Form of Notification to Police and to Highways & Bridge Authorities

This Form of Notification template is an interactive form designed in Adobe Acrobat Pro to be downloaded from the National Highways website, saved and stored on a local device.

It can be opened, viewed, saved and edited in a PDF reader - preferably Adobe Reader v10 or above. Free versions are available for download on the web.

This template is designed to be read by ESDAL in order that authorities can have a single, free to use management system to manage notifications. It will also provide a consistent format for hauliers to notify both Police and Highways & Bridge Authorities for those choosing not to use ESDAL.

The template itself has "hover-over" help built in; the following guide provides more detailed information.

For any queries not answered here call the ESDAL Helpdesk on 0300 470 3733 (8am-6pm Mon-Fri excluding bank holidays).

SENDING THE FORM

National Highways authorities request that hauliers notify via either ESDAL or by using this template.

Once the form has been completed and all authorities have been added (see 1.List of authorities below) a single email can be sent to notifications@esdal.info with the completed PDF form attached.

An acknowledgement email will be received by the sender to confirm the form is being processed. Should the form require correction any issues will be listed allowing the sender to correct the form and re-submit.

A second email will be received by the sender to confirm the list of authorities to whom the form has been sent and will contain a reference number for future communications. Should it not be possible to send the form to any authority listed this will be explained.

Should you not receive a response email call the ESDAL Helpdesk.

The template can also be sent directly to other authorities as a standard email attachment.

COMPLETING THE FORM

Mandatory fields marked with *.

GENERAL DETAILS

1. List Of Authorities*:

List here the Police, Highways & Bridge Authorities to be notified.

If sending via notifications@esdal.info the authorities names should be selected and copied into this field in the correct format from this web page (link also available in the form)

2. Company/Organisation Name*:

Name of haulier company notifying.

3. **Company/Organisation Address*:**

Address of the notifying company.

4. **Contact Name*:**

Person notifying, to be contacted in case of queries.

5. **Other Contact Details:**

Further or alternate contact details, if required.

6. **Email Address*:**

Email address of the named contact. Format xxxx@abc.com (any valid service provider)

7. **Telephone No.*:**

Maximum 14 digits, minimum 10 digits.

8. **Operator Licence No.*:**

Operator license number. (20 characters max)

9. **Operator Reference:**

Any reference to help identify the movement. Every notification sent via notifications@esdal.info will be given a unique reference number, returned via email. (35 characters max)

10. **On Behalf Of:**

Agents provide name of haulier they are notifying on behalf of. (140 characters max)

11. **Load Description*:**

Description of the load including dimensions. (1000 characters max)

12. **No. Of Loads*:**

Number of abnormal load movements.

13. **Notes:**

Any additional notes regarding the movement. (10000 characters max)

ROUTE DETAILS

1. **Movement Date / Time*:**

Movement start and end date and time. Some authorities require these to be exact.

Format d/m/yyyy HH:MM e.g. 26/01/2018 13:00. If a time is not entered then ESDAL will show this as 00:00.

2. **Movement Address*:**

Full address of Start and End points. Address lines separated by commas. (250 characters max)

3. **Address Postcode:**

Exact postcodes of movement Start/End addresses.

4. **Route Description:**

Detailed description of route. (4000 characters max)

5. **Indemnity:**

Check this box to confirm you have an indemnity for applicable movements. Some authorities require a physical or digital copy of indemnity to be sent to them directly.

6. **Return Leg:**

Check this box if a return route should be included for the movement.

7. **Return Leg Description:**

Detailed description of return route. (4000 characters max)

VEHICLE DETAILS

1. Movement Classification*:

Select category of movement from the dropdown list.

2. Vehicle Type*:

Select type of vehicle from the dropdown list. Vehicle types will vary according to the movement classification selected.

3. Configuration*:

Select type of configuration from the dropdown list. Configuration varies according to the type of vehicle selected.

4. VR1 Number:

Enter VR1 number if applicable. VR1 number must be a valid number issued by Highways England. (40 characters max)

5. SO Number:

Enter Special Order number for the movement if applicable. SO Number has to be a valid number issued by Highways England. (50 characters max)

6. Registration No. Of Vehicle*:

Enter registration number of vehicle or substitute. Multiple numbers can be entered with commas separating.

7. No. Of Vehicle Components*:

Enter total number of vehicle components for the movement.

8. Vehicle Dimensions*:

Gross weight and max axle weight must be entered in whole numbers: all of the remaining fields will accept numbers to two decimal places. Units of measurement are listed on the form. No. of wheels, No. of axles and Max axle weight are not mandatory fields as this form can be used to notify C & U loads as well as STGO, but should be completed for STGO movements.

9. Vehicle Axle Details:

Select Tractor or Trailer from the dropdown list and then enter details of No. of wheels, Max axle weight and Distance to next axle fields (digits only). Axle details should start with tractor. (Axle details are not required for a C&U)

ADDITIONAL INFORMATION

This section is for providing additional information about the route where waypoints and co-ordinates are known. Co-ordinates are always more accurate than postcodes or address data: these can be found at https://gridreferencefinder.com or other free web sites.