6 Albert Terrace

CONSTRUCTION MANAGEMENT PLAN

May 2018

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1.0 INTRODUCTION

Blue Sky Building has been commissioned by Humphrey Kelsey Architecture on behalf of Mark Golinsky to produce this Construction Management Plan, identifying specific best practice standards and procedures for the refurbishment and below ground extension of 6 Albert Terrace, London, NW1 7SU. Compliance with this document will be obligatory for the Contractor, when appointed, and it is offered in support of our client's Planning Application.

It should be noted that the client is submitting a related, but separate application for the mews property at 6 Albert Terrace Mews. The relative timing of works between the two proposed projects will be subject to separate application and procurement. This document deals with 6 Albert Terrace as a stand-alone project. Should shared logistics become possible, to the benefit of neighbours and road users, CMP's for the two projects will be updated to reflect those amendments.

These standards and procedures will ensure that the interests of local residents, businesses and the public are given special attention by the Contractor during the works duration.
This report identifies how the critical construction activities will be undertaken, and specifically covers the environmental, public health and safety aspects of the proposed new house.

This document incorporates Camden's Pro-Forma Construction Management Plan (v2.2), together with associated mitigation measures. The baseline for our analysis is the Guide for Contractors Working in Camden (The Guide), which we have viewed as the minimum standards to be achieved by the Contractor. When appointed the Contractor will be required to demonstrate how the works will comply with the requirements of The Guide and how they will address the measures contained within this report.

This document details the specific obligations on the Contractor when undertaking the works, and the control measures for each environmental issue.

There is a large body of environmental and safety requirements relevant to construction projects, in the form of primary legislation (Acts of Parliament), secondary legislation (Statutory Instruments, including Regulations and Orders) and statutory guidance and Codes of Practice. The Contractor will be responsible for identifying new legislation and regulations, and complying with all prevailing legislation at the time of construction including any requirements under Health and Safety legislation.

2.0

CAMDEN CMP PRO FORMA v 2.2

A completed Pro Forma Construction Management Plan follows overleaf

Construction Management Plan

pro forma v2.2

Camden

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Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
14/05/2018	1st issue	T Cole. Blue Sky Building

Additional sheets

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

Date	Title	Produced by
14/05/2018	Construction Management Plan	BSB

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.**"

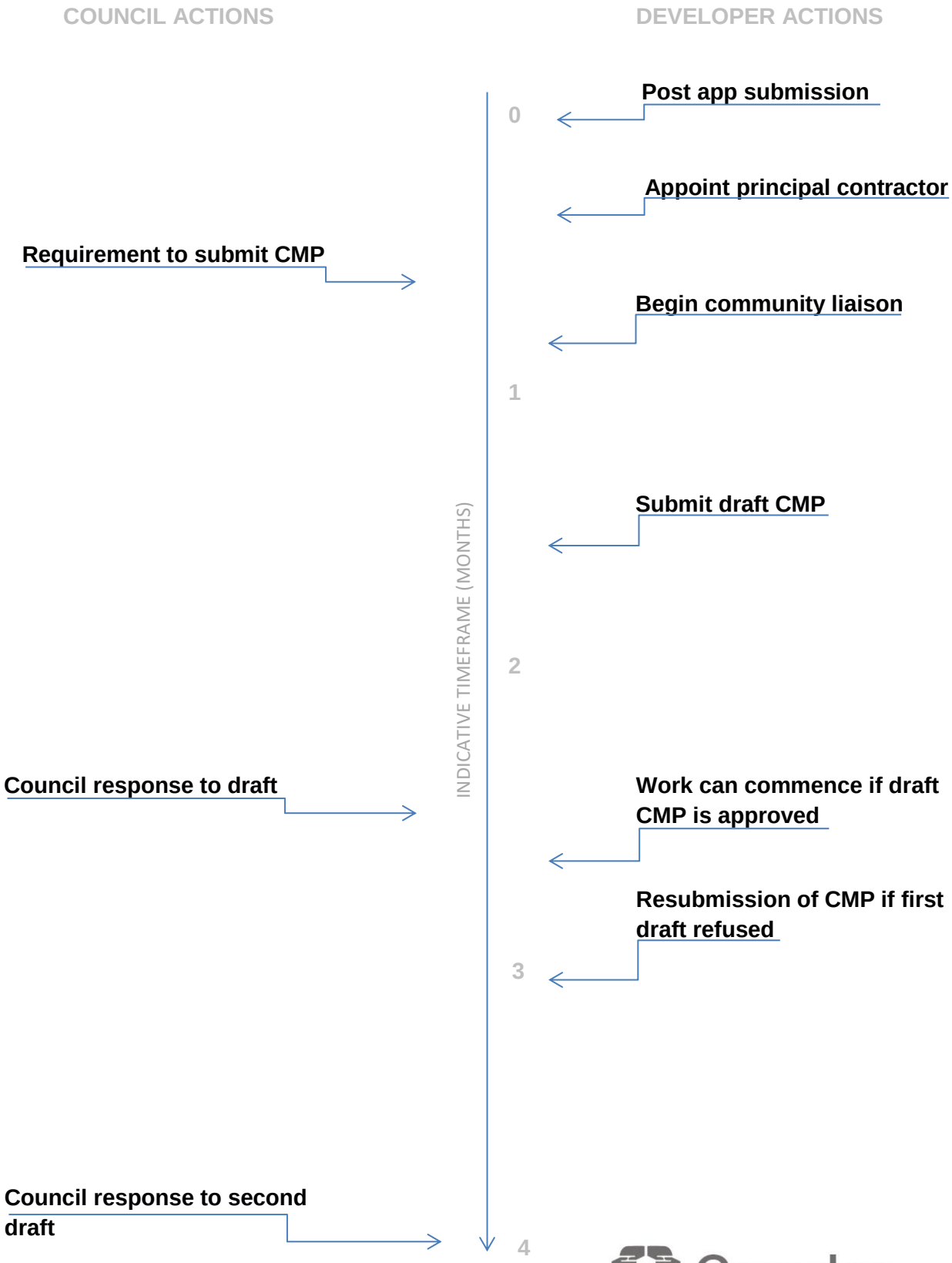
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically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



Camden

Contact

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

Address: 6 Albert Terrace, London NW1 7SU

Planning ref: To be established

Type of CMP – Draft CMP submitted with Planning Application.

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

Name: Tim Cole

Address: Blue Sky Building, 35 Duke Street, LONDON, W1U 1LH

Email: timcole@blueskybuilding.com

Phone: 02078315950

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 advised when the contractor is appointed

Address:

Email:

Phone:

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

Name: To be advised when the contractor is appointed

Address:

Email:

Phone:

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

Name: To be advised when the contractor is appointed

Address:

Email:

Phone:

Site

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

6 Albert Terrace is a semi-detached property, located at the junction of Albert Terrace and Regent's Park Road in the Primrose Hill area.

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 proposed works comprise a lateral extension to the existing lower ground floor level, internal refurbishment and the installation of air handling units at lower ground floor level.

As a semi-detached property the house adjoins No 5 Albert Terrace which is divided into 4 flats.

Indicative Logistics Plan & Section are included in the appended information.

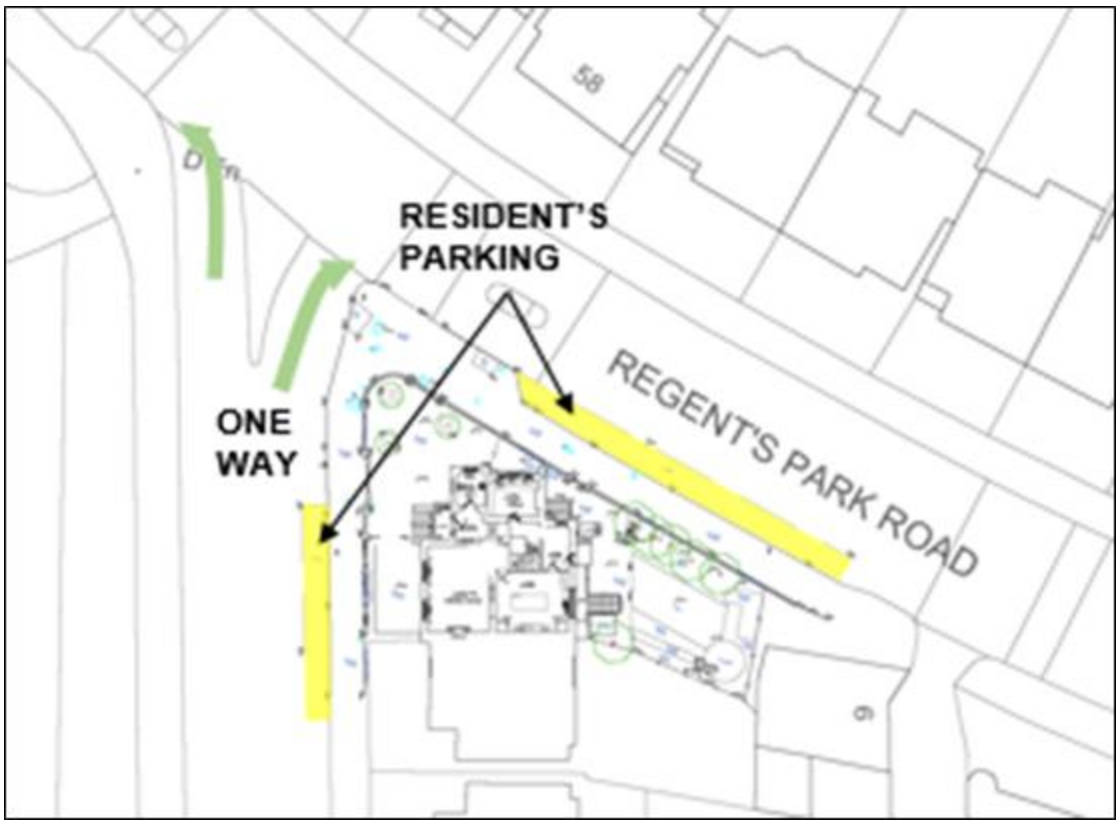
8. Please identify the nearest potential receptors (dwellings, business, etc.) likely to be affected by the activities on site (i.e. noise, vibration, dust, fumes, lighting etc.).

Nearest neighbours are the residents of the adjoining flats in 5 Albert Terrace. The separate mews house to the rear of the property at No 6 Albert Terrace Mews is in the ownership of the applicant. Properties on Regents Park Road face the proposed development directly, numbers 54. 56, 58 and 60 being the closest.

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.

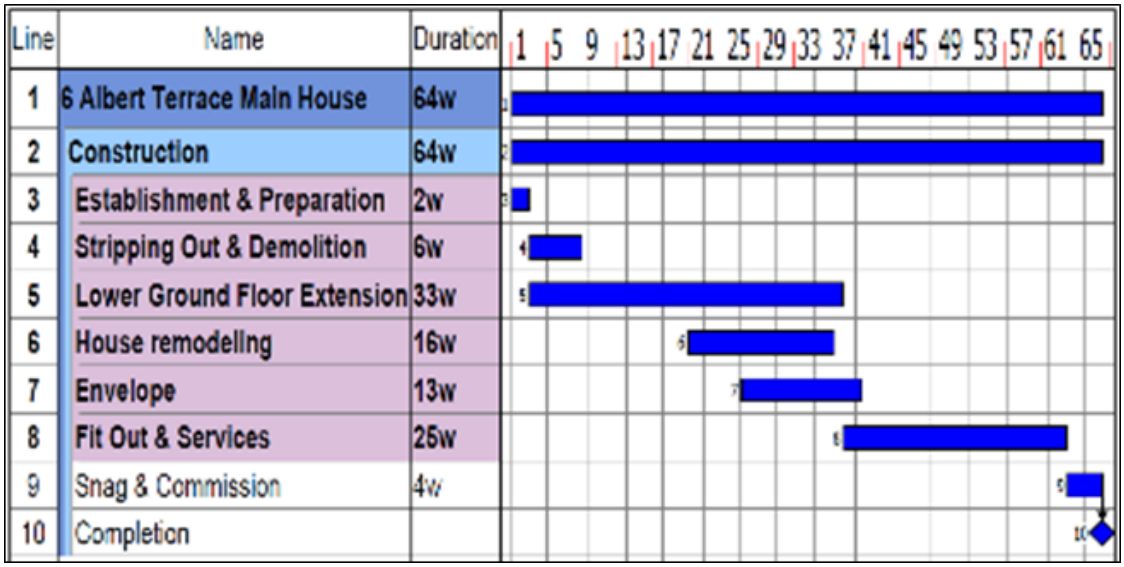
Albert Terrace and Regent's Park Road are both in excess of 10m wide. Footways are 2.7m to Albert Terrace, and 3.0m to Reagents Park Road.

Resident's parking bays are sited to both elevations of this corner plot. Albert Terrace is one way North.



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).

Commencement date remains subject to the Planning Process. Overall duration is of the order of 16 months. The following is a breakdown of the expected programme:



Line	Name	Duration
1	6 Albert Terrace Main House	64w
2	Construction	64w
3	Establishment & Preparation	2w
4	Stripping Out & Demolition	6w
5	Lower Ground Floor Extension	33w
6	House remodeling	16w
7	Envelope	13w
8	Fit Out & Services	25w
9	Snag & Commission	4w
10	Completion	

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

Confirmed. Site works will conform to the stated hours of 8.00am to 6.00pm Monday to Friday and 8.00am to 1.00pm on Saturdays. No work will be undertaken 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.

It is currently assumed that the proposed development will be re-connected to existing utilities without need for diversions or alterations beyond the site boundary.

No works requiring utility connections or excavation of the highway are envisaged.

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.

We propose to consult with the immediate neighbours in Albert Terrace and Regent's Park Road.

Initial consultation will be undertaken in parallel to the Planning Application, and continued as construction scheduling and methodology is further developed

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.

We propose to arrange a Construction Working Group with the immediate neighbours (the flats in No 5) to advise day-to-day activities.

A wider group, including near neighbours in Albert Terrace and Regent's Park Road, will be contacted by leaflet drop when key activities take place. This will include larger plant deliveries and similar events that might unusually effect the neighbourhood.

15. Schemes

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

The contractor will comply with Camden's specific requirements and will register the scheme under the Considerate Constructors Scheme

16. Neighbouring sites

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

The size and nature of the proposed development is such that vehicle movements and numbers of operatives will be small. Community impact will therefore be local, and limited to Albert Terrace and Regent's Park Road.

A review of the Planning Portal indicates no current schemes of this nature in the immediate neighbourhood. Further reviews will be undertaken, and the assistance of the council sought as Construction scheduling and methodology is further developed.

The Client for this application is submitting a related but separate application for the mews property at 6 Albert Terrace Mews. The relative timing of the works at the two houses remains subject to separate determination and procurement. Should shared logistics become possible to the benefit of neighbours and road users it will be reflected in the contractors' detailed CMPs.

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 advised when appointed.

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

Contracts

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

Desktop checks

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

Site checks

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.

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

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

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

Yes, 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.

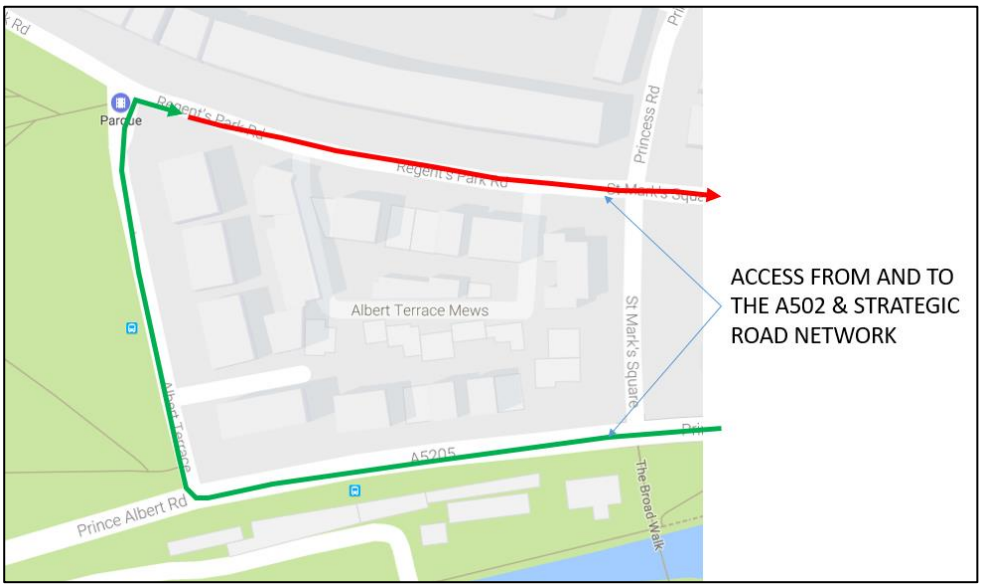
20. Traffic routing: *"Clients shall ensure that a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Clients shall make contractors and any other service suppliers aware that they are to use these routes at all times unless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

Access to site will be from the Strategic Road Network, via the A502 in Camden Town/ Chalk Farm



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.

Traffic plans will be discussed at pre start meetings with sub-contractors and suppliers, and the agreed traffic routing included in all sub-contracts and supply orders. Any changes to the plan will be communicated through regular progress meetings.

The contractor will undertake regular audits and visual checks to ensure that suppliers comply with the agreed routing.

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.

Vehicle movements will be limited to between 09.30 and 16.30 on weekdays throughout the works. Saturdays will only be used for specific deliveries and only after prior consultation with the Construction Working Group.

Typically vehicle movements will be limited to 2-3 lorries per day. During excavation works a peak of 4-5 4 axle tippers can be expected, and for (occasional) larger concrete pours a maximum of 3 ready mix concrete wagons in a day.

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

A review of the Planning Portal indicates no current schemes of this nature in the immediate neighbourhood. Further reviews will be undertaken, and the assistance of the council sought as Construction scheduling and methodology is further developed.

The Client for this application is submitting a related but separate application for the mews property at 6 Albert Terrace Mews. The relative timing of the works at the two houses remains subject to separate determination and procurement. Should shared logistics become possible to the benefit of neighbours and road users it will be reflected in the contractors' detailed CMPs.

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

All deliveries and waste removal vehicles will be pre-planned with suppliers who will be required to book delivery times through a Delivery Management System to ensure that traffic management procedures can be put in place suitable for the type of vehicle, and that only one vehicle attends site at any one time.

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.

No off site holding areas will be required for this project. Deliveries will be managed on a "Just in Time" basis through the delivery management system.

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).

Not applicable for this project.

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

Access for the works will be from the existing frontages to Albert Terrace & Regent's Park Road. It is proposed to suspend two or three parking bays to Regent's Park Road for placement of a skip (or tipper truck), for removal of spoil, and for delivery vehicles. Vehicles will approach the kerb directly from the street, with no turning or reversing manoeuvres required.

The removal of earth will be via conveyors, mounted above the footway on a scaffold gantry (minimum height 2.4m). A refuse skip or tipper truck will be positioned kerbside and will be loaded by the conveyors. The footway will remain open throughout loading with hoardings and overhead boarding providing protection to pedestrians. Deliveries will occasionally be moved across the footway from the kerbside, either manually or by vehicle crossover. On these occasions local barriers and signage will be positioned and banksmen/ traffic marshals will provide guidance to pedestrians and cyclists.

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

All construction vehicles will use the assigned route as detailed in section 20a, approaching via Albert Terrace. A one way route will be followed.

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).

There are no tight manoeuvres on the proposed route for the size of vehicles approaching this site.

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

The majority of vehicles will remain on the public highway and will not drive over waste or soil. Wheel washing facilities will therefore be limited to visual inspection and hand cleaning before vehicles leave the site area.

On occasions where vehicles are required to enter the site – for plant deliveries and collections for example, then manual, jet-wash wheel washing will be applied. Run off will be collected in a sump on site and prevented from entering the road drainage system. Should any spoil spill onto the highway during loading or offloading it will be manually picked up 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.

Please refer to the response given in 22a and to the Site Logistics Plan included in the appendix to this document.

The majority of loading and unloading will take place at kerbside, with protection afforded to pedestrians and road users by the pavement gantry, hoardings and the deployment of traffic marshals and banksmen.

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.

Parking bay suspensions will be required to the Regent's Park Road elevation and are likely to be for longer than 6 months. The contractor (when appointed) will therefore make application for a TTO.

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).

Please refer to the Site Logistic Plan included in the appendix to this document. No permanent alterations to the highway are envisaged. Vehicles may enter the site using the existing crossover to Albert Terrace, which will be reviewed for size and loading capacity by the Contractor's temporary works engineer.

Hoarding licence applications will be made in conjunction with the parking suspensions.

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

Statutory and advisory signage will be secured to the hoardings around the property, including the contractors name and emergency contact details, copies of Camden Building Licences and Considerate Constructors Scheme registration details.

Lighting to hoardings and vehicle enclosure will be deployed in accordance with the council's licence requirements.

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 required for the project.

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.

There are no designated cycle lanes in the vicinity of the project. Footways are wide and will remain open with close boarded hoardings providing segregation of the works and skip enclosures from pedestrians, cyclists and vehicles.

Traffic Marshalls will be deployed to direct vehicles and guide pedestrians and cyclists during vehicle approach and skip changes.

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.

Please refer to the site logistics plan appended to this document.

The site perimeter will be fully hoarded and a scaffold gantry is proposed to carry a conveyor belt over the pavement to the kerbside loading position.

SYMBOL IS FOR INTERNAL USE

Environment

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

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

Site hours will be as stipulated by the council at Q11:

- 8.00am to 6pm on Monday to Friday
- 8.00am to 1.00pm on Saturdays

Stripping out and minor structural demolition will be undertaken using hand held mechanical breakers and small mechanical excavators fitted with shear and grapple jaws.

Rotary piling rigs will be employed to bore structural piles to the site.

Basement excavation will employ small mechanical excavators, located inside the building, working under a new lower ground slab.

A conveyor carrying spoil to the skip/ lorry location will operate within site hours. The belt will be shrouded and enclosed to limit noise and dust escape.

Concrete pours will involve the use of mechanical vibrators, typically pouring on one day of each working week during the structural phase.

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.

Should the Planning Application be successful a noise survey will be undertaken soon after grant and before any construction work commences.

A copy will be made available to the council, together with detailed noise mitigation measures.

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

Noise predictions will be included in the mitigation report associated with the Noise Survey when it is undertaken.

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.

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

Site hoardings will be solid timber, which will assist to contain noise within the site. Noisy operations will largely be contained within the basement space and the “top down” construction methodology proposed will assist in limiting noise break out. Additional solid barriers will be erected around “mole holes” and light wells, to further limit noise levels at the site boundary.

The conveyor belt moving spoil to the skip/ lorry position will be shrouded and enclosed to limit noise and dust escape. A chute will be attached to reduce the noise impact of falling material at the point of discharge.

Externally, delivery vehicles will be managed by traffic marshals to ensure that engines are not left idling during offloading and the use of horns and reversing alarms is limited to Highway Code guidelines.

Please refer also to the proposed mitigation measures included in the appendix to this document.

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

The contractor will be required to provide suitably qualified staff in his tender and will provide evidence to the council on appointment.

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

The contractor will follow the following Dust Control regime:

- The dust on site will be suppressed when breaking through concrete and excavation of soil in dried conditions by fine water spray.
- All vehicles carrying loose or potentially dusty material to or from the site will be fully sheeted.
- When necessary, clean public roads and access routes using wet sweeping methods.
- Minimise the amount of excavated material held on site & sheet, seal or damp down unavoidable stockpiles of excavated material held on site, where required.
- Avoid double handling of material wherever reasonably practicable.
- Conveyor will be enclosed as far as practicable and the point of discharge to skip will be via a chute to reduce the drop height of spoil. Additionally water spay will be used to suppress dust emissions from the conveyor where conditions require it.

Further mitigation points are included in the appendices to this document.

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

The majority of delivery and muck away vehicles will remain outside the site and will not therefore spread site material on their wheels. Where vehicles do need to cross the pavement for plant deliveries and the like, then inspections and wheel washing – using hand held jet wash equipment will take place.

Where possible, excavation plant will be loaded and unloaded directly onto a flatbed lorry by means of lifting, and will not therefore, come into contact with the highway. If any spoil falls onto the highway it will be cleaned immediately. Site personnel will clean off their boots before exiting the site if they cannot change footwear before.

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

The Contractor will demonstrate the management, monitoring, auditing and training procedures that are in place to ensure compliance with the Camden Minimum Requirements. The Contractors' nominated Site Manager will have the responsibility of monitoring all site activities and ensuring environmental standards are maintained.

The Contractor will maintain on site, a system for recording any incidents and any ameliorative action taken for inspection by Camden's representatives. The Contractor will ensure as far as is reasonably practical, that necessary action has been taken and steps to avoid recurrence have been implemented.

Daily spot checks will be carried out to ensure noise, vibration or dust levels are not causing undue impact on nearby receptors. A minimum of two checks will be undertaken daily – at 10.00am and 3.00pm; and at additional times to suit particular operations on a given day, or to suit particular requests from neighbours (if any are received).

Hand held class 2 sound level meters will be used, measuring for a period of 10 minutes. A site contact number will be provided to all nearby residents should any of the above cause issue. Noise tests will be carried out at the above times directly at site boundary.

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.

This is a small site in the context of the GLA SPG and dust risk is Low. A Risk Assessment for control of dust is included in the appendix.

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.

Confirmed

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.

We confirm that the site is not classified as High Risk under the SPG description and does not, therefore require real time dust monitoring.

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).

Rodent traps will be set out prior to any demolition or construction. Site welfare will be controlled such that waste food does not accumulate.

A licensed pest control company will be employed to test bait the surface for a minimum of 28 days before commencement.

No new ground will be broken on site until such time as a clear 7 days is evidenced after 28 days of test baiting. Records will be maintained on site for inspection.

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

An asbestos survey will be undertaken once Consent is received.

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.

Site personnel will be briefed at induction on acceptable behaviour. A suitable smoking area will be identified at commencement and all personnel to be made aware not to smoke directly outside the site boundaries.

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): October 2018 to January 2020 (Provisional)

b) Is the development within the CAZ? (Y/N): No

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

d) Please provide evidence to demonstrate that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered: To be advised when the contractor is appointed

e) Please confirm that an inventory of all NRMM will be kept on site and that all machinery will be regularly serviced and service logs kept on site for inspection: The contractor will comply.

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: The contractor will provide records.

SYMBOL IS FOR INTERNAL USE

Agreement

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

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

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: ……14/05/2018……..

Print Name: Tim Cole

Position: Preconstruction Manager

Please submit to: planningobligations@camden.gov.uk

End of form.

3.0 NATURE OF THE PROJECT/ SCOPE OF WORKS

Scope of Works

The Proposal is to refurbish this semi-detached family home and extend the existing lower ground floor level to provide enhanced living amenities.

The proposed project involves:

- The extension of the existing lower ground floor housing a gym and spa facility
- Reconfiguring the internal space throughout the house, to include a feature stone staircase
- Retention of the existing rear garden and established trees
- Retention and part reinstatement of the existing front garden and boundary wall after construction of the extended below ground space.

Key environmental issues warranting the contractor's particular attention are:

- Minimal disturbance of neighbours through noisy and dusty activities.
- Management of deliveries and traffic through the local streets
- Protection of trees within the property and beyond
- Maintaining a Considerate Constructor's approach to the project throughout

4.0 METHODOLOGY, SEQUENCE AND PROGRAMME

The overall demolition & construction programme is estimated at 16 months. A bar chart programme is included at the end of this section.

This section of the document will identify the specific methodology that has been identified for the project in conjunction with the Structural Engineer.

It is currently envisaged that the scheme will be delivered in a single phase encompassing strip out, structural works and fitting out, to completion. The extension of the lower ground floor extension will follow a “top down” methodology – excavating and building the new Ground slab first, and “mining” the new space. This approach is preferred to reduce the need for excessive demolition and temporary works.

The project can be broken down into a series of discrete sub projects. In summary, these consist of:

- Pre-start enabling works;
- Site Establishment, including hoardings, scaffold gantry, and temporary services;
- Stripping Out & Demolition;
- Lower Ground Floor Extension;
- Remodelling the Interior Layout & Envelope;
- Fitting out of the new house together with mechanical & electrical services, commissioning and setting to work;
- External works.

3.1 Pre-Start Enabling/lead-in works

Prior to commencement of works a period of pre-commencement planning and activities will be carried out to ensure works can be undertaken efficiently. Certain elements of these works will require third party approvals.

- Production of detailed, task specific Construction Method Statements in accordance with the Guide for Contractors Working in Camden.
- Mobilisation of selected plant and operators.
- Formulation of the Construction Phase Plan (CDM 2015) and risk assessments.
- Contractors Community Liaison Contact to be named and to commence direct liaison with the Construction Working Group. Neighbour liaison before the commencement on site to explain the nature of works.
- Formulation of Site waste management plans and environmental plans as per the current DEFRA guidelines.
- Production of detailed works programmes and sequencing.
- Surveys of existing services and structures to confirm methodology, decommissioning and temporary supply requirements.
- Detailed condition survey of the boundary wall to the property.
- Highways condition surveys to be carried out prior to commencement on site.
- CCTV surveys of existing drainage.
- Hazmat and asbestos demolition and refurbishment (D&R) surveys, testing and ASB5 notifications to the HSE.
- Camden licence applications and approvals for hoardings and scaffolding.
- Temporary Traffic Order application for suspension of parking bays.
- Baseline environmental monitoring.
- Temporary works design.
- Pest control site baiting a minimum of 2 weeks before commencement

- Registration of the project under the Considerate Constructers Scheme
- Section 61 (noise) prior notice agreement to be made with Camden Council
- Direct liaison with Camden's Tree Preservation Officer to confirm methodology of constructing tree protection in accordance with agreements made at Planning stage.
- Six weeks' notice to be given for any road (and pavement) closures or crane lifts required in the early stages of the contract.

3.2 Site establishment and logistics

Site establishment is the preparation of the site to carry out the demolition and enabling process. This activity is generated from vacant possession of the site and will include the following activities:

- Securing the site with the erection of a full height close boarded hoarding, together with the establishment of the proposed skip/ lorry bay in suspended parking bays in Regent's Park Road, as detailed on the enclosed logistics drawing.
- Hoardings will be 2.4m high, decorated, with clear pedestrian diversion signs and the required notices of Contractors Contact details. Bulkhead lighting to be provided at 3m centres.
- Hoardings will include enclosure of the garden to safeguard the tree planted area in accordance with the Tree Protection Plan; as shown on the site layout plan.
- Installation of site temporary electrics, lighting, water and fire alarms.
- Establishment of site security provisions to ensure that the site is protected against unauthorised or unlawful entry and potential theft from site.
- Diversions of existing utilities as required and isolation of existing services and systems within the building will be carried out at an appropriate point in liaison with the statutory service providers.
- Establish welfare arrangements in sectional hutting in the rear garden of the site.
- Emergency routes on site to be specified and clearly signposted.

Upon confirmation of vacant site possession to the contractor, appropriate notifications will be served, and licences applied for removal of any remaining asbestos containing material (ACMs). An R&D asbestos survey will have been undertaken during pre-commencement activities. ACM's will be removed by a licenced contractor in accordance with current legislation.

Preparation of the Site and buildings for the stripping out & construction activities will involve installation of the site hoarding, scaffolding and sheeting. The site hoarding is proposed to be installed on the pavement, outside the perimeter of the Site at ground level, and will remain in position throughout the construction phase. It will contain all requisite lighting, safety and directional signage.

Principle access throughout construction will be to and from the A502, entering Albert Terrace; and leaving via Regent's Park Road.

The existing garden boundary wall is in a varying condition throughout its length and will be thoroughly surveyed during the pre-construction phase. The aim will be to retain as much of the wall as possible. Some of the wall will be dismantled early in the works to allow access for piling. Existing face bricks will be checked for suitability and retained where possible for use in reconstruction later.

The condition of the structure and construction techniques will be investigated to provide as much information prior to construction commencing. Suspended floors and load bearing walls should be examined for any inconsistencies before use, (openings through the floors, changes in construction, existing cracks and damage or signs of previous repairs). Any such items should be reported to the Temporary Works Engineer prior to commencement.

3.3 Stripping Out & Demolition

Demolition activities are limited to stripping out of internal fitments and internal demolition of structure to allow extension of the lower ground floor and remodelling of the interior layout.

Access into the site will be via the existing crossover from Albert Terrace. Wheel washing will be provided while vehicles enter the site – by hand held jet wash equipment.

A method of working shall be submitted to the HSE (ASB5 notification) for the removal of ACMs identified in the D&R survey.

Soft Strip and Service Isolations

The first operation will be to isolate any live services in the building. An advance survey of all existing services will have

been carried out in the pre-construction phase to highlight termination points.

The soft strip of redundant fixtures and fittings and asbestos within the existing structures will be carried out working from the roof level downwards, manually using hand-held tools. As the materials are stripped, they will be removed to the ground floor level via enclosed chutes. The material will then be deposited into skips or small lorries within the frontage.

Pipes, conduits, and other non-structural metalwork may be cut out using oxygen/ propane burning equipment, or angle grinders. A 'Hot-Works' permit to work system will be enforced when any works of this nature are undertaken and fire extinguishers will be prominent. Hot works will cease two hours before the end of a working shift and the area will be thoroughly checked prior to breaks or to leaving site.

It will be impressed on the workforce that the site has a ‘No Smoking’ policy except for in a designated area, externally. Windows will be opened for ventilation. Oxygen and propane bottles will be stored upright in a lockable cage.

By regularly removing the accumulated debris, the potential fire risk that loose combustible material imposes, is minimised. Soft strip debris arising from the structures will be processed and segregated at ground level for disposal from site. Architecturally significant components will be carefully stored for re-use in the fitting out stage, or recycled in similar projects.

Structural Demolition

Demolition is limited as previously stated and will continue to be manual, using hand tools.

The existing ground floor will be removed at an early stage and replaced with temporary propping and bracing to restrain the structure whilst improving access to the works below. Existing openings in internal loadbearing walls in the lower ground floor level will be infilled with masonry to give additional support.

Waste material will be removed by skip for crushing and recycling off-site. Careful consideration must be given to the stability of the building at all times. All load bearing walls will be identified prior to de-construction commencing to ensure that they are maintained structurally intact.

Dust emissions will be controlled at the working face and loading away area by a fine water spray. The quantity of water emitted by the sprays will be regulated and controlled to prevent any flooding. Storage times on site will be minimised by regular removal of unwanted material in order to further reduce the risk of dust escape.

To ensure that the impact of the construction is kept to a minimum on this project all demolition and structural interventions would be controlled under a section 61 prior consent application in accordance with Camden's Guide.

3.4 Lower Ground Floor Extension

The design of the new substructure remains subject to site investigation and detailed design, but it is currently anticipated that a contiguous bored piled wall will form the extended perimeter of the lower ground floor with underpinning of the existing structure. The new ground slab over the extended lower ground floor will be constructed early to support the side extension.

On completion of the boundary wall partial demolition, pile probing will be undertaken to ensure the removal of old foundations and obstructions in readiness for the new piled wall. Crushed material (including site won demolition material if suitable), will be used to form a piling mat. A temporary platform will be constructed in the front light well to support the piling rig at ground level. Sheet piling will be inserted to the perimeter to provide a shutter for the contiguous pile guide wall.

Piling design will need to consider the size of rig that can access the site. A small tracked excavator will also be needed to assist the piling operation – moving reinforcement cages and loading away spoil. Excavated arisings from the piling operation will be loaded by conveyor to a skip in the suspended parking bays.

Concrete for the piling and substructure will be delivered as ready mix and placed using a small static pump located in the suspended bays.

Underpinning

While external piling operations proceed the underpinning to the internal structure of the property will also be undertaken. Excavation and concrete placement will largely be by hand, with underpinning constructed in one metre sections on a "hit and miss" pattern.

It is anticipated that on-site storage of potentially polluting plant and materials will be limited. However, storage of diesel fuel in approved, double-bunded tanks will be necessary. There are currently no plans for using contaminated/hazardous materials or chemicals during the demolition or construction process.

Top Down Construction to Lower Ground

"Pynford" stools will be cut into the base of the walls to allow lateral support. Once the Pynford stools and underpinning are in place the external area will be executed to the formation level

of the new ground slab. The suspended slab will be cast beyond its final design dimensions, in order to take support from the underpinned spine wall inside the building and from the contiguous piles externally. A “Mole hole” will be left in the slab to allow access below for excavation.

With the new ground floor slab completed the excavation below it will proceed to the new lower ground formation level by hand and using mini-excavators where possible.

The new lower ground (ground bearing) slab will then be cast and connections made to the new piling. Lining walls, internal load bearing columns, and extension of the new ground slab will follow. Once the new structural elements are complete and the load transferred the temporary additional width of ground floor slab will be removed.

3.5 Remodelling the Interior Layout & Envelope

While the lower ground floor extension proceeds the areas of the existing lower ground will be lowered to suit the new layout.

Once the piling, underpinning and new lower ground structure are complete and working in their final structural configuration internal walls of the house will be constructed to create the new well for the feature stair. The stair will then be constructed, with appropriate temporary support until complete. Other minor changes to the property’s internal layout will proceed in parallel in accordance with the application drawings

On completion of the structural modifications repairs and replacements to windows, roofs and external balustrades will be completed and scaffolds will be struck and removed from site.

3.6 Fitting Out

When the envelope is sufficiently watertight, the first fix carpentry and services installations will proceed. Final decorating and small materials will be delivered through the front door and at that stage any remaining internal scaffold will be removed.

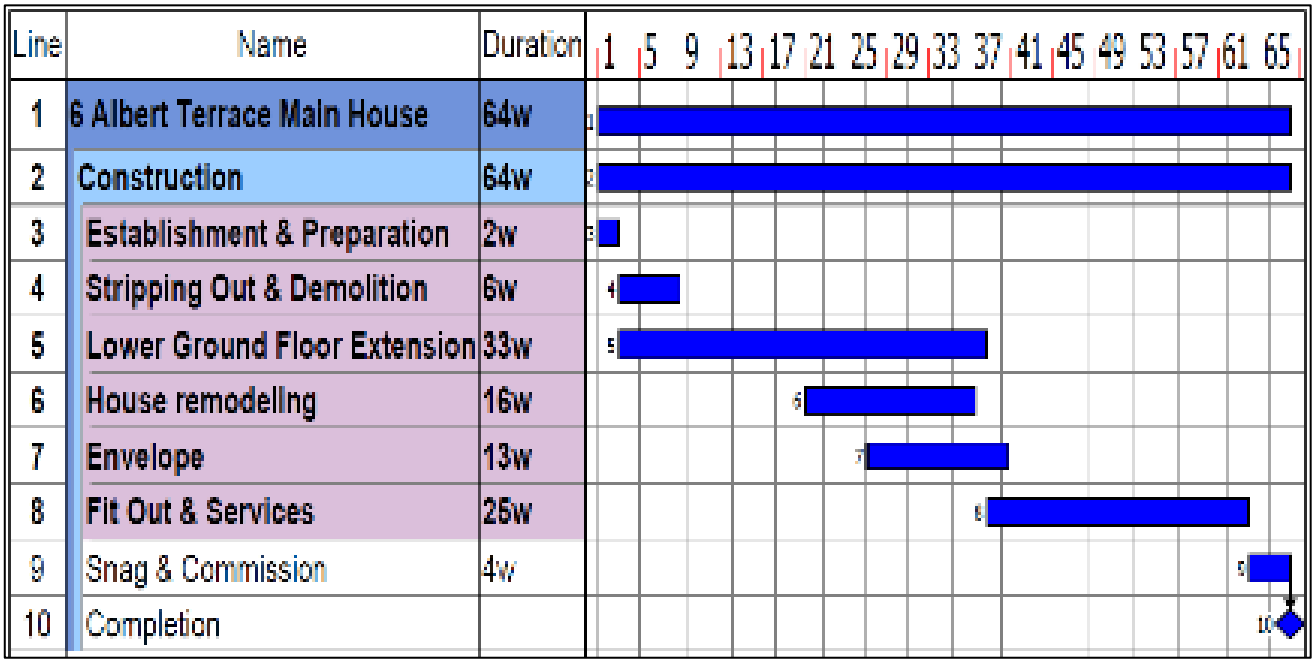
Service connections, commissioning and setting to work will be undertaken as the project nears completion, in parallel to external works.

3.7 External Works

As the major construction works complete, the boundary wall will be reconstructed using face bricks salvaged from its demolition, and trees planted to the front garden. The suspended parking bays will be returned to general use after the completion of the structural works. The site welfare

accommodation will be removed from the garden area together with the tree protection hoardings. Finally the soft landscaped areas will be completed, to be integral to the existing garden.

Summary Construction Programme:



5.0 THE CONSTRUCTION SITE

This section outlines the requirements relating to site management practices, ranging from the location of accommodation and equipment to the operation of equipment on site. It outlines a number of procedures that should be implemented during site operation.

These relate to working hours, site layout, appearance, and good housekeeping.

Representatives from the Contractor and Camden Council Environmental Control should regularly inspect the construction site to ensure that these procedures are adhered to. The Contractor must follow a 'good housekeeping' policy at all times. The site should be cleared by the Contractor on completion of the development.

The specific measures to be implemented by the Contractor will include:

Working Hours

Core working hours will be 08.00 – 18.00 on weekdays and 08.00 – 13.00 on Saturday, in line with The Guide's limits on noisy working.

There may occasionally be a need to work outside these hours in order to undertake essential works, and the Contractor will make due application to the council should the need arise.

To ensure that the impact of the construction is kept to a minimum on this project we propose a voluntary Section 61 Prior Working Agreement is adopted.

Good Housekeeping

The Contractor will follow a 'good housekeeping' policy at all times. This will include, but not necessarily be limited to the following. The Contractor will:

- Register the project with the Considerate Constructer's Scheme
- ensure considerate site behaviour of the Contractor's staff;
- ensure the noise from lorry reversing alarms and the like are kept to minimum levels;
- prohibit open fires;
- ensure that appropriate provisions for dust control and road cleanliness are implemented;

- remove rubbish at frequent intervals, leaving the site clean and tidy;
- frequently inspect, repair and re-paint as necessary all site hoardings to comply with the conditions of Camden Council's Licence – all flyposting and graffiti is to be removed as soon as reasonably practicable and within 24 hours of notice from the Camden Council;
- maintain toilet facilities and other welfare facilities for its staff;
- remove food waste;
- frequently cleanse wheel washing facilities;
- prevent vermin and other infestations; and
- undertake all loading and unloading of vehicles expediently from Albert Terrace and Regent's Park Road as identified on the logistics drawing.

Public Information

The site hoarding will display any necessary health & safety material. The name and 24-hour telephone contact details of the Contractor's nominated representative will be shown, together with the full details of the Contractor's regional or head office.

Security

The Contractor will ensure that the site is secure and prevent unauthorised entry to or exit from the site. Site gates will be closed and locked when there is no site presence. Alarms will incorporate an appropriate cut-off period. Access and egress will be via manned security gates.

Hoardings, Site Layout and Facilities

The site will be completely secure to deter public access. The proposed hoarding line and gates, all of which will be in accordance with The Guide, are shown on the enclosed plans. Around the existing building, it is intended to provide protection from noise and dust at all times.

Site welfare arrangements will be established inside the existing house, or in sectional units located in the garden, with decking laid to give protection to tree roots.

Emergency Planning and Response

The Contractor will develop a plan for emergencies to incorporate:

- Emergency procedures including emergency pollution control to enable a quick response.

- Emergency phone numbers and the method of notifying Camden Council and statutory authorities. Contact numbers for the key staff of the Contractor will also be included. The Contractor will display a 'contact board' on the hoarding identifying key personnel with contact addresses and telephone numbers, so that members of the public know who to contact in the event of a report or query.

- London Fire and Emergency Planning Authority (LFEPA) requirements for the provision of site access points.

- Site Fire plan and management controls to prevent fires.

- A plan to reduce fire risk and potential fire load during construction, operation and subsequently during maintenance or repair. The project will comply with any third party requirements as may be appropriate at specific sites.

Cranes

It is unlikely that cranes will be employed for this project. If the contractor identifies a methodology with a specific need then Camden must be given 10 days' notice of its use, and 6 weeks' notice in the event that a road closure is required.

6.0 SITE LOGISTICS

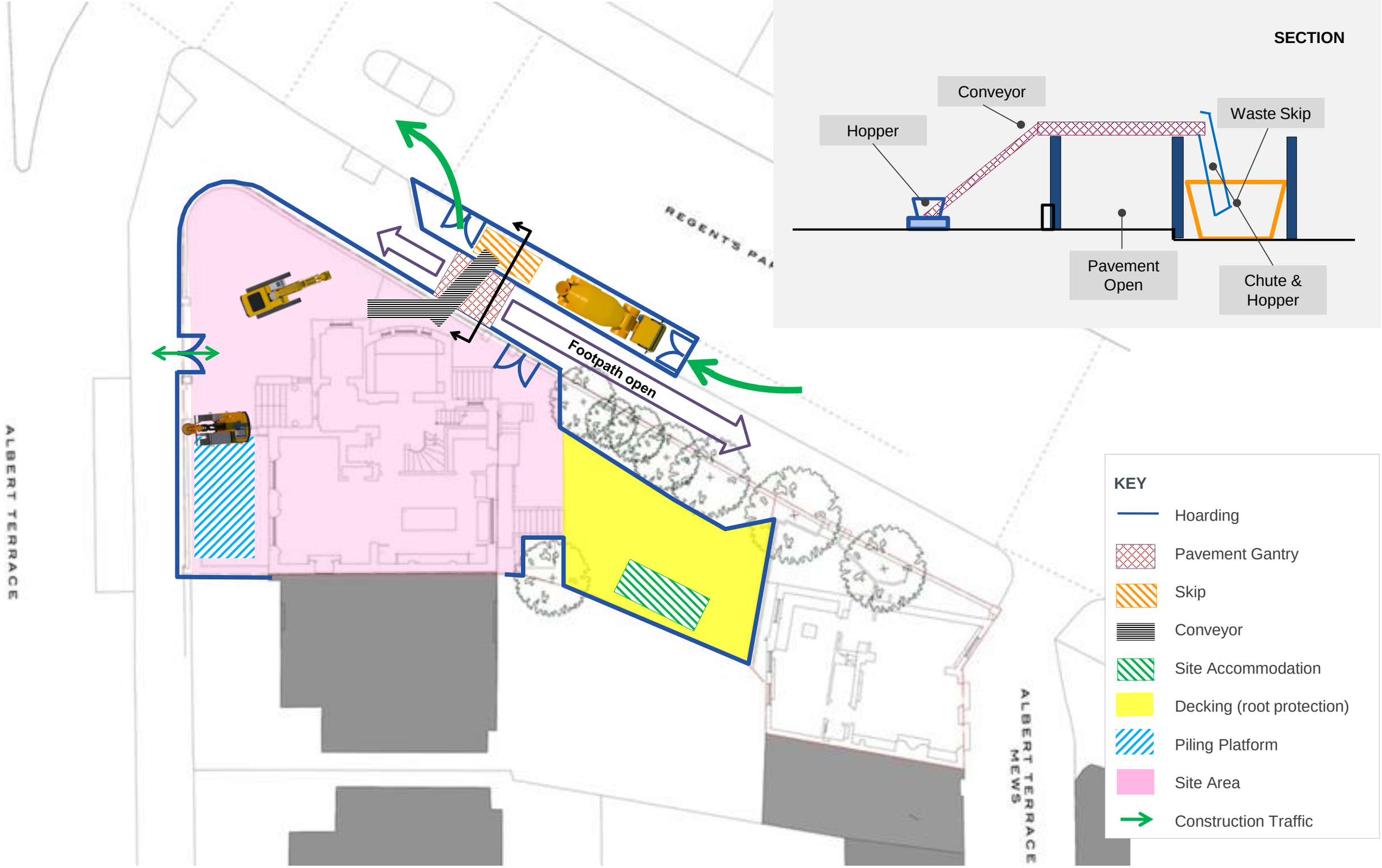
The efficient management of the site logistics will be vital to the success of the project. A key strategy of logistics for a construction project is to ensure that the products and materials arrive on site at the time and in the quantities that are required.

The Contractor will ensure that the necessary pre-planning is undertaken and that the quality of the communication between those planning the project and those supplying the products and materials is maintained throughout the duration of the project.

The drawing overleaf illustrates the proposed overall logistics plan for the site which incorporates the following key features:

- The site is fully enclosed by a 2.4m high timber hoarding.
- Parking bay suspensions are proposed in Regent's Park Road for loading of skips and material deliveries. A high level gantry will bridge the pavement to allow the footway to remain in safe use.
- Vehicles delivering or collecting from site will be sized to navigate Albert Terrace and Regent's Park Road without disrupting local parking and buses beyond the parking bay suspensions local to the site.
- Products and materials will be delivered to site by vehicle, unloaded manually or by Hiab.
- Access and egress to be controlled by fully manned security points.
- Concrete placement will be by small trailer pump, located in the suspended parking bays. Delivery hose will cross the pavement via the scaffold gantry at high level.

Please refer overleaf to the Site Layout Plan



BLUE SKY BUILDING
founded on excellence

PROJECT: 6 Albert Terrace
CLIENT: Mr. Mark Golinksy

TITLE: **Logistics Plan**

DRAWING NO.: BSB-6AT-001

REVISION NO. & DATE: Rev C – 05/04/2018

7.0 TRAFFIC MANAGEMENT

This section highlights the measures by which the Contractor will avoid nuisance to the public that may arise from increases in traffic flows and temporary rearrangements of the road network associated with the construction works. Measures have been considered in relation to access routes, site access, marking of lorries, timing of movements, environmental standards, vehicle registration and parking.

Parking bays to Regent's Park Road will be suspended to create a loading and delivery area for skips, muck away lorries, and concrete deliveries. The Contractor will otherwise maintain, as far as reasonably practicable, existing public access routes and rights-of-way during construction.

Access routes

The Contractor will use designated construction traffic routes for deliveries to the site and removal of waste etc.

Access routes to and from the site to be used by heavy goods vehicles (HGVs) will be agreed with Camden Council prior to initiation of the demolition and construction programme, to minimise disruption to the road and pedestrian network. The strategic road network will be used as far as possible for this purpose, with most construction traffic assumed to be approaching the site from the North & East of London.

Site traffic will be instructed to follow a one-way route, proceeding north on Albert Terrace, and exiting via Regent's Park Road.

Where possible vehicles will be brought to site between the hours of 09.30 and 15.30 hours to avoid the peak periods. The Contractor will maintain an up-to-date log of all drivers that will include a written undertaking from them to adhere to Camden Council's approved routes for construction traffic.

FORS Bronze accreditation as a minimum will be a contractual requirement for all contractors and suppliers, FORS Silver or Gold operators will be appointed where possible. CLOCS compliance will be a contract requirement. Copies of registration documents for regular/ repeat vehicles will be held on site and will be available for inspection. All suppliers will be notified of the requirement in supply orders and a log of vehicles held on site. Non-compliant vehicles will not be permitted entry.

The total vehicle numbers per day are not expected to be large, although it is recognised that *any* construction traffic through Albert Terrace and the surrounding street may constitute a nuisance. The contractor will be required to plan deliveries to use small rigid vehicles and where this is not possible to make due arrangements for access via consultation with neighbours and Camden Council.

8.0 SITE WASTE MANAGEMENT

The Contractor must use working methods that minimise waste. Any waste arising from the site must be properly categorised and dealt with in accordance with appropriate legislation. Opportunities for re-using or recycling construction or demolition waste should be explored and implemented.

The Contractor will carry out the works in such a way that as far as is reasonably practicable the amount of spoil and waste (including groundwater, production water and run-off) to be disposed of is minimised, and that any waste arising from the site is properly categorised and dealt with in accordance with the appropriate legislation and guidance.

A formal and detailed Waste Management Plan will be prepared by the Contractor. The disposal of all waste or other materials removed from the Site will be in accordance with the requirements of the Environment Agency, Control of Pollution Act (COPA), 1974, Environment Act 1995, Special Waste Regulations 1996, Duty of Care Regulations 1991 and the Waste Management Regulations 2006.

In general, and in accordance with the principles of the UK Government's 'Waste Strategy 2010', a principal aim during demolition and construction will be to reduce the amount of waste generated and exported from the site.

This approach complies with the waste hierarchy whereby the intention is first to minimise, then to treat at source or compact and, finally, to dispose of off-site as necessary. The contractor will be required to investigate opportunities to minimise and reduce waste generation, such as:

- Agreements with material suppliers to reduce the amount of packaging or to participate in a packaging take-back scheme.
- Implementation of a 'just-in-time' material delivery system to avoid materials being stockpiled, which increases the risk of their damage and disposal as waste.
- Attention to material quantity requirements to avoid over-ordering and generation of waste materials.
- Re-use of materials wherever feasible, either on site or elsewhere (e.g.re-use of face bricks from the boundary wall, re-use of crushed concrete from slab removal for fill; re-use of excavated soil for landscaping; re-use of timber from the existing building).
- The Government has set broad targets of the use of reclaimed aggregate, and in keeping with best practice, Contractors will be required to maximise the proportion of materials recycled.
- Segregation of waste at source where practical.
- Re-use and recycling of materials off-site where re-use on-site is not practical (e.g. using an off-site waste segregation facility and re-sale for direct re-use or re-processing). Our expectations in this regard are shown in the table overleaf.

Material	Target	Probable Location
Architectural salvage	100% re-used	Re-used on site or through several architectural salvage companies in London.
Metals	100% recycled	Every effort will be made to recycle these materials on site with any surplus being taken to waste transfer station.
Reusable face bricks	100% recycled	Taken off site to be cleaned and reused in face brickwork
Hardcore (brick/block/ concrete etc.)	100% recycled	Taken off-site to be crushed and reused.
Excavated material/ clay etc.	100% recycled	Clay – 100% processed for re-use (subject to analysis).
Timber	Up to 80% re-used The amount re-used will depend on the material	We will attempt to salvage any re-useable timber for hoardings, battening, shuttering etc. on site, with the balance being retained by the Contractor.
Glass	100% recycled	Processing facility in Greenwich.
Mixed waste	The amount recycled will depend on the material	An absolute minimum will remain for transport to landfill.
Asbestos	100% landfill	Taken to a licensed site.

Overall, the waste management for the site is likely to comprise of the following:

- **Soft Strip**. As the materials are stripped they will be removed to ground level. The material will then be deposited into skips within the loading area for removal from site for segregation at a recycling centre.
- **Hard Demolition.** Face bricks will be separated and retained where possible. Debris will be cleared by hand and deposited into skips for processing off site.
- **Excavation**. Arisings will be loaded directly into skips or tipper lorries by conveyor for processing off-site.

9.0 NOISE AND VIBRATION

The Contractor will monitor and control levels of noise and vibration from the site.

Measures for reducing such levels are set out of this section. A prior approval via Section 61 of the Control of Pollution Act 1974 is proposed.

Noise Control

The Contractor's environmental team will undertake a noise assessment using noise predicting software which projects noise levels at adjoining properties based on the emissions made by specific plant. This noise assessment will be carried out in accordance with BS5228-1 2009 'Code of Practice for noise and vibration on construction and open sites.

This assessment allows the Contractor to select the most appropriate plant, methodology and controls to minimise disruptions of buildings at close proximity of the adjacent structures (sensitive receptors) and in particular the neighbouring residents, during the basement and structural work phases.

Noise levels will be monitored by the Contractor during the course of the works. Camden Council shall be given access to all noise readings if required as soon as they become available.

Although the noise levels to be included in a formal agreement between the Contractor and Camden Council are the maximum to be allowed, at sensitive locations the Contractor will be requested to achieve, where practicable, noise levels lower than the specified limits.

Noise Control Provisions – Screens and Scaffolds

Throughout the critical piling, excavation and structural construction, all works will take place behind the close boarded hoarding. The hoarding provides the following benefits during the construction stages of the works:

- It acts as a visual screen hiding the on-going works.
- Dust arising will be contained.
- With the use of the hoarding and solid acoustic barriers, noise is contained.

Scaffolding will be erected where required for roof and envelop access. Scaffolds will be clad in Monarflex or similar sheeting to minimise noise and dust escape.

Solid timber barriers will be erected at ground level to further screen the below ground level works and prevent noise break out.

Vibration Control

Vibration is a particular risk during the piling phase. The measures taken to reduce the acoustics of these operations will assist in mitigating the effects of vibration on neighbours, their property and the existing building to be retained.

A digital seismograph measuring device will be used to measure the amount of vibration produced during these works. Where elevated levels are recorded the source will be investigated and, where possible, alternative techniques employed to reduce the levels.

The Contractor will comply with the vibration levels established by agreement with Camden Council.

10.0 AIR QUALITY

The Contractor will, as far as reasonably practical, seek to control and limit emissions to the atmosphere in terms of gaseous and particulate pollutants from vehicles and plant used on site and dust from construction activities.

The contractor must submit a statement identifying proposed dust control measures for Camden Council approval before work starts. Special precautions must be taken if materials containing asbestos are encountered.

Throughout the critical activities, all works will take place behind a close boarded hoarding. The nature of the construction results in a low risk of emissions to the air; the project will be a site with a low risk of Emissions (Tier 1).

Throughout the project the Contractor will ensure the following:

- Where potential dust producing activities are taking place screens remain in position. This will include the piling and lower ground works.
- There is no burning of waste materials takes place on site.
- There is an adequate water supply on the site.
- Disposal of run-off water from dust suppression activities is in accordance with the appropriate legal requirements.
- All dust control equipment is maintained in good condition and record maintenance activities.
- Strip insides of buildings before demolition of the structure and envelope.
- Site hoarding, barriers and scaffolding are kept clean.
- The provision of clean hardstanding for vehicles. Regular cleaning of hardstanding using wet sweeping methods. No dry sweeping of large areas permitted.
- Loading of material into lorries within designated bays/areas.
- If necessary, clean public roads and access routes using wet sweeping methods.

- Vehicles working on site have exhausts positioned such that the risk of re-suspension of ground dust is minimised (exhausts should preferably point upwards), where reasonably practicable.
- All vehicles carrying loose or potentially dusty material to or from the site are fully sheeted.
- Materials with the potential to produce dust are stored away from site boundaries where reasonably practicable.
- Minimise the amount of excavated material held on site.
- Sheet, seal or damp down unavoidable stockpiles of excavated material held on site, where required.
- Avoid double handling of material wherever reasonably practicable.
- Ensure water suppression is used during demolition operations.
- Use enclosed rubble chutes where reasonably practicable or use water to suppress dust emissions from such operations.
- Sheet or otherwise enclose loaded bins and skips.
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.
- Use prefabrication of goods and materials to reduce the need for grinding, sawing and cutting on site wherever reasonably practicable.
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction.
- The engines of all vehicles and plant on site are not left running unnecessarily to prevent exhaust.
- Use low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices.
- Use ultra-low sulphur fuels in plant and vehicles.

- That plant will be well maintained, with routine servicing of plant and vehicles. On site servicing and maintenance to be carried out where possible.
- That all project vehicles, including off-road vehicles, hold current MOT certificates where required.
- Carry out site inspections regularly to monitor compliance with dust control procedures set out above and record the results of the inspections, including nil returns, in the log book detailed.
- Increase the frequency of site inspections when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.
- Record any exceptional incidents causing dust episodes on or off the site and the action taken to resolve the situation in the log book detailed in above.

The Contractor will ensure that dust monitoring will be carried out during potential dust producing activities. An initial Air Quality (Dust) Risk Assessment has been carried out in accordance with the GLA Supplementary Planning Guidance document: The Control of Dust and Emissions During Construction and Demolition, and is included overleaf.

Please refer overleaf to the Air Quality (Dust) Risk Assessment

6 Albert Terrace

Air Quality (Dust) Risk Assessment.

Introduction

This assessment follows the principles set out in the GLA Supplementary Planning Guidance document: The Control of Dust and Emissions During Construction and Demolition.

6 Albert Terrace is a domestic dwelling in a residential street. Receptors are the immediate neighbours and public using the quiet public highway. The proposed works at 6 Albert Terrace are of domestic scale and as such section 1.9 of the SPG limits the requirement for a full Dust Risk Assessment. We have considered the risks and proposed mitigation as follows:

Risk Considerations:

Phase of Work	Scope	Dust Risk Level
Demolition	Stripping out of fixtures and fittings and some minor demolition of structural elements inside the building. Breaking out of lower ground slab and concrete/ masonry foundations within the confines of the existing lower ground space.	Low
Piling	Small diameter bored piling externally.	Low
Earthworks	Lower ground floor excavation, partly within the confines of the existing house due to “top down” methodology. Material excavated by hand and small machines, and transferred to waste skip by conveyor.	Low
Construction	New structure, reinforced concrete columns, walls and floors to form extended lower ground floor. Concrete supplied by ready mixed truck.	Low
Trackout	Vehicles do not enter the site.	Nil

Mitigation Measures (in accordance with Appendix 7 of the SPG)

Site management:

- Display the name and contact details of person(s) accountable for air quality pollutant emissions and dust issues on the site boundary.
- Display the head or regional office contact information.
- Record and respond to all dust and air quality pollutant emissions complaints.
- Make a complaints log available to the local authority when asked.
- Carry out regular site inspections to monitor compliance with air quality and dust control procedures, record inspection results, and make an inspection log available to the local authority when asked.
- Increase the frequency of site inspections by those accountable for dust and air quality pollutant emissions issues when activities with a high potential to produce dust and emissions and dust are being carried out, and during prolonged dry or windy conditions.
- Record any exceptional incidents that cause dust and air quality pollutant emissions, either on or off the site, and the action taken to resolve the situation is recorded in the log book.

Preparing and maintaining the site:

- Plan site layout: machinery and dust causing activities should be located away from receptors.

- Erect solid screens or barriers around dust activities or the site boundary that are, at least, as high as any stockpiles on site.
- Fully enclosure site or specific operations where there is a high potential for dust production and the site is active for an extensive period.
- Avoid site runoff of water or mud.
- Keep site fencing, barriers and scaffolding clean using wet methods.
- Remove materials from site as soon as possible.

Operating vehicle/machinery and sustainable travel:

- Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone.
- Ensure all non-road mobile machinery (NRMM) comply with the standards set within this guidance.
- Ensure all vehicles switch off engines when stationary – no idling vehicles.
- Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where possible.
- Implement a Travel Plan that supports and encourages sustainable travel (public transport, cycling, walking, and car-sharing).

Operations:

- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.
- Ensure an adequate water supply on the site for effective dust/particulate matter mitigation (using recycled water where possible).
- Use enclosed chutes, conveyors and covered skips.
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.

Waste management:

- Reuse and recycle waste to reduce dust from waste materials.
- Avoid bonfires and burning of waste materials.

Demolition:

- Soft strip inside buildings before demolition (retaining walls and windows in the rest of the building where possible, to provide a screen against dust).
- Ensure water suppression is used during demolition operations.
- Avoid explosive blasting, using appropriate manual or mechanical alternatives.
- Bag and remove any biological debris or damp down such material before demolition.

Construction

- Avoid scabbling (roughening of concrete surfaces) if possible.
- Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place.

Trackout:

- Avoid dry sweeping of large areas.
- Ensure vehicles entering and leaving sites are securely covered to prevent escape of materials during transport.

11.0 MANAGING THE ENVIRONMENTAL IMPACT OF CONSTRUCTION

This section sets out the requirements on the Contractor for managing the environmental impacts of constructing the development. The Contractor must prepare a site specific Method Statement setting out how the requirements of The Guide will be met.

The Contractor will need to demonstrate the management, monitoring, auditing and training procedures that are in place to ensure compliance with The Guide. The Contractor will also need to set out the specific roles and responsibilities of personnel in managing, monitoring all sub-contractors.

The specific measures to be implemented by the Contractor will include:

- Once the contract for the building works has been placed the Contractor will produce task specific method statements in accordance with this overall document.
- The Contractor will liaise with Camden Council's Environmental Inspectorate when appropriate, agreeing arrangements for specific site activities and ensuring compliance with The Guide.
- The Contractor will be responsible for establishing and maintaining contact with Camden Council and local residents, and keeping them informed of construction matters likely to affect them.
- This liaison will include the regular and frequent distribution of Newsletters and attendance at meetings at the request of Camden Council with representatives of The Construction Working Group. (See under community relations below).
- The Contractor will advise the local authority within 24 hours of any incidents of non-compliance with The Guide and health and safety issues. The Contractor will respond to any reports referred by Camden Council, Police or other agencies within 24 hours, or as soon as reasonably practicable.

- The Contractor will maintain on site, a system for recording any incidents and any ameliorative action taken for inspection by the Council's representatives. This will be forwarded to the Council on a regular basis. The Contractor will ensure as far as is reasonably practical, that necessary action has been taken and steps to avoid recurrence have been implemented.

- The Contractor will provide an information and reporting telephone 'Hot Line' staffed at all times during working hours. Information on this facility shall be prominently displayed on site hoardings. The Contractor's nominated person will attend monthly reviews with Camden Council's Environmental Inspectorate, or otherwise as requested.

- The Contractor will facilitate Camden Council's Environmental Inspectors to undertake regular planned inspections of the site to check compliance with The Guide and associated records.

12.0 AUTHORITIES AND PUBLIC LIAISON

This section sets out the processes involved in liaising with local authorities and the public prior to the commencement of construction activities.

Contractors should prepare a full programme of activity for the project before it starts. Programmes and methodology will be available for inspection by the Client's representatives and Camden Council's Environmental Inspectors on request.

The specific liaison measures to be implemented by the Contractor will include:

- Plan & inform on the nature and timing of all main site activities relating to The Guide, in particular the piling, new structure and external works.

- All site construction staff to be made aware of the requirements of The Guide and will be made responsible for its implementation.

- Sufficiently in advance of works, the Contractor will prepare a full programme of works, which will be maintained in a current format for the duration of the works and will be available for inspection when required. This will include:

  i) an outline method statement for works and activities affecting the highway.

  ii) detailed method statements for specific/special activities affecting Albert Terrace and Regent's Park Road in line with the principles identified in this report. Temporary works, removal of excavated material, concrete pours, deliveries of plant.

  iii) details of site traffic movements showing the projected number of vehicles, what is being delivered, when peaks in activities occur, traffic marshalling arrangements, holding areas, etc.

  iv) routes to site for deliveries.

  v) a health and safety plan.

Community Relations

The Contractor will nominate community relations personnel, who will be focussed on engaging with the local community. The Contractor will ensure that occupiers of nearby properties and local residents will be informed in advance of works taking place, including the estimated duration.

The Contractor will inform local residents likely to be affected by such activities at least 14 days prior to undertaking the works, as well as applying for the appropriate permits and licences, e.g. road closures for delivery, or use of mobile cranes or abnormal deliveries to the site. The Guide states that the most suitable method of informing residents is through leaflet drop.

Whilst the Contractor will provide monthly newsletters, we propose that a Construction Working Group will be set up with representatives of the adjacent properties.

The Contractor's project director together with the nominated person (if different) will agree with these neighbours a schedule of regular review meetings. Sufficient time prior to activities will be allowed for the neighbours' reasonable concerns to be addressed. Where required and reasonable, requested ad-hoc meetings with these neighbours will be attended by the Contractor's project director and the nominated person.

In the case of work required in response to an emergency, Camden Council, and all neighbours will be advised as soon as reasonably practicable that emergency work is taking place. Potentially affected occupiers will also be notified of the 'hotline' number, which will operate during working hours.

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