



Contractor Site Access Request Form

Form Submittal
<ul style="list-style-type: none"> Complete and submit form via email to BVSiteAccess@valueretail.com Form must be submitted with a minimum of <u>5 working days</u>' notice prior to general works commencing, or <u>48 hours</u>' notice prior to reactive works commencing; (However all requests sent on a Friday for access on Monday morning must be submitted no later than 10am, Friday morning) Any form submitted that does not adhere to the above will be returned, and access not approved.

Contractor Company Name	Click or tap here to enter text.		
Contractor Company Contact Name	Click or tap here to enter text.	Phone	
		Email	
Lead On-site Contractor Name	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Full Name of additional person(s) attending site	Click or tap here to enter text.		
Specific location of works e.g. Brand name / unit			
Full Name of Bicester Village Point of Contact		Phone	

<u>Do Proposed Works involve any of the following high-risk activities?</u>		
Hot Works	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roof Access	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confined Space	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire Isolation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
COSHH requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Works with asbestos containing materials	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a skip required for these works? (to be supplied by contractor) If yes, location must be agreed in advance by Value Retail.		
Skip required	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Date(s) of proposed work (DD/MM/YYYY – DD/MM/YYYY)		Start time * (00:00)	Finish time (00:00)
From	To	*No works can be carried out in any front-of-house retail space during trading hours	
		Click or tap here to enter text.	Click or tap here to enter text.
Detailed description of works, including any aesthetic changes to the external/internal parts of the building?			
Click or tap here to enter text.			
(continue to page 2)			
Additional comments/requirements (including any disruption to common areas that are not directly within the brand)			



Contractor Site Access Request Form

Click or tap here to enter text.

Documentation Checklist (* = mandatory)	Yes /No
*Copy of Public (min. £5m) & Employers' (min. £5m) Liability Insurance Certificates supplied and confirmation that the scope of insurance cover is sufficient for the task being undertaken? <i>(Please note that all copies must be provided in English)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Professional Indemnity Insurance Certificate supplied (where required) with the correct level of cover?	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Have RAMS been supplied and approved? <i>(either to Value Retail Project Manager for Landlord works, or Brand Manager for works within a Brand)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Do you confirm that all those undertaking work will <u>not</u> conduct any work until they have read and understood the attached Contractor Handbook and/or watched the BV Site Induction Video?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of all relevant training certificates for High Risk Works supplied? <i>(for Landlord works only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Will you have a vehicle on site? (if YES, complete details below)			Yes <input type="checkbox"/>
Drivers name	Click or tap here to enter text.	Vehicle type	Click or tap here to enter text.
Registration	Click or tap here to enter text.		

I hereby declare that all information on this form is accurate and correct:	
Name	Click or tap here to enter text.
Job Title	Click or tap here to enter text.
Date	Click or tap here to enter text.