

# 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 <u>Transport for London's</u> (TfL's Standard for <u>Construction Logistics and Cyclist Safety</u> (**CLOCS**) scheme) and <u>Camden's Minimum Requirements for Building Construction</u> (**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 "<u>Demolition Notice</u>"

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: 137 Finchley Road, Swiss Cottage, NW3 6JG

Planning application reference: TBC

Type of CMP - Condition discharge / Section 106 planning obligation / Major sites framework-Draft for Plan-

ning Application

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

Name: Fabian Brown

Address: Anderson Wilde and Harris 12 Dorrington Street, Holborn, London EC1N 7TB

Tel: 020 7061 1100

Email: Fabian.Brown@surveyors-valuer.com

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

Name: TBC

Address: TBC

Tel: TBC

Email: TBC

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

Name: TBC

Address: TBC

Tel: TBC

Email: TBC

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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 <a href="Community Investment Programme (CIP)">Community Investment Programme (CIP)</a>, please provide contact details of the responsible Camden officer.

Name: Grant Kaye

Address: Anderson Wilde and Harris - 12 Dorrington Street, Holborn, London EC1N 7TB

Tel: 020 7061 1100

Email: Grant.Kaye@surveyors-valuer.com

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

Name: Abbas Raza

Address: Local Dialogue - Tradescant Court, 77a Tradescant Road, London SW8 1XJ

Tel: 020 7357 6606

Email: Abbas.raza@localdialogue.com

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.

Name: TBC

Address: TBC

Tel: TBC

Fmail: TBC

# 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.



The project is located at Centre Heights, 137 Finchley Road, London NW3 6JG. Centre Heights Building is a 1960s Building and comprises residential and commercial units.

The surrounding area is a mixture of residential and commercial space. Towards the rear of the subject building, the premises are predominantly residential.

The proposed development is comprised of two additional residential storeys with a set back third storey and erection of a residential mews at the rear of the building provided on the site of the car park. Also there will be a retail extension.

# 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 works consist of the demolition of the multi-storey car park to the rear of centre heights to allow for the erection of two to five storey mews. This will create 11 residential units (8 no. 2 bedroom properties and 3 no. 3 bedroom properties), together with hard and soft landscaping. Additional works include improvements to rear courtyard including hard landscaping, refuse and recycling facilities and cycle parking; two storey extension with third storey set back to the main Centre Heights building to create 5 no. residential units (3 bed) with roof gardens; relocation of 7 no. telecommunications antennae at roof level; and single storey rear extension to existing retail units to create an additional 130 sqm retail floor space.

Provision for the Mechanical and Electrical has been provided with the previous office to residential conversion.

# 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.).

Neighbouring properties in dose proximity of the subject site include Station house, Campden house, Hickes House and Maresfield Court as well as existing occupants in Centre Heights.

Due to dose proximity vibration, dust and noise generated from the works will be kept to a minimum. Dusty works will be set up so that mist sprays will operate to reduce transfer of any dust from the site to any surrounding occupier.

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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.

Please see Q8. The works do not require any part of the highways around the site to be closed. There are adequate loading bay provisions to the rear of the site.

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).

Demolition - Of rear multi-storey car park; external public realm;

Excavation - Rear retail extension; New mews houses

Construction - 8-10 new mews houses; External public realm improvements; Five new penthouse apartments over 2 floors and rear retail extension.

Site start date October 2015 completion March 2017.

Mews development start date March 2016 completion March 2017

- 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

Confirmed	Co	nfi	rm	ed	
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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.

New services will be installed for new dwellings. However, this will not affect highways or external works.

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

A Refurbishment Demolition Survey has been carried out to the building on 7/11/2014. Where asbestos was discovered it has been removed by an approved method and contractor.



# 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 <u>Guide for Contractors Working in Camden</u>). 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.

The location of the main access to the site will be to the rear of the development accessed via Belsize Road. For Delivery vehicles, there will be a delivery rota system, whereby deliveries must be pre-booked at least 24 hours in advance to avoid the areas peak travel hours. Not only should this prevent congestion on site but it will also spread the resultant traffic over a longer period.

There will be no on-street loading or unloading. A traffic management system will be established to avoid congestion in the vicinity of the Proposed Development. Loading and unloading will be restricted to certain times of the day to further minimise the likelihood of congestion on highways surrounding the site and strict monitoring and control of all vehicles entering, exiting and traveling across the site will be maintained.

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.

As the site has its own loading bays all deliveries of any size will be directed to this thereby causing minimal disruption to other traffic.

We do not have specific vehicle types however the following vehicles may visit site include Debris/rubble/waste skip; Muck away Lorry 9m x 2.5m; Concrete Lorry 9m x 2.5m and Delivery vehicles.

All deliveries will go to the rear entrance loading dock, off Belsize Road accessed from either the A41 or B509.

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

There will be no structures overhanging the public highway. However there may be external scaffolding which will sit on the first balcony above Finchley Road thereby ceasing to have any impact on the pavement or general public. Should the scaffolding be erected there will be adequate protection to all areas where falling materials could have an effect.

The construction of the Mews may require scaffolding. However, this will not overhang any public highway.

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

This is not applicable for Centre Heights as the works do not front any public highway or pedest route.	trian
However, hoarding will be erected where required to prevent unauthorised access to the site and a of demolition.	are as

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.

Not applicable for this site.	

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.

If necessary, all deliveries will be co-ordinated to arrive at the loading dock for an 8am off-load at the earliest. No earlier times are allowed although the trucks may wait in the designated space. No parking bay suspensions or temporary traffic management orders are necessary.

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# **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.

For the duration of the contract banksmen will be sited within the main site /entranceway in order to coordinate all vehicle and pedestrian movements during the works, when large vehicles are entering and existing from Belsize Road.

Q23. Please detail the proposed access and egress routes to and from the site, showing details of links to the <u>Transport for London Road Network</u> (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.

The nature of the works will have a minimal impact on the surrounding area and will not impose any restrictions on the highway outside as all deliveries will go to the rear entrance loading dock, off Belsize Road, which can either be accessed from A41 or B509.

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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.

All visits will be coordinated from site alerting them to the site entrance for vehicles and pedestrians. As
there are no restrictions imposed it is a simple procedure to get the vehicles in and out of the loading dock
at the rear of the building, which is accessed via Belsize Road.

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.

There are no restrictions imposed and therefore it is a simple procedure of getting the vehicles in and out of the loading dock at the rear of the building, which is accessed via Belsize Road.

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).

Please see drawings 2014-1819-AT-109 1; 2014-1819-AT-109 2; 2014-1819-AT-110 1 and 2014-1819-AT-110 2 provided by TTP consultants.



# 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 <u>noisy operations</u>, outlining how the construction works are to be carried out.

Working hours will be Monday to Friday 8.00am until 6.00pm, Saturday from 8.00am to 1.00pm. No noisy works should be carried out on Sundays and Bank Holidays.

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.

An environmental noise survey has been undertaken at 137 Finchley Road, London, by KP Acoustics Ltd between 11/3/2015 and 12/3/2015. This is included in the Noise and Vibration Assessment submitted with the planning application.

Q29. Please provide predictions for noise and vibration levels throughout the proposed works.

Further calculations will be undertaken once all details are finalised. All calculations will be based on relevant British Standard in order to ensure that the amenity of nearby residential receivers will be protected. Noise and vibration from demolition of car park and construction of mews and the impact of construction of penthouses on existing residents will be monitored during the works.

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.

Please give details of measures to protect existing and neighbouring residents from construction noise and vibration

The contractor will be required to comply with relevant provisions of the Environmental Protection Act 1990. The contractor should also comply with the recommendations set out in BS 5228: Part 1:2014 (code of practice for noise and vibration control on construction and open sites) and the SPG for control of Dust and Emissions during construction and demolition.

Technique and choice of equipment should be dependent on the nature of the surrounding buildings and the environment. Noisy plant or equipment should be sited as far as is practicable from noise sensitive buildings. In addition, if necessary, noisy plant or machinery will have noise-reducing devices, such as silencers and baffles.

Also noisy works will be kept within the working hours outlined by Camden.

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Q31. Please provide evidence that staff have been trained on BS 5228:2009
All staff will be deemed to have been given the appropriate training in noise measurement and abatement.
Q32. Please provide details on how dust nuisance arising from dusty activities, on site, will be prevented.
Dusty works will be set up so that mist sprays will operate to reduce transfer of any dust from the site to any surrounding occupier. Additionally, tall hoarding will be installed where neighbouring properties will be directly affected.
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.
There will be a Waterless Wheel Cleaning grid or a wheel wash/ spray system in place to prevent significant amounts of dirt or dust to be spread onto the highways.
Q34. Please provide details describing arrangements for monitoring of <u>noise</u> , vibration and dust levels.
A preliminary planning compliance report has been undertaken to provide a maximum level which must not be exceeded at nearby residential receivers.
Should it be necessary, we will appoint consultants to undertake Construction/Demolition Monitoring.
Q35. Please confirm that a <u>Risk Assessment</u> has been undertaken in line with the <u>GLA's Control of Dust</u> and Emissions Supplementary Planning Guidance (SPG), and the risk level that has been identified, with evidence.
A risk assessment has been undertaken, please refer to Phlorum's Air Quality Assessment.



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Q36. Please confirm that all relevant mitigation measures from the SPG will be delivered onsite.

Please refer to Phlorum's Air Quality Assessment, mitigation measures will be implemented.
Q37. If the site is a High Risk Site, 4 real time dust monitors will be required, as detailed in the <a href="SPG">SPG</a> .  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.
Whilst the area surrounding the application site is considered to be highly sensitive, the overall dust risk is considered to be low. As such, we do not believe that dust monitoring during construction will be necessary beyond the carrying out of site inspections.
Q38. Please provide details about how rodents, including <u>rats</u> , 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).
All food and deleterious matter will be disposed of on a daily basis thereby preventing a source of food for rodents and the like. Coupled with this will be the setting of poison traps in various locations to deter any that have gained access to the premises.
Daily inspections of the messing room, with particular emphasis on rodent droppings, will be conducted daily. Cleaning will be daily including inspections of the WC's/washing areas.

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

(Refer to <u>Tfl best practice guidance</u> and <u>(CMRBC)</u> sections: <u>noise operations</u>, abatement techniques, noise levels, vibration levels, <u>dust levels</u>, 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.

For the duration of the contract banksmen will be sited within the main site /entranceway in order to coordinate all vehicle and pedestrian movements during the works. For Delivery vehicles, there will be a delivery rota system, whereby deliveries must be pre-booked at least 24 hours in advance to avoid the areas peak travel hours. Not only should this prevent congestion on site but it will also spread the resultant traffic over a longer period.

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).

Waste will be segregated where possible on-site and CMCS's will be used as appropriate.

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 site will be registered under the Considerate Constructors Scheme and will be operated in accordance with the

requirements of the scheme. Prior to commencement, we will issue contact details for key personnel and subcontractors to the Client, and establish points of contact in case of emergency. We will also undertake to contact the adjoining neighbours to establish a contact point and to take on board any issues they may have.

Additionally, we will contact the other local residents who will be affected by the works due to the increased volume of vehicles, deliveries, noise etc at the site. This will be undertaken with a letter drop to those affected to provide information about the nature of the works as well as contact details. We will advise on progress of the works and any issues which may arise, as well as any significant upcoming activities such as crane lifts or disruptive works.

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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.

Continue to engage with as many people from the local community who are affected by the works and manage their concerns, throughout the development.

The appointed contractor will take on this responsibility.

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 – <a href="CLOCS scheme">CLOCS scheme</a>' that the project will be signed up to. Note, the <a href="CLOCS standard">CLOCS standard</a> 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 "<a href="Guide for Contractors Working in Camden">Guide for Contractors Working in Camden</a>" also referred to as "<a href="Camden's Considerate Contractors Manual">Camden</a>".

The site will be registered under the Considerate Constructors Scheme

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

There will be a zero tolerance for abusive and disruptive behaviour on site. This means that offenders will be removed from the site and dismissed accordingly. All incidents of this nature will be reported to the construction manager and dealt with immediately by the principle contractor.

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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.

on win be taken in i	elation to noisy, vibration	and dusty works.	

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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. <u>Fleet Operator Recognition Scheme</u> (FORS) or equivalent.
- **Collision reporting and analysis**: of any collision involving injury to persons, vehicles or property, ideally including use of the <a href="CLOCS">CLOCS</a> 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 vehide'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.
- Vehide 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.

We confirm that as a company we ensure that all contractors and subcontractors operating large vehicle
over 3.5tonnes will meet all of the conditions as outlined in the CLOCS Standard.

Q47.	-	other relevant informa	tion with regard to traffic and transpor	rt (if
	propriate).			
vith th nent P	e Council. The project manag lan if problems arise in relatio	ger shall work with the on to the construction	must be complied with unless otherwise Council to review this Construction N of the development. Any future revise	∕lan
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