

Construction Management Plan

pro forma v2.1

Contents

Revisions	3
Introduction	4
Timeframe	6
Contact	7
Site	9
Community liaison	12
Transport	15
Environment	25
Agreement	30

Revisions & additional material

Please list all iterations here:

Date	Version	Produced by

Additional sheets

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

Date	Version	Produced by

Introduction

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

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

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

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

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

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

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

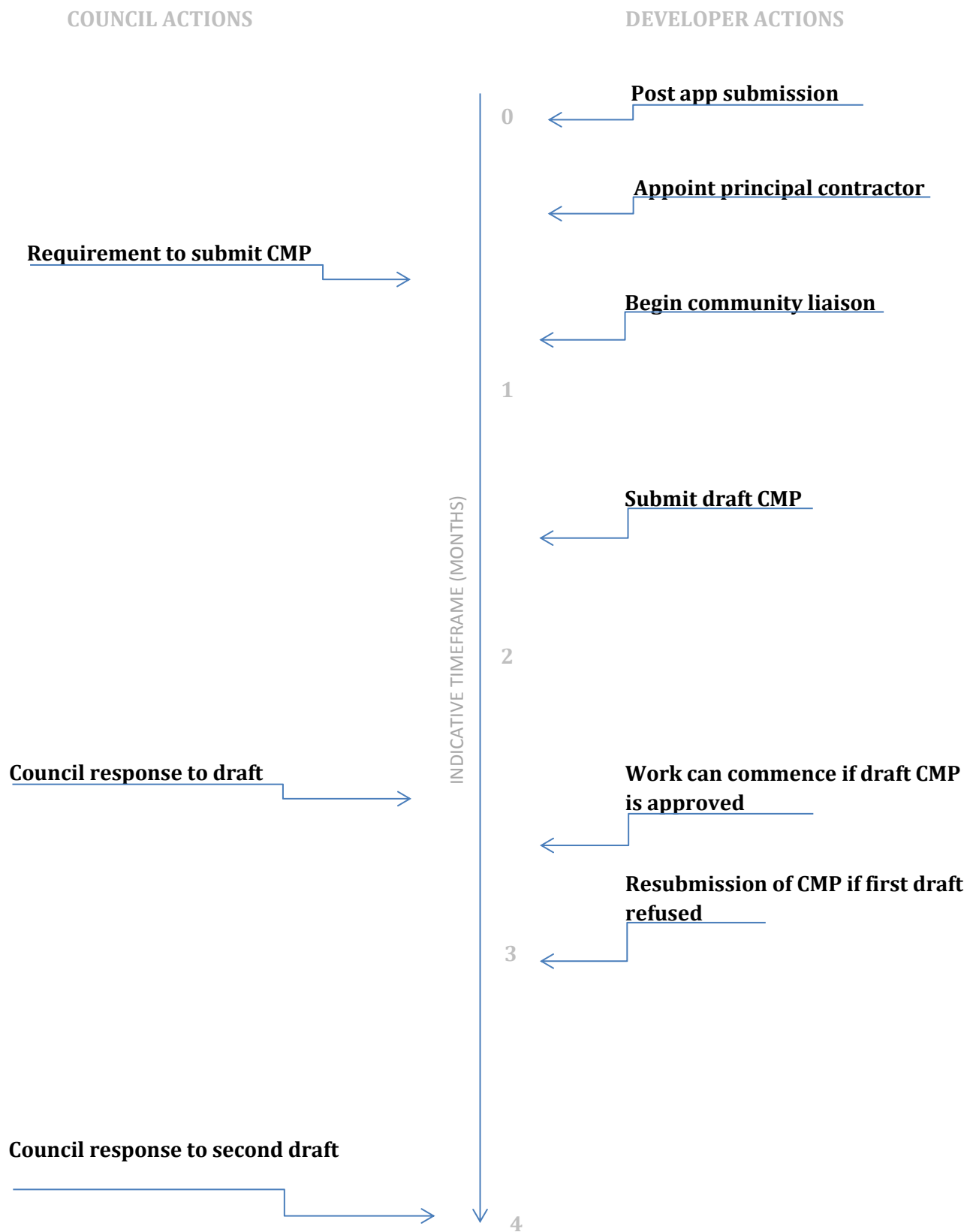
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically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

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

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

Revisions to this document may take place periodically.

Timeframe



Contact

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

Address:

152 -156 Finchley Road, London, NW3 5HE

Planning ref: TBC

Type of CMP – Draft for planning

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

Name:

Address:

Email:

Phone:

3. Please provide full contact details of the site project manager responsible for day-to-day management of the works and dealing with any complaints from local residents and businesses.

Name: TBC when contractor is appointed.

Address:

Email:

Phone:

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

Name: TBC when contractor is appointed.

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: TBC when contractor is appointed.

Address:

Email:

Phone:

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.

A site location plan is appended to this document.

The site is located at 152 – 156 Finchley Road which is currently a Holiday Inn located within the London Borough of Camden. The site's main pedestrian access is from Finchley Road with a vehicle access provided to the rear of the hotel with access taken from Frognal Court. The hotel is located opposite the O2 Shopping Centre. To the north of the hotel is the entrance to Frognal Court with a row of terraced buildings located to the south which comprises commercial uses at ground floor level and residential above. The hotel sits between Finchley Road and the sloping ground known as Frognal Park Wood to the east.

The hotel currently provides 79 bedrooms and a car parking area to the rear. The proposals are for an additional 56 bedrooms through a 55 room extension to the rear of the existing hotel along with internal alterations to the existing hotel to provide a 135-room hotel. There will be 3 accessible car parking spaces in the rear courtyard and associated cycle parking.

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 construction works consist of an 'L' shaped extension to the rear of the hotel to provide a 5 storey building. The extension replaces the existing sloping embankment and will align with the neighbouring property to the north. The extension will address and reflect the scale of both the brick blocks of Frogna Court and of the existing hotel.

The main issues / challenges associated with the construction will relate to the management of the access and egress routes to and from the site and minimising the interface / impact of construction vehicles on the local highway network. Furthermore, congestion issues may arise within Frogna Court. The extension is located to the rear of the hotel and therefore vehicle manoeuvres and a loading area can be accommodated off of the public highway.

As a result of being located close to a number of residential and commercial properties, a site hoarding will be erected to protect members of the public and neighbours from audio and visual intrusion emanating from construction related activity.

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.).

Only the immediate neighbouring properties will be affected and other users of Frogna Court. The access on Frogna Court and all vehicle activity will be managed to reduce the impact.

A site hoarding will be provided with all works contained within the building. This approach will screen off any works or activities taking place within the site. It will also protect passers-by and reduce the dust and noise emissions from the site.

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.

Plans detailing the proposed construction arrangements and vehicle tracking have been appended to this document (Drawing Numbers: 2017-3166-AT-101; 2017-3166-AT-102; 2017-3166-AT-103; and 2017-3166-AT-104).

Due to the tight site constraints, a number of arrangements will be adopted at different stages during the construction stages. During the excavation for the formation of the retaining wall, vehicles will enter the courtyard area fully. Once the main foundations have been constructed, vehicles will then have to rely on part of Frogna Court for the delivery of concrete. When the crane is in position in later stages, construction vehicles will have to turn on Frogna Court without being able to use the courtyard area.

The majority of vehicles will access the site from the north along the A41 Finchley Road through a left turn. Vehicles will then use Frogna Court and part of the courtyard area as a turning head to allow vehicles to egress in forward gear back onto the A41 Finchley Road controlled by banksmen.

When the crane is in position vehicles will have to rely only on Frogna Court as a turning head. There are 3 parking bays located within Frogna Court to the north of the site which restrict construction vehicles from turning. As such, an agreement would be put in place to ensure that these are free to allow turning manoeuvres within Frogna Court whilst a crane is in position.

When larger vehicles such as a low-loader are attending the site for the delivery of a piling rig, excavator and a crane, it will be necessary for vehicles to reverse in from Finchley Road under banksmen control or wait on Finchley Road outside the site's frontage within the bus lane/loading bay with machinery offloaded and transferred to the courtyard area. Larger vehicle movements will be agreed with TfL in advance. This is expected to be very frequent and will be scheduled to avoid peak periods.

All activity will be managed by banksmen with vehicles co-ordinated with nearby developments as far as possible to minimise any impact.

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).

The proposed start date is subject to planning consent and will be confirmed once a Contractor is appointed.

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

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

The delivery of larger items and equipment may require deliveries to be undertaken outside of usual working hours. If necessary, these would be scheduled in advance with all necessary agreements reached with the Council/TfL prior to undertaking these activities.

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.

TBC

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 grant 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.

Cumulative impact

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

The Council can advise on this if necessary.

13. Consultation

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

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

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

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

TBC – The consultation requirements will be met and reflected within later versions of this document.

If any comments do arise throughout the planning stage appropriate consideration will be given and reflected within the final CMP as part of the S106 agreement.

The applicant is keen to minimise disruption for local residents and occupiers as far as possible, hence the CMP has revised the methodology to put forward a proposal that seeks to reduce the impacts of construction.

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.

TBC

The lead contractor shall keep local residents and occupiers informed about the construction works disturbance such as noise and dust. Clear information shall be given well in advance and in writing including introductory newsletters.

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

All Contact Boards shall include the following:

- (a) Name of the main contractor, address and person to whom correspondence should be addressed.
- (b) Name of the site manager.
- (c) Month and year of completion of works.
- (d) Names and telephone numbers of staff who can take immediate action, so that contact can be made at any time.

Occupiers in the vicinity who may be affected by noise from these works shall be notified of the nature of the works, a contact name, telephone number (including that to be used outside normal working hours), and address to which any enquiries should be directed. A notification will take place prior to the works commencing.

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

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

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

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

A copy of the CMP will be handed out to residents and occupiers prior to construction works. Any comments received will be discussed and reflected within the final CMP.

15. Schemes

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

TBC

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.

The lead contractor will regularly liaise with any nearby construction sites that are in operation whilst the proposed construction project is underway. At this stage of the planning process, the property to the north of the site located in Frogmal Court is currently undergoing construction. No other sites in the immediate vicinity have been identified, however, if any new developments arise throughout the planning process appropriate consideration of these will be undertaken and included within later versions of this document.

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

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

Any large vehicle movements, planned road closures or parking suspensions would be scheduled and agreed in advance if deemed necessary. Notifications will be given to other Project Managers in the vicinity should any proposed works have some form of impact on their work, with discussions held as and when necessary to co-ordinate activity.

Transport

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

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

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

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

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

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

CLOCS Considerations

17. Name of Principal contractor:

TBC

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

TBC

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

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

The site shall:

1. Have clearly marked access and egress points.
2. Have trained banksmen available at all times to help all vehicle and pedestrian movements.
2. Allow for loading/unloading on site where possible.
4. Comply with the CMP.

The operators shall:

1. Only use vehicle routes agreed with the London Borough of Camden to service the site.
2. Be accredited to bronze level Fleet Operator Recognition Scheme (FORS) or equivalent.
3. Have additional safety equipment fitted to vehicles.
4. Only use drivers who have received additional training e.g. Safe Urban Driving, e-learning and vehicle safety equipment training.
5. Perform driver licence checks.
6. Record, investigate and analyse any collisions.
7. Ensure that they have written to their supply chain informing them of the need to comply with the above requirements.

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:

TBC

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

Site Traffic

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

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

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

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

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

All construction activity will take place on-site and off of the public highway.

A vehicle route plan is appended to this document. This details the route for all construction vehicles to take. Vehicles will approach from the north along the A41 Finchley Road and turn left onto Froggnal Court where they will then turn into the Site. Vehicles will exit the site/Froggnal Court via a left turn egressing to the south along the A41 Finchley Road.

The website: www.freightjourneyplanner.co.uk was used to ensure that the proposed vehicle route plan was acceptable.

The A41 is a TfL road.

The majority of vehicle manoeuvres to the site will be forward-in/forward-out with vehicles using Froggnal Court and part of the site as a turning head. This ensures that manoeuvres are not on the public highway. All manoeuvres will be under banksmen control to ensure that vehicles can access/egress the loading area from/to the A41 whilst minimising the impacts.

When larger vehicles such as a low-loader are attending the site for the delivery of a piling rig, excavator and a crane, it will be necessary for vehicles to reverse in from Finchley Road under banksmen control or wait on Finchley Road outside the site's frontage within the bus lane/loading bay with machinery offloaded and transferred to the courtyard area. Larger vehicle movements will be agreed with TfL in advance. This is expected to be very infrequent and will be scheduled to avoid peak periods.

All vehicles collecting and delivering from the site will operate on a time schedule to ensure that there is minimal congestion at the site. Furthermore, deliveries will be co-ordinated where possible with other sites within Froggnal Court to help reduce congestion.

b. Please confirm how contractors, delivery companies and visitors will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.

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

A strict delivery procedure will be implemented to ensure that congestion at the site is kept to a minimum. Drivers will also be required to phone ahead prior to undertaking their journey. Road marshals will ensure that traffic flow is managed and that disruption is minimised.

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

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.

TBC

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

Low Loader

16.6m (L) 2.5m (W) 3.4m (H)

Concrete Pump

10.7m (L) 2.5m (W) 3.9m (H)

Large Tipper

10.2m (L) 2.5m (W) 2.9m (H)

Dwell time – 30 minutes

Rigid Flatbed

10.0m (L) 2.5m (W) 2.6m (H)

Mobile Crane

9.97m (L) 2.6m (W) 3.8m (H)

Dwell time – X

Concrete Mixer

9.7m (L) 2.6m (W) 4.2m (H)

Dwell time 15 – 20 minutes

HI-AB

9.1m (L) 2.6m (W) 3.2m (H)

Grab Truck

9.1m (L) 2.6m (W) 3.5m (H)

Concrete Pump

8.8m (L) 2.5m (W) 3.32m (H)

7.5T Box Van

8.0m (L) 2.1m (W) 3.55m (H)

Skip Lorry

7.1m (L) 2.5m (W) 3.7m (H)

The projected number of vehicle movements for each specific phase of construction will be confirmed within later versions of this document once a Contractor has been appointed.

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

There is currently construction works being undertaken within Frogmal Court to the north of the site. The development proposals are for a refurbishment of the existing residential flats to provide 8 penthouse style apartments. Banksmen will be available at all times to help coordinate construction traffic between the two sites in the event any activities overlap as both sites rely on the same access point from the A41.

If any future developments arise in the local area or on the route they will be monitored and will be set out in later versions of this document and prior to commencement.

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

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

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.

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

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

TBC

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

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

All deliveries will be scheduled in advance to ensure that the site is ready to receive the vehicle. Banksmen will be available to manage all arrivals and departures.

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

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

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

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

The access/egress routes to and from the site are as follows:

Access: A41 Finchley Road – Froggnal Court – Site

Egress: Site – Froggnal Court – A41 Finchley Road

have been previously mentioned and are appended to this document.

All construction vehicles will utilise the A41 with the majority of vehicles accessing the loading area in forward gear and turning via Froggnal Court. When larger vehicles such as a low-loader are attending the site for the delivery of a piling rig, excavator and a crane, it will be necessary for vehicles to reverse in from Finchley Road under banksmen control or wait on Finchley Road outside the site's frontage within the bus lane/loading bay with machinery offloaded and transferred to the courtyard area. Larger vehicle movements will be agreed with TfL in advance. This is expected to be very frequent and will be scheduled to avoid peak periods. All vehicles will leave the site in forward gear through a left turn onto the A41 heading south. Traffic Marshalls will be present at all times to ensure the safety of pedestrians, cyclists and other vehicles.

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

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

Deliveries will be co-ordinated with all vehicles given a specific time for their movement. Drivers will be expected to give advance notice of deliveries and collections to ensure the site is ready for their arrival. The access and egress arrangements is such that vehicles will not meet and create congestion on-site or within Froggnal Court. Other nearby developments will be taken into consideration and appropriate co-ordination of vehicle movements will be undertaken as far as possible to minimise any impact.

c. Please provide swept path drawings for any tight manoeuvres on vehicle routes to and from the site including proposed access and egress arrangements at the site boundary (if necessary).

Swept path analysis has been provided within this document to demonstrate how vehicles will access and egress the site.

The initial phase of the formation of the retaining wall, all vehicle activity will be accommodated on-site, this predominantly comprises concrete deliveries. The excavation phase then occurs with all vehicle activity occurring on-site with an excavator depositing material on to waiting vehicles. During the installation of the ground anchors and the rest of the works some vehicle activity will be accommodated on-site with vehicles also having to utilise part of Frognal Court.

Given the size of the area of hardstanding to the north of the site, larger construction vehicles will be required to reverse in from Finchley Road or wait on Finchley Road within the bus stop/loading area. These would be scheduled to avoid peak periods and agreed in advance with TfL/the Council.

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

- 2017-3166-AT-101-4-axle Concrete Mixer + M20 Concrete Pump;
- 2017-3166-AT-102-4-axle Concrete Mixer + M34 Concrete Pump;
- 2017-3166-AT-103-4-axle Concrete Mixer + M34 Concrete Pump;

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.

Wheel washing facilities will be provided to ensure that all dirt on the vehicles can be removed before exiting. Vehicles will be inspected prior to leaving whilst, in addition, streets will be checked and cleaned, as necessary, to ensure no debris or muck is left on the carriageway.

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.

All vehicle activity is proposed to be undertaken off of the public highway.

During the excavation phase, all vehicle activity will be accommodated on-site with large tippers turning within Froggnal Court and reversing into the site. An excavator will be located on-site and will transfer spoil directly into the waiting vehicle.

During the delivery of concrete a concrete pump will be used in conjunction with a concrete mixer. This will occur on-site for the first phase of concrete and then vehicles will utilise Froggnal Court with concrete being pumped into the site.

For the delivery of larger equipment vehicles will be required to reverse in from Finchley Road or wait within the bus stop/loading bay with machinery offloaded and transferred to the courtyard area.

When the tower crane is in position on-site, materials will be delivered via Froggnal Court.

All materials and plant stored on-site. Indicative site setup plans are provided in the structural report prepared by PureStructures.

Froggnal Court is a private road and therefore no parking bay suspensions are required. Any access rights would be via a private agreement.

The transfer of materials and deliveries of equipment to the site will be under careful management of the Project Manager and banksmen at all times.

Highway interventions

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

24. Parking bay suspensions and temporary traffic orders

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

Please provide details of any proposed parking bay suspensions and TTO's which would be required to facilitate construction. **Building materials and equipment must not cause**

obstructions on the highway as per your Considerate Contractors obligations unless the requisite permissions are secured.

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

No parking bay suspensions are required as all vehicle activity will be undertaken off of the public highway. When larger vehicles are attending the site, they may be required to utilise the bus lane/loading bay on Finchley Road. This will be agreed in advance with TfL with all suspensions applied for by the Project Manager.

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).

All vehicle and construction activity will be undertaken off of the public highway. As such no highway works are required.

The proposed construction arrangement drawings for the main phases of work are included within the structural report. The proposed arrangement will position construction vehicles on-site and on Frogna Court. All plant and materials would be stored on-site.

The proposals will not impact pedestrian routes along Finchley Road with banksmen available to assist pedestrian movements and to manage/co-ordinate any activity.

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

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

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

There will be pedestrian activity on Frogmal Court as there is residential use. All pedestrian activity will be managed by banksmen through using temporary barriers when vehicles are turning and unloading/loading.

26. Diversions

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

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

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

Pedestrian routes will be maintained along Finchley Road and within Frogmal Court. In the event a pedestrian route cannot be maintained, for example when vehicles are reversing into the loading area, banksmen will be available to ensure that pedestrians are not harmed. Furthermore, temporary barriers will be erected and appropriate signage will be used to ensure the safety of all pedestrians.

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.

A pedestrian route will be maintained at all times with barriers and banksmen in place to protect pedestrian movements. All appropriate ramping, signage and lighting will also be installed and used as necessary.

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

The Contractor would undertake a risk assessment prior to the works and propose measures to ensure a safe working environment.

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.

All construction activity will be undertaken off of the public highway.

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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.

The majority of the operation will be located within the site with hoarding surrounding the property to help minimise the noise. Some of the operations will be undertaken from the loading area on Frogna Court.

Construction works will only be carried out within the following time periods:

- 8.00am to 6.00pm on Monday to Friday
- 8.00am to 1.00pm on Saturdays
- No working on Sundays or Public Holidays
- Outside of hour deliveries on an ad-hoc basis

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

A noise survey will be carried out once a contractor is selected.

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

TBC

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.

TBC

The development is located to the rear of the existing hotel with the plot of land detached therefore a hoarding can be erected around the perimeter which will help to minimise vibrations, dust and noise emissions.

If works are found to be creating unexpected noise or vibration the works method will be re-evaluated and the works method will change accordingly. Where practicable, acoustic blankets/screens shall be used around noisy plant.

Noise and vibration caused by site activities will be controlled as far as is reasonably practicable so that surrounding receptors are protected from excessive levels arising from the construction process.

All hand operated tools and equipment shall be effectively silenced and will bear the manufacturer's guaranteed maximum sound level generated. The recommendations made in BS 5228-1: 2009 "Code of Practice for Noise and Vibration control on Construction and Open Sites" will be adopted by subcontractors.

The Contractor will work under the guidelines set out in the legislation below:

- Public Health Act 1961
- Health & Safety at Work act 1974
- Control of Pollution Act 1974
- Environmental Protection Act 1990
- The Noise at Work regulations 2005
- British Standard 5228

The Contractor will aim to keep noise levels to a minimum. This will be carried out by:

- Ensuring all plant is fitted with the correct and working exhaust mufflers and noise suppression kits.
- Changing where possible methods and processes to keep noise levels low.
- Position plant as far away from residential property as physically possible.
- Limit the hours worked on noisy operations.

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

All staff will be made fully aware of the necessity to comply with BS 5228:2009.

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

A site hoarding will be erected around the perimeter of the site to help reduce dust emissions from the works. Water spray equipment will be used to reduce heavy dust. Vehicles will also be sheeted and covered to help minimise the impacts.

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.

A site hoarding will be erected to help minimise the spread of dust onto the public highway.
Regular checks and sweeping of the highway will occur throughout the day.
Wheel washing facilities will be available to keep vehicles and the surrounding area clean.
Vehicles will also be sheeted and covered to help minimise the impacts.

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

TBC

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

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

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

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

TBC

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](#).

TBC

- 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 information and clarification of compliance, as appropriate will be issued to the Council following completion of the air quality assessment.

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).

TBC

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

TBC

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.

TBC

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

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

Induction talks for operatives new to the site will include site rules which cover among other things:

- Behaviour toward others on site and nearby including members of the public and neighbours
- Practical jokes including wolf whistling etc.
- Drugs and alcohol
- Smoking areas
- PPE and safety issues
- Welfare facilities and use of
- Security issues
- Emergency procedures
- Good and bad practice
- Site inductions and site language will be in a variety of languages other than English where required.

The Principal Contractor will be required to operate a 'Red Card' system. Any person found

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

From 1st September 2015

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

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

From 1st September 2020

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

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

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

- a) Construction time period (to be confirmed once a contractor has been appointed)
- b) Is the development within the CAZ? (No):
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N): TBC
- 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: To be confirmed once a contractor has been appointed.
- 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: Confirmed.
- 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: Confirmed.

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Agreement

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

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

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

Signed:

Date:

Print Name:

Position:

Please submit to: planningobligations@camden.gov.uk

End of form.