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Construction Management Plan

[SUPERPLANT]

pro forma v2.3

IMPERIAL HOTEL

THE IMPERIAL LONDON HOTELS LTD

61-66 RUSSELL SQUARE, WC1B 5BB

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Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
30/04/2019	01 DRAFT	ARTELIA/RL

Additional sheets

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

Date	Version	Produced by

Introduction

The purpose of the **Construction Management Plan (CMP)** is to help developers to minimise construction impacts, and relates to all construction activity both on and off site that impacts on the wider environment.

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 nature 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 \(CMRBC\)](#).

Camden charges a [fee](#) for the review and ongoing monitoring of CMPs. This is calculated on an individual basis according to the predicted officer time required to manage this process for a given site.

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 during construction. 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 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 only provide the information requested that is relevant to a particular section.

(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.)

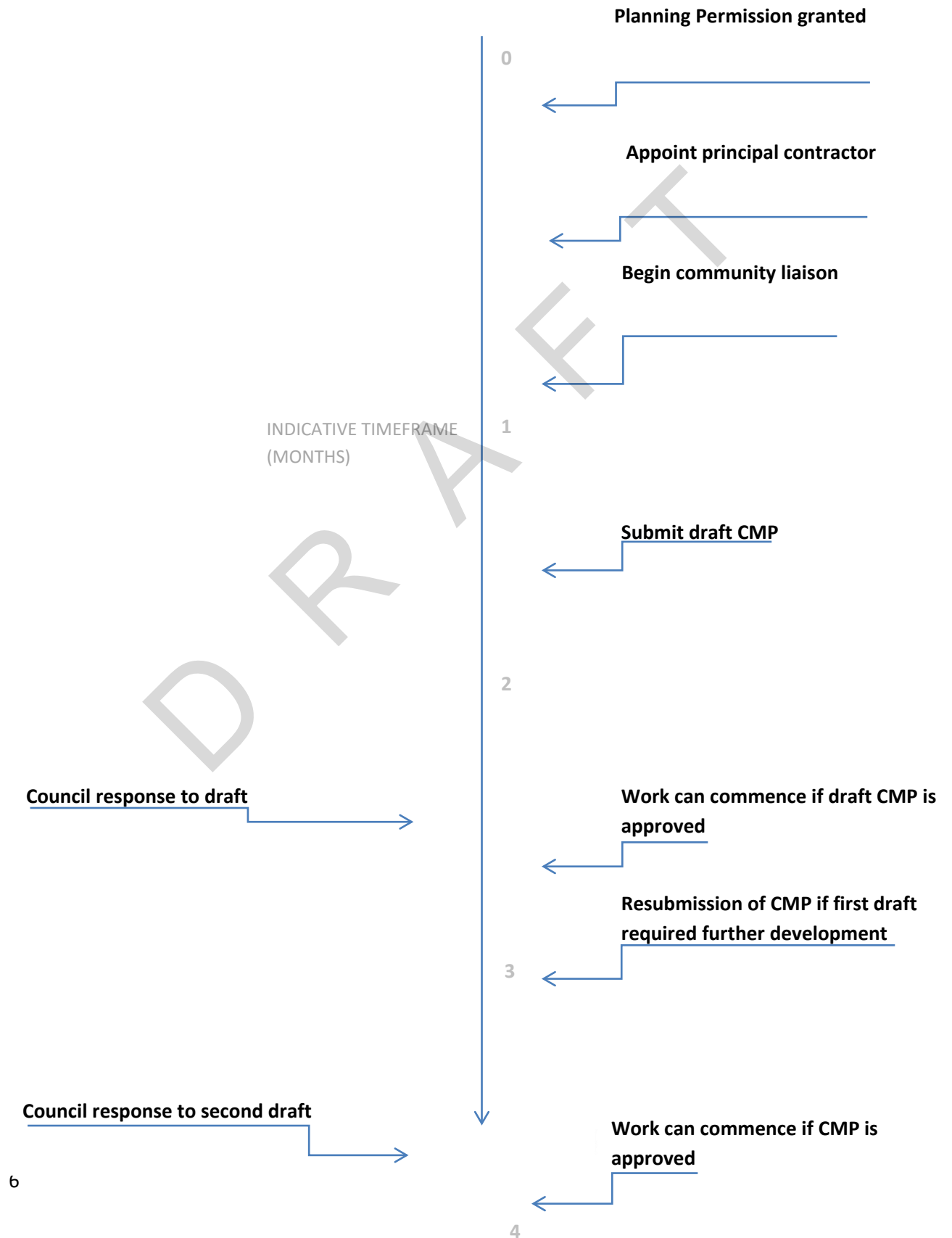
Revisions to this document may take place periodically.

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Timeframe

COUNCIL ACTIONS

DEVELOPER ACTIONS



Contact

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

Address: **IMPERIAL HOTEL 61-66 RUSSELL SQUARE, LONDON WC1B 5BB**

Planning reference number to which the CMP applies: **<not yet known>**

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

Name: **CHRISTOPHER WICKHAM ASSOCIATES**

Address: **35 HIGATE HIGH STREET**

Email: **CMWICKHAM@AOL.COM**

Phone: **020 8340 7950**

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: **<TBA - MAIN CONTRACTOR SITE PROJECT MANAGER NOT YET APPOINTED>**

Address:

Email:

Phone:

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

Name: **MR DAVID BRIDGES**

Address: **THE IMPERIAL LONDON HOTELS, 61-66 RUSSELL SQUARE LONDON WC1B 5BB**

Email: **dbridges@imperialhotels.co.uk**

Phone: **020 7278 7871/2/3**

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: **<Main Contractor not yet appointed - TBA>**

Address:

Email:

Phone:

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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.

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SITE LOCATION PLAN



BRIEF DESCRIPTION OF THE SITE

The site is a 382 bedroom hotel built in 1966 fronting Russell Square with Queen Square to the rear. The application site is indicated by the red line on the above site location plan. The neighbouring President Hotel is in the ownership of the Applicant but is not part of the site. The rear service entrance to the Hotel from Queen Square is used for deliveries and is the staff entrance. There is Garage Parking in the basement accessed from Russell Square which is open to Guests and the general public alike. The site adjoins various residential, commercial and institutional use buildings.

The rear service entrance will be the main site entrance and is accessed by vehicle via a one-way route on Queen Square. The square itself is located within the controlled parking area for King's Cross (CA-D). Therefore, the on-street parking in immediate vicinity of the site access is restricted to resident holder's only Monday to Friday 08:30am – 18:30pm and through the hours of 08:30am – 13:30pm Saturday. Loading is not permitted within the same restricted hours mentioned above on the yellow line approximately 40m to the east of the site access. There are no controlled hours on Sunday, providing on street parking and bay parking opportunities. There are also 4 disabled parking bays situated on Queen Square in close proximity to east of the site access. Further to this, directly south-east to the site access on Queen Square, there are pay and display on-street parking bays that allow a maximum stay of 2 hours parking outside of the restricted hours (CA-D). The pedestrian entrance of the site lies opposite Russell Square Gardens, within the CA-E/D parking zone, whereby the hours are restricted Monday to Friday 08:30am – 18:30pm and Saturday 08:30am -18:30pm. There are also no loading markings directly outside the hotel entrance on the pedestrian walkway. The site lies close to a wide choice of bus, underground and rail services, and the retail and other commercial, museum and leisure facilities of Bloomsbury.

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).

[7] The construction works involve the demolition of the existing workshop buildings in the rear yard and the construction of a new two storey building comprising plant room at ground floor level and hotel accommodation above. The plant room will house a standby electricity generator, air handling units and heating and cooling water pumps associated with new packaged chiller plant also to be located in the rear yard. This plant will service the Imperial Hotel and the future upgrade of the bedrooms to provide air conditioning and facilitate other general improvements to the bedrooms.

Challenges

- A. Managing deliveries and unloading in a restricted site area.**
- B. Facilitating the quick and safe loading out of materials.**
- C. Use of mobile cranes needing to set-up in the private area of the rear yard.**
- D. Concrete placing from the private rear yard for the first floor concrete roof slab**
- E. Working within a tight site with restricted storage areas for building materials.**
- F. Keeping building users free from harm and maintaining fire escape routes across the site.**
- G. Keeping Neighbouring building users informed and liaising with them to accommodate their reasonable needs during the course of the works.**

8. 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).

Key Dates: working in an occupied site.

Project Commencement: July 2019

Project Completion: December 2019

9. Please confirm the standard working hours for the site, noting that the standard working hours for construction sites in Camden are as follows:

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

The standard working hours for the site will be in accordance with the LBC's standard working hours for construction sites of:

08:00am to 06:00pm Monday to Friday

08:00am to 01:00pm Saturdays

With no working on Sundays or Public Holidays.

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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.

10. Sensitive/affected receptors

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

Nearest potential receptors:

President Hotel which is under the same ownership as the Applicant.

Pitmans House 154 Southampton Row occupied by St.Giles International language school.

Alexandra House, 17-19 Queen Square, London WC1 3AR occupied by UCL Institute of Cognitive Neuroscience.

Maccorp UK Limited [leasehold tenant] 156a Southampton Row. A shop for money changing and transfer.

Hertz (UK) Limited [leasehold tenant]. Car Rental

Vujay Pragji Sanghani and Naina Sanghani [leasehold tenant]. London Souvenir shop.

Grosvenor Casinos [leasehold tenant]. Gaming club.

Neighbours close to the Site, or in Line-of-Sight

Residential Dwelling houses in Russell Square and in Queen Square

Pedestrians and road users on Russell Square

11. 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.

Community involvement was carried out at an open exhibition held on 28 March 2019 and 30 March 2019. A leaflet was distributed to 4,118 addresses. Invitations included Ward Councillors, Camden Councillors and stakeholder groups.

12. Construction Working Group

For particularly sensitive/contentious sites, or sites located in areas where there are high levels of construction activity, it may be necessary to set up a construction working group.

If so, please provide details of the group that will be set up, the contact details of the person responsible for community liaison and how this will be advertised to the local community, and how the community will be updated on the upcoming works i.e. in the form of a newsletter/letter drop, or weekly drop in sessions for residents.

The need for a construction working group will be assessed nearer to the start of the works to take account of the general level of construction activity in the area at that time.

13. Schemes

Please provide details of your Considerate Constructors Scheme (CCS) registration. Please note that Camden requires [enhanced CCS registration](#) that includes CLOCS monitoring.

Contractors will also be required to follow the "[Guide for Contractors Working in Camden](#)" also referred to as "[Camden's Considerate Contractors Manual](#)".

The Contractor has not yet been selected. Contractors will be required to register for enhanced CCS Registration and CLOCS Monitoring and the contractor will be required to follow Camden's Considerate Contractors Manual.

It will be a requirement that the CLOCS scheme, Guide for Contractors working in Camden and Camden's considerate contractors manuals will all be displayed in the site welfare accommodation and referred to in the Site Induction given to all persons entering the site.

14. 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.

An assessment of other construction sites in the local area will be carried out closer to the start of the works. The Applicant is not aware of significant other construction sites currently.

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 CCS monitors as part of your enhanced CCS site registration, and possibly council officers, 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.

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CLOCS Contractual Considerations

15. Name of Principal contractor:

<not yet appointed>

16. 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](#)).

<to be implemented by the Main Contractor who has yet to be appointed. Full details to follow>

All construction vehicles over 3.5T will be required to meet the following conditions: -

- Operators must be a member of TfL's Fleet Operator Recognition Scheme at the Silver level.
- All drivers will have undertaken cycle awareness training such as the Safe Urban Driver module through FORS or similar.

All vehicles associated with the construction works will have:

- Side guards fitted
- A close proximity warning system fitted comprising of a front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a close proximity sensor, an in-cab warning device and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.
- Class VI Mirrors
- Prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

17. 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:

< to be confirmed after contractors and suppliers have been appointed >

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

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Site Traffic

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

18. 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)

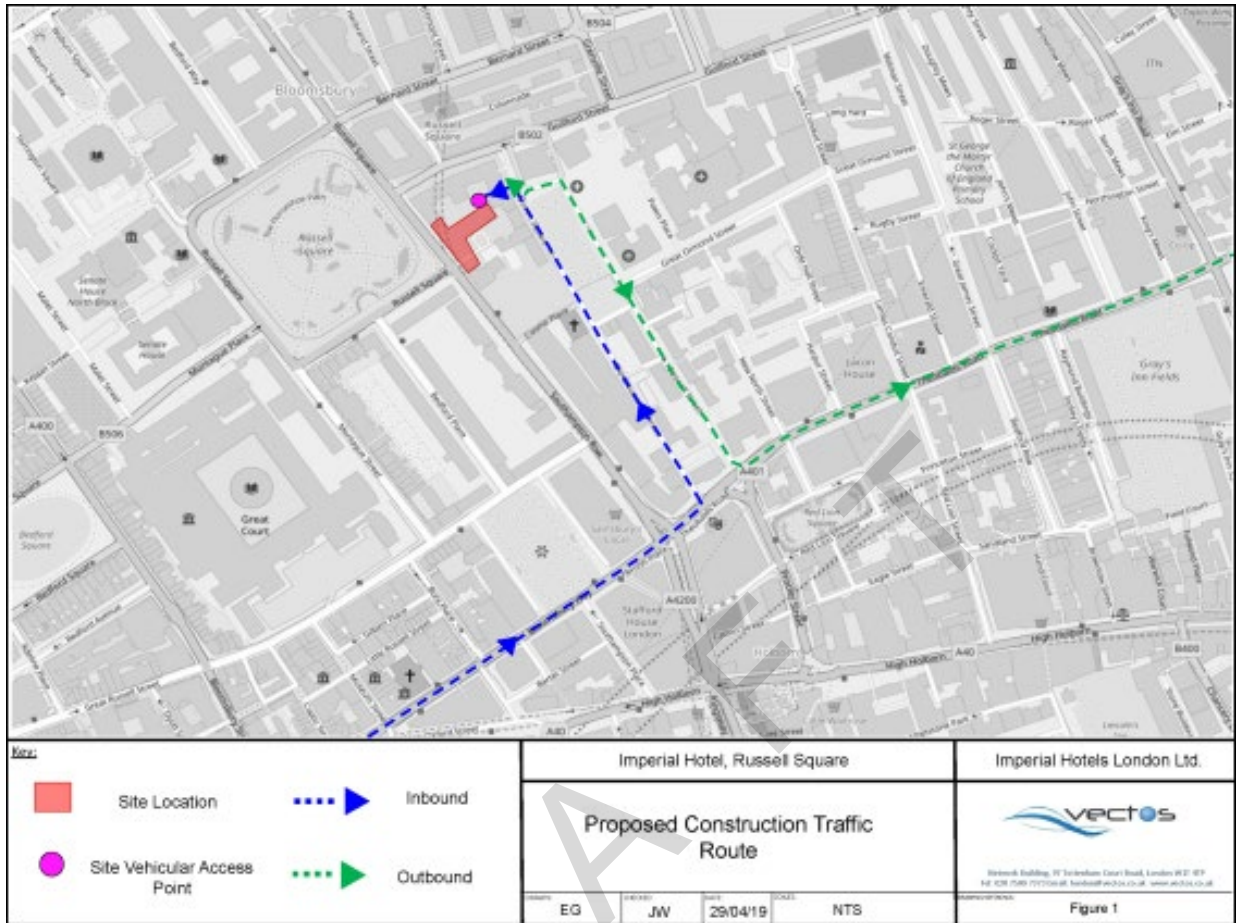
Routes should be carefully considered and risk assessed, taking into account the need to avoid where possible any major cycle routes and trip generators such as schools, offices, stations, public buildings, museums etc.

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.

Please show vehicle approach and departure routes between the site and the [Transport for London Road Network](#) (TLRN). Please note that routes may differ for articulated and rigid HGVs.

Routes should be shown clearly on a map, with approach and departure routes clearly marked. If this is attached, use the following space to reference its location in the appendices.

The anticipated access route to and from the site is shown on the drawing below.



Construction routing will utilise the existing highways network to and from Queen Square, via the A40 and A401. Queen Square currently accommodates large vehicles and access is provided on a one-way loop arrangement via Old Gloucester Street and Boswell Street.

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

Prior to the works commencing, a site manager will be employed to take responsibility for day-to-day management of the CMP. The site manager will be the first point of contact for site issues. The details of the site manager will be provided prior to commencement on site.

The site manager will liaise with contractors, delivery companies and visitors to ensure that all relevant information is conveyed to the relevant parties prior to undertaking journeys.

19. 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 should be restricted to the hours of 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 the hours of 9.30am and 3pm on weekdays during term time. (Refer to the [Guide for Contractors Working in Camden](#)).

Vehicles may be permitted to arrive at site at 8.00am if they can be accommodated on site. Where this is the case they must then wait with their engines switched off.

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.

Please provide details of the types of vehicles required to service the site and the approximate number of deliveries per day for each vehicle type during the various phases of the project.

For Example:

32t Tipper: 10 deliveries/day during first 4 weeks

Skip loader: 2 deliveries/week during first 10 weeks

Artic: plant and tower crane delivery at start of project, 1 delivery/day during main construction phase project

18t flatbed: 2 deliveries/week for duration of project

3.5t van: 2 deliveries/day for duration of project

[19 a.] Anticipated Types of Vehicles. [To be confirmed when Principal Contractor Appointed].

Flat bed Scaffold lorries. Length typically 8 m. long are to park up and complete works whilst on site. One on site during scaffold erection and dismantling.

Plant deliveries – average of 2 deliveries per working day throughout the project.

Lorry mounted cranes – 3-visits anticipated.

Removal of demolition arisings – 4 vehicles per working day during demolitions phase.

Delivery of construction materials – average of 5 deliveries per working day

It should be noted that Imperial Hotel has basement Garage Parking which is open to use by non-hotel users. Construction site operatives who drive to the site will park in the Garage which is accessed from Russell Square.

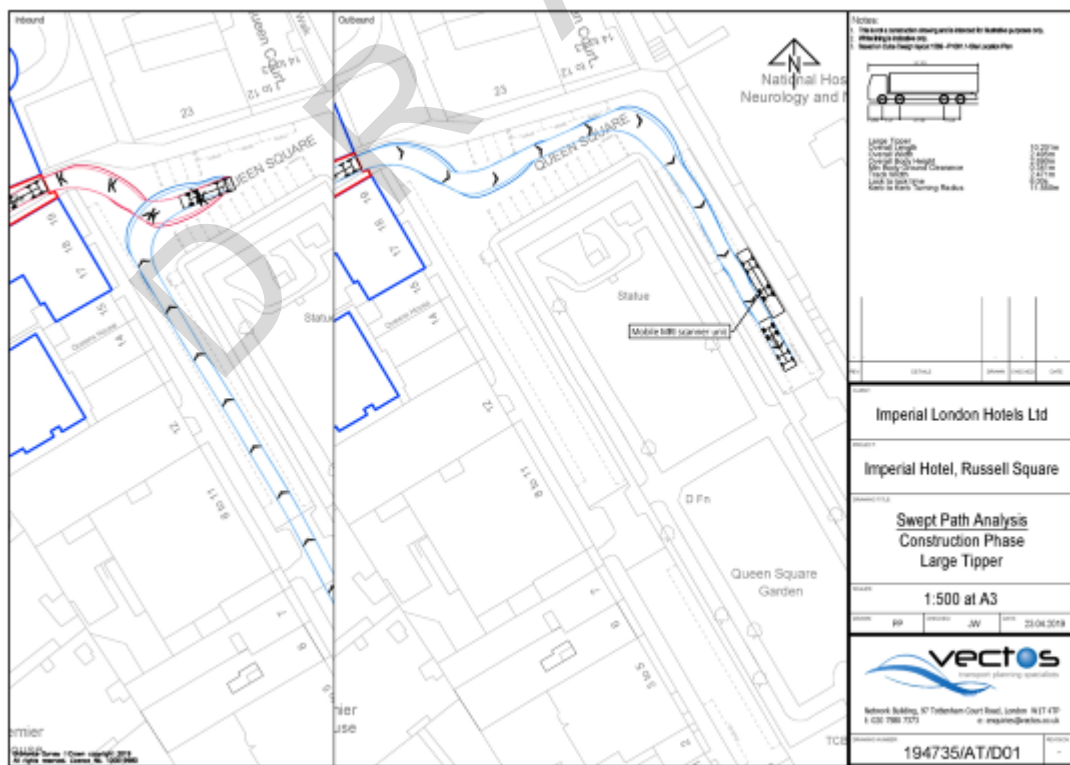
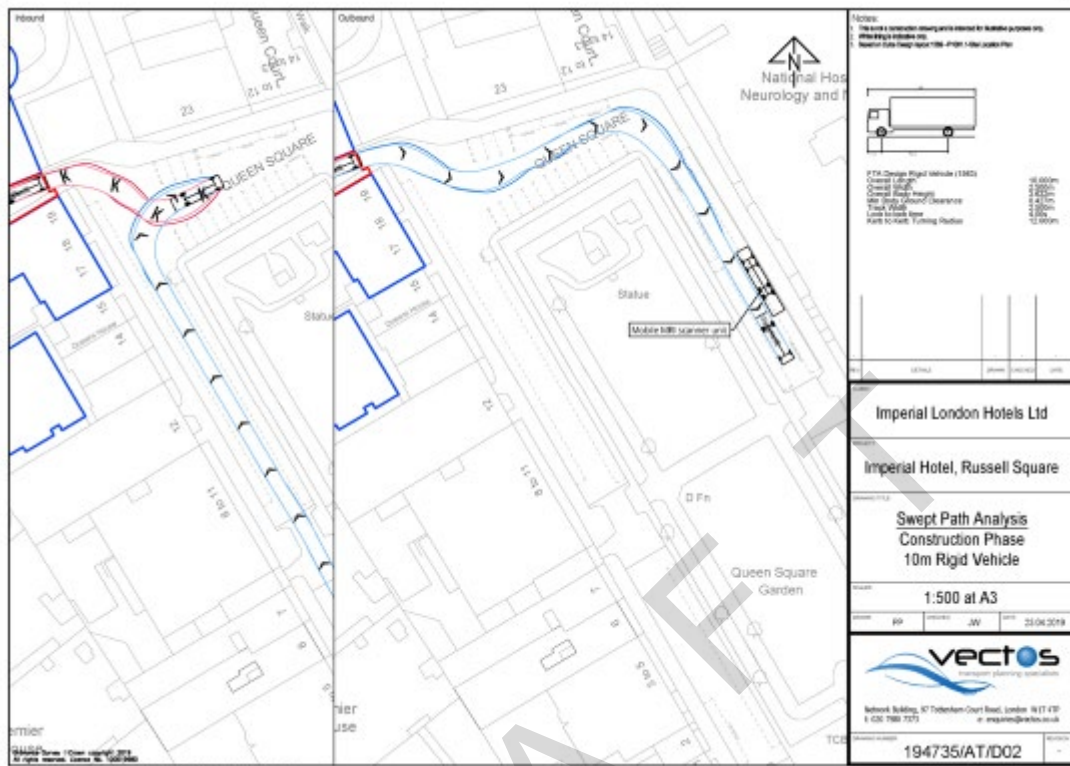
A site forklift will be used to assist for faster off loading.

b. Cumulative affects of construction traffic servicing multiple sites should be minimised where possible. Please provide details of other developments in the local area or on the route that might require deliveries coordination between two or more sites. This is particularly relevant for sites in very constrained locations.

[19b] No significant developments were observed to be on going in the vicinity of the site. However, if significant developments are highlighted by Camden, the developer will endeavour to work collaboratively to minimise disruption

c. Please provide swept path analyses for constrained manoeuvres along the proposed route.

[19c] Queen Square currently accommodates large vehicles. Swept paths of the anticipated construction vehicles are provided:



d. Consideration should be given to the location of any necessary holding areas/waiting points for sites that can only accommodate one vehicle at a time/sites that are expected to receive large numbers of deliveries. Vehicles must not queue 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.

Please identify the locations of any off-site holding areas or waiting points. This can be a section of single yellow line that will allow the vehicle to wait to phone the site to check that the delivery can be accommodated.

Please refer to question 24 if any parking bay suspensions will be required to provide a holding area.

[19d] <Principal Contractor not yet appointed however the below is anticipated>

The site manager will be required to employ a booking system. Construction vehicles' arrivals and departures will be planned with booking slots and will not be allowed on site outside of these time slots. All vehicle arrivals and departures will be strictly administered via an online vehicle booking system.

e. Delivery numbers should be minimised where possible. Please investigate the use of [construction material consolidation centres, and/or delivery by water/rail](#) if appropriate.

[19e] To be confirmed once principal contractor has been appointed.

f. Emissions from engine idling should be minimised where possible. Please provide details of measures that will be taken to reduce delivery vehicle engine idling, both on and off site (this does not apply to concrete mixers).

[19f] <Principal Contractor not yet appointed however the below is anticipated>

It will be policy for drivers to turn off their engines (if they do not already have a 'stop start' system fitted automatically) if they think they are not going to move for around two minutes.

20. 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)

This section is only relevant where vehicles will be entering the site. Where vehicles are to load from the highway, please skip this section and refer to Q23.

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.

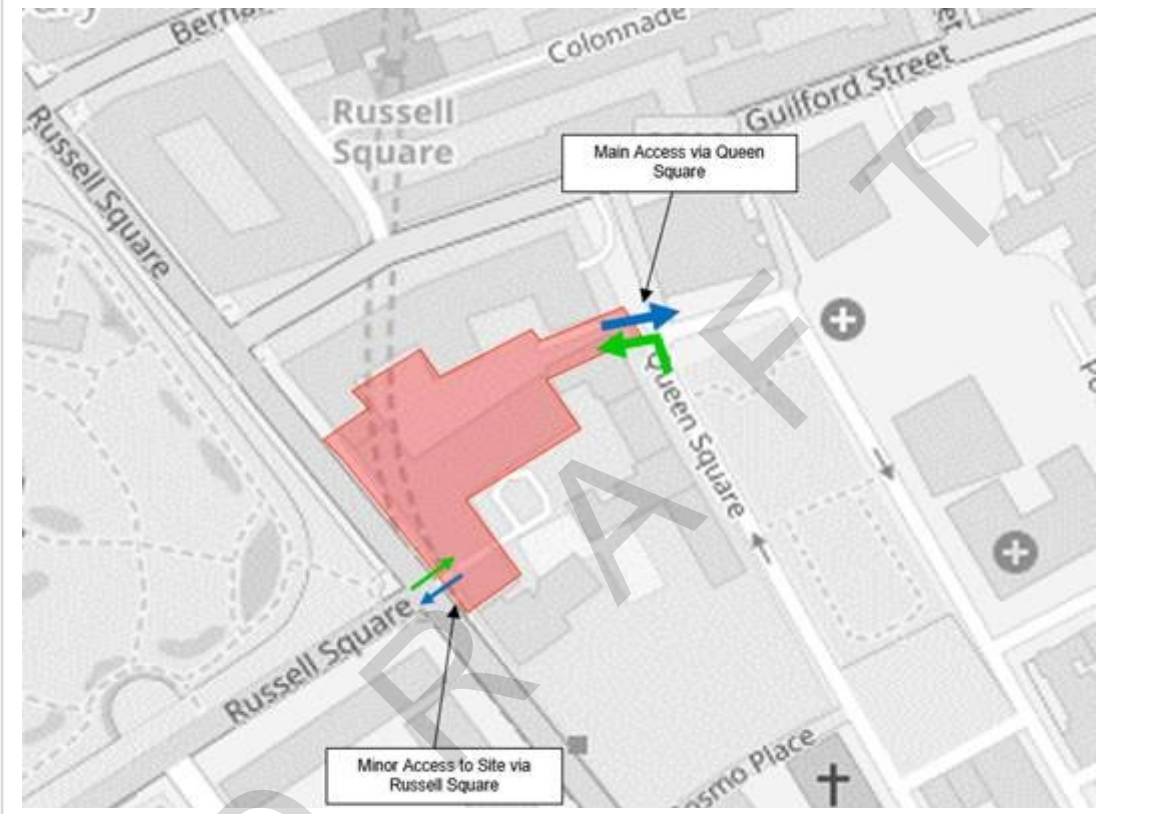
a. Please detail the proposed site access and egress points on a map or diagram. If this is attached, use the following space to reference its location in the appendices.

[20A]. The main site access point will be from Queen Square into the private rear service yard. Deliveries will be scheduled to work together with normal hotel servicing deliveries which will continue as normal during construction activities.

There will be no construction access to the front of the Hotel.

The Hotel will remain in use during the project and the Russell Square entrance will continue to be the principal Guest and visitor access.

A plan showing the proposed site access and egress points is shown below:

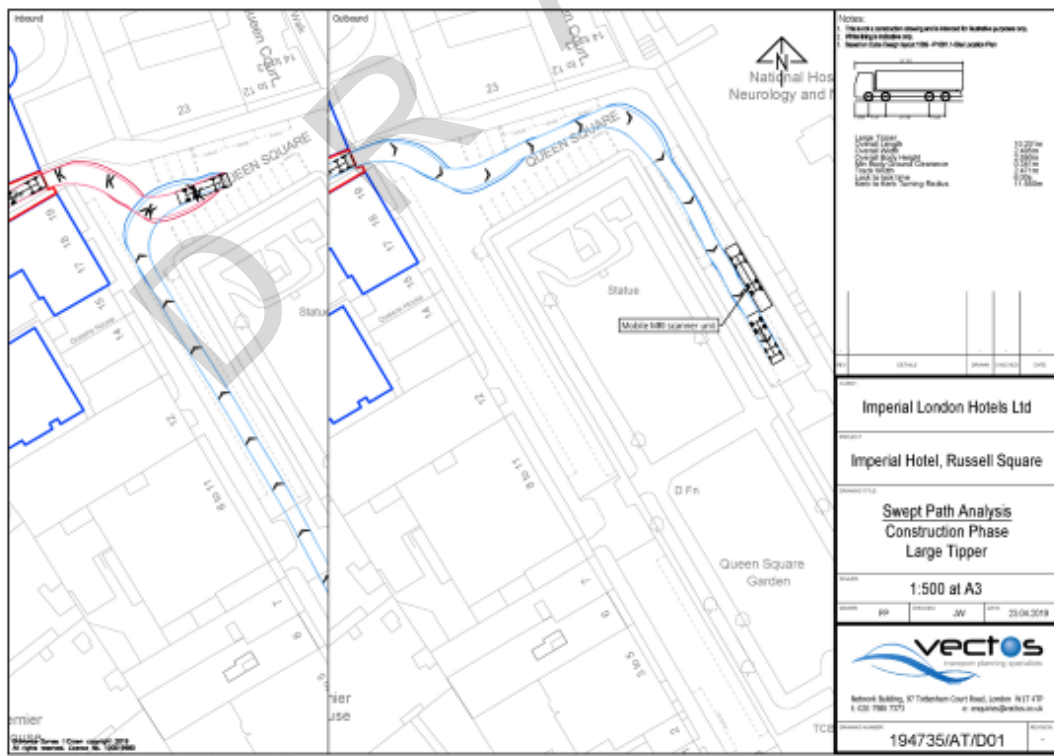
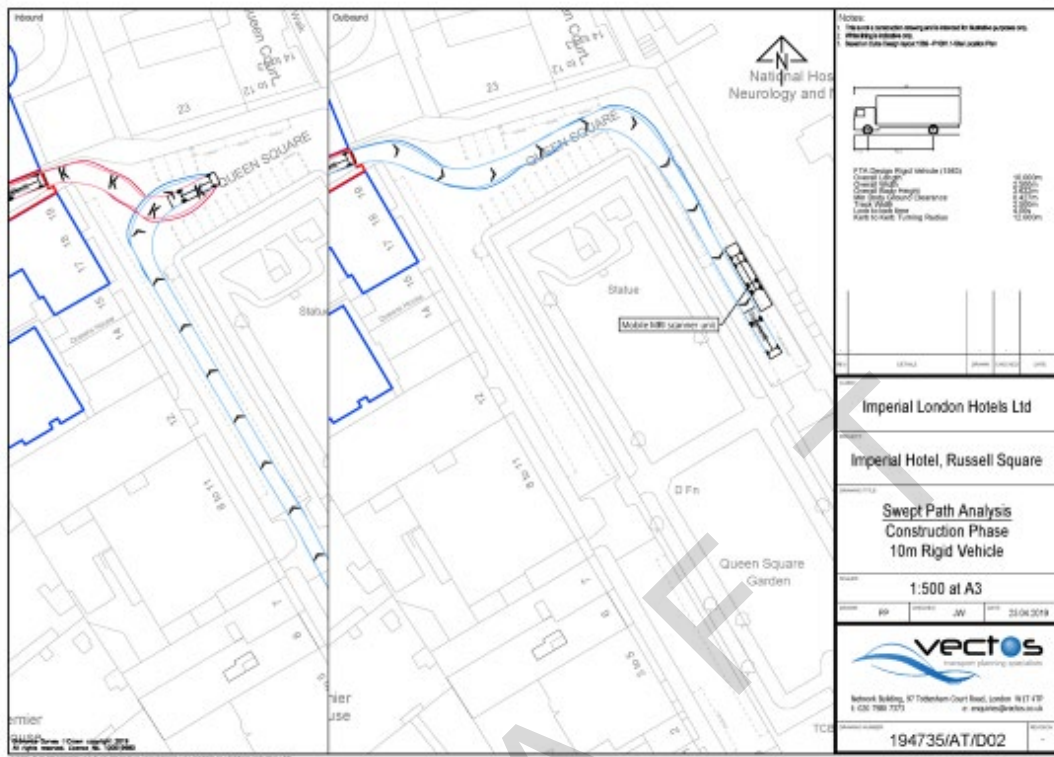


b. Please describe how the access and egress arrangements for construction vehicles in and out of the site will be managed, including the number and location of traffic marshals where applicable. If this is shown in an attached drawing, use the following space to reference its location in the appendices.

[20b] Banksman stationed at rear yard and for larger vehicles a Traffic Marshall will be utilised.

c. Please provide swept path drawings for vehicles accessing/egressing the site if necessary. If these are attached, use the following space to reference their location in the appendices.

[20c] Swept path analysis of the access on Queen Square for anticipated construction vehicles is shown below:



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. Please note that wheel washing should only be used where strictly necessary, and that a clean, stable surface for loading should be used where possible.

[20d] No groundworks excavations are to be carried out. The work is to the existing building. Vehicles will have access to the rear yard which is asphalt paved .

No wheel washing is necessary.

21. Vehicle loading and unloading: *“Clients shall ensure that vehicles are loaded and unloaded on-site as far as is practicable.”* (P19, 3.4.4)

This section is only relevant if loading/unloading is due to take place off-site on the public highway. If loading is taking place on site, please skip this section.

a. 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 this is attached, use the following space to reference its location in the appendices. Please outline in question 24 if any parking bay suspensions will be required.

[21a] <Vehicle loading/unloading on the public highway is not anticipated because there is a private loading yard>

b. Where necessary, 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 detail of the way in which marshals will assist with this process, if this differs from detail provided in Q20 b.

[21b] <Vehicle loading/unloading on the public highway is not anticipated because there is a private loading yard>

Street Works

Full justification must be provided for proposed use of the public highway to facilitate works. Camden expects all options to minimise the impact on the public highway to have been fully considered prior to the submission of any proposal to occupy the highway for vehicle pit lanes, materials unloading/crane pick points, site welfare etc.

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.

Please note that there is a two week period required for the statutory consultation process to take place as part of a TTO.

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.

If the site conflicts with a bus lane or bus stop, please provide details of preliminary discussions with Transport for London in the relevant sections below.

22. Site set-up

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, relevant street furniture, and proposed site access locations. If these are attached, use the following space to reference their location in the appendices.

[22] There are no cycle lanes on Queen Square.

There are existing CPZ bays to the south of access which may need temporary suspension.

Site access has existing footway crossover. Not anticipated at this stage to remove any street furniture.

A local highways network plan will accompany the planning application with further details provided.

23. Parking bay suspensions and temporary traffic orders

Parking bay suspensions should only be requested where absolutely necessary and these are permitted for a maximum of 6 months only. For exclusive access longer than 6 months, you will be required to obtain a [Temporary Traffic Order \(TTO\)](#) for which there is a separate cost.

Please provide details of any proposed parking bay suspensions and/or TTO's which would be required to facilitate the construction - include details of the expected duration in months/weeks. Building materials and equipment must not cause obstructions on the highway as per your CCS obligations unless the requisite permissions are secured.

Information regarding parking suspensions can be found [here](#).

It may be necessary to suspend 2 bays for limited periods of high activity – see photo of parking outside Alexandra House. The photograph shows bays in the foreground that may require temporary suspension.



24. Occupation of the public highway

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. 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 justification of proposed occupation of the public highway.

[24a]

Closing of footways will not be required.

b. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses, removal of street furniture etc). If these are attached, use the following space to reference their location in the appendices.

[24b] <no temporary vehicular access or any highway works, or removal of street furniture is necessary>

25. Motor vehicle and/or cyclist diversions

Where applicable, please supply details of any diversion, disruption or other anticipated use of the public highway during the construction period. Please show locations of diversion signs on drawings or diagrams. If these are attached, use the following space to reference their location in the appendices.

[25] Limited use of Finger boards in Queen Square directing traffic to the site.

26. Scaffolding, hoarding, and associated pedestrian diversions

Pedestrians 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 ramps 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, and hoarding should not restrict access to adjoining properties, including fire escape routes. 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. Where applicable, please provide details of any hoarding and/or scaffolding that intrudes onto the public highway, describing how pedestrian safety will be maintained through the diversion, including any proposed alternative routes. Please provide detailed, scale drawings that show hoarding lines, gantries, crane locations, scaffolding, pedestrian routes, parking bay suspensions, remaining road width for vehicle movements, temporary vehicular accesses, ramps, barriers, signage, lighting etc. If these are attached, use the following space to reference their location in the appendices.

[26a] All scaffolding erected for the project will be located within the boundary of the site.

b. Please provide details of any other temporary structures which would overhang/oversail the public highway (e.g. scaffolding, gantries, cranes etc.) If these are attached, use the following space to reference their location in the appendices.

[26b] None

27. Services

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.

[27] none

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.

Controlled Demolition of the ground floor Maintenance Workshop building in the rear yard using track mounted hand operated demolition tools, cutting and sawing techniques. No noisy work carried out before 09:00. Demolitions carried out 09:00 – 17:30 PM.

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.

Acoustic Benchmark tests were carried out by acoustic consultants Applied Acoustic Design as recorded in their report ref 18272/001/pm dated 31 August 2018.

A Preliminary Plant Noise Assessment was carried out by Acoustic Consultants Applied Acoustic Design and published in their Acoustic Design Note Ref 19014/001/dd dated 15 February 2019.

An External Building Fabric Assessment with respect to hotel accommodation was carried out by acoustic consultants Applied Acoustic Design as recorded in their report ref Ref: 19067/001/dd dated 19 March 2019.

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

<not yet assessed – to follow>

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.

[31] <to be provided following appointment of the Main Contractor>

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

[32] <to be provided following appointment of the Main Contractor>

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

[33] <to be provided following appointment of the Main Contractor>

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.

[34] <to be provided following appointment of the Main Contractor>

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

[35] Continuous noise monitoring is not anticipated.

It is anticipated the Site will carry out manual noise measurements at regular times and at time of particularly noisy work. Measurements will be taken at the site boundaries and in the Street.

Records of noise levels will be recorded on site.

All operations, including those involving noise, vibration and dust will be monitored by Site Management throughout the day. Risk Assessments and Method Statements (RAMS) will be carried out prior to the activity starting using specific record sheets.

Independent H&S advisors will include assessments of noise, vibration and dust as part of their regular visit agenda.

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.

[36] The SPG recognises that air quality impacts will vary from site to site depending on their scale, location and the type of construction/demolition activity taking place. Accordingly, some aspects, namely Chapters 3 (Planning Application Process) and Chapters 4 (Air Quality (Dust) Risk Assessment) of the SPG only apply to major developments.

Major Developments are defined as 10 or more dwellings or 1,000 square metres or more of floor space.

The Imperial Hotel Project involves less than 1,000 m² of floor space and therefore it is not a Major Project.

Dust and emissions will nevertheless be considered as part of individual Risk Assessments for construction tasks and all reasonable measures will be taken to reduce them.

The Site will comply wherever possible with the recommendations set out in Chapter 7 of the SPG for Cleaner Construction Machinery for London.

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](#).

[37] <GLA mitigation measures checklist to follow if found to apply>

- 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.

[38] <does not apply>

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

[39] <to be confirmed when Main Contractor has been appointed>

Existing Hotel Buildings

The Hotel outsources pest control management. An operator visits site 12x per year in order to check for rat, mouse and cockroach infestation.

Rat boxes are checked for the level of poison and topped up if necessary.

Construction Site

The construction site will use plumbed-in Portable Toilets for the toilet facilities on this site. These will discharge into an existing foul manhole on the site and the connection into the chamber will be sealed.

Rubbish bins will be provided in the site compound area for food waste, which will be cleared / re-moved off site on a regular basis.

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

[40] An Asbestos Management Survey is maintained by the Hotel.

A Refurbishment and Demolition Asbestos Survey is being undertaken prior to the project commencing.

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.

[41] A job specific Site Induction form will be used at all site inductions. It will also be displayed in the site office and canteen

During the site inductions, Personnel will be advised not to swear or shout on site or in the street. This will be monitored during the day and anyone found not to be complying will be given a verbal warning. Should this persist then a written warning will be issued and The Main Contractor will reserve the right to dismiss individuals from site should the need arise.

Smokers will be required to smoke away from the workplace and use a designated smoking area in the private rear yard.

42. If you will be using non-road mobile machinery (NRMM) on site with net power between 37kW and 560kW it will be required to meet the standards set out below. The standards are applicable to both variable and constant speed engines and apply for both PM and NOx emissions.

From 1st September 2015

(i) Major Development Sites – NRMM used on the site of any major development will be required to meet Stage IIIA of EU Directive 97/68/EC

(ii) Any development site within the Central Activity Zone - NRMM used on any site within the Central Activity Zone will be required to meet Stage IIIB of EU Directive 97/68/EC

From 1st September 2020

(iii) Any development site - NRMM used on any site within Greater London will be required to meet Stage IIIB of EU Directive 97/68/EC

(iv) Any development site within the Central Activity Zone - NRMM used on any site within the Central Activity Zone will be required to meet Stage IV of EU Directive 97/68/EC

Please provide evidence demonstrating the above requirements will be met by answering the following questions:

- a) Construction time period (mm/yy - mm/yy):
- b) Is the development within the CAZ? (Y/N):
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N):
- d) Please provide evidence to demonstrate that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered:
- e) Please confirm that an inventory of all NRMM will be kept on site and that all machinery will be regularly serviced and service logs kept on site for inspection:
- f) Please confirm that records will be kept on site which details proof of emission limits, including legible photographs of individual engine plates for all equipment, and that this documentation will be made available to local authority officers as required:

• 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.

Signed:

Date:

Print Name:

Position:

Please submit to: planningobligations@camden.gov.uk

End of form.