

# Construction Management Plan

pro forma v2.2

11197\_31-33 Bloomsbury Way

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# Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
<b>2017.04</b>	-	<b>Child Graddon Lewis Architects</b>
<b>2017.09.20</b>	<b>Rev A</b>	<b>Child Graddon Lewis Architects</b>
<b>2017.02.10</b>	<b>Rev B</b>	<b>Child Graddon Lewis Architects</b>

## Additional sheets

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

Date	Version	Produced by
<b>2017.02.10</b>	-	<b>Pestokill - General code of practice for controlling rats and mice</b>

# 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 Community Safety \(CLOCS\)](#) scheme) and [Camden's Minimum Requirements for Building Construction \(CMRBC\)](#).

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

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

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

Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically and submitted as Word files to allow comments to be easily documented. These should be clearly referenced/linked to from the CMP.**

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

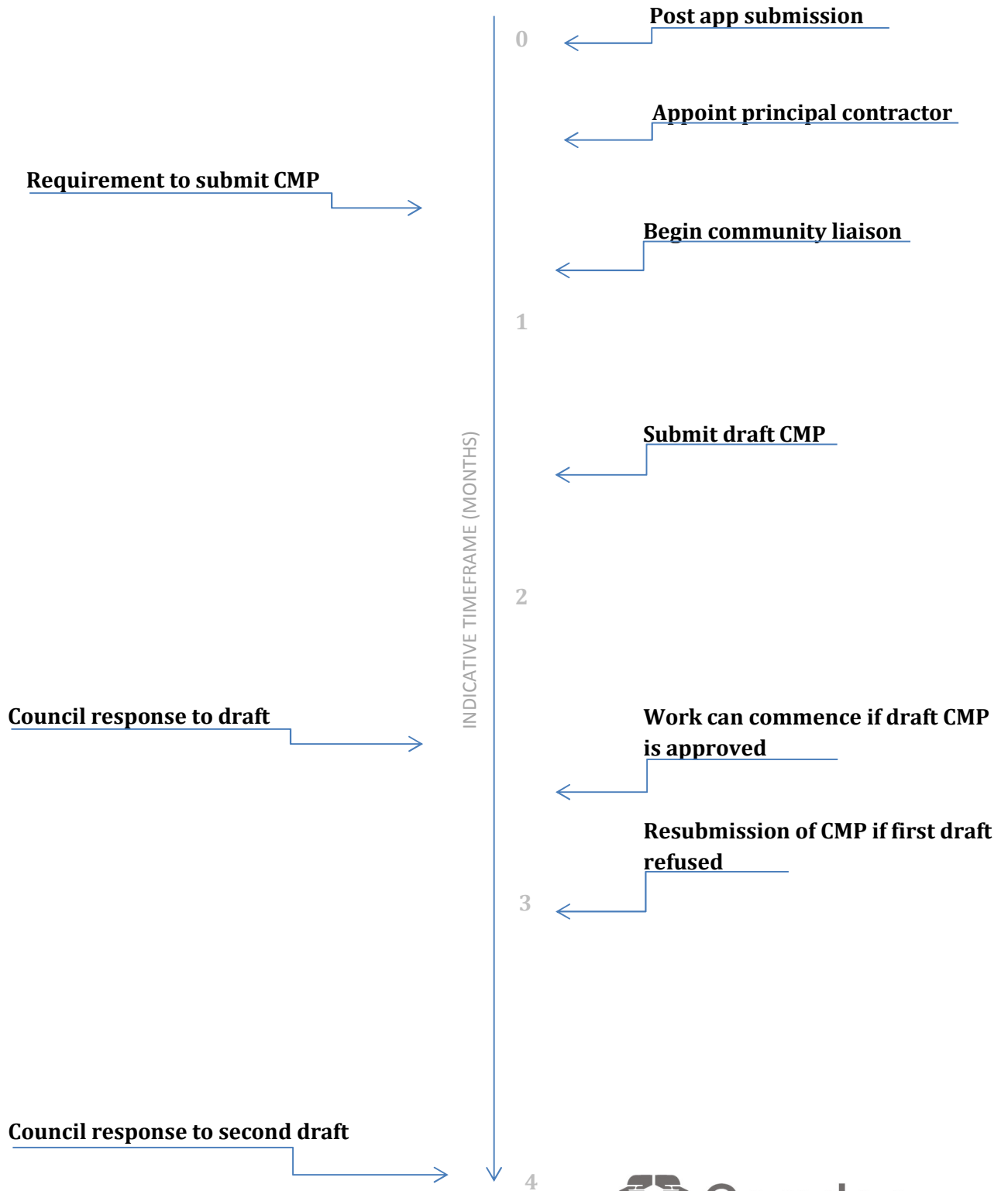
(Note the term 'vehicles' used in this document refers to all vehicles associated with the implementation of the development, e.g. demolition, site clearance, delivery of plant & materials, construction, etc.)

Revisions to this document may take place periodically.

# Timeframe

## COUNCIL ACTIONS

## DEVELOPER ACTIONS



# Contact

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

Address: 31-33 Bloomsbury Way, London, WC1A 2SA

Planning reference number to which the CMP applies: 2013/7399/P

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

Name: Peter Boguta

Company: BKB Property Consultants Limited

Address: 7 Anglers Lane, NW5 3DG, London

Email: [office@pgservice.co.uk](mailto:office@pgservice.co.uk)

Phone: 0207 842 0016

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: Andrew Swiatkowski

Company: BKB Property Consultants Limited

Address: 7 Anglers Lane, NW5 3DG, London

Email: [swa@o2.pl](mailto:swa@o2.pl) or [office@pgservice.co.uk](mailto:office@pgservice.co.uk)

Phone: 07889 789 554 or 0207 842 0016

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

Name: As per question 3

Address:

Email:

Phone:

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

Name: Peter Boguta

Company: BKB Property Consultants Limited (Contractor)

Address: 7 Anglers Lane, NW5 3DG, London

Email: office@pgservice.co.uk

Phone: 0207 842 0016



# Site

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

The site comprises 0.132 hectares and is situated at the junction of Bloomsbury Way and Bury Place. The site building and neighbouring sites are not listed. The development includes the renovation of the existing residential apartments at 1st, 2nd and 3rd floor levels of 31-33 Bloomsbury Way and the addition of a Mansard roof extension to create residential units at a new fourth floor level. The scheme will provide 7 residential flats.

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

The works comprise the renovation of existing residential apartments at 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor levels of 31-33 Bloomsbury Way and the addition of a Mansard roof extension to create residential unit at a new fourth floor level. The building is currently vacant.

Delivering the above will involve:

- Partial demolition of the existing building, principally at roof level, including the management/removal of asbestos as necessary in accordance with the recommendations of an asbestos survey report.
- The removal of existing internal layouts on the second to third floors.
- The replacement of the existing roof with a new roof form to create a new fourth floor.

The scheme will provide 7 residential flats, replacing the 4 residential flats currently on site.

The challenges for the construction team which are specific to this project include the following:

- Extending the roof level to create a new fourth floor within the new mansard extension.
- Coordinating access and deliveries to the site which is situated on a busy junction where Bloomsbury Way meets Bury Place.
- There is no onsite parking.
- Ensuring the existing building is secure and weather tight.
- Achieving the quality of construction and workmanship required to realise the project's design concept and to meet the Client's aspirations.
- Coordinating and liaising with the design team throughout the project to achieve the completion date.
- Ensuring that any disruption and disturbance to the adjacent properties, its users and the general public are identified at the earliest juncture and are suitably managed to ensure the safety of all effected parties.

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

7 Bury Place – Dental Practice Business and other Offices

34 Bloomsbury Way - Offices

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

Refer to 11197 / 1000 Site Plan – Local Highway Network

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

Construction programme duration July 2017 (following CMP approval) – 24<sup>th</sup> Dec 2017

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

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

As there are neighbouring residential and business occupiers that may be affected by noise, the hours of works will be restricted in line with the council's online guidance to:

Monday – Friday 8.00 a.m. - 6.00 p.m.

Saturday 8.00 a.m. - 1.00 p.m.

Sunday and Bank Holidays None - No works activities to take place on site during these days.

It is recognised that there may be circumstances where the proposed restriction on hours of work cannot be adhered to. In these circumstances the contractor will be required to justify fully any proposed deviation from this Code of Practice and consult the Council's Compliance and Enforcement team [Regulatory Services], Camden Town Hall, Argyle Street, WC1H 8EQ (Tel. No. 020 7974 4444 or on the website:

<http://www.camden.gov.uk/ccm/content/contacts/councilcontacts/environment/contact-the-environmental-health-team.en> or seek prior approval under Section 61 of the Act if any difficulty is anticipated in carrying out construction other than within the hours stated above.

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

Thames Water – New mains water supply proposed

# Community Liaison

A neighbourhood consultation process must have been undertaken prior to submission of the CMP first draft. This consultation must relate to construction impacts, and should take place following the granting of planning permission in the lead up to the submission of the CMP. A consultation process specifically relating to construction impacts must take place regardless of any prior consultations relating to planning matters. This consultation must include all of those individuals that stand to be affected by the proposed construction works. These individuals should be provided with a copy of the draft CMP, or a link to an online document. They should be given adequate time with which to respond to the draft CMP, and any subsequent amended drafts. Contact details which include a phone number and email address of the site manager should also be provided.

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

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

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

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## Cumulative impact

Sites located within high concentrations of construction activity that will attract large numbers of vehicle movements and/or generate significant sustained noise levels should consider establishing contact with other sites in the vicinity in order to manage these impacts.

**The Council can advise on this if necessary.**

## 13. Consultation

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

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

In response to the comments received, the CMP should then be amended where appropriate and, where not appropriate, a reason 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 letters were sent out to the following address on the 7<sup>th</sup> July 2017:

1-11, MUSEUM CHAMBERS, BURY PLACE, LONDON, WC1A 2LD

12A, MUSEUM CHAMBERS, BURY PLACE, LONDON, WC1A 2LH

12-24, MUSEUM CHAMBERS, BURY PLACE, LONDON, WC1A 2LH

25-36, MUSEUM CHAMBERS, BURY PLACE, LONDON, WC1A 2JA

1-11, RUSSELL CHAMBERS 4, BURY PLACE, LONDON, WC1A 2JS

12A, RUSSELL CHAMBERS 4, BURY PLACE, LONDON, WC1A 2JU

12-22, RUSSELL CHAMBERS 4, BURY PLACE, LONDON, WC1A 2JU

23- 36, RUSSELL CHAMBERS 4, BURY PLACE, LONDON, WC1A 2JX

34, BLOOMSBURY WAY, LONDON, WC1A 2SA

BST-4TH FLRS 7, BURY PLACE, LONDON, WC1A 2LA

BST & GND FLRS 29, BLOOMSBURY WAY, LONDON, WC1A 2SL

An overview of the proposed works was enclosed in the letter and a link provide to a version of the draft CMP.

No correspondence was received form any of the consulted parties.

#### 14. Construction Working Group

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

Given the small scale of the project it is proposed that the Site Manager will update adjoining and any effected neighbours as works progresses. Project program dates and contact information will be publicly displayed on the site boundary.

#### 15. Schemes

Please provide details of your 'Considerate Constructors Scheme' registration, and details of any other similar relevant schemes as appropriate. Contractors will also be required to follow the "[Guide for Contractors Working in Camden](#)" also referred to as "[Camden's Considerate Contractors Manual](#)".

The contractor and/or project is not proposed to be registered with the considerate Constructors Scheme, but will follow best practice guidance as outline in "[Guide for Contractors Working in Camden](#)" also referred to as "[Camden's Considerate](#)

#### 16. Neighbouring sites

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

##### Current Construction Sites

- 21-31 New Oxford Street London WC1A 1BA
- Commonwealth House 1-19 New Oxford Street London WC1A 1NQ

31 – 33 Bloomsbury Way is physically separated from the above sites by existing building blocks not currently under construction. The above construction sites neighbour each other and are significantly larger in scale and complexity compared to the project at 31-33 Bloomsbury Way.

The proposed construction traffic routes to and from 31-33 Bloomsbury Way are proposed to avoid the roads that surround the two large construction sites to reduce the cumulative impact on existing traffic.

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

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



## CLOCS Contractual Considerations

### 17. Name of Principal contractor:

Name: Peter Boguta

Company: BKB Property Consultants Limited

Address: 7 Anglers Lane, NW5 3DG, London

Email: office@pgservice.co.uk

Phone: 0207 842 0016

### 18. Please submit the proposed method for checking operational, vehicle and driver compliance with the CLOCS Standard throughout the duration of the contract (please refer to our [CLOCS Overview document](#) and [Q18 example response](#)).

#### Contracts

FORS Bronze accreditation as a minimum will be a contractual requirement, FORS Silver or Gold operators will be appointed where possible. Where FORS Bronze operators are appointed, written assurance will be sought from contractors that all vehicles over 3.5t are equipped with additional safety equipment (as per CLOCS Standard P13), and that all drivers servicing the site will have undertaken approved additional training (eg. Safe Urban Driving + 1 x e-learning module OR Work Related Road Risk Vulnerable Road User training + on-cycle hazard awareness course + 1 x e-learning module etc.). CLOCS Compliance will be included as a contractual requirement.

#### Desktop checks

Desktop checks will be made against the FORS database of trained drivers and accredited companies as outlined in the CLOCS Standard Managing Supplier Compliance guide. These will be carried out as per a risk scale based on that outlined in the CLOCS Managing Supplier Compliance guide.

#### Site checks

A delivery booking system will be used which will require the entry of a FORS ID number in order for a delivery to be booked onto site.

Where the contractors own vehicles and drivers are used the above approach will be modified accordingly.

Collision reporting data will be requested from operators and acted upon when necessary.

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

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

Name: Peter Boguta

Company: BKB Property Consultants Limited

Address: 7 Anglers Lane, NW5 3DG, London

Email: [office@pgservice.co.uk](mailto:office@pgservice.co.uk)

Phone: 0207 842 0016

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

## Site Traffic

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

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

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

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

a. Please indicate routes on a drawing or diagram showing the public highway network in the vicinity of the site including details of how vehicles will be routed to the [Transport for London Road Network](#) (TLRN) on approach and departure from the site.

Please see attached Appendix – Vehicle Routing Plan

Site Access will need to be given due consideration throughout the duration of the project as the site is accessed from Bloomsbury and Bury Place, both one way streets.

The strategy for site access and deliveries will be to utilise the access via Bury Place where possible. To avoid peak time traffic deliveries will only be booked between the times of 9:30 – 16:30; Monday to Friday, 08:00 – 13:00 Saturday with no deliveries Sunday or Bank Holidays. Any deliveries outside of this time will be agreed with Camden Council Network Management Team in advance.

Construction vehicles will use ‘A’ roads and other major roads in the borough, wherever possible, to enter and leave the site and, make every effort to avoid residential streets. It is envisioned that delivery vehicles will be approaching the site via the A40; due to the central location of the site it will be dependent on the supplier’s origin as to the direction of approach from the M25 to the A40.

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.

The site manager will co-ordinate and communicate the recommended routes to the site to all contractors, delivery companies and visitors prior to any visits.

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

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

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

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

It is proposed that there are 6 hourly delivery slots per day between the hours of 10.00am - 4.00pm for medium sized loads that can access the site, unload and leave in 30mins or less, with 15mins either side allowed for delays. For any larger/critical deliveries a 2 hour time slot will be allowed to unload and leave ensuring there will space and resource to unload and leave site with plenty of allowance for delays. This will allow up to 3 large deliveries per day.

The Principle Contractors approach will enforce the property owners approach in taking all reasonable measures to ensure that deliveries the site and collection of material from the site is carried out in a controlled manner and avoid vehicles waiting on the surrounding roads and that vehicles observed not to comply with this or the agreed routing (without a reasonable and justified reason) are to be banned from site.

Site workers will be encouraged to use public transport wherever possible and utilise the existing public parking locations. The site has a PTAL rating of 6b (Best) and the transports links are excellent.

Where public transport or onsite parking is not possible site workers will be required to arrange their own offsite parking; for example at one of the local car parks such as the Bloomsbury Square carpark opposite, the NCP carpark London Shaftsbury or the NCP carpark Covent Garden.

Where a crane is required a crane installation method is to be agreed with the Council. Use of a crane is not envisioned for this project.

### **Signage**

Adequate signage will be installed such that vehicle deliveries and access to the site are clearly defined within the general site geographical area.

A main construction signboard will be positioned in agreement with the Client. Site signage will be provided within the curtilage of the site as necessary to advise operatives/visitors and delivery staff of safety requirements within the confines of the site and where to report on arrival. Such signage will include:

- Accommodation / Access requirements
- Speed Limits
- Overhead / Underground Services
- Safety Helmet and Footwear Requirement
- Noise
- Danger Construction Site, etc.

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

**Current Construction Sites**

- 21-31 New Oxford Street London WC1A 1BA
- Commonwealth House 1-19 New Oxford Street London WC1A 1NQ

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 keep a log of vehicles planned to visit the site and coordinate with on-site personnel to direct vehicles near to the correct access point in relation to the site based on the attached vehicle routing plan. All Vehicles will be required to come via Bury Place unless logistical circumstances require a bespoke strategy to be utilised.

d. Please identify the locations of any off-site holding areas (an appropriate location outside the borough may need to be identified, particularly if a large number of delivery vehicles are expected) and any measures that will be taken to ensure the prompt admission of vehicles to site in light of time required for any vehicle/driver compliance checks. Please refer to question 24 if any parking bay suspensions will be required for the holding area.

Large number of delivery vehicles are not expected during the construction programme. No vehicles will be left idling near the site. Wait and load collection service will be in operation in place of a skip in the parking bays on Bury Place

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](#)).

Periodic reviews of in place protocols to improve strategy based on site specific experience.

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

Vehicles entering and leaving the site should be carefully managed, using gates that are clearly marked and free from obstacles. Traffic marshals must ensure the safe passage of all traffic on the public highway, in particular pedestrians and cyclists, when vehicles are entering and leaving site, particularly if reversing.

Traffic marshals, or site staff acting as traffic marshals, should hold the relevant qualifications required for directing large vehicles when reversing. Marshals should be equipped with ‘STOP – WORKS’ signs (not STOP/GO signs) if control of traffic on the public highway is required. Marshals should have radio contact with one another where necessary.

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

No constructions vehicles can or will be used to enter the site

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

No constructions vehicles can or will be used to enter the site

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).

No constructions vehicles can or will be used to enter the site

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.

If required and where applicable wheel washers are to be used on vehicles leaving the site, but this should not be required. Adjoining roads shall be swept daily and/or as required.

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

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

Please provide details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). This is required as a scaled site plan, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site. If loading is to take place off site, please identify where this is due to take place and outline the measures you will take to ensure that loading/unloading is carried out safely. Please outline in question 24 if any parking bay suspensions will be required.

Refer to 11197 / 1000 Site Plan – Public Right of Way for access points to building.

Site Access will need to be given due consideration throughout the duration of the project as the site is accessed from Bloomsbury and Bury Place, both one way streets.

The strategy for site access and deliveries will be to utilise the access via Bury Place at all times with smaller delivery loads outside of the rush hour traffic wherever possible, i.e. within the accepted hours of 9.30am and 16.30pm and loading / unloading away from Bloomsbury Way. This approach will be continuously developed throughout the project to suit the patterns of the local traffic and identify the optimum times for deliveries.

It is proposed to utilise the existing parking bays and single yellow lines along Bury Place for loading / unloading of materials to and from site. Banksmen will be provided to safely control vehicular and pedestrian traffic and direct the vehicle. Material will be Where larger delivery vehicles are required the necessary parking suspension and traffic arrangements/closures/approvals shall be procured from the council.

Consultation with the local authority and neighbours will be undertaken to minimize any disruption to local traffic, existing access for refuse and emergency vehicles, and any scheduled road works.

All vehicle movements and deliveries will be subject to the control of the contractor. Delivery constraints will be identified to all suppliers and trade contractors. Reasonable endeavour will be made to have materials delivered by rigid backed lorries, whenever possible, to avoid/minimise the use of large number of articulated vehicles. Delivery vehicles will be provided with directions to the site and be required to turn off engines to avoid nuisance upon arrival.



All deliveries will occur during specific times of the day to avoid any nuisance and disruption to the surrounding neighbours and businesses. All site clearance delivery vehicles to be accommodated within the site. Site clearance and construction traffic where possible will access the roads between 9.30am and 4.30pm as shown on the construction routing plan.

Banksman/traffic marshals will be provided to supervise and coordinate pedestrian/vehicular movement on, around and adjacent to the site. All vehicles servicing the site need to be managed and monitored to ensure the safety of the public.

As a significant portion of the works involves reusing the existing building fabric, therefore the need for larger deliveries associated with the building structure will be kept to a minimum.

The site access will require site deliveries to be staggered over the course of the day or week to have single deliveries with careful consideration given to the time it will take to safely access the site, unload and leave. This will require the deliveries to be in smaller and more manoeuvrable vehicles that can simply access the site which will be less disruptive to traffic flow. Therefore the approach to deliveries is for a steady flow across the course of a day/week scheduled at mid-morning or mid-afternoon (away from peak travel times) to not avoid congesting the busy Bloomsbury Way.

### **Storage and Handling**

The storage of materials on site will be kept to an absolute minimum and therefore delivery scheduling will be carried out to ensure supply is on a 'just in time' basis only. The contractor's site area will provide the storage area for all plant and materials delivered to site. Materials will be stored within the existing building wherever possible. Any materials that have to be kept outside will be suitably covered and secured. No materials will be stored off site on the public footway. More vulnerable materials/equipment will be stored in the secure containers or programmed on to site to be incorporated directly into the construction.

### **Waste Management**

A waste removal strategy will be developed during the pre-commencement period. This strategy will be incorporated within all trade contractor orders. Previous experience with works in the area suggest early waste collections cause the least disruption between the hours of 7.00 – 8.30am. The contractor may apply to the council for a permeant skip location for intensive waste removal periods of the program but again previous experience suggests utilising a wait and load skip between the hours of 7.00 – 8.30am will be more practicable throughout the project.

Waste will be stored within the existing building prior to being transferred to a collection service for removal.

Through continual professional development on each project the Principle Contractor is working towards a better understanding of waste management so the volume of waste to be disposed is minimized.

## **Scaffolding**

Conventional scaffolding, where required, will be independent with boarded lifts to suit the nature, location and type of the particular operations. All scaffolding will be securely tied to the structure and will include appropriate ladder access.

Scaffolding will be provided, erected and maintained in accordance with all current statutory regulations. In addition brick guards will be provided on the 'live' lifts.

Suitable guard railing will be utilised to prevent falling from unprotected edges of the upper floors and staircases as applicable.

No person(s) other than a suitably certified and competent person(s) will be permitted to erect, alter, adapt or dismantle any conventional scaffolding.

Where scaffolding is positioned over public / private pedestrian access routes gantries will be installed to provide safe and protected routes on and around the site for both site workers and the general public.

No parking/footpath suspension is currently programed for the construction works. The scaffolding company will apply for their own suspensions accordingly.

The contractor will provide pedestrian right of way over workers during removal / deliveries of goods, materials etc. in the scaffold gantry.

## Highway interventions

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

If the site is on or adjacent to the TLRN, please provide details of preliminary discussions with Transport for London in the relevant sections below.

### 24. Parking bay suspensions and temporary traffic orders

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

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

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

No parking suspension will be required. The scaffolding company will apply for their own parking suspension accordingly if required.

### 25. Scaled drawings of highway works

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

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

No public highway works are envision in the programmed works.

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

Adequate signage will be installed such that vehicle deliveries and access to the site are clearly defined within the general site geographical area.

A main construction signboard will be positioned in agreement with the Client.

Site signage will be provided within the curtilage of the site as necessary to advise operatives/visitors and delivery staff of safety requirements within the confines of the site and where to report on arrival. Such signage will include:

- Accommodation / Access requirements
- Speed Limits
- Overhead / Underground Services
- Safety Helmet and Footwear Requirement
- Noise
- Danger Construction Site, etc.

## 26. Diversions

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

No diversions are planned.

## 27. VRU and pedestrian diversions, scaffolding and hoarding

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

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

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

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

The site management of the project will endeavour to minimise disruption to pedestrian and cyclist. Scaffolding will be hoarded at ground floor to allow the pavement to be used throughout the works. Traffic Marshalls will be used to manage pedestrian / cyclist movements to ensure their safety in relation to site related traffic.

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.

Conventional scaffolding, where required, will be independent with boarded lifts to suit the nature, location and type of the particular operations. All scaffolding will be securely tied to the structure and will include appropriate ladder access.

Scaffolding will be provided, erected and maintained in accordance with all current statutory regulations. In addition brick guards will be provided on the 'live' lifts.

Suitable guard railing will be utilised to prevent falling from unprotected edges of the upper floors and staircases as applicable.

No person(s) other than a suitably certified and competent person(s) will be permitted to erect, alter, adapt or dismantle any conventional scaffolding.

Where scaffolding is positioned over public / private pedestrian access routes gantries will be installed to provide safe and protected routes on and around the site for both site workers and the general public.

Details on scaffolding works will be included in the risk assessment and methodology as provided by the scaffolding company in accordance with all relevant legislation.

● SYMBOL IS FOR INTERNAL USE

# Environment

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

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

Internal demolition and strip out  
Drilling and Grinding  
Scaffolding  
Loading and Unloading Operations  
Steel erection  
Fabrication work

NB: The contractor will be liaising with the neighbours and will keep them informed about any anticipated noisy works during the demolition and construction stages of the project.

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

The quietest and newest vehicles/plant machinery shall be used at all times. All vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, shall be maintained in good and efficient working order and operated in such a manner as to minimise noise emissions.

The Best Practicable Means (BPM), as defined in Section 72 of the Control of Pollution Act 1974, shall be employed at all times to reduce noise (including vibration) to a minimum, with reference to the general principles contained in British Standard BS5228: 2009 'Noise and Vibration Control on Construction and Open Sites'.

A noise survey was not undertaken (A noise survey was not required as part of the planning process). However a noise consultant will be appointed if necessary to monitor the level of noise during demolition and construction. This data will then be compared against a baseline set of recordings undertaken by the consultant prior to any works taking place.

Where possible noise produced by activities will be reduced or removed by design. When this is not possible control will be introduced to reduce exposure within the vicinity of the site so as to avoid harm or injury to persons on site or others.

Site Engineering Surveys Ltd. Noise Monitoring  
16 Tiller Court, Tiller Road, London, E14 8PX, M: 077 911 76043 T: +44 (0)20 7538 0870  
email:Simon.McCabe@sesltd.uk.com

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

The works proposed are not for a major development and the construction site will produce typical construction noise levels relative to each activity, which will be monitored and modified to suit the site specific context requirements. The works will be carried out during the previously stated construction times in accordance with the council's planning approval and legislation. Liaison with neighbours will be undertaken to manage the process and best endeavours to accommodate commercial neighbour requests for specific times to avoid noisy works.

31. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](#) works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

Management of noise pollution and vibration control will be given a high priority. Where the works are in close proximity of occupied buildings we will ensure that acceptable levels of noise are adhered to as well as statutory levels imposed by the Environmental Health Officers.

#### Plant and Equipment

Noisy plant or equipment shall be situated as far as possible from noise sensitive buildings. Barriers (e.g. site huts, acoustic sheds or partitions) to reduce noise reaching noise sensitive buildings shall be employed where practicable. Old buildings around the site perimeter waiting to be demolished can provide effective noise screening.

The following provisions should be adhered to wherever practicable:-

- Vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, maintained in good and efficient working order and operated in such a manner as to minimise noise emissions. The contractor shall ensure that all plant complies with the relevant statutory requirements.
- Machines in intermittent use should be shut down or throttled down to a minimum when not in use.
- Compressors should be fitted with properly lined and sealed acoustic covers which should be kept closed whenever in use. Pneumatic percussive tools should be fitted with mufflers or silencers of the type recommended by the manufacturers.
- Equipment which breaks concrete, brickwork or masonry by bending or bursting or “nibbling” shall be used in preference to percussive tools where practicable. Avoid the use of impact tools where the site is close to occupied premises.
- Where practicable, rotary drills and bursters activated by hydraulic, chemical or electrical power shall be used for excavating hard or extrusive material.
- Where practicable, equipment powered by mains electricity shall be used in preference to equipment powered by internal combustion engine or locally generated electricity.
- Neither any part of the works nor any maintenance of plant shall be carried out in such a manner as to cause unnecessary noise or vibration except in the case of an emergency when the work is absolutely necessary for the saving of life or property or the safety of the works.
- Plant shall be maintained in good working order so that extraneous noise from mechanical vibration, creaking and squeaking is kept to a minimum.
- Noise emitting machinery which is required to run continuously shall be housed in a suitable acoustically lined enclosure wherever practicable.

Care is to be taken to reduce noise when loading or unloading vehicles or dismantling scaffolding or moving materials etc.



Piling (no piling proposed)

The noise sensitivity of the area shall be considered when determining the method of piling to be used. Building Control and the Environmental Health Departments should be consulted on the chosen method.

Sheet piling should, wherever practicable, be carried out using hydraulically operated or vibratory hammers.

The use of conventional impact hammers should, wherever possible, be avoided. Where practicable, jacked piles shall be used in preference to piles driven using other methods. Any pile driving shall be carried out by plant equipped with a recognised noise reducing system.

Where surface contamination is present on site, appropriate piling techniques should be adopted.

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

Staff will be suitably qualified to work on a construction project and carry out their duties in accordance with all current and relevant regulations and legislation.

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

Dust emissions arising from the construction are not significant. Demolition will mainly take place internally. However, even with a rigorous dust management plan in place, it is not possible to guarantee that the dust mitigation measures will be effective all of the time, for instance under adverse weather conditions.

Demolition of the structures and soft stripping operations will cause dust to generate from the work face. The following will be in place to stop the migration of dust from within the confines of the site as far as reasonably practicable and within acceptable control levels.

- A water supply from the mains will be such to provide adequate water to suppress dust emissions from the work face.
- From each water supply there will be a standard hose with adjustable heads to provide either fine spray or direct forceful application of water.
- During soft stripping operations water spray will be applied to the materials being stripped so as to dampen down if required.
- The arising soft strip materials will be moved from the working floors to the ground floors via the drop zone. During the movement of waste from the working floors to the ground floor fine spray will be applied to the drop zone if required.
- The materials once located to the ground floor will be moved by either standard demolition excavator or skid steer front loader.
- All drains within the working area will be fitted with a filtration system which will be frequently checked and cleaned as required.
- During movement of hardcore and concrete arising fine water will be applied to mitigate dust release.

In the eventuality of prolonged dry periods water will be applied site wide to suppress dust emissions from the working surfaces.

The work area will be close sheeted to reduce dust nuisance from grit. Routine checking is required to ensure that the sheeting remains sound or sealed during the operation. Particular attention shall also be given to the working platform to ensure that it is properly sheeted or sealed to contain dust.

Non-siliceous grit will be used to avoid long-term irreversible lung damage from silica dust. Proper protection will be provided for any structure painted with lead-based paint.

In cases where water is used for large-scale cleaning and blasting the requirements of the Environment Agency should be followed.

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

The site will be kept clean and tidy at all times and will accord with all statutory requirements.

Particular attention will be given to preventing the contamination of adjoining roadways and from dust adversely harming the neighbouring properties.

- Dust pollution will be minimised during demolition by the complete screening, if practicable, of the building or structure to be demolished with debris screens or sheets. Old buildings around the site perimeter waiting to be demolished can provide effective air pollution screening and will be utilised where possible.
- The watering down of the area will be carried out where necessary to minimise dust transfer into neighbouring premises. Wheel wash facilities will be provided where applicable.
- Stockpiles of earth shall be damped down or otherwise suitably treated to prevent the emission of dust from the site. Stockpiles will be planned and sited to minimise the potential for dust generation. The handling of spoil are to be kept to a minimum and when materials are deposited onto a stockpile it should be from the minimum possible height. No stockpiles of earth are envisioned on this project.
- The contractor shall ensure that the area around the site, including the public highway, is regularly and adequately swept to prevent any accumulation of dust and dirt.
- Skips and removal vehicles shall be properly covered when leaving the site. Spoil will be handled in such a way so that it does not give rise to excessive dust.
- Rubble chutes should be used and drop heights minimised. Watering of rubble chutes shall be undertaken where necessary to prevent dust emission.
- The contractor should take all necessary precautions to prevent smoke emissions or fumes from plant or stored fuel oils from drifting into residential areas. In particular, measures should be taken to ensure that all plant is well maintained and not left running for long periods when not in use.
- Dusty activity should be undertaken away from sensitive receptors, with wind direction taken into consideration.
- The site should be regularly inspected for spillages of cement and other powders.
- Dusty material and activities should be dampened down in dry weather. The use of groundwater should be investigated and water should be reused wherever possible.
- Scabbling will not generally be allowed due to the amount of dust generated. It should be done off site.

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

Routine checks by the site manger to ensure a safe working environment is maintained throughout the project.

36. Please confirm that a Risk Assessment has been undertaken at planning application stage in line with the GLA policy. [The Control of Dust and Emissions During Demolition and Construction 2104 \(SPG\)](#), that the risk level that has been identified, and that the appropriate measures within the GLA mitigation measures checklist have been applied. Please attach the risk assessment and mitigation checklist as an appendix.

The proposals are not a major development and all relevant planning policy has been considered in preparation of the proposals. The appropriate measures within the GLA mitigation measures checklist will be applied to the site works.

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

All relevant legislation, policy and guidance will be followed and implemented onsite.

38. If the site is a 'High Risk Site', 4 real time dust monitors will be required. If the site is a 'Medium Risk Site', 2 real time dust monitors will be required. The risk assessment must take account of proximity to sensitive receptors (e.g. schools, care homes etc), as detailed in the [SPG](#). Please confirm the location, number and specification of the monitors in line with the SPG and confirm that these will be installed 3 months prior to the commencement of works, and that real time data and quarterly reports will be provided to the Council detailing any exceedances of the threshold and measures that were implemented to address these.

The scale of the construction development work on site is not considered significant and is a low risk site and so therefore the use of dust monitors is not expected.

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

The site will be pre-baited before demolition or construction begins Using: - UV dust for monitoring activity, liquid baits, traps, dust, gel, sticky boards, cage traps.

At present no rodents, including problems have been raised and or identified. All efforts will be made to reduce the likelihood of rodents including rats from entering the work site. Any gaps and holes will be covered up to prevent access and pest deterrents will be utilised to prevent any exposure.

The attached document prepared by Pestokill - General code of practice and methodology will be followed for controlling rats and mice.

If there is any evidence of rodents then a qualified pest control firm will be appointed to follow the procedure set out by the HSE.

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

Refurbishment Survey was undertaken on 8<sup>th</sup> & 9<sup>th</sup> December 2016. Asbestos was identified in the building in several locations which included Chrysotile, Amosite and Crocidolite.

Asbestos identified in the report has now been removed from the site by a licensed contractor. A Certificate of cleanliness and consignment note is to be issued by the licensed contractor.

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

The Site Manager will be assisted and supported by appointed site based construction management personnel.

The site team will be supported and assisted by our head office based staff.

Management and co-ordination of services installations and trades onsite will be achieved by the Site Manager appointing approved qualified professionals to the project in consultation with the client and design team.

Temporary site accommodation and welfare will comprise of the Site Managers office, Meeting and Induction room, Canteen and Welfare facilities and will be formed within the contractor's working area within the site boundary, utilising the existing servicing points identified in the documents and shown on the drawings. Further accommodation for sub-contractors will be sited as required. These facilities are to be located within the existing building at 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> floor level in an area where works are not taking place and relocated within the building as necessary to facilitate the program.

All personnel will be inducted prior to gaining access to the site. They will be informed of the specific site rules required in the preliminaries relating to this project as well as the site rules and the companies method statements.

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

**From 1<sup>st</sup> September 2015**

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

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

**From 1<sup>st</sup> September 2020**

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

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

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

- a) Construction time period (07/2017 - 24/12/2017 ):
- b) Is the development within the CAZ? (Y/N): N
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N): N/A
- d) Please provide evidence to demonstrate that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered: N/A
- e) Please confirm that an inventory of all NRMM will be kept on site and that all machinery will be regularly serviced and service logs kept on site for inspection: N/A
- f) Please confirm that records will be kept on site which details proof of emission limits, including legible photographs of individual engine plates for all equipment, and that this documentation will be made available to local authority officers as required: N/A





# Agreement

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

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

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

**Signed:**

**Date:**

**Print Name:**

**Position:**

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

End of form.