

Construction Management Plan Pro-forma



PRO-FORMA

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Queries: planningobligations@camden.gov.uk

CONSTRUCTION MANAGEMENT PLAN

INTRODUCTION

A Construction Management Plan (CMP) should help developers minimise the impact of their construction on the surrounding community, both for the construction on site and the transport arrangements for servicing the site.

The completed and signed CMP should address how any impacts associated with the proposed works will be mitigated and manage the cumulative impacts of construction in the vicinity of the site. The level of detail included in a CMP will depend on the scale and kind of development. Further policy guidance is set out in Camden Planning Guidance ([CPG](#) 6: [Amenity](#) and ([CPG](#) 8: [Planning Obligations](#))

This CMP follows the best practice guidelines in [Transport for London's](#) (TfL's Standard for [Construction Logistics and Cyclist Safety \(CLOCS\)](#) scheme) and [Camden's Minimum Requirements for Building Construction \(CMRBC\)](#).

The approved contents of this CMP must be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this CMP if problems arise in relation to the construction of the development. Any future revised plan must also be approved by the Council and complied with thereafter.

It should be noted that any agreed CMP does not prejudice or override the need to obtain any separate consents or approvals such as for road closures or hoarding licences.

If your scheme involves any demolition, you need to make an application to the Council's Building Control Service. Please complete the "[Demolition Notice](#)"

Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary.

(Note the term 'vehicles' used in this document refers to all vehicles associated with the implementation of the development, e.g. demolition, site clearance, delivery of plant & materials, construction, etc.)

Section 1 – Site Contacts

Q1. Please provide the full postal address of the site and the planning reference relating to the Construction works.

Site Address:

56 Hawtrey Road, London NW3 3SS

Planning application reference:

Approved application 2014/7964/P

Document submitted with new application for a basement at the same address, reference to be assigned.

Type of CMP – Condition discharge / Section 106 planning obligation / Major sites framework

Q2. Please provide contact details for the person responsible for submitting the CMP

Name: Anna Williamson

Address: Anna Williamson Architects, 90 Hawtrey Road, London NW3 3SS

Tel: 020 7586 0475 / 07967 738992

Email: anna@annawilliamsonarchitects.co.uk

Q3. Please provide the registered contact address details for the main contractor responsible for undertaking the works.

The contractor has not yet been appointed.

Registered contact details will be confirmed to the Estate manager prior to construction commencing.

Q4. Please provide full contact details of the site and project manager responsible for day-to-day management of the works.

The site manager will be appointed by the contractor prior to construction commencing.

Contact details will be confirmed to the Estate manager and neighbours prior to construction commencing.

Q5. Please provide full contact details of the person responsible for dealing with any complaints from local residents and businesses, etc. In the case of [Community Investment Programme \(CIP\)](#), please provide contact details of the responsible Camden officer.

Complaints from local residents and businesses can be addressed to the applicant:

Name: Paul and Christine Koffel

Address: 56 Hawtrey Road, London NW3 3SS

Tel: 07799 191 525

Email: pandckoffel@btinternet.com

Q6. Please provide full contact details of the person responsible for community liaison if different to above.

The applicant as above

Q7. Please provide full contact details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP.

The applicant as above.

Section 2 – About the Site

Q8. Please provide a site location plan and a brief description of the site, surrounding area and development proposals for which the CMP applies.

P01 Site Location Plan attached.

The site is a 1970s mid terrace townhouse on a private road in the Chalcot Estate. The basement extends under the approved rear extension and existing house. Pedestrian access runs past the rear of the garden.

Construction access will be from the road at the front only.

Q9. Please provide a very brief description of the construction works including the size and nature of the development and details of the main issues and challenges (e.g. narrow streets, close proximity to residential dwellings).

The proposal is for a new single storey basement under the existing house and new approved extension. Excavation will be approximately 3.6m below existing internal floor level and approximately 64m² in plan, being 6.4m wide x 10m long.

Digging of the clay substrate will be required to form the basement. This will be phased to allow underpinning of existing foundations (or as advised by the structural engineer). The existing ground-bearing floor slab will need to be removed for beam and block replacement.

There will be heavier than usual traffic for a limited duration along Hawtrey Road, which is a quiet residential street. This will be in the removal of soil and rubble and in the arrival of concrete premix, or sufficient materials for on-site mixing (construction preference to be confirmed by contractor). The impact of the additional traffic along King Henry's Road is likely to be negligible.

Q10. Please identify the nearest potential receptors (dwellings, business, etc.) likely to be affected by the activities on site (i.e. noise, vibration, dust, fumes, lighting, etc.).

The adjacent properties from 46-60 Hawtrey Road and at 189 Adelaide Road are likely to experience a limited period of disturbance from traffic and construction.

Q11. Please provide a scaled plan detailing the local highway network layout in the vicinity of the site. This should include details of on-street parking bay locations, cycle lanes, footway extents and proposed site access locations.

Refer drawing P08 Construction Management Plan

Q12. Please provide the proposed start and end dates for each phase of construction as well as an overall programme timescale. (A Gantt chart with key tasks, durations and milestones would be useful).

The anticipated construction period for the basement is 2 months, 1 month for substructure and 1 month for superstructure and fit out.

The start date is anticipated in September 2015, subject to approvals and contract.

Q13. Please confirm the standard working hours for this site, noting that the standard working hours for construction sites in Camden are as follows:

- 8.00am to 6pm on Monday to Friday
- 8.00am to 1.00pm on Saturdays
- No working on Sundays or Public Holidays

Construction will be from 8-6 Monday to Friday and from 8-1 on Saturdays

Q14. Please indicate if any changes to services are proposed to be carried out that would be linked to the site during the works (i.e. connections to public utilities and/or statutory undertakers' plant). Larger developments may require new utility services. If so, a strategy and programme for coordinating the connection of services will be required. If new utility services are required, please confirm which utility companies have been contacted (e.g. Thames Water, National Grid, EDF Energy, BT, etc.) You must explore options for the utility companies to share the same excavations and traffic management proposals. Please supply details of your discussions.

No changes are anticipated to services or utilities.

Q15. Please confirm when an asbestos survey was carried out at the site and include the key findings.

Asbestos is not present

Section 3 – Transportation Issues Associated with the Site

- Q16. Please provide a brief description of the proposed working hours within which vehicles will service the site during the construction period (Refer to the [Guide for Contractors Working in Camden](#)). Construction vehicle movements are generally acceptable between 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays). If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to between 9.30am and 3pm on weekdays during term time. Construction vehicles must be managed and prevented from causing obstructions to the highway.**

Construction vehicles will service the site between 9:30-4:30 on weekdays and between 8-1 on Saturdays. Vehicles will not obstruct the highway.

- Q17. Please provide details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. You should estimate the average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures. You will need to consider whether the roads on the route(s) to and from the site are suitable for the size of vehicles to be used. Please provide details of other known developments in the local area or on the route.**

Skip trucks will be needed to collect spoil from site. It is likely that a total of around 30 will be needed in total throughout the work, the majority in the early strip out and excavation phase of the works. Deliveries will also be required for materials during the construction phase. There will be a standard number for a residential refurbishment project.

- Q18. Please provide details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.)**

Scaffolding will not be required. A conveyor belt may be required to remove spoil from the excavation as efficiently as possible, in order to reduce impact and inconvenience to neighbours. This is subject to contractor's preferred method of construction.

Q19. Please provide details of hoarding requirements or any other occupation of the public highway.

Hoarding may be required at the rear of the property to block access and ensure public safety. No hoarding is envisaged at the front.

Q20. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses). Use of the public highway for storage, site accommodation or welfare facilities is at the discretion of the Council and is generally not permitted. If you propose such use you must supply full justification, setting out why it is impossible to allocate space on-site. You must submit a detailed (to-scale) plan showing the impact on the public highway including; the extent of hoarding, pedestrian routes, parking bay suspensions and remaining road width for vehicle movements. We prefer not to close footways but if this is unavoidable, you should submit a scaled plan of the proposed diversion route showing key dimensions. Please provide details of all safety signage, barriers and accessibility measures such as ramps and lighting etc.

Welfare facilities will be housed on site.
A skip will be housed on the road in front of the property for the duration of the works.

Q21. Please provide details of any proposed parking bay suspensions and temporary traffic management orders which would be required to facilitate construction. If construction vehicles cannot access the site, details are required on where they will wait to load/unload.

No parking bay suspensions or temporary traffic management orders will be required. There is adequate parking close to the property for loading vehicles.

Section 4 - Traffic Management for the Site

- Q22.** Please provide details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any Banksman and/or Traffic Marshall arrangements. You should supply details of any diversion, disruption or other anticipated use of the public highway during the construction period (alternatively a plan may be submitted). Vulnerable footway users include wheelchair users, the elderly, people with walking difficulties, young children, people with prams, blind and partially sighted people, etc. A secure hoarding will generally be required to the site boundary with a lockable access. Any work above ground floor level may require a covered walkway adjacent to the site. A licence must be obtained for scaffolding and gantries. The adjoining public highway must be kept clean and free from obstructions. Lighting and signage should be used on temporary structures/ skips/ hoardings, etc. Appropriate ramping must be used if cables, hoses, etc. are run across the footway.

No danger is posed to pedestrians or cyclists by the works.

- Q23.** Please detail the proposed access and egress routes to and from the site, showing details of links to the [Transport for London Road Network](#) (TLRN). Such routes should be indicated on a drawing or diagram showing the public highway network in the vicinity of the site. Consideration should also be given to weight restrictions, low bridges and cumulative impacts of construction (including neighbouring construction sites) on the public highway network. Consideration should be given to any major trip generators (e.g. schools, offices, public buildings, museums, etc.) on the route, and how any problems can be avoided or mitigated.

Refer drawing P08 Construction Management Plan

Q24. Please describe how the access and egress arrangements for construction vehicles will be managed. Confirm how contractors, delivery companies and visitors will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.

Access and egress will be along Hawtrey Road from King Henry's Road.
Refer drawing P08 Construction Management Plan

Q25. Please provide details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). This is required as a scaled site plan, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site.

Refer drawing P08 Construction Management Plan
The site manager will make drivers aware of parking and loading times and arrangements.

Q26. Please provide swept path drawings for any tight manoeuvres on vehicle routes to and from the site including proposed access and egress arrangements at the site boundary (if necessary).

Refer drawing P08 Construction Management Plan

Section 5 – Environmental Issues

To answer these sections please refer to the relevant sections of **Camden’s Minimum Standards for Building Construction** ([CMRBC](#)).

Q27. Please provide details of the times of [noisy operations](#), outlining how the construction works are to be carried out.

Noisy operations will be limited to 8-6 Monday to Friday and from 8-1 on Saturdays

The anticipated construction period is 2 months, 1 month for substructure and 1 month for superstructure and fit out. The start date is anticipated in September 2015, subject to approvals and contract.

Q28. Please confirm when the most recent noise survey was carried out (before any works were carried out) and provide a copy. If a noise survey has not taken place please indicate the date (before any works are being carried out) that the noise survey will be taking place, and agree to provide a copy.

A noise survey is not required for this small residential refurbishment project.

Q29. Please provide predictions for [noise](#) and vibration levels throughout the proposed works.

There will be a standard noise and vibration levels for a residential refurbishment project.

Q30. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](#) works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

The period that noise and vibration may cause disturbance will be limited to the tightest possible time frame through good pre-construction planning. Neighbours are welcome to talk to the applicant, contractor or architect in advance about any specific concerns or if noise levels cause undue disturbance during works.

Q31. Please provide evidence that staff have been trained on BS 5228:2009

To be confirmed by contractor on appointment.

Q32. Please provide details on how dust nuisance arising from dusty activities, on site, will be prevented.

Skips will be covered when not in use and removed when full.

Q33. Please provide details describing how any significant amounts of dirt or dust that may be spread onto the public highway will be prevented and/or cleaned.

The road will be protected from damage by ply boarding. Mixing of materials will not be permitted on the public highway. Materials will be moved onto site as soon as practicable.

Q34. Please provide details describing arrangements for monitoring of [noise](#), vibration and dust levels.

The applicant, contractor and architect will be available on a regular basis to monitor noise and disturbance and will provide contact details to neighbours so that they be easily contacted if any concerns arise.

Q35. Please confirm that a [Risk Assessment](#) has been undertaken in line with the [GLA's Control of Dust and Emissions Supplementary Planning Guidance \(SPG\)](#), and the risk level that has been identified, with evidence.

A risk assessment is not required for this small residential refurbishment project.

Q36. Please confirm that all relevant mitigation measures from the [SPG](#) will be delivered onsite.

All relevant mitigation measures will be delivered on site.

Q37. If the site is a High Risk Site, 4 real time dust monitors will be required, as detailed in the [SPG](#). Please confirm that these monitors will be installed 3 months prior to the commencement of works, and that real time data and quarterly reports will be provided to the Council detailing any exceedances of the threshold and measures that were implemented to address these.

The site is not a High Risk Site

Q38. Please provide details about how rodents, including [rats](#), will be prevented from spreading out from the site. You are required to provide information about site inspections carried out and copies of receipts (if work undertaken).

There are currently no rodents present on site. Mice are thought to be present in nearby properties. The applicant would be pleased to work with neighbours to reduce or eliminate any spread of these or any rodents caused by the works.

Section 6 – Monitoring, Compliance, Reporting and Consultation about Traffic and Activities related to the Site

(Refer to [Tfl best practice guidance](#) and [\(CMRBC\)](#) sections: [noise operations](#), abatement techniques, noise levels, vibration levels, [dust levels](#), rodent control, community liaison, etc.)

- Q39. Please provide details describing how traffic associated with the development will be managed in order to reduce/minimise traffic congestion. Deliveries should be given set times to arrive, dwell and depart. Delivery instructions should be sent to all suppliers and contractors. Trained site staff must assist when delivery vehicles are accessing the site, or parking on the public highway adjacent to the site. Banksmen must ensure the safe passage of pedestrians, cyclists and motor vehicular traffic in the street when vehicles are being loaded or unloaded. Vehicles should not wait or circulate on the public highway. An appropriate location outside the borough may need to be identified, particularly if a large number of delivery vehicles are expected.**

Large numbers of delivery vehicles are not anticipated for this residential refurbishment project. The property lies at the end of a cul-de-sac, through-traffic is therefore not present. The owners are able to have use of parking bays in front of and opposite the site entrance. Obstruction of the pavement will be minimised throughout the works and the pavement left clear at the end of works each day.

- Q40. Please provide details of any other measures designed to reduce the impact of associated traffic (such as the use of [construction material consolidation centres](#)).**

A significant increase in traffic is not anticipated for this residential refurbishment project. If at any stage of the works higher than usual traffic is required, the contractor will take all reasonable precautions to ensure that nuisance to neighbours is minimised.

- Q41. Please provide details of consultation on a draft CMP with local residents, businesses, local groups (e.g. residents/tenants and business associations) and Ward Councillors. Details should include who was consulted, how the consultation was conducted and a summary of the comments received in response to the consultation. In response to the comments received, the CMP should then be amended where appropriate and where not appropriate a reason should be given. The revised CMP should also include a list of all the comments received. Developers are advised to check proposed approaches to consultation with the Council before carrying it out.**

The applicant has consulted on the proposals with their immediate neighbours at 54 and 58-60 Hawtrey Road as well as at 189 Adelaide Road. They have consulted with the local Hawtrey Resident's Association and with RIB who manage Chalcot Estate Ltd and have submitted a draft version of the Construction Management Plan for comment. All have been asked to air any concerns they may have with regard to the proposal for a basement, and to management of the construction.

Q42. Please provide details of community liaison proposals including any Construction Working Group that will be set up, addressing the concerns of the community affected by the works. Please confirm how the contact details of the person responsible for community liaison will be advertised to the local community and how the community will be updated on the upcoming works i.e. in the form of a newsletter/ letter drop, or weekly drop in sessions for residents.

The construction period will be limited to the tightest possible time frame through good pre-construction planning. Neighbours are welcome to talk to the applicant, contractor or architect in advance and during the works about any specific concerns or if noise levels cause undue disturbance.

Q43. Please provide details of any schemes such as the 'Considerate Constructors Scheme', the 'Freight Operators Recognition Scheme' or 'TfLs Standard for construction logistics and cyclist safety – [CLOCS scheme](#)' that the project will be signed up to. Note, the [CLOCS standard](#) should be adhered to and detailed in response to question 46. Such details should form part of the consultation and be notified to the Council. Contractors will also be required to follow the "[Guide for Contractors Working in Camden](#)" also referred to as "[Camden's Considerate Contractors Manual](#)".

This is a residential refurbishment project. It is not intended that the project will be signed up to any Schemes. The applicant and contractor will adhere to the requirements of the CLOCS Scheme as far as this is relevant to this site.

The contractor has been pre-selected in part due to their reputation for careful and considerate construction having recently carried out similar works adjacent to the applicants property. The contractor will follow the 'Guide to Contractors Working in Camden'.

Q44. Complaints often arise from the conduct of builders in an area. Please confirm steps being taken to minimise this e.g. provision of suitable smoking area, tackling bad language and unnecessary shouting.

The contractor has been pre-selected in part due to their reputation for careful and considerate construction having recently carried out similar works adjacent to the applicant's property. The contractor will follow the 'Guide to Contractors Working in Camden'. The proposed contractor has reviewed the draft CMP.

The applicant and contractor recognise that many neighbours work from home during the day. They will not be permitted to smoke or congregate outside the building premises, or to shout or cause other nuisance to neighbours.

Q45. Please provide a plan of existing or anticipated construction sites in the local area and please state how your CMP takes into consideration and mitigates the cumulative impacts of construction in the vicinity of the site.

It is not known or possible to determine whether nearby properties will undergo works at the same time as this. There is a current planning application to extend and refurbish 52 Hawtrey Road. Many nearby properties have recently undergone extensive refurbishment and would be unlikely to consider further works at this time.

Q46. Please provide details to confirm that all contractors and sub-contractors operating large vehicles over 3.5 tonnes will meet all of the following conditions, as outlined in the [CLOCS Standard](#)

OPERATIONS:

- **Quality operation:** accreditation via an approved fleet management audit scheme e.g. [Fleet Operator Recognition Scheme \(FORS\)](#) or equivalent.
- **Collision reporting and analysis:** of any collision involving injury to persons, vehicles or property, ideally including use of the [CLOCS](#) Manager collision reporting tool.
- **Traffic routing:** any route specified by the client is adhered to unless otherwise specified.

i. VEHICLES:

- **Warning signage:** warning cyclists of the dangers of passing the vehicle on the inside
- **Side under-run protection:** fitted to all vehicles over 3.5 tonnes which are currently exempt
- **Blind spot minimisation:** front, side and rear blind-spots completely eliminated or minimised as far as is practical and possible
- **Vehicle manoeuvring warnings:** enhanced audible means to warn other road users of a vehicle's left hand turn or other manoeuvres

ii. DRIVERS:

- **Training and development:** approved progressive training and continued progressive training especially around vulnerable road users (including for drivers excluded from Certificate of Professional Competence requirements)
- **Driver licensing:** regular checks and monitoring of driver endorsements and that drivers hold the correct licence for the correct vehicle

STANDARD FOR CONSTRUCTION CLIENTS

- **Construction logistics/management plan:** is in place and fully complied with – as per this document.
- **Suitability of site for vehicles fitted with safety equipment:** that the site is suitably prepared for vehicles fitted with safety equipment to drive across.
- **Site access and egress:** should be carefully managed, signposted, understood and be clear of obstacles.
- **Vehicle loading and unloading:** vehicles should be loaded and unloaded on-site as far as is practicable.
- **Traffic routing:** should be carefully considered, risk assessed and communicated to all contractors and drivers.
- **Control of site traffic, particularly at peak hours:** other options should be considered to plan and control traffic, to reduce traffic at peak hours.
- **Supply chain compliance:** contractors and sub-contractors throughout the supply chain should comply with requirements 3.1.1 to 3.3.2.

The contractor will ensure that drivers of all large supply vehicles are aware of and will meet all conditions of the CLOCS Standard.

Q47. Please provide details of any other relevant information with regard to traffic and transport (if appropriate).

No further traffic and transport measures are considered relevant or necessary for this small residential refurbishment project.

The agreed contents of this Construction Management Plan must be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this Construction Management Plan if problems arise in relation to the construction of the development. Any future revised plan must be approved by the Council and complied with thereafter.

It should be noted that any agreed Construction Management Plan does not prejudice further agreements that may be required such as road closures or hoarding licences.

Signed: Anna Williamson

Date: 12th May 2015

Print Name: Anna Williamson

Position: Architect

Submit: planningobligations@camden.gov.uk

End of form