

Traffic Management Plan



**Glen Dimplex Home Appliances Ltd.,
Stoney Lane,
Rainhill,
Prescot,
Liverpool.
L35 2XW**

Author D J Woodrow	Position Engineering Manager	Signed	Date 21/05/26
Author B Carter	Position Plant and Production Director	Signed	Date 21/05/26
Approved D Brackley	Position Operations Director	Signed	Date 21/05/26

Contents

1.0	Introduction	1
2.0	Approval/distribution/quality, compliance, and review/revision	2
2.1	Approval	
2.2	Distribution	
2.3	Quality, compliance, and review/revision	
	Table 2.1 Approval record	
	Table 2.2 Distribution record	
	Table 2.3 Review/revision record	
3.0	Site background information	5
4.0	Sources, receptors, and impacts	7
4.1	Sources	
4.2	Receptors	
4.3	Impacts	
	4.3.1 Local highway network	
	4.3.2 On-site	
	Table 4.1 Summary of anticipated construction traffic	
5.0	Road/traffic control measures	9
5.1	Site management responsibilities	
5.2	Operational control measures	
	5.2.1 Signage	
	5.2.2 General traffic management rules	
	Plan 5.1 Secure holding area	
	Plan 5.2 Off-site signage locations	
6.0	Monitoring	15
6.1	Roads	
6.2	Vehicles	
7.0	Road/vehicle complaints procedure	17
8.0	Road/vehicle mitigation procedure	18
9.0	Emergency plan	19

10.0 Appendices	21
Appendix A	Traffic Management Layout
Appendix B	Road inspection form
Appendix C	Road/vehicle investigation form
Appendix D	Road/vehicle complaints form
Appendix E	Materials import/export record form

1.0 Introduction

This *Traffic Management Plan* outlines the methods to be employed by Urban Regen Ltd. to systematically assess, reduce, and prevent potential traffic issues associated with site operations. The *Traffic Management Plan* is a working document with the aim of ensuring that:

- The impact of traffic is considered as part of the site inspection regime.
- Traffic movements are primarily controlled at source by considered operational practices which include physical and management control measures.
- All appropriate measures are taken to prevent, or, where not reasonably practicable, reduce, traffic issues.

This *Traffic Management Plan* details the potential impact of traffic associated with site works and the control measures to be employed to mitigate the risk, supported through monitoring procedures and the review of documented complaints. It is to be read in conjunction with the following documents:

- *Construction Phase Plan (CPP)*.
- *Construction Environmental Management Plan (CEMP)*.
- Works specific *Method Statements*.

The requirements detailed in this *Traffic Management Plan* have been prepared in accordance with *HSG144 The Safe Use of Vehicles on Construction Sites*.

A copy of the current *Traffic Management Layout* is to be displayed on the *Site Notice Board* at all times (see *Appendix A*).

2.0 Approval/distribution/quality, compliance, and review/revision

2.1 Approval

Approved on behalf of:	Date	Name	Signature
Urban Regen Ltd. (Operations Director)	21/05/26	Dave Brackley	
Taylor Wimpey North West			
Local Authority (as required)			

Table 2.1 Approval record

2.2 Distribution

Copy No.	Name	Position	Location
MASTER	Andy Geering	Urban Regen Ltd. Project Manager	Site
2	Andy Wilde	Urban Regen Ltd. Health, Safety & QA Manager	Head Office
3			
4			
5			
6			
7			

Table 2.2 Distribution record

2.3 Quality, compliance, and review/revision

This site-specific *Traffic Management Plan* is to be managed in accordance with the Urban Regen Ltd. quality and environmental management system accreditation to ISO 9001 and 14001, respectively.

It will be the responsibility of the Urban Regen Ltd. Project Manager to ensure that this site-specific *Traffic Management Plan* is adhered to, and that it is reviewed monthly to ensure that:

- The objectives and requirements of the *Traffic Management Plan* remain valid and are being satisfied.
- Proposed activities are reviewed prior to commencement of works, and that any amendments to the *Traffic Management Plan* are made, as necessary.

To supplement the monthly review of the *Traffic Management Plan*, regular progress meetings are to be held, with the relevant environmental performance reviewed (and minuted) to verify the continued suitability of the mitigation methods being implemented.

It will be the responsibility of Urban Regen Ltd. senior management to carry out monitoring, auditing, and evaluation of site performance to ensure compliance with the ISO 9001, and 14001 standards, with inspections supplemented by external audits to ensure that the ISO 9001 and 14001 standards are maintained. Any external audits are to be copied to the relevant Technical/Operations/Construction Director on receipt.

A record of all inspections, reviews, audits etc. are to be held on-site at all times; with the review being recorded on the *Review/revision record* form - see Table 2.3 (to be maintained in the MASTER COPY only).

Any revisions must be approved before being implemented on-site.

Rev	Date	Review/revision details	By	Approved
00	30/01/26	<i>INITIAL</i> <i>Traffic Management Plan prepared for Client review</i>	D J Woodrow	B Carter
01	25/03/26	<i>REVISION 01</i> <i>Traffic Management Layout updated to latest site requirements</i>	D J Woodrow	B Carter
02	21/05/26	<i>REVISION 02</i> <i>Traffic Management Plan and Layout updated to Local Authority comments</i> <i>3.0 Site location included</i> <i>4.3.1 Local highway network impacts updated</i> <i>5.2 Operational control measures updated</i>	D J Woodrow	D Brackley

Table 2.3 Review/revision record

3.0 Site background information

The former Glen Dimplex Home Appliances Ltd. site, Rainhill, is to be redeveloped by Taylor Wimpey North West to a residential end land-use. It is to consist of 204 residential properties with associated highways, drainage, key infrastructure, and landscaped areas.

Located off Stoney Lane, the site is located approximately 1.0miles (1.6km) south east of Prescott town centre; being surrounded by residential properties to the west and north east, Whiston Hospital to the north, a commercial facility immediately to the east, and a high school with playing fields to the south, beyond which is Whiston Woods, and open farmland.

Extending to an area of 5.8Ha (14.4ac), the site consists of a main central factory building predominantly constructed with portal frames, internally segmented into multiple smaller units, surrounded by smaller ancillary buildings and associated infrastructure, including a substation located to the north west, and a gas governor located to the north east. A service road is also present to the southeast, with a large car park occupying the eastern end of the site. Small areas of soft landscaping are present to the north and east of the factory buildings.



Plan 1.1 – Location plan (detailing the development boundary)

To facilitate the residential development, it is necessary to carry out asbestos removal/disposal and demolition works at the site. These works are also to include the breakout of Phase 1 hard standings/foundations, and the processing of the resultant arisings.

4.0 Sources, receptors and impacts

4.1 Sources

Traffic issues may be generated during the following activities:

- Site personnel travelling to/from site.
- Site deliveries/collections to/from site.
- Vehicle/plant movements (on site).

4.2 Receptors

Primary receptors likely to be impacted by traffic are:

- Local traffic/pedestrians utilising the local highway network; especially off Stoney Lane

Secondary receptors with the potential to be impacted by traffic are:

- Local environment

For an overview of principal receptors in the area see Figure 4.1

4.3 Impacts

4.3.1 Local highway network

There is a potential for highways impact dependent upon situations encountered. These range from:

- Inconvenience/frustration waiting for oncoming vehicles to pass (when turning right).
- Inconvenience/frustration waiting for vehicles to turn (right).
- Road restriction due to the movement of large plant/equipment.
- Road traffic accident (leading to road closure/damage etc.).
- Confrontation due to all of the above.

Considering the estimated volume of construction traffic associated with the demolition works (see Table 4.1), it is anticipated that any level of impact will be limited.

Task	Light goods vehicle	HGV	Frequency
Site mobilisation		6	Item
Site demobilisation		6	Item
Import of fuels		1	Weekly
Export of demolition arisings		2 (average)	Daily
Workforce	10		Daily

Table 4.1 - Summary of anticipated construction traffic

The risk of any impact to the highway network is restricted to the duration of the works only; which is currently estimated to be 139 days. During this period the measures detailed in Section 5 are to be implemented to ensure that access by emergency services to Whiston Hospital A&E remains unimpeded for the duration of the demolition operation.

To ensure that Whiston Hospital are aware of the demolition works a meeting was held with Paul Greenwood, Head of Capital Projects, Estates and Facilities on the 08th April, and the *Construction Environmental Action* plan issued to him for review. Traffic management, dust, pest and noise control were all discussed, and a channel for clear and regular communication established.

4.3.2 On-site

On-site there is a mix of different vehicles including light road vehicles, HGV's, heavy plant. There are also site personnel/pedestrians. These all have the potential to interface with each other which allows conflicts to arise such as:

- Accidents between vehicles/plant.
- Potentially serious incidents involving pedestrians.

Additionally, vehicle movements have the potential to cause environmental impacts including noise, dust, and vibration.

5.0 Road/traffic control measures

Management and physical control measures have been prepared to control any potential traffic issues.

5.1 Site Management responsibilities

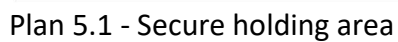
The Urban Regen Ltd. Project Manager will have the responsibility for ensuring that traffic issues are prevented/minimised. Regular *Progress Meetings* will be carried out to discuss current and proposed site operations (both on and off site). These discussions will include the impact of works with regards to the environment.

5.2 Operational control measures

The site is to be accessed via the north east entrance off Stoney Lane only (maximising the distance from both Whiston Hospital and the adjacent North West Ambulance Station). This entrance is to remain secured at all times,

Out of working hours, the site perimeter gate immediately adjacent to Stoney Lane, is to remain secure; being locked and monitored by the on-site security guard. Prior to personnel attending site i.e., before 07:00, the security guard is to unlock and open the gate to allow light goods vehicles to drive directly into the secure on-site holding area, and into the gated on-site carpark located adjacent to the welfare facilities; preventing disruption to the local highway. Similarly, when all of the site personnel have left site, the out of hours security guard is to secure the perimeter gate.

To ensure that HGV's attending site do not cause congestion on the local highway network (specifically turning right into the site), a secure on-site holding area a minimum of 25m x 20m is to be established immediately inside the site entrance to enable multiple HGV's to directly access site (see Plan 5.1); with the adjacent hard standing area available to accommodate further vehicles if necessary. Vehicles attending site during the working day are to drive directly into the on-site holding area where they are to contact the Urban Regen Ltd. Project Manager/Supervisor. Urban Regen Ltd. site personnel will then attend the vehicle and escort it to the required location. Delivery vehicles accessing the *Project* are to be accompanied by a member of the Urban Regen Ltd. site personnel at all times.



Prior to leaving site vehicles are to be inspected to ensure that they are sufficiently clean, a record of which is to be maintained, and entered into the relevant register of the *Construction Phase Plan*.

When vehicles exit from the site, it will be the responsibility of the Urban Regen Ltd. site personnel and the vehicle driver to:

- carry out a visual inspection of all tyres to ensure that no off-site trafficking will be caused by the vehicle. If any material is identified which may cause off-site trafficking, it is to be cleaned off/removed on-site prior to the vehicle exiting.
- Ensure, where necessary, that open topped wagons and skips are sheeted, prior to the vehicle leaving site.

In the event that any off-site trafficking of debris occurs on the adjacent highway, the Urban Regen Ltd. Project Manager/Supervisor is to be informed, and a road sweeper employed to clean the road(s), as necessary.

Vehicles leaving the site are to be controlled to minimise/prevent congestion of the local highway network e.g., staggered exit procedure, with Urban Regen Ltd. site personnel assisting the vehicle driver exiting the site with specific regards to pedestrians using the footway at the entrance.

Contractors delivering to the site are to be provided with *Traffic Management Rules* detailing all access requirements prior to attending site.

HGV movements are to be confined to normal working hours only (07:30-17:30 (Mon-Fri) and 08:00-13:30 (Sat)); with no movements during peak times i.e., 08:00 – 09:30 and 15:00 – 16:30 (school runs and rush hour).

All deliveries/collections are to be co-ordinated by the Urban Regen Ltd. Project Manager, with full and detailed records kept in the relevant register of the *Construction Phase Plan*.

Careful consideration is to be taken with regards to large vehicles. Suitable assessments are to be made prior to large vehicles attending site to determine the most suitable route.

5.2.1 Signage

Off-site signage - is to be established on Stoney Lane in accordance with *Traffic Safety Measures and Signs for Road Works and Temporary Situations – Chapter 8*, providing notification to users of the local highway network of the site entrance (and the potential for vehicles slowing/turning) – see

Plan 5.2. This signage is to be established on the adjacent footways during working hours as detailed, ensuring that pedestrian access is maintained; being recovered within the site boundary out of working hours.



Plan 5.2 - Off-site signage locations

Site entrance signage - is to be established in clear visible positions warning both vehicles and pedestrians of the site entrance. *Company* details, site contact details, and the on-site health and safety requirements are also to be displayed.

5.2.2 General traffic management rules

Works are to be planned and carried out in a manner to minimise any potential traffic issues:

- All site personnel are to receive a *Site Induction* prior to carrying out any works on site. The induction is to detail all of the operational control measures necessary for the management of traffic accessing/on-site/egressing.

- Any amendments/updates to the *Traffic Management Layout* are to be conveyed to site personnel prior to implementation via *Tool Box Talk*.
- Consideration is to be given to weather conditions which may cause additional issues to any vehicle/pedestrian movements or the environment. If working methods and/or mitigation methods cannot control potential issues due to the weather, relevant works are to cease until the weather is suitable/any potential issues can be controlled.
- Access to is to be via the eastern gate located off Stoney Lane only (maximising the distance from both Whiston Hospital, and the adjacent North West Ambulance Station).
- Suitable signage conforming to *Traffic Safety Measures and Signs for Road Works and Temporary Situations – Chapter 8*, is to be established along Stoney Lane, informing users of the local highway network, of the site entrance.
- All construction vehicles using the local highway network are to adhere to the *Highway Code*, including mandatory speed limits, at all times.
- No construction vehicles are to block public highways at any time.
Priority is to be given to local vehicles and pedestrians at all times.
- Due to the proximity of the site to Whiston Hospital and the adjacent North West Ambulance Station, special care is to be taken to ensure that emergency services are not restricted at any time.
- The entrance to the site is to remain secure at all times.
- Normal working hours are 07:30-17:30 (Mon-Fri) and 08:00-13:30 (Sat). No working on Sunday or Bank Holidays without appropriate consent.
- There are to be no HGV movements during peak times i.e., 08:00 – 09:30 and 15:00 – 16:30 (school runs and rush hour).
- Where possible, deliveries are to be arranged in advance, ensuring that vehicles do not attend site in convoy.
- All site deliveries are to report to the Urban Regen Ltd. Project Manager/Supervisor on arrival; being held in the designated holding area until directed/escorted to the required location on site.
- All construction vehicles accessing the site are to adhere to the on-site speed limit of 10mph.
- Where necessary, loaded vehicles to/from site are to be sheeted at all times to prevent loss of material and in order to control the release of dust/debris.

- All sub-contractors accessing/delivering to site, are to be provided with details of the agreed off-site routing requirements as well as a list of traffic management rules/layout prior to attending site.
- One-way traffic systems are to be established on site as much as is practicable.
- All road vehicles are to remain on hard standings at all times; being maintained/cleaned by road sweeper as necessary, to minimise dust/trafficking.
- No vehicle/HGV is to reverse on site without a banksman in attendance.
- The reversing of vehicles/HGV's is to be minimised as far as is reasonably practicable.
- Prior to leaving site, vehicles are to be inspected to ensure that no site debris remains (e.g., rubble and mud). If debris is identified, it is to be removed before the vehicle is allowed to leave site (e.g., by using a jet wash and/or other means, as necessary).
- If there are multiple HGV vehicles on site that wish to leave, they are to be held, ensuring that there is a 3-minute delay between departure to minimise any potential congestion on the public highway.
- On-site parking is to be established. There is to be no off-site parking at any time.
- Light vehicles are to use the Urban Regen Ltd. on-site parking (located adjacent to the welfare facilities) at all times. No light vehicles are to access further on to site without express permission from the Urban Regen Ltd. Project Manager/Supervisor.
- Pedestrian segregation is to be established on site, as necessary (utilising the existing footways as much as possible, and pedestrian barriers, where necessary).
- Pedestrians are to follow the designated pedestrian routes at all times.
- All site personnel and delivery drivers (and accompanying passengers) are to wear Hi-Viz jacket, steel toe capped boots and hard hat when outside the specified pedestrian zones.
- Site plant is to adhere to the designated haul-routes at all times.
- Site plant haul routes are to be segregated from road going vehicles as much as practicable, to ensure that the access routes within site remain clean.
- Works are to be planned and carried out to prevent/minimise any vehicle conflict. This is to include co-ordination meetings as necessary, to discuss access/egress arrangements.
- Works are to be planned to minimise any potential environmental impact.

6.0 Monitoring

Prior to any works commencing the Urban Regen Ltd. Project Manager is to check and document the weather conditions on the '*Daily Site Diary*'. This enables potential road/traffic issues to be predicted, with proactive remedial actions implemented prior to any issues arising. The assessing of the weather conditions should be an ongoing process with the information recorded at regular intervals.

6.1 Roads

The Urban Regen Ltd. Project Manager (or designated person – DP) will carry out monitoring along the site access, and the on-site road vehicle designated hard standings, a minimum of daily, with all information recorded on the *Daily road inspection form* (see *Appendix B*). If planned works are being carried out which may generate road issues, inspections are to be increased, as necessary.

Road monitoring is to be carried out in the following manner:

- An initial assessment of all roads is to be made daily at the start of each working day to ensure that all signage is still in place and that the roads are clean and in good order.
- Dependent upon the activities being carried out e.g., import/export of materials, road/traffic inspections are to be increased, as necessary.
- After any daily import/export of materials has ceased, the roads are to be inspected to ensure that they are clean and in good order.
- If road issues are identified during the inspection, measures are to be implemented to correct any nuisance as soon as is practicable.

All on site personnel are responsible for reporting any road issues to the Urban Regen Ltd. Project Manager immediately. This will be instructed during the site-specific *Site Induction*. Any road issues reported to the Urban Regen Ltd. Project Manager are to be investigated immediately with the information recorded on the *Road/vehicle investigation form* (see *Appendix C*).

6.2 Vehicles

The Urban Regen Ltd. Project Manager (or designated person – DP) will carry out monitoring/recording of all vehicles accessing/egressing site, with all information recorded on the

Materials import/export record (see Appendix E); being entered into the relevant section of the Construction Phase Plan.

Traffic monitoring is to be carried out in the following manner:

- Details of all vehicles accessing Urban Regen Ltd. work areas (other than site personnel), are to be recorded. These details are to include the route used to access the site.
- Vehicles accessing beyond the site compound area are to be accompanied/directed at all times with the designated person assisting as necessary e.g., reversing etc.
- Prior to leaving site, vehicles are to be inspected to ensure that no site debris remains (e.g., rubble and mud). If debris is identified, it is to be removed before the vehicle is allowed to leave site (e.g., by using a jet wash and/or other means as necessary).
- Details of all vehicles leaving the site (other than site personnel), are to be recorded.

All on site personnel are responsible for reporting any traffic issues to the Urban Regen Ltd. Project Manager immediately. This will be instructed during the site-specific *Site Induction*. Any traffic issues reported to the Urban Regen Ltd. Project Manager are to be investigated immediately with the information recorded on the *Road/vehicle investigation form (see Appendix C)*; being entered into the relevant section of the *Construction Phase Plan*.

7.0 Road/vehicle complaints procedure

Any road/vehicle complaints are to be reported to the Urban Regen Ltd. office immediately.

Any road/traffic complaints are to be entered onto a *Road/vehicle complaints form* (see *Appendix D*) by the Urban Regen Ltd. Project Manager; being entered into the relevant section of the *Construction Phase Plan*.

The Urban Regen Ltd. Project Manager is to ensure that:

- The complaint is investigated to identify the cause of the road/vehicle issue.
- Any abnormal on-site activity is to be assessed and if necessary, preventative action taken to prevent a reoccurrence of the same problem. Any actions are to be documented.
- The investigation is to be forwarded to the relevant Director for review/comment.
- The Complainant is to be contacted and updated on the investigation and the actions taken.
- The complaint is to be discussed at the following *Progress Meeting* identifying the cause and the measures implemented to prevent any reoccurrence.
- Any changes to site procedures to prevent reoccurrence are to be documented and conveyed to site personnel in a *Tool Box Talk*.
- If the investigation indicates that the complaint has not been justified this will also be recorded on the *Road/vehicle complaints form* (see *Appendix D*).

8.0 Road/vehicle mitigation procedure

Road/traffic issues may be identified by either:

- On-site reporting by site personnel.
- Detection as part of the monitoring procedure.
- By receipt of a complaint from a third party.

Any road/traffic issues are to be mitigated as follows:

- The Urban Regen Ltd. Project Manager will carry out an assessment of the works causing the road/vehicle issue to ensure that it is being carried out as detailed in the relevant *Method Statement*.
- If works are found to be being carried out incorrectly all associated personnel are to be re-briefed on the associated *Method Statement* to ensure correct procedures are followed.
- If the works are identified as being carried out as detailed in the relevant *Method Statement*, and road/vehicle issues are still being generated, works are to be modified to reduce the issue.
- If works cannot be modified sufficiently to prevent/reduce the road/vehicle issues, works are to cease until additional measures can be implemented.
- Any outcome of the mitigation is to be documented and discussed at the following *Progress Meeting*.
- Operational procedures will be reviewed by the relevant Director to confirm compliance.

9.0 Emergency plan

Should an emergency incident occur all works are to stop, the Urban Regen Ltd. Project Manager is to be informed immediately, and the *Emergency Plan* is to be implemented.

The *Emergency Plan* is prepared as part of the *Construction Phase Plan* and provides information/details the procedures to be followed, in the event of physical injuries, mechanical damage or environmental impact etc.

As a minimum the *Emergency Plan* identifies the following:

- Emergency contacts (e.g., emergency services/Environment Agency/Waste Management and Spill Management contractors/water companies etc.)
- Site contact details
- Site specific restrictions (e.g., working hours/noise restrictions/protected and restricted areas etc.)
- Site layout plan detailing the main site features, foul and surface water drainage, waste locations (skips/stockpiles), sensitive receptors (inc' residents), protected or restricted areas, spill response equipment, firefighting equipment, first aid equipment etc.
- Record of fuels/oils/chemicals on site detailing location, quantity/volume, hazard and means of use.
- A flow diagram detailing the procedure to follow in the event of an incident.

All site personnel are to be briefed on the *Emergency Plan* during the *Site Induction*.

The *Emergency plan* is to be displayed on the site *Notice Board* at all times being updated as necessary as the works progress.

Accident/incident investigation is to be carried out by a Director/external health and safety consultant (or competent delegated person), in conjunction with the relevant Urban Regen Ltd. Project Manager. If, the accident/incident is notifiable, it is to be reported to the HSE accordingly.

In the event of an environmental incident, all appropriate steps are to be taken to contain and clean up any pollution as well as the notification of affected parties.

Recommendations following an accident/incident investigation are to be incorporated into the health and safety management process to prevent a re-occurrence of a similar incident.

A record of any accident/incidents and associated investigations, are to be retained on site; being held within the relevant register of the *Construction Phase Plan*.

10.0 Appendices

Appendix A	Traffic Management Layout
Appendix B	Road inspection form
Appendix C	Road/vehicle investigation form
Appendix D	Road/vehicle complaints form
Appendix E	Materials import/export record form

Appendix A

Traffic Management Layout

Appendix B

Daily Road Inspection Form

Daily Road Inspection Form					Date
Time of inspection					
Location e.g. street name etc.					
Weather conditions (dry/rain/fog/snow etc.)					
Temperature (warm/cold etc. or degrees if known)					
Wind strength (none/light/steady/strong/gusty etc.)					
Wind direction (N/NE/E/SE/S/SW/W/NW)					
Signage • Signage present • Adequate/suitable • Issues					
Traffic interface • Free flowing • Congestion • Conflict • Pedestrians					
Trafficking • Clean • Dusty • Greasy • Muddy					
Nearest receptor sensitivity (see table below)					
Source (Where is any trafficking coming from)					
Comments/observations					
Form completed by		Signed			Date
Receptor sensitivity Low (e.g. Footpath, road etc.) Medium (e.g. industrial or commercial workplaces etc.) High (e.g. housing, pub/hotel etc.)					

Appendix C

Road/Vehicle Investigation Form

Road/Vehicle Investigation Form		
Date		
Time		
Location		
Reported by		
Weather conditions (dry/rain/fog/snow etc.)		
Temperature (warm/cold etc. or degrees if known)		
Wind strength (none/light/steady/strong/gusty etc.)		
Wind direction (N/NE/E/SE/S/SW/W/NW)		
Type of issue • Trafficking • Congestion • Conflict • Pedestrians • Other		
Impact		
What do you think the source/cause was?		
What actions were taken?		
Comments/observations		
Form completed by	Signed	Date

Appendix D

Road/Vehicle Complaints Form

Road/Vehicle Complaint Form		
Date of complaint		
Time of complaint		
Name of complainant		
Address of complainant		
Tel no. of complainant		
Date of issue		
Time of issue		
Location of issue (if not at the above address)		
Weather conditions (dry/rain/fog/snow etc.)		
Temperature (warm/cold etc. or degrees if known)		
Wind strength (none/light/steady/strong/gusty etc.)		
Wind direction (N/NE/E/SE/S/SW/W/NW)		
Complainant's description of the issue • Trafficking • Congestion • Conflict • Pedestrians • Other		
Are there any other complaints relating to the site/location either previously or relating to the same issue?		
Any other relevant information		
What operations were being carried out at the time?		
Actions taken		
Form completed by	Signature	Date

Appendix E

Material import/export record

