EXAMPLE-0193-A                                                                                                                     |
| Status                           | Issued or discharged                                                                                                                    |
| Applied                          | 14 Jul 2026                                                                                                                             |
| Issued                           | 18 Sep 2026                                                                                                                             |
| Conditions that affect the start | Construction management plan and tree protection fencing approved. Tree protection fencing must be up before any machine comes on site. |

**Permits and approvals 3: Building regulations approval (UK)**

|                                  |                                                                                                    |
|----------------------------------|----------------------------------------------------------------------------------------------------|
| Permit or approval               | Building regulations approval (UK)                                                                 |
| Issued by                        | Building control body                                                                              |
| Reference                        | BC-EXAMPLE-0412                                                                                    |
| Status                           | Issued or discharged                                                                               |
| Applied                          | 2 Jun 2026                                                                                         |
| Issued                           | 27 Aug 2026                                                                                        |
| Conditions that affect the start | Full plans approved with conditions on drainage details. Inspection stages listed in the approval. |

**Permits and approvals 4: Street, highway or right-of-way permit**

|                                  |                                                                                                                                         |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Permit or approval               | Street, highway or right-of-way permit                                                                                                  |
| Issued by                        | Local highway authority                                                                                                                 |
| Reference                        | HWY-EXAMPLE-0077                                                                                                                        |
| Status                           | Applied, waiting                                                                                                                        |
| Applied                          | 21 Sep 2026                                                                                                                             |
| Conditions that affect the start | Licence for the new site access crossover on Ashcombe Lane. Until it is issued, deliveries use the existing field gate with a banksman. |
| Permits listed                   | 4                                                                                                                                       |

Not yet issued

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### 3. Contract, insurance and drawings

|                                                             |                                                       |
|-------------------------------------------------------------|-------------------------------------------------------|
| Contract or order signed by both parties                    | Acceptable                                            |
| Insurance certificates received and in date                 | Acceptable                                            |
| Bonds or guarantees in place, if the contract asks for them | Not applicable                                        |
| Drawings issued for construction (latest revision)          | Acceptable                                            |
| Specification and schedules issued                          | Acceptable                                            |
| Programme or schedule agreed                                | Acceptable                                            |
| Pre-construction information or owner's reports received    | Acceptable                                            |
| Subcontracts and orders placed for the first trades         | Acceptable                                            |
| Drawing register revision                                   | Drawing register rev C, issued for construction 2 Oct |
| First insurance expiry date                                 | 31 Mar 2027                                           |
| Not ready on this page                                      | 0                                                     |

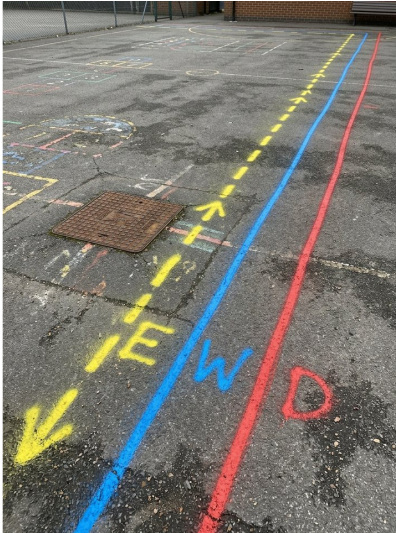
### 4. Surveys and existing conditions

|                                                                           |            |
|---------------------------------------------------------------------------|------------|
| Topographic or measured survey                                            | Acceptable |
| Ground investigation or soils report                                      | Acceptable |
| Buried services located and marked before any digging                     | Acceptable |
| Overhead lines identified                                                 | Acceptable |
| Trees and protected features identified                                   | Acceptable |
| Existing condition of neighbours and the public road recorded with photos | Acceptable |

UK. HSE guidance HSG47, Avoiding danger from underground services, sets out three parts of a safe system of work: planning the work, locating and identifying buried services, and safe excavation. Get the utility records and scan before you dig.

|                                           |                                                          |
|-------------------------------------------|----------------------------------------------------------|
| Locate ticket or utility search reference | Utility search USR-EXAMPLE-552, scan by Corve Dale 7 Oct |
| Date requested                            | 28 Sep 2026                                              |

## Photos of the locate marks

**Existing condition of neighbours and the public road 1: No. 2 Ashcombe Lane, gable wall facing the site**

|                                     |                                                                                                                                            |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Area or neighbour                   | No. 2 Ashcombe Lane, gable wall facing the site                                                                                            |
| Location (GPS)                      | 52.6926, -2.7704                                                                                                                           |
| Existing condition                  | Existing stepped crack in the brickwork beside the ground floor window, running up to the first floor sill. Pointing open along the crack. |
| Largest crack or defect length (mm) | 900                                                                                                                                        |

## Photos of the existing condition



Record shared with the owner or authority? Yes

**Existing condition of neighbours and the public road 2: Ashcombe Lane footway along the site frontage**

|                                            |                                                                                                                              |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Area or neighbour                          | Ashcombe Lane footway along the site frontage                                                                                |
| Location (GPS)                             | 52.6921, -2.7695                                                                                                             |
| Existing condition                         | Tarmac footway worn but sound. Two cracked kerbs opposite the field gate and a sunken inspection cover near the lamp column. |
| Record shared with the owner or authority? | Yes                                                                                                                          |
| Areas recorded                             | 2                                                                                                                            |
| Not ready on this page                     | 0                                                                                                                            |

**5. Site set-up**

UK. The principal contractor makes sure there is a suitable site induction, steps to keep unauthorised people out, and the welfare in CDM 2015 Schedule 2 throughout the construction phase (reg 13(4)): toilets, washing facilities, drinking water, changing rooms and lockers, and somewhere to rest.

|                                                                                      |                                                                                                                                    |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Perimeter fencing or hoarding up and secure                                          | Acceptable                                                                                                                         |
| Site entrance signs (site board, PPE, visitors report to office, emergency contacts) | Acceptable                                                                                                                         |
| Welfare: toilets, washing, drinking water, changing and rest area                    | Acceptable                                                                                                                         |
| Temporary power, with a safe distribution board                                      | Acceptable                                                                                                                         |
| Temporary water                                                                      | Acceptable                                                                                                                         |
| Site access, haul route and traffic plan                                             | Acceptable                                                                                                                         |
| Materials storage and laydown area                                                   | Acceptable                                                                                                                         |
| Site office and first aid point                                                      | Acceptable                                                                                                                         |
| Wheel wash or road cleaning arranged                                                 | Action needed                                                                                                                      |
| What needs doing, or why not checked                                                 | No road sweeper booked yet. Ashcombe Lane is a school route; book a sweeper for the groundworks period before the first muck-away. |
| Waste and skip arrangements                                                          | Acceptable                                                                                                                         |
| Most workers on site at once                                                         | 24                                                                                                                                 |
| Toilets provided                                                                     | 2                                                                                                                                  |

## Photos of the site set-up



Not ready on this page

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## 6. Safety documents

UK. The principal contractor draws up the construction phase plan during the pre-construction phase and before setting up the site (CDM 2015 reg 12(1)); the client makes sure it is drawn up before the construction phase begins (reg 4(5)(a)). SiteSurvey has construction phase plan, site-specific safety plan and emergency action plan forms for these.

|                                                                                      |            |
|--------------------------------------------------------------------------------------|------------|
| Construction phase plan (UK) or site-specific safety plan (US) written for this site | Acceptable |
|--------------------------------------------------------------------------------------|------------|

|                                                             |            |
|-------------------------------------------------------------|------------|
| Emergency plan: alarm, routes, muster point, hospital route | Acceptable |
|-------------------------------------------------------------|------------|

|                                                                 |            |
|-----------------------------------------------------------------|------------|
| Risk assessments and method statements for the first activities | Acceptable |
|-----------------------------------------------------------------|------------|

|                      |            |
|----------------------|------------|
| Site induction ready | Acceptable |
|----------------------|------------|

|                                         |            |
|-----------------------------------------|------------|
| First aid arrangements and first aiders | Acceptable |
|-----------------------------------------|------------|

|                             |            |
|-----------------------------|------------|
| Fire plan and extinguishers | Acceptable |
|-----------------------------|------------|

|                                                     |            |
|-----------------------------------------------------|------------|
| Environmental and tree protection measures in place | Acceptable |
|-----------------------------------------------------|------------|

|                        |   |
|------------------------|---|
| Not ready on this page | 0 |
|------------------------|---|

## 7. Notifications and neighbours

UK notification (CDM 2015 reg 6). A project is notifiable if the construction work is scheduled to last longer than 30 working days and have more than 20 workers working at the same time at any point, or to exceed 500 person days. The client notifies HSE (online form F10) as soon as practicable before the construction phase begins; for a domestic client the contractor or principal contractor does it. Display the notice in the site office.

|                                                                        |                                                           |
|------------------------------------------------------------------------|-----------------------------------------------------------|
| Scheduled working days on site                                         | 290                                                       |
| Most workers at the same time                                          | 24                                                        |
| Total person days                                                      | 4200                                                      |
| Notifiable to HSE?                                                     | Yes, notifiable                                           |
| F10 submitted?                                                         | Yes                                                       |
| F10 reference                                                          | F10-EXAMPLE-01                                            |
| Submitted                                                              | 30 Sep 2026                                               |
| Notice displayed in the site office?                                   | Yes                                                       |
| First inspection to book                                               | Building control: commencement and foundation excavations |
| How to book it                                                         | Online inspection request to the building control body    |
| Neighbours told the start date, working hours and a contact            | Acceptable                                                |
| Local authority or building department told of the start, where needed | Acceptable                                                |
| Utility companies told of connections and diversions                   | Acceptable                                                |
| First inspections booked or know how to book them                      | Acceptable                                                |
| Neighbour letter or meeting date                                       | 5 Oct 2026                                                |
| Not ready on this page                                                 | 0                                                         |

## 8. Start date

|                                      |                                                                                                                     |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Confirmed start on site              | 19 Oct 2026                                                                                                         |
| Pre-start meeting date or reference  | Pre-start meeting 12 Oct, minutes PSM-01                                                                            |
| Anything that must happen on day one | Tree protection fencing checked before the excavator is unloaded. Site induction for the groundworks gang at 08:00. |

## 9. Readiness, actions and sign-off

|                      |                                          |
|----------------------|------------------------------------------|
| Items needing action | 2                                        |
| Result               | Action needed before work starts on site |

**Actions 1: Chase the highway authority for the crossover licence. Keep deliveries on the field gate with a banksman until it is issued.**

|                |                                                                                                                              |
|----------------|------------------------------------------------------------------------------------------------------------------------------|
| Action         | Chase the highway authority for the crossover licence. Keep deliveries on the field gate with a banksman until it is issued. |
| Priority       | Before the first excavation                                                                                                  |
| Who will do it | H. Pritchard                                                                                                                 |
| Due by         | 16 Oct 2026                                                                                                                  |
| Status         | In progress                                                                                                                  |

**Actions 2: Book a road sweeper for Ashcombe Lane for the groundworks period and add it to the traffic management plan.**

|                                  |                                                                                                                                                                                                                      |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                           | Book a road sweeper for Ashcombe Lane for the groundworks period and add it to the traffic management plan.                                                                                                          |
| Priority                         | Before work starts                                                                                                                                                                                                   |
| Who will do it                   | D. Rowlands                                                                                                                                                                                                          |
| Due by                           | 16 Oct 2026                                                                                                                                                                                                          |
| Status                           | Open                                                                                                                                                                                                                 |
| Actions still open               | 2                                                                                                                                                                                                                    |
| Decision                         | Start once the listed actions are done                                                                                                                                                                               |
| Next check or re-inspection date | 16 Oct 2026                                                                                                                                                                                                          |
| Readiness                        | Not ready to start                                                                                                                                                                                                   |
| Summary for the client           | Site ready to start on 19 October apart from two items: the crossover licence is still with the highway authority, and a road sweeper is not yet booked. Neighbour condition record shared with No. 2 Ashcombe Lane. |
| Checked by name                  | H. Pritchard                                                                                                                                                                                                         |
| Checked by signature             |                                                                                                                                                                                                                      |



|                                           |             |
|-------------------------------------------|-------------|
| Project manager or contracts manager name | D. Rowlands |
|-------------------------------------------|-------------|

Project manager or contracts manager  
signature

*D. Rowlands*

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