



- Location and layout of servicing bays - included in Appendix A.
- Nature of goods to be delivered - included at section 2.3.
- Likely frequency and duration of servicing movements (including methodology) – included at section 2.3.
- Sizes of service vehicles proposed to serve the site – included at section 2.4.
- Assessment of spare capacity of the on-street loading bay and whether it is sufficient to cater for the demand generated by the development – to be provided as part of full Plan.
- Routes to and from the on-street servicing bays to the building/service access where relevant – to be provided as part of full Plan.
- Statement setting out how pedestrian and highway safety will be maintained during servicing movements – to be provided as part of full Plan.
- Statement setting out how deliveries will be controlled to coincide with the times of availability of the on-street loading bay – to be provided as part of full Plan.
- Statement setting out how servicing movement to the site can be combined and/or reduced to minimise traffic and service vehicle activity at the site – to be provided as part of full Plan.
- Details of the arrangements for refuse storage and servicing – to be provided as part of full Plan.
- Any other relevant information – to be provided as part of full Plan.

## **2.2 Delivery and servicing objectives**

2.2.1 The full Plan, which will be a management strategy setting out a package of measures to encourage the efficient and sustainable movement of goods and deliveries, will be produced in accordance with TfL’s current best practice guidelines, and will seek to achieve the following objectives:

- Demonstrate that goods and services can be delivered, and waste removed, in a safe, efficient and environmentally friendly way;
- Identify deliveries that could be reduced, re-timed or even consolidated, particularly during busy periods;
- Help cut congestion on local roads and ease pressure on the local environment;
- Improve the reliability of deliveries to the site; and
- Reduce the impact of freight activity on surrounding area.

2.2.2 The aim of the Plan will be to:

- Rationalise the number of delivery and servicing trips, including refuse, particularly during peak vehicle and pedestrian periods, with the aim of reducing the impact of delivery activity; and,
- Ensure that delivery times are controlled through measures set out in the Plan.

## **2.3 Delivery and service vehicle generation**

2.3.1 Based on a similar size, mixed-use aparthotel site, it is estimated that the proposed development will generate up to four general supply deliveries per day. This includes:

- Aparthotel – one delivery per day for linen. Linen is likely to be stored in cupboards on each floor and moved to the ground floor for removal each day.
- Aparthotel - two deliveries per day for couriers, postal/parcel and general office supplies, which will be accepted on the ground floor at the main reception.
- Café – one delivery per day for food and drink, accepted on the ground floor.
- Retail unit – up to one delivery per day for occasional deliveries, accepted on the ground floor.

2.3.2 In addition, there are likely to be up to three refuse collections per week. Waste will be stored internally and placed on the kerbside prior to collection.

## 2.4 Delivery and servicing vehicle types

2.4.1 It is likely that the majority of vehicles delivering to the site will be long wheel-based transit vans, smaller vans, cars or motorbike couriers.

## 2.5 Delivery location

2.5.1 Deliveries will be carried out on-street along Finchley Road. There is a parking and loading bay available along Finchley Road (western side) immediately north of the site. This bay is approximately 24m in length and can accommodate four vehicles (cars or 3.5T panel vans).

2.5.2 Refuse for the aparthotel, co-working space, café and retail will also be collected from Finchley Road.

2.5.3 The location of the parking and loading bay along Finchley Road is shown in **Appendix A**.

## 2.6 Delivery times

2.6.1 Parking along Finchley Road is available with the following time restrictions from Monday to Saturday:

- Between 7am and 4pm - a maximum of 30 minutes no return in one hour; and,
- Between 7pm and 7am – no time restrictions.

2.6.2 Deliveries for this type of development typically take between a couple of minutes and up to 15 minutes. Given the proximity of the points for accepting deliveries, it is anticipated that the duration of stay of the majority of deliveries vehicles will be very short.

2.6.3 There will be strict control of both the timings of these deliveries and type of vehicle used, and this will be closely managed by the aparthotel.

## 2.7 Plan measures

2.7.1 The final Plan will set out the measures and initiatives that are applicable to the development, with the specific aim of ensuring that servicing of the development can be carried out whilst reducing the impact of delivery activity on:

- The local highway network for pedestrians, cyclists and vehicles;
- Occupiers of the site;
- Neighbours; and,
- The environment.

2.7.2 In accordance with TfL's best practice guidance, the proposed measures will be organised into the following categories:

- Design - the reception of the aparthotel will be staffed in order to avoid repeat deliveries, and to ensure that the turnaround of delivery vehicles is maximised.
- Procurement - all contracts let for deliveries will ensure that the contractor follows best practice and is accredited with FORS.
- Operational efficiency - deliveries will be allocated time slots to avoid the peak periods for traffic and pedestrians and other deliveries in order to ensure that no more than one delivery vehicles needs to use the parking and loading bay at any time.
- Waste management – the bin stores will be located on the ground floor. It is likely that refuse collection for the aparthotel will be organised for up to three times per week. This is likely to be via a commercial arrangement with the Council.
- Road trip reduction.

## **2.8 Monitoring and review**

2.8.1 It is anticipated that the final Plan will be launched upon occupation of the building. It will be beneficial to undertake delivery and servicing surveys within the first 12 months after occupation, with further surveys undertaken in subsequent years.

2.8.2 Monitoring reports will be prepared following the completion of the surveys. This will enable the Plan to be monitored to see how successful it has been in achieving its objectives. This will also enable a review of the current measures, so they can be adjusted, and new measures introduced where necessary.

# Appendix A





Existing parking and loading bay  
24m long

Application site boundary

FORTUNE GREEN ROAD

Burgess Park Mansions

FINCHLEY ROAD

**NOT FOR CONSTRUCTION**

GENERAL NOTES

- 1. This drawing to be read in conjunction with all relevant civil engineering drawings.

LEGEND

Rev	Date	Description	Drawn	Check



5A Andrews Buildings  
Penarth, CF64 2AA  
Tel 029 2070 0924  
mail@limetransport.com  
www.limetransport.com

Drawing Status: PRELIMINARY Date: 19/11/2019

Scale: 1:500 @A1

Project: 551-557 Finchley Road London Drawn: RB

Checked: HLJ

Project No: **19170**

Title: Local highway network Client Project No:

Revision:

Drawing No: 19170.OS.101.01