

Construction Management Plan

pro forma v2.1

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Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
10 th May 2016	A	Lawrence Head – Director at Underground London LTD

Additional sheets

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

Date	Version	Produced by (and Title)
UGL162/CMP/01	A	UGL – Site Layout Plan
UGL162/CMP/02	A	UGL – Traffic Routes to and from Site
088/AP100	A	Studio Azzurro – Location Plan
088/AP2B01	B	Studio Azzurro – Existing Ground Floor Plan
94046/0004	-	Kings Surveyors – Existing Front Elevation
UGL162/Prog	A	Basement Construction Programme
UGL162/RA/05	A	Risk Assessment - Control of Dust
UGL162/RA/16	A	Risk Assessment - Use of Hand Tools
UGL162/RA/17	A	Risk Assessment - Vibration Exposure From Tools
UGL	A	Noise Survey

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](#)."

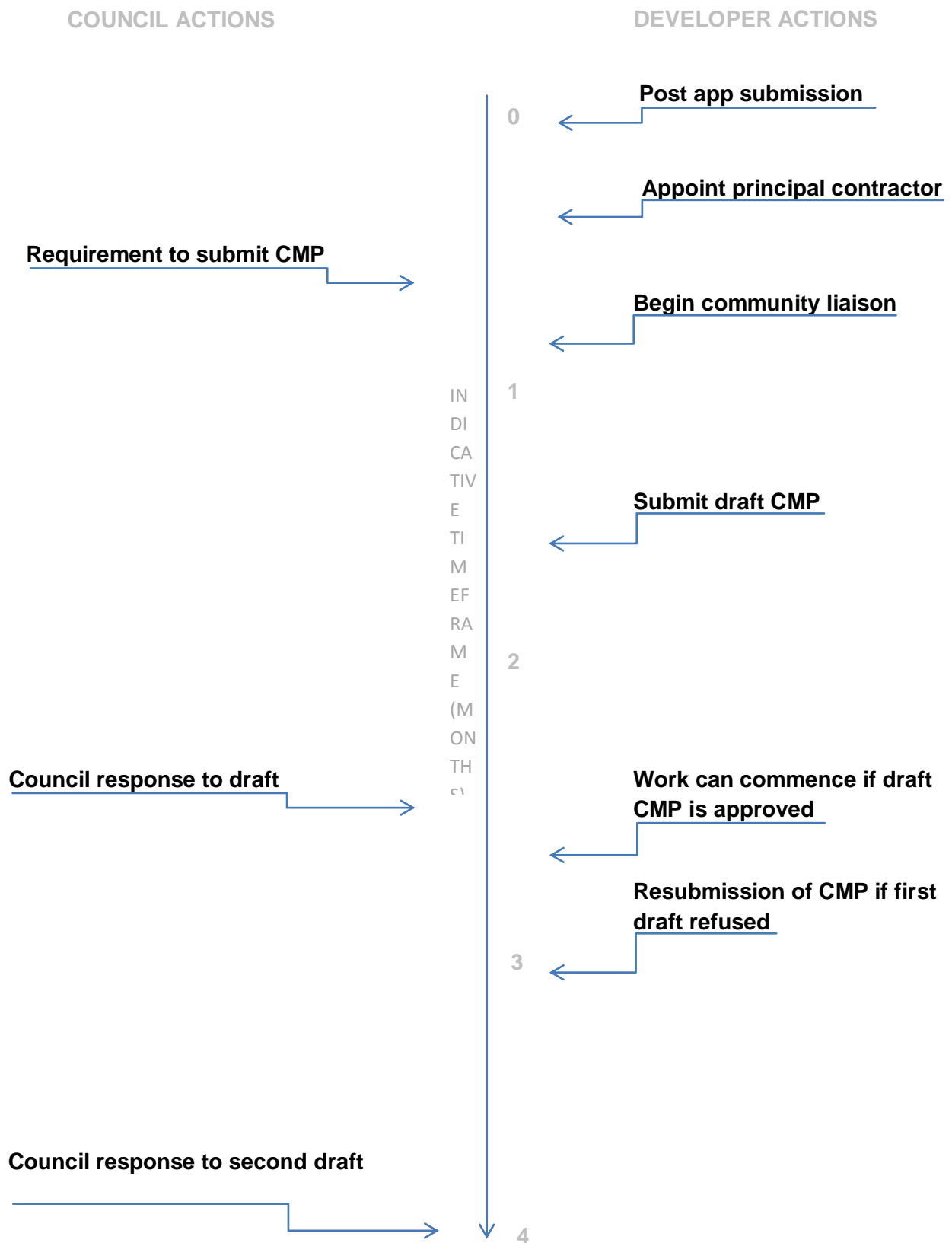
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically 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**.

(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: 3 Downshire Hill, London, NW3 1NR

Planning ref: 2014/2623/P

Type of CMP - Section 106 planning obligation/Major sites framework:

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

Name: Mr Lawrence J Head - Director

Address: Underground London LTD, 40 Gleneagle Road, London, SW16 6AF

Email: lawrence@uglondon.com

Phone: (07739) 148038

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: Mr Andrew M Pollintine - Director

Address: Underground London LTD, 40 Gleneagle Road, London, SW16 6AF

Email: andy@uglondon.com

Phone: (07885) 200567

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.

Name: As per Question 3 contact details.

Address:

Email:

Phone:

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: Underground London LTD

Address: 40 Gleneagle Road, London, SW16 6AF

Email: info@uglondon.com

Phone: (0208) 696 9966

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.

The end of terraced property is situated within the Hampstead Conservation Area of Camden. The property is currently a 4 storey house with a rear extension and garden to both the side and rear elevations. The proposals include for the formation of a basement level below the existing ground floor together with a light well to the side garden elevation (AP_2B02, AP302 & AP304). Essentially the basement accommodation would provide additional use to the residential building therefore improving on the current layout without compromising the appearance of the building externally.

The scale of the property from both the front and rear of the property (from street level) will remain unchanged as development is below ground. The appearance (including materials) of the proposed works will be sympathetic with both the surrounding Conservation Area and the adjacent properties as indicated on the Proposed Drawings.

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).

The works include the construction of a new single storey basement level (Approximately 92 square metres internal floor plan) under the main property, and extension out underneath the existing driveway area at 3 Downshire Hill, with minor structural alterations internally and builders fit out of the new basement.

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.).

The nearest properties to the development are at No.2 Downshire Hill (Downshire Hill Studios), where there are three flats, and also No.4 Downshire Hill, where there are two flats.

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.

Please refer to attached Dwg. No. "UGL162 CMP 01/A – Site Layout Plan"

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).

We estimate that the approximate timescale for the works will be as follows:-

- Preparatory and strip out will last for 4 weeks
- Excavation and construction of the new basement level will take 32 weeks – Refer to the attached construction programme "UGL162 Prog Rev A 310316"
- Fit out of the new basement and external reinstatement works will last for a further 24 weeks.

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

We confirm that the standard working hours on the construction site will be as per the above.

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.

There are no works to existing services at the property required externally of the property boundary, or that will affect in any way the existing footway and highway.

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.

The property owner Mr Toby Coppel has made significant efforts to liaise with the adjoining neighbours to discuss the planned basement development works, including speaking personally to immediate neighbours between May 6th and 13th 2016 by email, telephone and in person. He has offered his personal contact details to discuss any immediate queries and/or concerns that they may have, based on the supporting architectural plans and details. The Client has also contacted representatives from the 'Downshire Hill Residents Association', and this communication also took place over a two week consultation period in early May 2016. Parties contacted are as follows:-

- Stephen Ainger, Chairman of Downshire Hill Residents Association. 8 Downshire Hill
- Bob Buhr, Resident's Association Committee, Hampstead Hill Mansions
- Margaret Rogers, Resident's Association Committee, Hampstead Hill Mansions
- Redding Thompson, Resident's Association Committee, Hampstead Hill Mansions
- Teddy and Marcy Bourne, Hampstead Hill Mansions
- Adam and Sam Kaye, owners of 1a, 2, 2a and 3a Downshire Hill
- Lionel Hersov, 4 Downshire Hill

The primary feedback and requests from the neighbours centred around noise levels on a Saturday morning and the Client assured all of them that we would not be conducting noisy activities at the weekend, and would confine these to weekdays. Overall, the neighbours accepted that we would be considerate in how we were approaching the project and were supportive and understanding.

Underground London LTD will address any queries well in advance of the works and continue to do so while construction is taking place. Contact details for the project manager will also be provided to the neighbours and residents association.

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.

The appointed person identified in Question 3 will be responsible for the day to day implementation of this CMP, on behalf of UGL LTD. This person will be responsible for the supervising, controlling and monitoring vehicle movements to/from the site and coordinating and allocating time slots to minimise the impact of construction works on the pavement, highway and generally any 3rd parties in the vicinity.

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](#)".

Underground London LTD are registered with the Considerate Constructors Scheme (Membership No. C0706), and undergo regular audits to ensure that we are complying with the membership criteria, including being available to discuss any concerns that residents have.

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.

As part of the initial consultation phase Underground London LTD will liaise with any local construction projects that are likely to still be operational when the work at 3 Downshire Hill commences, subject to the relevant permissions being in place. Once the commencement date is agreed (and well in advance), we will search out projects in the locality to discuss the phasing of deliveries and collections, to reduce impact on local residents, third parties and traffic generally in the area. The project manager will be responsible for this at site level and will liaise directly with the other contractors to coordinate traffic movements. Discussions will be held prior to and during construction.

We have noted the sensitivity of the local area and believe we are proposing a construction management plan that will keep disruption to local residents to a minimum.

We would also of course be happy to liaise further with Camden Highways in this respect and take any advice/recommendations on board to minimise disruption to the highways and public footpaths during our construction activity.

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:

Underground London LTD

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 and our suppliers are fully aware of the risks to cyclists and pedestrians. We have also taken the time and had numerous visits to the property to enable us to accurately assess the potential risks on this project, and tried to plan the works in such a way as to reduce hazard and hence risk generally during the works. We have also reviewed the CLOCS Standard and will be including it with all tenders that we let to ensure that our suppliers are in compliance and adopting measures to reduce risks to cyclists and other road/pavement users during deliveries and/or collections.

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:

We confirm that Underground London LTD have included the requirement to abide by the CLOCS standard during our own works, and for those carried out by our contracted subcontractors and plant and material suppliers.

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.

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).

Please refer to attached Dwg. No. "UGL162 CMP/02/A" for details of the traffic routes to and from the site. When travelling in the Borough, site construction vehicles will be directed to use the Strategic Road Network (A and B roads) and avoid using residential streets wherever possible, as per the intended route below.

Qualified banksmen will be positioned (With the appropriate temporary traffic management signage) as appropriate during all deliveries and collections from the site. They will direct traffic and ensure the safety of third parties who are travelling on foot and in other vehicles.

Construction traffic will access the site via the following route (In accordance with the vehicle call up procedure).

Access to the site

1. Vehicles will approach from the A502 (Rosslyn Hill), turning right onto Downshire Hill.
2. The vehicle will park up on the left hand side of the road in the temporary parking/loading bay directly outside the property.

Exit Route from the site

1. Vehicles will continue down Downshire Hill, then on reaching the T-Junction with Willow Road vehicles will turn left, then left again onto Willoughby Road.
2. Vehicles will then turn left or right onto the A502 Rosslyn Hill, to leave the vicinity.

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 subcontractors and material and plant suppliers will be sent a full copy of this CMP including the relevant drawings, so that they are aware of the traffic routes to and from the site during the works.

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.

Generally the scheduling of construction vehicle traffic will be as follows:-

1. There will be an estimated two deliveries and/or collections from site daily during the basement structural works and follow on builders works.
2. This frequency, duration and type of delivery will be continuous throughout the basement works (32 weeks total), but more sporadic during the building works elements (Following 24 weeks).

The type of vehicles being used are as follows for the basement works (Programme duration and timing provided below):-

- Travis Perkins Builders Merchants LTD materials delivery truck with Hi-Ab. Maximum one trip every day throughout the duration of the basement works (Full 32 Weeks) - Maximum dwell time 15/20 mins. Weight when fully loaded circa 26 tonnes.

Hi-Ab delivery truck : 9.35m (L) x 2.5m (W) x 3.5m (Height travelling)

- NJ Bowie LTD Skip lorry. Maximum two visits per day during underpinning and excavation works (Week 2 until week 28) – Maximum dwell time 15/20 mins. Weight when fully loaded circa 18 tonnes.

Skip Lorry : 6.8m (L) x 2.5m (W) x 3.5m (H)

- CEMEX LTD Concrete readymix concrete wagon. Maximum four visits over two separate days towards the end of the project for slab construction (Week 26-28) – Maximum dwell time 1 hour. Weight when fully loaded circa 27 tonnes.

Readymix concrete wagon : 8.0m (L) x 2.5m (W) x 3.7m (H)

- CAMFAUD LTD Concrete pump wagon. Maximum two visits over two separate days towards the end of the project for slab construction (Week 26-28). Maximum dwell time 4 hours. Weight when fully loaded circa 7.5 tonnes.

Mobile concrete pump : 6.4m (L) x 2.1m (W) x 2.2m (H)

- Scaffold flatbed wagon – Maximum 2 separate visits during first week (mobilisation) and last week (demobilisation). Maximum dwell time 4 hours. Weight when fully loaded 7.5 tonnes.

Scaffold flatbed wagon : 7.0m (L) x 2.5m (W) x 2.5m (H)

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

As part of the initial consultation phase Underground London LTD will liaise with any local construction projects that are likely to still be operational when the work at 3 Downshire Hill commences, subject to the relevant permissions being in place. Once the commencement date is agreed (and well in advance), we will search out projects in the locality to discuss the phasing of deliveries and collections, to reduce impact on local residents, third parties and traffic generally in the area. The project manager will be responsible for this at site level and will liaise directly with the other contractors to coordinate traffic movements. Discussions will be held prior to and during construction.

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.

The vehicle call up procedure will be as follows:-

1. All contractors and drivers will be advised of the restrictions in this CMP, with warning and/or penalties if they are not adhered to.
2. Materials delivery or waste removal vehicles will be organised to arrive strictly between the hours of 9:30am and 4.30pm in accordance with Camden Highways requirements.
3. Delivery and/or waste collection companies will be instructed to telephone ahead to warn the site foreman of their arrival, so that a banks man is on hand to guide them in or help pedestrians and other vehicles where necessary.
4. On average there will be an estimated two deliveries and/or collections from site daily during the basement structural works and follow on builders works. These will be restricted to off peak times (9:30a.m to 4:30pm) to minimise disruption.
5. Materials will be delivered to site by numerous sub contractor suppliers, who will park temporarily on the highway in the loading bay in order to load/off load materials.
6. If this is not possible for any reason then the driver will park temporarily elsewhere, so as not to block the access or egress of the residents on the road.

The site manager or project coordinator will liaise with the Council Waste Management Section to ensure there is no conflict with refuse collections on an ongoing basis.

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.

We do not require an off-site holding area as the construction site is small in size, and deliveries and/or collections can easily be phased to ensure that there is no conflict between vehicles trying to access the site at any one time. This will be managed by the site project manager.

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).

We do not anticipate any blockages to the highway as all construction vehicles can pull tight up directly outside the property in the temporary loading/parking area, and the overall road width is some 8.5m wide in total. Materials will be unloaded directly onto the highway in front of the crossover, and from there our labour force will carry materials directly into the property by hand.

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

The main points to note regarding the access and egress to the site (In addition to the information provided in Question 20 & 21 above) is as follows:-

1. Access to the working area will be via the front of 3 Downshire Hill, which will be surrounded by a fully secure timber hoarding with the appropriate safety signage and lighting as required by Camden Highways department.
2. Access will be controlled by the site foreman, and all visitors will need to go through an induction process and sign in and out on the formal register when they enter and/or exit the working area.
3. The main site hoarding will be constructed in line with the property boundary at 3 Downshire Hill. It will isolate pedestrians from accessing the working area and will have a secure and lockable access. The hoarding will be signed to suit local authority requirements, and will contain lighting so it is easily visible by pedestrians and cyclists during non-daylight hours.
4. The hoarding will be a full height 2.4m structure erected along the line of the existing boundary walls/fences, with double door access to the existing driveway. The existing footway will continue to operate safely at all times.
5. The entire spoil disposal facility/method will be contained within the property boundary, using a skip exchange method. A conveyor will be erected to enable spoil disposal from the new basement level inside the property boundary, which will load a skip situated on the existing driveway. The conveyor will be supported using a temporary scaffold structure and will also have adequate dust protection.
6. When the skip is full, the skip wagon will pull up in front of the skip adjacent to the existing drop kerb. The full skip will then be collected and a new empty one delivered in the normal manner. This should reduce both the daily inconvenience to residents, and the length of time spoil wagons remain on site.
7. Underground London LTD uses a specialist subcontractor, N J Bowie LTD, for the removal of all spoil, who are a registered waste carrier.
8. For materials collections and deliveries, the construction vehicles will pull up in the temporary parking bay across the existing drop kerb/crossover, during the hours of 9:30a.m and 4:30p.m. The wagons will have the required hazard reversing alarms and banksmen will be provided to back in the wagons and ensure that third parties and residents are protected at all times.
9. Materials will be offloaded onto the temporary loading bay, directly in front of the existing crossover. From there, our labour force will carry materials by hand into the working area. We do not intend to lift any materials and/or plant over the existing pavement with heavy machinery/vehicles, so the public are protected at all times. For this reason materials will be delivered periodically in handleable weights and sizes (i.e. 25kg bags).
10. Qualified banksmen will be positioned (With the appropriate temporary traffic management signage) as appropriate during all deliveries and collections from the site. They will direct traffic and ensure the safety of third parties who are travelling on foot

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

Refer to above detailed information in Section 22 (a).

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).

Vehicles will not enter and leave the site as such. They will simply pull alongside the property in the temporary parking/loading bay as per the attached site plan, which is therefore not a tight manoeuvre, as vehicles will pull up on the same side of the site as they approach, so as to avoid crossing the flow of traffic.

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.

We do not anticipate any requirement for wheel washing of vehicles, as vehicles are not entering the site as such. However, following any plant/material delivery/collection, we will ensure that both highway and footways are swept and kept in a clean and safe condition.

In addition, following the skip collection process (Refer to Question 23 for detail), once the skip wagon has left the site, banksmen will ensure that the road is completely clear of any debris, immediately following the collection of waste.

Periodically during the day and at the end of every working day the road (and pavement if necessary) will be thoroughly swept and washed down, so it is kept presentable at all times.

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.

Please refer to Question 22 (a) for detailed information regarding vehicle loading and unloading, and access/egress in general at the site. In addition, the following information relating to the specific procedure for spoil removal may be of assistance:-

Procedure for Spoil Removal from Site – Wait and Load with skip located on existing driveway

1. The skip collection lorry will pull up in the temporary parking area on the highway, then position itself ready to collect/exchange the skip on the driveway. The wagons will have the required hazard reversing alarms, and banksmen will be provided to help when parking up of wagons and ensure that third parties and residents are protected at all times.
2. Temporary traffic management signage will be placed at the front and rear of the lorry while the skip is being collected so that other vehicles using the road are aware that the wagon is stationary, regardless of the direction they are approaching.
3. Banksmen will be present during unloading/loading in front of and behind the lorry in attendance, to ensure that highway traffic is directed safely around the wagon.
4. Special care and attention will be given when the vehicle is arriving/leaving not only to pedestrians, but also any traffic moving along Downshire Hill.
5. The skip lorry will remain in position until the exchange operation has been completed. This operation takes approximately 10-15 minutes to complete.
6. Whilst the skip is being exchanged, members of the site staff (banksmen) are present and will notify other drivers/pedestrians of approximate time the operation will take.
7. If residents need to access or exit the area and our wagons are in the way, every effort will be made by the banksmen to re-position skip lorry in order that other vehicles can pass.
8. Our spoil company (NJ Bowie LTD) are under strict instruction that if any emergency vehicles have difficulty passing, that they are to move immediately.
9. Once the skip wagon has left the site, banksmen will ensure that the road is completely clear of any debris, immediately following the collection of waste.
10. Periodically during the day and at the end of every working day the road (and pavement if necessary) will be swept and washed down, so it is kept presentable at all times.

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](#).

- 1) There will be no requirement to divert the existing footpath during the construction works.
- 2) We plan to use the public highway for construction activity, but only for the temporary loading and storage of materials, before these are moved immediately by hand into the property as detailed in this report.
- 3) In order to achieve this we will offload materials onto the highway directly in front of the existing crossover outside the property at 3 Downshire Hill, for which a materials license may be required.
- 4) We also plan to apply for a crossover license in order that we can exchange skips from the existing property driveway.
- 5) At the end of every working day and following daily cleaning, the entire highway in the vicinity will therefore not be affected by the works, as there is no requirement for us to suspend a parking bay long term.
- 6) Towards the end of the project when we are pouring the new basement and ground floor reinforced concrete slabs, we may need to suspend the first parking bay down the hill from No.3 on the same side of the road as the property, in order that we can park a concrete pump. This will only be required for a maximum of 3No. separate occasions, for a maximum of two days each time.
- 7) We would be happy to liaise further with Camden highways to discuss and agree how this is implemented on site, and what protective measures are necessary.

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).

There are no construction works required externally of the property boundary to the existing utilities and/or property and/or pavement and/or driveway.

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

There will be no requirement for any permanent diversions to the public highway or pavement during the construction works.

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).

There will be no requirement for any permanent diversions to the public highway or pavement during the construction works.

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.

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.

Generally the impact on pedestrians and/or cyclists will be managed as follows to minimise disruption:-

1. There will be no requirement for any permanent diversion of the public highway during the construction works.
2. The footway will operate safely at all times.
3. The footpath will continue to be available during the course of the works.
4. A secure hoarding will be erected to the boundary of the property at 3 Downshire Hill.
5. No materials and/or plant will be permanently stored either on the public highway or footway.
6. The hoarding will isolate pedestrians from accessing the working area and will have a secure and lockable access.
7. The hoarding will be signed to suit Camden Highways requirements, and will contain lighting so it is easily visible by pedestrians during non-daylight hours.
8. Banksman will be available to ensure vehicles arrive/ depart in a safe manner and to avoid any potential conflicts with other road/pavement users.
9. After skips have been removed from site, a banksman will be retained to ensure that both highway and footways are swept and kept in a clean and safe condition.

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.

There will be no temporary structures required that would overhang the public highway for this project.

 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)**.

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.

Noisy operations will include:-

Excavations relating to underpinning and general excavation will all be carried out by hand. These activities will include general excavation of the soil and occasional breaking out of concrete, using a variety of power tools. Please note, that to mitigate the overall noise and inconvenience to local residents all power tools will be electric, and we will not be utilising a compressor, which avoids further noise and the risk of diesel spillage.

If any significant volumes of concrete are to be broken out, where possible we will employ a specialist concrete cutting/bursting contractor, and thus have a variety of techniques at our disposal including drilling, bursting and saw cutting. This will reduce noise and vibration when compared to traditional techniques i.e. hydraulic breaker.

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.

A noise survey was undertaken on the 2nd April 2014 at a recently completed project at 30 Newton Road, Notting Hill. The same tools and processes will be used, please see attached a copy of the report and actions.

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

Refer to Question 29 above.

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.

Any materials to be use onsite will be ordered to the exact measurements and quantities required to reduce the need for cutting on site.

Regarding mitigating noise and vibration during excavation and breaking out works please refer to Question 28.

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

Our health and safety consultant Stallard Kane LTD have carried out formal H&S training, as well as our continued site tool box talks, to ensure that the workforce are aware of the hazards associated with noise and vibration control on construction and open sites. Please also refer to our attached risk assessment for "Use of Hand Tools" and "Vibration Exposure from Tools", which we will continue to monitor and update as necessary on site.

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

Again as stated above the need for any cutting will be minimal. For any dust emitting processes wet cutting techniques will be used along with dust extraction being fitted to the tools and/or area where this work is taking place. The majority of works potentially emitting dust will be occurring underneath the existing property, as opposed to out in the open.

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.

All excavated dirt will be transported onto a conveyor from the basement up straight into the skips provided, contained within the property on the existing driveway area. Skips will be emptied regularly and will be monitored by the site supervisor. Once the skip wagon has left the site, banksmen will ensure that the road is completely clear of any debris, immediately following the collection of waste. Periodically during the day and at the end of every working day the road (and pavement if necessary) will be swept and washed down, so it is kept presentable at all times.

Please refer to Question 22 & 23 for more details.

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

All site supervisors are SMSTS trained and will monitor daily exposure to noise dust and vibration, procedures are in place to record trigger times, and PPE is available to all employees. Toolbox talks will be undertaken to remind staff of the procedures this will also be covered in the site induction process. Our health and safety consultant 'Stallard Kane LTD' will be involved at site level before and during construction. This will include ongoing monitoring and management of noise, vibration and dust levels, as well as other responsibilities that UGL have under current H&S legislation.

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.

Please see attached control of dust risk assessment.

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 confirm that all of the GLA's highly recommended measures will be incorporated into our site activities, relating to reducing risk while carrying out activities that may produce dust.

- 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.

The site is not deemed to be a high or medium risk site. The only activity that will produce dust is the intermittent breaking out of concrete associated with trimming back the house foundations (Mainly under the building itself). Also, where possible, as per Question 28, we will employ the services of specialist contractors for this work, that employ techniques that minimise vibration and consequently dust, when carrying out such operations. We will continue to monitor dust generation as per our risk assessment, and our health and safety consultant 'Stallard Kane LTD' will be involved at site level before and during construction. This will include ongoing monitoring and management of noise, vibration and dust levels, as well as other responsibilities that UGL have under current H&S legislation.

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).

Before works commence onsite an inspection will be undertaken to ascertain likelihood of rodents in the work area, if there is evidence of rodents in the work area then a pest control company will be employed.

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

An R&D survey is not considered necessary for these works as the works are to be breaking out a concrete slab and then removing soil, clay etc. If in the unlikely circumstances that operatives unearth any materials they believe could be or contain asbestos, then works will cease and a specialist (and licensed) Asbestos removal contractor will be contacted to carry out this work in controlled conditions.

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.

The majority of the workforce employed by UGL have been working for us for several years, and conduct themselves in a professional manner at all times. Site rules will be covered in the induction as a reminder, and anyone found to be in breach of these rules will be removed from site. Designated smoking areas will be available again this will be communicated during the induction.

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:

Not Applicable – We will not be using any non road mobile machinery on this project (NRMM).

- 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:

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:

Print Name:

Position:

Please submit to: planningobligations@camden.gov.uk

End of form.