**Construction Management**

**Plan**

**Cyclone House**

**27-29 Whitfield Street**

**London**

**W1T 2SE**

REV F5

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# Revisions & additional material

Please list all iterations here:

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| --- | --- | --- |
| **Date** | **Version** | **Produced by** |
| **09 / 05 / 17** | **Draft** | **Stephen Bullen** |
| **15/08/17** | **Draft** | **Andrew Butt –Jackson Coles** |
| **18/08/17** | **Draft** | **Andrew Butt –Jackson Coles** |
| **11/09/17** | **FINAL** | **Andrew But – Jackson Coles** |
| **11/06/18** | **F2** | **Andrew Butt – Jackson Coles** |
| **25/07/18** | **F3** | **Andrew Butt- Jackson Coles** |
| **09/10/18** | **F4** | **Andrew Butt- Jackson Coles** |
| **10.12.18** | **F5** | **Andrew Butt- Jackson Coles** |

**Additional sheets**

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

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| --- | --- | --- |
| **Date** | **Version** | **Produced by** |
| **10 / 05 / 2017** | **1** | **Stephen Bullen** |

# 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](http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/planning-policy/supplementary-planning-documents/camden-planning-guidance.en) and [**(CPG)** 8: Planning Obligations](http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/planning-policy/supplementary-planning-documents/camden-planning-guidance.en).

This CMP follows the best practice guidelines as described in [Transport for London’s](https://www.tfl.gov.uk/info-for/freight/safety-and-the-environment/improving-construction-safety) (TfL’s Standard for [Construction Logistics and Community Safety](http://www.clocs.org.uk/standard-for-clocs/) (**CLOCS**) scheme) and [Camden’s Minimum Requirements for Building Construction](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=3257318) **(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 CMPdoes 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**](http://www.camden.gov.uk/ccm/content/environment/building-control/file-storage-items/demolition-notice---the-building-act-1984-section-80-notice-bc104-.en)**.**”

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

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

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

Revisions to this document may take place periodically.

**Timeframe**

**COUNCIL ACTIONS**

**DEVELOPER ACTIONS**

**Post app submission**

**0ommunity liaison**

**Appoint principal contractor**

**Requirement to submit CMP**

**Begin community liaison**

INDICATIVE TIMEFRAME (MONTHS)

**1ommunity liaison**

**2ommunity liaison**

**3ommunity liaison**

**Council response to draft**

**Submit draft CMP**

**Work can commence if draft CMP is approved**

**Resubmission of CMP if first draft refused**

**4ommunity liaison**

**Council response to second draft**

# Contact

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

Address:

Cyclone House,

27-29 Whitfield Street,

London, W1T 2SE

Planning reference number: 2017/6080/P

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

Name: Mr Steven Offer

Address: IPOS Ltd, 17 Welcomes Road, Kenley, Surrey CR8 5HA

Email: steveno@iposgb.com

Phone: 07968 040754

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: Mr Steven Offer

Address: IPOS Ltd, 17 Welcomes Road, Kenley, Surrey CR8 5HA

Email: steveno@iposgb.com

Phone: 07968 040754

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)**](http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/placeshaping/twocolumn/the-community-investment-programme.en), please provide contact details of the Camden officer responsible.

As question 3.

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: Mr Steven Offer

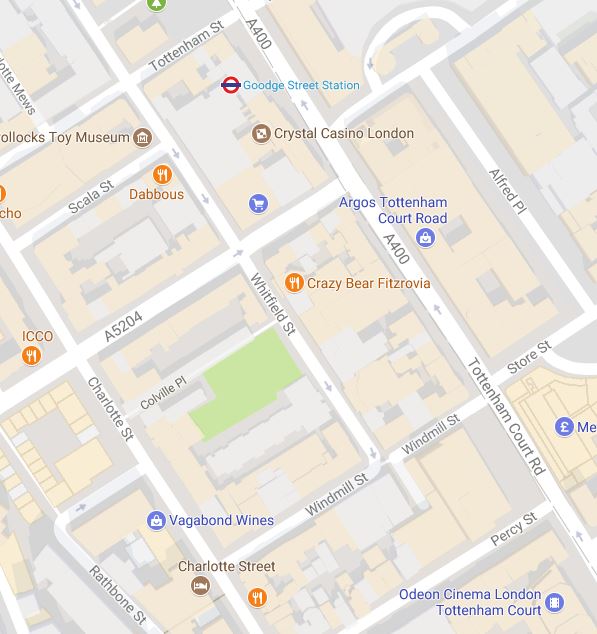
Address: IPOS Ltd, 17 Welcomes Road, Kenley, Surrey CR8 5HA

Email: steveno@iposgb.com

Phone: 07968 040754

# Site

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





The site is located at the corner of Whitfield Street and Colville Place within the Borough of Camden’s Charlotte Street Conservation area and is in a predominantly commercial and residential area.

The site is bounded by a five storey commercial building to the north-west and a four storey grade II listed mews house to the south-west on Colville Place.

The existing building comprises three storeys plus a basement and was built circa 1958. It has a flat roof, elevations of brickwork and render panels with punched steel frame windows. The entrance is via Whitfield Street and the building has an open light well to the front with steel balustrades.

The consented development is to refurbish and extend the existing building to accommodate flexible commercial (A1, B1 and D1) uses to first, ground and basement levels and B1a to the upper floors.

The scheme will create a new single-storey roof extension to create additional office space, rooftop plant enclosure, façade alterations including new front entrance, replacement windows, infill of light-well at basement level, removal of render panels and application of mineral paint treatment to existing brickwork.

The interior will be fully refurbished with associated service upgrades.

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

The construction works include the initial strip-out phase which will comprise the removal of non-structural elements such as the windows, roof coverings, current access to the roof level and fixtures and fittings etc.

The strip-out will be followed by the demolition stage which will include the removal of walls, forming the new openings for the stairs, risers etc for the new third floor extension, exposing the tops of columns to receive the new structure, removal of roof light to the rear ground floor, lowering the ground floor window cills and forming the new ground floor entrance opening.

The main construction phase will follow with the construction of the new third floor roof extension using a new concrete (?) frame structure, with masonry and rendered walls and anodised aluminium windows. The installation of the new roof (fourth) plant enclosure, new roof coverings (part third and fourth floors), sliding roof light for access and new balustrades. New green roof to third floor terrace area.

Internally the refurbishment of the existing staircase and construction of new to serve the third and roof level extensions. Installation of new anodised aluminium windows to all floors and new ground floor entrance doors and new ground floor rear roof light.

The building will have the existing render removed, any damage to masonry repaired and then painted. Existing brickwork will be repaired, cleaned and where necessary re-pointed. New railing and access stairs to new entrance formed.

The project further includes the installation of new mechanical and electrical services and all fitting out and internal finishes.

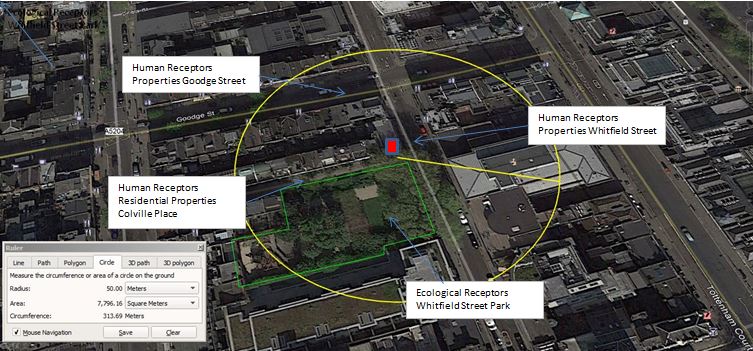
Access to the site for transport is restricted due to the one way system, and the narrowing of Whitfield Street towards Goodge Street.

The neighbourhood is partly residential and the site adjoins the grade II listed (1960’s) residential house on Colville Place and the adjoining residential terrace. Due care and attention is required to minimise and mitigate any construction nuisance to the residential and commercial properties.

The rear of the site is landlocked by the buildings on Goodge Street and Colville Place and therefore all materials and access to the site will have to be via Whitfield Street.

Local residents and adjoining properties have been informed and Party wall agreements are in place.

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



The nearest potential receptors are the adjoining properties at 1 Colville Place (residential) and 19 Goodge Street (commercial/retail) these premises will have the greatest exposure to vibration, noise, dust etc. The other properties in Colville Place, Goodge Street and opposite in Whitfield Street will have a lesser exposure to vibration but will be subject to noise, some traffic disruption and dust from the demolition works.

Mitigation measures will be used to minimise any potential nuisance to adjoin and surrounding properties including:

* Standard Camden Construction working hours.
* The use of quieter alternative methods of working or mechanical plant, where reasonably practical.
* Machines and equipment not in use or in intermittent use will be throttled back or turned off.
* Ensuring machinery used on the site is properly serviced to reduce emissions during use.
* The use of site hoardings and/or portable acoustic screens where practical.
* Use of monoflex to scaffolding, damping down and dust screens to minimise particulate area spread and all HGVs removing spoil from the site will be fully sheeted.
* All temporary site lighting to be faced into the site to reduce light spillage to neighbouring properties.
* Hoarding will be erected around the site to reduce visual impact and provide protect and security for site personnel and the general public. The hoarding will also act as a barrier for dust and debris originating from within the site.
* Regular liaison with adjoining occupiers to notify them of the works and obtain feed back. The site will be registered with the Considerate Contractor Scheme and follow its guidelines.
* The Contractor will ensure the area in the immediate vicinity of the site is swept to prevent the accumulation of dirt or dust.

Residential houses along Colville Place

Businesses along Whitfield Street and Goodge Street.

Crabtree Fields Public Park

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.

See appendix A for local Plan of area affected.

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).

See appendix B for programme.

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

IPOS Ltd working hours will be:

8.00am to 6pm on Monday to Friday

8.00am to 1.00pm on Saturdays

No working on Sundays or Public Holidays

12. Please indicate if any changes to services are proposed to be carried out that would be

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

No changes to the existing services are anticipated.

Community Liaison

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

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

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

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

**Cumulative impact**

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

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

**13. Consultation**

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

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

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

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

A consultation with local residents and businesses was carried out on the evening of the 6th August 2017 following an invitation via a mail drop letter. (See Appendix C for copy of letter and addresses sent to).

The consultation informed the attendees of the proposed works and the method of mitigating disturbances.

Feedback and comments were noted and where practicable methods introduced to alleviate the concerns raised.

**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.

Newsletters – IPOS will provide a detailed newsletter 14 days before the start on site date. An updated newsletter will be produced every 4 weeks from the start on site date.

The newsletter will give advanced warning of any activities deemed to affect neighbouring occupants, such as scaffold erection, external facade works, and any proposed highway suspensions or closures (subject to Camden Highways permission). A general overview of the progress of the project will also be included together with key contact details.

A Site Contact Board will be displayed prominently on the outside of the building. This is to ensure that problems can be rectified quickly, and that residents and others can channel their questions and complaints to a member of staff who has the authority to take action.

The Contact Board will include the following information:

**(a) The title ‘Contact Board’**

**(b) Name of the main contractor, address and person to whom correspondence should be addressed**

**(c) Name of the site manager**

**(d) Month and year of completion of works**

**(e) Names and telephone numbers of staff who can take immediate action, so that contact can be made at any time.**

Occupiers in the vicinity who may be affected by noise from IPOS Ltd works will be notified of the nature of the works, a contact name, telephone number (including that to be used outside normal working hours), and address to which any enquiries should be directed. Such notification shall take place, where possible within, 2 weeks but, in any event, at least a week prior to the works commencing (details will be included on the contact board).

IPOS Ltd will ensure that a staffed telephone enquiry line is maintained at all times when site works are in progress to deal with enquiries and complaints from the local community. The telephone number (and any changes to it) will be publicised widely in the local community affected by the works. It shall also be notified to the LBC Noise and Licensing Enforcement Team on 0207 974 4444.

**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](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=799001)” also referred to as “[Camden’s Considerate Contractors Manual](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=799001)”.

IPOS Ltd will register with the Considerate Contractors Scheme and follow their guidelines and standards.

Evidence of registration with the scheme will be provided prior to works commencing on site.

**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.

There are no current construction works in the immediate local area which will have a cumulative impact on the local community.

# 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.](http://www.clocs.org.uk/)

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](http://www.camden.gov.uk/ccm/cms-service/stream/asset?asset_id=3550016&), details of the monitoring process are available [here](http://www.camden.gov.uk/ccm/cms-service/stream/asset?asset_id=3550014&).

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

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

**CLOCS Contractual Considerations**

17. Name of Principal contractor:

IPOS Ltd

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](http://www.camden.gov.uk/ccm/cms-service/stream/asset?asset_id=3550016&) and [Q18 example response](http://www.camden.gov.uk/ccm/cms-service/stream/asset?asset_id=3550015&)).

Contracts:

Due to the size of the works and the sub-contractors tendering the Bronze FORS accreditation will be a contractual requirement but we will appoint if tendering Silver and Gold operators if possible. Where FORS Bronze accredited operators are appointed, written assurance will be sought where applicable from contractors that all vehicles over 3.5T are equipped with the additional safety equipment (as per CLOCS standard P13), and that all drivers servicing the site will have undertaken company approved additional training (e.g Work Related Road Risk vulnerable Road User Training etc). CLOCS Compliance will be included as a contractual requirement during tender.

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 for 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, licence checks, evidence of routing information and checks of vehicle safety equipment. Results from these checks will be logged and retained, and enforced upon accordingly. Where the contractors own vehicles and drivers are used the above approach will be modified accordingly.

19. Please confirm that you as the client/developer and your principal contractor have read and understood the [CLOCS Standard](http://www.clocs.org.uk/wp-content/uploads/2015/05/CLOCS-Standard-v1.2-APRIL_15.pdf) and included it in your contracts. Please sign-up to join the [CLOCS Community](http://www.clocs.org.uk/links-to-partners/) 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:

I confirm that I have adhered to the above requirements

Stephen Offers - Contracts Manager

IPOS Limited

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

**Site Traffic**

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

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

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

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

a. Please indicate routes on a drawing or diagram showing the public highway network in the vicinity of the site including details of how vehicles will be routed to the [Transport for London Road Network](http://www.lscp.org.uk/lrsu/engineering_tlrn.html) (TLRN) on approach and departure from the site.

Attached marked route - Appendix E

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.

IPOS will hold daily briefings with all staff to keep them informed of any changes. Contractors and suppliers will be advised of the route at the time of placing the order.

Drivers will be advised to contact the site before arriving to ensure the banks man is ready to take receipt of any deliveries and site deliveries will only be made during the Camden site working hours.

Visitors will be advised that they are expected to use public transport.

**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*](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=799001)).

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.

Large numbers of delivery vehicles are not expected. It anticipated that there will be no more than 2 deliveries per day, with an average of 1 delivery per day though out the construction period.

Most deliveries will be via 3.5t flat back trucks or by courier / delivery van.

It is anticipated that all the materials required will be taken or lifted directly to the storage area into the site with no on street storage being utilised.

The deliveries roadside will not take more than 30 minutes per drop off, easing congestion on the road and routes concerned.

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

Current nearby development sites are:

No significant developments in the immediate vicinity

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.

Deliveries will be by prior arrangement through a booking system.

Drivers of delivery or waste vehicles will be required to confirm their anticipated time of arrival 30 minutes in advance by a mobile phone call to the Site Manager, so that the Traffic Marshall can organise the unloading team to be ready.

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.

The low number of deliveries to what is a fairly quiet road does not justify the need for an off-site vehicle holding area.

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](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwi5hKjPiLjRAhVqLcAKHQduC_gQFggkMAE&url=http%3A%2F%2Fcontent.tfl.gov.uk%2Fdirectory-london-construction-consolidation-centres.pdf&usg=AFQjCNFhB34aaqw3M3fmDpJYUUBw_PjbdA&sig2=KXhGnTR3slzf0kN4XMOcQg&bvm=bv.143423383,d.ZWM)).

The low number of deliveries to what is a fairly quiet road does not justify the need for any other measures such as the use of a construction material consolidation centre.

**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

Loading and off-loading will be carried out in Whitfield Street. We propose a temporary segregated area via low level traffic portable barriers with appropriate lighting and signage to be used as and when deliveries are needed. During times when the road area is not required for deliveries the carriage way will be left clear.

The parking bays opposite the site will be suspended to allow normal traffic flow only where large deliveries are required to the site (we anticipate this will be required up to 6 times for a maximum of 3 days at a time during the construction phase) The road is one-way so the narrower carriage is acceptable to all road users.

See Appendix A for proposed site setup.

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

Ingress to and from the loading area will be managed by trained traffic marshals. The proposed configuration is a drive in, drive out arrangement which avoids the increased risk to other road users of reversing vehicles.

The loading area is proposed to be used as and when required for the duration of the demolition and strip out works to remove construction waste and to facilitate the off loading of construction equipment and materials, such as scaffolding.

Once all large materials (windows, new construction materials for third floor extension etc are delivered to site the road will be reinstated to other traffic users.

See Appendix A for proposed site setup.

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).

All access is via straight routes.

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.

No excavation works are being undertaken during the project.

Any dust and debris from the loading process will be dampened down and swept up to keep the area clean.

**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 Marshals 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.

Loading/unloading will take place under the supervision of the Traffic Marshall, who will ensure the safe passage of pedestrians, cyclists and motor traffic in Whitfield Street when vehicles are being loaded or unloaded

**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)](http://camden.gov.uk/ccm/content/transport-and-streets/traffic-management/temporary-road-restrictions/) 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.](http://www.camden.gov.uk/ccm/navigation/transport-and-streets/parking/parking-bay-suspensions/)

An application will be made to suspend the motor cycle and car parking bays at the junction of (and located in) Whitfield Street and Goodge Street (See Appendix A) as required.

The parking bays opposite the site will be suspended to allow normal traffic flow only where large deliveries are required to the site (we anticipate this will be required up to 6 times for a maximum of 3 days at a time during the construction phase) The road is one-way so the narrower carriage is acceptable to all road users.

This is to allow traffic flow to be maintained in Whitfield Street during the loading/unloading of large delivery vehicles.

All building materials and plant will be stored within the existing building.

**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).

See Appendix A.

The proposal allows materials to be loaded/off loaded immediately adjacent to the site and avoids any interaction with pedestrians and other road users. The hoarding for the site is proposed to be located on the site boundary leaving the pedestrian pavement clear.

The pedestrian pavement will be temporarily closed when materials are delivered and these will be moved directly into the site or loaded directly into waiting lorries.

A good pavement for pedestrian users is located on the opposite site of the road to the site in Whitfield Street and still provides a safe walkway away from the site activities.

Access into this part of Whitfield Street is from Goodge Street and motorised transport will have to slow to turn in from Goodge Street or to cross Goodge Street if coming from the other section of Whitfield Street. Further the road at the entrance to this section of Whitfield Street has been narrowed further slowing traffic as it approaches the site area. Signage and lighting will be provided to give clear adequate warning to road and pedestrian users as they enter Whitfield Street.

Low level temporary road barriers will only be used to segregate the loading area form the carriageway as required and removed when no loading or offloading is required.

Please see Appendix A for site layout proposals.

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

Low level portable road barriers will be used to segregate the loading area only during use.

Signage and lighting will be provided to give clear adequate warning to road and pedestrian users as they enter Whitfield Street.

Details to be agreed with Contractor and Highways Officer before installation.

**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 proposed.

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

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

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

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

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

The Traffic Marshall will oversee all loading and unloading operations, including monitoring and controlling the movement of pedestrian and cyclists to endure their safety.

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.

Scaffolding to the front and side elevations of the building will be required for the removal of the existing render and windows and the subsequent replacement.

This will not overhang the pavement but a scaffold protective fan will be used at first floor level to protect pedestrians below, this will overhang the pavement.

A hoarding will be used adjacent to the scaffolding at ground level to separate the construction operations from the public.

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**](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=3257318)**).**

28. Please list all [noisy operations](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/noise/reducing-noise/noise-from-construction-sites.en?page=2)  and the construction method used, and provide details of the times that each of these are due to be carried out.

The main elements of the works which have been identified to have higher noise levels than standard construction activities include:

* Removal of render to external walls – The construction method will be to use mechanical removal methods to take off the existing render to brickwork then sandblast the remaining residue to clean the surfaces. All tools will be acoustically suppressed and dust guards installed to help alleviate environmental disturbance.
* Removal of chimneys – The construction method will be to use hand tools to dismantle the chimney using hammers and chisels to decrease external wall disturbance, this also decreases the noise and the dust created while demolition takes place.
* Demolition of internal walls – the proposed method will be the use of hand tools and small mechanical tools to break joins. Dust suppression and noise decreasing tools will always be used where applicable.
* Cutting holes through concrete slabs – This will be done as per the specialist construction method statement.
* Chasing of brick/block walls – The method of works will be either hammer or chisel or a battery operated chasing machine with dust suppression and acoustic controls.

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

A Noise and Vibration Assessment was prepared by KP Acoustics Ltd on 22 November 2016.

A copy is included in Appendix F

30. Please provide predictions for [noise](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/noise/reducing-noise/noise-from-construction-sites.en?page=2) and vibration levels throughout the proposed works.

Noise at the boundary is not intended to be higher than normal road traffic levels, circa 67dB.

Vibration will be kept to a minimum and only created while the limited demolition works are carried out and the works to the facade to remove the existing render is undertaken. These activities will require the use of mechanical breakers, but the methodology will be kept under review and hand methods used where possible and appropriate.

An assessment of noise and vibration transference will be carried out to determine the effect on the neighbouring adjoining and listed property in Colville Place.

Construction methodology will be assessed based upon the report and where deemed necessary vibration and/or monitoring equipment will be installed during works that are predicted to materially affect the neighbouring property.

Works will only be carried out during the Camden proscribed working hours.

Advanced warning of these activities will be given to neighbouring properties.

31. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](http://www.camden.gov.uk/ccm/navigation/environment/building-control/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.

General measures to be adopted to reduce noise, dust and vibration include:

· Erection of site hoarding to act as minor acoustic screen. · Use of super silenced plant where feasible. · Use of well-maintained modern plant. · Site operatives to be well trained to ensure that noise minimisation and BPM’s are implemented. · Effective noise and vibration monitoring to be implemented. · Reducing the need to adopt percussive and vibrating machinery. · Vehicles not to be left idling. · Vehicles to be cleaned effectively before leaving site. · All loads entering and leaving the site to be covered. · Water to be used as a dust suppressant. · Cutting equipment to use water as suppressant or suitable local exhaust ventilation system. · Skips to be covered. · Drop heights to be minimised during deconstruction. · Working hours to be restricted as required by the Local Authority.

Every attempt shall be made to control noise at source. where construction works are in progress everyone has a responsibility to see that activities are carried out in the quietest practicable manner. Where noisy activities are unavoidable the disturbance will be minimised/attenuated by choice of technique, timing, shielding or protection as appropriate. Where any person is liable to be exposed to noise levels greater than 80 dB (A), they will be informed and provided with suitable ear protection. The most likely protection, in ascending order of attenuation is ear plugs, ear muffs and noise attenuation helmets. Noise will be kept to a minimum at all times and any further restrictions imposed under the terms of the construction contract will be strictly adhered to.

Vibration. All works involving vibration will be minimized and where possible eradicated by design and the use of controlled mechanical equipment. The contractor will install a monitoring system to surrounding areas and monitor levels. After discussion with party wall surveyors and depending on the activities taking place on site through the job, the monitoring levels will be set accordingly. These will activate an alarm when the limits are reached which will notify the site immediately. Works can then cease and be re-assessed. Any operation involving vibration will have a HAVS risk assessment and procedures put into place to minimize the effects on personnel

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

All staff are trained to SMSTS Standards of Management and incorporate Managing Noise and pollution (including dust) as part of their daily tasks.

We use an independent H&S Company Bernard Sims Limited for all other aspects of the work were special qualifications are required.

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

Suppression and where possible the avoidance dust will be a priority. IPOS will set up and monitor all dust emissions.

All operatives will at induction at tool box talks be made aware of the requirement to eliminate dust where possible.

IPOS will implement the best practice guidance using *BRE ‘Control of Dust from Construction and Demolition Activities’ 2003, London Councils/GLA Best Practice Guide “Control of dust and emissions from construction and demolition” and Mayor of London’s SPG on ‘Control of Dust and Emissions’ 2014.*

Stock piles will be minimised and covered/damped down. A water supply/stand pipe will be available on site for dust suppression purposes.

Vehicle movements: Any loads likely to produce dust shall be covered.

We will monitor on a daily basis the areas immediately surrounding the site to ensure dust and dirt is minimised.

All personnel working in a dusty area shall, where necessary, wear a dust mask deemed suitable by the HSE (Health and Safety Executive)

General dust extraction will be used if required and local extraction used where appropriate.

On completion of demolition and the heavy structural works, we will get a window cleaning company to attend all overlooking neighbouring properties if required.

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 the construction works will be taking place within the existing building.

A hose or sprinkler will be installed to dampen down and suppress dust at source during the demolition works and the facade render removal.

The scaffold will be monoflexed to reduce the spread of dust from the workface.

The surrounding road and pavements will be monitored daily by the Site Manager. If there is any spread of dust to these areas, it will be dealt with on the same day using appropriate procedures, such as damping down and sweeping.

35. Please provide details describing arrangements for monitoring of [noise](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/noise/reducing-noise/noise-from-construction-sites.en?page=2), vibration and dust levels.

In addition to the procedures set out in the other sections, noise and vibration will be monitored and recorded for specific activities, A copy of the monitoring and record form is included as Appendix H

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)](https://www.london.gov.uk/file/18750/download?token=zV3ZKTpP), 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.

There is only limited demolition works being carried out on site.

A risk assessment will be carried out by the demolition and strip out contactor prior to the commencement of the works.

37. Please confirm that all of the GLA’s ‘highly recommended’ measures from the [SPG](https://www.london.gov.uk/file/18750/download?token=zV3ZKTpP) document relative to the level of risk identified in question 36 have been addressed by completing the [GLA mitigation measures checklist.](https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/control-dust-and)

Not applicable

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](https://www.london.gov.uk/file/18750/download?token=zV3ZKTpP). 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.

In accordance with the SPG, this site is deemed a ‘Low Risk Site’.

39. Please provide details about how rodents, including [rats](http://www.camden.gov.uk/ccm/content/environment/environmental-health--consumer-protection/pest-control/about-the-pest-control-service.en), 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).

Visual surveys will be carried out to check for the presence of rats and, if required, appropriate pest control measures will be put in place by a specialist company to prevent them from spreading out.

A workers’ eating area will be provided within the building and the consumption of food outside of this area will not be permitted. This will be covered in the Site Rules.

All rubbish will be collected and disposed of on a regular basis so as not to attract rodents.

All drains will be capped where exposed by the works.

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

An Asbestos Refurbishment/Demolition Survey will be carried out prior to any intrusive construction works being carried out.

Any asbestos containing materials found by the Survey will be removed in accordance with current legislation, including testing and issuing of certificates of re-occupation, where required.

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

The Site Rules for the project will cover the provision of a suitable smoking area, no bad language, no shouting, etc. These rules will be reinforced at morning tool box talks with sub contractors.

Should these rules be breached or complaints be received, the offending personnel will be warned/dismissed by the Site Manager using a ‘yellow /red card’ system

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:

No NRMM will be used on this site.

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# Agreement

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

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

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

**Signed:** ……Stephen Offer…………………..

**Date:** …………………………………………….

**Print Name:** ………Stephen Offer…..…….

**Position:** ……………Contracts Manager.....

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

End of form.