

# Appendix III

## Checklist for Property and Site Surveys

Item	Remarks
<i>General particulars</i>	
(1) Client's name, address and telephone number.	
(2) Address of property to be surveyed (if different from above).	
(3) Date of survey.	
(4) Occupied/unoccupied.	
(5) Freehold/leasehold.	
(6) Any special instructions received from the client.	
<i>Survey of site and buildings</i>	
(7) Prepare sketch of site including all existing buildings. All basic dimensions to be taken including ties where necessary in sufficient detail for plotting to scale.	
(8) Details of adjacent properties and roads. Rights or easements affecting the site or adjoining properties.	Names and addresses of the owners or occupants of the surrounding properties if necessary.
(9) Note position of trees and shrubs etc.	
(10) Show correct aspect of site.	
(11) Details of existing vehicular and pedestrian access adjoining footpath.	If new cross-overs are necessary the matter should be discussed with the Local Authority.
(12) Particulars of boundary walls, fences and gates etc. Obtain ownership of fences.	Structural details will be required if alterations to the access or rebuilding are necessary.
<i>Levels</i>	
(13) Levels on the site and surrounding areas to be taken are referred to Ordnance Datum where possible and checked against existing bench marks. If an extension is contemplated extra levels should be taken close to the area of the proposed extension and where any special features occur.	If datum is not known then some permanent feature must be selected such as a step or inspection chamber cover.
<i>Sub-soil</i>	
(14) Describe the general character of the site or landscape. Dig trial holes over the site of the proposed extension and mark the positions on the	

(continued)

Item	Remarks
<p>plan, giving details of the sub-soil and likely bearing capacity. State the depth at which a suitable foundation can be obtained. State water table and liability to flooding.</p>	
<p><i>Existing buildings</i></p>	
(15) Obtain particulars of the existing walls, floors and roofs including all openings adjacent to the proposed area of the extension or alteration work.	The area should be fully photographed.
(16) General condition of materials and finishes to floors, walls, ceilings, stairs and any other structural member.	
(17) Details of any structural failures to the existing buildings or material failures peculiar to the district.	
(18) Evidence of woodworm, wet rot, staining or dampness.	
<p><i>Services</i></p>	
(19) State if gas and electricity is obtainable and if possible show on plan the position of the mains and meters.	
(20) If company's water is obtainable show on the sketch the position of the main.	
(21) Plot soil and surface water drainage system. Inspection chamber cover levels and inverts.	
(22) Show the position and direction of the sewer (if required) and if possible state the depth.	This information can usually be obtained from the Local Authority's surveyors' department.
(23) Check if the authorities require a separate system of drains for soil and surface water.	
(24) Description of existing heating and ventilation systems, including details of any flues or ducts.	Only required if these services are being altered or the equipment is being repositioned.
(25) Details of sanitary fittings and waste pipes.	Only required if these services are being altered or the equipment is being repositioned.
(26) Obtain the address and telephone number of the Local Authority's surveyors' department.	