

HSE Notification of Project

Health & Safety

Executive

Note

1. This form can be used to notify any project covered by the Construction (Design and Management) Regulations 1994 which will last longer than 30 days or 500 person days. It can also be used to provide additional details that were not available at the time of initial notification of such projects. (Any day on which construction work is carried out (including holidays and weekends) should be counted even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists carrying out construction work for one normal working day.

2. The form should be completed and sent to the HSE area office covering the site where construction work is to take place. You should send it as soon as possible after the planning supervisor is appointed to the project.

3. The form can be used by contractors working for domestic clients. In this case only parts 4 - 8 and 11 need to be filled in.

HSE - For official use only

Client	V	PV	NV	Planning Supervisor	V	PV	NV
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Focus serial number				Principal Contractor	V	PV	NV
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1. Project Title:

Initial notification

Additional notification

2. Client : name, full address, postcode and telephone number

Name :	Telephone number
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Address

Postcode

3. Planning Supervisor : name, full address, postcode and telephone number

Name :	Telephone number
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Address

Postcode

4. Principal Contractor (or contractor when project for a domestic client) name, full address, postcode and telephone number

Name :	Telephone number
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Address

Postcode

5. Address of site: where construction work is to be carried out

Address

Postcode

6. Local Authority : name of the local government district council or island council within whose district the operations are to be carried out

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7. Please give your estimates on the following : Please indicate if these are :- (tick relevant box)

	original	<input type="checkbox"/>	revised
a. The planned date for the commencement of the construction work			
b. How long the construction work is to take (weeks)			
c. The maximum number of people carrying out construction work on site at any one time			
d. The number of contractors expected to work on site			

8. Construction work : give brief details of the type of construction work that will be carried out

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9. Contractors : name full address and postcode of those who have been chosen to work on the project (if required continue on a separate sheet). (Note : this information is only required when it is known at the time notification is first made to the HSE. an update is not required)

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Declaration of Planning Supervisor

- 10 I hereby declare that
has been appointed as Planning Supervisor for the project.

Signed by or on behalf
of the organisation

(Print
name)

Date

Declaration of Principal Contractor

- 11 I hereby declare that
principal contractor for the project.
- has been appointed as

Signed by or on behalf
of the organisation

(Print
name)

Date
