Construction Management Plan

pro forma v2.2

Camden

Contents

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 Community 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.**"

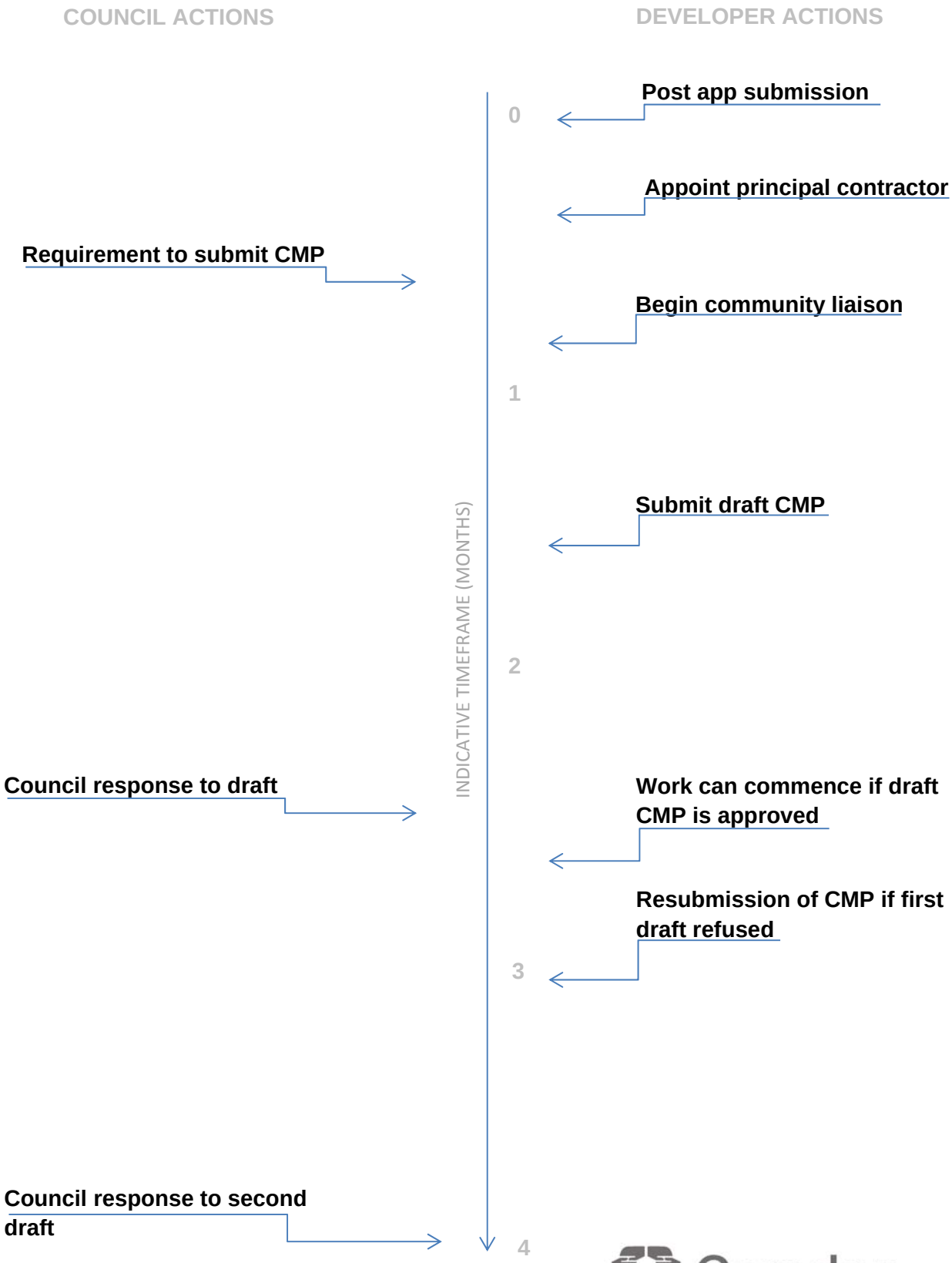
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically 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


COUNCIL ACTIONS
DEVELOPER ACTIONS
Post app submission
0
Appoint principal contractor
Requirement to submit CMP
Begin community liaison
1
Submit draft CMP
INDICATIVE TIMEFRAME (MONTHS)
2
Council response to draft
Work can commence if draft CMP is approved
Resubmission of CMP if first draft refused
3
Council response to second draft
4

Contact

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

Address: 4 Tavistock Place, London, WC1H 9RA.

Planning reference number to which the CMP applies: 2016/5179/P & 2016/5753/L

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

Name: Rebecca Prince (Marek Wojciechowski Architects)

Address: First Floor, 66-68 Margaret Street, London, W1W 8SR

Email: rebecca@mw-a.co.uk

Phone: 02075809336

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: To be confirmed following the appointment of a contractor. Until this time, responsibility will be with Rebecca Prince – detailed above.

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: To be confirmed following the appointment of a contractor. Until this time, responsibility will be with Rebecca Prince – detailed above.

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: To be confirmed following the appointment of a contractor. Until this time, responsibility will be with Rebecca Prince – detailed above.

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.

The application site is located on Tavistock Place within the London Borough of Camden, approximately 45 metres east of the signalised junction between Tavistock Square, Woburn Place and Tavistock Place. The surrounding area comprises a mixture of residential, commercial and educational uses with the site being located approximately 200 metres east of University College London. No vehicular access to the site is provided. The location of the site can be seen in **Figure 1**.

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 proposals comprise the internal demolition of the existing building and the extension of the third and fourth floors of the existing property and the extension of the existing basement level.

The property is fronted to the north by Tavistock Place. There is an ongoing trial highway arrangement on Tavistock Place operating one-way eastbound road, subject to a 30mph speed restriction. The trial proposes cycle lanes along both sides of the road with the northern cycle lane operating eastbound only and the southern cycle lane operating westbound only. The northern cycle lane is separated from traffic by a kerbed island whilst the southern cycle lane will be separated from traffic by temporary 'armadillo' barriers. This current highway arrangement is shown in Drawing 170432-01, attached.

A vehicular access to government offices is provided from Tavistock Place to the north of the site. No vehicular access to the development site is available.

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.).

The house is a terraced property and as such the adjoining residents will be the nearest possible receptors likely to be affected by the activities on site. Further details of mitigation measures will be added by the contractor once appointed.

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.

The existing highway arrangement is shown on drawing 170432-01 attached.

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).

As a contractor is yet to be confirmed, the programme below provides an indication of the duration of each phase of the works. The programme will be updated with the dates envisaged for each phase of the works once a contractor has been appointed and the date for works to start on site has been determined.

Phase	Start	Completion
Site set out (Hoarding, scaffolding, site office)	Week 1	Week 2
Demolitions, alterations and Site preparation	Week 2	Week 4
Basement structure	Week 4	Week 10
Temporary Works – Steels	Week 5	Week 7
Installation of metal frame as per SE specification	Week 7	Week 10
Drainage	Week 9	Week 12
Roofing	Week 10	Week 14
Application for Main Services	Week 14	Week 14
Rear elevation brick work	Week 14	Week 18
Internal Wall (timber/blockwork)	Week 18	Week 22
Windows/Doors/Glazing	Week 20	Week 24
Sanitary fittings order	Week 22	Week 22
Plumbing and electrical first fix	Week 23	Week 26
Border/Plaster and Render	Week 26	Week 29
Plumbing and electrical second fix	Week 29	Week 31
Fitting ironmongery	Week 31	Week 33
Floor finishes	Week 33	Week 35
Fittings	Week 35	Week 37
Decoration	Week 37	Week 39
Snagging and Cleaning	Week 39	Week 40
Cleaning, site demobilisation	Week 41	Week 42

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

The provisional working hours for the site will be 0800 to 1800 Monday to Friday and 0800 to 1300 on Saturdays. No work will be permitted on Sundays, bank holidays and public holidays.

Basement excavation and noisy demolition works will only be permitted between 0900 and 1800 Monday to Friday. Basement excavation and noisy demolition works will not be permitted at the weekend or on bank holidays or public holidays.

During heavy demolition works, it is proposed that the site operates with reduced noisy working hours such as a 2 hour on, 2 hour off working strategy so as to minimise noise disruption to adjoining residences. Further details and confirmation of the proposed working strategy will be provided by the contractor once appointed.

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.

Service	Details	Contact
Water	Update to supply new 8no water meters	Thames Water Utilities Limited, Clearwater Court, Vastern Road, Reading RG1 8DB
Electric	Update to 3 phase supply 200amp per min	Uk Power 237 Southwark Bridge Rd, London SE1 6NP

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.

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.

A pre-consultation letter will be issued immediately from issue of this Construction Management Plan to Camden Planning.

The chosen contractor shall initiate consultation with occupants affected by the works to limit disturbance and provide communication routes to deal with concerns or complaints. Additional notices will be displayed at the site entrance with site contact details for further communication routes with local residents.

All feedback from local occupants and further concerns will be recorded on site to ensure any complaints are dealt with within a professional and courteous timescale.

A consultation letter will then be issued following the issue of this CMP to Camden Planning. A sample copy of the consultation letter:

MAREK WOJCIECHOWSKI ARCHITECTS
LONDON

4 Tavistock Place
London
WC1H 9RA

19th April 2017

Dear Neighbour,

RE: Demolition works at 4 Tavistock Place, London, WC1H 9RA

[Contractor - TBC] will be undertaking the construction works associated with the planning consent **2016/5753/L** and **2016/5179/P** over the coming months. For further details on the proposed works search the local authority website at www.camden.gov.uk/environment/planning_applications_search (using the above reference numbers)

Contractor Details for any on site issues are as below, please liaise directly. Full details will be available at the site, on the site 'contact board'. The works are programmed to be complete in (date of completion – TBC).

Contractor Details
To be confirmed
Contractor - Project Manager [To be confirmed]

Design Team - Project Administrator – Ron Coll
Coll Associates Ltd.
'The Gallery'
20 Berkeley Street,
W1J 8EF
Phone - (020) 7493 6228
r.coll@collassociates.co.uk

Architect - Project Liaison – Rebecca Prince
Marek Wojciechowski Architects
66-68 Margaret Street,
W1W 8SR
Phone – (020) 7580 9336
rebecca@mw-a.co.uk

Structural Engineer – Andy Ilsley
Form Structural Design
77 St John Street,
EC1M 4NN
Phone – (020) 7253 2893
andyi@form-sd.com

Should you have any queries or concerns during the period of the works, please contact me at the details above. Apologies for any inconvenience caused.

Kind Regards,

Rebecca Prince

MAREK WOJCIECHOWSKI ARCHITECTS LIMITED, 66-68 MARGARET STREET, LONDON, W1W 8SR
+44 (0)20 7580 9336 INFO@MW-A.CO.UK | MW-A.CO.UK
REGISTERED NO. 3821864

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.

Community liaison will be formed by the following:

- Neighbourhood consultation letter including site contact details.
- Establish meeting with local residents to consult on construction work and agree noisy works hours
- Monitor works and establish log book for complaints and incidents to remediate.

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".

Details to be provided by the contractor prior to commencement.

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.

Details to be provided by the contractor prior to commencement.

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 Contractual Considerations

17. Name of Principal contractor:

To be confirmed.

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).

Details to be provided by the contractor prior to commencement.

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:

Details to be provided by the contractor prior to commencement.

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 how vehicles will be routed to the Transport for London Road Network (TLRN) on approach and departure from the site.

As part of the new highway layout trial, the westbound carriageway of Tavistock Place has been converted into a segregated cycle lane and as such there is no opportunity for kerbside loading adjacent to the frontage of the property. As it is likely that the majority of the construction work will take place during this arrangement, it is proposed that all construction vehicles will load from the new loading bay on Herbrand Street.

Construction vehicles will access the site from the A501 Euston Road. Vehicles will turn onto the A4200 Tavistock Square and will make a left turn onto Tavistock Place. Vehicles will make a right turn from Tavistock Place onto Herbrand Street to access the loading area. Vehicles will leave the loading area travelling southbound on Herbrand Street making a right turn into Coram Street and a right turn onto Woburn Place. Vehicles will continue onto Tavistock Square/Upper Woburn Place to re-join the A501 Euston Road. A vehicle routeing plan is shown in **Figure 2**.

It will be required that all delivery drivers call a minimum of 20 minutes prior to arrival at the site to ensure that the appropriate loading area is available. All vehicle movements to and from the loading areas will be managed by a minimum of two trained traffic marshals.

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.

All contractors, delivery companies and visitors will be advised of and required to adhere to the specified route and all other measures detailed in this plan prior to journeys being undertaken. All contractors and visitors to the site will be advised to undertake travel to the site by public transport, foot or cycle. The Construction Project Manager will provide all site personnel with details of local public transport services.

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.

As a contractor is yet to be appointed, an indicative programme of works is provided in the table below highlighting the approximate duration of key phases of the construction project. The dates of each phase of works, the vehicle sizes and number of vehicle movements will be confirmed and revised if necessary by the Construction Project Manage (CPM), once appointed.

Phase	Weeks
Site setup	2
Internal strip out and demolition	4
Structural works	8
Excavation	4
Non-structural works/internal fit out	20
Site clear up	4
Total	**42**

- **3 axle tipper**
  These vehicles are approximately 8 metres in length with a width of 2.5 metres. They will be used to remove demolition material and spoil from the site during the demolition and excavation phases of the project. The maximum dwell time f the vehicle will be 40 minutes and approximately 3 vehicles per day could be expected to visit the site during the demolition and excavation phases.
- **Flatbed truck**
  These vehicles are typically 8 metres in length with a width of 2.4 metres. Flatbed vehicles will be used to deliver various materials including scaffolding, steelwork, timber, reinforcement, brick and block work, plaster etc. Deliveries are likely to be expected on average once per day during site setup and structural work phases of the programme with a maximum dwell time of 40 minutes.
- **Box van**
  This will be a vehicle with length of up to 6 metres and a width of 2 metres. It is anticipated that approximately 1-2 deliveries per day during the setup and fit out phases of the project will be undertaken by box van with a maximum dwell time of 40 minutes.

The maximum number of deliveries to the site will be limited to 6, although it is expected that an average of 2-3 deliveries to the site will occur daily throughout the duration of the works. Deliveries to the site will be permitted between 0930 to 1630 on weekdays and between 0800 to1300 on Saturdays.

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

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 are to be booked in with the Construction Project Manager at least 24 hours before and all drivers will be informed of the vehicle route and location of the appropriate loading are prior to undertaking a journey to the site. all drivers will be required to phone 20 minutes prior to arriving on site to confirm that the loading area is clear. If the loading area is not available, the vehicle shall not proceed to the site and will be given an alternative delivery time. Vehicles will not be permitted to wait, stack or circulate on the roads within the borough.

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.

Details to be provided by the contractor prior to commencement.

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).

The contractor, once appointed, will investigate the potential for using construction material consolidation centres and other measures such as electric vehicles to reduce the impact of traffic associated with the development works.

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

As no loading activity is permitted adjacent to the Tavistock Place frontage of the property, it is proposed that all deliveries will take place from the loading area on Herbrand Street as shown in Motion drawing 170432-02. Materials will be transferred along the footway to the property supervised by traffic marshals who will manage the interaction of pedestrian with loading activity. Motion Drawing 170432-TK01 shows a 3 axle tipper, the largest vehicle expected to access this loading area, accessing and leaving the loading area.

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

All vehicle movements to and from the loading area will be supervised by a minimum of 2 trained traffic marshals in order to manage the interaction between pedestrians, cyclists and other road users.

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).

Motion drawing 170432-TK01 shows a 3 axle tipper accessing and leaving the Herbrand Street loading area. All manoeuvres will be supervised by traffic marshals who will manage the interaction between construction vehicles, pedestrians and other road users.

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.

Vehicles will not access the site and as such wheel washing facilities will not be required. Any material transferred to the footway will be cleared immediately.

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.

As no vehicular access to the site is provided, it is considered that all loading activity will need to take place on street. A highway layout trial is currently in operation along Tavistock Place whereby the westbound carriageway has been converted into a segregated cycle lane and traffic flow operates eastbound only. As such, there is no opportunity to load from Tavistock Place.

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.

It is anticipated that all loading activity will take place from the loading bay on Herbrand Street. If vehicles are required to dwell longer that that permitted by the loading restrictions of the loading bay the necessary loading dispensations will be applied for by the construction project manager once appointed. The final strategy for loading will be confirmed following the appointment of a contractor and agreed with Officers at Camden Borough Council.

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).

The proposed site setup during construction is shown in Motion drawing 170432-02, attached. A secure and lockable hoarding will installed around the frontage of the property. In excess of 3 metres clear carriageway will be maintained along Herbrand Street at all times.

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

Details to be provided following the appointment of a contractor.

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 currently proposed. Further details and confirmation of the delivery strategy will be provided by the contractor, once appointed.

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 operation of the segregated cycleways along Tavistock Place will be unaffected by the proposed vehicle routes. In order to manage pedestrian and cyclist safety, vehicles with appropriate safety equipment including safety bars, additional mirrors and advisory signage will be used. In addition, traffic marshals will be available on site at all times and will supervise all vehicle movements to and from the loading area and will also supervise all loading/unloading activity and the transferal of material along the footway so as to manage the interaction of construction activity with pedestrians, cyclists and other vehicles.

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.

A lockable site hoarding will be installed along the frontage of the site as shown in Motion Drawing 170432-02. All relevant licences for the hoarding will be applied for by the Construction Project Manager and the requirements will be confirmed once a contractor has been appointed.

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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.

Current allowance under Camden's working hours:

Monday to Friday Only: 08:00 to 18:00

Noisy works period of 2 hours on – 2 hours off to be agreed with local authority and adjacent occupants.

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.

Automated noise monitoring was undertaken on the proposed site (by Emtec). Please refer to **Appendix A** for full report.

The choice of these positions was based both on accessibility and on collecting representative noise data in relation to the nearest noise sensitive receivers relative to the proposed plant installation. The duration of the survey was on a continuous 24-hour period from 12:05pm on 12.01.2015 to 12:05pm on 13.01.15.

Initial inspection of the site revealed road traffic along Tavistock Place as the dominant source of noise affecting ambient noise levels.

The weather during the course of the survey was generally dry with wind speeds within the acceptable tolerances and therefore suitable for the measurement of environmental noise.

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

The full list of equipment and methodology of the deconstruction is provided with reference to BS 5228-1:2009 sound level data. The plant and equipment to be used will be monitored for vibration and noise at source of noise with further levels monitored at boundary positions. The boundary noise and vibration impact at this time cannot be fully set at an accurate level without a period of works being performed to record fluctuations in levels imposed by the contagious terraced construction, concrete frame construction of the building and the opening of existing walls / facades which may enhance the acoustics dependant on task, environment and possible weather. The initial work will be assessed with record of noise and vibration levels at source and consider the logarithmic scale of base 10 whereby an increase of 3dB can result in a doubling of sound intensity dependent on receptor and transmission through the building via reflection of surrounding buildings or structure of the building. All best practicable means will be undertaken to monitor and manage noise and vibration within the context of the building structure and continued on going phases of work.

Phases of Works and PNL: *start dates not confirmed at time of issue, predictive programme

Work Phase	Completion Date	Plant Operation	Estimated Noise dB at source	Estimated boundary dB at 10M distance
Site preparation and temporary works	04/08/17	Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Break out of slab		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Piling/Basement		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Internal steelwork		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Scaffolding		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Main roof work construction		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Internal concrete demolition		Diamond track sawing – slab cutting Brokk 180 Demolition breaker	109dB	110dB

Retaining walls		Diamond track sawing – slab cutting Brokk 180 Demolition breaker	109dB	110dB
Rear extension and demolition works		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Steelwork and rear wall demolition		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Construction of rear wall		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
First fix base build		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Second fix finishing works		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB
Demobilisation		Accumulation of works / Hand held equipment 110V breakers / drills, material movement	98dB	10dB

The works to demolition and deconstruction that may cause structure borne noise connected to boundary walls will be minimal and below 90 dB (A). In the event that work processes are identified at boundary walls above predicted levels at source of 90 dB (A), the site manager will call and visit the property to assess any potential increase in neighbouring buildings above this level.

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.

Working hours of noisy works to be within the local authority working hours and agreed noisy times. Minimum conditions to be expected of two hours on and two hours off.

Site noise monitoring records to be kept with register of complaints for reference at all times of works through the following register on site. All complaints to be investigated immediately by the site manager for investigation and follow up.

4 Tavistock Place – Complaints Register					
Date of receipt	**Time of receipt**	**Contract details of complaint**	**Description of complaint**	**Date of investigation**	**Findings of investigation and actions taken**

Best practicable means will be employed during these works. Experience from similar sites has shown that by implementing the following measures will serve to reduce noise and vibration levels to the most practical levels considering the deconstruction and demolition works.

- Phasing the works to maximise the benefit from perimeter structures;
- Any compressors brought on to site to be silenced or sound reduced models fitted with acoustic enclosures;
- All pneumatic tools should to be fitted with silencers or mufflers;
- Deliveries should programme to arrive during daytime hours only;
- Care to be taken when unloading vehicles to minimise disturbance to local residents;
- Delivery vehicles to be prohibited from waiting at site with their engines running;
- All plant items to be properly maintained and operated according the manufacturers' recommendations in such a manner as to avoid causing excessive noise. All plant to be sited so that the noise impact at nearby noise-sensitive properties is minimised;
- Hoarding, screens or barriers to be erected as necessary to shield particularly noisy activities; and
- Problems concerning noise from construction works to be avoided by taking a considerate and neighbourly approach to relations with local residents. Works should not be undertaken outside of the hours agreed with the local authority.

Continued on-site monitoring will be employed and recorded to address possible during working hours to ensure exceedances are dealt with once identified and resolved to bring down potential ongoing nuisance. Exceedances will be dealt with through record of the following.

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

All direct staff will be trained internally in accordance with BS 5228:2009, COP for noise and vibration control on construction and open sites with direct reference to Regulation 8 of the Control of Vibration at Work Regulations 2005 for employee health.

All sub-contractors are to provide evidence of their own training in respect of CoVaWR, with particular attention to (HAV), (WBV), assessment and management of reducing exposure limits.

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

All works with breaking out and deconstruction will combine dampening and mist spray as best practicable means in conjunction with immediate bagging of waste, storage and removal from site. Public footpath crossed over with removal of debris will be immediately washed and swept. Scaffold at front and rear elevation will combine netting / mono-flex covering to suppress building dust at site area. In addition areas of public crossover will be continually swept at all routes from delivery to site, washed and swept on a regular basis as good practice to remove risk and continue with adequate clean footpaths and external site areas.

Any comment or concerns from local residents in relation to dust will be addressed immediately.

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.

Refer to Question 33.

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

Working hours of noisy works to be within the local authority working hours and agreed noisy times. Minimum conditions to be expected of two hours on and two hours off. Site noise records to be kept with register of complaints for reference at all times of works.

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

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

Points for monitoring will be at each source of deconstruction and piling for each level as prescribed by both BS5228-1:2 to ensure vertical monitoring up to roof level from each operation for vibration through cutting and breaking of slab, with immediate vibration monitoring at set pile locations indicated by the Client structural engineer. At all times of operations, continual review and assessment of operations will be carried out to ensure that set reduction measures can be improved on further to exceedances or possible complaints.

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

Proposed sampling periods:

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

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

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.

Under the GLA BPG on *"control of dust emissions from construction and demolition"* the following assessment has been made:

Size of Site	Number of Properties	Potential Sensitive receptors	Construction Impact
204 sqM	One property in office use, facilitating both a single occupier and a multi tenancy arrangement internally.	2, 6-8 & 10 Tavistock Place and rear buildings at Thackeray House.	Floor removal. Removal of part of rear building. Removal of debris/waste. Storage of materials. Prolonged period of works 1 year. Weather conditions. Site Vehicles.
Assessment Site Score		**Low Risk**	

Please refer to **Appendix B** for Dust Mitigation Measures.

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.

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

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

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

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

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

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 site is not considered to be high risk site. The above condition will not apply.

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).

Initial baiting will be undertaken by: West London Pest control.
Contact details: 07977227176, address: 21 Stanley Gardens Road, TW11 8SY. Name of Surveyor is Michael Coates.

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

Asbestos survey undertaken by Eton Environmental Services on 11.05.2015. Please refer to **Appendix C** for full report. Summary of findings:

Two samples were taken in total within the site, both of which were confirmed to contain asbestos. A further two assessments presumed asbestos.

- Cement roof tiles found externally on the fifth floor found to contain chrysotile. The tiles were unsealed and in good condition.
- Cement panels found externally of the fifth floor found to contain chrysotile. The cement panels were unsealed and in good condition.
- Brake pads to the lift motor in the lift motor room presumed to contain chrysotile. The brake pads were unsealed and in good condition.
- Flash-guards presumed to be contained within the fuse-box in the lift motor room presumed to contain chrysotile. The flash-guards were presumed to be unsealed and in good condition.

All asbestos containing materials will be removed from site prior to refurbishment in compliance with the Control of Asbestos Regulations 2012. Any work upon, or removal of, these materials will be done by competent persons and items removed disposing of as asbestos waste. The local authority will be notified, if required, prior to the removal of non-licensed asbestos materials. The duty holder will ensure that where asbestos is, or is liable to be, present that a determination of the risk from that asbestos is made and measures which are to be taken for managing the risks are specified in a written plan and implemented. This would be in line with Regulation 4 of The Control of Asbestos Regulations 2012.

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.

Details to be provided by contractor once confirmed, prior to commencement.

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 (mm/yy - mm/yy):

b) Is the development within the CAZ? (Y/N):

c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N):

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:

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:

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:

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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: ……

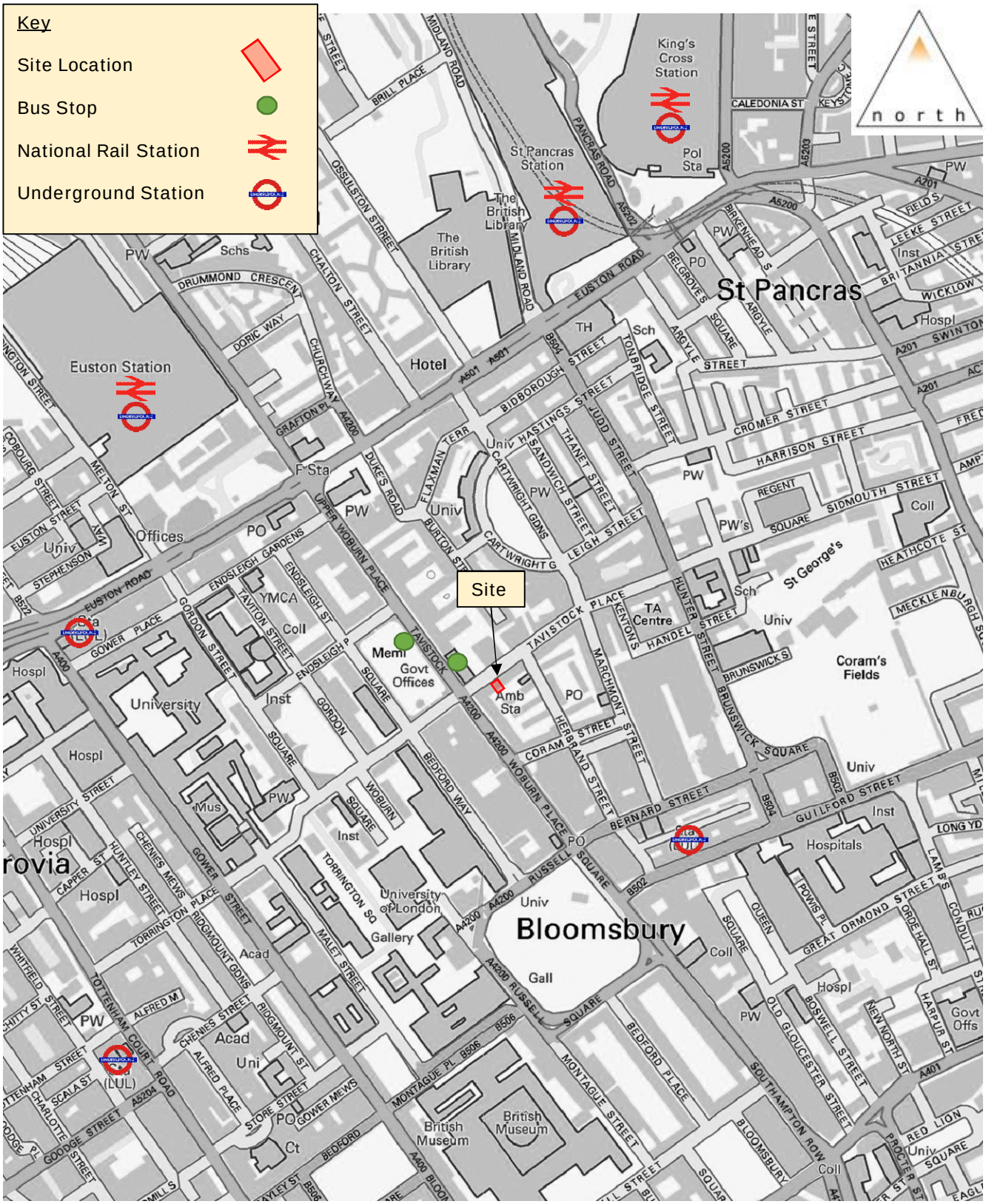
Date: ……..

Print Name: ……..

Position: ……

Please submit to: planningobligations@camden.gov.uk

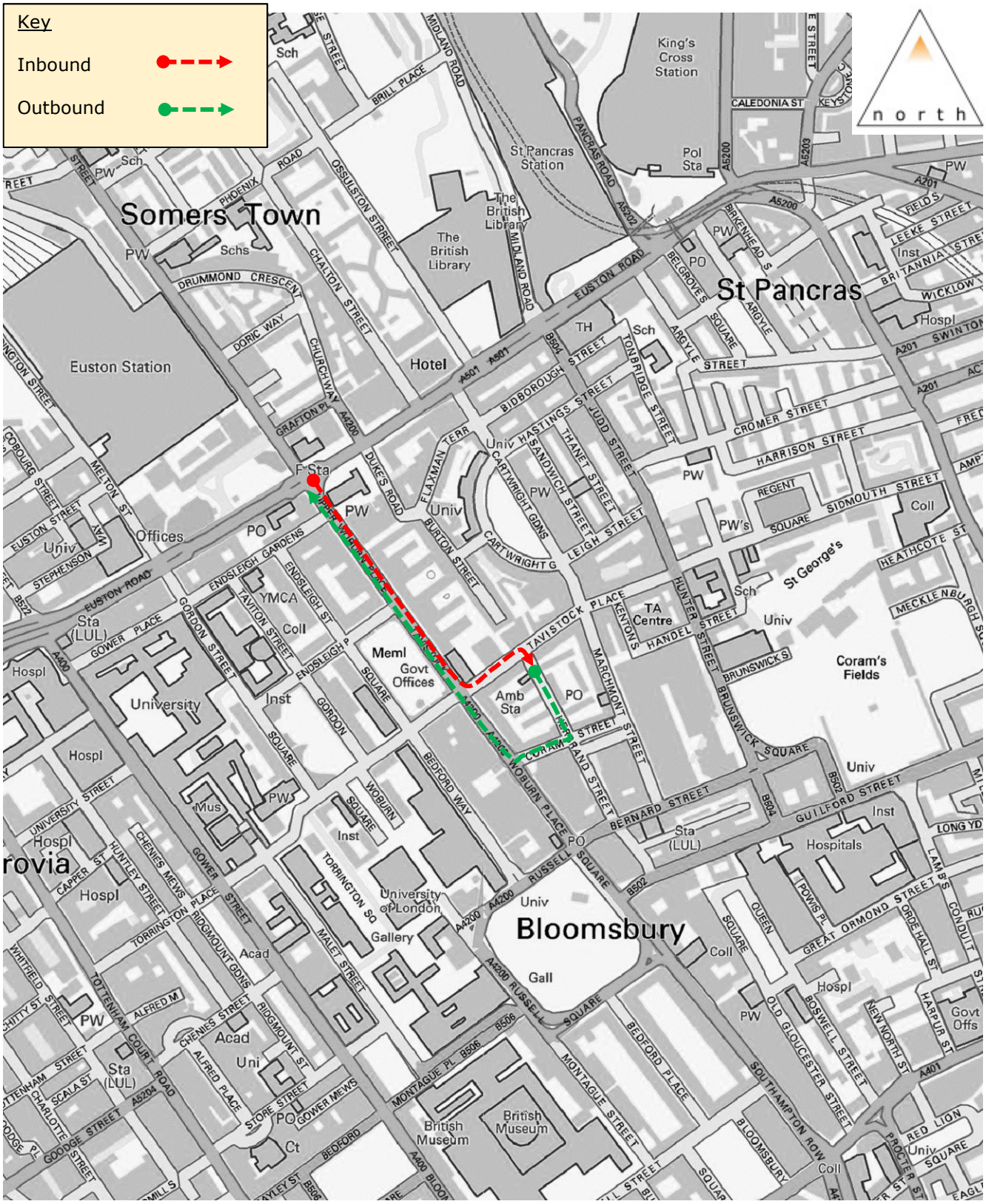
End of form.



4 Tavistock Place

Figure 1: Site Location Plan

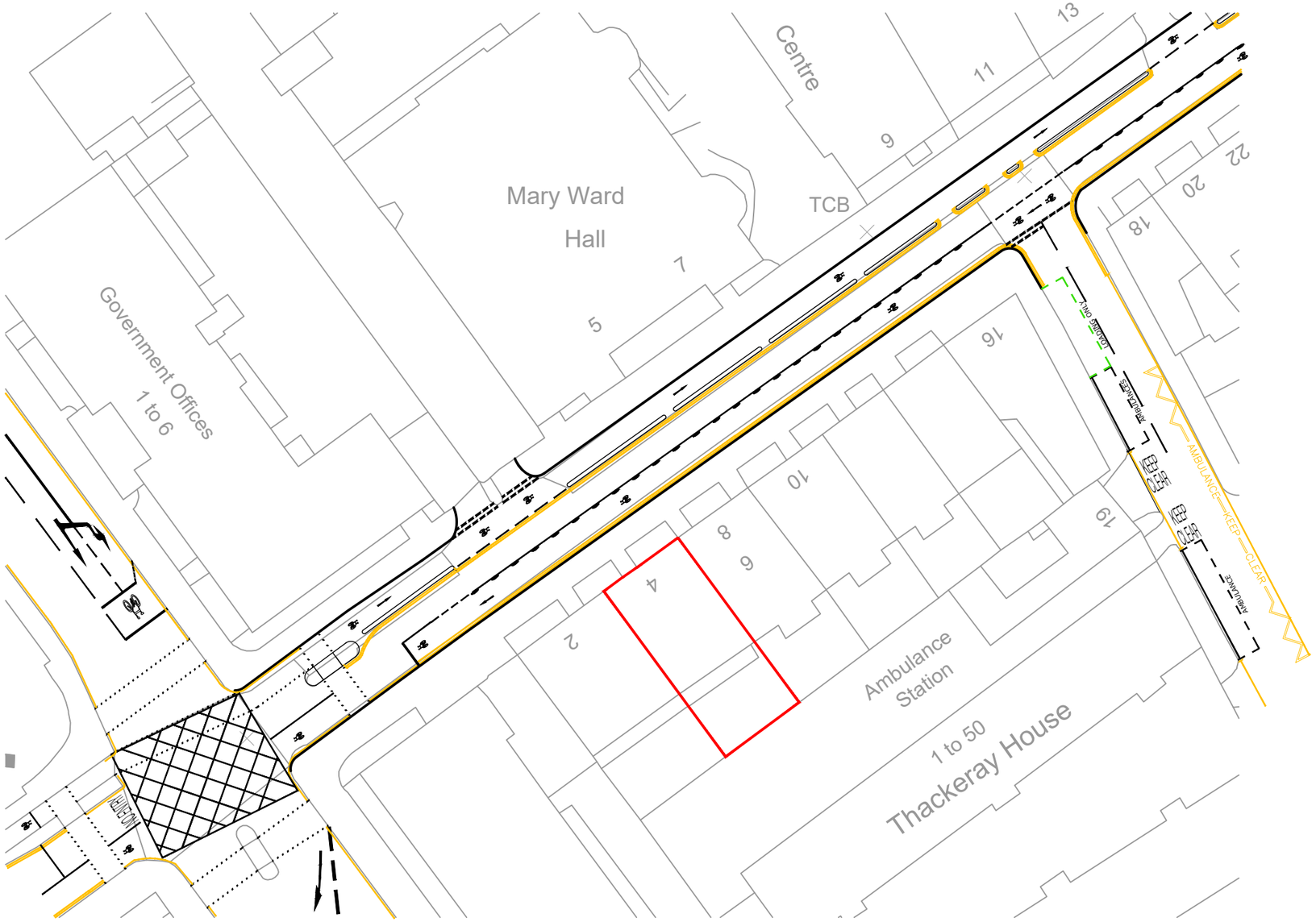
Not to Scale



4 Tavistock Place

Figure 2: Vehicle Routeing Plan

Not to Scale



LEGEND

Site Boundary

Loading Bay

motion

84 North Street
Guildford
Surrey
GU1 4AU

T: 01483 531 300

Golden Cross House
8 Duncannon Street
London
WC2N 4JF

T: 020 7031 8141

www.motion.co.uk

Project:
4 Tavistock Place

Title:
Existing Highway Arrangement

Scale: 1:500 (@ A3)

Notes:

Drawing:
170432-01

Revision:
-

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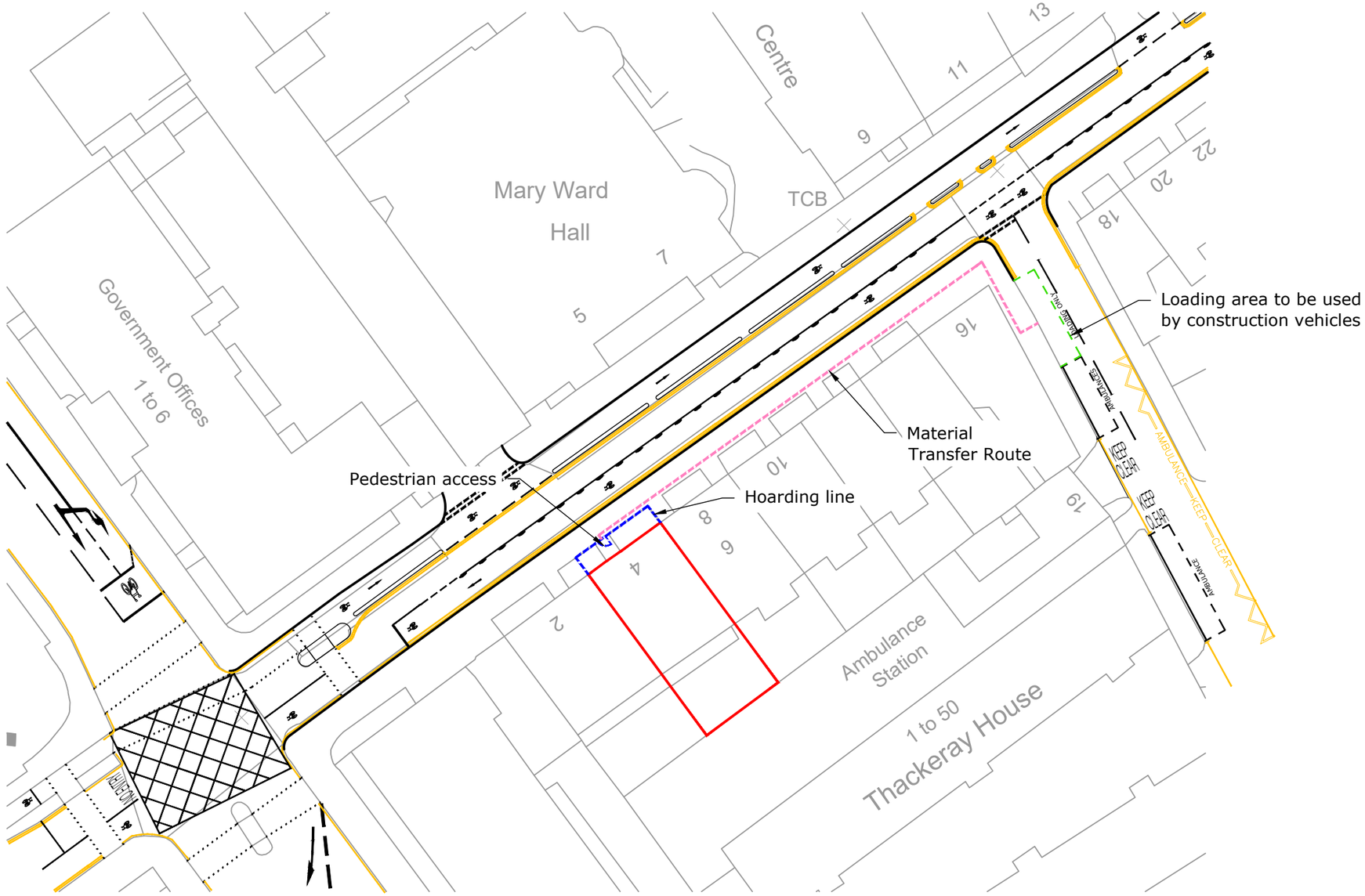

LEGEND

Site Boundary

Loading Bay

Material Transfer Route

motion

84 North Street
Guildford
Surrey
GU1 4AU

T: 01483 531 300

Golden Cross House
8 Duncannon Street
London
WC2N 4JF

T: 020 7031 8141

www.motion.co.uk

Project:
4 Tavistock Place

Title:
Proposed Site Set-Up

Scale: 1:500 (@ A3)

Notes:

Drawing:
170432-02

Revision:
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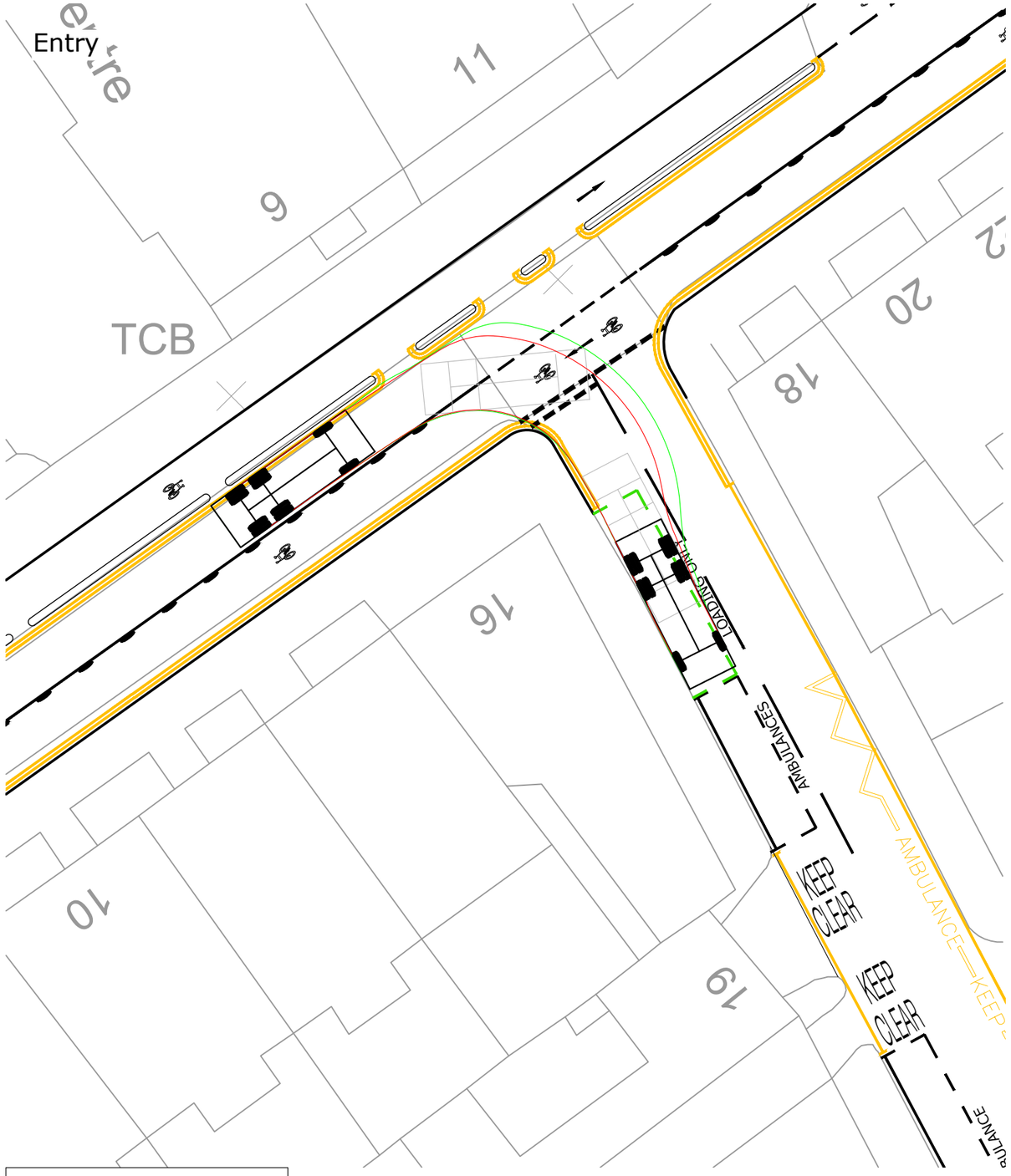
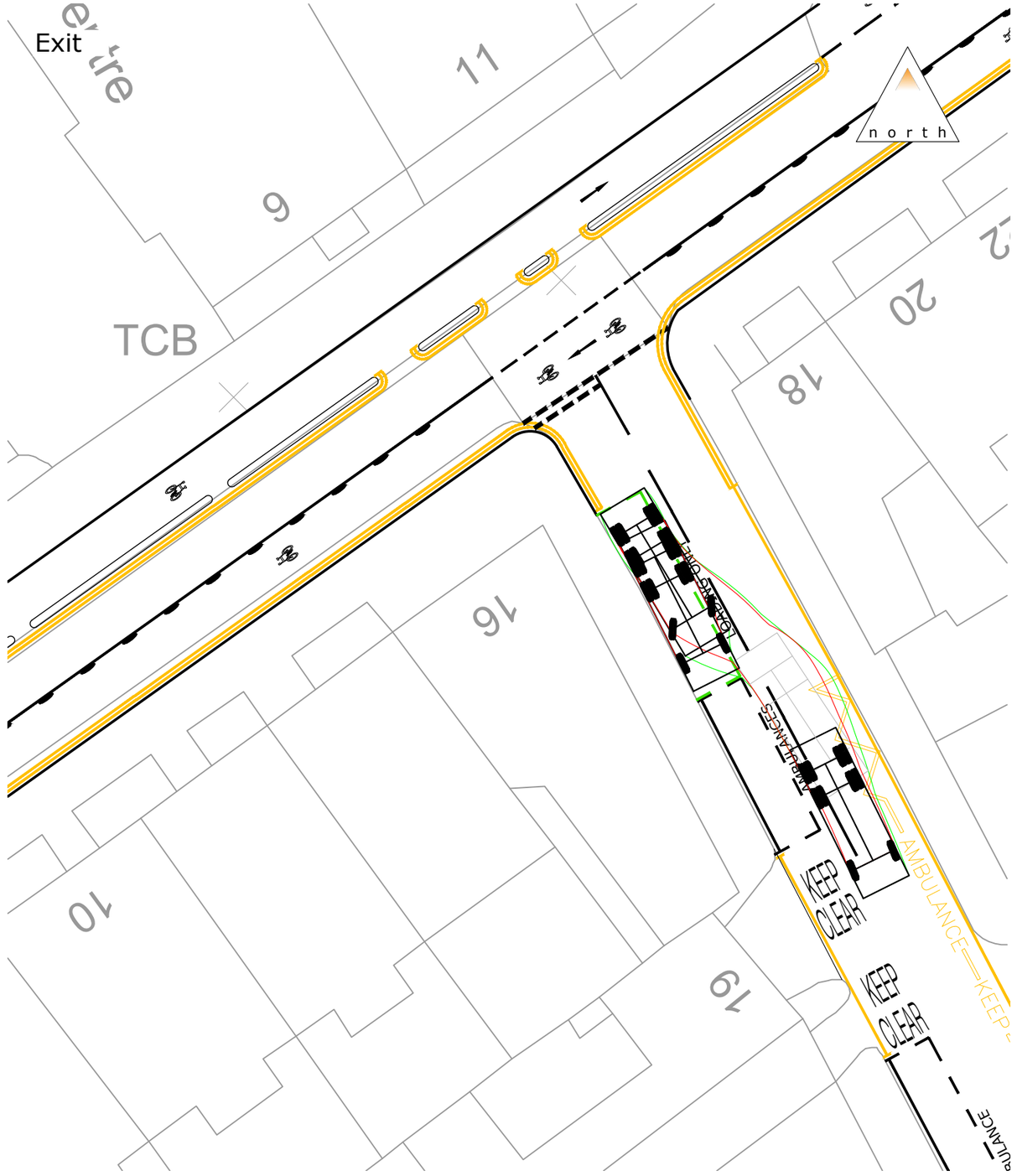
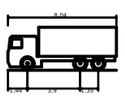
Entry

Exit







Mercedes Actros Rigid Tipper 6x4 2632K

Overall Length	8.040m
Overall Width	2.490m
Overall Body Height	3.191m
Min Body Ground Clearance	0.257m
Track Width	2.490m
Lock-to-lock time	5.00s
Wall to Wall Turning Radius	8.750m

motion

84 North Street
Guildford
Surrey
GU1 4AU

T: 01483 531 300

Golden Cross House
8 Duncannon Street
London
WC2N 4JF

T: 020 7031 8141

www.motion.co.uk

Project:
4 Tavistock Place

Title:
Swept Path Analysis
3 Axle Tipper

Scale: 1:250 (@ A3)

Notes:

Drawing:
170432-TK01

Revision:
-

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