

DELIVERY AND UNLOADING INSTRUCTIONS NOTICE

DISPLAY AT VEHICLE ENTRANCE

For the driver at the gate — who to phone, where to wait, where and how you are unloaded

KD-NOT-DU-009 Rev A0

The notice a driver reads through the windscreen. CDM 2015 regs 27 and 28; deliveries arrive, wait, unload and leave without a vehicle reversing blind or a load coming off in the road. The delivery management plan and booking sheet (KD-TM-DM-002) is where the site decided all that; the driver's rules once inside are KD-TM-VR-004; what arrived is recorded on KD-SITE-DL-016. This notice is the first two minutes — who to phone, where to wait, where you will be unloaded and by whom — in large type at the vehicle entrance. HSG144 is the guidance. Print at A3 for the vehicle entrance.

1 THIS SITE

PROJECT / SITE REF

SITE

DISPLAYED FROM

ISSUED BY

2 DELIVERIES

DELIVERIES — STOP AND READ BEFORE YOU MOVE

PHONE THIS NUMBER FROM YOUR CAB

DELIVERY HOURS

BOOKED DELIVERIES ONLY?

1. Stop here. Do not enter until you are told to. Do not block the road or the footpath while you wait.
2. If you are early, go to the holding area below — never across the pavement or a neighbour's access.
3. You will be met and directed. Follow the marshal's signals; when they signal STOP, you stop.
4. Do not reverse into or inside the site without the marshal. No marshal, no reversing.
5. Unloading is by the method below. Stay in the cab, or in the safe area you are shown, while site plant works your load. Nobody on the bed while it is lifted from.
6. Nothing is unloaded onto the road or the pavement unless the gate tells you this site has a licensed kerbside arrangement and a marshal holds the footway.
7. Hard hat, hi-vis and safety boots the moment you step out of the cab. Engine off, keys out if you leave it.

3 WHERE AND HOW

HOLDING AREA IF YOU ARE EARLY

UNLOADING AREA

YOU WILL BE UNLOADED BY

KERBSIDE UNLOADING

VEHICLE MARSHAL

DELIVERY PLAN REF / REV

SIGNED

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.