Delivery access survey: *will it get in?*

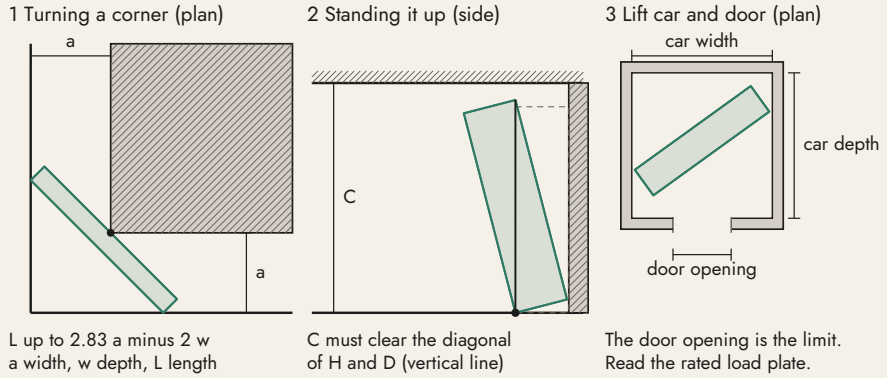
A route checklist, a corner-turn test, a tip-up test and delivery wording.

Compliance guidance. Lifting duties are taken from the Lifting Operations and Lifting Equipment Regulations 1998 and the Manual Handling Operations Regulations 1992 (read at legislation.gov.uk, 5 Nov 2026). This is planning guidance, not legal or health and safety advice: a lifting plan is made by a competent person, and the geometry tests do not replace a survey by the delivery team.

AT A GLANCE

Check	Measure or confirm	Test or rule	Usually held by
Loading and parking	Vehicle size, where it can stand, restrictions, time windows, waste and keys	Ask the building and local authority early: bays and cranes may need booking or a licence	Contractor, building manager
Entrances and doors	Clear opening width and height, leaf open to 90 degrees; threshold	Smallest cross-section, packed, must clear the opening with room for hands	Designer, contractor
Corridors and corners	Narrowest clear width; the clear width each side of every corner	Corner test: L up to 2.83 x a minus 2 x w, for equal widths	Delivery team
Stairs and landings	Width between handrails, headroom, landings, number of turns	Corner test at each turn; headroom at the lowest point	Delivery team
Lift	Car width, depth, height; door opening; rated load; booking	The door opening is usually the limit; weight under the rated load	Building manager
Final room	Floor-to-ceiling height where the item is stood up; door width	Tip-up test: ceiling higher than the diagonal of H and D	Contractor
Hoist or crane	Opening size, packed weight, a place for the vehicle, licence, plan	Planned by a competent person (LOLER 1998, regulation 8)	Lifting contractor
Floors and finishes	Finish state, protection, point loads from trolleys and heavy pieces	Protect before anything heavy moves; floor loads are an engineer's question	Contractor, engineer

All dimensions are clear dimensions measured on site, in millimetres. The two tests are plane geometry for a rigid box carried level: a screening step, not a guarantee.



Three checks on the route, drawn schematically, not to scale. Original drawing by Make Bespoke Studio.

SPECIFICATION WORDING

DELIVERY CONSTRAINTS

Delivery to [address, floor and room]. Access route as marked on drawing [ref]: narrowest clear width [ ] mm at [location]; clear door opening [ ] mm wide by [ ] mm high; lift car [ ] mm wide, [ ] mm deep and [ ] mm high, door opening [ ] mm, rated load [ ] kg; stair [ref] with [ ] turns; floor-to-ceiling height at the standing position [ ] mm. Items are to be made, packed and delivered so that they can pass this route. Items that cannot pass whole are to be made in sections, with the site joints shown on the shop drawings.

VERIFICATION OF ACCESS DIMENSIONS

[Contractor / designer] is to confirm the access dimensions on site on [date], as clear dimensions with doors open to 90 degrees and fixed obstructions in place. The maker is to tell [name] in writing within [ ] days of receiving the survey if any item cannot pass the route.

WINDOWS, LIFTING AND PROTECTION

Deliveries on [days] between [times], loading from [bay, kerb or yard] booked by [party]; lift booked by [party] for [ ] hours. Licences for any crane, hoist or road occupation are obtained by [party]; lifting operations are planned by a competent person and the plan is issued to [party] [ ] days before the lift. Floors, walls, door frames and the lift car along the route are protected by [Contractor] before delivery. Packaging is removed by [party] on the day.

PIECES MADE IN SECTIONS

Where a shop drawing shows a site joint, the maker is to supply [fixings and jointing parts] and the joint is to be assembled and finished on site by [party]. Alignment, finish match and fixings are agreed on the shop drawing before manufacture is released.

TERMS USED

RAMS

The pair of documents a contractor prepares before a task: the risk assessment of what could go wrong and the method statement of how the work will be done safely. Delivery and installation of heavy or fragile items normally needs them.

Clear opening

The unobstructed width and height an item can pass through: for a door, measured with the leaf open to 90 degrees, between the face of the open leaf and the stop on the opposite side, and between the head and the threshold.

Packed size

The overall dimensions of an item in its protective packaging. They are larger than the finished dimensions, and are the sizes that must pass the route.

Tip-up diagonal

The diagonal of an item's side, from its height and depth: the least ceiling height needed to stand the item up from lying down.

STANDARDS AND SOURCES

- Lifting Operations and Lifting Equipment Regulations 1998, regulation 8: organisation of lifting operations (read 5 Nov 2026).
- Manual Handling Operations Regulations 1992, regulation 4 and Schedule 1: avoid, assess and reduce; the Schedule 1 factors (read 5 Nov 2026).
- HSE: Planning and organising lifting operations: page updated 29 Oct 2024, read 5 Nov 2026.
- HSE: Manual handling at work: page updated 25 Mar 2024, read 5 Nov 2026.
- Southwark Council: Crane licence: one London borough (updated 31 Mar 2026): an example, check your own authority.
- Make Bespoke Studio: Delivery and Installation: how delivery is coordinated.

Full guide: https://makebespoke.com/trade/technical/delivery-access-survey. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.