

Bus Shelter Delivery; Site Assessment Survey



Littlethorpe Job No:

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Customers Name

DATE

Littlethorpe Tel: 0116-260-3777

Delivery date:

Installation contractors details;

Site formans Tel:

Site foreman

[e-mail:](#)

Contractors Tel:



A typical delivery with a crane lorry

Product being delivered;

1 x style Bus Shelter

Over view

Littlethorpe shelters are fully assembled, decorated and glazed in our factory. A typical shelter weighs approx 1000Kg. Each shelter is delivered on a lorry with a crane attachment (as shown in the photo), The crane attachment carefully lowers each fully finished shelter in to pre-prepared foundation holes

In order to achieve this the site must be assessed to ensure there are no obstacles to a successful delivery.

Please complete this form and return it to Littlethorpe at least two weeks before an agreed delivery date.

Delivery address of bus shelter;

Traffic management and Overhanging Trees

Shelter sited in full depth lay-by?	Yes / No
Is the site on a bend?	Yes / No
Delivery affected by school traffic?	Yes / No
Delivery during the rush hour?	Yes / No

What is the speed limit of the road?	
Site near traffic lights or a roundabout?	Yes / No
Trees overhanging site lower than 6 Metres?	Yes / No
If yes ; will you be cutting the trees back?	

Overhead power cables & phone lines

Power cables closer than 15 metres?	Yes / No
What is the distance from installation site?	

Height of power cables from ground?	
Are phone lines above site?	

Health & Safety Guidelines (when working near power cables)

The crane operator may not use his crane closer than: **9 Metres from low voltage cables.**
15 metres from high voltage cables.

If cables are closer than this the contractor responsible for the site must contact the electricity company to get permission to work under the cables. This may involve sheathing the cables, obtaining a method statement or the electrical engineer acting as an observer during delivery; or all three.

Details of instructions issued by the electricity company

Electricity company		Permission been given to work under cables?	Yes /No
Engineer attending delivery	Yes /No	Name of engineer	
Cables will be sheathed?	Yes /No	Contact Tel No.	
Date of sheathing?		Will power be turned off?	Yes /No

Traffic management being provided by installer; Is traffic management required? Yes /No

your name (printed)	Date	Your signature	Your official position / job title
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