

Signage Site Survey

A signage site survey: every sign with its location, type, size, height, mounting surface, removal, power for illumination and photos, plus access, consents and installation needs.

1. Site and access

Project

Client

Site *

Site address

Survey date *

Time

Surveyed by *

Site contact and phone

Access hours and restrictions

Is a site induction or permit needed to work here?

☐ Yes ☐ No

Landlord or freeholder consent (choose one)

☐ Obtained ☐ Needed, not yet obtained ☐ Not needed ☐ Not known

Advertisement consent (choose one)

☐ Not needed (deemed consent confirmed)

☐ Application needed

☐ To check with the local planning authority

Is the building listed or in a conservation area?

☐ Yes ☐ No

Listed building consent, if the building is listed (if applicable; choose one)

☐ Not listed

☐ Obtained

☐ Needed, not yet obtained

☐ Not needed

☐ Not known

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.

Walk Cam: signage survey walk

Walk Cam video walk-through: available in the SiteSurvey app only.

2. Signs

Signs (copy this block for each one)

Sign reference *

Location or elevation *

Interior or exterior (choose one)

☐ Interior ☐ Exterior

Sign position (GPS) (if applicable)

Mark current location in front of the sign position, so the fitters find the right elevation.

Type of sign * (choose one)

- ☐ Fascia or tray sign
- ☐ Built-up letters
- ☐ Flat panel
- ☐ Projecting or hanging sign
- ☐ Post mounted
- ☐ Totem or monolith
- ☐ Wayfinding
- ☐ Window graphics or manifestation
- ☐ Vinyl lettering
- ☐ Directory board
- ☐ Safety sign
- ☐ Other

What type? (if applicable)

Quantity

Width (mm) *

Use a tape where you can reach. From the ground, photograph the position square on with a door or a known length in shot and use Measure from photo. It is an estimate for the quote: check with a tape before manufacture.

Height (mm) *

Depth or projection (mm)

Height from ground to the bottom of the sign (mm)

The clearance under a projecting sign matters to people walking past: measure it, or estimate it from a photo the same way.

Sign area (m²) (if applicable; worked out automatically in the app)

Mounting surface (choose one)

- ☐ Brick
- ☐ Block
- ☐ Render
- ☐ Cladding
- ☐ Glass
- ☐ Timber
- ☐ Metal
- ☐ Existing frame or tray
- ☐ Post or ground
- ☐ Other

Condition of the surface and fixing notes

Is there an existing sign here?

- ☐ Yes ☐ No

Does it need removing? (if applicable)

- ☐ Yes ☐ No

Making good after removal (if applicable)

Illuminated?

- ☐ Yes ☐ No

Power for the sign (if applicable; choose one)

- ☐ Supply within 1 m ☐ Supply further away ☐ No supply

Will an electrician be needed? (if applicable)

- ☐ Yes ☐ No

Content, branding and colours

Photos of the position, with a tape measure in shot (photos: attach, or note the file names)

Sign positions (worked out automatically in the app)

Signs to make (worked out automatically in the app)

Exterior (worked out automatically in the app)

Illuminated (worked out automatically in the app)

Needing an electrician (worked out automatically in the app)

Old signs to remove (worked out automatically in the app)

Total sign area (m²) (worked out automatically in the app)

3. Installation

Access equipment needed (tick all that apply)

- ☐ Ladder
- ☐ Podium or tower
- ☐ MEWP
- ☐ Scaffold
- ☐ None
- ☐ Other: _____

Will the work use the pavement or road (licence or traffic management)?

- ☐ Yes ☐ No

Hazards near the work (tick all that apply)

- ☐ Overhead cables
- ☐ Traffic
- ☐ Public footfall
- ☐ Fragile roof or canopy
- ☐ Possible asbestos in the fixing surface
- ☐ None seen

Estimated installation time (hours)

Installation notes

4. Actions and sign-off

Are further actions needed?

- ☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.