



**ttp consulting**  
transport planning specialists

**The Bedford Estates  
Bloomsbury Limited**

**50 – 51 Russell Square**

**Delivery & Servicing Plan**

**December 2023**

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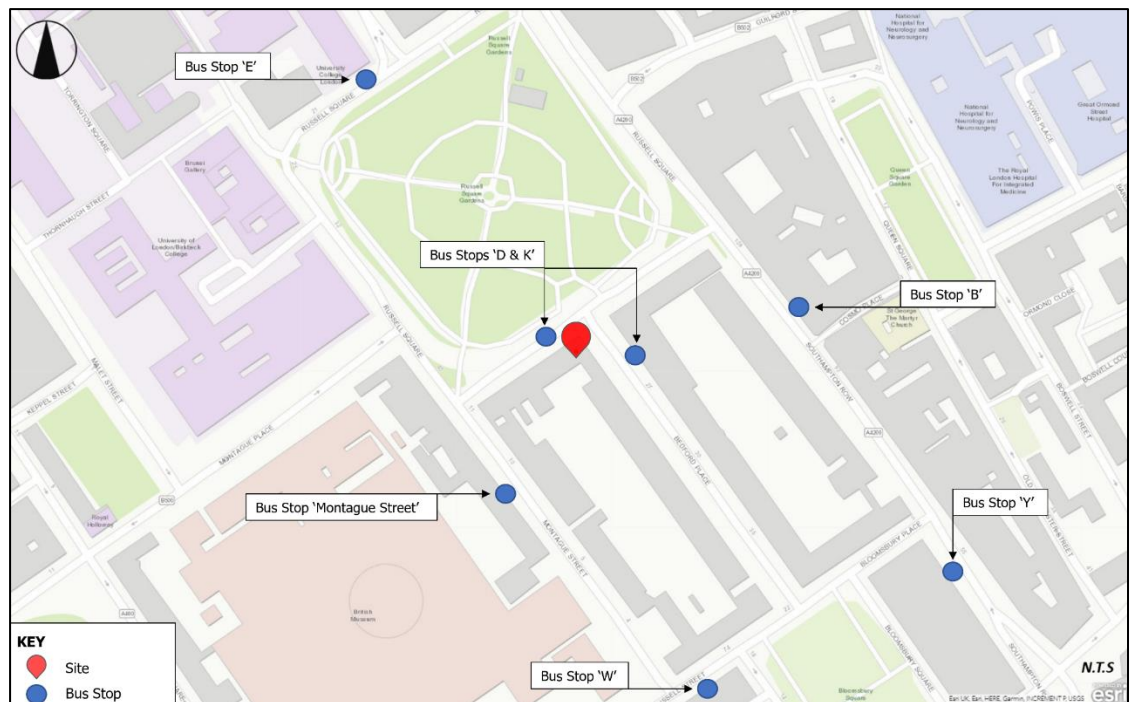
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# 1 INTRODUCTION

- 1.1 TTP Consulting has been appointed to prepare this Delivery & Servicing Plan in relation to the development proposals for 50-51 Russell Square located within the London Borough of Camden (LBC). A site location plan is shown at **Figure 1.1**.

**Figure 1.1 – Site Location Plan**



- 1.2 The site contains a 5-storey building providing approximately 1,890 sqm (GEA) of office floor space including ancillary storage uses at basement level and a caretaker's unit at 5<sup>th</sup> floor level.
- 1.3 The development proposals are summarised as:
- "New façade treatment to main building; enlarged roof extension, reopening of lightwell to front; demolition of two storey outrigger and replacement with three storey plus plant enclosure, single storey infill extension to existing car park, erection of full height stair core extension to rear and reconfiguration of entrance steps and ramp".*
- 1.4 The proposed layout plans are included at **Appendix A**.
- 1.5 This DSP outlines the measures that will be implemented at the development with regard to delivery and servicing activity.

## Objectives

- 1.6 The primary objectives of the DSP will be to outline how delivery and servicing activity will be managed and undertaken successfully. It relies on good management and initiatives to

encourage better behaviour, not only within the site but also from suppliers. This way progress can be made towards the objective of enabling safe, clean and efficient deliveries.

1.7 The DSP is a live document that can be updated over time to reflect changes. A dedicated staff member would be responsible for implementing the measures and approaches set out within the document. The DSP will manage deliveries and servicing to the premises in order to ensure that where possible:

- Deliveries are planned (where possible) so as to minimise the potential for deliveries coinciding;
- Ensure that vehicles adhere to on-street restrictions when making deliveries;
- Consolidating deliveries where possible;
- Vehicles load/unload for the minimum time necessary, in order to ensure that the development does not cause vehicles to be delayed on the public highway;
- Ensure that where possible, deliveries are undertaken by small to medium-sized vehicles as is commonplace in London; and
- Promote the use of zero-emission vehicles such as e-cargo bikes.

## **Benefits**

1.8 Benefits to be gained through the implementation of a DSP include the following:

- Minimise impact on the public highway: active management of deliveries at the site, including operation of a delivery pre-booking system, which will minimise impact on the public highway;
- Save time and money: lower operating costs resulting from consolidation of deliveries;
- Improved safety: a lower number of deliveries reduces the potential for accidents;
- Lower carbon footprint: consolidated deliveries result in a lower carbon footprint at the site;
- Reduced congestion on surrounding roads: lower delivery numbers can reduce congestion on local roads, improve air quality and reduce noise impact; and
- Support the environmental credentials of the organisation: highlight the developer's commitment to reducing carbon emissions.

## 2 DELIVERY AND SERVICING ARRANGEMENTS

### Delivery and Servicing Opportunities

- 2.1 As there will be no vehicular access to the site, All delivery and servicing activity would take place on-street, with yellow lines on Bedford Place providing opportunity for vehicles to stop. It is considered that vehicles delivering to the existing building would have stopped in the same location.
- 2.2 LBC's website advises that;
- "Loading or unloading can take place on single or double yellow lines (without kerb markings) for an unlimited time before 11am and after the end of controlled hours or 6.30pm (whichever is earlier). After 11am and until the end of controlled hours or 6.30pm (whichever is earlier), heavy goods vehicles (3.5 tonnes and above) can load or unload for up to 40 minutes, cars and light goods vehicles for up to 20 minutes."*
- 2.3 It is also noted that the website advises the loading is also permitted for up to 20 minutes within a resident permit or pay and display parking bays.

### Type & Number of Movements

- 2.4 Deliveries to the office would mainly comprise post, stationery, food and drink and courier deliveries. Based on the TRICS database, offices typically generate 0.39 deliveries per 100 sqm of floorspace. Therefore, based on the uplift of 448 sqm (GEA) of office floor space, the proposed development is expected to generate an additional 1 – 2 deliveries per day. The additional number of deliveries is negligible and would not have a noticeable impact on the local road network.
- 2.5 Of these deliveries, the vast majority of deliveries would be carried out by Light Goods Vehicle (LGV 3.5t), many of which are already operating in the area, whilst deliveries by Heavy Goods Vehicles (HGV, over 3.5t) would be infrequent, such as waste collection vehicles.

### Duration of Stay

- 2.6 Deliveries of small handheld parcels will typically only take a couple of minutes, with the driver handing the parcel to the recipient/office personnel. These deliveries are typically made by LGVs, such as bikes, motorcycles, cars and panel vans.
- 2.7 Other deliveries to the office are expected to only take between 5 – 10 minutes, with general office supplies being wheeled or carried directly into the building from the delivery vehicles which would stop near the building entrance. Deliveries made by HGVs may take longer by the nature of what they are delivering which is generally larger materials/goods.

## **Refuse and Recycling Collection**

- 2.8 Waste will be stored at basement level, within a dedicated refuse store, as indicated on the proposed layout plans included at **Appendix A**. Waste will be separated into general and recycling at source.
- 2.9 Prior to collection, waste will be transported from the basement to surface level within the curtilage of the development by a nominated member of staff. Waste collections will be arranged and managed by a private waste collection company, with waste collection vehicles stopping on-street on Bedford Place to collect waste on a daily basis.

### 3 INITIATIVES OF THE PLAN

#### Objectives

- 3.1 The main objective of the DSP is to ensure all delivery and servicing activity at the site is undertaken in a sustainable, efficient manner. It also seeks to identify how this will be achieved through ongoing management and initiatives. This helps to enable safe, clean and efficient deliveries to the site and mitigates against any negative impacts on the operation of the local highway network.

#### Measures

- 3.2 The following measures will form part of the plan:
- Implement a booking system to help manage deliveries away from peak hours to minimise congestion;
  - Record a delivery log to determine whether any suppliers can be consolidated to reduce the number of vehicles. Consider doing so between both units for stationery, catering, waste collection etc;
  - Encourage staff/management to use delivery companies who can demonstrate their commitment to best practice – for example, the Freight Operator Recognition Scheme (FORS) will be selected;
  - Staff instructed to use 'click and collect' and utilise pick-up points rather than having personal deliveries made to the site;
  - Staff/management will be encouraged to use sustainable suppliers that use alternative modes of transport for freight, such as cargo bikes or electric vehicles;
  - Deliveries will be scheduled as far as possible so as to avoid coinciding with waste/recycling collections; and
  - Drivers will be advised that the vehicle engines must be switched off whilst goods are being loaded/unloaded (i.e., when their vehicle is stationary).

## **Monitoring and Review**

- 3.3 The dedicated staff member will monitor servicing operations to allow servicing activity to be undertaken safely and efficiently. They will be responsible for the smooth and efficient operation of the plan.
- 3.4 They would regularly review delivery and servicing procedures at the site to understand how well the DSP is being implemented, i.e., are the measures being followed, and how well it is achieving its objectives, i.e., is the dwell time of deliveries reducing.
- 3.5 Any comments received from management/other staff members of the site and/or third parties regarding servicing activity will be considered and addressed where necessary.
- 3.6 Additional measures will be introduced where appropriate and monitored.



## **4 SUMMARY**

- 4.1 The DSP aims to ensure that all delivery and servicing activity associated with the development is managed, monitored and undertaken in a suitable manner on a day-to-day basis.
- 4.2 Staff and delivery drivers will form a key part of the process to ensure delivery and servicing activity is undertaken in a considerate manner.

## **Appendix A**

GENERAL NOTES

All dimensions to be checked on site prior to commencement of any works, and/or preparation of any shop drawings. Sizes of and dimensions to any structural and MEPH services elements are indicative only. See relevant consultant's drawings for actual sizes and dimensions. This drawing to be read in conjunction with all other Architect's drawings, specifications and other Consultants' information. All proprietary systems shown on this drawing are to be installed strictly in accordance with the Manufacturers/Suppliers recommended details. Any discrepancies between information shown on this drawing and any other contract information or manufacturers/suppliers recommendations is to be brought to the immediate attention of the Architect. All work must be carried out in accordance with the Building Regulations and to the satisfaction of the Local Authority. DO NOT SCALE FROM THIS DRAWING

DRAWING NOTES

- Key
- Existing Building
  - Existing Neighbour Building
  - Earth / Subsoil
  - Proposed Elements
  - Site Boundary

Smoke Outlet Note:

Combined proposed area including Lift-out/ Knock-out panels and actuator controlled door leafs totals 9.86m2 (3.01% GIA Total Floor Area).

0 1 2 3 4 5

L03	08/12/2023	PLANNING	BR	MB
L01	06/12/2023	PLANNING	BR	
D01	01/12/2023	STAGE 3 EXTERIOR	BR	
Rev	Issue Date	Revision Notes	Drawn	Checked

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PROJECT 50-51 Russell Square

CLIENT The Bedford Estates Bloomsbury Limited

DRAWING Plans As Proposed  
Basement & Ground Floor Plan

STATUS **PLANNING**

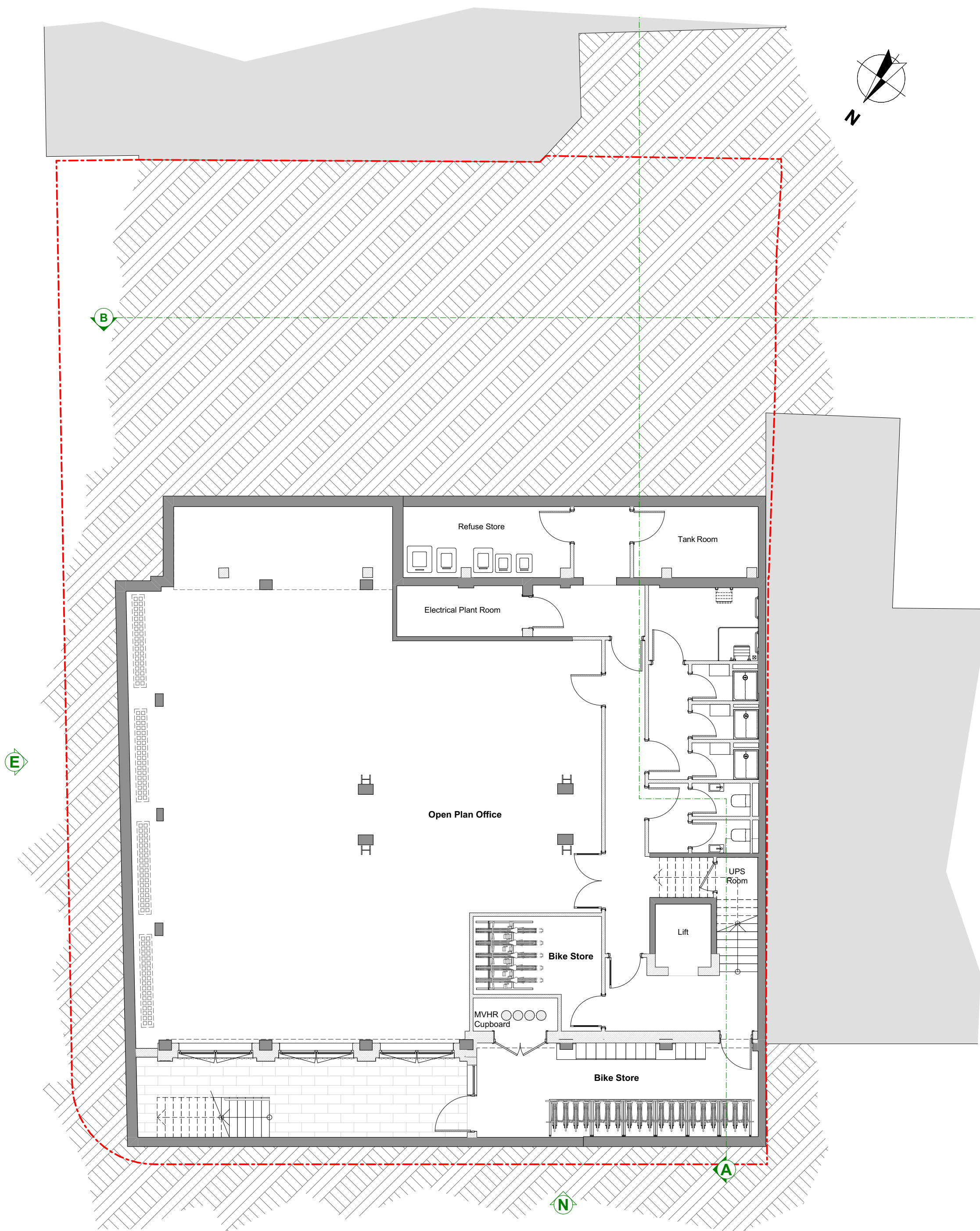
REFERENCE Project No. Originator Zone Location Type Role Drawing Revision Code No.

0937 - GAR - XX - ZZ - DR - A - 0150 - L03

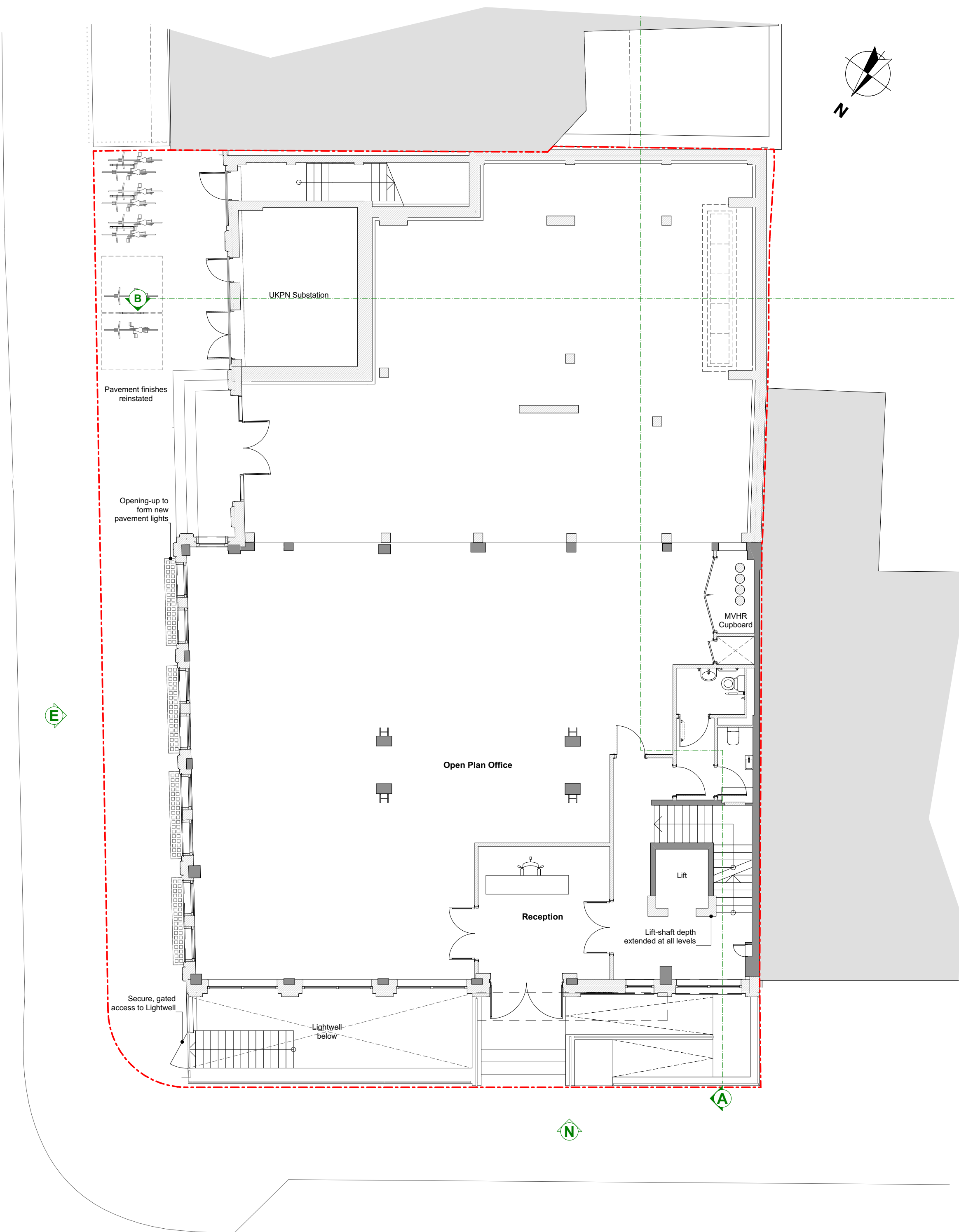
PROJECT NUMBER	DRAWING NUMBER	REVISION
0937	0150	L03

DATE 18/12/2023 SCALE @ A1 1:100

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-1. Basement Floor  
1:100



0. Ground Floor  
1:100