

**ACCESS TO BRB (RESIDUARY) LIMITED (BRBR) PROPERTY BY CONTRACTORS/VISITORS  
RETURN TO LAURA PARRY AT LSH FOR CONFIRMATION PRIOR TO SITE VISIT**

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**ACCESS AUTHORITY TO BRBR PROPERTY**

Sections 1 to 3 to be completed as follows:-

Issued by H&S Representative  
Lambert Smith Hampton  
On Behalf of BRBR

- |  |  |
|--|--|
| a) Application by an individual:             | completed by that individual   |
| b) Application by a partnership:             | completed by any one of the partners   |
| c) Application by a Company/Public Authority | completed by a person duly authorised to sign for and on behalf of that Company/Public Authority |
| d) Application by a Registered Charity:      | completed by an official of that Charity   |

**Section 1 - Applicant's details**

Applicant's Name

Company Name

Post Code

Tel. No

Fax. No.

**Section 2 - Names of Individuals for whom Access Authority is required**

Others to be confirmed by email no less than 24 hours in advance of each visit.

**Section 3 - Location, Date & Purpose of Access**

The above named persons require access to the land known as OSNEY LANE, OXFORD (OXPENS)

Between the following dates

No more than 5 people will be present at any one time and there will be a maximum of 10 whole day visits to site during the period specified above. Specific dates and named personnel other than those listed at Section 2 to be advised by email no less than 24 hours in advance of any particular visit.

Please append details of any hazards (equipment, materials or substances) you may be bringing onto site, any personal protective equipment required in conjunction with those hazards and details of any heavy plant/machinery to be used.

Roofing felt tiles (for use as reptile refugia), hand held digging equipment (for translocation of flora).

**\*\*\* NOW SEND THIS FORM TO THE ISSUING OFFICE/SURVEYOR**

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**Section 4 - Hazards & Precautions (to be completed by issuing office)**

Main Hazards:	Precautions to be taken:
slips, trips and falls	due care and attention to be taken on site

**Insurance cover is/is not required** (delete as necessary)

**Section 5 - Contractor declaration**

I hereby confirm that I shall be responsible for, and shall indemnify BRB (Residuary) Limited (“the Board”) from and against all actions, costs, claims, demands, losses and expenses made upon or incurred by the Board in respect of any injury or loss whatsoever, or damage to property of the Board, myself or any third party which but for the exercise of such permission to enter onto the Board’s property would not have arisen.

I have carried out Risk Assessments specific to each tenant demise and produced a written report of my findings. The proposed Method Statements and Risk Assessments will be submitted to and approved by the respective tenants prior to commencement of works on site.

Written confirmation of my Public Liability Insurance is to be submitted and approved by Lambert Smith Hampton prior to commencement of works.

I confirm that no sub-contractors will be employed in respect of any of the works specified in section 3 (overleaf).

I have liaised with the tenants and received all necessary briefings/instructions relating to the conditions and hazards at the aforementioned land/buildings and confirm that I will carry out no other activity than that referred to in section 3 (overleaf) and will only work during the period stated on this form. All accident and incidents will be reported to the Issuing Officer.

Signed

Date

Print Name:

**Section 6 - Issuing Office Declaration - Lambert Smith Hampton**

I hereby confirm, as a H&S representative Lambert Smith Hampton, that the person/s named above is/are authorised to access the land/buildings named above to commence the work as detailed provided that he/she/they understand/s and have satisfied those conditions given in Section 5 (above).

Signed ..... Date .....

Print Name: .....

**NOTE:**

This Access Authority does NOT permit -

- a) access to Railtrack, Train Operating Company or Freight infrastructure
- b) working within or an approach to within 3 metres of the running line
- c) working within or an approach to within 2.75 metres of any overhead electrification equipment.
- d) any travel