

ESTATES OFFICE

(A) PERMIT TO WORK (Outside of Hoarding Line)		PTW Ref No:
Note: No works are permitted outside the hoarding line of a designated construction site on campus until a permit to work has been completed and issued by the Estates office. The work must only be carried out within the specified area and in accordance with the provisions of this permit.		
Name of Contractor:	Permit Request Date: ____/____/____	
Contact Name:	Contact Phone No:	
	Email Address:	
PROPOSED WORK AREA		
Describe work area or mark and attach on a plan:		
Proposed commencement time & date:	Number of Operatives:	
Proposed completion time & date:		
WORK PERMIT DETAILS		Delete as appropriate
1) Has/is a method statement been provided/required:		Yes/No/NA
2) Does the Contractor have a current H&S statement relevant to the proposed works:		Yes/No
3) Is the Contractor's Public & Employers Liability Insurance policies up to date for the period of the works:		Yes/No
4) Is a Hot Works Permit (HWP) required:		Yes/No
5) Is an Out of Hours Permit (OHP) required:		Yes/No
6) Is a Permit to Dig Permit (PTD) required:		Yes/No
7) Is a Confined Space Permit (CSP) required:		Yes/No
8) Is a Roof Access Permit (RAP) required:		Yes/No
9) Is a Parking Disc (PD) required to park in restricted areas such as roadways or pedestrian walkways:		Yes/No
10) Any particular precautions connected with Mechanical Installations:		
11) Any particular precautions connected with Electrical Installations:		
12) Any particular precautions connected with Gas Service Installations:		
13) Other issues/precautions:		
I have read and understand the Estates Office Safety Statement and associated Contractor Induction Leaflet. I further understand the Method Statement (where provided) in connection with this PTW and will comply with all of the requirements set out therein and will take all of the necessary precautions in connection with the works as described.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date
Approver Signature:	Print Approver Name:	Date
Permit Cancelled by:	Date:	