



## Guidance notes on completing the Continuing Survey of Road Goods Transport, GB (CSRGT, GB) Questionnaire

### Instructions

These notes are intended to help you complete the Continuing Survey of Road Goods Transport, GB (CSRGT, GB) questionnaire.

If you require further guidance or assistance with completing this questionnaire or have any questions about this survey, you can contact us via the details below:

Tel: 0207 944 8233

Email: [CSRGT.STATS@dft.gov.uk](mailto:CSRGT.STATS@dft.gov.uk)

*(Please quote vehicle registration in all correspondence)*

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### Guidance on completing the form

#### Section A: Registered vehicle details

**Name and address of registered keeper:** This shows the name and address of the registered keeper of the vehicle as held by the Driver and Vehicle Licensing Agency (DVLA).

- If the vehicle is routinely based at a different location to this, please let us know in the space provided.
- If you no longer possess this vehicle please let us know, using Section B.

**Registration mark of the vehicle being surveyed:** This identifies the registration number of the vehicle that this survey relates to.

- This survey should only be completed for this vehicle.
- If you no longer possess this vehicle please let us know, using Section B.

**Survey week:** This shows the start and end dates that this survey refers to. **You are required by law to record all activity related to this vehicle**, as requested in this survey, that took place within these dates.

#### Section B: Change of possession

If you no longer possess the vehicle listed in Section A, please tell us why by providing information in the appropriate space – please provide only one response:

- If the vehicle was scrapped or stolen, please write the date when this happened.
- If the vehicle was sold, please write the date it was sold and the name, address and (e-mail if known) of the new owner, in the space provided.
- If the vehicle was on hire to someone else during the survey week, please tick the box and write the name, address and e-mail of the person or persons to whom the vehicles was on hire in the space provided.

Once you have completed this section, please go straight to question 8 on page 3, ignoring questions 1 – 7.

If this section does not apply to you, please continue to Section C.

### **Section C: Vehicle activity**

**Question 1:** If the vehicle was not in use during the entire survey week, please tell us why by ticking the most appropriate option. Please tick only **one** option.

**Question 2:** Please indicate the total quantity of fuel that was put into this vehicle, during the survey week. Please **include all fuel** that was put into the vehicle **regardless of where it came from**. Please ensure you indicate whether you are measuring this in litres or gallons by deleting the options as appropriate.

### **Section D: Business details**

**Question 3:** Please tell us how this vehicle was being operated during the survey week by ticking:

- “On own account” - if it was being operated to transport goods on behalf of your firm.
- “For hire and reward” – if it was being operated on a hire and reward basis.

Please tick only **one** option.

**Question 4:** Please tell us if your firm, in total, directly employs less than 10 people in the UK by ticking:

- “Yes” – if there are less than 10 people employed
- “No” – if there are 10 or more people employed.

In recording the number of employees in your firm, be sure to include **all your direct employees** including office staff etc, not just drivers.

Please tick only **one** option.

**Question 5:** Please tell us the nature of your business:

- If in Question 3 you ticked “On own account” – please describe the nature of the business that this vehicle transports goods for e.g. wholesaler of electrical goods, manufacturer of furniture, soft drinks manufacturer etc.
- If in Question 3 you ticked “hire and reward”, simply write “Haulage”.

### **Sections E & F: Vehicle activity diary**

This section of the form should be used to record the details of all Journeys and stops made for the loading and/or un-loading of goods that were undertaken by the vehicle throughout the survey week. Please account for the vehicle’s activity over the entire seven day survey period. If the vehicle is not in use on any day, please clearly state the reason in the rows for that day.

#### **Which Journeys should be recorded?**

You should **record details of all Journeys made within the UK** (England, Wales, Scotland and Northern Ireland) and **exclude** details of Journeys to, from or on the Isle of Man, Guernsey and Jersey.

If part of the Journey involves an origin or destination outside of the UK (e.g. to Republic of Ireland, France, mainland Europe etc), please **only supply details for the part of the Journey that took place in the UK** and exclude any part of the Journey that took place abroad.

Where the Journey involves the vehicle leaving or entering the UK, the port or rail terminal (for the Channel Tunnel) where the vehicle entered or exited the UK should be recorded as the origin or destination of that Journey.

For example, a vehicle travels from London to Paris, via ferry from Dover to Calais. The Journey should show the London postcode as the origin and the Dover postcode (the point at which the vehicle left the UK) as the destination.

### **What we mean by Journeys and stops:**

A **Journey** is defined as a movement of a vehicle from a specified origin to a specified destination and the vehicle may be either **laden or empty** in the course of these Journeys.

A vehicle may make one or more **stops** in the course of a Journey to **either load and/or unload goods**. Only stops for the loading/ unloading of goods or where a vehicle departs or returns to base should be recorded (i.e. exclude meal/rest breaks, congestion etc).

### **Where should these be recorded?**

There are two sections where details of the Journeys undertaken should be recorded. A Journey should only be recorded in **one section or the other** and it is the number of stops the vehicle made which decides whether the Journey is recorded in Section E **or** Section F:

#### **Section E: Journeys involving four or fewer stops per day:**

- This section should be used to record Journeys that involved a maximum of **four or fewer stops, per day, to either load and/or unload goods**.
- Rows marked with days of the week should be filled with details of the Journeys that happened on those days only.
- Each day has five rows. The fifth row is for completeness in recording the final leg of a Journey that involved four stops. The fifth row **should only be used** to record the last leg of a Journey where the vehicle has made four stops and is either returning to base or travelling to the next day's loading/unloading point. If the vehicle's fifth stop that day, involves any loading and/or unloading of goods – **the entire Journey for that day should be recorded in Section F**.

**See examples at the end of this guidance.**

#### **Section F: Journeys involving five or more stops per day:**

- This section should be used to record Journeys that involved a minimum of **five or more stops, per day, to either load and/or unload goods**.
- Examples of five or more stop Journeys may be: a vehicle which stops frequently e.g. skip hire vehicles, refuse collections, parcel couriers etc to load and/or unload goods at each stop a minimum of **five or more times, per day**.
- If the vehicle travels **empty between two separate Journeys**, record the empty Journey in the Section E.

## **Journeys made by the vehicle**

*Examples of completed sections E&F are available at the end of this document*

**Day of week:** Please record details about the Journey(s) that took place on each of the corresponding days.

**Where did the Journey start/finish: Postcode OR place-name and county:** Please record the start/end point of each Journey, on a new line, if the whole Journey is within the same town or city, please record this in both the start and end point as normal.

Please provide the postcode as far as possible or where it is not available, please write the place name and county:

- For cities or large urban areas: please give a more precise geographical location e.g. Wembley (instead of London) or Gateshead (instead of Newcastle) or Blackford (instead of Edinburgh).
- Outside of cities: please give a more precise geographical location together with county details (e.g. Shrewsbury, Shropshire or Merthyr, Carmarthenshire or Corkey, Balleymoney).
- For locations such as quarries, depots or farms or where there is no postcode please write the name of the location, the nearest settlement and the county (e.g. Downriver Farm, Hampshire)

**(Section F only) Furthest stop from origin: Postcode OR place-name and county:** Please record the furthest place from the origin that the vehicle stopped to load and/or unload goods during that Journey.

Please provide the postcode as far as possible or where it is not available, please write the place name and county, as instructed above.

**Are these goods being transferred from (Shipping port or docks, Rail depot/terminal, Airport):** Please indicate if the origin or destination where the goods are being loaded and/or unloaded is any of these options. This question is to establish if the goods being loaded/unloaded are being transferred from one mode of transport or another either from their previous journey or their onwards journey.

If the goods are being loaded and/or unloaded at the Channel Tunnel, please tick Rail terminal.

Please tick only **one** option.

**See examples at the end of this guidance.**

### **Distance Travelled:**

- Please indicate the distance travelled (to one decimal place) between each stop in **either** the loaded **or** the empty column to indicate that the vehicle was **either** loaded **or** empty during this distance. Please record the distance in **either** kilometres **or** miles and indicate this by **putting a line through** the other as appropriate:
- Please give the distance for each Journey.
- Do not give a single distance to cover multiple Journeys.
- Do not sum distances cumulatively or in any way combine distances across Journeys.
- Do not write tachograph or odometer readings

### **(Section F only)**

- Record all empty mileage made during the Journey. If the vehicle returns empty at the end of the round, e.g. on a 'base to base' Journey, include this empty mileage too.

**Basic description of goods carried:** Please give a basic, description of the goods carried. For example; Live Animals, Household Waste, Mail and/or Parcels, Raw Milk, Various Food Products, Quarrying Material, Plant Hire Equipment etc.

- If the consignment was empty pallets, wire cages, roll cages or other packaging, please write 'Packaging'.
- If the consignment was an empty freight container please write 'Empty Container'
- If the vehicle was unloaded, please write "Empty"

Where consignments are mixed, the main type of goods should be recorded where this represents 75% (three quarters) of the consignment weight; other mixed consignments should be recorded as 'groupage'.

**Were these dangerous or hazardous goods?** Please record if the goods being transported are classified as dangerous or hazardous by adding one of the following codes (leave blank if answering no):

Code	Description	Code	Description
<b>Explosives</b>		<b>Oxidising substances</b>	
1	Explosive	5.1	Oxidising substance
<b>Gases</b>		5.2	Organic peroxide
2.1	Flammable gas	<b>Toxic substances</b>	
2.2	Non-flammable, non-toxic gas	6.1	Toxic substance
2.3	Toxic gas	6.2	Infectious substance
<b>Flammable liquid</b>		<b>Radioactive material</b>	
3	Flammable liquid	7	Radioactive material
<b>Flammable solids</b>		Corrosive substances	
4.1	Flammable solid	8	Corrosive substance
4.2	Spontaneously combustible substance	<b>Miscellaneous dangerous goods</b>	
4.3	Substance which, in contact with water, emits flammable gas	9	Miscellaneous dangerous goods

**Cargo Type:** Please describe how the goods are carried by writing one of the following codes in the space provided on the form:

Mixed consignments should be recorded as OT.

Code	Description	Code	Description
<b>LB</b>	Liquid Bulk	<b>PS</b>	Pre Slung Goods
<b>SB</b>	Solid Bulk	<b>NP</b>	No Packaging and other mobile units e.g. Livestock, Cars, Plant
<b>LFC</b>	Large Freight Containers, incl. ISO Containers	<b>RC</b>	Roll Cages and other mobile units
<b>OFC</b>	Other Freight Containers, including Stillage's	<b>OT</b>	Other Cargo Types including Swap Bodies, Boxes, Crates and Cylinders or mixed consignments
<b>PL</b>	Palletised Goods	<b>NS</b>	Empty

**Weight of goods:** Please record the **total** weight of goods being carried for each Journey:

- The weight of goods should include any packaging or containers.
- Weights should include the total weight of goods transported on that Journey – and should show as a running total as the Journeys are recorded i.e. they should go up as more goods are loaded and down as goods are unloaded.
- Journeys with a consignment of empty 'Packaging' or an 'Empty Container' are considered as loaded and therefore weights must be recorded.

**(Section F Only)**

- Estimate the total weight of the goods delivered and/or collected on each Journey.

**Was your vehicle carrying its full capacity by space/ weight:** If during the Journey the vehicle was travelling at its full capacity by:

- Space, please put a Y in the space column, else put N.
- Weight (carrying capacity), please put a Y in the space column, else put N.

Please put either a Y or N in both columns.

**(Section F Only): Number of stops for: Loading, unloading, loading & unloading:** Please record the number of times the vehicle stopped for:

- Loading: Where goods were **loaded** onto the vehicle **only**
- Unloading: Where goods were **unloaded** off the vehicle **only**
- Loading & unloading: Where goods were both **loaded and unloaded** onto and off the vehicle **during the same stop.**
- If the vehicle makes more than 25 stops during one 'base to base' Journey, write in 'multiple' across the "Number of stops for loading, unloading and loading and unloading" columns.

**Section G: All vehicles**

**Question 6:** Please tell us the vehicle's weight and carrying capacity:

- "Gross vehicle weight" refers to the total weight of the vehicle (or vehicle and its trailer) plus the maximum permitted weight of cargo it is permitted to carry on public roads.
- "Carrying capacity" refers to the maximum permitted weight of the cargo that the vehicle is permitted to carry on public roads.

**Please record all weight in kilograms.**

**Question 7:** Please tick the box which best describes the axle configuration and body type of the vehicle that was used for Journeys during the survey week.

For artic vehicles:

- Please ensure you also indicate the type of trailer used. If only the tractor is used on a Journey to pick up a trailer, please tick the configuration of the first trailer added.
- If you change trailer type during the survey week, please just record tick the box for the first trailer type used.

Please tick only **one** option.

**Section H: Contact details and certification**

**Question 8:** Please provide details of the person who completed the form. This is to allow us to contact you should we have any questions about the information you have provided.

The person completing the form should sign and date it. Please return the form promptly using the prepaid envelope provided.

**Please keep a copy of the completed questionnaire in case we have to contact you about the information you have provided, or in case it gets lost in the post.**

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### **Further information**

Thank you for completing this form, your time is appreciated. Should you have any questions about this form, please contact us via the details below:

**Tel:** 0207 944 8233

**Email:** [CSRGT.STATS@dft.gov.uk](mailto:CSRGT.STATS@dft.gov.uk)

*(Please quote vehicle registration in all correspondence)*

There is also a commonly asked set of questions about the survey available at:

<https://www.gov.uk/government/publications/road-freight-domestic-and-international-statistics-guidance>

**Journeys made on each day with four or fewer stops** (Examples are for illustrative purposes only and goods may not correspond to vehicle type).

**Example 1:**

A lorry leaves a depot in Westminster, London, carrying potatoes (weighing 15,000 kg) which it unloads at Dover, Kent. From there it travels back to its base, Westminster, empty.

Day of the week	Origin: Postcode OR place-name and county (Record each stage of the journey on a separate line)	Are these goods being transferred from: See page 4 of guidance notes			Destination: Postcode OR place-name and county (Record each stage of the journey on a separate line)	Are these goods being transferred to: See page 4 of guidance notes			Distance travelled Kms/Miles		Basic description of goods carried See Page 5 of guidance notes For example Live Animals, Household waste, Mail/parcels, raw milk, Various food products, Plant hire equipment etc.	Were these dangerous or hazardous goods? Use codes found on page 5 of guidance notes	Cargo type See page 5 of guidance notes	Weight of Goods Kgs state unit used if other	Was Your vehicle carrying its full capacity?	
		Shipping port or docks	Rail depot/terminal	Airport		Shipping port or docks	Rail depot/terminal	Airport	Loaded	Empty					Space? (Y/N)	Weight? (Y/N)
Mon	SW1P 4DR				DOVER	✓			75.3	-	POTATOES	-	SB	15,000	Y	N
	DOVER				TN37 7GA				-	75.3	EMPTY	-	NS	0	N	N

**Example 2:**

A lorry leaves a depot in Westminster, London, carrying potatoes (weighing 15,000 kg) which is delivered at Dover, Kent. It picks up some parcels from the same location in Dover, weighing 100 kg and continues to its next destination, Hastings, where it also collects a consignment of LPG canisters, weighing 400 kg. From there it travels back to base, Westminster where it delivers the goods.

Day of the week	Origin: Postcode OR place-name and county (Record each stage of the journey on a separate line)	Are these goods being transferred from: See page 4 of guidance notes			Destination: Postcode OR place-name and county (Record each stage of the journey on a separate line)	Are these goods being transferred to: See page 4 of guidance notes			Distance travelled Kms/Miles		Basic description of goods carried See Page 5 of guidance notes For example Live Animals, Household waste, Mail/parcels, raw milk, Various food products, Plant hire equipment etc	Were these dangerous or hazardous goods? Use codes found on page 5 of guidance notes	Cargo type See page 5 of guidance notes	Weight of Goods Kgs state unit used if other	Was Your vehicle carrying its full capacity?	
		Shipping port or docks	Rail depot/terminal	Airport		Shipping port or docks	Rail depot/terminal	Airport	Loaded	Empty					Space? (Y/N)	Weight? (Y/N)
Mon	SW1P 4DR				DOVER	✓			75.3	-	POTATOES	-	SB	15,000	Y	N
	DOVER	✓			TN37 7GA				50	-	PARCELS	-	OT	100	N	N
	TN37 7GA				SW1P 4DR				110		LPG GAS CANISTERS	2.1	OT	500	Y	N



### Example 3:

A lorry leaves a depot in Westminster, London, carrying potatoes (weighing 15,000 kg) and goes to Dover, Kent to collect parcels weighing 7,000 kg. From there it travels to its next destination, Hastings, where it also collects a consignment of LPG canisters, weighing 400 kg. From Hastings it travels to its next destination, Wembley, to drop off the potatoes. It then travels to Liverpool to drop off the parcels and gas canisters. From there the vehicle returns to base, empty. Because the vehicle has made four stops but was returning to base and its last Journey does not involve any further loading and/or unloading that day, this is recorded in the fifth row.

Day of the week	Origin: Postcode OR place-name and county (Record each stage of the journey on a separate line)	Are these goods being transferred from: <i>See page 4 of guidance notes</i>			Destination: Postcode OR place-name and county (Record each stage of the journey on a separate line)	Are these goods being transferred to: <i>See page 4 of guidance notes</i>			Distance travelled Kms/Miles		Basic description of goods carried <i>See Page 5 of guidance notes</i> <i>For example Live Animals, Household waste, Mail/parcels, raw milk, Various food products, Plant hire equipment etc</i>	Were these dangerous or hazardous goods? <i>Use codes found on page 5 of guidance notes</i>	Cargo type <i>See page 5 of guidance notes</i>	Weight of Goods Kgs state unit used if other	Was Your vehicle carrying its full capacity?	
		Shipping port or docks	Rail depot/terminal	Airport		Shipping port or docks	Rail depot/terminal	Airport	Loaded	Empty					Space? (Y/N)	Weight? (Y/N)
Mon	SW1P 4DR				DOVER	✓			75.3	-	POTATOES	-	SB	15,000	N	N
	DOVER	✓			TN37 7GA				50	-	GROUPAGE	-	OT	22,000	N	N
	TN37 7GA				HA9 0WS				137	-	GROUPAGE	2.1	OT	22,400	Y	Y
	HA9 0WS				CH41 1FE	✓			354	-	PARCELS	2.1	OT	7,400	N	N
	CH41 1FE	✓			SW1P 4DR				-	376	EMPTY	-	NS	0	N	N

### Notes:

For rows 2 and 3 the lorry was carrying different types of goods, but as neither of the goods constituted 75% **of the total weight**, they were recorded as groupage (to show there were mixed goods).

For row 4, although the lorry was carrying both parcels and LPG canisters, the parcels made up over 75% of the weight – the main type of goods. The type of goods were therefore recorded as parcels.

**Journeys made on each day with five or more stops** (Examples are for illustrative purposes only and goods may not correspond to vehicle type).

**Example 4:**

A lorry leaves a warehouse in Margate, Kent, with a load of soft drinks (weighing 8,000 kg). It makes 2 stops to only unload the drinks and 8 stops where it both unloads drinks and picks up empties (1,000 kg) before returning to Margate. The furthest stop from Margate, Kent, is Ramsgate, Kent.

Day of the week	Origin: Postcode OR place-name and county	Are these goods being transferred from: See page 4 of guidance notes:			Destination: Postcode OR place-name and county	Are these goods being transferred to: See page 4 of guidance notes:			Furthest stop from Origin: Postcode OR place-name and county	Distance travelled Kms/Miles		Basic description of goods carried See Page 5 of guidance notes For example Live Animals, Household waste, Mail/parcels, raw milk, Various food products	Were these dangerous or hazardous goods? Use codes found on page 5 of guidance notes	Cargo type See page 5 of guidance notes	Weight of Goods Kgs state unit used if other		Number of stops for:		
		Shipping port or docks	Rail depot/terminal	Airport		Shipping port or docks	Rail depot/terminal	Airport		Loaded	Empty				Loaded	Unloaded	Loading only	Unloading only	Loading and unloading
Mon	MARGATE, KENT				MARGATE, KENT				RAMSGATE, KENT	50	39	SOFT DRINKS	-	RC	9,000	8,000	1	2	8

**Example 5:**

A household waste lorry leaves a warehouse in Margate, Kent to make a large number of street collections of waste (weighing 18,000 kg) in the Margate area. It then travels to a Waste Management Site to unload which is the vehicles furthest stop from Margate, Kent, CT13 9NW. The vehicle then returns to the depot empty.

Day of the week	Origin: Postcode OR place-name and county	Are these goods being transferred from: See page 4 of guidance notes:			Destination: Postcode OR place-name and county	Are these goods being transferred to: See page 4 of guidance notes:			Fur hest stop from Origin: Postcode OR place-name and county	Distance travelled Kms/Miles		Basic description of goods carried See Page 5 of guidance notes For example Live Animals, Household waste, Mail/parcels, raw milk, Various food products	Were these dangerous or hazardous goods? Use codes found on page 5 of guidance notes.	Cargo type See page 5 of guidance notes	Weight of Goods Kgs state unit used if other		Number of stops for:		
		Shipping port or docks	Rail depot/terminal	Airport		Shipping port or docks	Rail depot/terminal	Airport		Loaded	Empty				Loaded	Unloaded	Loading only	Unloading only	Loading and unloading
Mon	MARGATE, KENT				MARGATE, KENT				CT13 9NW	48	15	HOUSEHOLD WASTE	-	SB	18,000	18,000	MULTIPLE	1	0