



Guidance Notes on Completing the International Road Haulage Survey (IRHS)

Instructions

These notes are intended to help you complete the International Road Haulage Survey (IRHS) 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 8580

Email: IRHS.STATS@dft.gov.uk

(Please quote the reference number, found on the top of the survey form, in all correspondence)

Guidance on completing the form

Section A: Survey details

Reference number: This is the unique reference number that we use to identify your firm.

Survey period: This shows the start and end dates that this survey refers to.

- You are required **by law** to complete a survey form for each heavy goods vehicle (over 3.5 tonnes 'plated weight'), registered to the firm, that leaves the UK (England, Wales, Scotland and Northern Ireland) by sea or Channel Tunnel during these dates.
- The date the vehicle picks up its first consignment of goods to be move abroad must be within the dates specified, however **the return date can be at any time**.
- If a vehicle commenced two or more international round-trips within the specified period then please describe each round-trip on a separate form.
- An international trip ends when the last of the goods loaded abroad are unloaded in the UK, or, in the case of empty return journeys, when the vehicle returns to its home base or begins a new assignment.
- If your firm no longer carries out any international road haulage activities, please let us know using Section B.

Section B: Firm Details

Question 1: Please estimate the number of international trips that will be made by **your firm** in the next 12 months and write this number in the box provided.

- Include in the estimate all international trips made by your firm in total, **not** just those by the vehicle being reported on.
- Include all international trips made by your firm in vehicles that you have hired.
- Exclude any trips subcontracted to other companies.

Question 2: If your firm no longer carries out any international road haulage activities please indicate why by ticking the most appropriate option. Please tick only **one** option:

- "Firm has ceased trading" - if the firm has wound up operations and is no longer trading.

- “Firm only carries out domestic work” – if the firm no longer carries out any international work **whatsoever, under any circumstances** and only undertakes road haulage in the UK (England, Wales, Scotland and Northern Ireland). This excludes circumstances where international work is in short demand or has “dried up”.

Once you have completed this question, please go straight to Question 10 (Contact and Certification) on page 2, ignoring questions 3 – 9.

If this question does not apply to you, please continue to Question 3.

Question 3: If no vehicles in your fleet were used for international work during the survey period please tell us why by ticking the most appropriate option. Please tick only **one** option.

You only need to return **one survey form** if no international work was started.

Once you have completed this question, please go straight to Question 10 (Contact and Certification) on page 2, ignoring questions 4 – 9.

If this question does not apply to you, please continue to Question 4.

Question 4: Please tell us how this vehicle was being operated during the survey period 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 5: Please tell us the nature of your business:

- If in Question 4 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 4 you ticked “hire and reward”, simply write “Haulage”.

Question 6: 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 the drivers.

Please tick only **one** option.

Section C: Vehicle Activity

Question 7: Please tell us the:

- **Registration mark** of the vehicle that you are providing information about.
- **Date it left** the UK – the first point at which the vehicle left the UK (England, Wales, Scotland and Northern Ireland)
- **Date it returned** to the UK.

Question 8: 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 weights in kilograms.

Question 9: Please tick the box which best describes the axle configuration and body type of the vehicle that was used for trips during the survey period.

For artic vehicles:

- Please ensure you also indicate the type of trailer used. If only the tractor is used on a trip to pick up a trailer or only the tractor leaves the UK to pick up a trailer abroad, 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 D: Details of trips made by the vehicle

This section of the form should be used to record the details of international trips made by the vehicle during the survey period, indicated in section A and the goods it loaded and unloaded during this trip.

- Please account for the vehicle's activities throughout the entire international trip.
- Please complete a separate form for each international trip that each vehicle makes during the survey period.

Which trips should be recorded?

You should **record details of each international trip which involves the vehicle leaving the UK** (England, Wales, Scotland and Northern Ireland) and travelling abroad **including** trips to, from or on the Isle of Man, Guernsey and Jersey to transport goods internationally and returning back to the UK.

You should record all trips and stops in the UK that involve loading or unloading goods that are to be, or have been, transported abroad.

For example, a vehicle travels from London to Paris, via ferry from Dover to Calais. The trip should show the London postcode as the origin and the Paris location (the point at which the vehicle unloaded its goods) as the destination.

Outward Journey: Please tell us in the relevant space:

- UK port of departure: The name of the port the vehicle left the UK from.
- Foreign port of arrival: The name of the port the vehicle arrived at abroad.

Return Journey: Please tell us in the relevant space:

- Foreign port of departure: The name of the port the vehicle left abroad from when bound for the UK.
- UK port of arrival: The name of the port the vehicle arrived at in the UK.

For both outward and return journeys, if the vehicle travelled from or to the UK via the Channel Tunnel please enter "CT" as the port of departure or arrival.

On leaving/returning to the UK was your vehicle: If upon leaving or arriving to the UK the vehicle was:

- Travelling at its full capacity by space, put Y, else put N.
- Travelling at its full capacity by weight (carrying capacity), put Y, else put N.
- Travelling empty, put a Y, else put N.

Please put either a Y or N in all columns.

Please state the total round trip distance: This is the distance travelled by the vehicle from when goods (due to be unloaded abroad) are first loaded in the UK to when the last of the goods (loaded abroad) are unloaded in the UK.

In the case of empty outward or return journeys, record the distance from when the vehicle leaves from or returns to its home base or begins a new assignment.

- Please record the distance to one decimal place.
- Please record the distance in **either** kilometres **or** miles and show us which by **putting a line through** the other as appropriate.
- Give the distance the vehicle travelled **under its own power** and exclude distances travelled by ferry or train.

Please state countries travelled through: Please state all the countries that the vehicle travelled through during the journey being reported on. Travelled through means passing through without stopping to load or unload:

- Record the countries the vehicle travelled through by writing the initials of the country separating each country by a comma e.g. France = FR, Ireland = IE, Switzerland = CH, Czech Republic = CZ etc.

Section E: Consignments carried

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
Explosives		Oxidising substances	
1	Explosive	5.1	Oxidising substance
Gases		5.2	Organic peroxide
2.1	Flammable gas	Toxic substances	
2.2	Non-flammable, non-toxic gas	6.1	Toxic substance
2.3	Toxic gas	6.2	Infectious substance
Flammable liquid		Radioactive material	
3	Flammable liquid	7	Radioactive material
Flammable solids		Corrosive substances	
4.1	Flammable solid	8	Corrosive substance
4.2	Spontaneously combustible substance	Miscellaneous dangerous goods	
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
LB	Liquid Bulk	PS	Pre Slung Goods
SB	Solid Bulk	NP	No Packaging and other mobile units e.g. Livestock, Cars, Plant
LFC	Large Freight Containers, incl. ISO Containers	RC	Roll Cages and other mobile units
OFC	Other Freight Containers, including Stillages	OT	Other Cargo Types including Swap Bodies, Boxes, Crates and Cylinders or mixed consignments
PL	Palletised Goods	NS	Empty

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

- The weight of goods should include any packaging or containers.
- Trips with a consignment of empty ‘Packaging’ or an ‘Empty Container’ are considered as loaded and therefore weights must be recorded.
- If consignments from a **single origin** are being delivered to **multiple destinations**, please split the weight of each consignment according to how much was unloaded at each destination.
Please do not provide a single figure for the total weight of consignments loaded at origin.
- If the vehicle was travelling empty with no consignments e.g. between a place of unloading to the next place of loading, please indicate the weight as 0.

Place of loading/Unloading: Place-name and country: Please record the corresponding place where each consignment was loaded and then unloaded **on the same line**. If the whole trip is within the same place, please record this in both the place of loading and unloading.

When referring to the places, please provide the **place name and country**:

- For cities or large urban areas: please give a more precise geographical location (as well as the country for international trips) (e.g. Wembley, England (instead of London, England) or Petit-Montrouge, France (instead of Paris, France) or Blackford, Scotland (instead of Edinburgh, Scotland)).
- Outside of cities: please give a more precise geographical location together with county details (e.g. Shrewsbury, England or Youghal, Ireland or Lille, France)
- 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, Belfast, Northern Ireland)

Please do not:

- Write a company name as the origin or destination.
- Use generic terms such as “Depot” or “Yard”.

Stop number for loading/unloading: In each consignment row, please put a number in the loading and unloading column to show which stop number, during the trip those goods were either loaded or unloaded to/from the vehicle. The first time the vehicle is stationary to either load or unload goods, should be recorded as 1 and each stop thereafter to either load or unload goods should be given the next highest number i.e. 2, 3, 4.

A **single, consecutively increasing** list of numbers should be used, and no number should appear twice. If goods were both loaded and unloaded at the same place, record whichever was loaded or unloaded first with the lowest number, then record whichever was loaded or unloaded next with the next number.

Empty vehicles: Please ensure that all instances where the vehicle is moved empty are recorded.

This includes where the vehicle:

- leaves the depot empty to the first consignment pick-up
- travels empty between a drop-off and the following pick-up
- returns empty from the last drop-off back to the depot

The consignment details of such movement should be recorded as normal but the description should be given as ‘Empty’, cargo type as ‘NS’ and weight of goods as 0.

See examples at the end of this guidance.

Section F: Contact details and certification

Question 10: 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.

Further information

Thank you for completing this form, your time is appreciated. 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 8580

Email: IRHS.STATS@dft.gov.uk

(Please quote reference number printed on survey form 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>

Examples (for illustrative purposes only).

Example 1 A vehicle leaves the UK from Dover Port and arrives at Calais, France. It travelled through France and Germany, before arriving back at the UK using the Calais to Dover route.

Section D: Details of trips made by the vehicle

Outward trip - from the UK		On leaving the UK was your vehicle:			Return trip - to the UK		On returning to the UK was your vehicle:			Please state the total round trip distance Kms/Miles (Delete as appropriate)	Please state countries travelled through in box below. e.g. FR-France, CH-Switzerland,
UK port of departure	Foreign port of arrival	Carrying its full capacity by Space? (Y/N)	Carrying its full capacity by Weight? (Y/N)	Empty? (Y/N)	Foreign port of departure	UK port of arrival	Carrying its full capacity by Space? (Y/N)	Carrying its full capacity by Weight? (Y/N)	Empty? (Y/N)		
DOVER	CALAIS, FRANCE	N	Y	N	CALAIS, FRANCE	DOVER	Y	N	N	1230	FR, DE

The details of the vehicles trip, what it loaded and where is set out below:

1. The vehicle sets off from Bristol [BS1 5TR] loaded with 2,000 kg of household furniture.
2. The vehicle reaches its first destination, Watford and loads a consignment of structural metal products weighing 13,000 kg.
3. The vehicle travels to Munich and unloads the consignment of household furniture weighing 2,000 kg.
4. The vehicle also unloads the consignment of structural metal products weighing 13,000 kg.
5. The vehicle travels from Munich empty
6. The vehicle arrives back at Bristol, empty

Section E: Consignments carried

	Consignments				Place of loading		Place of unloading	
	Basic description of goods carried E.g. bread, furniture, household goods	Were these dangerous or hazardous goods? Please indicate the nature of the goods using the codes found in the accompanying notes.	Cargo type e.g. palletised	Weight of goods Kgs <i>state unit used if other</i>	Place-name and country	Stop number	Place-name and country	Stop number
1	HOUSEHOLD FURNITURE		PL	2,000	BRISTOL, ENGLAND	1	MUNICH, GERMANY	3
2	STRUCTURAL METAL PRODUCTS		PL	13,000	WATFORD, ENGLAND	2	MUNICH, GERMANY	4
3	EMPTY		NS	0	MUNICH, GERMANY	5	BRISTOL, ENGLAND	6

Example 2

A vehicle leaves the UK from Dover Port and arrives at Calais, France. It travelled through France and Switzerland, before arriving back at the UK using the Calais to Dover route.

Outward trip - from the UK		On leaving the UK was your vehicle:			Return trip - to the UK		On returning to the UK was your vehicle:			Please state the total round trip distance Kms/Miles (Delete as appropriate)	Please state countries travelled through in box below. e.g. FR-France, CH-Switzerland,
UK port of departure	Foreign port of arrival	Carrying its full capacity by Space? (Y/N)	Carrying its full capacity by Weight? (Y/N)	Empty? (Y/N)	Foreign port of departure	UK port of arrival	Carrying its full capacity by Space? (Y/N)	Carrying its full capacity by Weight? (Y/N)	Empty? (Y/N)		
DOVER	CALAIS, FRANCE	Y	N	N	CALAIS, FRANCE	DOVER	Y	N	N	1836	FR, DE

The details of the vehicles trip, what it loaded and where is set out below:

1. The vehicle sets off from Oxford [OX1 1BX] loaded with 1,800 kg of car parts.
2. The vehicle reaches its first destination, Farnham [GU9 7RN] and loads 1,400 kg more of car parts.
3. The vehicle travels to Lille, France to unload the 1,400 kg of car parts
4. The vehicle then travels to Winterthur, Switzerland to unload 1,800 kg of car parts.
5. The vehicle travelled from Winterthur empty
6. The vehicle arrived at Lille, empty
7. In Lille the vehicle loaded a consignment of car parts, weighing 2,100 kg.
8. The vehicle travelled to Essex [CM1 1QH] to unload the car parts weighing 2,100 kg.

	Consignments				Place of loading		Place of unloading	
	Basic description of goods carried E.g. bread, furniture, household goods	Were these dangerous or hazardous goods? Please indicate the nature of the goods using the codes found in the accompanying notes.	Cargo type e.g. palletised	Weight of goods Kgs <i>state unit used if other</i>	Place-name and country	Stop number	Place-name and country	Stop number
1	CAR PARTS		PL	1,800	OXFORD, ENGLAND	1	WINTERTHUR, SWITZERLAND	4
2	CAR PARTS		PL	1,400	FARNHAM, ENGLAND	2	LILLE, FRANCE	3
3	EMPTY		NS	0	WINTERHUR, SWITZERLAND	5	LILLE, FRANCE	6
4	CAR PARTS		PL	2,100	LILLE, FRANCE	7	CHELMSFORD	8

