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## Appendix C – Delivery Notification Form

### Section 1: Notification

All notifiable deliveries to anywhere in the Development must be booked in compliance with all conditions contained in the Delivery Protocol (DP) located at [Appendix M](#). A non-exhaustive summary is provided in Section 3 to this form. Reference must be made to the DP full conditions.

In the first instance, bookings should be made using the Online Delivery System (ODS), unless this is not possible due to difficulty accessing the online system or in the case of cranes and crane lifts.

This form to be used for notifying GHVDC of:

- any notifiable deliveries to site - see section 2.26 of the Development Rules and the Delivery Protocol.
- for Cranes and Crane lifts - to notify GHVDC of your intention to bring a crane to site, park it on the communal area (anywhere other than your plot) and to use it to offload materials into your plot. Note that ordinary materials deliveries are exempt e.g. a vehicle mounted with a HIAB or boom not exceeding 8m in length or utilising a telehandler to unload materials/bricks.

NP/OSC to complete Section 1 and note delivery conditions at Section 3.

Submit completed form to: [Deliveries@gravenhill.co.uk](mailto:Deliveries@gravenhill.co.uk)

<b>1</b>	<b>GHVDC Reference:</b>		
<b>2</b>	<b>Plot Number and Postal Address:</b>		
<b>3</b>	<b>Contact Person:</b>		
	<b>Phone Number:</b>		
	<b>Email Address:</b>		
<b>4</b>	<b>Type of Delivery:</b>	Notifiable delivery?	
		Crane?	
<b>5</b>	<b>Date of Proposed</b>		



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	<b>Delivery:</b>				
<b>6</b>	<b>Approximate Arrival and Departure times:</b>	<i>Arrive:</i>		<i>Depart:</i>	

**Part A – Notifiable Deliveries (see Part B for Cranes)**

<b>7</b>	<b>Reason (s) Notifiable:</b>  <i>Mark with an X as applicable and give details</i>	<i>Length</i>	<i>8+ Metres</i>		
		<i>Width</i>	<i>2.5+ Metres</i>		
		<i>Weight</i>	<i>7+ Tons</i>		
<b>8</b>	<b>Explain how this delivery may impact access to any other neighbouring plots including the extent, plots to be affected, duration and any other relevant information.</b>  <i>Provide Full Details:</i>	<i>Extent of Impact:</i>			
		<i>Other Plots Affected:</i>			
		<i>Duration of Impact:</i>			
		<i>Other relevant Information:</i>			
<b>9</b>	<b>Confirm that you have suitably Notified and Discussed as necessary</b>				



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	<b>this Delivery with all Persons that may be Affected by this Delivery.</b>	
<b>Part B – Cranes</b>		
<b>10</b>	<b>Lifting Operation from Communal Area/Highway</b>	<i>A copy of the LOLER<sup>1</sup> compliant lift plan must be attached along with this form. Brief details of proposed lift to be included here.</i>
<b>11</b>	<b>Lifting Operation based within Self-Build Plot that can foreseeably affect outside Plot Boundaries or where the Load will Oversail (pass above) any Communal Areas/Highways</b>	<i>A copy of the LOLER compliant lift plan must be attached along with this form along with documents required by the Delivery Protocol. Full details of proposed lift to be included here.</i>

<sup>1</sup> LOLER – Lifting Operations and Lifting Equipment Regulations 1998



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## Section 2: GHVDC Authorisation

GHVDC to complete, NP / OSC to comply with conditions:

<b>1</b>	<b>GHVDC Reference:</b>		
<b>2</b>	<b>Plot Number and Postal Address:</b>		
<b>3</b>	<b>Date DNF Received:</b>		
<b>4</b>	<b>GHVDC Representative:</b>		
<b>5</b>	<b>GHVDC Decision:</b>	Approved	
		Approved with conditions	
		Rejected	
		Reason for rejection	
<b>6</b>	<b>GHVDC Decision Comments / Conditions:</b>	<p>NP/OSC to comply with these additional conditions:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	
<b>7</b>	<b>Date and Time Decision Returned:</b>		



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## Section 3: Delivery Conditions

<b>1.</b>	<b>Background</b>
	<p>These conditions apply to all notifiable deliveries and relevant cranes.</p> <p>GHVDC reserve the right to impose additional conditions omit standard conditions as may be required dependant on circumstances, as detailed in Section 2: "GHVDC Authorisation" of the delivery notification form.</p> <p>It is your responsibility as Plot Owner/NP/OSC to ensure that any company undertaking a delivery to your plot, of whatever nature, have been notified in advance of these conditions and adhere to them.</p> <p>Arrival of the delivery at the Development is deemed to be acceptance by all parties of all these conditions.</p>
<b>2.</b>	<b>GHVDC Contact Details</b>
	<p>If difficulties are encountered with deliveries on the Development, please contact the following GHVDC representatives:</p> <p>Peter Nickerson, Head of Health and Safety                      07753 273384</p> <p>Ralph Driver, Customer Liaison Manager                              07734 603824</p>
<b>3.</b>	<b>Conditions</b>
	<p>The conditions below summarise key requirements of the Delivery Protocol. The full Protocol provisions apply to all deliveries.</p>
<b>3.1</b>	You must provide one delivery form per delivery, for each day of any delivery.
<b>3.2</b>	<p>The maximum speed allowed on any area of the Development in a forward direction is <b>20 mph</b>.</p> <p>Please note there is an underpass approximately half a mile along the access road (Phase 0 only) which is used by cyclists and pedestrians.</p>
<b>3.3</b>	The maximum reversing speed on any area of the Development is <b>5 mph</b> .
<b>3.4</b>	No articulated lorries are permitted, unless specifically authorised in advance by GHVDC.



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<b>3.5</b>	Vehicles exceeding 12m in length may only be permitted in certain areas that can accommodate them.
<b>3.6</b>	Delivery vehicles will access any plot by driving straight along the access road past the front of plots 1-9. They may not turn right past plot 2. (Phase 0 only)
<b>3.7</b>	Unless the vehicle has sufficient turning circle to negotiate the road layout without mounting kerbs or landscaping or leaving the road carriageway, vehicles must not attempt to drive around the development and exit in a forward direction.
<b>3.8</b>	<p>No vehicle is permitted to mount kerbs, street furniture or landscaping during access/exit from the Development.</p> <p>If there is insufficient clear road way for whatever reason (e.g. vehicle, material obstruction) GHVDC must be contacted to discuss unless it can be resolved simply and without risk or disruption to others by the delivery driver, plot owner or On Site Controller, liaising with persons present.</p> <p>If required, contact should be made with GHVDC representatives, detailed above.</p>
<b>3.9</b>	<p>Any costs of reinstating damage caused by a breach of any delivery condition, to any property which GHVDC own, or for which it has repairing responsibility, will be chargeable to the plot owner and recoverable from them.</p> <p>GHVDC also reserve the right to seek recovery of costs directly from the deliverer.</p>
<b>3.10</b>	<p>Plot Owners and their NP (if different) warrant that any person or company delivering to Development:</p> <ul style="list-style-type: none"> <li>➤ Have been informed of these conditions</li> <li>➤ Have agreed to all conditions, including any additional conditions</li> <li>➤ Are liable for any losses sustained by GHVDC or anyone working on, or delivering to, the Development resulting from any failure by you to communicate these conditions and any consequent breach by your deliverer.</li> </ul>
<b>3.11</b>	Any directives given by GHVDC employees or agents at the date and time of the delivery, to facilitate logistics or ensure safety, must be obeyed by any person to whom they are addressed.
<b>3.12</b>	In the interests of logistics or safety, GHVDC may curtail, amend timings or refuse entry to the Development, of any delivery vehicle at any time.



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	Any losses sustained by our actions in respect of this Condition 11 rest solely with you and your deliverer.
<b>3.13</b>	Suppliers and/or drivers who fail to comply with these conditions may be temporarily or permanently refused future entry onto the Graven Hill Development.

