


Construction Management Plan Pro-forma



PRO-FORMA

CONTENTS	PAGE NO.
Introduction	Page 1
Section 1 – Site Contacts	Page 2
Section 2 – About the Site	Page 4
Section 3 – Transportation Issues Associated with the Site	Page 7
Section 4 – Traffic Management for the Site	Page 9
Section 5 – Environmental Issues	Page 11
Section 6 - Monitoring, Compliance, Reporting and Consultation about Traffic and Activities related to the Site	Page 14
Queries: planningobligations@camden.gov.uk	
 Camden	

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: 75a Heath Street, Hampstead, London, NW3 6UG

Planning application reference: 2013/7044/P

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: Matthew Duckett

Address: Flat 1, 30 Sunny Gardens, Hendon, NW4 1RX

Tel: [REDACTED]

Email: [REDACTED]

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

Name: Matt Finished Ltd

Address: The Old Electrical Workshop, Main Street, Welby, Grantham, Lincolnshire, NG32 3LT

Tel: [REDACTED]

Email: [REDACTED]

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

Name: Matthew Duckett

Address: Flat 1, 30 Sunny Gardens road, Hendon, London, NW4 1RX

Tel: [REDACTED]

Email: [REDACTED]

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.

Name: Matthew Duckett

Address: Flat 1, 30 Sunny Gardens Road, Hendon, London, NW4 1RX

Tel: [REDACTED]

Email: [REDACTED]

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

Name:

Address:

Tel:

Email:

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: Matthew Duckett

Address: Flat 1 , 30 sunny gardens road, Hendon, London, NW4 1RX

Tel: [REDACTED]

Email: [REDACTED]

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 site is a flat occupying the first and second floor of 75 Heath street above a shop (Tianyi clinic) Access to the flat is on the passageway to the side of the building on Holly mount steps. The surrounding area is a mix of A1 re-tail,B1 office and C3 residential.

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 construction works are of a very small nature involving the installation of an extra floor to the existing flat with roof terrace. The main issues the site presents are access wise for delivery of materials. We propose to minimise the challenges this presents by taking delivery in the turning area at the top of Holly Mount steps and manually loading them into the property. Holly Mount steps is a narrow pedestrian only walk way but doesn't have high traffic/footfall. All deliveries will be closely supervised by the site formen and involve the strategic positioning of banksman for safety and the minimising of any disruption. The works are of a very small nature and do not require vast amounts of materials. Any rubbish removal will also take place from the same area. All neighbours will be consulted with prior to commencement of works and regularly throughout to keep their disruption to a minimum.

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.).

Tianyi Clinic –75 Heath Street
73 Heath Street
77 Heath Street

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.

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).

We propose that the project will take 10 weeks aprox
Start date - 8th of June
End – 17th of August

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.

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

We will conduct all work within permitted hours.

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

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.

We will keep all deliveries to between the hours of 9:30am and 3 pm. these will be on our own vehicles (Ford Transit swb and transit flatbed). All workers on site will use the tube to get to and from site to minimise traffic caused by the works

- 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.**

We will use a ford transit van swb and a transit flatbed for all site deliveries and removals of rubbish. the maximum amount of deliveries to site will be twice daily and would not be every day. waiting /unloading times will be restricted to 20 minutes at a time.

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

Scaffolding will be installed to the front and side of the building, this will have a full wraparound and top hat and will overhang the pavement by 1.2 metres. We have been issued with a licence for the scaffolding. No other structures will be required.

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

There will be no occupation of the public highway other than the scaffolding previously mentioned .The scaffolding has a full wrap around and top hat and covered walkway to the front of the property and the side for the safe passage of pedestrians. All poles on the pavement will be signed,padded and appropriately lit up.

- 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.**

There will be no highway works required to enable construction to take place.

- 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.**

We will not need any parking bay suspensions or temporary traffic management orders. Construction vehicles can not however access the site as it is a first and second floor flat. Deliveries will take place on our own transport,ford transit vans at the top of Holly Mount steps . This will happen between the hours of 9:30 am – 3pm and not more than twice daily for 20minutes at a time.

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.

The main impact to pedestrian safety will be the scaffolding, we have a full wrap around and top hat to the structure and have obtained a licence. A covered walkway will be in place so pedestrians still have full access to the pavement both on Heath Street and Holly Mount steps. Any poles for the structure will be padded, signed and made highly visible, appropriate lighting will be in place. Other impacts on safety will be deliveries. We have highlighted an area at the top of Holly Mount steps for these to take place. They will be undertaken on our own transport (Ford Transit vans) by the same drivers who will be briefed and familiar with the area and procedure. We estimate them to take no more than 20 minutes at a time and will be no more than twice a day between the hours of 9:30am and 3 pm. Banksmen will be placed either side of the vehicle with a third present on Holly Mount steps in a strategic position in order to manage pedestrian safety during unloading.

- 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.

The route to the site will be down the A502 on to Heath Street, we will then turn right onto Holly Hill then right again onto Holly Mount. The unloading place is at the end of Holly Mount. The works in question are of a very small nature and will not generate excessive traffic.

- 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 deliveries and rubbish removals will be undertaken on our own vehicles, ford transit vans . The drivers will be fully briefed with the route in and procedures. Only a couple of outside contractors are required and they will be briefed by e mail and telephone .

- 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.**

Access to the site will be from the top of Holly mount steps for delivery and removal of materials. This will be on our own transport between the hours of 9:30 am and 3pm. No Heavy plant is required due to the small nature of works and we will not be using skips.

- 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).**

There are no tight manouvres for transit size vehicles to and from site .

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.

We will keep all noisy operations to between the hours of 9:30 and 3pm. The build consists of a timber and steel construction to the existing flat roof. Steelwork is prefabricated off site and on site work will be done using small handtools, circular saws, drills, nailguns etc. No heavy machinery is required for the build and no demolition work is involved.

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.

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

Minor to moderate noise and vibration levels

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.

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

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

The site will have scaffolding erected with a full wrap around and top hat. Sheet material will be used within this structure to keep dust within the site. After each dusty operation a full clean up of the area will be undertaken keeping dust to a minimum. Where possible our tools have there own dust collection systems/vacuum attachments, airbourne dust would be dampened down and regularly swept up Any debris /mess made during deliveries removal of rubbish will be cleaned up immediately at the time. All rubbish leaving site will be done so in sealed heavy duty rubble bags.

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.

Significant amounts of dusty/dirt will not spread onto the public highway as the work area will be closed off with sheet material and all rubbish bagged and removed from site in heavy duty rubble bags that will be sealed. Areas used to load unload will be monitored and swept immediately after use. Regular inspections of the immediate area will be undertaken to ensure our procedures are working and containing the dust to within the site.

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

Our site forman will be present on site monitoring, noise, dust and vibration levels, regular inspections will be undertaken of the immediate area around the site checking that our containment procedures are working.

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.

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

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.

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).

The existing plumbing will not be affected or added to as the works in question is an extra study room being added to a rooftop. No wet work is involved and demolition is very minimal.

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. Banksman 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.

Deliveries will take place on our own vehicles between the hours of 9:30 am and 3pm twice daily maximum. Staff working on site will use the tube to come to and from site. All deliveries will be supervised by the site formen and banksmen and will take no longer than 20 minutes at a time

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](#)).

Our site workforce will all come to work on the tube . We will also deliver all materials ourselves giving us greater control with timings etc.

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.

Our client wished to consult directly with their neighbours and the neighbouring businesses in regards to the proposed works. No adverse comments or attitudes to the works were received .

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.

All immediate neighbours have been advised of works by the client who resides in the property and will be updated on a regular basis as to the progress of works in person giving them an opportunity to voice any concerns they may have.

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 Constructors Manual](#)".

Considerate Constructors scheme ref 44372

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 site foreman will be present and supervising staff conduct at all times, there will be no bad language or unnecessary shouting.

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.

No other construction sites are known of in the immediate vicinity.

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 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:Date:

Print Name:Position:

Submit: planningobligations@camden.gov.uk

End of form