

Signage Installation Sign-off

A signage installation sign-off: each sign installed against the survey with its fixings, height, level, illumination and photos, removal and making good, consents and the customer's sign-off.

1. Job

Project

Client

Site *

Site address

Installation date *

Time

Installation team *

Survey or job reference

Consents in place (tick all that apply)

- ☐ Landlord or site owner permission
☐ Advertisement consent
☐ Highway authority permission
☐ None needed

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 (tick all that apply)

- ☐ Ladder ☐ Podium or tower ☐ MEWP ☐ Scaffold

2. Signs installed

Signs (copy this block for each one)

Sign reference *

Location

Installed as surveyed and approved?

- ☐ Yes ☐ No

What changed? (if applicable)

Fixings used

Height to the bottom of the sign (mm)

Deemed consent for an illuminated sign needs it to be at least 2.5 m up at its lowest point.

Level, plumb and secure?

☐ Yes ☐ No

Illuminated?

☐ Yes ☐ No

Lighting tested and working? (if applicable)

☐ Yes ☐ No

Connected by (electrician) (if applicable)

If applicable: 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 ☐ No

Photos after installation (photos: attach, or note the file names)

Result (choose one)

☐ Complete ☐ Snag to return to

Snag (if applicable)

Snags to return to (worked out automatically in the app)

3. Sign-off

Site left clean and waste removed?

☐ Yes ☐ No

Notes for the customer

Customer name

Customer signature

Installer name *

Installer signature