**Regulatory Authority Contact (Environmental)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Operating Business** |  | | **Development & COINS No.** | |  | | |
| **Site Address** |  | | | | | | |
| **Date** (of visit) |  | **Time Start** | |  | | **Time End** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Person Completing Form** | | | | | |
| **Name** |  | **Position** |  | **Contact no.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Type** [✓] | | | |
| Site visit [ ] | Email [ ] | Telephone call [ ] | Other [ ] |
| **If other insert here** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Regulator Contact Details** | | | |
| **Organisation** |  | | |
| **Name** |  | **Position** |  |
| **Email** |  | **Contact no** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reason for contact / Incident Type** [✓] | | | | | |
| *Archaeology / Heritage* |  | *Ecology (wildlife, plants etc.)* |  | *Oil Spillage / Discharge* |  |
| *Water / Silt Discharge* |  | *Sewage / Pumping Station* |  | *Permit / Licence Breach* |  |
| *Dust (nuisance)* |  | *Noise (nuisance)* |  | *Vibration (nuisance)* |  |
| *Light (nuisance)* |  | *Waste management* |  | *Other* |  |
| *If other insert brief description:* | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Level of Observation / Incident** [✓] | | | | | | | |
| **L4 – observation** |  | **L3 - minor** |  | **L2 - significant** |  | **L1 - major** |  |

|  |
| --- |
| **Regulator comments** |
|  |

|  |
| --- |
| **Site Management Response – attach photos and detail any comments from sub-contractors** |
|  |
| **Remedial Actions Taken** |
|  |
| **Further Action / Support Required (specify by whom)** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reporters Signature** |  | | | |
| **Position** |  | | | |
| **BELOW THIS LINE FOR GROUP HEALTH, SAFETY & ENVIRONMENT ADVISOR** | | | | |
| **Advisor Name** |  | | | |
| **Notifications** [✓] | | | | |
| Site Management [ ] | | Contract Manager [ ] | HS&E Advisor [ ] | Senior Management [ ] |

Senior management includes – Construction Director, Managing Director, Group Environment Manger, Group HS&E Director