

REPORT

Holborn - 8 - 10 Southampton Row & 1 Fisher Street

Site Waste Management Plan Report

Client: Idé Real Estate Ltd.

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Executive Summary

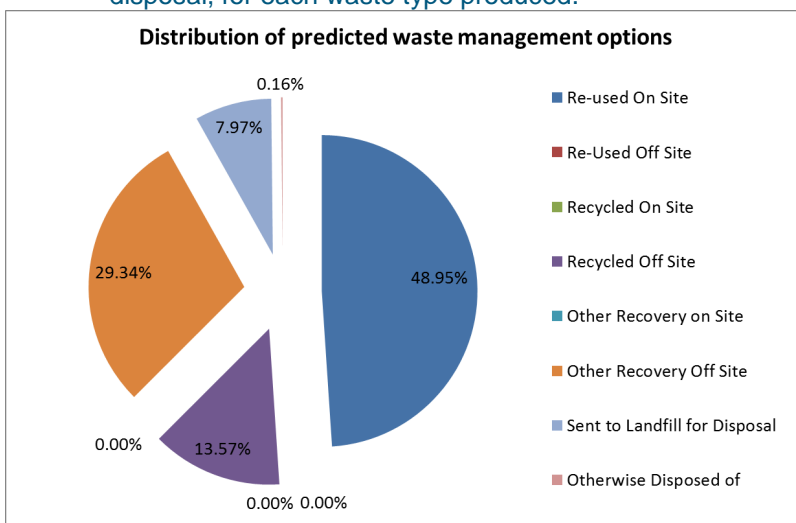
The Waste Assessment Report concerns proposals at 8–10 Southampton Row and 1 Fisher Street, Holborn, London, WC1B 4AE (the 'Site') for the redevelopment of an existing building and construction of an extension to the rear, for the creation of a 120 bedroom hotel with an ancillary restaurant and bar at first floor (the 'Proposed Development').

This report forms part of the Site Waste Management Plan (SWMP) for the predicted wastes arising from the Proposed Development. The other part of the SWMP uses a Microsoft Excel SWMP Tool (ref: 'PB6071 - Holborn - 8 - 10 Southampton Row & 1 Fisher Street - SWMP.xls') to provide the predicted waste arisings and monitor waste production during the construction stage. Both should be used in conjunction with one another to form the complete SWMP.

There are two main phases for a SWMP, the preparation stage, which is the responsibility of the client; and the construction stage, which is the responsibility of the principal contractor. This document explains in detail how to use the SWMP Tool at various stages of the construction phase and informs the responsibilities of the client and the principal contractor. The principal contractor is required to update the SWMP when construction begins.

The SWMP Tool captures the following details during the preparation stage:

- The key personnel who will be involved in the project, including details of the person who drafted the SWMP;
- The proposed works, including the location of the site and the estimated cost of the project;
- A record of any decision given to materials resource efficiency in designing and planning the works that were made before the SWMP was drafted;
- The quantity of each waste type expected to be produced; including the appropriate European Waste Catalogue (EWC) code and waste description;
- A declaration prepared for the client and the principal contractor to complete to identify that all reasonable steps will be taken to ensure that all waste from the site is dealt with in accordance with waste duty of care as stipulated in section 34 of the Environmental Protection Act 1990; and the waste hierarchy, as defined in the Waste (England and Wales) Regulations 2011. The declaration must be signed and dated by both parties prior to construction; and
- The proposed high level waste management option(s), including re-use, recycling, recovery or disposal, for each waste type produced.



The SWMP identifies that over 90% of the total mass of waste arisings could be diverted from landfill and either recycled or recovered over the construction phase.

1 Introduction

The Site Waste Management Plan report concerns proposals at 8–10 Southampton Row and 1 Fisher Street, Holborn, London, WC1B 4AE (the 'Site') for the redevelopment of an existing building and construction of an extension to the rear, for the creation of a 120 bedroom hotel with an ancillary restaurant and bar at first floor (the 'Proposed Development').

The development proposals seek to convert the 8-10 Southampton Row building from Crossrail site offices to a 120 bedroom hotel and include the construction of a new building to rear of 8-10 Southampton Row, over the Crossrail shaft. The current building on the Site (8-10 Southampton) has a gross internal area of 1,544m², which will increase to 5,162m² with the development of a new purpose-built hotel element to the rear.

This Site Waste Management Plan report has been prepared by Royal HaskoningDHV.

This report forms part of the Site Waste Management Plan (SWMP) for the predicted wastes arising from the Proposed Development. The other part of the SWMP uses a Microsoft Excel SWMP Tool (ref: *'PB6071 - Holborn - 8 - 10 Southampton Row & 1 Fisher Street - SWMP.xls'*) to provide the predicted waste arisings and monitor waste production during the construction stage. Both should be used in conjunction with one another to form the complete SWMP.

This report is structured as follows:

- Section 2 Purpose of the Site Waste Management Plan
- Section 3 Site Waste Management Plan Procedures
- Section 4 Roles and Responsibilities
- Section 5 Updating the SWMP – Prior to construction
- Section 6 Updating the SWMP – when construction starts
- Section 7 Summary Information
- Section 8 Summary

2 Site description and surrounding area

2.1 The Application Site

The Site which measures approximately 750m² currently comprises the Grade II Listed Carlisle House (8-10 Southampton Row), fronts onto Southampton Row and is currently in use as Crossrail site offices on floors two to four. At the time of drafting this Report it is assumed that the Crossrail works on the Site will be completed in late-2017. At present the Crossrail works are scheduled to be complete in late-2017. To the rear of the Site is the Crossrail emergency access shaft, beyond which sits an existing UK Power Networks electricity substation.

The Site is bound to the north by Fisher Street, and to the east by the electricity substation, existing commercial floorspace and Proctor Street. The southern boundary of the Site is adjacent to Catton Street and the main frontage of the Site is Southampton Row. For the most part the surrounding area made up of existing office space, with some small residential and cultural (theatre) elements interspersed.

8-10 Southampton Row which fronts the Site is situated within the Kingsway Conservation Area (KCA), however the remainder of the Site is outside of the KCA. Southampton Row is an example of early 20th century commercial architecture on a comprehensive scale. Most of the ground floors are commercial with offices above, with each individual building having different details with variations in quality. The majority of the buildings within the KCA were constructed within a short period between 1900 and 1922, and development was guided by general constraints on height and material, in an attempt to introduce order and coherence.

The Grade II listed building (8-10 Southampton Row) is an 8-storey Edwardian Steel frame building, with two basement levels. It was originally constructed as a hotel (Tollard Royal Hotel) and Friendly Society Offices in 1905-1906. By the mid-20th century the building incorporated a bank, and then a pub/restaurant on the ground and first floors, with nine private residential dwellings occupying the floors above.

2.2 The Proposed Development

The Waste Assessment Report concerns proposals at 1 & 2 Fisher Street and 8–10 Southampton Row, Holborn, London, WC1B 4AE (the ‘**Site**’) for the redevelopment of an existing building and construction of an extension to the rear, for the creation of a 120 bedroom hotel with an ancillary restaurant and bar at first floor (the ‘**Proposed Development**’).

The development proposals seek to convert the 8-10 Southampton Row building from Crossrail site offices to a 120 bedroom hotel and include the construction of a new building to rear of 8-10 Southampton Row, over the Crossrail shaft. The current building on the Site (8-10 Southampton) has a gross internal area of 1,544m², which will increase to 5,162m² with the development of a new purpose-built hotel element to the rear.

The Proposed Development comprises:

- Conversion and restoration of 8-10 Southampton Row (back) to a 120 bedroom hotel, including restaurant/ bar at first floor;
- An 8-storey extension to 8-10 Southampton Row to the rear taking in 1 Fisher Street;
- A maximum height of 29.8m above ground;
- An entrance from Southampton Row (northwest corner) serving the hotel and a secondary access located at the building’s southwest corner, linking to the restaurant at first floor;
- Back of house areas at ground floor in the link between the retained and new build elements;

- A second back of house area is to be provided at the rear (east) of the new build element;
- A service entrance from Catton Street;
- A service bay on Catton Street;
- Taxi drop-off on Fisher Street, close to the hotel entrance; and
- Cycle parking to meet policy standards.

2.3 Assumptions

The Site footprint measures approximately 750m². The current building on the Site (8-10 Southampton) has a gross internal area of 1,544m², which will increase to 5,162m² with the proposed development plans.

At this stage in the application process for the Proposed Development, it is estimated that the construction phase would be between 20 and 24 months.

According to Phase 1 Land Contamination Assessment (WSP Parsons Brinkerhoff, February 2017) the majority of the eastern half of the Site has been excavated for construction of the Crossrail Fisher Street shaft. Therefore, it is considered that any Made Ground (and associated contamination) has been removed. In addition, the entire Site will be occupied by the footprint of the building and hardstand cover, limiting exposure of site users to potentially contaminated soils.

No buildings will be demolished.

The SWMP tool has been programmed to provide an estimate of the quantities of waste produced during construction, using the principles in the BRE (Building Research Establishment) SMART Waste data report (2013)¹. BRE produced the SMART Waste data report by assessing actual data from approximately 10,000 completed new build, refurbishment and civil engineering projects.

The indicative waste types and volumes are derived from BRE's SMART Waste Data Report according to the total Site Area. The site footprint is approximately 750m². This was identified as the most relevant data set to derive the predicted arisings for the Proposed Development.

It is anticipated that inert construction and excavation material could be crushed for reuse on site as aggregate, subject to processing in a permitted treatment facility (e.g. on-site mobile plant) in accordance with the Aggregates Quality Protocol². For the purposes of the SWMP, it is assumed that all of this material would be considered suitable for use after recycling onsite.

It is likely that some of the excavated material will be retained on-site for beneficial use (for example use for the construction and any cut / fill plans for the site). However, the scope of the use and proposed quantity required for use has not yet been determined at this stage of the application process. As a consequence, the following assumptions were made in the SWMP:

- 80% of the inert material would be processed into secondary aggregate for reuse on site; with 20% being sent off-site for recycling;
- 50% of the excavated material would be retained on-site for use, leaving 50% being sent off-site.
- Of the material being sent off-site, some of the material would be suitable for recovery or use at another local scheme; whilst unsuitable or surplus material would require treatment or landfill.

¹ *Building Research Establishment (2013) SMART Waste Data Report 2013.*

² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/296499/LIT_8709_c60600.pdf

- In the absence of further information regarding this, it was assumed that 80% of the material being sent off-site (i.e. 40% of the total arisings) would be suitable for recovery off-site and the other 20% (10% of total arisings) would be sent for treatment or landfill.

The Phase 1 Land Contamination Assessment (WSP Parsons Brinkerhoff, February 2017) identifies that the majority of the eastern half of the Site was excavated for construction of the Crossrail Fisher Street shaft. Therefore, it is considered that any Made Ground (and associated contamination) has been removed from this part of the site.

A watching brief would be maintained during construction, and any excavated material that is suspected of contamination (e.g. because of staining or odour) would be stockpiled separately and samples taken for analysis. Therefore, for conservative reasons, a small proportion of excavated material has been assumed to be hazardous. It is assumed that it would require disposal by landfill because it would not be cost-effective to treat such a low quantity.

A construction site compound is likely to be required as part of the proposed works, however details of arrangements for this are not known at this stage. However, it is assumed that there would be no excavation and sub-base preparation required for the site compound area. Therefore, no wastes are anticipated from the construction compound set-up. The SWMP has been set up to accommodate construction of a site compound should this change.

The SWMP is intended to be a dynamic document and can be updated based upon revisions to these assumptions as the design progresses and more specific information is obtained.

3 Purpose of the Site Waste Management Plan

A SWMP is a tool for predicting the waste arisings during construction projects; and identifies proposed waste management options for these wastes. Prior to 1 December 2013, a SWMP was a legal requirement for construction projects in England. However, the legal requirement was revoked because of Defra's 'Red Tape Challenge'.

The requirement to prepare a SWMP can still be made by the Planning Authority as part of the conditions of consent, and Camden Council makes reference to SWMPs in Camden Planning Guidance 1: Design (although it is noted that this document was written before the SWMP Regulations were revoked. Furthermore, some projects will still require SWMPs in order to comply with the BRE Environmental Assessment Method (BREEAM) certification, which is used to assess the sustainability of buildings.

The SWMP would enable the Developer to justify the proposed waste management options for the predicted waste arisings from the development in accordance with the waste hierarchy prior to construction. It is a legal requirement to apply the waste hierarchy when considering disposal or recovery options for all types of waste in accordance with The Waste (England and Wales) Regulations 2011, SI 2011 No. 988.

This document and the associated MS Excel spreadsheet SWMP tool (ref: '*PB6071 - Holborn - 8 - 10 Southampton Row & 1 Fisher Street - SWMP.xls*', Royal HaskoningDHV, 2016) forms the SWMP. They have been prepared by Royal HaskoningDHV to indicate the types and quantity of the predicted waste arisings and the proposed high level waste management options.

The SWMP is a live document and is subject to change according to the design requirements, up to the point where construction starts.

4 Site Waste Management Plan Procedures

There are two main phases for a SWMP:

1. the preparation stage, which is the responsibility of the client prior to construction; and
2. the construction stage, which is the responsibility of the principal contractor when construction begins.

The preparation stage is used to provide the forecast of predicted waste arisings. The construction stage is used to record the actual waste arisings. The SWMP Tool enables the comparison of these stages.

Royal HaskoningDHV has been commissioned to prepare the SWMP for the preparation stage.

The MS Excel spreadsheet SWMP tool (the 'SWMP tool') was developed Royal HaskoningDHV to record the following details:

- Details of the key personnel, where known, who would be involved in the project and the person who drafted the SWMP.
- A description of the work proposed, including the location of the site and the estimated cost of the project.
- A record of any decision given to materials resource efficiency in designing and planning the works. The SWMP can record any decisions on the nature of the project; its design; the construction method or materials employed, that were taken before the SWMP was drafted, where these decisions influence the quantity of waste produced on site. This includes cost-saving elements in design.
- The European Waste Catalogue (EWC) code and waste description for each waste type.
- An estimate of the approximate quantity of each waste type and the proposed waste management option for each waste produced, (re-use, recycling, recovery (on- or off-site) or disposal).
- A declaration that the client and the principal contractor will take all reasonable steps to ensure that all waste from the site will be dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and The Waste (England and Wales) Regulations 2011. This declaration will also state that materials will be handled efficiently and waste managed appropriately. The declaration must be signed and dated by both parties.

The steps described in Section 5 of this document refer to the various tabs provided in the SWMP tool, which should be read in conjunction with this document and completed prior to construction. This report and the SWMP tool together form the SWMP.

Section 6 of this report describes the procedures necessary for the principal contractor to complete the SWMP with the actual quantity of each waste type produced; and the details of the waste contractors used to handle each waste type during the construction phase.

5 Roles and Responsibilities

The client has responsibility for preparing the SWMP prior to construction, but this role is delegated to Royal HaskoningDHV. The principal contractor is responsible for updating the SWMP during and after construction, up to project closure.

The SWMP requires that specific individuals are identified according to their key roles and responsibilities for waste management as part of the Proposed Development, from design through to construction. This includes the clients' representative, the principal contractor and the persons who drafted the SWMP; and anyone who updates the SWMP during construction.

6 Updating the SWMP – Prior to construction

6.1 Administration and Planning

The SWMP tool 'Admin' tab provides the basic details for the project.

At the present time, an assumption has been made regarding the approximate total project value (i.e. the total costs of construction and associated consultancy). An arbitrary value (set at £1,000,000) is currently provided (for the purposes of demonstrating KPI calculations). This must be amended when the costs are refined at the detailed design stage.

Action:

Required – the client should provide the details of the total project costs for the SWMP tool when known.

An arbitrary date has been provided for each of the construction start and finish dates based upon an indicative construction period of 22 months. This must be amended when the actual dates are known

Action:

Required – the client should provide the details of the construction start and finish dates when known.

The details of the contractor personnel responsible for waste management and the SWMP can be entered when known.

Action:

Optional – the principal contractor should enter the details of their nominated waste management representatives on the SWMP tool.

It is a legal requirement that the Waste Hierarchy and the Waste Duty of Care are complied with. To ensure commitment to this, a Declaration is provided for both the client and the principal contractor to sign a declaration to ensure that:

- (a) all waste from the site is dealt with in accordance with the waste duty of care; and
- (b) materials will be handled efficiently and waste managed appropriately.

The Declaration is provided on the SWMP tool 'Admin' tab:

Action:

Required – the client and principal contractor representatives must sign the Declaration before construction starts.

Any changes to the SWMP must be documented.

Action:

The Document Control table in the ‘Admin’ tab must be updated each time an amendment is made to the SWMP tool, and a brief description of the amendment provided to ensure that changes are auditable.

6.2 Actions Log

The SWMP tool provides the ‘Actions Log’ tab as a means to record the actions and outcomes of any project meetings where waste management is discussed; both prior to construction and after construction begins. This is not mandatory, however it is considered good practice to record the following information:

- Date of meeting;
- Who attended; and
- List of waste management actions and who is assigned responsibility for carrying them out and by when.

This part of the SWMP tool can also be used to record any toolbox talks relating to the SWMP and any other waste issues that were resolved by discussion between relevant parties.

Action:

Optional – the client (or their nominated representative) should record actions taken prior to construction. The contractor’s nominated representative for compiling the SWMP during the construction should update the Action Log table with meeting outcomes and training records.

6.3 Key Performance Indicators (KPIs) and Targets

KPIs are provided in the SWMP tool tab ‘KPI’. They are not mandatory, however it is considered good practice to implement them, so the construction programme can be measured against set targets. The following common KPIs have been included in the Excel tool. They can be deleted or added to as required by the client or principal contractor: The SWMP tool updates the KPI calculations automatically.

Waste generation by known waste volume:

- $\text{m}^3/\text{£}100,000$ project value.
- m^3/m^2 proposed development footprint.

Waste generation by known waste tonnage:

- Tonnes/ $\text{£}100,000$ project value.
- Tonnes/ m^2 proposed development footprint.

Reuse, recycling and recovery rates - by volume (m^3) and by Tonnes:

- Percentage waste reused on site.
- Percentage waste reused off site.

- Percentage waste recycled on site.
- Percentage waste recycled off site.
- Percentage waste recovered on site.
- Percentage waste recovered off site.

Diversion of waste from landfill and other disposal options:

- Percentage of total volume of waste diverted from landfill and other disposal options.
- Percentage of total mass of waste diverted from landfill and other disposal options.

6.4 Cost Saving Design Measures

The SWMP records the details of the design features that could influence waste prevention, reduction or re-use within the SWMP during the preparation stage. These details have been recorded in the 'Design' tab of the Excel SWMP tool.

The SWMP tool outlines a number of waste prevention or reduction measures, which are anticipated to be incorporated into the construction programme. The principal waste stream where there is the most potential gain in reducing the amount sent to landfill or for off-site disposal is for excavated material and inert construction waste.

It is anticipated that inert material and excavated material can be used as fill material within the proposed development, where it is demonstrated that there is a need for such material; and such material is suitable for the proposed use; and the appropriate quantity would be used in accordance with the Aggregates Quality Protocol³ (for inert wastes) and the CL:AIRE Code of Practice⁴ for excavated material.

The cost estimate data that has been entered into the SWMP tool in this tab provides a high-level estimate of the cost of disposal to landfill. This provides the benchmark to measure cost-savings of any waste prevention/reduction/reuse/recycling/recovery measures that are implemented in accordance with the waste hierarchy. These costs can be refined as further details and waste management options are confirmed, however, the most important aspect of this part of the plan is to record the design features that influence waste arisings and reuse on site. The general costs are sourced from the Waste Resources Action Programme (WRAP) Gate Fee report 2016⁵.

6.5 Responsibility for waste management

The principal contractor is responsible for recording the waste arisings during the construction phase. However, the responsibility of various construction or demolition activities; or the management of specific waste streams, could be individually allocated to sub-contractors or other nominated roles according to specific waste streams or construction activities. The SWMP tool allows for this to be identified in the 'Responsibility' tab. Currently, this tab identifies that the principal contractor is wholly responsible but it can be amended where appropriate.

Action:

Optional – the principal contractor should update the SWMP tool to identify who is responsible for specific waste streams or activities during the construction phase.

³ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/296499/LIT_8709_c60600.pdf

⁴ http://www.claire.co.uk/index.php?option=com_content&view=category&layout=blog&id=977&Itemid=330

⁵ <http://www.wrap.org.uk/content/comparing-cost-alternative-waste-treatment-options-gate-fees-report-2016>

6.6 Forecast waste arisings

The 'Predicted Arisings' tab is the most important features of the SWMP tool at preparation stage because it is used to forecast all of the anticipated waste streams according to material type and the activity that would generate the waste.

This involves identifying the processes that are most likely to produce waste; the quantity of each type of waste and the specific waste code (EWC code) for each waste; whether the waste is classified as hazardous or non-hazardous; and a further identification of the non-hazardous arisings that may be considered inert. The most likely reuse and recycling options for the waste can then be proposed as primary and secondary options.

An outline cost is provided for the total quantity of each type of waste based on the estimated disposal cost to landfill. This enables the potential savings for avoiding landfill to be calculated when the costs of removing the actual wastes are known. These costs are rough estimates of the gate fees charged by off-site waste management facilities and are derived, where appropriate, using the WRAP Gate Fee Report. Costs are likely to change according to market conditions and as such the predicted costs do not replace any actual costs negotiated by the principal contractor during the construction phase.

The conversion factors used to convert from cubic metres to tonnes are derived from the published WRAP conversion factors⁶.

The SWMP tool has been programmed to estimate quantities of waste based on the estimations made in the BRE (Building Research Establishment) SMART Waste data report (2013)⁷ and professional judgement using information that is currently known about the scheme. The SWMP tool is meant to be a dynamic document, therefore, these values can be refined where necessary as the design progresses; and/or more information is known about the ground conditions and potential contamination.

All material that is sent off-site must be appropriately classified as hazardous or non-hazardous waste and would be accompanied by relevant waste transfer paperwork in accordance with the waste Duty of Care.

The waste hierarchy must be considered for each waste before off-site disposal or recovery to ensure that the most practical hierarchical option is selected. Any material destined for landfill would be tested where required in order to ensure it meets the required waste acceptance criteria (WAC).

This worksheet is protected to prevent the deletion of data.

⁶ <http://www.wrap.org.uk/content/waste-conversion-factors-wrap-construction-tools>

⁷ Building Research Establishment (2013) SMART Waste Data Report 2013.

7 Updating the SWMP – when construction starts

7.1 Register of Licences & Permits

The remaining parts of the SWMP Tool are required to be completed by the principal contractor when the construction programme begins and are discussed in this section.

Basic details for all of the waste carriers that will be used to transport waste away from site; and all of the waste management facilities which will receive the waste after it has been removed from the site, should be provided in the SWMP.

This is required to fulfil part of the waste Duty of Care in accordance with the Environmental Protection Act (1990) and the Waste (England & Wales) Regulations 2011.

The SWMP Tool provides the 'Licences & Permits' tab to record this information in two tables: one for waste carriers; and the other for waste management facilities.

The table for waste carriers requires the names of organisations used to transport the waste material to waste facilities, a record of their carrier's registration number, the date of expiry of the registration and the date that the validity of the registration was last checked.

The table for waste management facilities requires the operator name and address & postcode; the type of facility; and the environmental permit number (or appropriate waste exemption registration number) for each facility that will receive waste from the site. The approximate recycling rate for each facility should be provided. The principal contractor should obtain this information from the waste management facility. The SWMP Tool provides basic instructions on estimated values (via the Comments box) that should be used if actual data cannot be obtained from the waste management facility.

The principal contractor is responsible for obtaining this information and for checking that the authorisations, licences or permits are valid at all times when waste is being removed or received by the relevant party.

Details of waste carrier registrations and environmental permits and exemptions can be checked on the Environment Agency's public register⁸.

This section should be continually updated by the principal contractor before new waste carriers or waste management facilities are used.

Action:

Required – the principal contractor is required to add the details of each waste carrier used to remove waste from the site.

Required – the principal contractor is required to provide the details of each waste management facility site that will receive waste from the site. This includes recycling and recovery sites; and transfer stations, as well as disposal sites.

⁸ <https://environment.data.gov.uk/public-register/view/index>

7.2 Construction Waste Register

The actual types and quantities of waste removed from site; or the materials that are re-used or recycled on site are recorded by the principal contractor in the 'Construction Register' tab.

However, before any actual waste movements are recorded, the principal contractor should import the forecast arisings to allow for the comparison between forecast and actual arisings to be made.

This **must only** be done ONCE using the 'Upload Forecast Data' button:



The principal contractor should click on this button once, before any waste is removed from the site. When this is clicked, the leftmost columns (up to column E) will be populated with the details from the 'Predicted Arisings' tab.

If there is any need to revise the predicted arisings forecast after this button has been clicked, the principal contractor can amend the 'Revised forecast' details by manually adding in the amended value into the appropriate cell in columns F and G.

The details of each waste movement are recorded from column H onwards. For each movement, the contractor should use the drop down choices to select the waste carrier and 'Destination' (i.e. waste management site). The drop-down options are compiled using the details in the 'Licences and Permits' tab, so, it is important that all waste carrier and waste management facility details are populated into this tab before the actual waste data is entered into 'Construction Register' tab.

The Contractor should amend the number in row 8 to record the waste transfer note reference number or hazardous waste consignment note number, as appropriate, for each individual movement.

The date of movement is entered into row 11 using the format: dd/mm/yyyy.

The cost of each waste movement is entered into row 15.

The actual waste quantity is entered into the appropriate rows for each waste type according to the forecast EWC code that has been populated in column C. The data entered should correlate with the amounts recorded on the waste transfer notes and hazardous waste consignment notes. The SWMP Tool then compares actual totals with forecast arisings provided during the SWMP Preparation stage.

Action:

Required – prior to the first waste movement being made during construction, the contractor should upload the construction works forecast data by clicking on the red outlined button in the 'Construction Register' tab. This action must only be performed once.

Required – the contractor should add the details of every collection of waste associated with the construction phase.

7.3 Overall Recycled Content

The Excel tool 'Recycled' tab is used by the principal contractor to record information about sustainable products with a recycled content that are used in the project. It can also be used to identify reuse of material generated on site.

It is not mandatory to complete this tab, however, it is good practice and it could be used to monitor against any required KPI on the total recycled material used in the construction.

Action:

Optional – the contractor should record the value and total recycled content of any material used in the construction phase.

7.4 Implementation checklist

A checklist is provided in Excel tool 'Implementation' tab to ensure that the necessary arrangements have been made by both the client and the principal contractor to facilitate the effective implementation of the SWMP on site.

The check list includes additional duties that are outlined to ensure the effective operation, monitoring and reporting of the SWMP. The 'Implementation' tab identifies duties that are required and also those that are recommended as good practice.

Action:

Required - Each time the SWMP is monitored and reviewed, the checklist should be signed off by the client and principal contractor.

7.5 Declarations

It is expected that the principal contractor will record the progress of the project against the SWMP at least every six months. The Excel tool 'Declarations' tab allows the principal contractor to confirm that the plan has been monitored.

This step provides a framework for declaring the outcomes of the project once it is completed. A full audit of the SWMP is required within three months of the completion of the work, with all outcomes noted and explanations provided for deviations from the project plan. The 'Declarations' tab allows for any deviations to the plan to be recorded; and any lessons that can be learnt from the whole process; and provides a summary of the KPIs.

The principal contractor is required to keep a copy of the SWMP for two years.

Action:

Required – The principal contractor is required to review the plan every 6 months.

Required – within 3 months of the end of the project, the principal contractor should review the SWMP with the client and record where deviations occurred and any lessons learnt for future projects.

Required - The principal contractor is required to keep a copy of the SWMP for two years after the completion of the project at the principal contractor's principal place of business or at the site of the project.

8 Summary Information

8.1 Summary

The SWMP Tool 'Summary' tab provides a real-time comparison of the waste forecast and actual waste data recorded, to ensure projects can be monitored. This allows for comparisons to be made between predicted and actual arisings, and to determine cost savings achieved by completing and implementing the SWMP.

The Excel tool updates this tab automatically, so no action is required.

8.2 Calculation Tab

The 'Calculation' tab in the SWMP Tool is used to provide reference quantities for the waste streams recorded in the predicted waste arisings; and is used to calculate the on-site and off-site distribution of excavated material. The waste data from the Waste Assessment Report is imported into the Calculations tab.

The data in the 'Predicted Arisings' tab is linked to the information provided in the 'Calculation' tab, therefore the 'Calculation' tab has been protected.

9 SUMMARY

The Waste Assessment Report concerns proposals at 1 & 2 Fisher Street and 8–10 Southampton Row, Holborn, London, WC1B 4AE (the 'Site') for the redevelopment of an existing building and construction of an extension to the rear, for the creation of a 120 bedroom hotel with an ancillary restaurant and bar at first floor (the 'Proposed Development').

This report forms part of the Site Waste Management Plan (SWMP) for the predicted wastes arising from the Proposed Development. The other part of the SWMP uses a Microsoft Excel SWMP Tool (ref: 'PB6071 - Holborn - 8 - 10 Southampton Row & 1 Fisher Street - SWMP.xls') to provide the predicted waste arisings and monitor waste production during the construction stage. Both should be used in conjunction with one another to form the complete SWMP.

This document explains in detail how to use the SWMP Tool at various stages of the construction phase and informs the responsibilities of the client and the principal contractor. The principal contractor is required to update the SWMP when construction begins.

The SWMP identifies that over 90% of the total mass of waste arisings are predicted to be diverted from landfill and either recycled or recovered over the construction phase. Approximately 49% of the total arisings could potentially be reused on-site, with approximately 43% potentially recycled or recovered off-site.

