**Construction Management**

**Plan**

**pro forma** v2.0

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**For Internal use only**

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

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areas** of the Draft table will be deleted by their respective teams during pre app review if these sections are no longer applicable.

**Pre app**

|  |  |
| --- | --- |
| Community liaison |  |
| CLOCS |  |
| Transport |  |
| Highways |  |
| Parking |  |
| Environmental health |  |
| Sustainability | *(attach appendix if necessary)* |
| Sign off |  |

**Draft**

|  |  |
| --- | --- |
| Community liaison |  |
| CLOCS |  |
| Transport |  |
| Highways |  |
| **Parking** |  |
| Environmental health |  |
| **Sustainability** |  |
| Sign off |  |

INDICATES INPUT REQUIREMENT FROM MULTIPLE TEAMS THROUGHOUT DOCUMENT

**Introduction**

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

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

The completed and signed CMP must address the way in which any impacts associated with the proposed works, and any **cumulative impacts of other nearby construction sites**, will be mitigated and managed. The level of detail required in a CMP will depend on the scale and kind of development. Further policy guidance is set out in Camden Planning Guidance [**(CPG)** 6: Amenity](http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/planning-policy/supplementary-planning-documents/camden-planning-guidance.en) and [**(CPG)** 8: Planning Obligations](http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/planning-policy/supplementary-planning-documents/camden-planning-guidance.en).

This CMP follows the best practice guidelines as described in [Transport for London’s](https://www.tfl.gov.uk/info-for/freight/safety-and-the-environment/improving-construction-safety) (TfL’s Standard for [Construction Logistics and Cyclist Safety](http://www.clocs.org.uk/standard-for-clocs/) (**CLOCS**) scheme) and [Camden’s Minimum Requirements for Building Construction](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=3257318) **(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 CMPdoes 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**](http://www.camden.gov.uk/ccm/content/environment/building-control/file-storage-items/demolition-notice---the-building-act-1984-section-80-notice-bc104-.en)”

Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. It is preferable if this document is completed electronically and submitted as a Word file to allow comments to be easily documented.

(Note the term 'vehicles' used in this document refers to all vehicles associated with the implementation of the development, e.g. demolition, site clearance, delivery of plant & materials, construction, etc.)

Revisions to this document may take place periodically. **Timeframe**

**DEVELOPER ACTIONS**

**COUNCIL ACTIONS**

**Post app submission**

**0ommunity liaison**

**Appoint principal contractor**

**Requirement to submit CMP**

**Begin community liaison**

**Work can commence if draft CMP is approved**

**Council response to second draft**

**Resubmission of CMP if first draft refused**

**2ommunity liaison**

**3ommunity liaison**

**1ommunity liaison**

INDICATIVE TIMEFRAME (MONTHS)

**4ommunity liaison**

**Council response to draft**

**Submit draft CMP**

**Contact**

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

Address: The Ambassadors Theatre, West Street, London, WC20 9ND

Planning ref:

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

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

Name: Tim Miles

Address: Montagu Evans LLP, 5 Bolton Street, London, W1J 8BA

Email: tim.miles@montagu-evans.co.uk

Phone: 020 7493 4002

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: TBC when contractor is appointed.

Address:

Email:

Phone:

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

Name: TBC when contractor is appointed.

Address:

Email:

Phone:

5. Please provide full contact details of the person responsible for community liaison/dealing with any complaints from local residents and businesses if different from question 3. In the case of [**Community Investment Programme (CIP)**](http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/placeshaping/twocolumn/the-community-investment-programme.en), please provide contact details of the responsible Camden officer.

Name: TBC when contractor is appointed.

Address:

Email:

Phone:

6. Please provide full contact details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP.

Name: TBC when contractor is appointed.

Address:

Email:

Phone:

**Site**

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

A site location plan is appended to this document. The Ambassadors Theatre is located within Covent Garden, on West Street. The building is bound by West Street to the west, Tower Street to the east, Tower Court to the south and a neighbouring property to the north.

The site is currently in use as a Theatre (Sui Generis). The building is grade II listed and the facade onto West Street would be retained and the theatre rebuilt behind the facade. The current building comprises 1,028 sq m of floorspace arrange over three storeys and two basement levels.

The surrounding area is comprised of a number of restaurants and theatres including The Ivy and St Martin’s Theatre. The site is located within the Seven Dials (Covent Garden) Conservation Area.

The site would continue to function as a theatre. The proposed building would comprise 2,287 sq m over four storeys with an enlarged lower basement.

2. Please provide a very brief description of the construction works including the size and nature of the development and details of the main issues and challenges (e.g. narrow streets, close proximity to residential dwellings).

The construction works would comprise of primarily increasing the size of the basement and a complete refurbishment of the building. The construction works will be undertaken to account for the grade II listed nature of the building, retaining specific frontages as necessary.

The main issues / challenges associated with construction will relate to the management of the access and egress routes to and from the site and minimising the interface / impact of construction vehicles with the general public. The site is located within an area where streets are narrow, as such, access/egress for larger vehicles will need to be strictly managed with a strategy and appropriate mitigation measures implemented. In addition, site hoardings and pedestrian routes

The other key issue will be the control of noise dust and vibration throughout the works.

3. Please identify the nearest potential receptors (dwellings, business, etc.) likely to be affected by the activities on site (i.e. noise, vibration, dust, fumes, lighting, etc.).

The site is adjacent to St Martins Theatre and opposite the Ivy restaurant.

The nearest residential receptors are 22 Tower Street, 4-10 Tower Court, 5 Tower Court and 6 Tower Court.

4. Please provide a scaled plan detailing the local highway network layout in the vicinity of the site. This should include details of on-street parking bay locations, cycle lanes, footway extents and proposed site access locations.

Plans detailing the existing highway arrangement (**Drawing Number**: **2016-2800-001**) and proposed construction arrangement (**Drawing Number: 2016-2800-002**) have been appended to this document.

Site access points will be confirmed by the lead contractor when appointed. As such the proposed construction arrangement drawings are only indicative at this stage.

A site visit has recorded relevant carriageway and footway dimensions on streets surrounding the Theatre.

5. Please provide the proposed start and end dates for each phase of construction as well as an overall programme timescale. (A Gantt chart with key tasks, durations and milestones would be ideal).

The construction programme is not known at this time.

6. Please confirm the standard working hours for this site, noting that the standard working hours for construction sites in Camden are as follows:

* 8.00am to 6pm on Monday to Friday
* 8.00am to 1.00pm on Saturdays
* No working on Sundays or Public Holidays
* 8.00am to 6pm on Monday to Friday
* 8.00am to 1.00pm on Saturdays
* No working on Sundays or Public Holidays

7. Please indicate if any changes to services are proposed to be carried out that would be linked to the site during the works (i.e. connections to public utilities and/or statutory undertakers’ plant). Larger developments may require new utility services. If so, a strategy and programme for coordinating the connection of services will be required. If new utility services are required, please confirm which utility companies have been contacted (e.g. Thames Water, National Grid, EDF Energy, BT. etc.) You must explore options for the utility companies to share the same excavations and traffic management proposals. Please supply details of your discussions.

TBC

**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.**

**1. Consultation**

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

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.

Please refer to the Statement of Community Involvement for details of the consultation process.

**2. Construction Working Group**

Please provide details of community liaison proposals including any Construction Working Group that will be set up, addressing the concerns of the community affected by the works, the way in which the contact details of the person responsible for community liaison will be advertised to the local community, and how the community will be updated on the upcoming works i.e. in the form of a newsletter/letter drop, or weekly drop in sessions for residents.

The lead contractor shall keep residents and businesses informed about unavoidable disturbance such as from noise, dust, or disruption of traffic. Clear information shall be given well in advance and in writing including introductory newsletters.

At the site a Contact Board shall be displayed prominently; this is to ensure that problems can be rectified quickly, and that residents and others can channel their questions and complaints to a member of staff who has the authority to take action.

All Contact Boards shall include the following:

(a) The title ‘Contact Board’

(b) Name of the main contractor, address and person to whom correspondence should be addressed.

(c) Name of the site manager.

(d) Month and year of completion of works.

(e) Names and telephone numbers of staff who can take immediate action, so that contact can be made at any time.

Occupiers in the vicinity who may be affected by noise from these works shall be notified of the nature of the works, a contact name, telephone number (including that to be used outside normal working hours), and address to which any enquiries should be directed. Such notification shall take place, where possible within, 2 weeks but, in any event, at least a week prior to the works commencing.

The Lead Contractor shall ensure that a staffed telephone enquiry line is maintained at all times when site works are in progress to deal with enquiries and complaints from the local community. The telephone number (and any changes to it) shall be publicised widely in the local community affected by the works.

Should noise/vibration/dust complaints arise from the building construction/building works, these complaints must be recorded in a complaint’s register and make available to the Local Authority, if requested. The complaint register shall provide information on day, time, details of complaint, details of monitoring carried out and any additional mitigation works.

Should complaints be received concerning works/activities, then all works/activities being the cause of complaint must cease (Tasks in progress accepted due to structural integrity issues), until such time as further agreement to work is negotiated.

A Construction Working Group will be established as part of the development. Liaison and consultation with residents and businesses will continue throughout the programme.

**3. Schemes**

Please provide details of any schemes such as the ‘Considerate Constructors Scheme’, such details should form part of the consultation and be notified to the Council. Contractors will also be required to follow the “[Guide for Contractors Working in Camden](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=799001)” also referred to as “[Camden’s Considerate Contractors Manual](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=799001)”.

TBC

**4. Neighbouring sites**

Please provide a plan of existing or anticipated construction sites in the local area and please state how your CMP takes into consideration and mitigates the cumulative impacts of construction in the vicinity of the site. The council can advise on this if necessary.

The lead contractor will regularly liaise with any nearby construction sites that are in operation whilst the proposed construction project is underway. At this stage of the planning process no sites have been identified, however, this will be reassessed on a regular basis and included within later versions of this document.

A plan will be provided highlighting all existing and anticipated construction sites in the local area, with assistance from the Council as necessary.

The lead contractor will seek to make contact with all relevant Project Managers of other local construction sites to discuss anticipated vehicle movements, routeing and timescales. Where possible, the contractors will co-ordinate deliveries and movements to minimise disruption to the local road network.

Any large vehicle movements or planned road closures would be scheduled and agreed in advance. Notifications will be given to other Project Managers in the vicinity should any proposed works have some form of impact on their work, with discussions held as and when necessary to co-ordinate 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.](http://www.clocs.org.uk/wp-content/uploads/2014/09/CLOCS-Standard-v1.2.pdf)

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](http://www.camden.gov.uk/ccm/cms-service/stream/asset/?asset_id=3345819&), details of the monitoring process are available [here](http://www.camden.gov.uk/ccm/cms-service/stream/asset/?asset_id=3345820&).

Please contact [CLOCS@camden.gov.uk](mailto:CLOCS@camden.gov.uk) for further advice or guidance on any aspect of this section.

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

**CLOCS Considerations**

1. Name of Principal contractor:

TBC

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

The developer will follow the CLOCS principle and include CLOCS within any terms of contract. The lead contractor will ensure that the site is fully CLOCS compliant and that all contractors and sub-contractors comply with the requirements.

The contractor will regularly monitor compliance to these contracts as necessary. Letters and warnings will be issued in the event of non-compliance.

The site shall:

1. Have clearly marked access and egress points and, if necessary, traffic marshals to control vehicle movements in and out of site.

2. Allow for loading/unloading on site where possible.

3. Be suitable for a vehicle fitted with underrun bars.

4. Comply with the CMP.

The operators shall:

1. Only use vehicle routes agreed with you and the London Borough of Camden to service your site.

2. Be accredited to bronze level Fleet Operator Recognition Scheme (FORS) or equivalent.

3. Have additional safety equipment fitted to vehicles.

4. Only use drivers who have received additional training e.g. Safe Urban Driving, e-learning and vehicle safety equipment training.

5. Perform driver licence checks.

6. Record, investigate and analyse any collisions.

7. Ensure that they have written to their supply chain informing them of the need to comply with the above requirements.

3. Please confirm that you as the client/developer and your principal contractor have read and understood the [CLOCS Standard](http://www.clocs.org.uk/wp-content/uploads/2015/05/CLOCS-Standard-v1.2-APRIL_15.pdf) and included it in your contracts. Please sign-up to join the [CLOCS Community](http://www.clocs.org.uk/links-to-partners/) 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:

Delfont Makintosh Theatres (i.e. the applicant) confirms that contractors and suppliers will abide by CLOCS Standard.

Please contact [CLOCS@camden.gov.uk](mailto:CLOCS@camden.gov.uk) for further advice or guidance on any aspect of this section.

**Site Traffic**

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

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

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

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

a. Please indicate routes on a drawing or diagram showing the public highway network in the vicinity of the site including details of links to the [Transport for London Road Network](http://www.lscp.org.uk/lrsu/engineering_tlrn.html) (TLRN).

A vehicle route plan is appended to this document (**Vehicle Route Plan**). A number of routes to the site are proposed given the narrow nature of the surrounding road network. The different routes are considered necessary in order to allow vehicles to access different parts of the site and to allow for larger vehicles to gain access.

All vehicles collecting and delivering from the site will operate on a time schedule and call in on their approach from a safe agreed waiting area before moving to the site where traffic controllers will be ready for them.

During demolition an excavation a maximum of 3 rigid axle tipper trucks will visit per hour.  Initially material will be loaded whilst the vehicles are on the street by a protected conveyor belt system but as demolition progresses vehicles will reverse onto the site for loading.

The tower crane will be erected under a road closure from a mobile crane – the procedure will reverse near the end of the contract.

During construction a maximum of 2 fixed axle ready mixed concrete vehicles will deliver per hour.

Steel reinforcement for concrete and steel beams and columns will arrive occasionally on articulated vehicles as will pallets of bricks and other building materials and be craned off whilst standing at the side of the street

Scaffolding trailers will stand adjacent to the site during erection and dismantling of scaffolds.

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.

Written and verbal instructions will be issued to all contractors, delivery companies and visitors to inform them of the proposed vehicle route and any on-site restrictions.

A strict delivery procedure will be implemented to ensure that the local road network is not overrun with site and delivery vehicles and that the site can receive each vehicle. Drivers will also be required to phone ahead prior to undertaking their journey. Road marshals will ensure that traffic flow is managed and that disruption is minimised.

All subcontractors and suppliers will be required to give notice of deliveries. The movement of materials, will also be controlled by road marshalls. The lead contractor will be responsible for the control and coordination of all aspects of material deliveries and movement.

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

Construction vehicle movements are generally acceptable between 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays). If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to between 9.30am and 3pm on weekdays during term time. (Refer to the [*Guide for Contractors Working in Camden*](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=799001)).

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.

Numerous types of delivery vehicles will be used to bring materials to and from the site at various stages of demolition and construction. These include:

Skip lorries. These are expected to include roll on/roll off skips for major site clearance works (approx size 7.5m long and 2.4m wide) and standard 8-12 yard skips for waste (approx size 7m long and 2.4m wide.

Ready mix concrete lorries. (approx size 8.25m long and 2.45m wide).

Flat bed vehicles for the delivery of various materials including scaffolding, steelwork, reinforcement, bricks/blocks, timber, roofing materials, plaster, joinery etc. (approx size 8.5m long and 2.45m wide.

Rigids for delivery of pre cast concrete units and other cladding components.

Mobile crane lorries for the erection of a tower crane. This will require road closures and appropriate management.

The projected vehicle movements are approximately 10-15 per day, however, this will be confirmed within later versions of this document.

Dwell time at site will range from 10 minutes to 2 hours

Known developments in the area shall be reviewed prior to the works commencing early next year.

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

Details of other developments in the local area or on the route will be set out in later versions of this document and prior to commencement.

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.

Vehicle drivers will be provided with written and verbal instructions identifying the appropriate vehicle loading area for each delivery/collection. Furthermore, banksmen will be available on-site to receive a vehicle and to assist with all access/egress movements. All deliveries and collections will be scheduled and allocated time slots to ensure effective co-ordination of vehicles to/from the site.

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

At this stage of the planning process, no off-site holding areas have been identified. If necessary, this will be explored further by the lead contractor and in discussions with the Council.

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](http://www.tfl.gov.uk/cdn/static/cms/documents/building-on-the-benefits-of-consolidation-centres.pdf)).

The lead contractor will strive to procure local contractors for the project in order to minimise transport costs and potential impact on the local environment.

The lead contractor will also try to arrange for vehicles to take waste to the nearest recycling depots to minimise carbon footprint. Furthermore, the project manager will liaise with nearby sites and co-ordinate vehicle movements as far as possible to minimise any impact.

Construction Consolidation Centres will be used where possible; however, this will be identified within later versions of this document.

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

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

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

Given the narrow nature of surrounding roads in the vicinity of the site, a number of vehicle routes to/from the strategic road network have been identified. This allows vehicular access to both the West Street and Tower Street frontages and enables larger vehicles to access the site.

West Street Vehicle Route

Access – A40 High Holborn – Shaftesbury Avenue – West Street – Site

Egress – Site – West Street – Upper St Martin’s Lane – Cranbourn Street – A400 Charing Cross Road

For larger vehicles it is considered appropriate for vehicles to access West Street via Shaftesbury Avenue then Charing Cross Road and then Litchfield Street, where vehicles will be able to reverse back to the site, under strict banksmen control.

Tower Street Vehicle Route

Access – A40 High Holborn – Shaftesbury Avenue – Monmouth Street – Earlham Street – Tower Street – Site

Egress – Site – Tower Street – Monmouth Street – Upper St Martin’s Lane – Cranbourn Street – A400 Charing Cross Road.

It is acknowledged that Tower Street is narrow; therefore, vehicles attending the site in this location are likely to be for the use of smaller vehicles only.

A **Vehicle Route Plan** is appended to this document.

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

A competent logistics team will be appointed to manage all traffic movements, the transfer of plant and equipment, crane lifting requirements and material handling including storage. Banksmen will also be available to control all vehicle movements to/from the site, equipped with all necessary and appropriate warning signage, high visibility clothing and radio controls.

Deliveries will be co-ordinated to prevent queueing of vehicles, with all vehicles given a specific time for their movement. Drivers will be expected to give advance notice of deliveries and collections to ensure the site is ready for their arrival.

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).

Swept path analysis has been provided within this document to demonstrate how vehicles will access and egress the site. Given the narrow nature of roads in the vicinity of the site, parking suspensions will be necessary at different phases of construction.

Larger vehicle movements, such as the mobile crane will require road closures, however, details of this procedure and the management of this process will be confirmed within an updated document, and subject to the appointment of a relevant contractor.

Banksmen will be available to assist with all vehicle movements and with any associated passing movements.

2016-2800-003 - Swept Path Analysis – Tower Street – Medium Tipper

2016-2800-004 – Swept Path Analysis – West Street – Medium Tipper

2016-2800-005 – Swept Path Analysis – West Street – Large Tipper

2016–2800-006 – Swept Path Analysis – Tower Street – Small Concrete Mixer

2016-2800-007 – Swept Path Analysis – West Street – Small Concrete Mixer

2016-2800-008 – Swept Path Analysis – West Street – Large Concrete Mixer

2016-2800-009 – Swept Path Analysis – West Street – Mobile Crane

2016-2800-010 – Swept Path Analysis – West Street – Rigid Flatbed

2016-2800-011 – Swept Path Analysis – West Street – Articulated Lorry

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.

Vehicular access onto the site is not provided, therefore, wheel washing facilities are not considered necessary. Vehicles will be inspected prior to leaving whilst, in addition, streets will be checked and cleaned, as necessary, to ensure no debris or muck is left on the carriageway.

An approved road sweeper will be instructed to clean the nearby streets when necessary.

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

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

Please provide details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). This is required as a scaled site plan, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site. If loading is to take place off site, please identify where this is due to take place and outline the measures you will take to ensure that loading/unloading is carried out safely. Please outline in question 8 if any parking bay suspensions will be required.

A proposed construction arrangement drawing (**2016-2800-002**) is appended to this document. At this stage, and in the absence of the appointed contractor, this is only indicative.

Vehicle loading areas are proposed outside of the site on West Street and Tower Street. The majority of vehicles will enter and exit in forward gear, however, given the constraints of the local road network, larger vehicles are expected to arrive via Litchfield Street and reverse back to the site under strict banksmen control.

All equipment and materials is expected to be off-loaded by hoist directly onto a gantry level platform which will be located above the footway, whilst still maintaining a pedestrian route.

Additional drawings have been prepared to show that passing movements can be achieved on West Street for other vehicles when construction lorries are in position (Drawings **2016-2800-012** and **2016-2800-014**). This arrangement would require the vehicle loading bay to occupy some of the footway outside of the site on West Street. If this arrangement is necessary, the site hoarding/covered walkway would be erected to ensure a pedestrian route is maintained and that vehicles and pedestrian movements are completely separated.

Road closures will be required for the erection of a tower crane, with all necessary procedures and licences applied for and agreed in advance.

**Highway interventions**

**8. Parking bay suspensions and temporary traffic management orders**

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

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

Information regarding parking suspensions can be found [here.](http://www.camden.gov.uk/ccm/navigation/transport-and-streets/parking/parking-bay-suspensions/)

Parking suspensions are required on Litchfield Street to accommodate larger vehicle movements. Furthermore, suspensions are required on Tower Street in order to accommodate a vehicle loading area outside the site. The swept path analysis has indicated where suspensions are necessary for the different vehicle types proposed. The lead contractor will apply for all necessary suspensions or temporary traffic orders.

The parking suspensions are only required to allow access to/from the site for proposed construction vehicles. Suspensions will only be applied for as and when necessary.

**9. Scaled drawings of highway works**

Please note that use of the public highway for storage, site accommodation or welfare facilities is at the discretion of the Council and is generally not permitted. If you propose such use you must supply full justification, setting out why it is impossible to allocate space on-site. You must submit a detailed (to-scale) plan showing the impact on the public highway that includes the extent of any hoarding, pedestrian routes, parking bay suspensions and remaining road width for vehicle movements. We prefer not to close footways but if this is unavoidable, you should submit a scaled plan of the proposed diversion route showing key dimensions.

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

A proposed construction arrangement drawing is included with this document. At this stage, and in the absence of an appointed contractor, the drawing is only indicative. The proposed arrangement will position construction vehicles on West Street and Tower Street immediately outside the frontage of the site.

The proposals will maintain pedestrian routes on West Street and Tower Street beneath the proposed scaffolding arrangement which will be located on the West Street, Tower Court and Litchfield Street frontages.

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

Details of all safety signage, barriers and accessibility measures will be provided within an updated document and once a lead contractor has been appointed.

Banksmen will provide a key role in the management of all construction activity. They will manage any potential conflict between pedestrians, cyclists and highway users with specific regard to the transfer of equipment and material and the arrival and departure of construction vehicles. Safety signage, ramps, lighting and barriers will be used as and when necessary throughout construction.

**10. Diversions**

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

There are no diversions proposed at this stage, as this is not considered necessary.

Vehicular access/egress will be maintained and managed by banksmen. In the event any diversions are required, all necessary procedures will be followed and agreed in advance.

Pedestrian routes will be maintained along Tower Street and West Street. In the event a pedestrian route cannot be maintained, for example during the transfer of material, temporary barriers will be erected and pedestrians directed to use the footway on the opposite side of the carriageway.

If appropriate, an alternative construction arrangement has been proposed on West Street in order to remove any potential need to divert traffic outside of the site when a construction vehicle is in position. This arrangement will require construction vehicles to park on part of the West Street footway and part on the carriageway. Vehicles and pedestrians will be separated by the scaffolding and hoarding arrangement to ensure there is no conflict. The alternative arrangement will allow for sufficient passing space for other vehicles using Tower Street. A proposed drawing is appended to this document (Drawings **2016-2800-012** and **2016-2800-014**)

**11. VRU and pedestrian diversions, scaffolding and hoarding**

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

Any work above ground floor level may require a covered walkway adjacent to the site. A licence must be obtained for scaffolding and gantries. The adjoining public highway must be kept clean and free from obstructions. Lighting and signage should be used on temporary structures/skips/ hoardings, etc.

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

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

The proposed scaffolding arrangement will allow for a covered walkway to ensure a pedestrian route can be maintained. Pedestrians will be directed to the opposite footway in the event material is being transferred across the footway. All appropriate ramping, signage, barriers and lighting will be installed and used as necessary.

Banksmen will be available during all transfer of materials and vehicle movements therefore activity will be managed.

A secure hoarding will be erected along the perimeter of the site to contain works within. The details of the hoarding will be provided once a contractor has been appointed.

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.

Scaffolding will be required full height over the footpath on West Street, Tower Street and Tower Court. Access will generally be available at most times below but on occasion the pedestrians may be directed to the opposite footpath. Hoardings will generally be at the back of footpath but will be moved to edge of carriageway during the perimeter piling phase.

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**Environment**

To answer these sections please refer to the relevant sections of **Camden’s Minimum Requirements for Building Construction ([CMRBC](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=3257318)).**

1. Please list all [noisy operations](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/noise/reducing-noise/noise-from-construction-sites.en?page=2)  and the construction method used, and provide details of the times that each of these are to be carried out.

Demolition – use of some hand held drills and hammers.   Concrete crunching will be used in the main rather than jack hammers.

Excavation – periodic rise and fall of plant engines

Loading – sound of debris falling into tipper trucks.

Drilling – during fixing to structure.

All internal fit out noise will be contained due to nature of the building.

2. Please confirm when the most recent noise survey was carried out (before any works were carried out) and provide a copy. If a noise survey has not taken place please indicate the date (before any works are being carried out) that the noise survey will be taking place, and agree to provide a copy.

To be confirmed to the Council when the principal contractor has been appointed. We can confirm that a copy of any noise survey will be sent to the Council.

3. Please provide predictions for [noise](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/noise/reducing-noise/noise-from-construction-sites.en?page=2) and vibration levels throughout the proposed works.

To be confirmed when a principal contractor has been appointed.

The tender documents will include the provision for a noise transmission/acoustic model to be provided prior to noisy works commencing.

The Principal Contractor will respect any reasonable request to reduce the duration of noisy  
activities further if required. Contractors will be required to have all plant and tools fitted with either silencers or dampers so far as is practicable and working methods will be regularly reviewed to ensure that nuisance to adjacent properties and residents is mitigated wherever practical.

Should noise levels reach 80dB (A) operatives will be informed of the risks to their hearing and supplied (if requested) with either appropriately attenuated ear defenders or earplugs.  
Should noise levels reach 85dB (A) or above operatives will be informed of the risks to their  
hearing and supplied with appropriately attenuated ear defenders or earplugs and  
instructed to wear them during noisy operations. The contractors are to ensure compliance  
by carrying out regular active monitoring.

The Health and Safety adviser will undertake noise surveys during their regular site inspections. However, operatives will be informed that as a general rule, if they need to raise their voice when standing 2 metres away from a noise source, it is too loud and hearing protection must be worn. The buying policy of the Principal Contractor will be required to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used.

A sound/noise meter is to be kept on site at all times to check noise levels at the site  
boundary during certain operations. Inside the site, and closer to noise sources, hearing  
protection zones, where hearing protection must be provided and worn if noise levels reach  
80-85dB, will be set up. Careful planning and use of appropriate plant and equipment  
normally limit these requirements to only a few occasions and for very short periods. Contractors are encouraged to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

4. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](http://www.camden.gov.uk/ccm/navigation/environment/building-control/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.

Mitigation during demolition will be to use concrete crunching techniques as far as possible.  Structure will be cut into small pieces and lowered carefully to the ground and never dropped to avoid shock vibration.  Monitoring equipment will be positioned and if exceed the rate of work will be reduced or alternative techniques considered.

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

Evidence will be provided when the contractor has been appointed.

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

The following processes have been identified as potential dust creating operations.  
− Demolition  
− Excavation  
− Cutting, Grinding, Drilling and Sawing  
− Cleaning

It is important to create a philosophy on site of prevention of dust in the first instance rather than containment or suppression of dust after it has been created. The following actions must be taken to minimise the amount of dust created and to minimise the adverse impacts of the dust created during the construction works.

− Carry out a risk assessment in line with the Greater London Authority’s control of Dust and Emissions Supplementary Planning Guidance.

−Notify and liaise with the local community with regard to planned dusty works and set  
up a formal complaints procedure. This notification shall take place within 2 weeks but at least one week prior to works commencing.

− Schedule potentially dusty works in accordance with liaison with the local community to minimise the risk of complaints.

− Should a complaint be received in regard to the level of dust being created by the works, the operation in question will be suspended immediately. The operation shall  
not resume until the complaint has been fully satisfied or an alternative method has  
been approved that creates less dust.

− Ensure that all site operatives have been trained on BS 5228: 2009 and that evidence to this effect is maintained on site for inspection by the Local Authority.

− Prior to commencement of construction activity on site, establish that there are  
adequate hydration facilities on site to ensure that damping down of the whole site is practicable.

− Utilise water to damp down the site to ensure that any dust is suppressed where applicable.

− Any plant use on site should, where possible, be fitted with dust suppressant  
attachments. For example, any cutting equipment on site should be fitted with either  
a vacuum device or a constant water feed to suppress any dust created.

− All site operatives will be trained to carryout operations on site in accordance with the  
Best Practice Guidance Note “Control of dust and emissions from construction and demolition”. The actions of the operatives on site will be monitored by the site team to  
ensure compliance with Best Practice Guidance Note.

Covering of bulk materials and ensuring that any stockpiles are kept below the height of the  
site hoarding and positioned with regard for the prevailing wind and proximity to the site  
boundary and neighbours.

− Use of bagged materials where practicable.

− Erection of Monarflex dust protection to site hoarding and scaffolding to the building for the duration of the demolition and construction operation to contain any dust created on site, keeping dust away from sensitive receptors.

− Monitor and record dust levels on site through the permanent monitory stations. Should the amount of dust in the air recorded by monitoring stations exceed safe levels an alarm will be triggered and the operation causing the dust must be suspended immediately. That operation shall not resume until an alternative solution that will create less dust has been agreed.

− Ensure plant and machinery used on site is well maintained to reduce exhaust  
emissions.

The Principal Contractor will action and establish communication, environmental site aspects  
and emergencies controls. They will be required to hold environmental tool box talks,  
produce an environmental plan and review subcontractors impacts and produce full  
assessments of each activity which involve noise levels which are above normal. They will  
also ensure that the demolition works will only be carried out within normal working hours.

7. Please provide details describing how any significant amounts of dirt or dust that may be spread onto the public highway will be prevented and/or cleaned.

The Principal Contractor will utilise a pressure washer and hose at the main entrance to  
prevent dirt/dust leaving the site. A road sweeper will be employed on a day-to-day basis as  
required to maintain a clean road surface.

The main time(s) when roads will need to be cleaned within the project will be when ground  
works commence i.e. removal of soil/clay. We will monitor this carefully

8. Please provide details describing arrangements for monitoring of [noise](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/noise/reducing-noise/noise-from-construction-sites.en?page=2), vibration and dust levels.

Whilst noisy levels of activities are in operation we will ensure noise levels are monitored to  
ensure the levels are within specified limits. Noisy work will be covered under a permit-to-work system which will identify the activity, its location and duration, and any applicable control measures necessary to mitigate its affect.

Subcontractors are encouraged to purchase equipment that is advanced in technology  
and equipped with vibration absorbing features.

To ensure that operatives are aware of the effects of hand arm vibration they will be  
provided with adequate information on the hazard and controls, and given information in  
order to reduce the risk. The Principal Contractor will also be looking at Method  
Statements/Risk assessments reviewing all aspect of the tools be used to complete each  
section of the works requirement.

9. Please confirm that a [Risk Assessment](http://www.hse.gov.uk/risk/controlling-risks.htm) has been undertaken at planning application stage in line with the [GLA’s Control of Dust](http://www.london.gov.uk/thelondonplan/guides/bpg/bpg_04.jsp) 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.

Prior to commencing any works, the risk assessment will be undertaken in line with the GLA’s control of dust and the emissions supplementary planning guidance (SPG).

10. Please confirm that all of the GLA’s ‘highly recommended’ measures from the [SPG](https://www.london.gov.uk/priorities/planning/supplementary-planning-guidance) document relative to the level of risk identified in question 9 have been addressed by completing the [GLA mitigation measures checklist.](https://www.camden.gov.uk/ccm/cms-service/stream/asset?asset_id=3347562&) Please attach this as an appendix.

The mitigation measures, emanating from the risk assessment and in particular the ‘highly  
recommended’ measures from the SPG will be delivered on site. This will be achieved by  
clear communication, a dust management plan, site management and monitoring and  
measures specific to earthworks, construction and track-out.

11. If the site is a High Risk Site, 4 real time dust monitors will be required, as detailed in the [SPG](https://www.london.gov.uk/priorities/planning/supplementary-planning-guidance). 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 information and clarification of compliance, as appropriate will be issued to the Council  
following completion of the air quality assessment.

12. Please provide details about how rodents, including [rats](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/pest-control/about-the-pest-control-service.en), 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).

28 days prior to any development being carried out the contractors shall submit a method  
statement on how the dispersion of rodents will be controlled during demolition works. Prior  
to demolition all site drains will be sealed. Following demolition a specialist contractor will be  
appointed to survey the site and advise on rodent control should it be required. Periodic checks will be carried out and immediate action taken should it become necessary. All  
receipts of any pest control works required will be kept and made available at all times.  
The site will be maintained in a clean, litter-free condition throughout the works.  
Measures will be put in place to control pests or scavengers should they be noted during  
either site inspections or during the regular progress and works on site.

Other initiatives we will implement are as follows:  
• No waste on site  
• No eating or drinking on site   
• Traps installed

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

The most recent asbestos survey was undertaken on 16 September 2015 by Healthy Buildings International (HBI) (Appendix xx)

The survey found Chrysotile and presumed Chrysotile in various locations within the building. It assessed the overall risk to be ‘very low’.

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

All workers who are to be involved in the project receive a project specific induction before  
they are allowed to commence working on site.

Instructions will include but not be limited to an introduction to the project, a description of  
the project risks and a review of the individual’s competency. Site access passes will only be  
distributed following site induction from the Main Contractor’s personnel. All site operatives  
will be inducted prior to commencement on site in a clearly defined facility without  
exception.

Induction talks for operatives new to the site will include site rules which cover among other  
things:  
• Behaviour toward others on site and nearby including members of the public and neighbours  
• Practical jokes including wolf whistling etc.  
• Drugs and alcohol  
• Smoking areas  
• PPE and safety issues  
• Welfare facilities and use of  
• Security issues  
• Emergency procedures  
• Good and bad practice  
• Site inductions and site language will be in a variety of languages other than English  
where required.

The Principal Contractor will be required to operate a ‘Red Card’ system. Any person found  
to be acting within a manner deemed unacceptable will be removed from site.

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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.

**Signed:** …………………………………………………………………

**Date:** ……………………………………………..

**Print Name:** ……………………………………………………..….

**Position:** …………………………………………

Please submit to: [planningobligations@camden.gov.uk](mailto:planningobligations@camden.gov.uk)

End of form.