

Construction Management Plan

pro forma v2.2

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Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
01.12.17	1.1	Aaron Kazab
22.02.18	1.2	Aaron Kazab
14.03.18	1.3	Aaron Kazab

Additional sheets

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

Date	Version	Produced by
22.02.18	1.1	Aaron Kazab
15.03.18	1.2	Aaron Kazab

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](#)."

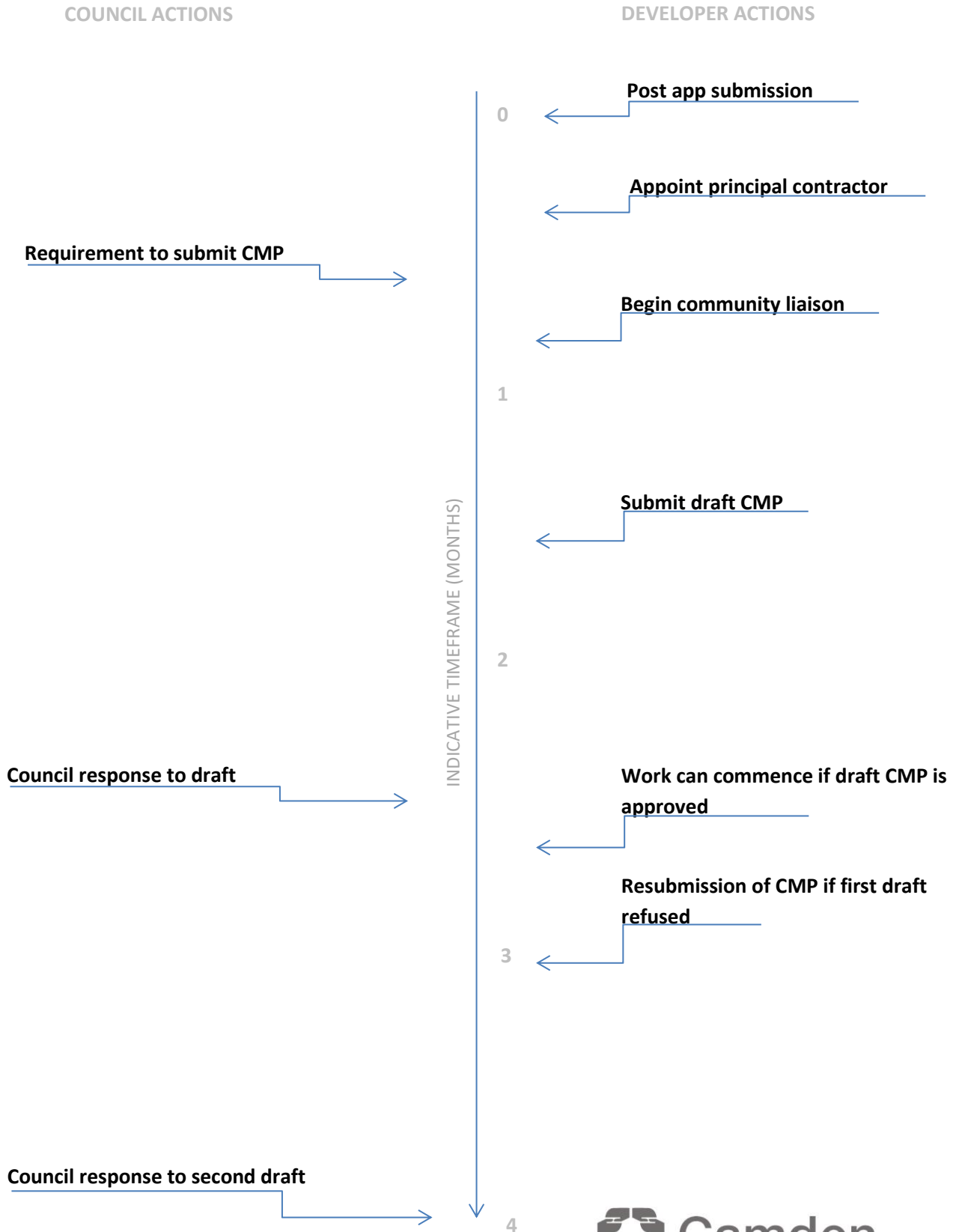
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically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



Contact

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

Address: Wells Court, Oriel Place, London NW3 1QN
Planning reference number to which the CMP applies: 2017/3626/P

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

Name: Aaron Kazab
Address: Guilford Management
1 Princes Square
London
W2 4NP
Email: aaron@conceptlondon.co.uk
Phone: 020 7229 1011

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: Aaron Kazab
Address: Guilford Management
1 Princes Square
London
W2 4NP
Email: aaron@conceptlondon.co.uk
Phone: 020 7229 1011

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:	See above (Q3)
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:	Aaron Kazab
Address:	Guilford Management 1 Princes Square London W2 4NP
Email:	aaron@conceptlondon.co.uk
Phone:	020 7229 1011

Site

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

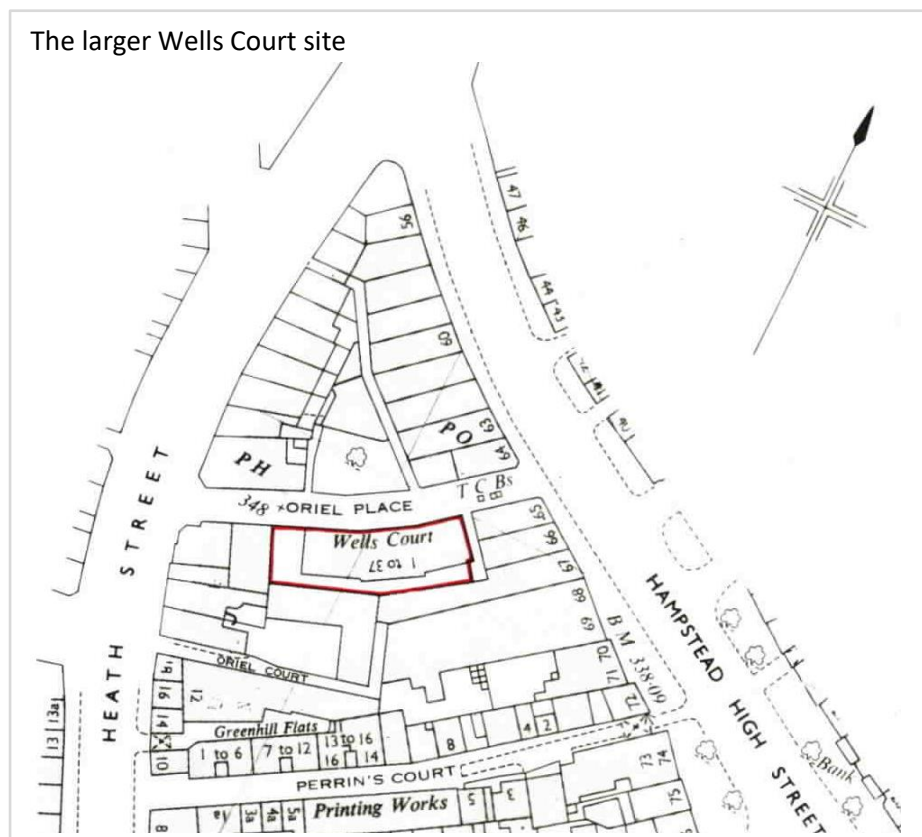
The site is located on the south side of Oriel Place. Oriel Place is a pedestrian only route running between Hampstead High Street to the north east and Heath Street to the south west. See figure below.

Wells Court is a 5 storey building that is currently being extended and refurbished to provide an additional 2 flats in a mansard roof extension (planning application ref. 2016/4116/P). This construction work is close to completion.

The site that this CMP relates to is the western end of the larger Wells Court site, see figure below.

The site is currently used for informal storage associated with the construction work being undertaken at Wells Court. As noted above this construction work is close to completion.

On 10 October 2017 planning permission was granted, subject to a s106 Agreement that has since been made, for the erection of a 3 storey mews house (1 x bedroom – Class C3) and refuse store for Wells Court to adjoin Wells Court and Oriel hall.



The part of the larger site that this CMP relates to



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 comprise:

- The erection of a new 3 storey building (height 8.6m, width 5.2m, depth 6.9m) totalling 80sqm of floorspace.
- The ground floor of the building will provide refuse storage for the adjoining Wells Court apartment building.
- The first and second floors will comprise a dual aspect 1 bedroom flat.
- There will be an enclosed amenity area on the first floor.
- The building will be faced in brick, detailed with timber gates and timber framed windows. The roof will be slate.

The site is currently an open storage area, so no demolition work is needed, and site clearance will be minimal.

The main site constraints relate to the site's location on a pedestrian only route, and the close proximity of a café in Oriel Hall which is the building immediately to the west of the site.

The adjoining Wells Court apartment building will not be occupied during the time that the mews house is being constructed.

It should be noted that the two sites are under the control of the same developer.

The remaining buildings along Oriel Place comprise the flank and rear of the buildings fronting on to Heath Street and Hampstead High Street.

There are a mix of residential, retail and commercial properties on Heath Street and Hampstead High Street.

Careful consideration will therefore be given to noise and dust impacts, and the impact that delivery vehicles might have.

These matters have, however, been successfully addressed in the context of the very much larger scheme at Wells Court, and the successful strategies and methodologies applied there will be carried over, as appropriate to the very much smaller project relating to the construction of the mews house.

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 nearest potential receptors that could be affected by the activities on-site are the various residential premises, cafes, shops and other commercial uses on Oriel Place, and on Heath Street and Hampstead High Street in the immediate vicinity of their junctions with Oriel Place. These properties are listed in our answer to Q13 Consultation.

The project manager has already established good relationships with those most likely to be affected by the ongoing construction work at Wells Court.

The project manager will ensure that an effective communication strategy is in place to give neighbours advance warning of any noisy, or potentially disruptive work, and will seek to coordinate such work with the owner/occupiers of these neighbouring properties.

In order to address any adverse effects on neighbouring properties, the following methodology will be used as a central control strategy to mitigate this. A hierarchy process to control the emissions of dust and other emissions and reduce human exposure through the following steps:

1. Prevention
2. Suppression
3. Containment.

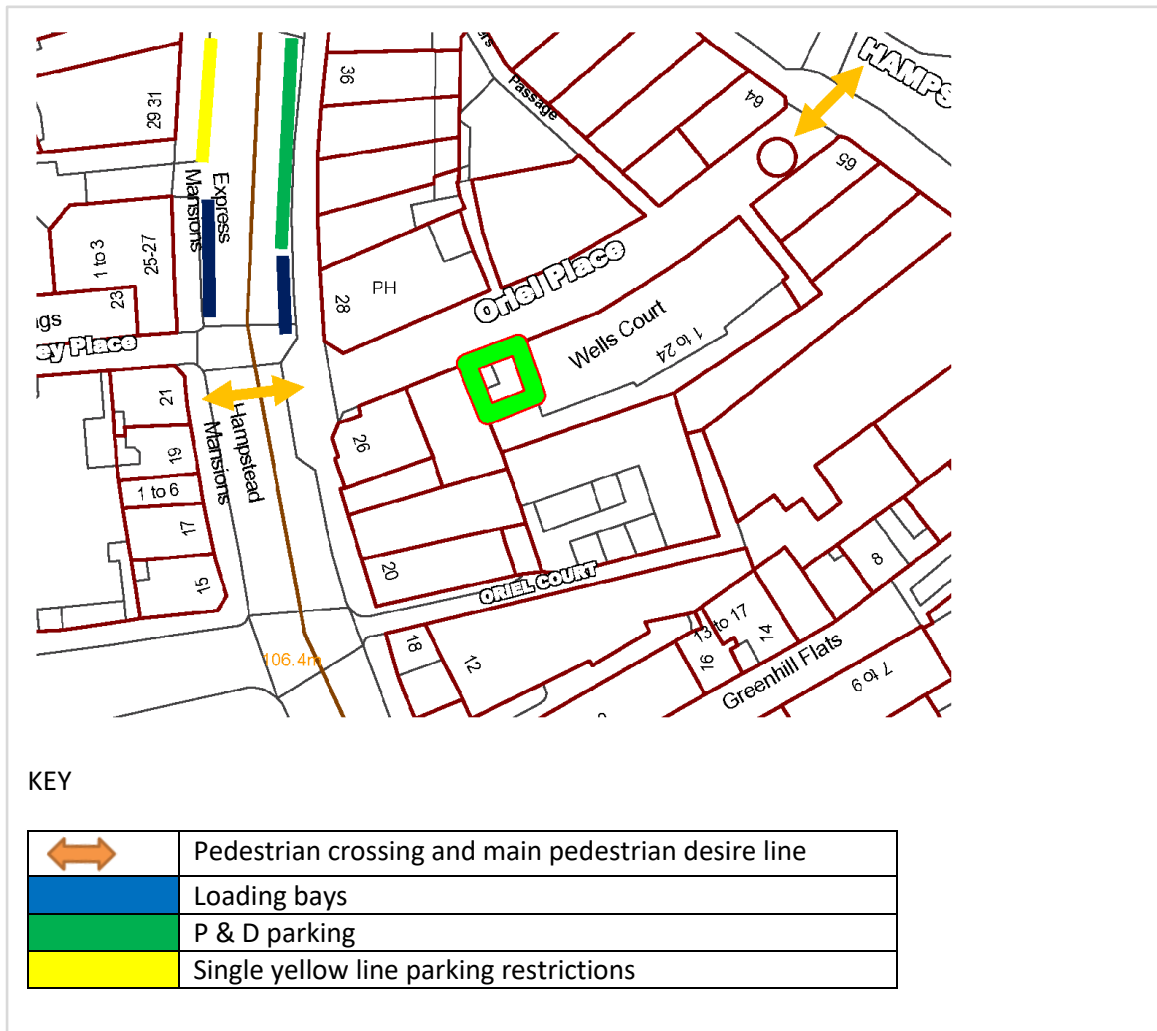
These steps are embodied within this document to mitigate any adverse impacts on neighbouring properties.

Noise generated by the construction process will be considered and its impact on neighbouring properties mitigated. Suitable mitigation measures to be used include:

- Standard construction hours.
- The use of quieter alternative methods to mechanical plant, where reasonably practical.
- Locating plant, equipment, site offices, storage areas and worksites away from neighbouring properties where reasonably practical.
- Machines and equipment in intermittent use will be shut down or throttled down to a minimum when not in use;
- The use of site hoardings or portable acoustic enclosures/screens where practical.
- Maintaining and operating all vehicles, plant and equipment such that extraneous noise from mechanical vibration, creaking and squeaking is kept to a minimum.
- All temporary site lighting will be faced into the site, and not directed towards any neighbouring properties.
- During most construction works the main air pollution emissions are the dust generated when building materials are broken up and the fumes from machinery. In this case the site is already clear, and no significant demolition work is required. However, Guilford will use high pressure hoses to saturate all bulk materials with water during the process and whilst loading the waste materials for disposal. Machinery exhaust emissions will be kept as low as is practical by using well maintained vehicles and machinery at all times.

- Scaffolding and sheeting/hoarding will be erected around the site. Along with reducing the visual impact and providing protection for the construction workers and public, this will also act as a barrier for dust and dirt originating from within the site.
- All HGVs removing spoil from the site will be fully sheeted to minimise the risk of any spillage onto the highway.
- Guilford will ensure that the area around the site including the public highway is regularly and adequately swept to prevent any accumulation of dust and dirt.
- Burning of materials on site will not be permitted in order to prevent smoke emissions.

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.



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 programme is:

December 2017	clear the site and erect scaffolding. Cover scaffolding so as to minimise disruption to neighbours.
January – March 2018	construct shell
April 2018	internal flooring and walls
May 2018	install bathroom, kitchen, decoration

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

Standard working hours:

The standard working hours for this site will follow Camden Council's prescribed working hours for construction sites, these being:

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

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.

No major changes to services are proposed.

Community Liaison

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

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

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

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

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.

See Appendices A and B.

We have written to the following local residents, businesses and Ward Councillors to notify them of the construction works at the site, and to provide them with a copy of the draft CMP:

1 Oriel Court, London, NW3 6TG
2 Oriel Court, London, NW3 6TG
3 Oriel Court, London, NW3 6TG
4 Oriel Court, London, NW3 6TG
5 Oriel Court, London, NW3 6TG
22 Heath Street, London, NW3 6TE
Flat 2nd And 3rd Floor, 22 Heath Street, London, NW3 6TE
24 Heath Street, London, NW3 6TE
24A Heath Street, London, NW3 6TE
24B Heath Street, London, NW3 6TE
24C Heath Street, London, NW3 6TE
26 Heath Street, London, NW3 6TE
65 Hampstead High Street, London, NW3 1QP
66 Hampstead High Street, London, NW3 1QP
66A Hampstead High Street, London, NW3 1QP
67 Hampstead High Street, London, NW3 1QP
Flat 1st Floor, 65 Hampstead High Street, London, NW3 1QP
Flat A, 65 Hampstead High Street, London, NW3 1QP
Flat A, 67 Hampstead High Street, London, NW3 1QP
Oriel Hall, Oriel Place, London, NW3 1QN

Ward Councillors:

Tom Currie c/o Camden Town Hall
Oliver Cooper c/o Camden Town Hall
Stephen Stark c/o Camden Town Hall

Responses:

No responses have been received.

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.

The community liaison officer for the project is:

Name: Aaron Kazab
Address: Guilford Management
1 Princes Square
London
W2 4NP
Email: aaron@conceptlondon.co.uk
Phone: 020 7229 1011

This information will be displayed on site.

Any significant changes in the CMP or advanced warning will be communicated through a newsletter/letter drop to neighbours.

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](#)".

Guilford Management Ltd are registered as part of the Considerate Constructors Scheme. Registration details are attached.

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.

Having inspected the local area, and having reviewed recent planning permissions on the Council's website, we are not aware of any neighbouring schemes in the vicinity of the site other than the scheme at Wells Court being undertaken by the same developer.

As stated previously the larger scheme at Wells Court is nearing completion and the work on the Mews House is scheduled to be undertaken after the main project has finished (it is anticipated that the only work at the larger scheme that will be undertaken at the same time as construction of the mews house is painting and decorating – all major construction work will be finished before the mews house projects starts.

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:

Name:	Guilford Management
Address:	1 Princes Square London W2 4NP
Contact:	Aaron Kazab
Email:	aaron@conceptlondon.co.uk

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

Contracts

Travis Perkins are our dedicated delivery company, and evidence of their FORS Gold accreditation is attached at Appendix C. CLOCS Compliance will be included as a contractual requirement.

Desktop checks

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

Site checks

Checks of FORS ID numbers will form part of the periodic checks and will be carried out as per an appropriate risk scale.

Random spot checks will be carried out by site staff on vehicles and drivers servicing the site at a frequency based on the aforementioned risk scale. These will include evidence of further training, license checks, evidence of routing information, and checks of vehicle safety equipment. Results from these checks will be logged and retained, and enforced upon accordingly.

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:

This is confirmed.

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)

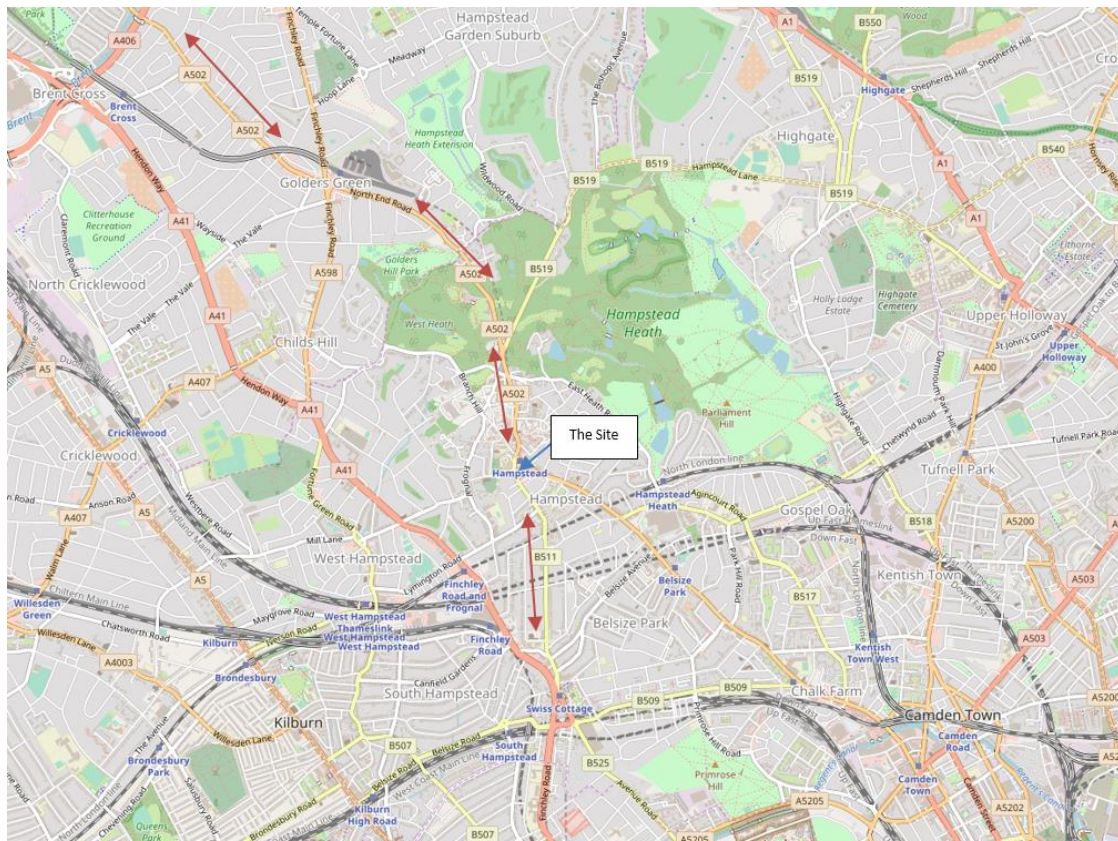
Routes should be carefully considered and risk assessed, taking into account the need to avoid where possible any major cycle routes and trip generators such as schools, offices, public buildings, museums etc. Where appropriate, on routes that use high risk junctions (i.e. those that attract high volumes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



The site in relationship to the TFLN.



Vehicle routing to/from TFLN.

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

The approach and departure routes in the vicinity of the site are via the A502 and B511. The site routing arrangements as shown above will therefore use high standard roads and be effectively self-enforcing.

The routing arrangements, and loading/unloading arrangements, will be issued in advance to all suppliers and subcontractors.

Contractors operatives, and visitors, will be told that there is no parking on, or near, the site and will be encouraged to use public transport and cycle routes rather than driving to site.

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.

Throughout the contract

2 small body vans (maximum 3.5t GVW) will be used daily to transport staff and make deliveries. (Dwell time 20 mins-1 hour)

During Initial Phase of Construction (December 2017-March 2018)

1 large body van (maximum 3.5t GVW) 2 visits per week. (dwell time 20 mins-1 hour)

Flatbed lorry (typically 7.5t GVW) 1 vehicle every 2-3 days (dwell time 20 minutes-2 hours)

Wait/load skip – occasional (maximum of 1/week during first few weeks of contract)

Timing

Wherever possible larger vehicles attending the site will be scheduled between 9:30 AM and 3:00 PM (weekdays) and between 8 AM and 1 PM (Saturday).

The number of vehicle movements associated with the construction project is low and no scheduling problems are expected.

Large vehicles will be restricted to between 09:30am and 3pm on weekdays.

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

The adjoining project at Wells Court is close to completion.

Planning permission has been granted for construction works at Arthur West House, 79 Fitzjohns Avenue (planning ref. 2016/4256/P) which includes a new 6-storey building and excavation of a 2-storey basement.

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.

Vehicles will not have access to the site. Unloading/loading of vehicles will take place from the existing loading bays on Heath Street in the vicinity of the site (see map at Q9 above).

The number of vehicles will be low, and will be scheduled in advance.

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.

This small-scale construction project does not necessitate any off-site holding areas.

Details of loading/unloading arrangements are set out below.

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 construction project is small (i.e. construction of one house) and as such will not result in a high number of delivery vehicles attending the site at any one time. The existing loading bays on Heath Street, directly adjacent to Oriel Place, are therefore considered to be sufficient to facilitate delivery vehicles, concrete and waste lorries without disruption to the highway. Goods will then be transferred by hand to the site.

This method has worked satisfactorily in respect of the main contract at Wells Court.

The photograph below shows a delivery vehicle associated with the main Wells Court development being unloaded in the loading bay adjacent to Oriel Place (which is to the right in the photo).



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

The construction site is located on Oriel Place which is a pedestrianised route. Vehicle access onto the site is not possible.

Vehicle routing arrangements have been presented under Question 20 above.

Material will be transported by hand between the site and the designated loading bays on Heath Street identified above.

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

Not applicable.

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).

Not applicable.

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.

It is not considered necessary to provide any wheel washing facilities.

In the event that any mud/debris is deposited on the highway (eg during the loading of the wait & load skip) then it will be removed as quickly as practicably possible.

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.

The proposed method of operation set out below is the same as that which has worked successfully in respect of the larger Wells Court project.

Deliveries and loading cannot take place on-site due to the site’s location on a pedestrian-access only street. This means that deliveries and loading will take place on Heath Street using the existing loading bays adjacent to Oriel Place.

In all cases, access for delivery and removal of materials will be planned, scheduled and coordinated by our logistics manager. Deliveries will be infrequent.

Sub-contractors and suppliers will be required to give 48 hours’ notice of deliveries. The movement of materials will also be controlled by our Road Marshal. He will be responsible for the coordination and control of all aspects of material deliveries and movement.

When a delivery is present temporary signage will be erected either side of the delivery vehicle to notify pedestrians that deliveries are taking place. A qualified banksman will always be present on Heath Street to ensure that pedestrians and cyclists are directed safely and efficiently at delivery times. (see Appendix D for details of the barriers).

We have taken into account the existing dropped kerbs that allow access for wheelchair users, individuals with walking impairment, young children, prams, blind and partially sighted people.



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](#).

The existing loading bays on Heath Street will be utilised (see Q21). It is not anticipated that any further parking bay suspensions will be required.

25. Scaled drawings of highway works

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

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

No highway works are needed.

The scaffolding and hoarding/sheeting along the site frontage to Oriel Place will not impede the free flow of pedestrians.

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

None required.

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).

Not required.

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 scaffolding and hoarding/sheeting along the site frontage to Oriel Place will not impede the free flow of pedestrians.

We propose that at such times that a delivery is present a qualified banksman will stand on the walkway to direct pedestrians, as well as aiding with traffic management. Temporary signage will be erected either side of the delivery vehicle, and the materials will be off-loaded and transported to/from site by hand.

A site plan showing the hoarding and scaffolding can be seen in Appendix E.

See Q23 above.

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.

The scaffolding and hoarding/sheeting along the site frontage to Oriel Place will not impede the free flow of pedestrians and will not encroach significantly on to 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.

Details of the times of noisy operations and how the construction works are to be carried out.

We understand the limitations of noisy works within a mixed use environment and ensure all subcontractors are aware of the site restrictions on noisy work as detailed within subcontract orders and the site rules.

Noisy work will be covered under our permit to work system which will identify the activity, its location, the duration and any applicable control measures necessary to mitigate its effect.

Guilford is sensitive to the requirements of working alongside existing occupied premises. We recognise the importance of working closely with the Client's management team to ensure that they are informed in advance of any noisy or disruptive activities that we may be undertaking and to allow time for the agreement of any reasonable mitigation measures that may be required.

In general construction activities would coincide with site opening hours which are 8.00am to 6.00pm during working weekdays, 8am-1pm on Saturdays and the site will closed on Sundays and Bank holidays.

However, we will restrict noisy activities within our operations to the following times:

- In two time-slots for breaking out concrete – 10.00 to 12.00 and 14.00 to 16.00
- Cutting and high noise level will follow the same timing.

In addition, delivery vehicle times would be restricted to avoid peak hour times and deliveries would be advised between 10am – 3pm from site during weekdays and between 10am-1pm on Saturdays. All in accordance with Camden's Guide for Contractors Working In Camden.

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 was submitted as part of planning application in respect of the main Wells Court development.

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

Due to the small scale of the development the noise levels likely to be generated are not considered to be significant particularly given that there is no significant demolition involved.

Guilford will respect any reasonable request to reduce the duration of noisy activities if required.

Our Health and Safety advisor will undertake noise surveys during their regular site inspections. However, operatives will be informed that as a general rule, if they need to raise their voice when standing 2 metres away from a noise source, it is too loud and hearing protection must be worn. It is a standard policy of Guilford Ltd to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used.

Contractors will be required to have all plant and tools fitted with either silencers or dampers so far as is practical and working methods will be regularly reviewed to ensure that nuisance to adjacent properties and residents is mitigated wherever practical.

Should noise levels reach 80dB (A) operatives will be informed of the risks to their hearing and supplied (if requested) with either appropriately attenuated ear defenders or earplugs.

Should noise levels reach 85dB (A) or above operatives will be informed of the risks to their hearing and supplied with appropriately attenuated ear defenders or earplugs and instructed to wear them during noisy operations. The contractors are to ensure compliance by carrying out regular active monitoring.

Contractors 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.

Should it be deemed necessary, contractors are to undertake noise and hand arm vibration monitoring and, dependant on the results, further control measures will be required.

Below are some examples of maximum usage for tools in order to prevent injury and ill health.

Tool	Hand Vibration (m/s ²)	Maximum usage period in 8hrs (Minutes)
2- stroke breaker	10	38
Electric breaker (7kg)	9	46
Rotary/hammer drill (4kg)	10	38
Rotary/hammer drill (9kg)	14	19
Rotary drill	2.5	480
7/9" Grinder	5.5	124
Circular saw 6" – 9"	2.5	480
Wall chaser (twin) blade)	4	235

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.

Where the potential for noise exists, 'Best Practicable Means' will be used to reduce the noise to achieve compliance consistent with the recommendations of BS5228 and may include:

- Careful selection of plant items, construction methods, programming, implementing a 'noise and vibration protocol', which outlines monitoring frequency and action levels etc.
- Design and use of site hoarding and screens/noise barriers to provide acoustic screening at the earliest convenience
- Choice of routes and programming for the transport of construction materials

Guilford will action and establish communication, environmental site aspects and emergencies controls.

We will hold environmental tool box talks, produce an environmental plan and review our subcontractors impacts and produce full assessments of each activity which involve noise levels which are above normal. We will also ensure that any demolition works will only be carried out within normal working hours.

Our health and safety advisor will carry out noise level checks throughout the contract to maintain the correct noise levels. Guilford will carry out a full pre-qualification check on all sub-contractors along with statements on their environmental policies to ensure compliance on maintaining noise levels and mitigation measures are met.

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

Guilford will ensure that all contractors meet all statutory requirements, and are fully competent to carry out these types of work. The correct training will be in place to cover all aspects expected of this standard.

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

Please see attached Air Quality (Dust) Risk Assessment and Management Plan.

Specific measures:

The main construction activities that will generate dust are typically demolition, structural installation and external works.

We will add shielding to cutting equipment.

When activities are being carried out that risk generating large volumes of airborne dust, Guilford will employ dust suppression measures. This will normally take the form of damping down and dust screens.

Good site management will be strictly enforced to ensure work areas are always kept clean and tidy to prevent the migration of dust throughout the site.

We will erect a full site boundary, keeping away from sensitive receptors, and there will be a fully trained Manager on site throughout the construction period.

We will be using water as a dust suppressant where applicable, and muck-away trucks will be covered to prevent wind effects on contents.

The following measures will be employed:

- Appropriate handling of equipment and plant
- Damping down surfaces during dry weather
- The use of dust screens

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.

Given the nature of the works and the working practices described previously, we do not consider that the construction project is likely to result in any significant amount of dirt or dust being deposited on the public highway.

We will insist that all muck away lorries are fully sheeted before leaving the site.

The following steps will also be taken:

- Hose and pressure washer at the loading/unloading point to prevent dirt/dust leaving the site;
- Road sweeper used to clean all possible debris from the public highway as needed.

Particular care will be taken to ensure that the pedestrian route passing in front of the site is maintained to a high standard.

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

While noisy works are in operation we will monitor noise levels to ensure the levels are within specified limits. Noisy work will be covered under our permit-to-work system which will identify the activity, its location and duration, and any applicable control measures necessary to mitigate its affect.

Sub-contractors 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.

We will also be looking at Method Statements/ Risk assessments to ensure that they are reviewing all aspect of the tools be used to complete each section of the of the works requirement.

Dust monitoring is addressed in the attached Air Quality (Dust) Risk Assessment and Management Plan.

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

The Air Quality (Dust) Risk Assessment and Management Plan is attached.

The appropriate measures identified through the GLA's SPG have been applied.

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](#).

Please see the attached Air Quality (Dust) Risk Assessment and Management Plan.

The appropriate measures identified through the GLA's SPG have been applied.

- 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.

Please see the attached Air Quality (Dust) Risk Assessment and Management Plan.

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).

A specialist contractor, MAJOR Pest Control Services, inspects the site at regular intervals as part of their work on the main Wells Court project (see Appendix F). This inspection regime will continue.

No evidence of rodent or other pest activity has been found on site. To ensure this remains the case we will implement the following initiatives:

- No waste on site
- No eating or drinking on the premises
- Capping of drains
- Traps installed

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

The site is an open area previously used as a bin store for the adjoining Wells Court development.

An asbestos survey was carried out of the whole Wells Court site in July 2012. Asbestos was found within parts of the communal hall and removed; no other traces of asbestos was found.

However continued monitoring of the site will be carried out during the construction process; in line with the most recent HSE standard practices.

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.

Guilford Ltd will provide a smoking area away from the main gate to ensure limited health risks to local residents.

Site personnel will not be permitted to loiter outside the main gate.

Within Guilford's health and safety plan we state, 'No personnel shall indulge in fighting, horseplay, tomfoolery or practical jokes including wolf whistling etc.'

We will work on a red card system. Any personnel found to be acting in a manner we deem unacceptable will be removed from site and consequently barred from working on any Guilford site within the UK.

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): 12/17 – 5/18
- b) Is the development within the CAZ? (Y/N): N
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N):
- 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:

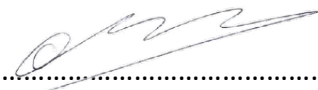
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Agreement

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: 14.03.18

Print Name: AARON KAZAB

Position: Project Manager

Please submit to: planningobligations@camden.gov.uk

End of form.