CANEPARO ASSOCIATES
Transport Planning & Highway Design

Railway Pension Nominees Limited

26 Red Lion Square

Delivery & Servicing Plan

December 2024

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Contents

Appendices

1 INTRODUCTION

1.1 This Delivery & Servicing Plan has been prepared by Caneparo Associates on behalf of Railway Pension Nominees Limited ('the Applicant') in relation to the planning application at 26 Red Lion Square, WC1R 4HQ ('the site'), located in the London Borough of Camden ('LBC').

1.2 The planning application seeks the extension, reconfiguration, and refurbishment of the building to provide a qualitative and quantitative uplift of 87 sqm GIA office floorspace. The proposals remove the basement level car park to provide high-quality cycle parking and changing room facilities.

1.3 This DSP sets out how deliveries and servicing associated with the Development will be managed. It has been prepared in consideration of the Camden Transport Planning Guidance (January, 2021) and following pre-application advice from LBC.

Aim and Objectives

1.4 The principle aim of the DSP is to manage deliveries and servicing (including waste collection) to and from the Development, in order to ensure that servicing activity is undertaken successfully, efficiently, sustainably and without conflict between vehicles and / or pedestrians.

1.5 In addition, the DSP includes measures to ensure servicing and deliveries are recorded and monitored. This highlights any issues which may arise from the servicing of the Development. In accordance with the Borough's guidance, this enables future deliveries to be reduced, re-moded, re-timed and re-routed. Deliveries by smaller vehicles will prioritised, as will delivering outside of weekday peak periods. This aligns with the LBC's vision for the management of freight / servicing to:

"The aim of a DSP is to minimise motorised freight movements, mitigating against the negative impacts of freight movement in general, in particular those of motorised freight traffic".

1.6 The DSP will manage deliveries and servicing at the Development with the following objectives:

- Deliveries will be planned and undertaken from the agreed servicing yard for suitably sized vehicles with the remaining vehicles stopping on-street;
- Where possible, deliveries will be undertaken by small to medium vehicles; and

- Vehicles will load / unload for the minimum time necessary, in order to ensure that the loading facilities are available for other incoming vehicles whenever possible.

Benefits

1.7 The DSP aims to bring about a continual improvement in the way deliveries and servicing is undertaken by reducing its effect on the environment and local highway. It also brings about a number of benefits to the organisations and users of the Development, including the following:

- Opportunities to consolidate deliveries, saving time and money.
- Improvements to safety by reducing the number of deliveries and overseeing activity on-Site.
- Reducing harmful emissions through the use of greener and smaller vehicles.
- Improving the scheduling of deliveries to reduce non-attendances, unsuccessful deliveries or idling vehicles waiting to access the loading facilities.
- Reducing the potential for having to wait/load/unload illegally.
- Reducing congestion and environmental impacts, conversely resulting in improved air quality.
- Improving amenity for users of the Development and the local area through reduced noise, emissions and intrusion from vehicles.

1.8 The remainder of the DSP is set out as follows:

- Section 2 sets out the delivery vehicle and servicing arrangements;
- Section 3 defines the waste store and collection arrangements;
- Section 4 outlines the initiatives of the DSP;
- Section 5 details the monitoring and review of the DSP; and
- Section 6 provides a conclusion.

2 SERVICING ARRANGEMENTS

2.1 This section outlines the arrangements for servicing vehicles associated with the proposed development as well as the number of servicing movements expected per day.

Proposed Delivery / Servicing Arrangement

2.2 The proposed delivery and servicing arrangement will remain in line with the existing situation with vehicles using the single yellow line along the eastern side of Old North Street, the single yellow line on the northern side of Red Lion Square and the loading bay along Theobalds Road.

2.3 Deliveries for the office will be controlled by site management to ensure the smooth operation of deliveries, servicing and waste collection. The servicing strategy for the Development is presented within **Figure 2.1**.

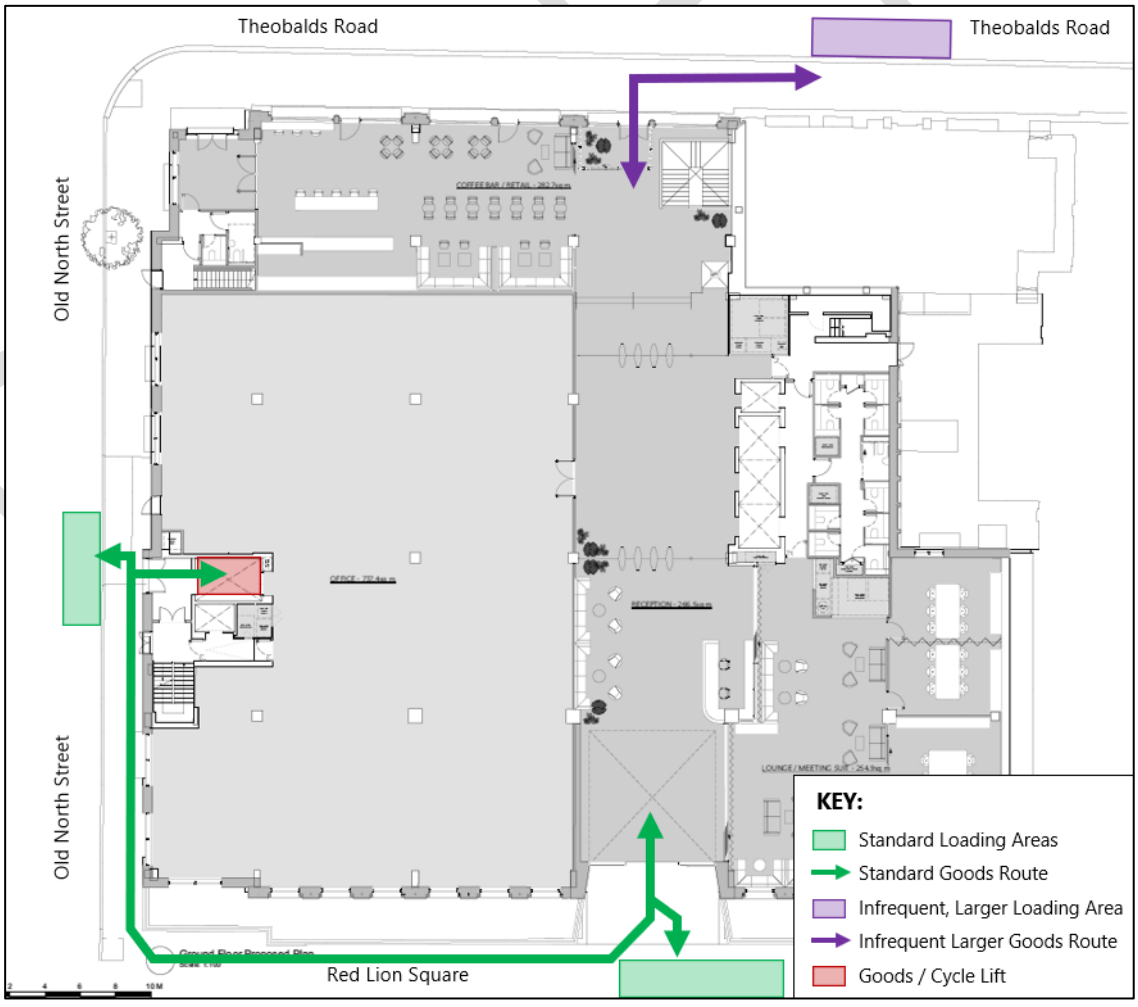


Figure 2.1: Servicing Arrangement *Source: Stiff+Trevillion Architects 2024*

2.4 Deliveries will be undertaken by smaller fuel-efficient vehicles wherever possible. Smaller vehicles will be able to use the single yellow lines on Old North Street / Red Lion Square for loading/ unloading for up to 40 minutes. Infrequent deliveries from larger vehicles would be able to stop in the loading bay on Theobald's Road which is available for use 08:30-18:30 Monday to Friday and 08:30-13:30 on Saturdays.

2.5 The SMT will monitor the goods into the office as well as waste leaving the building to ensure the smooth operation of servicing and waste collection.

2.6 The SMT will be responsible for managing vehicles servicing the Development in order to ensure that vehicles load and unload in line with local parking controls, and within the servicing areas indicated within this DSP.

Swept Path Analysis

2.7 Vehicle swept path analysis has been prepared to demonstrate that the vehicle types and sizes proposed will be able to safely access and egress the Site and proposed servicing locations Old North Street and Red Lion Square. The vehicles used within the swept path analysis are considered the largest expected to access the site. A copy of the swept path analysis plans is included at **Appendix A**.

Baseline Servicing Movements

2.8 The following parameters were selected within the TRICS database to obtain the delivery trip rates for the proposed office floorspace:

- Land Use: 02 – Employment. A – Office.
- Regions: Greater London & South East England.
- Urban Category: Town Centre, Edge of Town Centre.
- Floor Area Range: 830 sqm to 20,129 sqm.
- Date Range: Surveys since 2021.

2.9 This assessment found that across the 6 sites which matched the above parameters, on average 0.135 delivery vehicles attended the site per day per 100 sqm GIA of floorspace. The TRICS report for this assessment is detailed at **Appendix B**.

2.10 As such, the proposed uplift in office floorspace of 199 sqm GIA can be expected to generate up to 1 additional delivery vehicle per day, with the proposed development (13,459 sqm GIA) having an overall servicing demand of up to 19 daily delivery vehicles.

2.11 Deliveries for the office as well as the waste store will be controlled by site management to ensure the smooth operation of deliveries, servicing and waste collection.

2.12 Due to the type of deliveries the office floorspace will receive, the vast majority of deliveries will be undertaken by small to medium sized vehicles e.g. transit vans, with an infrequent demand for larger vehicles. This will remain in line with the existing situation.

Servicing Vehicle Types

2.13 The vast majority of deliveries will be undertaken by small to medium sized vehicles e.g. transit vans, with an infrequent demand for larger vehicles. The dimensions of the vehicles expected to service the site are included below:

- Car-derived vans, 4.4m length x 1.8m width;
- Transit vans, 4.9m length x 2m width;
- 4.6t Light Van, 5.9m length x 2m width;
- Large Waste Lorry, 9.9m length x 2.5m width;
- 7.5t Panel Van, 7.2m length x 2.2m width (long wheel-base transit); and
- 7.5t Box Van, 8m length x 2.1m width.

2.14 The vast majority of deliveries will be undertaken by cycles, motorcycles, cars, car-derived vans and transit/panel vans, and suppliers will be encouraged to use vehicles of this size, where possible. This is not only to minimise the servicing impact of the Development on the highway network, but also in consideration of the constrained roads that exist within the LBC.

The Development is also expected to receive vehicles such as a box vans or rigid lorries on infrequent occasions i.e. when a commercial tenant moves in / out. The most likely delivery vehicle types are included within the **Photographs 2.1-2.5** below.

Photograph 2.1: Typical Cargo Bicycle

Photograph 2.2: Typical Large E-Cargo Bicycle

Photograph 2.3: Typical 3.5t sprinter van

Photograph 2.4: Typical Luton van

Photograph 2.5: Typical 7.5t box van

Delivery Vehicle Timings

2.15 In reference to Camden's Transport Planning Guidance (January 2021), the SMT will liaise with tenants to encourage deliveries to be undertaken outside of peak travel periods, where possible.

2.16 In the unlikely event an HGV is required to service the Development, the London Lorry Control Scheme (LLCS) will be adhered to where applicable i.e. for HGVs with a gross weight of over 18 tonnes. The LLCS controls the movements of HGVs at night and at weekends by imposing the following time restrictions:

- Monday to Friday: 21:00 – 07:00 (including 21:00 Friday night to 07:00 Saturday morning.
- Saturday: 13:00 – 19:00.
- Sunday: (all day).

- Bank holidays: treated as a normal weekday.

Vehicle Routing

2.17 Most delivery vehicles / waste collection vehicles will access the Development via Old North Street or Red Lion Square which is a primary route in the area providing access to the western frontage of the building.

2.18 Vehicles will turn east onto Red Lion Square and then follow it round clockwise before turning north onto Old North Street to service the Site via Old North Street. Vehicles will egress from Old North Street and proceed north via Theobald's Road.

2.19 Vehicles will turn east onto Red Lion Square and then follow it round clockwise, stopping outside the site for access via Red Lion Square. Vehicles will then egress and continue clockwise along Red Lion Square and then proceed south via Drake Street.

2.20 Infrequent deliveries from larger vehicles on Theobald's Road will approach from the east, stopping on the south side of the carriageway near the building's north entrance. Vehicles will egress westbound on Theobald's Road to Drake Street.

2.21 The Vehicle Routing Plan demonstrating the access and egress routes for servicing/ deliveries is provided at **Figures 2.2-2.4** below.

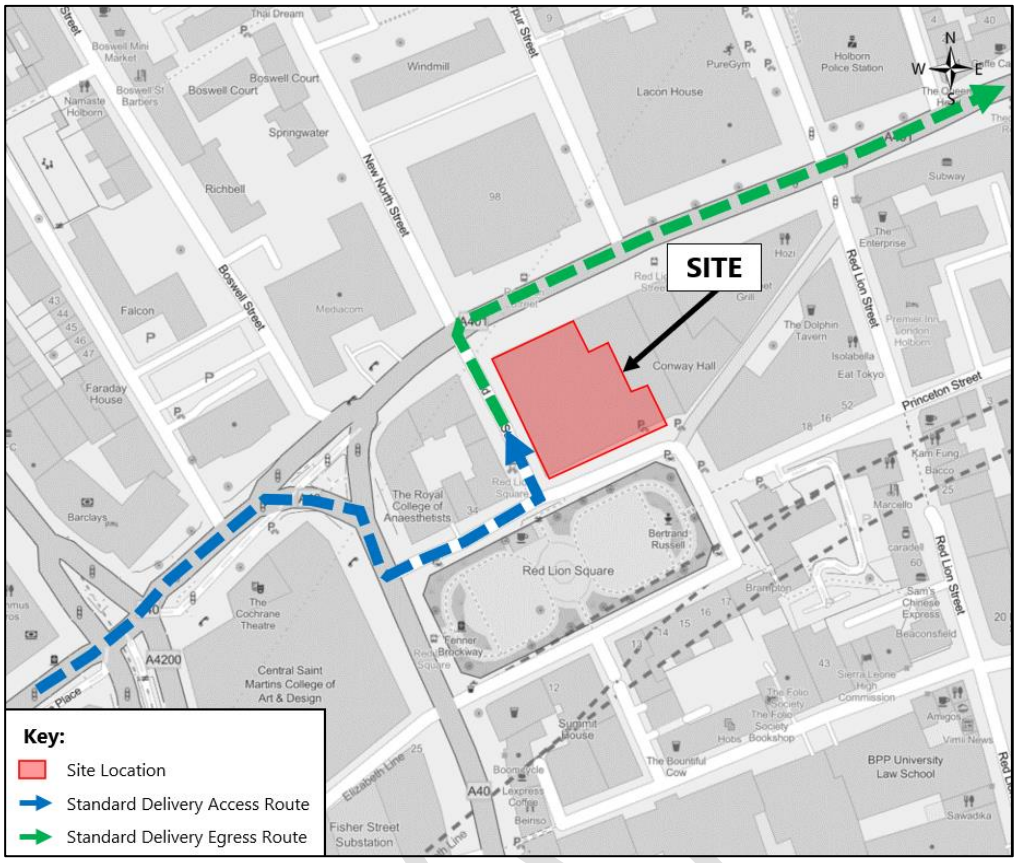


Figure 2.2: Vehicle Routing Plan (Old North Street) *Source: ArcGIS Pro 2024*

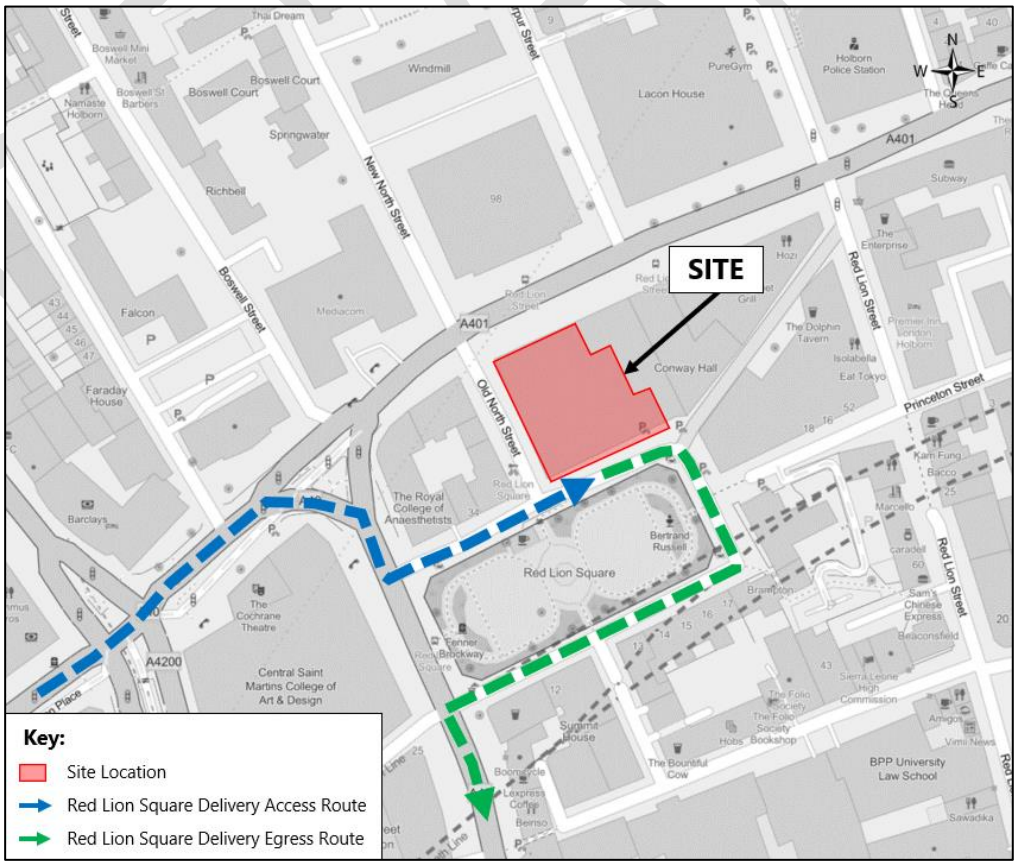


Figure 2.3: Vehicle Routing Plan (Red Lion Square) *Source: ArcGIS Pro 2024*

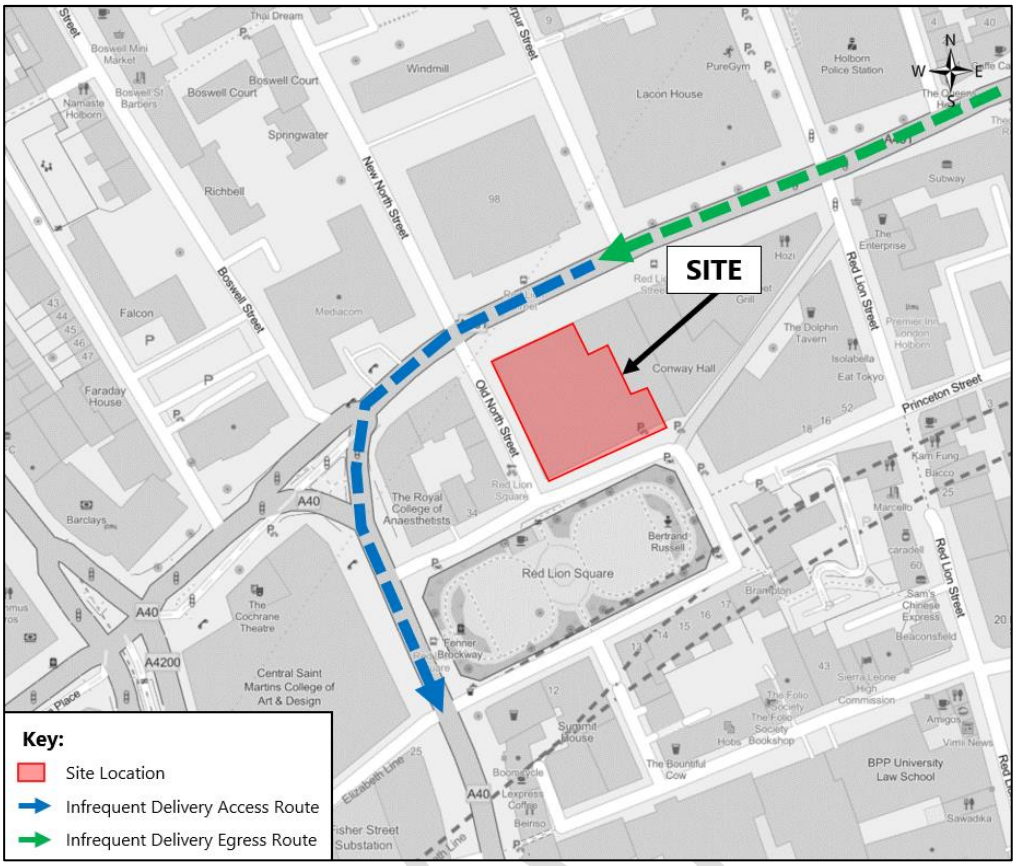


Figure 2.4: Vehicle Routing Plan (Infrequent Larger Deliveries) *Source: ArcGIS Pro 2024*

3 WASTE STRATEGY

Waste Storage

3.1 The waste store will be provided at basement level, accessed via Old North Street via a shared lift with cyclists. Waste collection will take place outside of the usual tidal flows of cyclists arriving and departing such that the shared use of the lift for cycle access and waste collection is considered appropriate.

3.2 Waste storage for the proposals has been designed in line with British Standards 5906:2005, and seek to achieve a minimum of 70% of total waste storage provided for recyclable materials. The waste stores include provision for general waste, mixed recycling (allowing for comingled card, paper, mixed plastics, metals and glass), and organic food waste.

3.3 Based on the office NIA of 9,314 sqm and 1 employee per 10 sqm NIA, the waste storage requirement of 50 litres per employee per week equates to the waste container requirements in **Table 3.1** below. These have been adjusted to account for the existing level of collection frequency at the site as stated within the table.

Table 3.1: Proposed Waste Storage

Land Use	General Waste 1,100L (Daily Collection)	Dry Mixed Recycling 1,100L (3 No. Collections/wk)	Organic Food Waste 240L (3 No. collections/wk)
Office	3	10	7

3.4 The Site Management Team (SMT) and the manager(s) of the office space will deposit waste from their premises directly into the containers provided and ensure all waste has been consolidated prior to collection.

Waste Collection

3.5 All waste will be collected by a private contractor directly from Old North Street. The location of the waste store and waste transfer route is demonstrated at **Figure 3.1** below. A private collection regime will continue to be adopted with waste collection vehicles stopping on Old North Street. Collections will be pre-arranged and scheduled to avoid peak pedestrian and commuter periods associated with nearby public transport nodes. In line with LBC normal requirements, access to waste will be scheduled for collection purposes between the hours of 06:00 and 15:30 Monday to Friday.

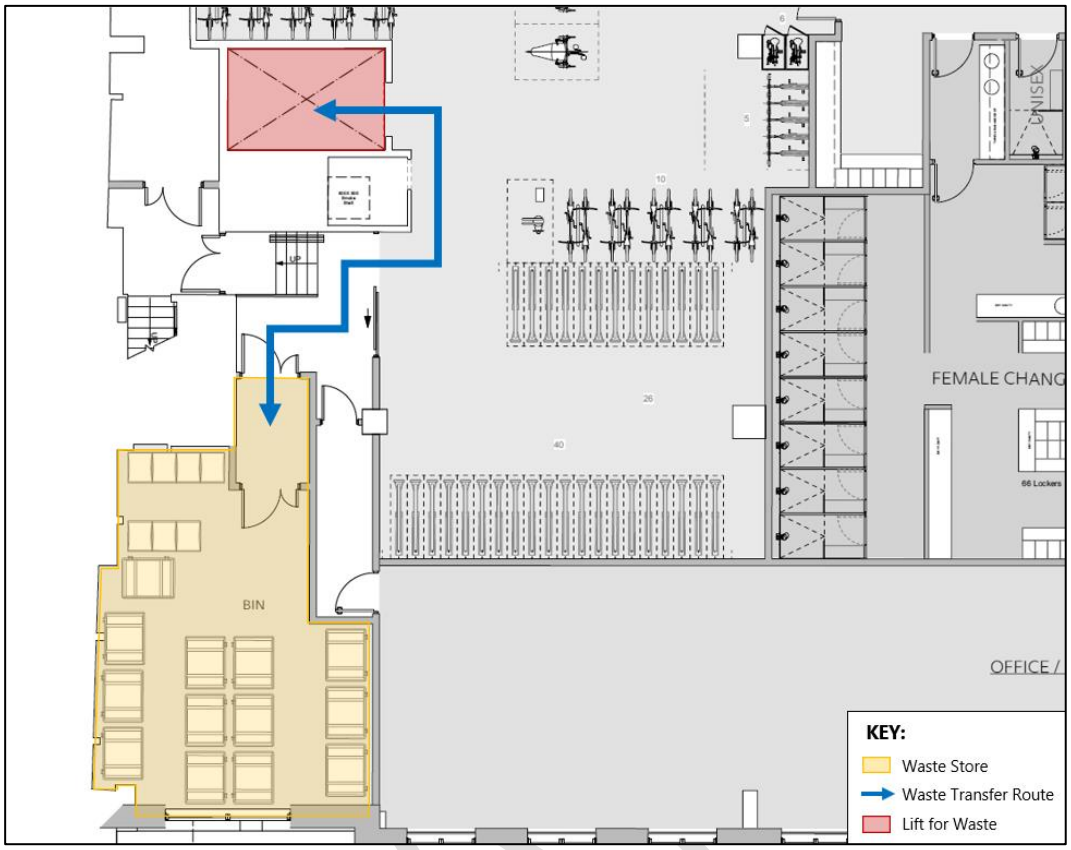


Figure 3.1: Waste Store and Transfer Route *Source: Stiff+Trevillion Architects 2024*

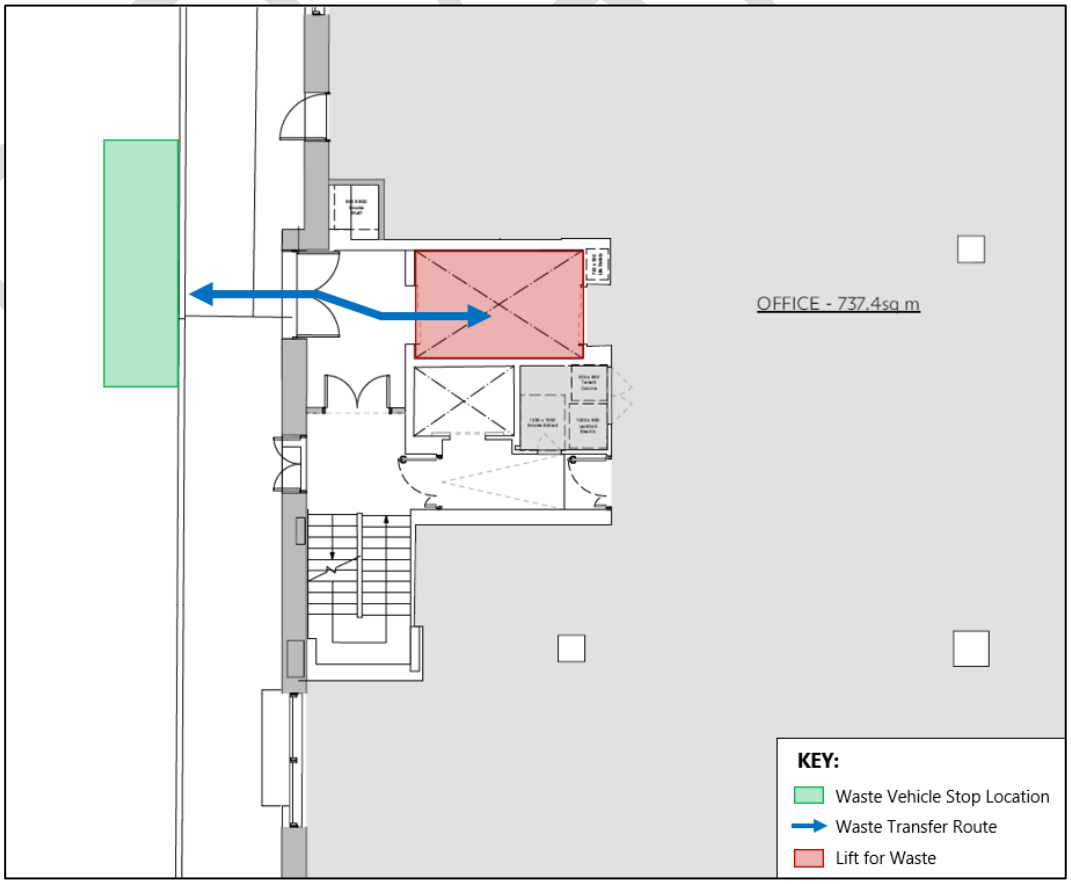


Figure 3.2: Ground Floor Waste Transfer Route *Source: Stiff+Trevillion Architects 2024*

4 DELIVERY & SERVICING INITIATIVES

4.1 The Section sets out the initiatives and measures that will be implemented at the site to ensure the success of the SMP.

Management Regime

4.2 A Site Management Team (SMT) will be appointed to take responsibility for the facilities management and operation of the Development. The SMT will be responsible for overseeing the servicing strategy and implementing the SMP at the Development.

4.3 The SMT will be aware of forthcoming servicing activity, in/around the Development on Old North Street, particularly, if/when exceptional activity is planned/expected.

4.4 Deliveries arranged by the occupier(s) of the Development will be strictly managed as part of this DSP. Smaller deliveries will be expected to occur on Old North Street / Red Lion Square whilst infrequent larger deliveries will occur on Theobald's Road. To assist with this, all employees will be fully-briefed on the existence of this DSP and the measures included herein.

4.5 The SMT will ensure that once goods have been unloaded, the content and quality of the delivery is checked, with occupiers responsible for the collection of deliveries from the reception area.

4.6 The SMT will be responsible for the smooth and efficient operation of the DSP.

Highway Safety and Pedestrian Management

4.7 The SMT will ensure that all suppliers and drivers are aware of their potential impact on pedestrian safety and that due care and consideration must be taken when within the servicing areas to prevent conflict between manoeuvring vehicles and pedestrians.

4.8 The service areas will be monitored by the SMT through patrols (throughout the day) and via CCTV to ensure that all vehicles adhere to the SMP measures, and pedestrian safety is not compromised.

Initiatives of the DSP

4.9 In order to meet the objectives of the DSP, the following initiatives will be adopted:

- The SMT will issue written/email instructions to all suppliers setting out the delivery procedures to be adopted by them. An example supplier's factsheet is included at **Appendix C**.
- The SMT will commit to re-timing deliveries (specific time periods to be agreed with LBC), if required and where possible. Vehicles which do arrive during restricted hours will be accepted at the Development, however, will be informed not to do so in the future. Repeat offending will be based on a 'three-strike' basis where the contract to deliver will be reviewed.
- The SMT will contact LBC Transportation in order to organise any exceptional deliveries which are expected to occur on-street. These will be arranged to occur at weekends or other quiet periods. The DSP commits to ensuring all deliveries take place within the proposed loading locations and that larger deliveries will be on infrequent occasions.
- The SMT will explore the possibility of smart / joint procurement with adjacent properties in conjunction with seeking suppliers who use consolidation. This will be explored within the Final DSP.
- The SMT will reduce the number of 'ad-hoc' deliveries to the Development, particularly those non-urgent deliveries relating to staff at the office floorspace and the general management of the building.
- Deliveries of non-perishable items will be programmed to take place in the afternoon, if necessary, in order to ensure there is sufficient capacity to undertake deliveries of perishable food items in the morning.
- Deliveries will be programmed so as to avoid waste/recycling collections.
- Drivers will be informed that vehicle engines must be switched off whilst goods are being loaded/unloaded (i.e. when their vehicle is stationary).
- The SMT will be responsible for maintaining a log book, including a record of any accidents or near misses and, if necessary / appropriate, will act accordingly so as to avoid the potential for future problems.
- The SMT will be responsible for the transfer of goods from the point of receipt to their ultimate destination.
- The SMT will be responsible for the smooth and efficient operation of the DSP.

Monitoring and Review

4.10 This DSP will be subject to a review within 12 months of the Development being occupied. Occupation is defined as when 75% of the employment floorspace has been occupied by future tenant(s).

4.11 The monitoring and review of the DSP is discussed further in the following section.

5 MONITORING AND REVIEW OF THE PLAN

5.1 The SMT will be responsible for maintaining a log book, including a record of any accidents or problems occurring and, if necessary / appropriate, will act accordingly so as to avoid the potential for future problems.

5.2 This will also record the effectiveness of the measures proposed, including the number of vehicles received per day, such that this can be reviewed within further iterations of the DSP. The SMT will maintain a record of servicing, which will include the following information:

- Day
- Date
- Delivery slot(s) booked
- Type of vehicle
- Goods carried
- Time of arrival
- Time of departure
- Any other comments
- Which tenant the delivery is for; and
- Any other relevant information or comments.

5.3 The SMT will regularly monitor/review the success of the DSP and, if considered necessary/appropriate, will propose changes to the DSP to be approved by the LBC. Any proposed changes to the DSP will be subject to resubmission of the DSP for agreement via the LBC planning process.

5.4 The DSP will be the subject of an annual review with the LBC, unless the LBC confirms (in writing) that a formal review is not necessary. The first review will be undertaken 12 months after the Occupation Date.

5.5 The SMT will review comments received from occupants of the Development and/or third parties (as appropriate) regarding servicing activity and notify the LBC if necessary/appropriate during the next annual review of the DSP (or before in the case of any time-sensitive issues).

5.6 In the unlikely event that the delivery and servicing of the Development has any issues with managing the number of deliveries each day, further measures will be adopted to ease delivery numbers. This could include measures such as:

- Re-moding deliveries – deliveries would be undertaken by smaller vehicles where appropriate such as by bicycle and motorcycle.
- Re-timing deliveries – deliveries undertaken before 7am and after 7pm to ease the number of deliveries during the peak daytime hours.
- Re-routing deliveries – sharing deliveries with neighbouring properties, reducing the number of vehicles on the local highway network during the day.

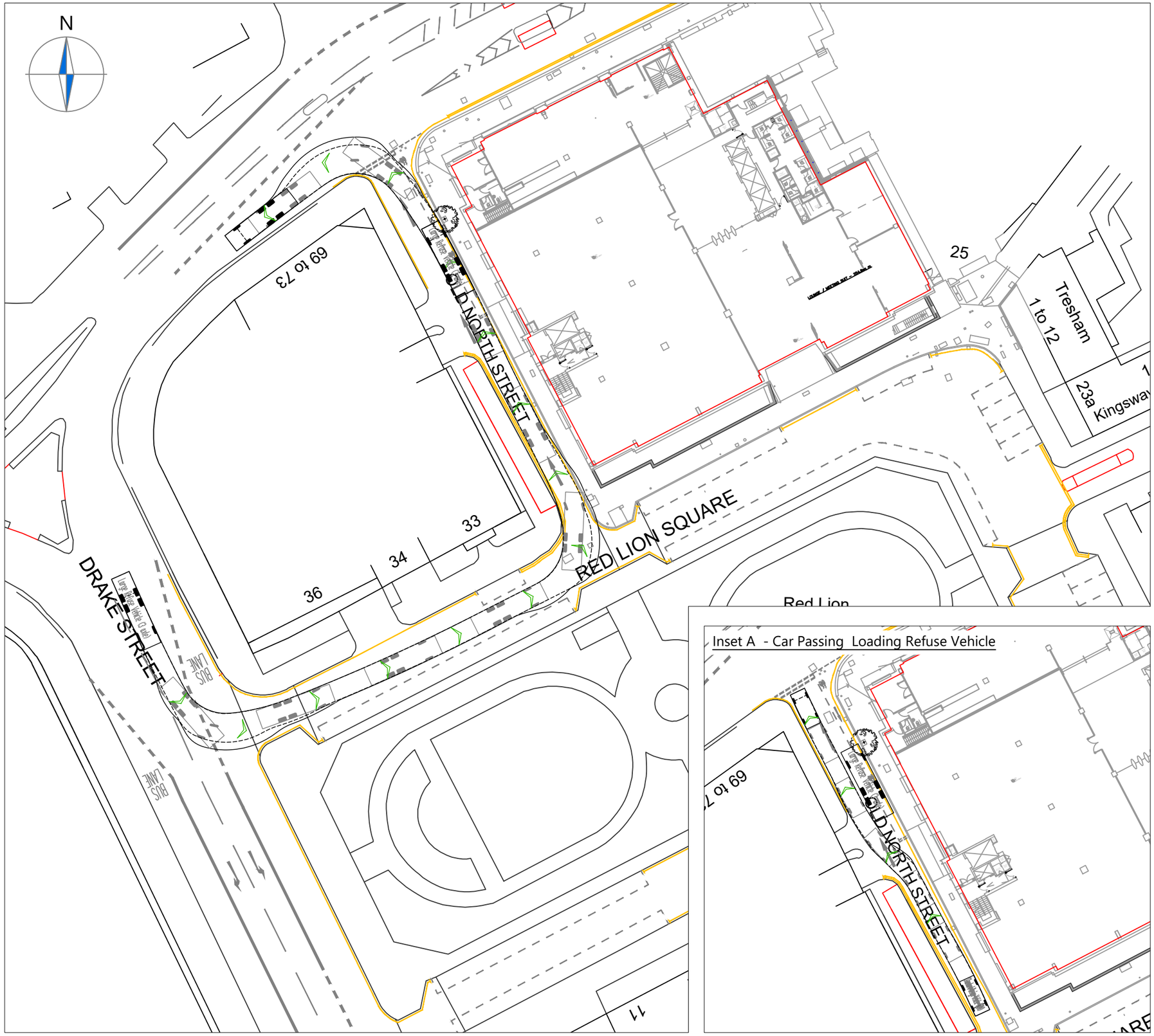
6 CONCLUSION

6.1 This DSP has been prepared to ensure the successful operation of servicing activity and waste collection at the Development on a day-to-day basis.

6.2 The DSP ensures that conflicts with pedestrians and other vehicles would be minimised and that the servicing of the Development would not affect the free flow or environmental condition of the highway.

APPENDIX A

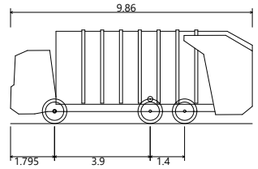
Vehicle Swept Path Analysis



NOTES

1. Do not scale from this drawing.
2. This drawing to be read & printed in colour.
3. This drawing is for illustrative purposes only.

Large Refuse Vehicle (3 axle)



Large Refuse Vehicle (3 axle)	
Overall Length	9.860m
Overall Width	2.450m
Overall Body Height	3.814m
Min Body Ground Clearance	0.366m
Track Width	2.450m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.500m

FORWARD MOVEMENTS ARE SHOWN IN BLACK *(design speed - 5kph)*

REVERSE MOVEMENTS ARE SHOWN IN BLUE *(design speed - 2.5kph)*

Rev	Details	Drawn	Checked	Date
B	Updated based on revised background layout	RLM	DP	12.12.24
A	Updated based on revised background layout	JS	AFG	07.11.24

REVISION HISTORY

Status: ☐ Preliminary ☐ For Approval ☐ For Construction ☑ For Information ☐ For Tender ☐ As Built

Client: Railpen

Project: Red Lion Square, Camden

Drawing Title: Swept Path Analysis
Refuse Collection on Old North Street
Large Refuse Vehicle

Scale:	Size:	Drawn by:	Checked by:	Date:
1:500	A3	KB	NG	30.09.2022

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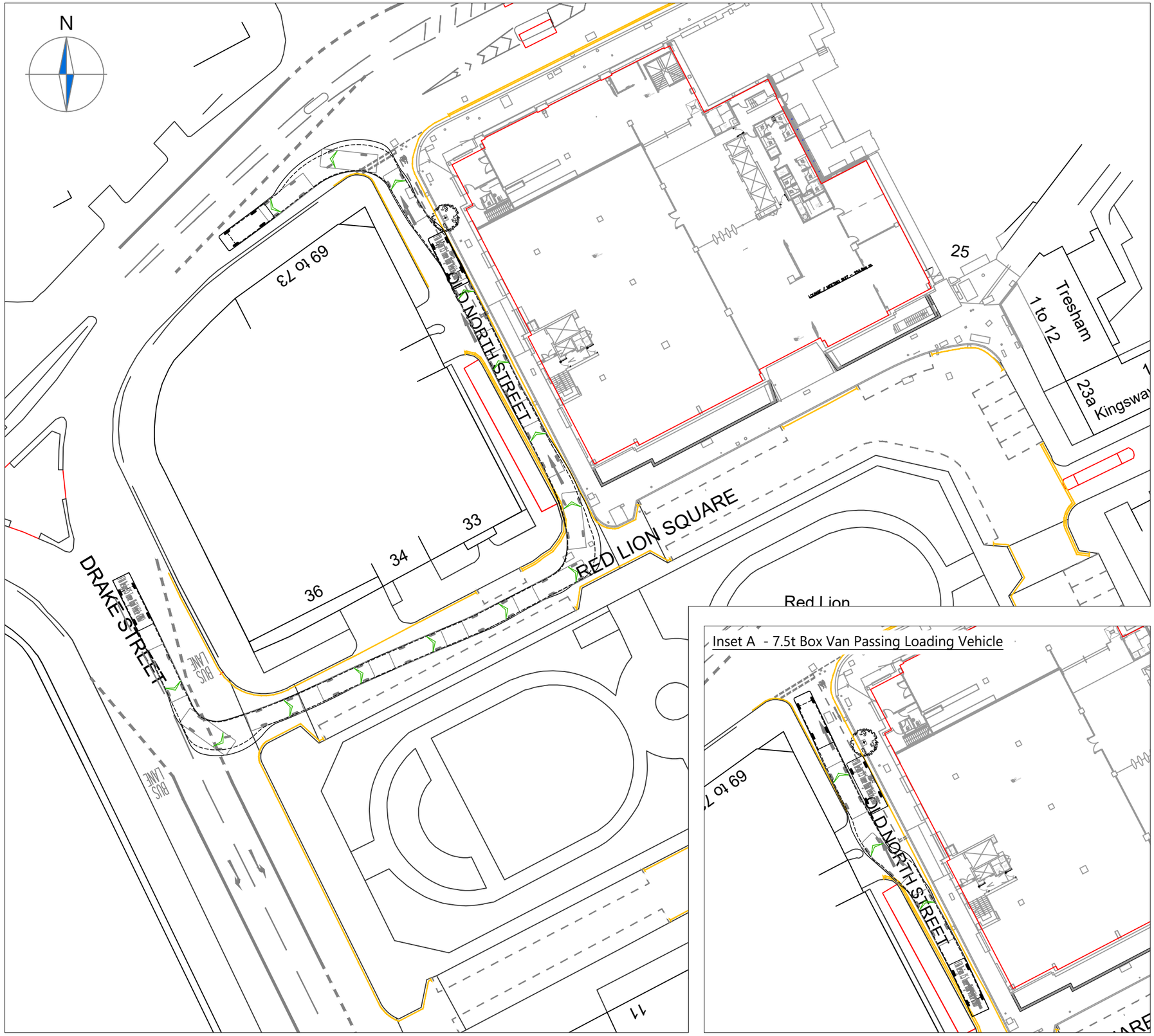
Scheme Ref:	Drawing No:	Sheet :	Rev:
4914	TR001	1 of 2	B

CA_4914_TR001_B -SWEPT PATH - SERVICING & REFUSE - OLD N ROAD.DWG



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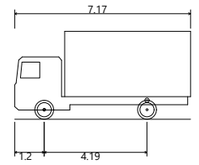
FTA Design 7.5 Tonne Rigid Vehicle (2016)



FTA Design 7.5 Tonne Rigid Vehicle (2016)	
Overall Length	7.170m
Overall Width	2.300m
Overall Body Height	3.580m
Min Body Ground Clearance	0.375m
Track Width	2.120m
Lock to lock time	3.00s
Kerb to Kerb Turning Radius	7.000m

FORWARD MOVEMENTS ARE SHOWN IN BLACK *(design speed - 5kph)*

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- ☐ As Built

Client: Railpen

Project: Red Lion Square, Camden

Drawing Title: Swept Path Analysis
Servicing on Old North Street
7.5t Box Van

Scale:	Size:	Drawn by:	Checked by:	Date:
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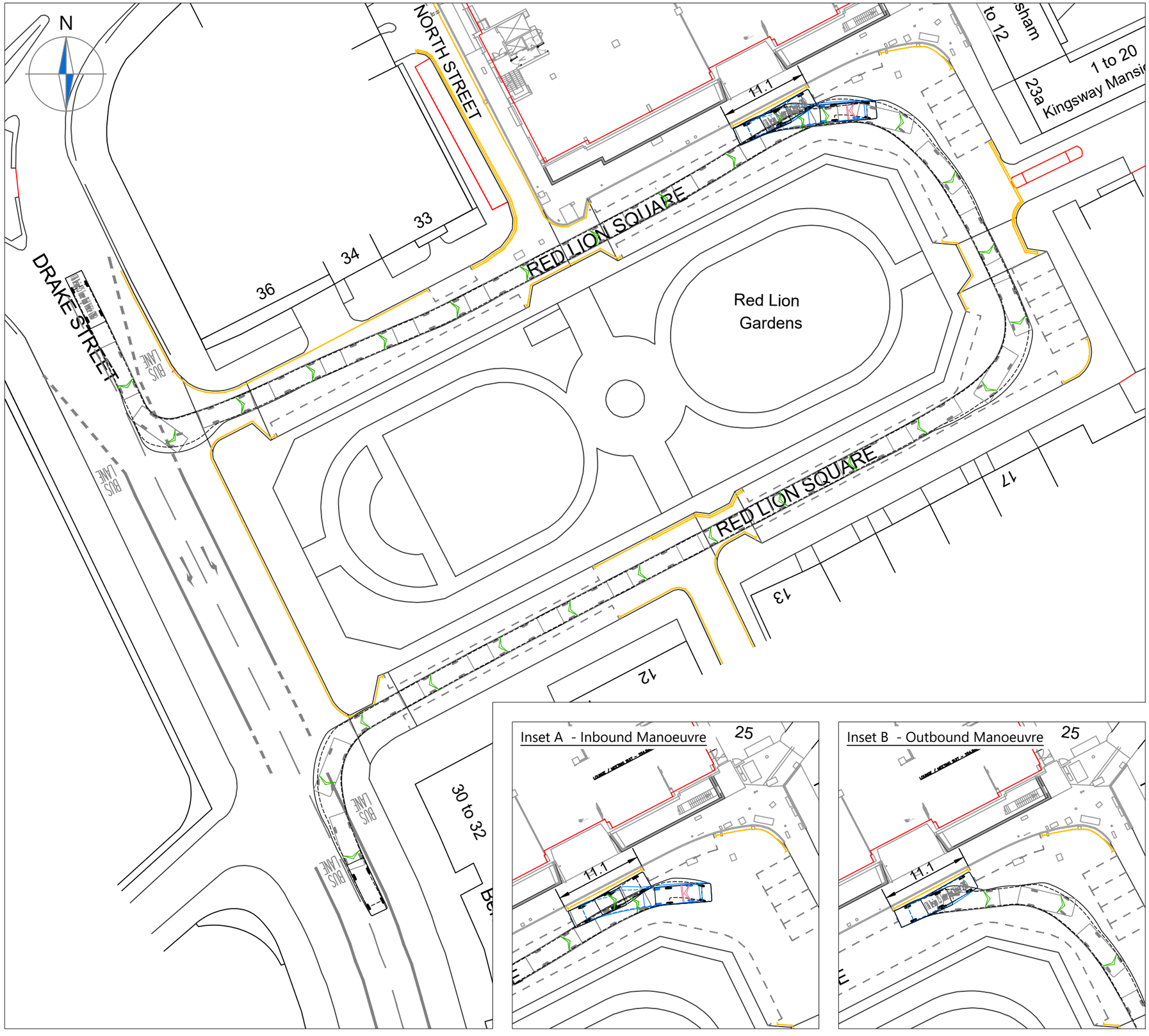
4914	TR001	2 of 2	B

CA_4914_TR001_B -SWEPT PATH - SERVICING & REFUSE - OLD N ROAD.DWG



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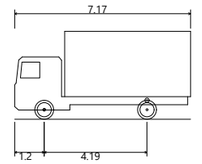

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Drawing Title: Swept Path Analysis Servicing on Red Lion Square 7.5t Box Van

Scale:	Size:	Drawn by:	Checked by:	Date:
1:500	A3	KB	NG	30.09.2022

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Scheme Ref:	Drawing No:	Sheet :	Rev:
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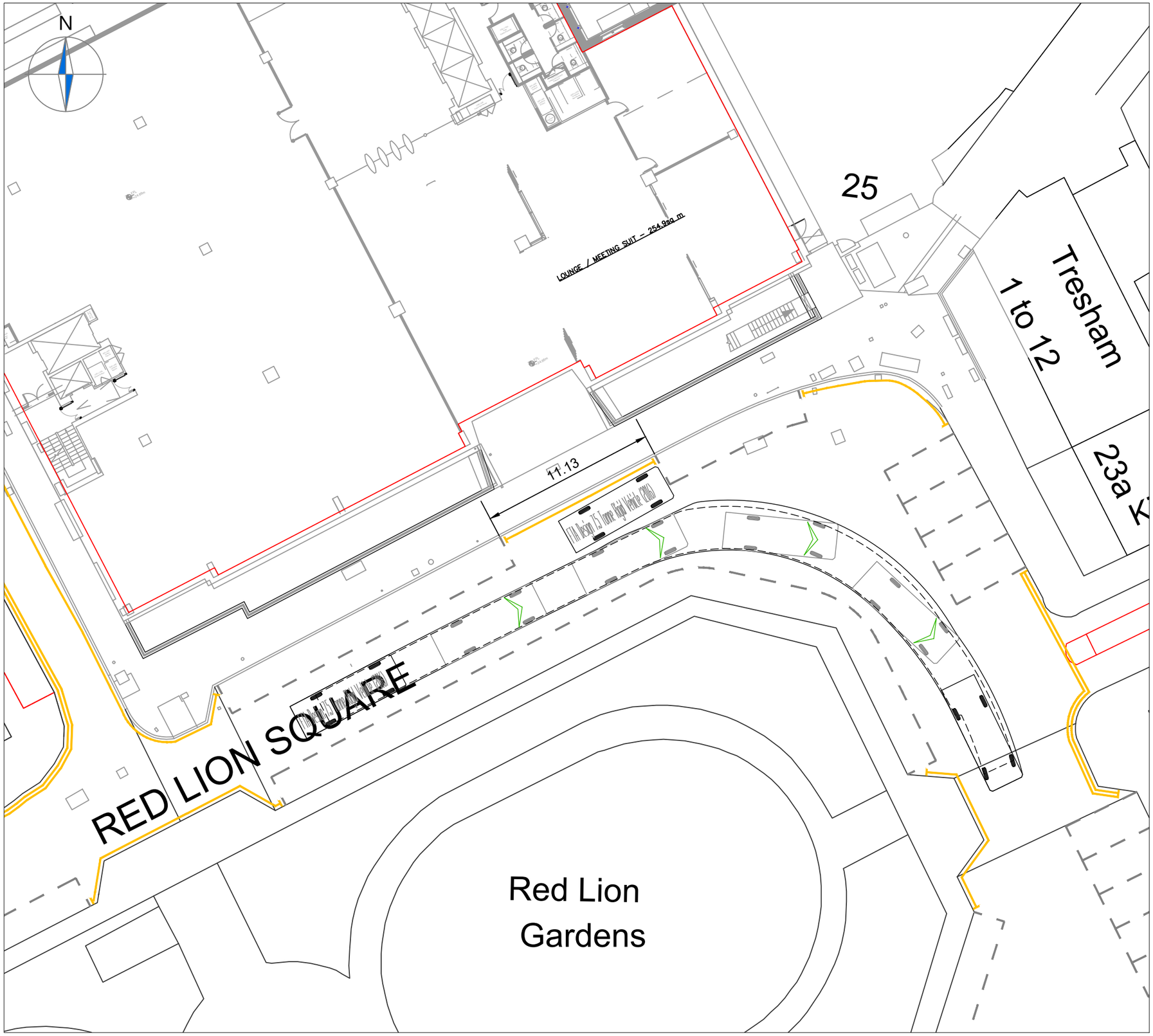
CA_4914_TR002_B -SWEPT PATH - SERVICING & REFUSE - RED LION SQUARE.DWG



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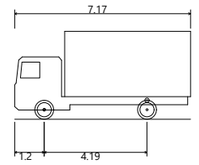

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Client: Railpen

Project: Red Lion Square, Camden

Drawing Title:
Swept Path Analysis
Servicing on Red Lion Square
7.5t Box Van Passing Loading Vehicle

Scale:	Size:	Drawn by:	Checked by:	Date:
1:500	A3	KB	NG	30.09.2022

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Transport Planning & Highway Design
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Scheme Ref:	Drawing No:	Sheet :	Rev:
4914	TR002	2 of 2	B

CA_4914_TR002_B -SWEPT PATH - SERVICING & REFUSE - RED LION SQUARE.DWG

APPENDIX B

Daily Servicing Vehicle TRICS

Caneparo Associates Ltd Little Portland Street London Licence No: 358901

Calculation Reference: AUDIT-358901-240130-0117

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 02 - EMPLOYMENT
Category : A - OFFICE
MULTI-MODAL Servicing Vehicles

Selected regions and areas:

01	GREATER LONDON		
	BN	BARNET	1 days
	CN	CAMDEN	1 days
	EN	ENFIELD	1 days
	HD	HILLINGDON	1 days
02	SOUTH EAST		
	WS	WEST SUSSEX	2 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Primary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter:	Gross floor area
Actual Range:	830 to 20129 (units: sqm)
Range Selected by User:	186 to 120000 (units: sqm)

Parking Spaces Range: All Surveys Included

Public Transport Provision:
Selection by: Include all surveys

Date Range: 01/03/21 to 11/11/22

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Tuesday	3 days
Wednesday	1 days
Thursday	1 days
Friday	1 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count	6 days
Directional ATC Count	0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaking using machines.

Selected Locations:

Town Centre	2
Edge of Town Centre	4

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Commercial Zone	1
Built-Up Zone	3
No Sub Category	2

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Inclusion of Servicing Vehicles Counts:

Servicing vehicles Included	6 days - Selected
Servicing vehicles Excluded	1 days - Not Selected

Secondary Filtering selection:

Use Class:

Not Known	6 days

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order (England) 2020 has been used for this purpose, which can be found within the Library module of TRICS®.

Filter by Site Operations Breakdown:
All Surveys Included

Population within 500m Range:
All Surveys Included

Secondary Filtering selection (Cont.):

Population within 1 mile:

20,001 to 25,000	1 days
25,001 to 50,000	4 days
100,001 or More	1 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

125,001 to 250,000	2 days
250,001 to 500,000	1 days
500,001 or More	3 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

0.6 to 1.0	3 days
1.1 to 1.5	3 days

This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

Yes	3 days
No	3 days

This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	2 days
3 Moderate	1 days
4 Good	2 days
6b (High) Excellent	1 days

This data displays the number of selected surveys with PTAL Ratings.

LIST OF SITES relevant to selection parameters

1 BN-02-A-01 OFFICES BARNET
MOON LANE
HIGH BARNET

Edge of Town Centre
No Sub Category
Total Gross floor area: 1366 sqm
Survey date: THURSDAY *11/11/21* *Survey Type: MANUAL*

2 CN-02-A-04 OFFICE CAMDEN
CHARTERHOUSE STREET
FARRINGDON

Town Centre
Built-Up Zone
Total Gross floor area: 20129 sqm
Survey date: TUESDAY *28/06/22* *Survey Type: MANUAL*

3 EN-02-A-01 MICROSOFT OFFICES ENFIELD
GENOTIN ROAD
ENFIELD

Town Centre
Built-Up Zone
Total Gross floor area: 6552 sqm
Survey date: TUESDAY *07/06/22* *Survey Type: MANUAL*

4 HD-02-A-10 DATA CENTRE HILLINGDON
MILLINGTON ROAD
HAYES

Edge of Town Centre
Commercial Zone
Total Gross floor area: 16350 sqm
Survey date: WEDNESDAY *02/03/22* *Survey Type: MANUAL*

5 WS-02-A-05 SOCIAL HOUSING COMPANY WEST SUSSEX
NORTH STREET
WORTHING

Edge of Town Centre
Built-Up Zone
Total Gross floor area: 830 sqm
Survey date: TUESDAY *17/05/22* *Survey Type: MANUAL*

6 WS-02-A-07 BUSINESS TECHNOLOGY WEST SUSSEX
HAM ROAD
SHOREHAM-BY-SEA

Edge of Town Centre
No Sub Category
Total Gross floor area: 2780 sqm
Survey date: FRIDAY *11/11/22* *Survey Type: MANUAL*

This section provides a list of all survey sites and days in the selected set. For each individual survey site, it displays a unique site reference code and site address, the selected trip rate calculation parameter and its value, the day of the week and date of each survey, and whether the survey was a manual classified count or an ATC count.

TRIP RATE for Land Use 02 - EMPLOYMENT/A - OFFICE
MULTI-MODAL Servicing Vehicles
Calculation factor: 100 sqm
BOLD print indicates peak (busiest) period

	ARRIVALS			DEPARTURES			TOTALS		
Time Range	No. Days	Ave. GFA	Trip Rate	No. Days	Ave. GFA	Trip Rate	No. Days	Ave. GFA	Trip Rate
00:00 - 00:30									
00:30 - 01:00									
01:00 - 01:30									
01:30 - 02:00									
02:00 - 02:30									
02:30 - 03:00									
03:00 - 03:30									
03:30 - 04:00									
04:00 - 04:30									
04:30 - 05:00									
05:00 - 05:30									
05:30 - 06:00									
06:00 - 06:30									
06:30 - 07:00									
07:00 - 07:30	6	8001	0.010	6	8001	0.004	6	8001	0.014
07:30 - 08:00	6	8001	0.010	6	8001	0.004	6	8001	0.014
08:00 - 08:30	6	8001	0.004	6	8001	0.002	6	8001	0.006
08:30 - 09:00	6	8001	0.010	6	8001	0.019	6	8001	0.029
09:00 - 09:30	6	8001	0.006	6	8001	0.002	6	8001	0.008
09:30 - 10:00	6	8001	0.004	6	8001	0.006	6	8001	0.010
10:00 - 10:30	6	8001	0.006	6	8001	0.010	6	8001	0.016
10:30 - 11:00	6	8001	0.017	6	8001	0.010	6	8001	0.027
11:00 - 11:30	6	8001	0.002	6	8001	0.008	6	8001	0.010
11:30 - 12:00	6	8001	0.002	6	8001	0.002	6	8001	0.004
12:00 - 12:30	6	8001	0.010	6	8001	0.010	6	8001	0.020
12:30 - 13:00	6	8001	0.006	6	8001	0.006	6	8001	0.012
13:00 - 13:30	6	8001	0.004	6	8001	0.004	6	8001	0.008
13:30 - 14:00	6	8001	0.008	6	8001	0.008	6	8001	0.016
14:00 - 14:30	6	8001	0.008	6	8001	0.008	6	8001	0.016
14:30 - 15:00	6	8001	0.008	6	8001	0.008	6	8001	0.016
15:00 - 15:30	6	8001	0.000	6	8001	0.000	6	8001	0.000
15:30 - 16:00	6	8001	0.004	6	8001	0.006	6	8001	0.010
16:00 - 16:30	6	8001	0.004	6	8001	0.002	6	8001	0.006
16:30 - 17:00	6	8001	0.006	6	8001	0.008	6	8001	0.014
17:00 - 17:30	6	8001	0.002	6	8001	0.004	6	8001	0.006
17:30 - 18:00	6	8001	0.002	6	8001	0.004	6	8001	0.006
18:00 - 18:30	6	8001	0.000	6	8001	0.000	6	8001	0.000
18:30 - 19:00	6	8001	0.002	6	8001	0.002	6	8001	0.004
19:00 - 19:30	1	20129	0.000	1	20129	0.000	1	20129	0.000
19:30 - 20:00	1	20129	0.000	1	20129	0.000	1	20129	0.000
20:00 - 20:30	1	20129	0.000	1	20129	0.000	1	20129	0.000
20:30 - 21:00	1	20129	0.000	1	20129	0.000	1	20129	0.000
21:00 - 21:30									
21:30 - 22:00									
22:00 - 22:30									
22:30 - 23:00									
23:00 - 23:30									
23:30 - 24:00									
Total Rates:			0.135			0.137			0.272

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

*To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: COUNT/TRP*FACT. Trip rates are then rounded to 3 decimal places.*

APPENDIX C

Suppliers Factsheet

Supplier Instructions

1. Servicing activity for transit vans and car-derived vans and waste collection is to take place from Old North Street and Red Lion Square, with vehicles required to stop on-street using single yellow line restrictions.

2. Larger infrequent delivery vehicles will stop on Theobalds Street in accordance with the bay restrictions in proximity to the north reception.

3. Waste collections will be timed to avoid the cycle commuting peak hours.

4. Multiple deliveries that are expected on the same day must be scheduled to arrive at different times.

5. Vehicles will only remain in the vicinity of the site whilst goods are being unloaded and engines will be turned off while the vehicle is stationary.

6. Goods and/or storage containers must not be left on the footway once loading/unloading has been completed.

7. Each supplier must keep a record of the following information:

    - Day
    - Date
    - Delivery slot(s) booked
    - Type of vehicle
    - Goods carried
    - Time of arrival
    - Time of departure
    - Any other comments.