



Merchant Land Investments Limited

66 Leaman Street
London
E1 8EU

Tel: 020 7527 8754

Construction Traffic Management Plan for work at:

61-65 Charlotte Street
London
W1T 4PF

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Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
25 th April 2016	2	South Downs Safety

Additional sheets

Please note – the review process will be quicker if these are submitted as Word documents or searchable PDFs.

Date	Version	Produced by
N/A	N/A	N/A

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, and all additional documents, are completed electronically and submitted as Word files to allow comments to be easily documented. These should be clearly referenced/linked to from the CMP.**

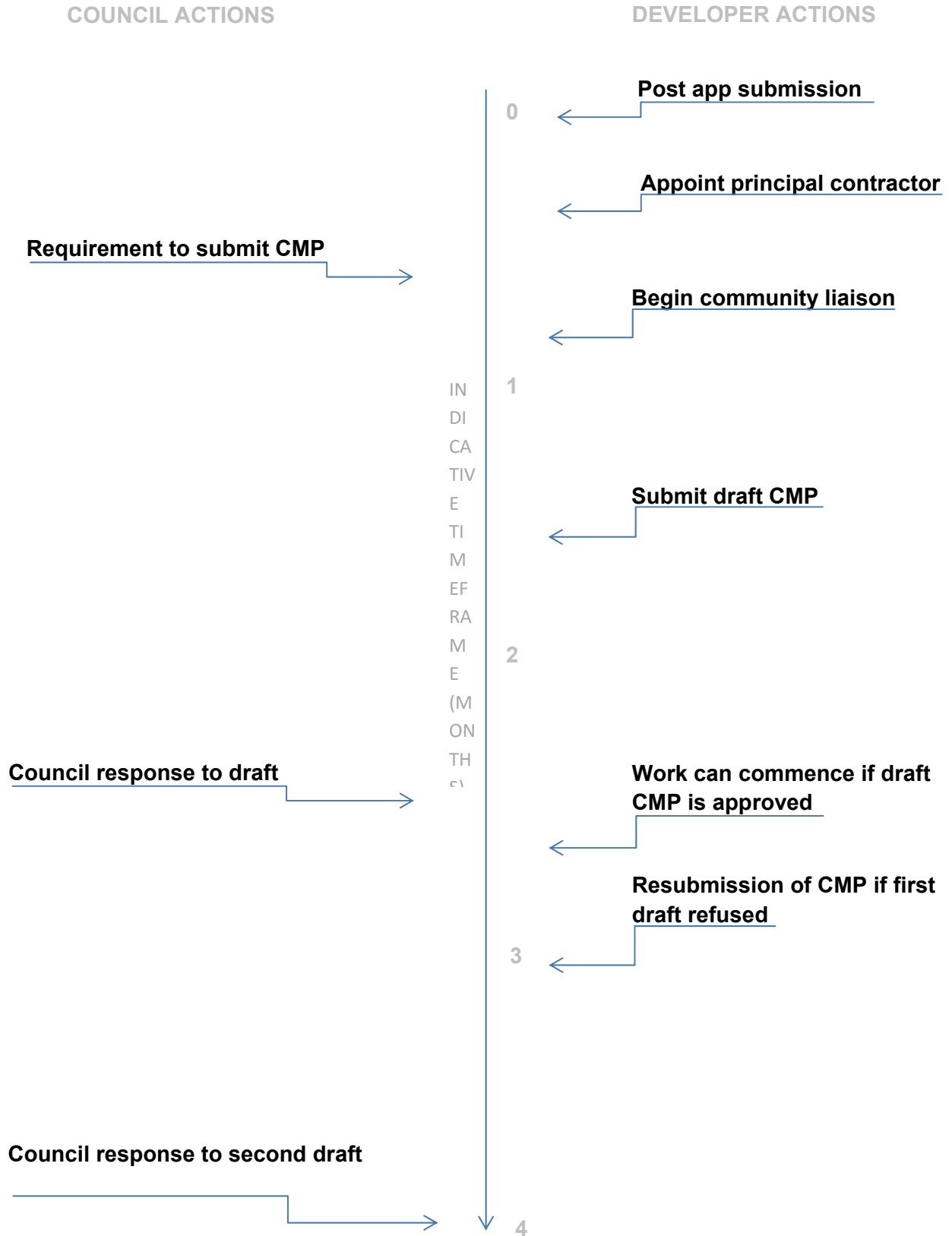
Please notify that council when you intend to start work on site. Please also notify the council when works are approximately **3 months from completion**.

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(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: 61-65 Charlotte Street, London, W1T 4PF

Planning ref: 2015/1746/P

Type of CMP: Section 106 planning obligation

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

Name: Seamus Porter - Construction Director

Address: Merchant Land Investment Ltd, 66 Leman Street, London, E1 8EU

Email: seamus@merchantland.co.uk

Phone: 07710 0915416

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: Principal contractor not yet appointed

Address: N/A

Email: N/A

Phone: N/A

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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. In the case of [Community Investment Programme \(CIP\)](#), please provide contact details of the Camden officer responsible.

Pre Construction:

Name: Seamus Porter - Construction Director

Address: Merchant Land Investment Ltd, 66 Leaman Street, London, E1 8EU

Email: seamus@merchantland.co.uk

Phone: 020 7522 8700

During Construction:

Principal Contractor (to be appointed)

5. 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: Principal Contractor Not Yet Appointed

Address: N/A

Email: N/A

Phone: N/A

Site

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

61-65 Charlotte Street is formed of three terraced town houses located in Fitzrovia, central London and within the London Borough of Camden. 61-65 Charlotte Street is located within Charlotte Street Conservation Area and the three town houses are recognised in the Charlotte Street Conservation Area

Appraisal as making a positive contribution to the area. These three town houses are located in a terrace of similar buildings in an area of mixed use comprising residential, shops and restaurants.

The proposals seek to:

- Form a suitable high quality, versatile, new business headquarters for 2 SME employers who form the applicant and client, Merchant Land Investments Ltd and Holbud Ltd. This forms the key driver for the proposals.
- Form 6 additional high quality residential apartments, including renovation and extension of 1 existing apartment and retention of a further 2 long leasehold apartments creating, 2 x studios, 2 x 1 beds, 1 x 2 beds, 2 x 3 beds and 2 existing retained apartments.
- Retain and enhance uses at ground floor level through re-development, refurbishment and restoration, creating 2No. high quality retail units and a front of house office reception.
- Protect and enhance the conservation area and existing buildings

The above proposals work to enable the building to be brought back to life from its current vacant and derelict condition. Introducing much-needed housing serving to financially enable the development, whilst almost wholly replacing and relocating the former office space area on the site with new high quality flexible space to suit the requirements of two new long-term pre-let SME business tenants. At street level the proposal provides an opportunity to bring this section of Charlotte Street back to life by refurbishing the derelict and tired retail units and office reception and activating the frontage at street level.

A site location plan is provided as an Appendix, referenced as "Section 6".

7. 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 etc).

Erection of mansard roof extension at 4th floor level, rear extension at lower ground & ground floor levels, with creation of 6 x flats (2 x one-bedroom/studio, 2 x two bedroom, 2 x three-bedroom) on the upper floors, office accommodation at ground and lower ground floors and shop front alterations.

8. 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.).

Numbers 59 and 67 Charlotte Street:

- 1) The site gantry will be cantilevered at either ends to provide greater exposure at ground level for the shop front.
- 2) Agreement has been made to place signage for the "Navarro" business (no 67 Charlotte St) at both ends of the gantry hoarding perpendicular to the building facade to assist with advertising the business.
- 3) Agreement has been made that a traffic marshal shall be present to coordinate loading zone and prioritize/encourage parking on doctor bays (outside numbers 63 & 65 Charlotte St) as much as practicably possible
- 4) Agreement has been made to position the material hoist further away from number 59 Charlotte St than originally proposed in an effort to reduce any noise and vibration experienced.

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9. 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.

No. 61-65 Charlotte Street:



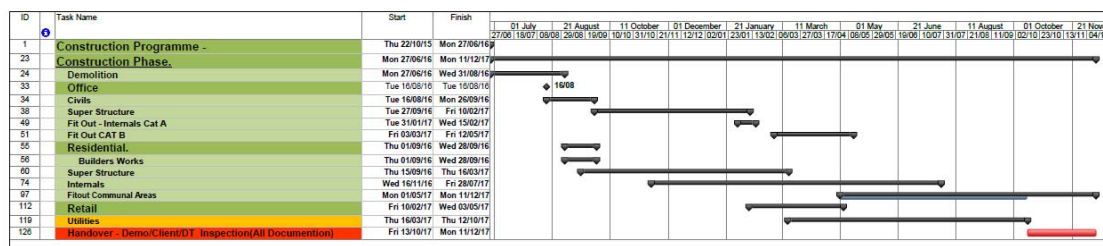
A full site plan is provided as an Appendix to Section 6.

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10. 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).

1. Remove shop front to No.63
2. Open up access void in rear wall to No.63
3. Prop/remove sections of GF to No.63 for tracking demo plant
4. Demo existing office building
5. Demo rear projections to residential block including John's flat extension and bay windows, full height
6. Break out existing ground floor and reduce excavation ready for piling
7. Install piling matt
8. Bring in piling rig and pile throughout LGF
9. Cast LGF slab on top of piles
10. Form vertical/stability structure in rear wall of resi building "rear resi frame"
11. Commence construction of RC office structure and tie into rear resi frame
12. Construct Rc walls in No.61 from LGF to GF
13. Construct insitu RC GF slabs in Nos. 61,63,65
14. Form blockwork lift shaft from GF to Roof
15. Install of new structure to Nos. 61.63.65 on a 'remove and replace' sequence up to 4th floor to avoid requirement for temporary works
16. Once at fourth, bring down existing parapets to solid course and rebuild on top to proposed levels
17. Construct mansard roof structure

Copy of programme is included as an Appendix referenced "Section 10".



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11. Please confirm the standard working hours for the 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

08:00 - 18:00 Monday to Friday

08:00 - 13:00 Saturdays

At no time on Sundays and Bank Holidays (specific restrictions may be applied as part of any party wall agreements)

Permitted working hours will be in accordance with section "Time Of Operations" as detailed within *Camdens Minimum Requirement For Building/Construction/Demolition Sites*

12. 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 utilities services to the development are required in all respects, gas, electricity, water and communications. We will endeavour to co-ordinate with the supply authorities (Thames Water, National Grid, UK Power Networks, BT and Virgin) with regard to program, excavation and traffic management proposals. Discussion details with the supply authorities can be supplied as required.

Wherever possible we shall combine services to reduce excavations and any associated disruption to the area.

The approximate programme of new utilities installations will be as follows:

1. Applications
2. Site review meeting with utilities company to assess proposed connections (3 weeks)
3. Quote receipt (3 weeks)
4. Payment of quote (2 weeks)
5. Arrange date for disconnection of existing services and installation of new (4 weeks)
6. Utilities lead in period (12 weeks)
7. Excavation works start on site (5 days)
8. Existing services disconnected (2 days)
9. Install new services (3 days)
10. Close excavations (2 days)

Note: Utilities connections will take place towards the last 12 weeks of the programme.

Community Liaison

A neighbourhood consultation process must have been undertaken prior to submission of the CMP first draft.

Significant time savings can be made by running an effective neighbourhood consultation process. This must 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. **The 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 works, 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 routeing and volumes. Developers in the Tottenham Court Road area have done this to great effect.

The Council can advise on this if necessary.

13. 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**.

Evidence of who was consulted, how the consultation was conducted and a summary of the comments received in response to the consultation. Details of meetings including minutes, lists of attendees etc. must be included.

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.

We can confirm we have a good relationship with our neighbours and have kept them informed of their planned works and its programme from the initial planning stages.

Meetings with No. 59 and No. 67 Charlotte Street have been carried out with the relevant representatives and the following points/actions have been agreed:

- 1) The site gantry will be cantilevered at either ends to provide greater exposure at ground level for the shop front.
- 2) Agreement has been made to place signage for the “Navarro” business (no 67 Charlotte St) at both ends of the gantry hoarding perpendicular to the building facade to assist with advertising the business.
- 3) Agreement has been made that a traffic marshal shall be present to coordinate loading zone and prioritize/encourage parking on doctor bays (outside numbers 61 & 63 Charlotte St) as much as practicably possible
- 4) Agreement has been made to position the material hoist further away from number 59 Charlotte St than originally proposed in an effort to reduce any noise and vibration experienced.

Prior to starting on site the applicants’ representative will post a letter to the immediate neighbours prior to commencement of the works. The letter will provide an outline of the works, methodology and programme, as well as detailing contact details for bringing to attention any concerns about the traffic management / the works. All communication will be carried out in accordance with section “Community Liaison” of The London Borough of Camden’s *Minimum Requirement For Building / Construction / Demolition Sites*.

Email confirmation summarising the meetings and an annotated gantry plan are included as an appendix referenced “Section 13”.

14. 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.

We have included an example news letter issued to neighbours on another one of our projects and we intend to use a similar format to inform persons who may be affected by these works.

15. 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](#)".

We will ensure that the Principal Contractor registers with the Considerate Constructors Scheme as it is a planning condition of the project which goes towards our BREEAM target.

We will also issue to them the "Guide for Contractors Working in Camden" prior to commencement on site.

16. 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.

We have identified the following “significant” construction projects in the vicinity and will liaise with the developer/ contractor completing the work so that wherever possible, deliveries can be co-ordinated, limiting the number of delivery and waste vehicles on Charlotte Street at any one time.

- 74 Charlotte Street: Demolition of building behind retained four storey front façade and redevelopment for a 5 storey building that includes a new mansard roof level with rear terrace, a rear terrace at second floor level, plus excavation to form a basement level with front lightwell
- Saatchi Block 80 Charlotte Street, 65 Whitfield Street and 14 Charlotte Mews, London W1T 4QP: demolish post war buildings on Charlotte Street, Chitty Street, Howland Street and part Whitfield Street and erection of new mixed use buildings, similar to those approved with minor façade and basement alterations.

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 referenced above which give a breakdown of requirements.

CLOCS Considerations

17. Name of Principal contractor:

Principal contractor not yet appointed but the works went out to tender on the 8th April 2016.

18. 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).

We agree to comply with the following section of the CLOCS Standard, as detailed below:

3.4.7 Supply chain compliance.

Requirement:

Clients shall ensure contractor and subcontractor compliance with requirements 3.1.1 to 3.3.2.

Purpose:

To ensure that requirements are being adhered to across the supply chain

Demonstration:

The client should ensure that it is a contractual requirement for the contractor to check vehicles entering site and to take the appropriate action under the contract. The client should request from the contractor a plan and / or process for complying with the contract. The client should also undertake regular audits of the contractor's process and compliance checks. This audit should include random vehicle compliance checks undertaken by the client. The client may request that every reporting period the contractor should submit to the client a summary of those checks and details the corrective action taken in the case of non-compliance.

In addition to the requirements we will ensure all suppliers delivering to site have FORS accreditation.

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19. 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:



Seamus Porter

Construction Director - Merchant Land Investments

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.

20. 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 (i.e. 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.

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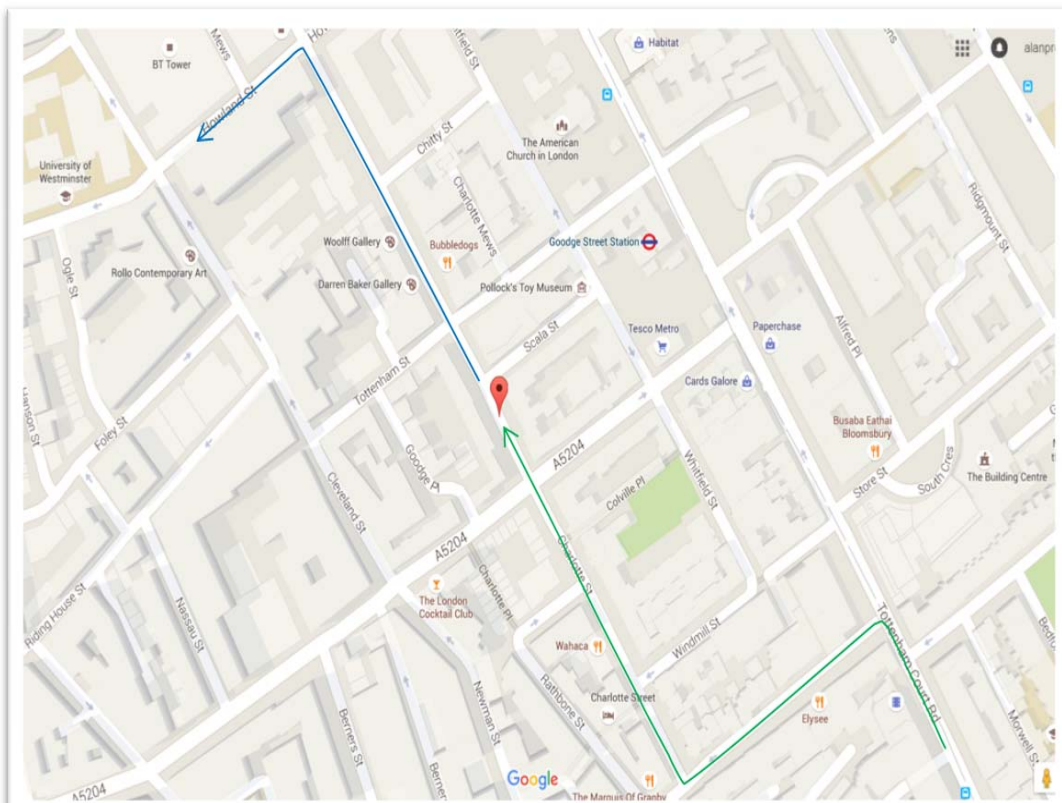
a. Please indicate routes on a drawing or diagram showing the public highway network in the vicinity of the site including details of links to the [Transport for London Road Network \(TLRN\)](#).

All vehicles *accessing* site (green arrow) will be directed to come northbound on Tottenham Court Rd, turn left into Percy Street and then right into Charlotte Street, before pulling up into the suspended bays outside numbers 61-65 Charlotte Street.

All vehicles leaving site (blue arrow) will leave site heading northbound on Charlotte Street followed by a left onto Howland Street. No site parking will be provided for operatives or visitors. Persons working on or visiting site will be encouraged to use public transport to get to Charlotte Street or where this is not practicable, they shall park in local "pay and display" bays.

All deliveries vehicles will park within the suspended parking bays, two doctors bays outside no 63 & 65 Charlotte Street and one parking bay outside no 67. And will pull into the bays and position themselves in between the trees located outside numbers 63-65 Charlotte Street, protection boxes will be installed to protect the trees from potential vehicle/plant/materials impact.

The gap between the two tree boxes will be approximately 9m clear, this method of delivery provides the ensures the best minimises potential damage to the trees whilst minimising inconvenience to "The Space" located at number 59 Charlotte Street and "Navaros" located at number 67 Charlotte Street.



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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 and suppliers will be provided with a copy of this CTMP on appointment and a delivery schedule will be developed to allow vehicle movements to be well controlled, preventing any "laying up" in local roads.

21. 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.

Vehicles will approach the site as detailed in Section 20.

The 2no. Doctors bays outside no.63 & 65 and 1no. Parking bay outside no.67 will be suspended leaving a delivery/ setting down area 15m in length and 3.15m wide, adequately accommodating muck away and concrete wagons as detailed below.

Vehicles will approach the site from the South, pulling into the suspended parking bay and reversing into the Doctors bays outside no.63 & 65.

Delivery Plan:

A weekly delivery plan will be prepared and submitted to all suppliers and contractors, the delivery guide will be prepared in accordance with the "Guide for Contractors Working in Camden"

An agreement has been made that a traffic marshal shall be present to coordinate loading zone and prioritize/encourage parking on doctor bays (outside numbers 61 & 63 Charlotte St) as much as practicably possible.

Size and frequency of vehicles:

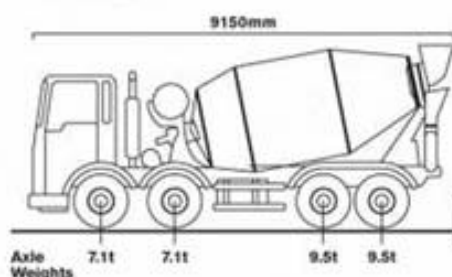
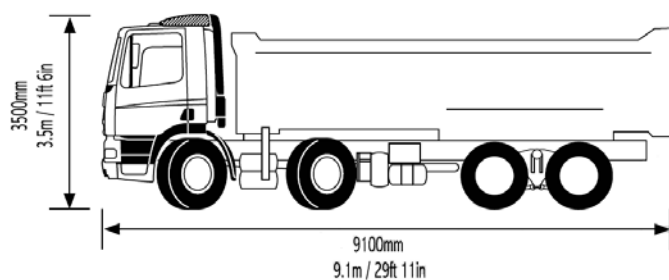
Phase 1 - Soft strip: During this three week period we anticipate 8no. 12yard builders skips per day.

Phase 2 - Basement excavation/ underpinning: During this two week period we anticipate 3no. 12 yard builders skips per day and 3 concrete deliveries per week.

Phase 3 – Casting of new reinforced concrete floors: During this 3 week period we anticipate 3 loads of concrete per day and 1 no. 12 yard builders skip per day.

Phase 4 – Internal Fit-Out: During this period we anticipate 2no. Material deliveries per day and 3no. 12 yard builders skips per week.

The vehicles detailed below are examples of the largest vehicles attending site.



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

As per section 16.

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 supplier and contractors vehicles will attend site following the agreed route outlined within this CTMP a weekly delivery programme will be prepared to manage the frequency and quantity of vehicles attending site.

A traffic marshal shall be present to coordinate loading zone and prioritize/encourage parking on docket bays (outside numbers 63 & 65 Charlotte St) as much as practicably possible.

Prior to vehicles attending site contact will be made with the site agent to ensure that access is possible, communication shall be made to afford enough time so that vehicles are not

required to wait on or circulate on the public highway. Whilst deliveries will be given set times to arrive, dwell and depart, no undue time pressures should be placed upon the driver at any time.

The following will be used to manage vehicle activities:

- All deliveries shall be pre booked and allocated set arrival times.
- Delivery instructions shall be sent to all suppliers and contractors including the maximum dwell times specified above.
- Suppliers shall call the site a minimum of 20mins before their vehicle arrives at site to confirm that the loading area is available.
- If the loading area is unavailable construction vehicles shall not proceed to the site.
- Vehicles shall not wait or stack on any road within the Royal Borough.
- The loading/collection area shall be clear of vehicles and materials before the next lorry arrives.
- Contractors' vehicles shall not park in any suspended parking bays or on suspended waiting and loading restrictions.
- The engines of contractors' vehicles shall not be kept idling.

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 any vehicle/driver compliance checks. Please refer to question 24 if any parking bay suspensions will be required for the holding area.

Materials will be delivered directly to site from suppliers on a "just in time" basis.

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).

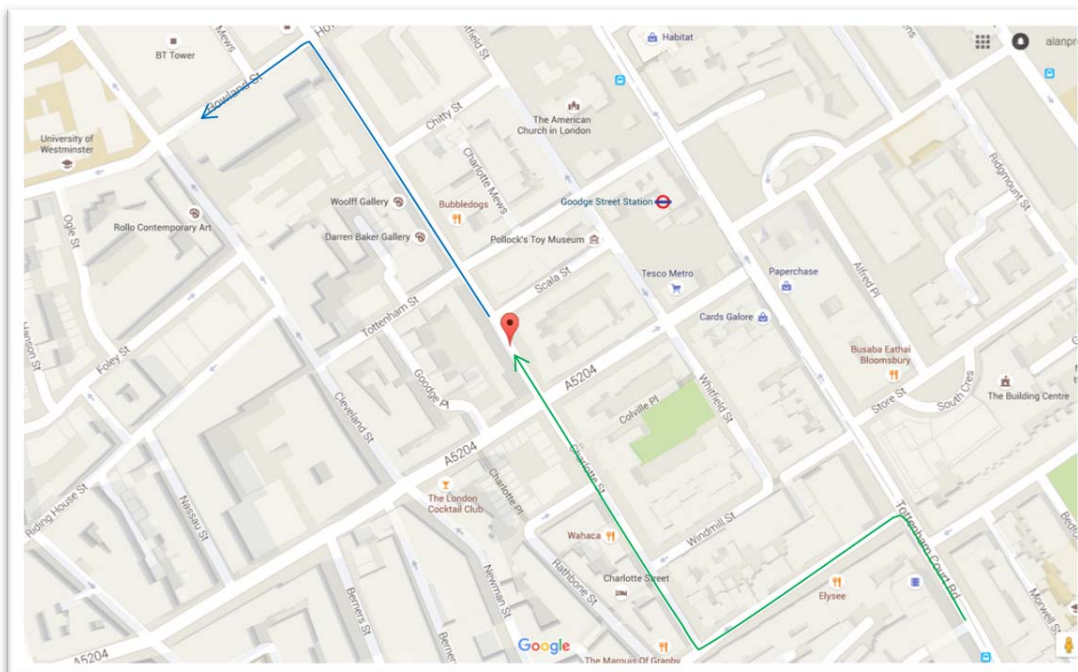
Whenever possible site related personnel will travel to site on public transport to reduce the impact of additional construction related traffic.

22. 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

All vehicles accessing site (green arrow) will be directed to come northbound on Tottenham Court Rd, turn left into Percy Street and then right into Charlotte Street, before pulling up into the suspended bays outside numbers 63 & 65 Charlotte Street.



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

All vehicles *accessing* site (green arrow) will be directed to come northbound on Tottenham Court Rd, turn left into Percy Street and then right into Charlotte Street, before pulling up into the suspended bays outside numbers 63 & 65 Charlotte Street.

All vehicles leaving site (blue arrow) will leave site heading northbound on Charlotte Street followed by a left onto Howland Street.

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No site parking will be provided for operatives or visitors. Persons working on or visiting site will be encouraged to use public transport to get to Charlotte Street or where this is not practicable, they shall park in local "pay and display" bays.

All deliveries vehicles will park within the suspended parking bays (two doctors bays outside no 63 & 65 Charlotte Street and one parking bay outside no 67. And will pull into the bays and position themselves in between the trees located outside numbers 63-65 Charlotte Street, protection boxes will be installed to protect the trees from potential vehicle/plant/materials impact.

The gap between the two tree boxes will be approximately 9m clear, this method of delivery provides the ensures the best minimises potential damage to the trees whilst minimising inconvenience to "The Space" located at number 59 Charlotte Street and "Navaros" located at number 67 Charlotte Street.

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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).



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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.

No vehicles shall enter the site itself and therefore no spoil shall be transferred to the public highway removing the need for wheel washing.

Once the demolition is complete and during the construction phase a bunded box or skip shall be provided for washing out of concrete from pumps and concrete skips. This waste shall be allowed to dry at which point it shall be broken out and disposed of as general waste.

At no time shall any construction waste or liquids be disposed of into surface or foul water drainage.

23. 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 24 if any parking bay suspensions will be required.

A traffic marshal shall be present to coordinate loading zone and prioritize parking on doctor bays (outside numbers 63 & 65 Charlotte St) at all times, with the bay outside no.67 used for manoeuvring only.

Removal of excavated material:

During the excavation/ basement construction, an excavator will place spoil into conveyors which will be routed through the first floor window and over the gantry, loading directly into muck-away wagons waiting in the delivery/ setting down area.

During the "soft strip" materials will be bagged up, transferred to the gantry and placed in a "wait and load" waste vehicle in the delivery/ setting down area via an electric barrow hoist to avoid the need for a waste chute.

General demolition waste including masonry and roof tiles etc. shall be transferred to a 10 yard builders skip via an electric barrow hoist to avoid the need for a waste chute.

During the soft strip, all plasterboard products will be stockpiled and disposed of on its own to ensure plasterboard is disposed of separate from general construction waste.

As there is not enough space to have multiple skips, enabling on site segregation of recyclables, all general waste will go to a licensed recycling plant where it shall be segregated before disposal. The waste contractor will provide monthly statistics on the percentage of materials recycled.

During the construction phase of the project, waste will be stockpiled and transferred to a vehicle in the delivery/ setting down area on a "wait and load" basis.

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Delivery of materials:

A delivery schedule shall be drawn up by the Construction Manager and issued to all suppliers to avoid the need for suppliers' vehicles "laying up" in local roads.

Contractors shall be briefed on the need for highlighting any additional delivery requirements to avoid delivery vehicles turning up unannounced.

Delivery and erection of scaffolding gantry:

The gantry will be constructed over three weekends with concrete bases formed during weekend one, vertical steels installed during weekend two and platform and hoarding constructed during weekend three.

Construction of tube and fitting scaffolding will be erected from the gantry without risk to members of the public.

Scaffold lorries shall pull into the delivery/ setting down area as per Section 12 allowing equipment to be unloaded without affecting local traffic or putting pedestrians at risk.



Highway interventions

Please note that Temporary Traffic Orders (TTOs) and hoarding/scaffolding licenses may be applied for prior to CMP submission but won't be granted until the CMP is signed-off.

24. Parking bay suspensions and temporary traffic orders

Please note, parking bay suspensions should only be requested where absolutely necessary. Parking bay suspensions are permitted for a maximum of 6 months, requirement of exclusive access to a bay for longer than 6 months you will be required to obtain [Temporary Traffic Order \(TTO\)](#) for which there is a separate cost.

Please provide details of any proposed parking bay suspensions and TTO's which would be required to facilitate construction. **Building materials and equipment must not cause obstructions on the highway as per your Considerate Contractors obligations unless the requisite permissions are secured.**

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

We will require the two doctors bays outside no 63 & 65 and 1 suspended parking bay outside no.67 Charlotte Street.

All three bays will be required for the duration of the project.

All delivery vehicles, waste removal and waiting vehicles will use the set down area as shown below.



25. 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).

N/A

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

During all deliveries and waste removal a traffic marshal will be present to aid the vehicle driver and to ensure pedestrians are aware of vehicle movements.

All delivery Companies and hauliers shall be contacted to confirm that all their vehicles have FORS compliant signage displayed including "Cyclists Do Not Pass on This Side" and are fitted with additional mirrors and reversing cameras.

All pedestrian access to site will be via 61 Charlotte Street.

Temporary lighting will be positioned on each side of the steel framed columns to provide adequate lighting for pedestrians. Relevant safety signage, barriers and ramps will be used during deliveries and loading and unloading of materials, plant and excavated materials. The use of safety signage, barriers and ramps will be managed during vehicle movements by the traffic marshal.

The erected hoarding will have the relevant safety signage securely fixed at clearly visible positions.

26. 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).

N/A

27. 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.

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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.

A secure hoarding will generally be required at 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.

The pavement will remain fully operational with minimal disruption to pedestrians caused. The hoarding and gantry will be erected along the front elevation (representative image shown above).

During vehicle access and egress a traffic marshal will be present to aid the vehicle driver to ensure that pedestrians are aware of vehicle movements and that the trees located outside numbers 63-65 Charlotte Street are protected from potential vehicle/plant/materials impact..

During all deliveries and waste removal a traffic marshal will be present to aid the vehicle driver and to ensure pedestrians are aware of vehicle movements.

All delivery Companies and hauliers shall be contacted to confirm that all their vehicles have FORS compliant signage displayed including "Cyclists Do Not Pass on This Side" and are fitted with additional mirrors and reversing cameras.

All pedestrian access to site will be via 61 Charlotte Street.

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.

The site and working areas will be segregated from the general public and neighbours with a temporary steel gantry clad in a timber hoarding. A hoarding line will be established that can accommodate the demolition, excavation and construction phases.

A first floor external gantry will be installed (gantry to be designed by a competent Temporary Works Engineer. The design can be forwarded on request prior to the erection of the gantry) located at the front of the properties where materials will be stockpiled following delivery and waste can be stockpiled until it can be disposed of via a wait and load vehicle.

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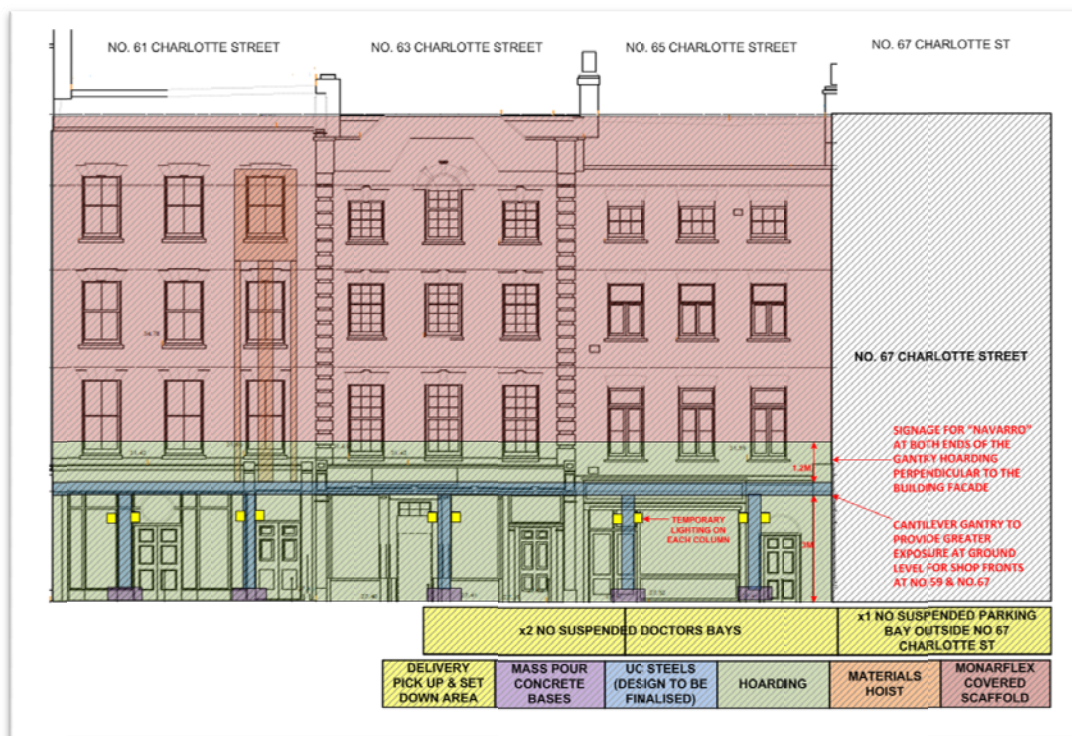
The gantry will be hoarded and adequate lighting will be installed to aid visibility for vehicles and pedestrians. All hoardings including decorative displays will be maintained daily and the road jet washed and cleaned as required to maintain the appearance of the highway.

The first floor gantry designed to receive materials will have a 4 foot hoarding at first floor level to provide edge protection for operatives, prevent materials falling off the gantry and ensure site security.

The gantry will be constructed of a steel frame which will rest on concrete bases and will be designed by a competent Temporary Works Engineer. The hoarding will be lit and both the gantry and the hoarding will be designed / painted in a scheme approved by the London Borough of Camden.

The site gantry will be cantilevered at either ends to provide greater exposure at ground level for the shop front. Agreement has been made to position the material hoist further away from number 59 Charlotte St than originally proposed in an effort to reduce any noise and vibration experienced.

Indicative drawing of gantry, front elevation:



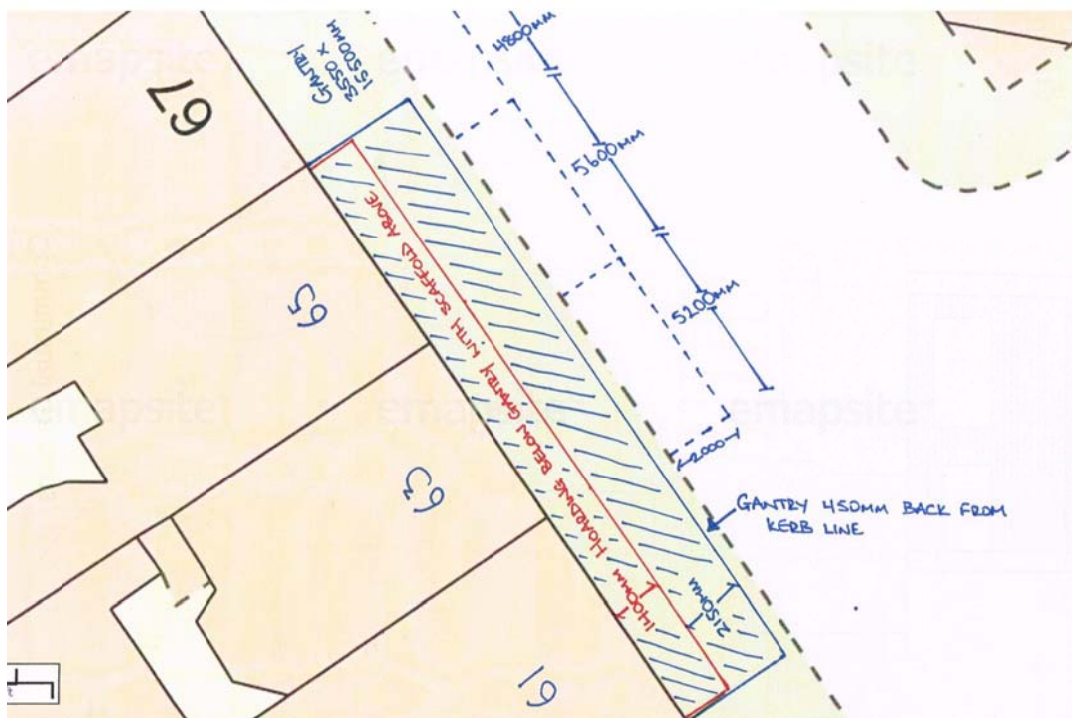
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Indicative drawing of gantry, side elevation:



Gantry – Plan view



Environment

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

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

A Construction/Demolition Management Plan (**C/DMP**) shall be kept on site of the proposed works ready available for inspection at the request of an Authorised Officer of the Council. This **C/DMP** shall be reviewed as necessary and all revisions shall be signed and dated in an addendum format forming part of the original **C/DMP**.

The **C/DMP** shall contain the following information:

- (a) Name and address of the main contractors company.
- (b) Completion date
- (c) Address where the main contractors company accept receipt of legal documents.
- (d) Full contact details of main office and of the site for the proposed works.
- (e) Full contact details including name and telephone number of the Site and Project Manager.
- (f) The Contents of the **C/DMP** shall provide full details on the:
 - (i) How these operations are intended to be carried out and its timescale from starting date to its completion.
 - (ii) Mitigation measures to be incorporated during the works to prevent noise and vibration, disturbances, creation of dust nuisance and prevention of rodent spreading out from the site.
 - (iii) Evidence regarding staff have been trained on BS 5228:2009.
 - (iv) Prediction of noise and vibration levels (**including 3D modelling**) throughout the proposed works action to be taken in case exceedances over the predicted levels.
 - (v) Monitoring of noise, vibration and dust levels.
 - (vi) Abatement techniques to prevent noise, vibration and dust nuisances.
 - (vii) Pest Control Job receipts
 - (viii) Community liaison.
 - (ix) Complaints Register, this should contain if possible complainant's details, date and time of complaint's made, causes of complaint, action taken to resolve the complaint, date and time of action taken to resolve the complaint, reasons for any unresolved complaint.
 - (x) An incident logbook shall be on site and all incidents shall be recorded stating date time and worker/s involved and action taken. (e.g. equipment operations started at 08:00 hours by and the action taken measures incorporated to prevent recurrence of similar event)

The basement slab will need to be broken out to allow the existing basement level to be reduced. Wherever possible measures will be taken to use methods which create less noise, such as the use of drilling and bursting techniques rather than pneumatic breakers.

All other works will be completed using hand tools which we anticipate not to create high noise levels, such as the soft strip and demolition of internal partitions.

29. 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.

First test carried out - 14:45 12th December 2015

Second test carried out - 23:00 14th December 2015

Noise exposure assessment included and referenced as "Section 29"..

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

We anticipate noise levels created that when heard 1m from the site boundary will not exceed 75dB(A).

We anticipate vibration levels not to exceed the criteria set out in BS 5228: 2009 part 2 (i.e. 1mms⁻¹ PPV

Our main control is through restricting the hours that noisy work is carried out from:

08:00 - 18:00 Monday to Friday

08:00 - 13:00 Saturdays

At no time on Sundays and Bank Holidays (specific restrictions may be applied as part of any party wall agreements)

Permitted working hours will be in accordance with section "Time Of Operations" as detailed within *Camdens Minimum Requirement For Building/Construction/Demolition Sites*

31. 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.

Control of construction noise:

Our main control is through restricting the hours that noisy work is carried out from:

08:00 - 18:00 Monday to Friday

08:00 - 13:00 Saturdays

At no time on Sundays and Bank Holidays (specific restrictions may be applied as part of any party wall agreements)

Permitted working hours will be in accordance with section "Time Of Operations" as detailed within *Camdens Minimum Requirement For Building/Construction/Demolition Sites*

Target levels will be set by our acoustic consultant each time a new work process commences and in the event of activities exceeding these target levels, work will be stopped until an alternative, less disruptive method can be implemented.

It will be our aim to mitigate noise and vibration levels by using non-percussive methods such as drilling and bursting as opposed to breaking using pneumatic tools.

In addition to this, the scaffold will be fully enclosed in monarflex to reduce the spread of construction noise.

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

Our acoustic consultant, Mr. Duncan Martin holds the following qualifications:

- BSc (Hons) Audio Technology from University of Salford
- Corporate Member of Institute of Acoustics (MIOA)

Duncan Martin will train site staff on the requirements of BS5228:2009 once a Principal Contractor has been completed.

Any monitoring required prior to appointment of the Principal Contractor will be undertaken by Mr. Martin.

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

Dust on construction sites is classified as a "statutory nuisance" and all efforts shall be made to avoid the creation of dust during construction site. All activities will be assessed for the risks associated with dust production and where necessary, water will be used to suppress the dust by means of wet cutting and damping down with a hosepipe direct to the source. During the construction phase a bunded box or skip shall be provided for washing out of concrete from pumps and concrete skips. This waste shall be allowed to dry at which point it shall be broken out and disposed of as general waste.

In addition to this, the scaffold will be enclosed in monarflex to reduce the spread of construction dust.

34. 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.

No vehicles shall enter the site itself and therefore no spoil shall be transferred to the public highway removing the need for wheel washing.

The pavement immediately outside the site shall be covered with steel road plates to prevent damage to the paving.

Cold rolled tarmac shall be installed along the kerb line in the delivery/ setting down area to allow vehicles to mount the kerb without damaging it.

Once the demolition is complete and during the construction phase a bunded box or skip shall be provided for washing out of concrete from pumps and concrete skips. This waste shall be allowed to dry at which point it shall be broken out and disposed of as general waste.

At no time shall any construction waste or liquids be disposed of into surface or foul water drainage.

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

Monitoring of noise and dust will be completed by the Principal Contractors Site Manager on a daily basis.

Vibration monitoring will be completed by a competent consultant who will set up monitoring stations throughout the properties, which will notify the Client and Principal Contractor if vibration levels exceed the agreed target level at which point work will be stopped and alternative methods of work implemented.

36. 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.

We can confirm that a risk assessment has been undertaken to identify and control dust and emissions.

37. Please confirm that all of the GLA's 'highly recommended' measures from the [SPG](#) document relative to the level of risk identified in question 36 have been addressed by completing the [GLA mitigation measures checklist](#).

We can confirm that this has been carried out.

38. If the site is a 'High Risk Site', 4 real time dust monitors will be required. If the site is a 'Medium Risk Site', 2 real time dust monitors will be required. The risk assessment must take account of proximity to sensitive receptors (e.g. schools, care homes etc), 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.

Due to the nature of the works we believe that this is not a "High Risk Site" as only internal soft strip will be completed as opposed to structural demolition.

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39. 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).

We will have a contract with Rentokill or similar contractor.

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

Asbestos report carried out 31st March 2015.

Report attached.

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

Standards for operatives in public areas will be detailed in their site induction and a designated smoking area provided in the rear courtyard.

42. If you will be using non-road mobile machinery (NRMM) on site with net power between 37kW and 560kW it will be required to meet the standards set out below. The standards are applicable to both variable and constant speed engines and apply for both PM and NOx emissions.

From 1st September 2015

(i) Major Development Sites – NRMM used on the site of any major development will be required to meet Stage IIIA of EU Directive 97/68/EC

(ii) Any development site within the Central Activity Zone - NRMM used on any site within the Central Activity Zone will be required to meet Stage IIIB of EU Directive 97/68/EC

From 1st September 2020

(iii) Any development site - NRMM used on any site within Greater London will be required to meet Stage IIIB of EU Directive 97/68/EC

(iv) Any development site within the Central Activity Zone - NRMM used on any site within the Central Activity Zone will be required to meet Stage IV of EU Directive 97/68/EC

Please provide evidence demonstrating the above requirements will be met by answering the following questions:

- a) Construction time period (mm/yy - mm/yy):
- b) Is the development within the CAZ? (Y/N):
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N):
- d) Please provide evidence to demonstrate that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered:
- e) Please confirm that an inventory of all NRMM will be kept on site and that all machinery will be regularly serviced and service logs kept on site for inspection:
- f) Please confirm that records will be kept on site which details proof of emission limits, including legible photographs of individual engine plates for all equipment, and that this documentation will be made available to local authority officers as required:

N/A

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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.

Please notify that council when you intend to start work on site. Please also notify the council when works are approximately 3 months from completion.

Signed: 

Date: 22nd April 2016

Print Name: Seamus Porter

Position: Construction Director – Merchant Land Investments

Please submit to: planningobligations@camden.gov.uk

End of form.

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