

Construction & Management Plan

pro forma v2.0

Submission dated 05/07/2017

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Review

For Internal use only

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

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areas** of the Draft table will be deleted by their respective teams during pre app review if these sections are no longer applicable.

Pre app

Community liaison

CLOCS

Transport

Highways

Parking

Environmental health

Sustainability

Sign off

(attach appendix if necessary)

Draft

Community liaison

CLOCS

Transport

Highways

Parking

Environmental health

Sustainability

Sign off

 INDICATES INPUT REQUIREMENT FROM MULTIPLE TEAMS THROUGHOUT DOCUMENT

Introduction

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

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

The completed and signed CMP must address the way in which any impacts associated with the proposed works, and any **cumulative impacts of other nearby construction sites**, will be mitigated and managed. The level of detail required in a CMP will depend on the scale and kind of development. Further policy guidance is set out in Camden Planning Guidance ([CPG](#) [6: Amenity](#) and [CPG](#) [8: Planning Obligations](#)).

This CMP follows the best practice guidelines as described in [Transport for London's](#) (TfL's Standard for [Construction Logistics and Cyclist Safety \(CLOCS\)](#) scheme) and [Camden's Minimum Requirements for Building Construction \(CMRBC\)](#).

The approved contents of this CMP must be complied with unless otherwise agreed with the Council in writing. The project manager shall work with the Council to review this CMP if problems arise in relation to the construction of the development. Any future revised plan must also be approved by the Council and complied with thereafter.

It should be noted that any agreed CMP does not prejudice or override the need to obtain any separate consents or approvals such as for road closures or hoarding licences.

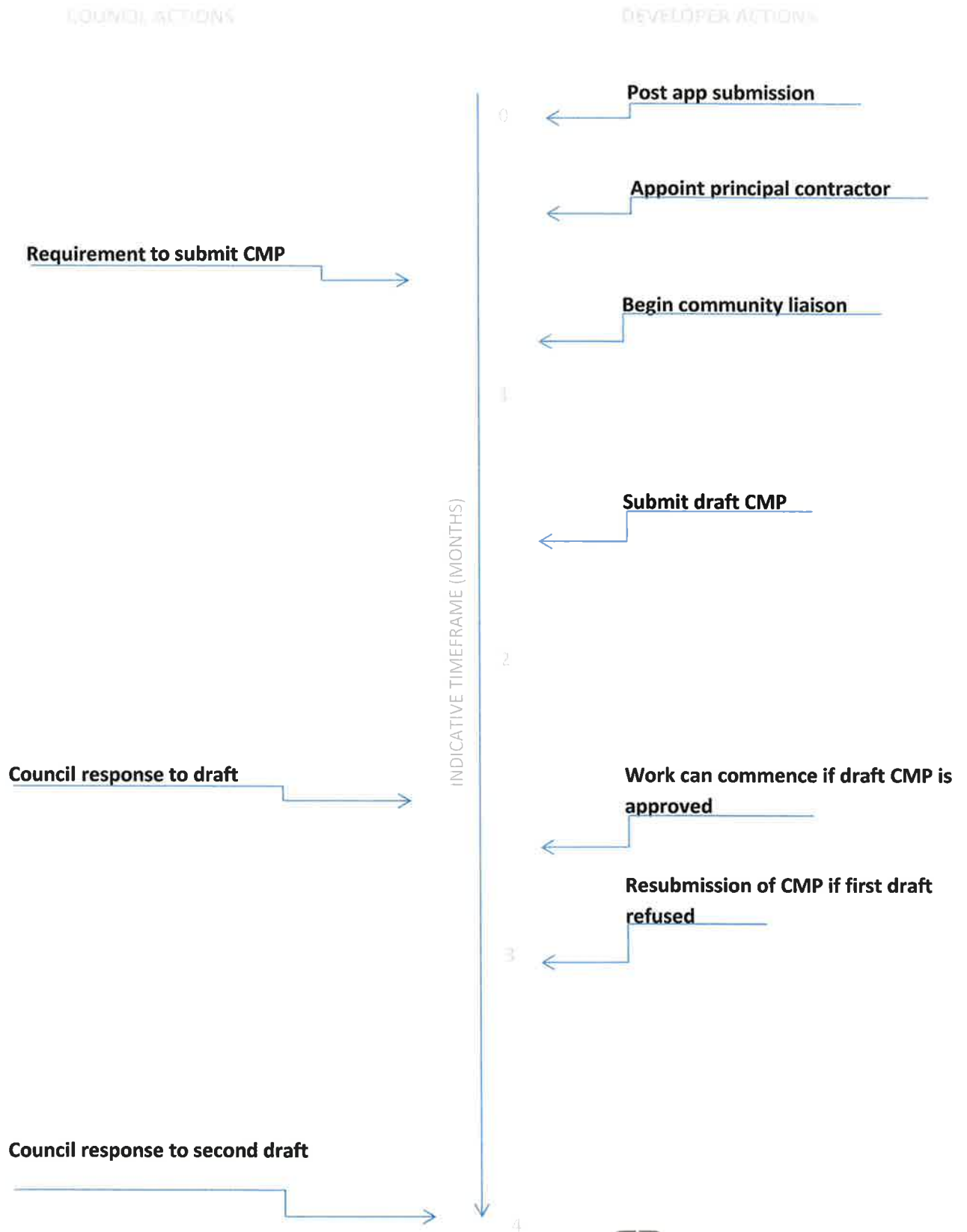
If your scheme involves any demolition, you need to make an application to the Council's Building Control Service. Please complete the "[Demolition Notice](#)"

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

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

Revisions to this document may take place periodically.

Timeframe



Contact

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

Address: **13-21 Stukeley Street, London, WC2B 5LT**

Planning ref: 2017/2337/P

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

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

Name: Frances Joyce (Project Manager)

Address: DDC Ltd, 77 Elmers End Road, London, SE20 7UU

Email: fjoyce@ddclimited.com

Phone: 020 8778 6111

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: Steve Mitchell

Address: As Q2 above

Email: smitchell@ddclimited.com

Phone: 07980293209

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: As per Q2 & Q3 (in our discussions with the neighbours, we have advised that Steve Mitchell will be the main point of contact but they can also contact Frances Joyce at our offices.)

Address:

Email:

Phone:

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

Name: As per Q2 to Q4

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: As per Q2

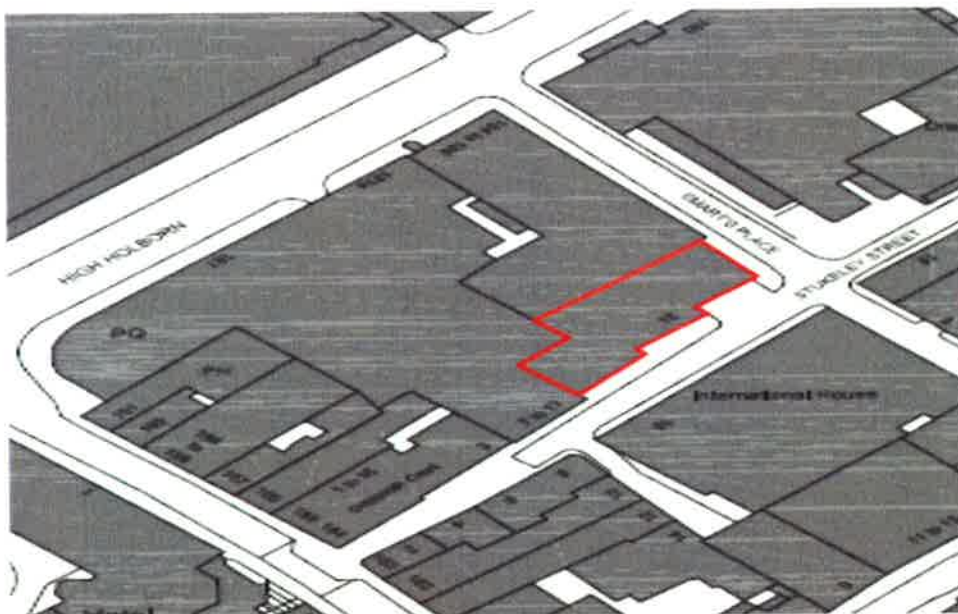
Address:

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.



It is proposed to demolish an existing fourth floor mansard extension and planted screen to roof terrace. In its place, a glazed fourth floor extension is proposed with a screen being reinstalled on the roof terrace. (Ref: 2017/2337/P)

In addition to these works two further planning applications have been submitted, the first to upgrade the office entrance at the front of the building. The works for this would include removing the existing glazed shopfront and replacing with a new glazed unit. (Ref: 2017/1885/P)

The final planning application includes works to the windows on the right-hand side of the building (if facing the Building) this would include replacing three windows with a larger vertical slot PPC Aluminium framed window. In addition to this the existing fire escape stair is to be replaced with a metal spiral staircase. (Ref: 2017/2648/P)

There are three underground stations located nearby Holborn, Tottenham Court Road and Covent garden as well as being a 15-minute walk from Charing Cross.

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).

Description as per item 1 above.

With regards size: existing internal floor space = 190m² this will be lost during demolition and replaced with 214m² of gross internal floor space.

New construction for the timber screen on the terrace will be replaced with a geometric metal screen. The current uPVC doors are to be replaced with PPC Aluminium framed glazed doors. A flat roof is to be installed with a waterproof membrane system and concrete paving within the plant enclosure. The walls of the extension are to be black painted bricks and the windows PPC Aluminium framed glazed panels.

The site is situated on a dead-end road off Smarts place which leads to High Holborn and is predominately surrounded by commercial premises with residential apartments adjacent.

We do not anticipate any major issues or challenges outside of standard construction operations. Priority will be given to maintaining safe and appropriate access for pedestrians using the nearby alleyway and pavement in front of the site. All sub-contractors and suppliers will be briefed on agreed access and egress to and from the site prior to commencement of works.

In terms of the main issues and challenges. These are as follows:

Vehicular Access - Vehicles will enter the site via high Holborn and through Smarts Place onto Stukeley Street. The neighbouring Arab Press house on the corner of High Holborn and Smarts Place is undergoing an extensive refurbishment and extension. In order to limit potential issues, we have met with the principal contractors (Collins) Project Manager to ensure that waste clearances and site deliveries where practicable do not overlap and cause unnecessary access and egress issues. Further to this meeting both parties feel there will be little in the way of issue for deliveries and will ensure good working relations are maintained through good communication throughout the project. In order to ensure limited issues a delivery schedule will be drawn up, we will liaise with Peter Bonney (Project Manager) of Collins construction to ensure little overlap takes place. Once on site we will have a further meeting with Peter to establish the set delivery times for his site and draw up a sensible, mutually agreeable delivery schedule. As well as the Arab press House, Pearson's delivery bay is located on the opposite side of smarts place I have had correspondence with the facilities manager, we do not envisage this to be an issue. (see appended documents)

Management of the noise and dust arising from works – noise will be managed on the site by adhering to guidelines set out by Camden. Where possible dust will be limited by using protection where necessary and mitigating techniques.

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 adjoining building to the left of the site is currently vacant (formerly Royal Mail Market research, 7–11 Stukeley Street, London WC1V 7AB) therefore we do not envisage this to be an issue with noise. To the right of the site (Arab press House, 182-184 High Holborn, London WC1V 7AP) is currently under development, site managers will liaise directly with the neighbouring site prior to works commencing and throughout to ensure safe entry and exit to Smarts Place and Stukeley Street.

Noise, Vibration, Dust and fumes will be mitigated using controlled techniques set out by the council. Noisy works will be carried out in accordance to the council's guidelines.

Every effort will be made to maintain good communication and good practice as laid out in this document, in order to ensure that issues / complaints are at best non-existent or at least minimal and dealt with promptly and professionally the following action will be taken.

- Standard construction hours outlined by Camden.
- The use of quieter alternative methods or mechanical plant, where reasonably practical.
- Locating plant, equipment, site offices, storage areas and worksites away from neighboring properties where reasonably practical.
- Machines and equipment, in intermittent use will be shut down or throttled down to a minimum when not in use;
- The use of site hoardings or portable acoustic enclosures/screens where practical.
- Maintaining and operating all vehicles, plant and equipment such that extraneous noise from mechanical vibration, creaking and squeaking is kept to a minimum.
- All temporary site lighting will be faced into the site, and not directed towards any neighboring properties.
- During works the main air pollution emissions are the dust generated when building materials are broken up and the fumes from machinery. We will use high-pressure hoses to saturate all bulk materials with water during the process and whilst loading the waste materials for disposal. Machinery exhaust emissions will be kept as low as is practical by using well-maintained vehicles and machinery at all times.
- Hoarding will be erected around the site. Along with reducing the visual impact and providing protection for the construction workers and public, this will also act as a barrier for dust and dirt originating from within the site.
- The contractor will ensure that the area around the site including the public highway is regularly and adequately swept to prevent any accumulation of dust and dirt as well as offering a wheel washing service as and when necessary to ensure site debris is not transferred to surrounding highways.
- Burning of materials on site will not be permitted in order to prevent smoke emissions.

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.

Site location plan

The site is located on a dead-end road which leads to a footpath through to Drury Lane. Either side of the road are pavements for pedestrians. The immediate road outside of the building has neither double or single yellow lines or parking bays. Both sides of smart's place leading to high Holborn have double yellow lines. The left-hand side pavement has been widened by the neighbouring development to allow for foot traffic where the pavement has been lost due to the hoarding they have erected.

See attached dwg for site access.

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).

A draft programme has been prepared and a copy is appended to this document. The programme will be updated before commencement.

1ST August 2017 is the proposed project commencement date and the project is anticipated to take 36 weeks to complete.

Anticipated completion is May 2018

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

Site Hours will be in accordance with Camden's set working hours.

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

There are no new utility connections or other utility works as the project is a refurbishment project.

Community Liaison

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

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

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

Cumulative impact

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

1. Consultation

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

Details should include who was consulted, how the consultation was conducted and a summary of the comments received in response to the consultation. In response to the comments received, the CMP should then be amended where appropriate and, where not appropriate, a reason should be given. The revised CMP should also include a list of all the comments received. Developers are advised to check proposed approaches to consultation with the Council before carrying them out. If your site is on the boundary between boroughs then we would recommend contacting the relevant neighbouring planning authority.

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

Consultation has begun and a meeting has already taken place with Peter Bonney of Collin's construction for the neighboring site at 182 High Holborn to discuss the works being carried out on our site and whether we would anticipate any issues for deliveries or scaffold overlap. Having gone through our delivery procedure and proposed scaffold layout with Peter we have established there will be limited overlap in deliveries and no overlap with the scaffold design. We will maintain good lines of communication throughout the project.

The property on the adjacent side of smarts place facing the right façade is occupied by Pearson's, I have been in contact with the facilities manager for Pearson's and will be setting up a meeting if required to discuss the works.

As well as setting up communication with Pearson and Collins we have sent letters to the neighboring properties presented by our contracts manager answering any queries as well as allowing time for comment and formally introducing our company as well as advising that if necessary a meeting can be set up. Once the draft CMP is completed this will also be presented to the occupiers. (appended to this document)
– Please note further to this letter drop on the 26th of June 2017 I am yet to receive any correspondence from neighbours.

In addition to this the client (GMS Estates) will be issuing an information pack to all neighbouring properties to discuss the works to be carried and the sequence in which they will be undertaken.

Any queries made during consultation and through to completion of the project will be dealt with effectively and in a timely manner. DDC pride themselves on community liaison and will ensure the impact of the project is limited on the local community.

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.

After the initial consultation period DDC will provide regular updates to tenants in the form of a newsletter every other week.

Any meetings requested by residents will be attended by at least one of the DDC management team. We will regularly liaise with the Collins next door to ensure good working relations throughout the job.

The relevant contact details for the project will be clearly displayed on the scaffolding and front entrance of the job, this will include the site managers details for day to day enquiries as well as the contracts manager and project managers details.

3. Schemes

Please provide details of any schemes such as the 'Considerate Constructors Scheme', such details should form part of the consultation and be notified to the Council. Contractors will also be required to follow the "[Guide for Contractors Working in Camden](#)" also referred to as "[Camden's Considerate Contractors Manual](#)".

The site has now been registered with the 'Considerate Constructors Scheme' (copy of email verifying this is attached with this CMP) and we are aware of the code of considerate contractor standards contained within your manual (Table 1.1) and will endeavour to work within all 8 of these standards. A copy of these standards will be displayed in the site welfare area and site office.

All site personnel will be directed to 'Camden's Considerate Contractors Manual' as well as a copy being available on site.

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.

Whilst there are several sites currently under development on high Holborn we do not envisage this to directly affect 13-15 Stukeley Street. The main site which will be considered is the Collin's site next door which is running throughout the duration of our project. However, having established communication early and finding the demolition contractors site manager and Collin's Project manager extremely amenable, we believe that any challenges that arise during the construction period can be worked through effectively with the contractor on the neighbouring site.

Once on site we will establish the main times of day Collin's have deliveries and waste removed and will work together to ensure that where practicable overlap is limited. In addition to this we will establish early on times of refuse collection and ensure deliveries do not take place during this time.

In the event that traffic is heavy on High Holborn alternative routes have been established for smaller deliveries to site using Macklin street.

Transport

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

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

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

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

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

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

CLOCS Considerations

1. Name of Principal contractor:

DDC Ltd

77 Elmers End Road, London SE20 7UU

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).

All subcontractors and suppliers used by DDC will be informed of the requirement to comply with the council requirements as laid out in the CLOCS Overview document. We will put in writing at point of order / set up of supply contract that CLOCS requirements must be adhered to.

Our principle supplier for the site will be Lawsons who are already signed up to the FORS scheme (Silver) and waste will be cleared by Metro Waste who are also registered (Bronze). As a minimum FORS Bronze will be required and we will carry out office based checks on all new suppliers to check their compliance and if not signed up to the FORS scheme, then they will be asked to advise on driver training regime & vehicle equipment, such as blind spot minimisation.

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

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

Confirmed. This will be done on an ongoing basis during the contract, with the necessary office based and site based spot checks used regularly.

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

Site Traffic

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

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

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

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

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

It is anticipated that construction vehicles will drive from High Holborn into Smarts Place, once in Smarts Place the driver will turn right into Stukeley Street pulling up at the site entrance located at the front of the building to unload materials or remove waste and then reverse back out of Stukeley Street into Smarts Place and onto high Holborn.

Timings of deliveries will be coordinated and pre-planned, a qualified banksman will be on hand to ensure that the vehicle is safely maneuvered entering and exiting the site boundaries.

In addition to this a swept path analysis has been carried out and will be sent to all suppliers prior to commencement of works to ensure safe practice.

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.

See item a) above regarding site deliveries / waste clearances.

With regards site visitors & contractors – they will be advised to travel to site by public transport, on foot / by cycle. Details of public transport will be provided as required. Major Tube Stations, Holborn and Tottenham Court Road are nearby and these will be advocated as primary transport routes.

This will all be done via email at point of our placing orders and for first few occasions with each individual delivery company etc, this will be backed up verbally prior to the delivery.

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

Construction vehicle movements are generally acceptable between 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays). If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to between 9.30am and 3pm on weekdays during term time. (Refer to the [Guide for Contractors Working in Camden](#)).

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

a. Please provide details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. You should estimate the average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures.

We anticipate that during the demolition phase, a clearance will be carried out every other day whilst the deconstruction of the roof takes place.

Rubbish collections will be made from the front entrance of the building using wait and load skips. Concrete cutting machinery will be hoisted on to the main roof within the hoarding boundaries. Concrete waste will be removed from the roof using a hoist to the loading area.

Scaffolding Lorry 9m x 2.5m (only on site during erection)

Muck away lorry 7.9m x 2.5m

Small waste clearance truck 5.5m x 2.5m

Delivery Vehicles maximum size 9m x 2.4m

Crane 8.65m x 2.55m (crane will be mobile and only used on four/Six days subject to road closure approval)

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

Collins Construction taking place at 182 High Holborn as previously mentioned. Whilst there are other sites in the surrounding areas we do not envisage these to impact upon our site.

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

The site manager will assess and check along with the purchasing department, deliveries due to go to site and at what times on a day by day basis. Careful communication will be taken to ensure that the deliveries if delayed or overrun be communicated through the correct channels. Deliveries will be staggered and the drivers will be instructed to give at least 30mins notice to ensure there is no overlap with the neighbouring contractor where possible.

In addition to this the neighbouring site at 182 High Holborn's delivery port is next to our site entrance and we have already taken the appropriate measures to contact the project team and will continue to do so going forward. We believe that this communication is critical to the successful delivery of our project.

Any suppliers or subcontractors will agree to deliver via the agreed routes and regular liaisons between site management, contractors and suppliers will take place to ensure this happens throughout the project.

A map will be provided to all contractors and suppliers prior to commencement as previously mentioned.

Due to lack of parking around the site, we envisage most site based staff will attend site using public transport as such they will be advised of the local stations and major bus routes. Any site personnel driving to site will be advised of the nearest parking bays available, however these will not be in the immediate site vicinity.

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.

As stated above, due to the size and nature of this development, and the fact that any deliveries or clearances will be staggered we do not anticipate the need for any off site holding area.

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

We have longstanding relationships with all suppliers and subcontractors, and therefore ensure where practicable that works are carried out efficiently and in a way to mitigate impacts on the local area.

Site clearances will be arranged to ensure that all loads are as full as possible to reduce the number of clearances.

We will avoid peak times, as per Camden's recommendations.

Banksmen will be used as necessary.

Material purchasing is carried out in house this allows the purchasing department to ensure that deliveries are carried out as efficiently as possible on a site by site basis, this will be no exception. Suppliers will be encouraged prior to commencement and throughout to consolidate deliveries to minimise the number of deliveries to site. Site management will be forward planning deliveries, this allows us to reduce multiple small orders.

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

Vehicles will enter Smarts Place from High Holborn travelling down to Stukeley Street the vehicle will turn right guided by a banksman to the site entrance, once at the site entrance the banksman will remain with the delivery or collection until complete. The banksman will ensure all foot traffic and cyclists are safe guarded by using signage as well as directing people during deliveries. Once complete the banksman will guide the vehicle back to Smarts Place leading to High Holborn.

As mentioned previously an alternative route can be taken for smaller deliveries to site using Macklin Street.

All vehicle manoeuvres to & from the proposed loading area will be supervised by trained banksmen to manage the interaction between pedestrians, cyclists & other road users.

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

Vehicles attending site will be overseen by banksmen at all times. A full-time banksman will be employed from the start of the project until completion and they will be overseen by our site manager to ensure that all deliveries are carried out in a safe manner. As well as ensuring protection to pedestrians and other vehicles. The Banksman will ensure that the area is free from hazards before deliveries are made.

Stukeley Street is a back street with no through road to Drury Lane, pedestrians use the alley as a cut through to High Holborn from Drury Lane. However, foot traffic is not excessive on Stukeley Street or Smarts Place.

DDC will ensure all necessary safety signage is installed prior to commencement and barriers will be used for pedestrians safety where necessary.

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).

To follow

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

No vehicles will be entering the site itself so wheel washing will not be necessary.

The area where loading & offloading takes place will be swept down at the end of each day and during the day as 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.

Included within the site access dwg. No skips will be on site as wait and load rubbish clearances will be used and all plant kept within site boundaries.

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](#).

It is not anticipated that a bay suspension will be needed.

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).

Not applicable

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

Appropriate safety signage will be displayed on the hoarding / scaffold, the contact board.

No ramps required.

Appropriate level of lighting will be used to comply with the current regulations.

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).

Four-Six crane lifts will be required during the project, we will liaise with highways as and when this becomes necessary and comply with all directives issued by the highways team.

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.

Stukeley Street is a dead-end road leading to an alleyway, whilst there are several office buildings we carried out a period of pedestrian traffic monitoring for roughly two hours at lunchtime and concluded during office hours foot and cycle traffic to be minimal. There is a foot path directly opposite the site which will be in constant use.

During deliveries, the banksmen will advise cyclists and pedestrians alike clear direction for safe crossing.

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.

Scaffold Dwg will be forwarded early next week.

◉ SYMBOL IS FOR INTERNAL USE

Environment

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

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

Noisy works will be carried out in line with Camden's set working hours.

High impact works will be carried out 2 hours on 2 hours off. Particularly noisy works will be monitored and where practicable measures will be taken to limit them. We have considered the phases of construction and the noisiest works to take place, these are listed below along with ways to mitigate the noise where possible.

There are no groundworks to be carried out and only minor alterations in the basement, the only demolition works to be carried out are on the roof/fourth floor mansard. The majority of noisy works will be carried out within the site confines.

WORKS

Demolition of the existing fourth floor, this will include a roof slab deck to be 'drilled and burst' and installation of a new structure. Deconstruction of three storey high brickwork for new window to the right-hand side of the property. Bricks will be carefully removed and salvaged for the back elevation. The front entrance is to be replaced with a new glass frontage. All other work to be carried out within property boundaries.

CONTROLS

Allow for all considerations in complying with the Provision of the Control of Pollution Act 1974 particularly Sections 60 and 61 of part III which relates to noise on construction and demolition sites.

The amount of noise made on the site is to be kept to a minimum at all times due to the location of the site. No radios or other audio equipment to be utilised on site at any time. All generators, compressors and other noisy mechanical plant to be muffled at all times by means of silencers, screens etc. and in this respect the Contractor is to comply with the Noise at Work Regulations 2005 (the Noise Regulations.) and BS 5228 Parts 1,2 and 4, Noise Control on Construction and Open Sites.

All works will be carried out within the previously stated site hours.

General plant- Handheld breakers, Cement mixers

Impact – Low

Mitigation Techniques – All plant to be fitted with silencers or mufflers, plant to be used in accordance with manufacturer's guidelines to limit noise emission. All plant to be switched off when out of use.

Traffic – Vans, Delivery Vehicles,

Impact – Low

Mitigation Techniques – deliveries and vehicles attending site will be agreed to prior to arrival, as well as having timed deliveries and liaising with neighbouring sites to avoid vehicles waiting in the local area. Engines will be switched off during unloading.

Construction phase: Drills, Electric Saws, Grinders.

Impact – Low

Mitigation Techniques – acoustic screens will be used where necessary to limit noise from hand tools. The site manager will monitor noise on site for new phases of work. As standard all site operatives are provided with PPE as a necessary.

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.

A noise survey was carried out by Auricl acoustic consulting on the 20th of April 2017.

See attached copy.

3. Please provide predictions for noise and vibration levels throughout the proposed works.

Typically, 75dB at the site boundary.

4. Please provide details describing mitigation measures to be incorporated during the construction/demolition works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the Predicted levels.

DDC will take note of any reasonable requests during the consultation period of any neighbours to reduce the hours of noisy activities where practicable. All subcontractors will be advised of the mitigation techniques required as outlined in question 2. Where any noise complaints are made they will be investigated and the site manager will review quickly how and if these can be reduced.

Noise surveys will be carried out regularly and contractors advised to use where possible equipment with vibration absorbing features.

Where practicable acoustic blankets shall be used round noisy plant as well as temporary acoustic enclosures or screens used as barriers to resist the passage of sound.

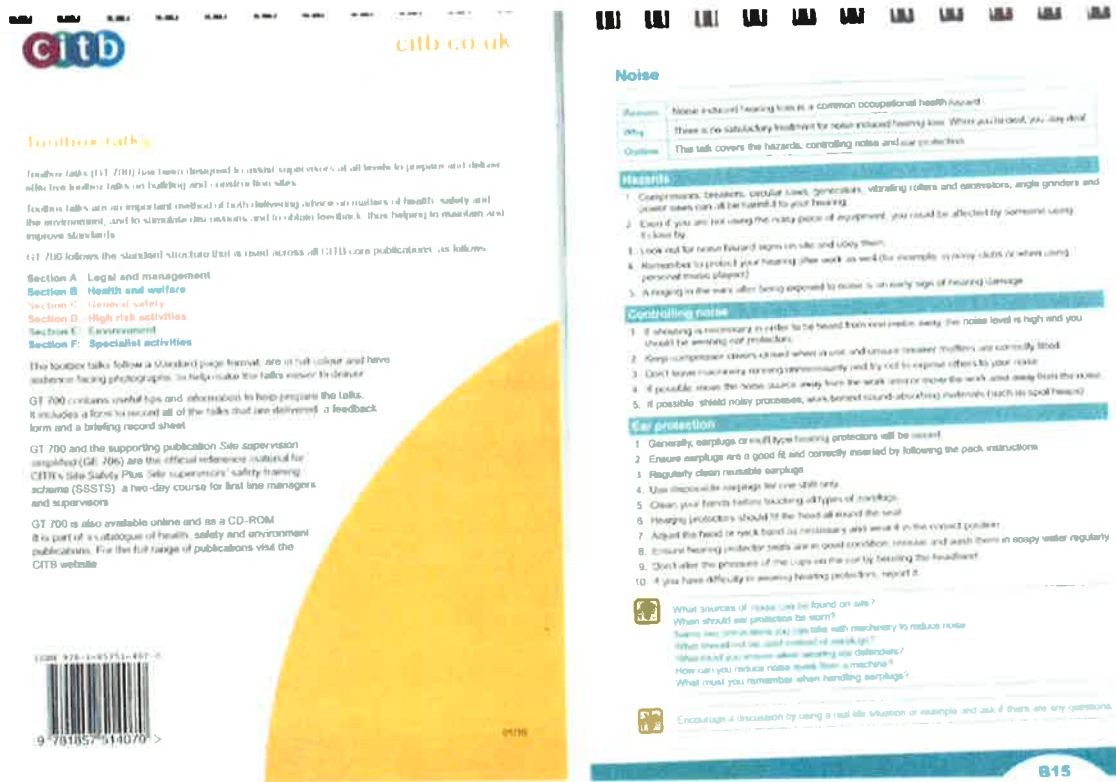
All scaffolding is to be covered with monarflex as an additional method.

DDC will ensure that all measures are taken to comply with BS5228 'noise and vibration agreements'.

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

All operatives are trained with CITB Compliant training beyond BS 5228:2009 and revised standard 2015.

All staff will be subject to onsite briefings to discuss noisy works compliance with BS5228. This will be carried out during site induction and throughout the project during toolbox talks.



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

General advice for all construction and demolition sites, as recommended within the Mayor's SPG for Control of Dust and Emissions during Construction and Demolition (July 2014) include the following:

- Dust suppression and screening must be carried out to minimise the transfer of dust into neighbouring properties.
- Dust generated by the construction process will be suppressed via a fine directional spray jet of water aimed at the source, and any material to be transported to be wetted down prior to transit.
- Skips, chutes and conveyors should be completely covered and, if necessary, completely enclosed to ensure that dust does not escape.
- Drop heights should be minimised to control the fall of materials
- Material as cement, sand, and other aggregates are sealed after use and stored in enclosed or banded containers or silos and not allowed to dry out, unless this is required for a particular process, in which case should additional control measures are taken in place.
- Cutting equipment to be used with water suppressant and/or suitable extract system
- No burning of waste wood or other materials on site
- The stockpiling of dust generating materials on site will be minimised
- Wet brushing techniques will be used for cleaning
- Regular checks for visual observation of dust and soiling within 50m of site
- Screening to be erected surrounding site boundaries where possible

Regular monitoring may be necessary during the construction operations on site, in order to ensure that measured pollutants do not exceed safe levels, in positions agreed with the Local Authority. Furthermore, according to IAQM guidelines, it would be necessary to inspect the area in the local vicinity of the construction works to ensure that surfaces are not soiled by dust emissions from the site, with suitable cleaning offered if necessary. To minimise this, it would be recommended that screens are erected around the site boundaries as appropriate.

In addition to this management will regularly undertake dust and noise monitoring to ensure that these are in compliance with Camden's guidelines as well as carrying out regular reports. The contracts manager responsible for the health and safety of the project will maintain regular site visits and close contact with site management to ensure the correct measures are taken.

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.

Refer to question 6

8. Please provide details describing arrangements for monitoring of noise, vibration and dust levels.

Working hours of noisy works to be within LA working hours and any ongoing agreed noisy times.

Site noise records to be kept with register of complaints for reference at all times of works.

Site management systems including distance from operation, party wall and site boundary. Site manager recordings are for noisy works only and during the confirmed noisy hour working with LA and party wall surveyor's requirements.

Noise and vibration monitoring will be carried out at elevations of buildings at source through attended monitoring using calibrated equipment: vibration meter SDL800: Standard S7805 sound meter.

At all times of operations continual review and assessment of operations will be carried out to ensure that set reduction measures can be improved on further to exceedances or possible complaints.

During working hours under planning conditions noise monitoring will reduce as works progress to internal fit out within an enclosed working environment. All complaints will automatically be reviewed against site records with any exceedances fully investigated to further improve on noise and vibration mitigation measures. All incidents recorded within the site incident logbook at the site office.

Proposed sampling periods:

Working Phases	Sampling Technique
Normal Working Periods	5 min every four hours
Noisy Work Periods (2 Hours TBA)	5 min every half hour

For continued dust soiling management the site manager will carry out daily checks on site levels at boundary caused from works within site and during every delivery / removal of materials along the agreed delivery route.

9. Please confirm that a Risk Assessment has been undertaken at planning application stage in line with the GLA's Control of Dust and Emissions Supplementary Planning Guidance (SPG), and the risk level that has been identified, with evidence. Please attach the risk assessment as an appendix if not completed at the planning application stage.

A risk assessment was carried out in line with the acoustic report (appended) .

The Construction Phase Plan will include a method statement that deals with managing the risk / dust control and use of personal protective equipment.

As stated in the CPP, dust control measures are in place (see extract from CPP)

Control measures to be implemented

Where chasing operations are undertaken dust, levels will be reduced to a minimum by the use of local exhaust ventilation equipment. Where dust levels are to be of a low-level personal protective equipment will be provided. All operatives will be issued with personal protective equipment selected in accordance with the Personal Protective Equipment at Work Regulations 2002 and include the following:

Head protection - Safety helmets.

Foot protection - Safety footwear.

Eye protection - Eye protection to a suitable standard for the work to be undertaken i.e. BS2092 to grade 1/D&C.

Hand protection - Gloves will be provided to provide an adequate level of protection for the work to be undertaken.

Respiratory - Respirators will be provided to provide an adequate level of protection and as identified in our COSHH Assessments.

Hearing protection - Ear defenders will be issued where it is identified that a noise level exceeds 80 dBA. (lower exposure action value - Noise at work Regs 2005)

HAVS – Initial screening questionnaire undertaken by all DDC operatives and appropriate action taken.

Relevant areas will be damped down during the works to reduce the dust level.

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

Prevention, suppression and containment of dust and measures relevant to the SPG through the following guidance on low risk development requirements.

Planning

Hoarding barriers / scaffold and mono-flex / netting at site boundary. Immediate barriers at demolition works internally.

No waste storage on site. All dust causing activities located internally in site.

Construction Traffic

No idling vehicles. Wash off vehicles at site exit. Covering all loads entering leaving site.

Demolition / Site Works

Water mist used as suppressant on site. Cutting equipment to use water as suppressant and local exhaust ventilation for plant. Covered skips and minimised drop heights for waste removal at height.

- 11. If the site is a High Risk Site, 4 real time dust monitors will be required, as detailed in the SPG. Please confirm the location, number and specification of the monitors in line with the SPG and confirm that these will be installed 3 months prior to the commencement of works, and that real time data and quarterly reports will be provided to the Council detailing any exceedances of the threshold and measures that were implemented to address these.

We do not believe this site to be high risk, especially with the assessments carried out and the control measures put in place.

12. Please provide details about how rodents, including rats, will be prevented from spreading out from the site. You are required to provide information about site inspections carried out and present copies of receipts (if work undertaken).

Initial baiting has been undertaken by Armour Pest control, Contact details: Adam
- 07875 485581

Attached report from pest control

During site set up phase, if any evidence of current rodent infestation is found, the pest control contractor will be instructed to take necessary measures, until such point as the problem has been dealt with.

Record will be kept of this as necessary.

Visual inspections will continue to take place at all likely entry points and any evidence of faeces, gnawing etc will result in the appropriate actions being taken.

Method of removal would be by a baiting programme but this would be subject to site survey

A canteen area will be provided and no food will be allowed to be consumed outside of this area with all rubbish being collected and disposed of on a regular basis to prevent the attraction of rodents.

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

Between March and April of this year see appended report.

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 of our site personnel are aware of the need to behave in a professional manner as outlined in their contract and the same is expected of any subcontractors and this is made clear at the site induction.

An agreed area will be set for any smoking breaks and personnel are aware of the need to dispose of cigarette butts in a correct manner.

Any personnel deemed to be causing a nuisance to third parties would be spoken to immediately about appropriate conduct by the site foreman.

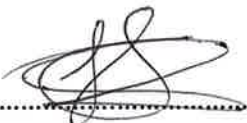
Radio noise will be kept to a sensible level so as not to cause a nuisance to those in the surrounding dwellings or passers-by.

● SYMBOL IS FOR INTERNAL USE

Agreement

The agreed contents of this Construction Management Plan must be complied with unless otherwise agreed in writing by the Council. This may require the CMP to be revised by the Developer and reapproved by the Council. The project manager shall work with the Council to review this Construction Management Plan if problems arise in relation to the construction of the development. Any future revised plan must be approved by the Council in writing and complied with thereafter.

It should be noted that any agreed Construction Management Plan does not prejudice further agreements that may be required such as road closures or hoarding licences.

Signed: 

Date:05/07/2017.....

Print Name:FRANCES JOYCE.....

Position:Project Manager.....

Please submit to: planningobligations@camden.gov.uk

End of form.

