



Plant document

1. The client should always advise their Event Manager if they are looking to send forklifts or any other types of plant in advance of their tenancy so space and delivery can be advised.
2. The client should send the blank form to the plant company to fill in. The driver brings the completed document with them and then the location is agreed. They must report to the Traffic Administration Office (if this is your team then you can complete the form in advance).
3. One copy of the form is sufficient per vehicle delivering the plant, as the Traffic Admin Team can make additional copies that may be required on site.
4. If the client (you) wants to store in advance, then payment for this service can be done post event and invoiced accordingly by the Event Manager. However, if the driver is collecting later than the time agreed, they must pay on collection.
5. If there a genuine reason for deliveries coming on site earlier e.g. no weekend drop offs or pickups, it will be at the venues discretion as to whether there is space for them without interfering with other events in tenancy. This information can be included when filling out the forms that have been sent to you.
6. We would advise only Friday pm drop offs and Monday am pickups, if space is available.
7. The off-hire date and time of the plant must be advised and must be collected no later than the next working day, otherwise additional costs are incurred.