[Your company name and logo]

Temporary Works Design Brief

Information the designer needs to produce a safe, buildable temporary works design

Project		**TW register ref**	
Item description		**Design check category**	
Issued by (TWC)		**Issued to (designer)**	
Date issued		**Design required by**	

1. Purpose and scope

[What the temporary works must do, the extent and any interfaces with permanent works.]

2. Site information

Information provided with this brief

Check	Yes	No / N/A	Notes and action
Site location plan and access constraints			
Ground investigation and groundwater information			
Existing structures, services and adjacent buildings			
Permanent works drawings and loads			
Plant and loads to be applied, including cranes and deliveries			
Programme, sequence and duration of use			
Environmental, heritage or third party constraints			
Preferred equipment or supplier systems			

3. Design requirements

[Standards to apply, deflection or movement limits, monitoring requirements and the format of the design output.]

4. Design check

[State the design check category and who will carry out the independent check.]

Sign off

Role	Name	Signature	Date
Temporary Works Coordinator			
Designer (received)			

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.