

Construction Management Plan

pro forma v2.0

Contents

Internal review sheet	3
Introduction	4
Timeframe	5
Contact	6
Site	8
Community liaison	11
Transport	14
Environment	24
Agreement	28

Review

For Internal use only

Please initial and date in the relevant section of the table.

The **highlighted areas** of the Draft table will be deleted by their respective teams during pre app review if these sections are no longer applicable.

Pre app

Community liaison	
CLOCS	
Transport	
Highways	
Parking	
Environmental health	
Sustainability	<i>(attach appendix if necessary)</i>
Sign off	

Draft

Community liaison	
CLOCS	
Transport	
Highways	
Parking	
Environmental health	
Sustainability	
Sign off	

- INDICATES INPUT REQUIREMENT FROM MULTIPLE TEAMS THROUGHOUT DOCUMENT

Introduction

The purpose of the **Construction Management Plan (CMP)** is to help developers to minimise construction impacts, and relates to both on site activity and the transport arrangements for vehicles servicing the site.

It is intended to be a live document whereby different stages will be completed and submitted for application as the development progresses.

The completed and signed CMP must address the way in which any impacts associated with the proposed works, and any **cumulative impacts of other nearby construction sites**, will be mitigated and managed. The level of detail required 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 as described 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 in writing. 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.

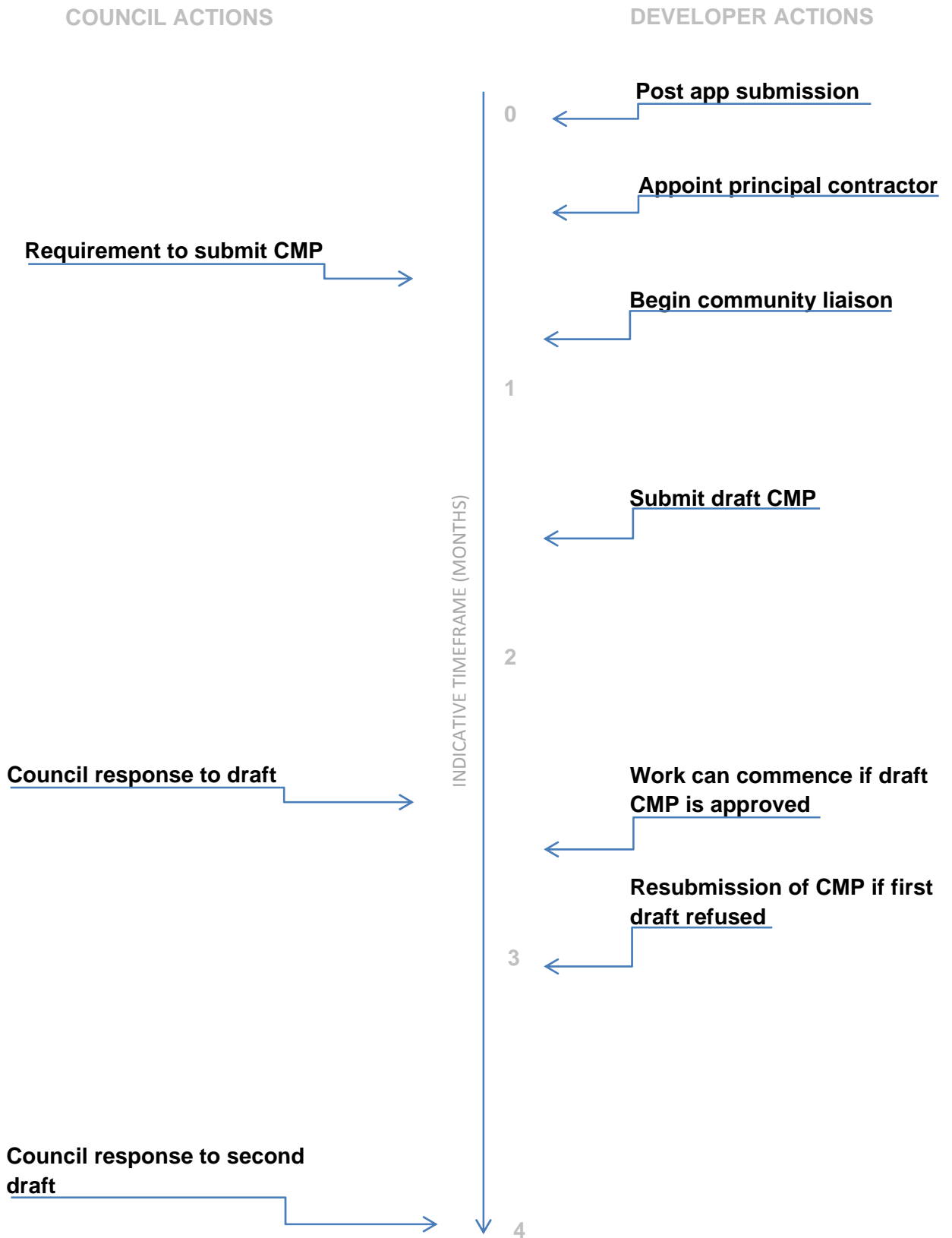
If your scheme involves any demolition, you need to make an application to the Council's Building Control Service. Please complete the "[Demolition Notice](#)"

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. It is preferable if this document is completed electronically and submitted as a Word file to allow comments to be easily documented.

(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.)

Revisions to this document may take place periodically.

Timeframe



Contact

1. Please provide the full postal address of the site and the planning reference relating to the construction works.

Address: 7 Warwick Court, London, WC1R 5DJ

Planning ref: N/A

Type of CMP – Draft CMP to accompany planning application only

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

Name: Marek Wojciechowski Architects

Address: 66 – 68 Margaret Street, London, W1W 8SR

Email: aaron@mw-a.co.uk

Phone: 020 3617 5165

3. Please provide full contact details of the site project manager responsible for day-to-day management of the works and dealing with any complaints from local residents and businesses.

Name: To be completed following the appointment of a contractor

Address:

Email:

Phone:

4. Please provide full contact details of the person responsible for community liaison and dealing with any complaints from local residents and businesses if different from question 3.

Name: To be completed following the appointment of a contractor

Address:

Email:

Phone:

5. Please provide full contact details of the person responsible for community liaison/dealing with any complaints from local residents and businesses if different from question 3. In the case of [Community Investment Programme \(CIP\)](#), please provide contact details of the responsible Camden officer.

Name: To be completed following the appointment of a contractor

Address:

Email:

Phone:

6. 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: To be completed following the appointment of a contractor

Address:

Email:

Phone:

Site

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

The application site is location on Warwick Court within the London Borough of Camden, approximately 50m North of High Holborn on a pedestrianised street 200m North West of Chancery Lane Station. The surrounding area comprises of a mixture of commercial, educations and residential uses. No vehicular access to the site is possible.

2. 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 proposals comprise of demolition to the rear of the property. Warwick Court is a pedestrianised thoroughfare, 50m to the South of the site is High Holborn (A40) which is 20mph zone. No vehicular access to the site is possible.

3. 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.).

Adjacent residential and commercial are likely to be affected. Full robust mitigation measures will be provided by a contractor once appointed.

4. 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 attached S.01 Site Plan.

5. 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 ideal).

As planning approval has not yet been granted for the site, the programme below is indicative. A programme will be submitted once a contractor has been appointed follow the necessary planning consent.

Phase	Weeks
Site setup	2
Internal strip out and demolition	5
Structural works	15
Non-structural and internal fit out	33
Total	55

6. 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

As above.

7. 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.

There is no proposed changes to the existing incoming services. This will be confirmed once a contractor has been appointed.

Community Liaison

Significant time savings can be made by running an effective neighbourhood consultation process. This should be undertaken in the spirit of cooperation rather than one that is dictatorial and unsympathetic to the wellbeing of local residents and businesses.

These are most effective when initiated as early as possible and conducted in a manner that involves the local community. Involving locals in the discussion and decision making process helps with their understanding of what is being proposed in terms of the development process. Ideally this consultation and discussion process should have already started with the results incorporated into the CMP first draft submitted to the Council for discussion and sign off. This communication should then be ongoing during the build, with neighbours and any community liaison groups being regularly updated with programmed works and any changes that may occur due to unforeseen circumstances through newsletters, emails and meetings.

Please note that for larger sites, details of a construction working group may be required as a separate S106 obligation. If this is necessary, it will be set out in the S106 Agreement as a separate requirement on the developer.

Cumulative impact

Sites located within high concentrations of construction activity that will attract large numbers of vehicle movements should consider establishing contact with other sites in the vicinity in order to manage traffic routing and volumes. Developers in the Tottenham Court Road area have done this to great effect.

The Council can advise on this if necessary.

1. Consultation

The Council expects meaningful consultation. For large sites, this may mean two or more meetings with local residents prior to submission of the first draft CMP.

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 them out. If your site is on the boundary between boroughs then we would recommend contacting the relevant neighbouring planning authority.

Please provide details of consultation of draft CMP with local residents, businesses, local groups (e.g. residents/tenants and business associations) and Ward Councillors.

The site is owned by the same client as 8 Warwick Court, which has just reached completion for a similar proposal. The client will supply details of neighbours and process to ensure 7 Warwick Court is constructed with minimal noise and nuisance to neighbours.

These measures will be reviewed and confirmed by the contractor once one is appointed.

2. Construction Working Group

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, the way in which 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.

To be completed following the appointment of a contractor

3. Schemes

Please provide details of any schemes such as the 'Considerate Constructors Scheme', 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](#)".

To be completed following the appointment of a contractor

4. Neighbouring sites

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. The council can advise on this if necessary.

To be completed following the appointment of a contractor

Transport

This section must be completed in conjunction with your principal contractor. If one is not yet assigned, please leave the relevant sections blank until such time when one has been appointed.

Camden is a CLOCS Champion, and is committed to maximising road safety for Vulnerable Road Users (VRUs) as well as minimising negative environmental impacts created by motorised road traffic. As such, all vehicles and their drivers servicing construction sites within the borough are bound by the conditions laid out in the [CLOCS Standard](#).

This section requires details of the way in which you intend to manage traffic servicing your site, including your road safety obligations with regard to VRU safety. It is your responsibility to ensure that your principal contractor is fully compliant with the terms laid out in the CLOCS Standard. It is your principal contractor's responsibility to ensure that all contractors and sub-contractors attending site are compliant with the terms laid out in the CLOCS Standard.

Checks of the proposed measures will be carried out by the council to ensure compliance. Please refer to the CLOCS Standard when completing this section. Guidance material which details CLOCS requirements can be accessed [here](#), details of the monitoring process are available [here](#).

Please contact CLOCS@camden.gov.uk for further advice or guidance on any aspect of this section.

Please refer to the CLOCS Overview and Monitoring Overview documents which give a breakdown of requirements.

CLOCS Considerations

1. Name of Principal contractor:

To be completed following the appointment of a contractor

2. Please submit the proposed method for checking operational, vehicle and driver compliance with the CLOCS Standard throughout the duration of the contract (please refer to our CLOCS Overview document in the appendix and CLOCS Standard point 3.4.7).

To be completed following the appointment of a contractor

3. Please confirm that you as the client/developer and your principal contractor have read and understood the [CLOCS Standard](#) and included it in your contracts. Please sign-up to join the [CLOCS Community](#) to receive up to date information on the standard by expressing an interest online.

I confirm that I have included the requirement to abide by the CLOCS Standard in my contracts to my contractors and suppliers:

To be completed following the appointment of a contractor

Please contact CLOCS@camden.gov.uk for further advice or guidance on any aspect of this section.

Site Traffic

Sections below shown in blue directly reference the CLOCS Standard requirements. The CLOCS Standard should be read in conjunction with this section.

4. Traffic routing: *“Clients shall ensure that a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Clients shall make contractors and any other service suppliers aware that they are to use these routes at all times unless unavoidable diversions occur.” (P19, 3.4.5)*

Routes should be carefully considered and risk assessed, taking into account the need to avoid where possible any major cycle routes and trip generators such as schools, offices, public buildings, museums etc. Where appropriate, on routes that use high risk junctions (ie. those that attract high volumes of cycling traffic) installing Trixi mirrors to aid driver visibility should be considered.

Consideration should also be given to weight restrictions, low bridges and cumulative impacts of construction (including neighbouring construction sites) on the public highway network. The route(s) to and from the site should be suitable for the size of vehicles that are to be used.

a. Please indicate routes on a drawing or diagram showing the public highway network in the vicinity of the site including details of links to the [Transport for London Road Network \(TLRN\)](#).

Deliveries are proposed to load and unload outside 31 – 33 High Holborn away from the traffic lights and pedestrian crossing, during the designated loading time. When possible deliveries will be outside of rush hour.

This was the method used successfully when developing 8 Warwick Court.

It will be required that all HGV call 20 minute prior to arrival at the site, to ensure the appropriate loading bay is available. Each delivery will be managed by two trained traffic marshals.

This will be reviewed and confirmed by the contractor once appointed.

b. Please 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 contractors, delivery companies and visitors will be advised of and required to adhere to the specific route and all other measures detailed in this plan prior to any journeys being undertaken. No contractors or visitors will be permitted to park on High Holborn. They will be instructed to use public transport, walk or cycle. The construction manager will provide all site personnel with details of local transport services and location where parking can occur away from Warwick Court.

5. Control of site traffic, particularly at peak hours: *“Clients shall consider other options to plan and control vehicles and reduce peak hour deliveries” (P20, 3.4.6)*

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. (Refer to the [Guide for Contractors Working in Camden](#)).

A delivery plan should ensure that deliveries arrive at the correct part of site at the correct time. Instructions explaining such a plan should be sent to all suppliers and contractors. Consideration should be given to the location of any necessary holding areas for large sites with high volumes of traffic. Vehicles must not wait or circulate on the public highway. Whilst deliveries should be given set times to arrive, dwell and depart, no undue time pressures should be placed upon the driver at any time.

a. 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.

As a contractor has yet to be appointed the below vehicle guide is indicative;

- 3 axel, 26 tonne G.V.W Tipper
- 4 wheel, 18 tonne GVW Flat-bed truck
- Box van

A maximum number of vehicles will be capped a 4 per day, but it is likely that the average will be 2 per day.

Clarification and further details will be provided once a contractor has been appointed.

b. Please provide details of other developments in the local area or on the route.

Once a contractor is appointed a relevant schedule will be produced on current applications. Current none are proposed that would have a detrimental impact on the works.

c. Please outline the system that is to be used to ensure that the correct vehicle attends the correct part of site at the correct time.

All deliveries are to be booked in with the Construction Project Manager at least 24 hours before and all drivers will be informed of the vehicle route and location of the appropriate loading area prior to arriving onsite to confirm that the relevant loading area is clear.

Vehicles will not be permitted to wait, stack or circulate on the roads within the borough.

d. Please identify the locations of any off-site holding areas (an appropriate location outside the borough may need to be identified, particularly if a large number of delivery vehicles are expected) and any measures that will be taken to ensure the prompt admission of vehicles to site in light of time required for necessary compliance checks. Please refer to question 5 if any parking bay suspensions will be required for the holding area.

Details to be provided following the appointment of a contractor.

e. Please provide details of any other measures designed to reduce the impact of associated traffic (such as the use of construction material consolidation centres).

The contractor will investigate the potential for using construction material consolidation centres and other measures such as electric vehicles to reduce the impact of traffic associated with the development works.

6. Site access and egress: *“Clients shall ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles.” (P18, 3.4.3)*

Vehicles entering and leaving the site should be carefully managed, using gates that are clearly marked and free from obstacles. Traffic Marshalls must ensure the safe passage of pedestrians, cyclists and other traffic when vehicles are entering and leaving site, particularly if reversing.

a. Please detail the proposed access and egress routes to and from the site

Working on the successfully methodology used during construction at 8 Warwick Court, muck away will be bagged up and loaded on vehicles on High Holborn, all materials and plant will be stored onsite and deliveries will be on a ‘just-in-time’ basis so to minimise the storage requirements onsite from the same location.

Further details will be provided once a contractor has been appointed.

b. Please describe how the access and egress arrangements for construction vehicles will be managed.

All vehicle movements to and from the temporary loading area will be supervised by a minimum of two trained traffic marshals in order to manage the interaction between pedestrians, cyclists and other road users.

c. 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).

N/A

d. Provision of wheel washing facilities should be considered if necessary. If so, please provide details of how this will be managed and any run-off controlled.

N/A

7. Vehicle loading and unloading: *“Clients shall ensure that vehicles are loaded and unloaded on-site as far as is practicable.” (P19, 3.4.4)*

If this is not possible, Traffic Marshalls must ensure the safe passage of pedestrians, cyclists and motor traffic in the street when vehicles are being loaded or unloaded.

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. If loading is to take place off site, please identify where this is due to take place and outline the measures you will take to ensure that loading/unloading is

carried out safely. Please outline in question 8 if any parking bay suspensions will be required.

Please see above and attached plan.

Highway interventions

8. Parking bay suspensions and temporary traffic management orders

Please note that a parking bay suspension should only be requested where absolutely necessary. Parking bay suspensions are permitted for a maximum of 6 months, suspensions whose duration exceeds 6 months must apply for a Temporary Traffic Order (TTO). For parking bay suspensions of one year or longer, a Traffic Management Order (TMO) must be applied for.

Please provide details of any proposed parking bay suspensions and temporary traffic management orders which would be required to facilitate construction.

Information regarding parking suspensions can be found [here](#).

N/A

9. Scaled drawings of highway works

Please note that 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 that includes the extent of any 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.

- a. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses).

Please see attached plan

b. Please provide details of all safety signage, barriers and accessibility measures such as ramps and lighting etc.

Details to be provided following the appointment of a contractor.

10. Diversions

Where applicable, please supply details of any diversion, disruption or other anticipated use of the public highway during the construction period (alternatively a plan may be submitted).

Please see attached plan

11. VRU and pedestrian diversions, scaffolding and hoarding

Pedestrians and/or cyclist safety must be maintained if diversions are put in place. Vulnerable footway users should also be considered, these include wheelchair users, the elderly, those with walking difficulties, young children, those with prams, the blind and partially sighted. Appropriate ramping must be used if cables, hoses, etc. are run across the footway.

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/skids/ hoardings, etc.

A secure hoarding will generally be required to the site boundary with a lockable access

a. Please provide details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any Traffic Marshall arrangements.

In order to ensure pedestrian and cyclist safety, vehicles with appropriate safety equipment including safety bars, additional mirrors and advisory signage will be used. In addition, traffic marshals will be available onsite at all times and will supervise all vehicle movements to and from the loading areas and will also supervise all loading/unloading activity so as to manage the interaction of construction vehicles with pedestrians, cyclist and other vehicles.

b. Please provide details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.) and details of hoarding requirements or any other occupation of the public highway.

A lockable site hoarding will be installed along the frontage of the site and to the rear of the property.

All relevant licence for the hoarding, and scaffolding will be applied for by the appointed contractor.

SYMBOL IS FOR INTERNAL USE

Environment

To answer these sections please refer to the relevant sections of **Camden's Minimum Requirements for Building Construction (CMRBC)**.

1. Please list all [noisy operations](#) and the construction method used, and provide details of the times that each of these are to be carried out.

To be completed following the appointment of a contractor

2. 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.

August 2015

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

To be completed following the appointment of a contractor

4. 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.

To be completed following the appointment of a contractor

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

To be completed following the appointment of a contractor

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

Hoarding to the front will help in reducing dust. Full detail to be completed following the appointment of a contractor

7. 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.

To be completed following the appointment of a contractor

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

To be completed following the appointment of a contractor

9. Please confirm that a [Risk Assessment](#) has been undertaken at planning application stage 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. Please attach the risk assessment as an appendix if not completed at the planning application stage.

To be completed following the appointment of a contractor

10. Please confirm that all of the GLA's 'highly recommended' measures from the [SPG](#) document relative to the level of risk identified in question 9 have been addressed by completing the [GLA mitigation measures checklist](#). Please attach this as an appendix.

To be completed following the appointment of a contractor

- 11. If the site is a High Risk Site, 4 real time dust monitors will be required, as detailed in the [SPG](#). Please confirm the location, number and specification of the monitors in line with the SPG and confirm that these 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.

To be completed following the appointment of a contractor

12. 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 present copies of receipts (if work undertaken).

To be completed following the appointment of a contractor

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

To be completed following the appointment of a contractor

14. 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.

To be completed following the appointment of a contractor

 SYMBOL IS FOR INTERNAL USE

Agreement

The agreed contents of this Construction Management Plan must be complied with unless otherwise agreed in writing by the Council. This may require the CMP to be revised by the Developer and reapproved by 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 in writing 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:

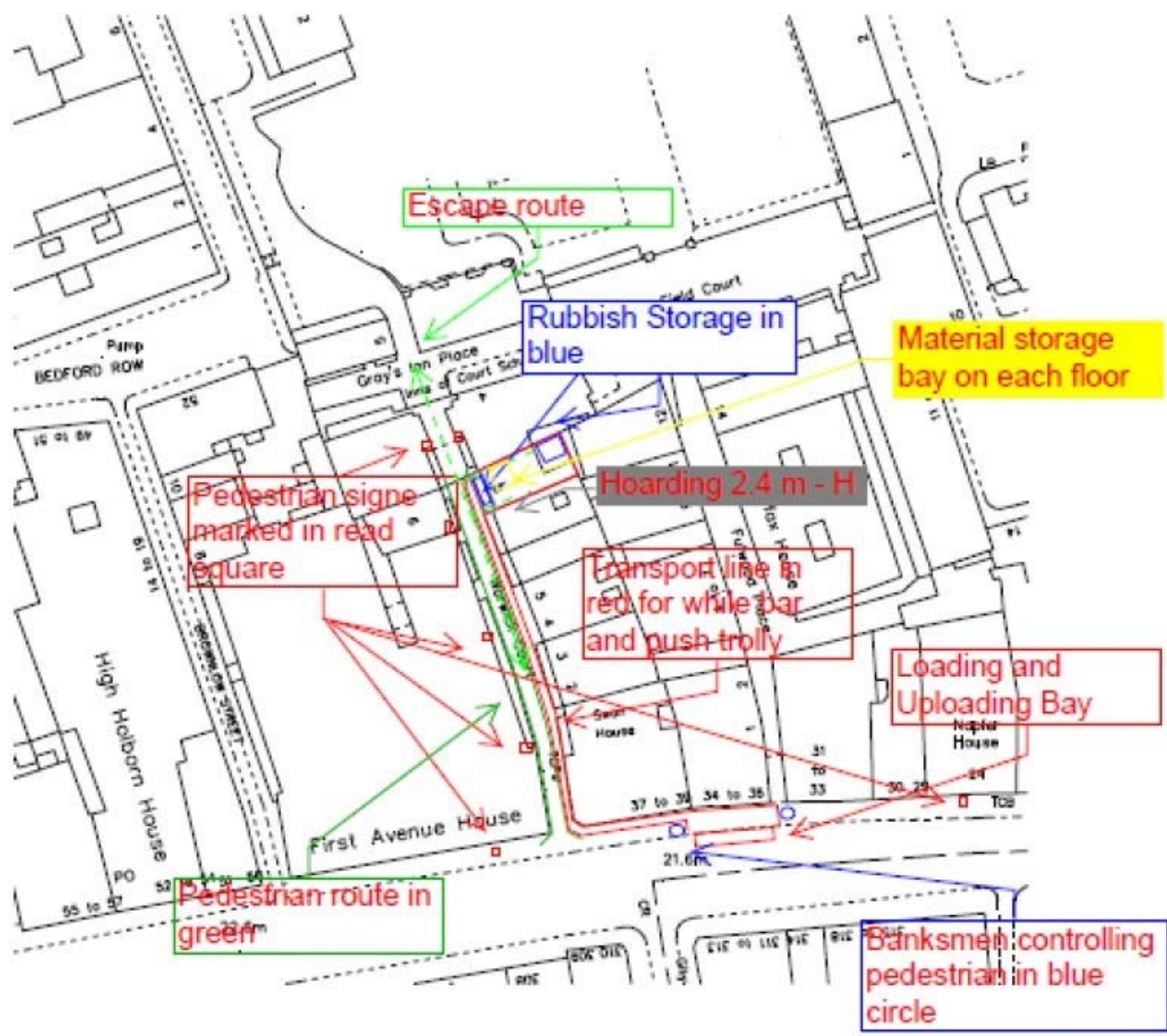
Date:

Print Name:

Position:

Please submit to: planningobligations@camden.gov.uk

End of form



Escape route

Rubbish Storage in blue

Material storage bay on each floor

Pedestrian sign marked in red square

Hoarding 2.4 m - H

Transport line in red for white bar and push trolley

Loading and Unloading Bay

Pedestrian route in green

Banksman controlling pedestrian in blue circle