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St Edmunds Terrace

Access Management Plan

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1 ACCESS MANAGEMENT PLAN

Introduction

- 1.1 This Access Management Plan has been prepared for the Development as required by planning condition 11. For the avoidance of doubt, unless otherwise stated, all obligations and requirements contained herein are obligations on the Owner and responsibility for complying with such obligations and requirements falls upon the Owner and its successors in title.
- 1.2 The Owner shall not occupy any part of the Development until written notice has been received from the Council to the effect that the Access Management Plan has been approved. After first occupation of the Development the Owner shall ensure that the Access Management Plan is complied with in accordance with the obligations contained herein.
- 1.3 The Access Management Plan shall apply to the front driveways of the Development which shall be used for the purposes of servicing and drop-off/pick-up only and shall be maintained free of parked vehicles or other obstruction. The front driveways are taken to mean the southern access road of the Development from its eastern extent to its western extent.

Management Obligations

- 1.4 The obligations on the Owner as part of this Access Management Plan are as follows:
- i) The Owner shall ensure that the front driveways remain open and passable (unless otherwise specifically agreed by the Council) at all times for vehicular use associated with servicing and drop-off/pick-up.
 - ii) Vehicles will be prohibited from parking along the front driveways at all times, unless for the purpose of servicing the development, drop-off/pick-up or flat removals.
 - iii) The front driveways and the eastern access ramp to the rear of the site are to be kept clear of all obstructions at all times, unless the obstruction is considered necessary by the Owner for a specific reason (e.g. maintenance or highway repairs) for which written consent will be required by the Council.
 - iv) The Owner will make all users aware of the restrictions regarding use of the front driveways and the eastern access ramp to the rear of the site through appropriate measures.

- 1.5 The obligations set out at paragraph 1.4 above will be actively enforced and managed by the concierge / Site Manager, with the assistance of CCTV. Further detail is provided below.

Management Measures

- 1.6 To assist the Owner with the enforcement of the obligations, the following measures will be implemented (and will be the responsibility of the concierge / Site Manager).
- i) The welcome and information pack provided to residents at the start of their tenure will include information about the parking restrictions and enforcement in place i.e. that no parking is allowed along the front driveways or the eastern access ramp.
 - ii) Servicing will be permitted for up to 40 minutes at any one time, with no return within 1 hour so as to ensure the front driveways are available for any other incoming vehicles.
 - iii) Servicing and drop-off/pick-up activity must be apparent otherwise a penalty charge notice may be issued.
 - iv) Drivers will be permitted to drop-off/pick-up passengers but will not be allowed to wait for passengers on the front driveways for more than 10 minutes. The driver must stay with the vehicle at all times (unless the passenger requires specific assistance). A penalty charge notice may be issued to vehicles which are not considered to be dropping-off/picking-up.

Monitoring and Enforcement

- 1.7 To ensure that the above measures are implemented and appropriately monitored, they will be enforced as follows:
- i) The concierge / Site Manager will maintain an active presence on-site 24 hours a day to observe and prevent any unauthorised parking along the front driveways. CCTV will also be used to monitor use of the front driveways and discourage unauthorised activity.
 - ii) The drivers of any vehicles observed to be parking will be verbally warned (by the concierge / Site Manager) and advised to park elsewhere if they are considered to be in breach of the above measures. If the driver refuses to park elsewhere or they are not present a penalty charge notice will be issued by the concierge or Site Manager.

- iii) A penalty charge notice will be affixed to the windscreen of vehicles that are in breach of the terms of use for the front driveways or eastern access ramp. Penalty charges will be recovered via monthly maintenance charges and will be advised in writing (or by email) in advance.
- iv) The welcome and information pack for residents will be used to notify drivers of the terms of use for the front driveways and eastern access ramp. The concierge / Site Manager will be responsible for reminding residents of the terms of use and enforcing them rigorously.
- v) Any visitors requiring parking will be directed by the concierge / Site Manager to the nearest available off-site parking and advised of any traffic management restrictions that may be in place. No visitor parking will be permitted on-site.