

Pre-construction start meeting guide

Attendees, including representatives from:

- Highways Development Management
- Engineering Services
- Transport Projects and Programmes (including traffic and signals)
- Consultant
- Developer
- Contractor
- Emergency services if appropriate
- Development Approvals Engineer to Chair.

Items in red require developer/contractor information at pre-start meeting.

1. Introductions

1. Introductions – name/role/company
2. Attendance list – contact details
3. Out of hours/emergency contact

2. Scheme details

1. Brief description of works
2. Approved drawings (as per Technical Approval letter)
3. Clarification of any queries on approved drawings
4. Are LCC structures required in this agreement
5. Street lighting status.
6. Site access arrangements
7. Associated agreements e.g. s50 licence, permit to work in the highway
8. Associated public utility works

3. Legal matters

1. Legal agreements:
 - Fees paid: in full/part (delete as appropriate)
 - Bond in place: yes/no (delete as appropriate)
 - Agreement signed: yes/no (delete as appropriate)
 - Commutated sum value:
2. RSA requirements

3. Completion of any necessary associated consents, easements or wayleaves, ordinary watercourse consent, s184 permit, s50 licences
4. Impact on any existing Public Rights of Way? TTRO/TRO/Diversion Order in place?
5. Contractor's valid public liability insurance

4. Site Inspection

1. Site induction required/PPE requirements?
2. Site inspection checklist handover to developer
3. Associated bond reductions/Certificates
4. Notification required for inspections (48 Hours)
5. Routine maintenance requirements
6. Mud, materials and equipment on the highway
7. Protection of trees
8. Running surfaces – PSV/limestone/stone size

5. Traffic management

1. Road space booking approved?
2. If appropriate, TTRO in place?
3. Advance signing
4. Approval of any proposed directional signing/ unauthorised signs
5. Any specified construction traffic routes
6. Street works noticing requirements- notice of works form

6. Contractual matters

1. Proposed start date and Contractor's programme
2. Details of any works carried out on site to date
3. Phasing of works
4. Principal Contractor
5. Working hours as awarded in the developer planning permission
6. Health and safety plan/file – F10/GS6

7. Customer care

1. Liaison with affected parties
2. Letter drop to affected residents/businesses (including description of works, traffic management proposals, start date, anticipated duration, working hours etc.) To be approved by LCC Development Inspections prior to issue.

3. Work boards e.g. “work start here (date) for (xx) weeks. Delays possible”

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