

Construction Management Plan

pro forma v2.2

Contents

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

Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
16/01/18	B	Square Metre
07/02/19	C	Square Metre
14/02/19	D	Square Metre
05/03/19	E	Square Metre

Additional sheets

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

Date	Version	Produced by
16/01/18	A	Appendix 1 – Scaffold Design
16/01/18	A	Appendix 2 – Swept path design
16/01/18	A	Appendix 3 – Asbestos Survey
16/01/18	A	Appendix 4 – Tender Programme
16/01/18	A	Appendix 5 – Noise Assessment
05/03/18	B	Appendix 6 – Residents emails
16/01/18	A	Appendix 7 – RAMS
16/01/18	A	Appendix 8 – Pest Control report

INTRODUCTORY NOTE:

An initial planning application 2015/1076/P was approved by London Borough of Camden for this site. The proposal was considering the full demolition of the existing building, a new double basement and a part 4 part 5-storey new building. A Construction Management Plan was produced for the 2015 planning application with the input of a main contractor: 8Build. The Client, the team and the contractor met several times with LBC during 2017 to get this document approved being a pre-commencement condition. In February 2018 minor comments were returned by LBC on the 5th revision of the CMP.

Whilst dealing with the discharge of pre-commencement conditions and complex technical matters due to the proposed double basement the client explored a much simpler scheme during 2017. This 4 includes the retention of the existing main building, the demolition of the rear single storey garage, the construction of a 4-storey rear extension to increase the current floor plates and a minor roof extension. No additional basement works are being considered. This Construction Management Plan has been prepared by Square Metre and HUSH Project Management & Consulting to support the new reduced scheme planning application. Consideration has been given to the previously submitted new-build scheme versions of the CMP and Camden's comments.

Introduction

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

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

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

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

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

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

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

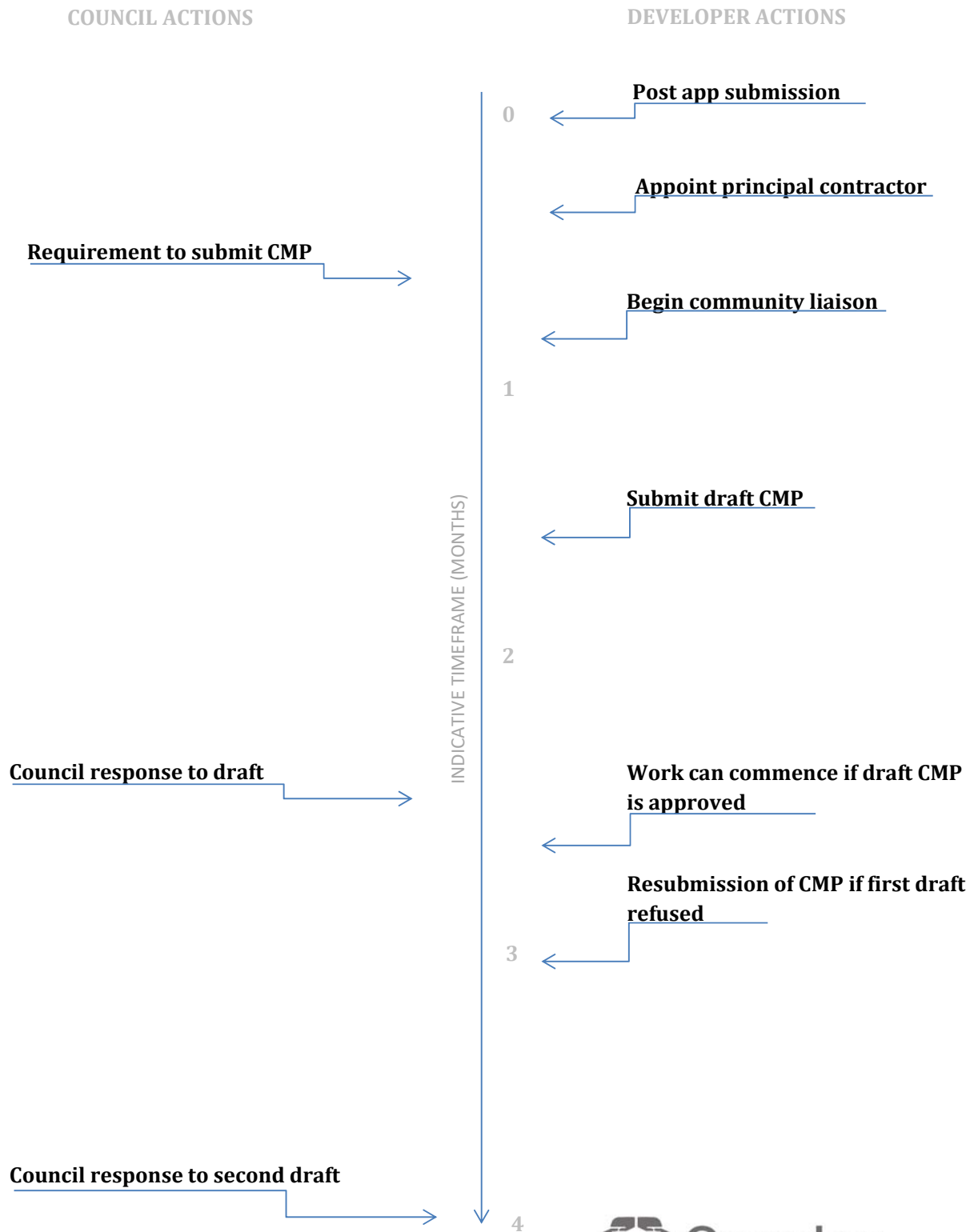
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically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

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

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

Revisions to this document may take place periodically.

Timeframe



Contact

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

Address: 77-79 Charlotte Street, London, W1T 4PW

Planning reference number to which the CMP applies 2018/1716/P .

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

Name: Mark McEwen

Address: 3rd Floor, Boundary House, 7-17 Jewry Street, London, EC3N 2EX

Email: m.mcewen@square-metre.com

Phone: 07548 704 351

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: John Overall

Address: 3rd Floor, Boundary House, 7-17 Jewry Street, London, EC3N 2EX

Email: j.overall@square-metre.com

Phone: 07548 705 403

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: John Overall

Address: 3rd Floor, Boundary House, 7-17 Jewry Street, London, EC3N 2EX

Email: j.overall@square-metre.com

Phone: 07548 705 403

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: Mark McEwen

Address: 3rd Floor, Boundary House, 7-17 Jewry Street, London, EC3N 2EX

Email: m.mcewen@square-metre.com

Phone: 07548 704 351

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 proposed site is located at 77 Charlotte Street with the rear of the building on Tottenham Mews. It is in close vicinity to Goodge Street Station and Tottenham Court Road station (Central line and Northern Lines). The front of the building (77-79 Charlotte Street) is the main building in its existing form while the rear of the building is an existing single storey garage. The front façade has large windows running horizontally with a canopy over the main entrance.

The proposed plan is to demolish the rear garage, roof of the main building, then building a new steel frame structure extending the main building through to Tottenham News. The proposal is for office space giving a total GIA space of 1066 sqm including 39sqm garage space.

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 existing building is within a terrace of properties, with Charlotte street to the East and the Tottenham Mews to the West.

A delivery system will be set up along with a traffic management plan to manage deliveries as Charlotte Street is a narrow road which will prove challenging with larger vehicles.

The project works will comprise a refurbishment of the existing building on Charlotte Street and the demolition of the ground floor garage at the rear to make space for a 4-storey extension on Tottenham Mews. The works will also include for a reduced roof extension on top of the existing building.

Minor substructure works will be undertaken for the new foundations of the rear extension.

The existing basement will be retained. No additional basement extensions are going to be undertaken.

Once the rear foundations are set, the rear extension superstructure is to be built which is constructed in steel frame.

The cleaning and repairs of the existing façade, the replacement of existing windows and the roof extension works will be undertaken whilst the rear extension frame is being progressed.

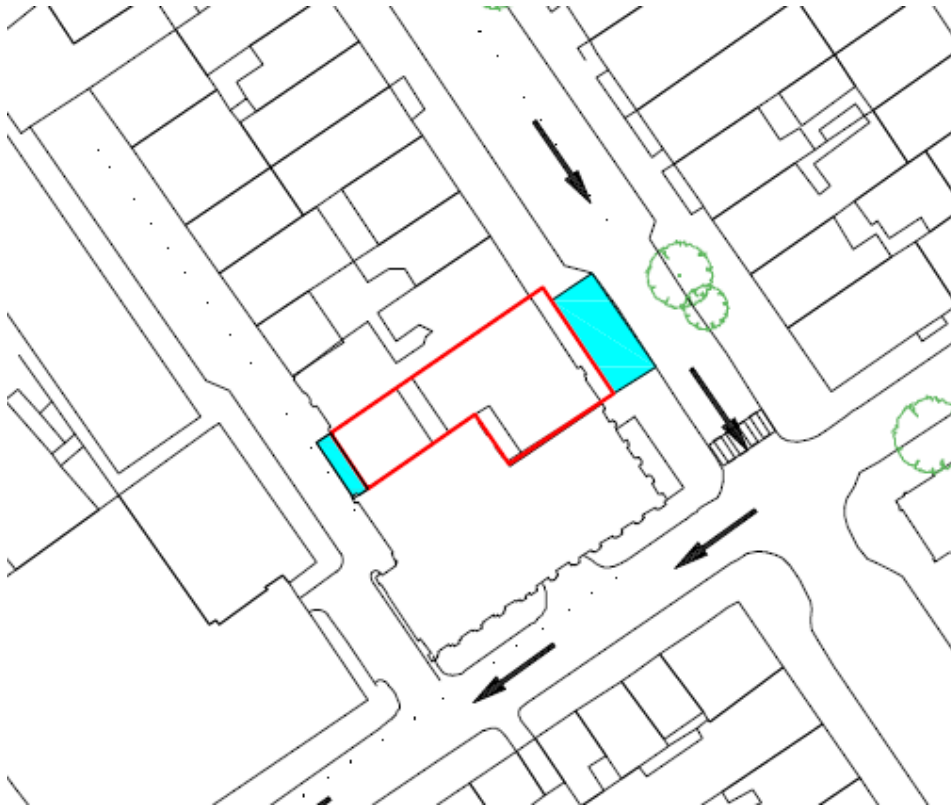
The internal fit out including all new M&E installation will then follow.

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 surrounding area potential receptors that may be affected by noise, dust, vibrations, dust, fumes lighting etc. can be characterised by a mixture of commercial and residential uses. This includes the corner building Coda Post Production, 81 Charlotte Street is occupied by CVP Lenses who work with sensitive equipment. The recently constructed office and residential development, adjacent to the site at 73-75 Charlotte Street. The west side of Tottenham Mews is the Day Hospital for Mental Health owned by the NHS which is currently derelict, and Arthur Stanley House owned by UCLH. The east side of Tottenham Mews is predominantly residential. The terraces enclosing Charlotte Street are mainly occupied by retail and cafe uses at street level with a mixture of residential flats and small offices on the upper floors. Directly opposite on the East side of the site on Charlotte Street there are offices, a Vespa bike shop, a small restaurant “Bubbledogs” and a newsagent “The Week” who will all see much of the project as it progresses, it will be important to liaise with them on a regular basis. There are also several live construction sites in the surrounding area that will also be impacted by deliveries etc. which we address in some of the sections below.

9. Please provide a scaled plan detailing the local highway network layout in the vicinity of the site. This should include details of on-street parking bay locations, cycle lanes, footway extents and proposed site access locations.





The shaded area illustrates the extent of the scaffolding, the scaffolding will bridge over the existing cycle rack that are on the path.

Full scaffold designs are attached within this document. Appendix 1

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 attached tender programme appendix 4.

An updated construction programme will issued

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 5.30pm on Monday to Friday
- No Works on Saturdays and Sundays
- No working on Sundays or Public Holidays
- Noisy works 2 hours on 2 hours off

There will be no work during the following Jewish Holidays

April - 26th

September - 30th

October - 1st, 9th, 14th, 21st

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.

Power is to be retained and connected to existing incoming supply.

Water to be confirmed, main is to be traced back within the building

Gas has been terminated and capped.

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.

To date we have issued the 1st draft of the CMP along with our monthly news letter giving updates on monthly activities. On the news letter we have included keys personnel to contact if any matters arise (emails and phone numbers). On the site hoarding we will include a letter box will give neighbours the opportunity to drop letters etc to site.

We will hold meetings with neighbours and residents regularly to discuss matters and if a period of works is likely to arise that is more disruptive a specific meeting will be held.

See attached appendix 6 containing emails from residents after our 1st submission of the CMP.

Any concerns that have been raised have been answered via the site email address see updated appendix 6. Any resident with further concerns for example Immersive Cult we will be arranging a meeting to discuss matters further to come up with a workable solution.

We will continue to contact and meet with neighbours with updates of construction and anything that will cause disruption to there businesses.

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 will send out regular newsletter of upcoming works and current progress to neighbours and businesses, with our site contact details
- Posters will be put up on the hoarding
- Contact details will be put up on the site hoarding
- A separate email address will be set up for residents, so they can contact us
- Monthly meetings or when disruptive works are taking place will be held to inform residents.
- Meetings with McGees will be held regularly to inform each other of working activities and deliveries. A working group will be set up if required

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](#)".

CCS registration ID – 114572

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.

- Asta College
- 80 Charlotte Street for Derwent London end 2019 (Multiplex)
- Arthur Stanley House - Tottenham Mews (Mcgee. Contact has been made with the Project Manager, meeting will be put in place through the construction period)
- 30 Cleveland St (Paragon)
- 44 Cleveland Street – Middlesex Hospital
- 99 Charlotte Street – Asta college

The construction site along Charlotte Street will use vehicle access down different parts of Charlotte Street, this will not affect out site.

Will we have close communication with the site that backs onto Tottenham Mews as we will both be using Tottenham Mews for deliveries and muck aways.

Transport

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

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

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

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

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

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

CLOCS Contractual Considerations

17. Name of Principal contractor:

Name: Mark McEwen

Address: 3rd Floor, Boundary House, 7-17 Jewry Street, London, EC3N 2EX

Email: m.mcewen@square-metre.com

Phone: 07548 704 351

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](#)).

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.).

The main contractor will be asked to carry out desktop checks 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.

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 accordingly.

Site checks – the main contractor will be asked to use a delivery booking system which will require the entry of a FORS ID number to allow a delivery to be booked onto site.

The Main contractor's site management will then subsequently carry out checks on vehicles as they arrive on site. The main contractor will appoint a CLOCS site supervisor who will be responsible for checking CLOCS compliance and recording any deficiencies. This will be reported to the main contractor's project manager who will take the necessary action to remedy the situation.

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

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

Site Traffic

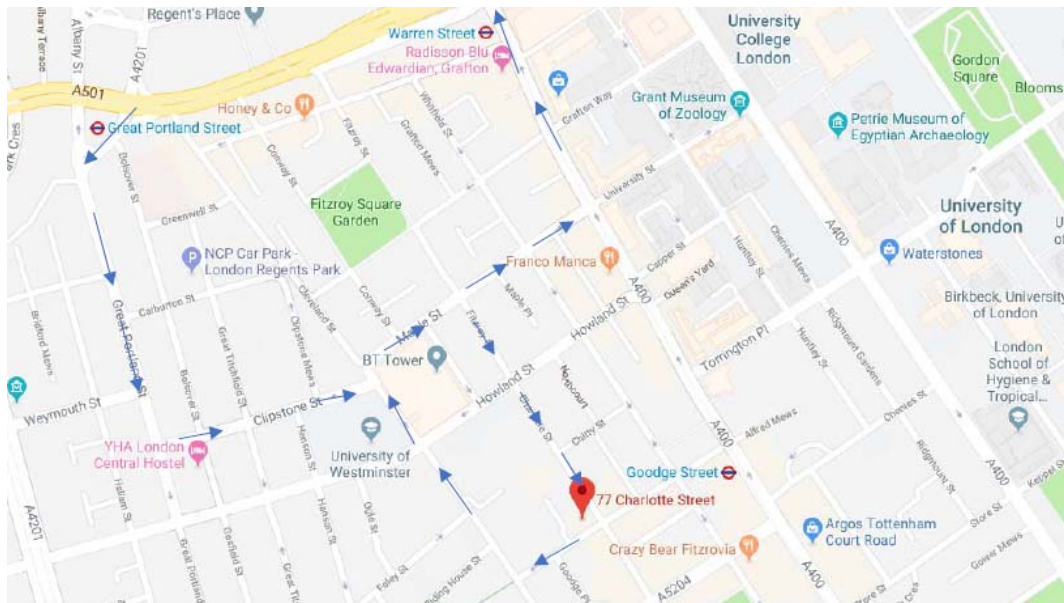
Sections below shown in blue directly reference the CLOCS Standard requirements. The CLOCS Standard should be read in conjunction with this section.

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.



Vehicles approaching from the North are to make their way down Great Portland St, turning left into Clipstone Street through to Maple Street, finally turning into Fitzroy St which continues onto Charlotte Street. Once deliveries have been made they will turn on Tottenham Street head North to Maple Street then onto A400 North to the A501.

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.

As part of our subcontractor's order will include our traffic manage plan and our logistics plan that they must sign up to. We also invite the subcontractor to site for their pre starting meeting and being shown the routes around site.

21. Control of site traffic, particularly at peak hours: *"Clients shall consider other options to plan and control vehicles and reduce peak hour deliveries" (P20, 3.4.6)*

Construction vehicle movements are generally acceptable between 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays). If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to between 9.30am and 3pm on weekdays during term time. (Refer to the [Guide for Contractors Working in Camden](#)).

A delivery plan should ensure that deliveries arrive at the correct part of site at the correct time. Instructions explaining such a plan should be sent to all suppliers and contractors. Consideration should be given to the location of any necessary holding areas for large sites with high volumes of traffic. Vehicles must not wait or circulate on the public highway. Whilst deliveries should be given set times to arrive, dwell and depart, no undue time pressures should be placed upon the driver at any time.

a. Please provide details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. You should estimate the average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures.

Vehicles sizes

18 ton – Plasterboard, mechanical plant/ equipment. Once a week

Sprinter lorry – Small deliveries – Fixers fittings

Muck away lorries – Removing demolition materials 2 times a week

Flatbed lorries – Steel deliveries, plant and materials – once a week

No articulated lorries will be used for deliveries during construction.

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

- 99 Charlotte Street Asta College
- 80 Charlotte Street for Derwent London end 2019 (Multiplex)
- Tottenham Mews
- Stanley House
- 30 Cleveland St (Paragon)

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.

A delivery schedule will be put together to include drivers names etc and to include all the relevant paper work including CLOCS etc. We will encourage the subcontractor to get all documentation in at the start of there works on site so there is no delay down the line. We will also encourage them to use the same driver where possible as they will know the procedure.

Vehicles will be booked in at least 48hrs prior to delivery and given a time slot to arrive and a duration to give time to unload.

Delivery drivers/ subcontractors will be asked to make contact with driver/ subcontractor 15mins before arrival to make sure delivery area is clear at that operatives on site are ready to unload.

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.

As mentioned in item C we will ensure that all deliveries are booked in 48 hours in advance and spread out during the day to prevent congestion.

If any deliveries run over their time allowance there are couple of areas that could be used as an off-site holding area. The first area being on Great Portland Street between Weymouth Street and Clipstone Street for both large and small vehicles.

Alternatively, if a small vehicle is particularly early and needs to wait for a short period prior to being unloaded, they could be held at the bottom of Tottenham Mews within the redundant ambulance parking area where their engine will be turned off and held by a banksman until the site becomes available (see sketch below). We believe that this area would provide an adequate space for small vehicles to wait, without disturbing surrounding roads or traffic and can be completely controlled by the main contractor and moved on at any time if it was requested by a neighbour.



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](#)).

Delivery times will be restricted to 0930 and 1630 with no deliveries between 1500-1530 due to location of school on route. Occasional deliveries will be made before 0930 but these will be minimal.

Deliveries will be spaced depending on there time to off load the material, so deliveries are not backed up.

The subcontractor shall be ready on site to take the delivery prior to the delivery vehicle turning up on site

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

Vehicles entering and leaving the site should be carefully managed, using gates that are clearly marked and free from obstacles. Traffic marshals must ensure the safe passage of all traffic on the public highway, in particular pedestrians and cyclists, when vehicles are entering and leaving site, particularly if reversing.

Traffic marshals, or site staff acting as traffic marshals, should hold the relevant qualifications required for directing large vehicles when reversing. Marshals should be equipped with 'STOP – WORKS' signs (not STOP/GO signs) if control of traffic on the public highway is required. Marshals should have radio contact with one another where necessary.

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



The site logistic plan will be reviewed monthly to adapt to site changes and continue to look at ways of improving to minimise disruption

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

All deliveries will be booked 48hrs prior to coming to site. All subcontractors will understand the requirement for CLOCS with driver and vehicle records kept on site.

To minimise disruption with Mcgees down Tottenham Mews who have the road closed we will be converting the car park bays to a loading bay. Traffic marshals will control the public during large deliveries, these will be lifted onto the gantry scaffold and brought onto site. Smaller deliveries can be walked through the front entrance on the ground floor.

Steel, concrete and muck away deliveries will be taken through Tottenham Mews (prior arrangement with Mcgees). Traffic marshals will meet the vehicle on the junction of Charlotte Street and Tottenham Street. The traffic marshal will walk the vehicle down the road to Tottenham Street where another traffic marshal will assist guiding the vehicle down Tottenham Mew. There will always be 2 traffic marshals per delivery

Pedestrian access is under the scaffold gantry and through the front door where operatives and visitor will sign in and report to the site office.

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).

See Appendix 2 attached

d. Provision of wheel washing facilities should be considered if necessary. If so, please provide details of how this will be managed, 2 band any run-off controlled.

No wheel washing is necessary

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.



To minimise disruption with McGees down Tottenham Mews who have the road closed we will be converting the car park bays to a loading bay. Traffic marshals will control the public during large deliveries, these will be lifted onto the gantry scaffold and brought onto site. Smaller deliveries can be walked through the front entrance on the ground floor.

Steel, concrete and muck away deliveries will be taken through Tottenham Mews (prior arrangement with McGees). Traffic marshals will meet the vehicle on the junction of Charlotte Street and Tottenham Street. The traffic marshal will walk the vehicle down the road to Tottenham Street where another traffic marshal will be assisting guiding the vehicle down Tottenham Mew. There will always be 2 traffic marshals per delivery.

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](#).

We will be changing the use of the parking bay to the left of the site to be used as a loading bay.

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 scaffolding drawing appendix 1. We will require a gantry over the footpath directly outside 77-79 Charlotte Street to accommodate out materials hoist from first floor to the roof level.

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

The perimeter hoarding line will be lit

The walkway under the scaffolding gantry will be lit at all times

We will have suitable signage on the hoarding including

Directional arrows

PPE requirements

Security

Location of site office Site contacts

Speed limit signs

Signs to promote CLOCS and CCS including any other schemes.

Will we have crowd barriers on site to put out with diversions signs if needed on paths

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).

Road closures, diversions and disruption are not anticipated give the size and scope of 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.

During vehicle access and egress a traffic marshal and banksmen will be present to aid the vehicle driver and to ensure that cyclists and pedestrians are aware of vehicle movements. As required vehicle movements will be stopped and every assistance will be provided to ensure the safe passage of cyclists, vulnerable footway users and pedestrians, especially the disabled and those using prams/pushchairs. All delivery Companies and hauliers shall be contacted to confirm that all their vehicles have FORS compliant signage displayed including "Cyclists Do Not Pass on This Side" and are fitted with additional mirrors and reversing cameras. All pedestrian routes will be managed in accordance with section 3.6 of the "Guide for Contractors Working In Camden"

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.

See scaffolding drawings appendix 1

We will require a gantry over the footpath directly outside 77 Charlotte Street to extend our site footprint to enable us to use as storage.

We will also be installing a temporary roof over 77 Charlotte Street to protect the site once the roof has been removed. There will be elements of the scaffold that will overhang neighbouring roofs. neighbourly matters and relevant licenses are being progressed with adjoining owners by Delva Patman Redler

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.

All noisy works will be carried out during the following periods:
Monday to Friday 08:00 – 10:00, 12:00 – 14:00 and 16:00 – 18:00hrs
Noisy operations are envisaged to be:

- General demolition (garage, roof structure)
- Concrete breakers
- Concrete saws
- Concrete and masonry drilling
- Cutting steel with a disc cutter
- Angle grinders
- Concrete vibrators
- Steel erection

An indicative noise and vibration schedule will be prepared once investigation works are carried out to assess the best methodology for breaking out and removing materials.

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.

The most recent noise survey was carried out in December 2014 by Scotch Partners.
Copy is attached in Appendix 7.

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

Demolition

- Floor saw
- Concrete splitter
- Hilti Breaker 700 and 1000
- All tools will be fitted with water suppression

Piling Rig

- Klemm 106dB (Piling rig TBC0)
- Cement Mixer Lorry 106dB

Substructure / Superstructure

Mini Hitachi 360 Excavator (Note: All machines will be equipped with baffles, lined compartments and silenced exhausts to reduce the machines operating noise level to within lower than the regulated decibel levels to comply with the Statutory noise restrictions). 97dB

- Poker vibrator 97dB
- Electric Drill 104dB
- Metal Cutter 107dB
- Welding Plant 102dB
-

Once investigation works and methodology have been carried out a more specific list and RAMS will be issued. See appendix 7

The method for removing the roof of the garage will be to saw cut along the perimeter of the garage. We will then be able to cut the concrete slab into sections for removal. This will reduce noise and vibration to the neighbouring buildings.

During the demolition/ strip out phase if any noise is amplified between the two neighbouring properties acoustics pads can be fixed to the walls to reduce this effect.

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.

Square Metre will engage with the local community and the immediate adjoining neighbours. An ongoing liaison with the effected neighbours will be maintained keeping them regularly informed of any major works that may impact upon them. This will be especially relevant to 89 Charlotte Street Woolff Gallery Coda Production at 73 Charlotte Street due to the nature of their works and at 81 Charlotte Street which is occupied by CVP. We will also liaise with specialist consultants and party wall surveyors representing the adjoining properties with regards to methodology, and we will take their comments on board.

Noisy works will be managed within the time specified below within this document. Should the need arise whereby noisy works need to take place outside of the permitted hours, the necessary protocols will be followed of informing Camden and seeking their approval. Once approval has been granted, the local community will be informed.

During the demolition/ strip out phase if any noise is amplified between the two neighbouring properties acoustics pads can be fixed to the walls to reduce this effect.

To reduce noise pollution of alarms being sounded when vehicles are reversing into Tottenham Mews the main contractor will ask the supply chain to ensure that vehicles are fitted with 'White Sound Alarms' for reversing, thus meaning the alarms do not cause noise-nuisance and thus eliminating noise complaints.

Vibration

Vibration monitor will be installed early on with a bench period of two weeks. All works involving vibration will be minimized, where possible eradicated by design and the use of controlled mechanical equipment. The demolition works are kept to a minimum: rear ground floor garage and existing building roof. To minimise transmission of noise and vibration to the adjoining properties the existing roof slab will be isolated from the party wall. This will be done by cutting the structure along the party wall with the use of a floor saw, this will then be cut into smaller sections for ease when removing them from site. Piles as new foundations will be installed to the rear extension. A small Klemm rig or similar will be used, which offers minimal vibration and low noise levels. A monitoring system of surrounding areas and monitoring levels will be considered if the adjoining owners' surveyors require it. Given the demolition works, noise and vibration monitoring proposals are currently being reviewed with PW surveyors and neighbours

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

TBC

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

Any dust from site activities will be suppressed using water sprays and screening where practically possible. The scaffolding will have Monaflex screening to wrap the building which will form the main form of defence against arising dust as this should contain most of it.

The following methods will be considered:

- Damping down will be used as a method of dust suppression in accordance with BS: 6187:2011
- Existing windows in buildings will be left intact to help contain the spread of dust. (The windows will then be replaced at a later stage in the project).
- Monaflex encapsulated scaffolds and sheeted waste lorries will form additional mitigation methods along with the damping down.
- Stock piles will be regularly damped down.

Other prevention measures to be considered:

- Keep the number of handling operations to a minimum by ensuring that dusty material isn't moved or handled unnecessarily.
- Transport of dusty materials and aggregates using enclosed or sheeted vehicles
- Keep clean and free from dust.
- It will form part of the tender qualification requirements that the main contractor's staff will be trained on BS 5228:2009.43
- Use material handling methods that minimise the generation of airborne dust. Operatives to damp down using water.
- When loading materials into vehicles or conveyors, drop heights will kept to a minimum and enclosed wherever possible. Operatives will damp down with water.
- Chutes, skips and conveyor transfer, drop heights will be kept to a minimum and enclosed wherever possible. Operatives will damp down with water.
- If dust dispersing occurs, look to use hand held hoses and other watering methods, as necessary.
- With fine, dry materials (less than 3 mm in particle size) that will be onsite, store inside the building or designated enclosures with adequate protection from the wind e.g. by using sheeting.
- Find adequate storage locations to store materials away from the site boundary and sensitive areas, wherever possible.

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.

There will be limited access to the site for vehicles.

Where vehicles attract any spoil or dirt onto their wheels will be cleaned manually and by jet washing before the vehicle leaves the site and if any spoil or dirt still spreads onto the highway this will be cleaned up immediately by manual labour attendant on the vehicle.

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

Vibration

Vibration monitoring will be installed prior to any works starting with a 2 weeks bench marking period. Once these benchmarks are agreed this will be monitored throughout the project.

Dust

Some of our regular dust control and monitoring measures are as below:

- Visual checks by site manager and on-site team will be conducted hourly throughout the day. If any specific activity is due to cause dust, the RAMS will be checked and approved if acceptable for mitigation and monitoring measures, ensuring contractors have a designated person to monitor the dust throughout the activity.
- Scaffolding will be used to install Monaflex sheeting which will enclose the building. This will prevent most of the dust generated from spreading to the neighbouring buildings and environment.
- Use water suppression or on-tool extraction for those tasks where it is possible
- Enclosed spaces may need general mechanical ventilation to remove dusty air
- Damping down and using a brush, shovel and bucket for minor/small 'one-off' amounts will be implemented by labourers and cleaning teams.
- Or for regular removal/site cleaning: Water spray for damping down. Rake, shovel and bucket/wheelbarrow to remove larger pieces.
- Covered chutes and skips where needed.
- Vacuum attachments fitted to an H or M Class extraction units will be used.
- A clean as you procedure will be in place which will encourage subcontractor to clean regularly and before they leave their working areas.

Noise

We will have on site a hand held noise monitor to locally check noise level during works to ensure we are not exceeding limitations. If required area of site will be zoned off and hearing protection must be worn.

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.

Given the scope and size of the project dust monitoring is not being considered.

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](#).

Given the scope and size of the project dust monitoring is not being considered.

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.

Given the scope and size of the project dust monitoring is not being considered.

39. Please provide details about how rodents, including [rats](#), will be prevented from spreading out from the site. You are required to provide information about site inspections carried out and present copies of receipts (if work undertaken).

A pest defence service will be employed to provide the site and surrounding areas if necessary, with rodent traps and detection units, monthly site visits and reports.

General waste on site will put in bins and kept to a minimum. Bins will be regularly emptied to reduce the risk of overflowing.

See appendix 8 for previous report

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

An intrusive asbestos survey was carried out in June 2017 after the building was vacated. No asbestos was found see appendix 3

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.

Part of the site induction will be to promote respectful behaviour to staff and pedestrians/ neighbours, the induction will include, location of smoking area, noise restrictions, zero tolerance to anti-social behaviour, swearing on and around site shouting unnecessary. Any operative caught in any of the above acts will be asked to leave site.

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 (01/19 - 12/19):
- b) Is the development within the CAZ? (Y/N): Yes
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N):
- d) Please provide evidence to demonstrate that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered: Yes
- 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: Yes
- 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: Yes

 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:

Print Name:

Position:

Please submit to: planningobligations@camden.gov.uk

End of form.