



Please complete what you can — partial information is fine for a quote. Type directly into this PDF, save and return it by email to david@temporaryworksconsulting.com or by WhatsApp to +44 (0)7900 984900. We usually respond the same working day.

1. YOUR DETAILS

Your name

Company

Email

Phone / WhatsApp

Project / contract name

Site address / postcode

Date design needed by

Your reference (optional)

2. WHAT TEMPORARY WORKS DO YOU NEED? (tick all that apply)

- | | | |
|--|--|---|
| ☐ Excavation support | ☐ Hoarding / fencing | ☐ Falsework |
| ☐ Formwork | ☐ Working platform / piling mat | ☐ Crane mat / outrigger pads |
| ☐ Propping / needling | ☐ Scaffold interface review | ☐ Edge protection |
| ☐ Design check only | ☐ Site audit / advice | ☐ Other |

Description of the works

e.g. "battered excavation 4 m deep beside access road"; "hoarding 3 m high x 50 m"; "prop slab for column removal"

3. SCHEME DETAILS (as known — leave blank if unsure)

Purpose & how long it will stand

e.g. site security 12 months; support during demolition 3 weeks

Build / removal sequence & programme dates

e.g. excavate, install props, cast base, backfill; on critical path?

Interfaces with other works

e.g. adjacent scaffold, live services, permanent works, party walls, railway / river

**4. SITE INFORMATION (tick what you can provide — attach documents when returning)**

Location plan showing the TW position	☐ Yes	☐ No	☐ N/A	
Site-specific risks for the designer	☐ Yes	☐ No	☐ N/A	
Buried services location plan	☐ Yes	☐ No	☐ N/A	
Adjacent structures / neighbours	☐ Yes	☐ No	☐ N/A	
Photos of the site / area	☐ Yes	☐ No	☐ N/A	

5. GROUND INFORMATION (if ground matters to your scheme)

Boreholes / trial pits / GI report	☐ Yes	☐ No	☐ N/A	
Ground conditions description	☐ Yes	☐ No	☐ N/A	
Groundwater information	☐ Yes	☐ No	☐ N/A	
Lab tests / interpretive report	☐ Yes	☐ No	☐ N/A	

6. DESIGN REQUIREMENTS

Permanent works drawings available	☐ Yes	☐ No	☐ N/A	
Permanent works specification	☐ Yes	☐ No	☐ N/A	
Loads on the temporary works known	☐ Yes	☐ No	☐ N/A	
Access requirements	☐ Yes	☐ No	☐ N/A	
Environmental constraints	☐ Yes	☐ No	☐ N/A	
Testing / inspection requirements (ITPs)	☐ Yes	☐ No	☐ N/A	
Special constraints	☐ Yes	☐ No	☐ N/A	

7. PREFERENCES (optional)Preferred suppliers / equipment *e.g. Mabey, MGF, Groundforce, RMD — or "use what's on site"*Materials already available on site *e.g. C24 timber, props, trench sheets*

**8. WHAT DO YOU NEED FROM US? (tick all that apply)**

- | | |
|---|--|
| ☐ Design drawings (GA + details) | ☐ Design calculations |
| ☐ Design risk assessment | ☐ Designer RAMS input |
| ☐ ITPs / hold points | ☐ Permit-to-load / use / strike templates |
| ☐ Design check certificate (Cat 1 / 2) | ☐ Cat 3 independent check |
| ☐ Site installation control notes | ☐ Client-ready design pack |
| ☐ Quotation only at this stage | ☐ Not sure — please advise |

9. RISK / CHECK CATEGORY (if known — we can classify for you)

- ☐ Cat 0 ☐ Cat 1 ☐ Cat 2 ☐ Cat 3 ☐ Low risk ☐ Medium risk ☐ High risk ☐ Don't know

Check categories per BS 5975:2024 — leave blank if unsure and we will advise as part of the quote.

10. ANYTHING ELSE? (comments, attachments list, sketch references)

Sketches help enormously — a photo of a hand sketch sent by WhatsApp alongside this form is perfect.

11. SUBMITTED BY

Name

Position / role

On behalf of (organisation)

Date

By submitting, you confirm the information given is correct to the best of your knowledge. Design proceeds on agreed scope; any assumptions we must make will be stated in the design and may need verification on site.

RETURN THIS FORM

Email: david@temporaryworksconsulting.com

WhatsApp / phone: +44 (0)7900 984900

Web: www.temporaryworksconsulting.com*You will get a practical, honest response — usually the same working day.*