112a Great Russell Street

Servicing Management Plan

Purpose:

This document supports the minor material amendment planning application, related to the hotel proposal at 112A Great Russell Street, submitted in April 2020.

Scope:

The scope of this document is to set out guiding servicing management principles to ensure efficient operational processes for servicing and deliveries, to minimise any conflicts between service vehicles, car and pedestrian movements and damage to amenity from such servicing and deliveries.

The s106 agreement defines "the Servicing Management Plan" as:

"a plan setting out a package of measures to be adopted by the Owner and approved by the Council from time to time for the management of the deliveries and servicing to the Development securing the minimisation of conflicts between service vehicles and car and pedestrian movements and the minimisation of damage to amenity from such servicing and deliveries which shall include inter alia the following (to the extent relevant):-

- (a) a requirement for delivery vehicles to unload from a specific suitably located area;
- (b) details of the person(s) responsible for directing and receiving deliveries to the Property;
- (c) measures to avoid a number of delivery vehicles arriving at the same time;
- (d) expected hours of loading and unloading of vehicles related to the Development;

- (e) likely frequency and duration of delivery/servicing movements (including the methodology for generating these figures) and measures to be taken to avoid any conflicts;
- (f) likely size of delivery/servicing vehicles proposed to attend the Property and identification of where each type of vehicle will stop to service the Development;
- (g) swept path diagrams identifying where and how HGVs will manoeuvre into and out of and within the Property (such swept path diagrams shall demonstrate that vehicles will have a sufficient turning area to be able to both enter and exit the Property in forward gear;
- (h) likely nature of goods to be delivered;
- (i) proposed routes to and from on-street servicing bays to the building/service access where relevant;
- (j) measures taken to ensure minimisation of impact on local residents including steps to ameliorate noise arising from the servicing of the Development;
- (k) measures taken to ensure pedestrian management and public safety during servicing including a statement setting out how highway safety will be maintained during servicing movements;
- (I) statement setting out how servicing movement to the Property can be combined and/or reduced to minimize traffic and service vehicle activity at the Property; and
- (m) measures taken to address servicing movements on and around the Property with a view inter alia to combining and/or reducing servicing;"

Context:

This document will be used by the hotel operator as a working document to ensure that all servicing activity will minimise any conflicts between service vehicles, car and pedestrian movements and damage to amenity from such servicing and deliveries during the daily operation of the hotel. It has been adapted to make the information accessible to readers without a planning or technical background and will be reviewed on an annual basis by the Hotel General Manager and updated where necessary. The document will be made available on the planning portal for access.

Description of Main Activities:

The Servicing Management Plan is a working document for all activities that are undertaken at the premises. These activities include:

- Laundry deliveries
- Guest amenity deliveries
- Stationary deliveries
- Facilities Maintenance Services
- Accessibility, i.e. disabled access
- Waste storage and transfer

Location and Ownership:

The existing building is not listed, and the site is not located within a conservation area although the Bloomsbury Conservation area borders the site to the north, east, and south along Bedford Avenue, Adeline Place and Great Russell Street respectively. It is a short walk from Tottenham Court Road underground station. The site was formerly an underground car park on levels - 4 and -5 and is proposed be converted into a 208-bedroom hotel with a hotel C1 planning permission, operated by Assembly Hotels Group Ltd.

The proposal involves removing the two existing vehicle crossovers on Adeline Place, that served the two ramps which in turn served the former underground car park. Such works will be carried out by the Council, and the relevant financial contribution has been paid to the Council. The proposed hotel will accommodate all cycle parking within the retained existing ramp. See attached Proposed Plan

Ground Floor Planning GRS-0103.

The hotel features 208 ensuite rooms and the expected average occupancy is 80%. The hotel expects to have similar levels of servicing activities, as other hotels within the Assembly Hotels Group.

Please find a location image showing the street and location of the building below.



The main direction of vehicular transport will be from Great Russell Street onto Adeline Place. The hotel will be serviced using the double yellow lines directly adjacent to the property on Adeline Place.

The contact details for the Hotel, Ownership and the Development in the event of a query from planning enforcement are:

Criterion Capital
16 Babmaes Street
London SW1Y 6HD

T: 020 7432 2444

Transport

It is envisaged that most guests and employees will arrive and depart by public transport. The Hotel benefits from excellent transport connections given its close proximity to two underground stations, Tottenham Court Road and Goodge Street, and the future opening of Crossrail in 2019. There are also several well serviced bus routes in the area

In addition, TfL have requested that a new Cycle Hire Docking Station be provided. Although the delivery and location of this new Docking Station are outside of our remit, a contribution towards its provision has been made.

Given the nature and size of the hotel, we do not anticipate that hotel guests will arrive or depart by coach. Group bookings will be limited to a maximum of 8 guests. Group bookings will be restricted through the online booking system and group limits advertised on the hotel's website and any third-party booking sites.

Loading/Unloading at Street Level:

All delivery vehicles will be instructed to unload on Adeline Place, using the double yellow lines directly adjacent to the property. Please see a plan of the serving area attached in the attached Proposed Plan Ground Floor Planning GRS-0103.

An image of the 25m long allocated temporary stopping area is attached in *Appendix 1*.

All deliveries are during the times of 10.00 and 15.00 hours to limit any inconvenience to traffic and residents.

A manager from the hotel will be present during any servicing activity and will act as a banksman, whilst goods enter and exit the loading bay to ensure the safety of pedestrians and cyclists during servicing activities.

Description of activity:

This describes the activities that take place at ground level with access to the street, the activities using the ramp, stairs and lift systems leading to the lower -5 level. Accessibility for all and on-site management resource is set out.

- a. All delivery vehicles will be instructed to unload on Adeline Place, using the double yellow lines directly adjacent to the property. Any deliveries attempted by vehicles in any other area will be rejected and the drivers sent to the designated service access ramp off Adeline Place. No vehicles will use on-street servicing bays to deliver to the Property.
- b. The hotel will be serviced using the double yellow lines directly adjacent to the property on Adeline Place. All deliveries will be offloaded, brought to the servicing ramp, and then loaded onto a small electric vehicle (EV), which will remain in the service ramp area. The EV will then transport goods from the ground floor service entrance before depositing the goods in a designated service area at Level -5. An image and technical data of the proposed EV are attached in *Appendix 2*.

Number of projected weekly EV trips by type:

Туре	Trips
Waste transfer	1 per day
Linen delivery & pick up	1 per day
Guest amenity delivery	1 per month
Stationary delivery	1 per month

The EV is 81cm wide and will therefore be able to be operated along the full lengths of the service ramp. The vehicle will be turned at the top or bottom of the ramp via a three-point turn. Prior to turning the EV, any attached trailers will be decoupled and the trailer's safety breaks engaged. Once the EV has turned, any trailers will be turned by hand and reattached to the EV. Parking for the EV and charging facilities will be provided at the bottom of the ramp on level -5, where the EV will be stored when not in

use.

The EV does not emit any sounds or light when operating, except for brake lights and unless the electronic horn is used in an emergency situation.

c. The service access ramp will not be a Primary route of exit for wheelchair users, as this conflicts with the cycle users primarily and other ad hoc servicing transfer, including waste. The ramp elevation will also make it difficult to use the ramp as a wheelchair user.

The elevator system will be used for wheelchair users during the day-to-day operation of the property. Evac chairs will be available to evacuate wheelchair users via the staircase system in case of emergency. Staff members will be fully trained in evacuation procedures and the use of the Evac chairs. The specifications of the proposed Evac chair are attached in *Appendix* 3.

- d. The employee receiving any deliveries will ensure that all drivers switch off engines while servicing the Property. Appropriate signage will be placed to further enforce this and prevent engines idling during servicing activities.
- e. Hotel Management will manage deliveries at the street level and open and close the gates securing the ramp area. The manager present will act as a banksman, whilst goods enter and exit the property to ensure the safety of pedestrians and cyclists during servicing activities.
- f. Fixed delivery schedules will be agreed in writing with any suppliers delivering to the property to avoid several delivery vehicles arriving at the same time. Delivery schedules will be managed by the Hotel General Manager to ensure that ample time is given between deliveries to account for any potential delays caused by traffic or road obstructions. The schedule will therefore ensure that only one vehicle will be in attendance at any one time. All deliveries are during the times of 10.00 and 15.00 hours to limit any inconvenience to traffic and residents.

- g. The expected hours of loading and unloading of vehicles related to the Development are during daytime, between 10.00 and 15.00 hrs only and will be spread out during the day.
- h. The likely frequency and duration of delivery/servicing movements are:
 - Linen delivery once per day lasting around 30 minutes to offload clean linen and load dirty linen,
 - Guest amenity delivery once per month, lasting 15 minutes to offload guest amenities,
 - Stationary delivery once per months, lasting 15 minutes to offload stationary,
 - Loading of refuse once per day, lasting 20 minutes to empty all bins.

A Serving draft schedule is attached in *Appendix 4*.

i. With the exception of refuse trucks, the deliveries/servicing will be made by smaller vehicles, such as a Vauxhall Combo type vehicle. Sample specifications of this type of vehicle are attached in *Appendix 5*.

Waste collections will be carried out via a 26 tonne RCV with bin lift.

Deliveries will be proactively managed to reduce the number of delivery and servicing trips, particularly in the morning peak hours and to identify and promote areas where safe and legal loading can take place.

As part of the selection process for any delivery companies, their commitment to follow best practise will need to be demonstrated.

j. There will strictly be no Food and Beverage deliveries made to the site. There will be no food and beverage outlets or sales of food and beverages items on site. The rooms and public areas are designed to discourage the consumption of food and beverage, as there are no fridges, desks or dining areas in the rooms or public areas.

- k. The hotel will negotiate with the linen company to deliver clean linen and pickup dirty linen at the same time, to minimize traffic and service vehicle activity at the Property during the day.
- All suppliers delivering to the property will be instructed that HGVs are not acceptable and that only smaller vehicles will be allowed, as per the above.
 The exception being waste collection vehicles, which are not permitted to access the site demise.
- m. Waste collection vehicles will stop on Adeline Place during timed collection on the double yellow line. Full details of this servicing activity are described below under the Waste Management section.

Storage:

All Storage:

The following will be stored on site:

- Consumables, i.e. laundry
- Equipment and furniture
- Commercial waste
- Cycles
- Vehicles EV

Consumables:

Consumables will be stored in designed housekeeping consumables stores on level -4 and -5

Equipment and furniture:

Equipment and furniture will be stored in designated housekeeping equipment stores in level -4 and -5.

Commercial Waste:

Full details of this servicing activity and waste storage are described below under the Waste Management section. This section sets out the storage of commercial waste on both, upper and lower ground levels, the storage facility design and that all equipment in use will meet The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

- a. Refuse and recyclable waste will be stored in the designed bin storeroom located at -5 level until it is due to be collected. Prior to timed collections, refuse will be transferred from the bin storeroom at -5 level to a designated refuse storage area off Adeline Place. On arrival of the waste collection vehicle, the bins will be placed next to the vehicle on Adeline Place. As soon as bins have been emptied, the bins will be brought back inside the refuse storage.
- b. Every effort will be made to recycle refuse in accordance with LBC guidelines.

The waste management section has been created in accordance with CPG Design guidelines for refuse and recycling storage, this includes the technical waste guidance 2019. The activities undertaken will adhere to meet the set targets within the London Plan and wider National guidance under the EU waste regulations.

Cycles:

Cycles will be stored in the designated cycle storage area on the ramp leading to -5 level.

Vehicles EV:

The EV will be stored at the bottom of the service ramp on level -5 when not in use, with electrical charging point provided.

Monitoring of the SMP will take place as part of the Travel Plan monitoring, by the Council, in accordance with the s106 monitoring contribution

Waste Management:

The hotel features 208 ensuite rooms and the expected average occupancy is 80%. The hotel expects to have similar levels of waste in guest rooms, as other hotels

within the Assembly Hotels Group.

We will only have 1 12L bin within the rooms, it is therefore expected to be 60% occupied each day. General waste will be collected from the rooms by the housekeeping employees and picked up by the waste removal company daily.

This section sets out the expected types and quantities of waste expected to be generated by the operating hotel and the routes from where the waste is produced, to storing it and finally the frequency and method to remove any waste from the hotel.

This section will be used for the purpose of reviewing any identified change to waste management identified by Planning Enforcement. Any future change to the current arrangement or under the applied business class designation will require a review and resubmission in accordance with Camden's Planning Guidance. Any changes will be submitted to Camden Planning team or alterations to the build will consult the Camden Building Control team.

This guidance is underpinned by both planning and related waste law, as under the Waste Framework Directive, Directive 2006/12/EC of the European Parliament and of the Council of 5 April 2006 establishes the legislative framework for the handling of waste in the community

This Waste section will be referred to and shared with the Council, the commercial tenant and all relevant teams to help improve the future, design, management and arrangement for produced wastes, temporary storage, containment, segregation of wastes for transfer and collection. Copies will be made available from the Council upon request.

This is to ensure that all waste systems and storage areas in 112a Great Russell Street are:

designed to provide adequate space for the temporary storage of all types
of waste, including internal storage areas with sufficient space for the
separation of temporary storage of all recycling, any food and residual

waste

- sensitively designed and located in relation to the local environment,
 especially in conservation areas and listed buildings
- safely located and accessible for all users, including waste contractors, and designed to minimise nuisance to occupiers and neighbours and their amenity
- sufficiently flexible to accommodate future increases in recycling targets
- designed to include where appropriate, innovative waste management solutions that increase efficiency and help meet and exceed recycling and other waste reduction targets.

The following guidance has been adopted:

- Camden Council Waste Technical Guidance 2018, for Commercial Waste
- CPG Design S8 Storage and collection of recycling and waste
- The British Standard BS5906 2005
- Waste management in buildings,
- The Waste Framework Directive,
- Section 34 of the Environmental Protection Act 1990,
- The Waste Duty of Care Code of Practice 2016
- The London Plan

Background:

The hotel operator is the Assembly Hotel Group Ltd. that is currently operating 3 further hotels in central London very successfully.

Staff will be available in the hotel 24/7 to maintain the safety and wellbeing of everyone, both in the hotel and within the vicinity of the hotel.

The designated community contact will be the General Manager of the hotel. The General Manager will be empowered and trained to deal with any issues affecting local residents in an efficient manner and will create a tangible point of reference if local residents wish to raise any issues.

The hotel will be fully managed with approximately 24 full time employees split

into shifts. The Housekeeping department will manage the daily waste process 7 days per week.

This strategy has been reviewed in conjunction with:

- Camden Planning Guidance on Energy efficiency and adaptation particularly the resource efficiency chapter
- The Bloomsbury Conservation Area Appraisal and Management Strategy:
 - 5.6 Building Frontages
 Addressed as follows: All storage rooms for waste and recycling are internal only, mitigating any need to make changes to the Building Frontages
 - 5.8 Traffic of the Bloomsbury Conservation Area Strategy
 Addressed as follows: By limiting the amount of and times of day
 that waste collections occur, to mitigate any impact on traffic,
 parking and disturbance to local residents.

The following waste types are not included in this strategy, as the hotel does not foresee creating any of these once operational:

- Construction waste
- Hazardous waste
- Chemical waste
- Liquid waste

The existing building is not listed, and the site is not located within a conservation area although the Bloomsbury Conservation area borders the site to the north, east, and south along Bedford Avenue, Adeline Place and Great Russell Street respectively. It is a short walk from Tottenham Court Road underground station. The site was formerly an underground car park on levels -4 and -5 and is proposed be converted into a 208-bedroom hotel with a hotel C1 planning permission.

Please see the key map of the location and land demise in the attached Proposed Plan Ground Floor Planning GRS-0103. The main entrances, exits, ramp and the ground floor refuse storage are indicated on the drawing. The hotel

only has occupation of levels -4 and -5.

The following alternative systems and equipment were considered to aid the temporary transfer of wastes from the bedrooms to the collection or storage points:

- Chute systems like air suction systems
- Compaction equipment for solid waste materials, including crushers and bailers
- Mini bulking and sorting stations or area

However, the use of bin storage and electric tug vehicles (EV) is the most suitable for this property and we have developed a suitable transfer arrangement around this option.

Transport

External Access

The Inspector at paragraphs 30-31 of his decision letter, explains that all servicing should be undertaken from the double yellow lines on Adeline Place. Indeed, the Council's Transport/Highways Department has reaffirmed its desire for the developer to utilise this arrangement.

Therefore, all waste transfers will be conducted from Adeline Place only. No waste transfer for the hotel will be authorised on any other adjacent road.

The collections will be carried out once per day by a 26 tonne RCV with bin lift, during the hours of 10.00 and 15.00 hrs. Refuse and recyclable waste will be stored in an internal designated refuse storage area off Adeline Place at street level as shown in the attached Proposed Plan Ground Floor Planning GRS-0103.

1100L Bins will remain there until they are due to be collected. Immediately prior to timed collections, refuse will be taken from the refuse store and placed on Adeline Place ready for collection. Bins will be brought back inside the refuse store immediately after collection.

No other exit or road will be used to temporarily present waste for collection. In the event of a change in road regulations, the servicing and maintenance plan and scheduling will be reviewed.

Internal Access

Please see attached Proposed Plan Ground Floor Planning GRS-0103 for a plan of the ramp course. A utility type electric vehicle (EV) will be used to transfer waste from the basement to the ground floor and has been adopted to reduce the manual transfer requirements for employees and any potential noise from the internal waste transfer. The operator of the EV will be fully trained. The maximum speed limit will be 9 mph. Please find an image and specification of the type of EV that is proposed in *Appendix 2*, attached to this strategy.

All equipment in use will meet The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

The EV will be stored in the back of house area at the foot of the ramp on level -5 when not in use.

Resource

A housekeeping team of around 13 people will be on site daily to manage the bedroom and public area cleaning. Part of their role will be to collect all waste from bedrooms and public areas and transfer this waste to the refuse store into the 1100l bins.

The hotel manager will have the 'duty of care' responsibility and will ensure that the housekeeping employees:

- segregate more than two types of waste and recycle in accordance with the waste hierarchy.
- use an EA approved waste collection provider to remove the waste on a regular basis.
- arrange for any excess waste to be removed promptly
- hold a duty of care signed document and keep records of their waste transfer tickets for up to 3 years

- report any missed collection issues at the time
- remove any contamination of waste segregated by type
- update any signage or publicity information regarding the waste collection scheme

An additional 1100L waste bin will be available in the refuse store to allow for safe storage of any potential access waste or if a collection is missed. In these cases, the hotel management team will organise for this additional waste to be collected the next day.

The refuse store has space for three 1100L bins. Please see the set-out arrangement in the attached Proposed Plan Ground Floor Planning GRS-0103.

This drawing also shows the proposed finishes, drainage, ventilation and water supply details for the refuse store. The reuse store will be fully compliant to the BS standards for storage rooms.

To ensure that the refuse store is secure all times, the room will remain locked. Internal unlocking mechanisms will be installed in all refuse stores and chambers where doors self-lock.

Authorised employees will sign out the refuse store key when needed from the housekeeping office and will sign it back in after completing the necessary works in the refuse store.

The store will be cleaned on a monthly basis to reduce any odours. A tap water point and suitable drainage are present in the refuse store.

Types of Waste:

The quantities of expected food waste presented per room is extremely low, therefore this will be presented in the general waste stream. Any future opportunity to include separate food waste collections will be considered by the hotel operator and the waste removal provider. Food waste has been included in the calculations set out below in *Expected Quantities of General Waste*,

clause D, Table.

- a. The following types of waste are expected to be generated at the hotel:
 - General waste from guest rooms, reception area and back of house areas
 - Daily spot collection to be set up
 - Temporary storage in the refuse store, 1100l general waste bin
 - Cardboard from consumables packaging
 - Weekly spot collection to be set up
 - Temporary storage in the refuse store, 1100l dry mixed recycling bin
 - Plastic from consumables packaging
 - Weekly spot collection to be set up
 - Temporary storage in the refuse store, 1100l dry mixed recycling bin
 - Bulky waste or furniture items including WEEE
 - 4 times a year spot collection to be set up
 - Temporary storage within the refuse store in designated trolley
 - Clinical Waste (lighting filaments, sanitary wastes)
 - 4 times a year spot collection to be set up
 - Temporary storage within the refuse store in designated bin
 - Confidential paper waste from reception and the back of house office. This will be shredded in the area it is produced and added to the mixed recycling.
 - Weekly spot collection to be set up
 - Temporary storage in the refuse store, 1100l dry mixed recycling bin
- b. Each bedroom will be equipped with 1 bin for guests' general waste:
 - o 12l bin, located in the main bedroom
 - o Bins will be emptied by the housekeeping team once per day

- c. The reception, office and staff welfare areas will be equipped with small office shredders for confidential paper waste. 10l waste bins will also be provided for general waste.
- d. All consumables, such as toilet paper, guest amenities, stationary will be delivered in cardboard boxes or wrapped with plastic. These will be transferred to the housekeeping storeroom located at basement level -4. Any packaging will be returned directly to the Producer, where take back packaging schemes are in operation.

Expected Quantities of General Waste:

- a. The hotel features 208 ensuite rooms and the expected average occupancy is 80%
- b. The hotel expects to have similar levels of waste in guest rooms, as other hotels within the Assembly Hotels Group. Each bin in the rooms and bathrooms is therefore expected to be 60% occupied each day.
- c. General waste will be picked up by the waste removal company daily. We are finalising quotes for this service with Veolia. All wastes will be segregated and picked up by a registered Environment Agency approved Waste removal company under the/ your 'Duty of Care' commercial responsibilities'. Waste transfer notes will be held for up to 3 years. General waste will be picked up daily between 10:00 and 15:00hrs.
- d. The table below shows the calculation of the expected daily waste generation. This is around 1,260 litres or the equivalent of 18 black bin bags with a capacity of 70 litres:

	Guest Sta		
	Room	Room	Total (I)
Bins (I)	12	60	
Rooms	208	1	
Hotel Occupancy	80%	100%	
Bin Occupancy	60%	100%	
Daily Waste (I)	1198	60	1258

Bin bags per day (70I)

18

Route for general waste:

- a. Housekeeping room attendants will collect the waste from each guest room and staff area with 70 litre black bags and use trolleys to transfer filled black bags to the refuse holding area on basement level -5. The waste will be transported between levels -4 and -5 by elevator. Should the elevator fail, bin bags will be transported between floors via the staircase system. Please see attached Proposed GA Plan Basement 5 Planning GRS-0101 for the location of the refuse holding area.
- b. From there, the linen porter will move the trolleys to the EV at the foot of the ramp on level -5. The porter will then load the black bags onto the electric vehicle to drive these up the service ramp. He will then offload these from the EV and load these into the 1100l bins within the refuse store at street level.
- c. All waste will be stored directly inside the bins within the bin store to ensure that all fire escapes are kept clear.
- d. Directly prior to the waste collection, the porter will transfer the bins onto the curb next to the double yellow line on Adeline Place, where the waste collection vehicle will stop. These will then be loaded directly into the waste vehicle by the waste collection company.
- e. Details of the bins, collections and waste vehicles are attached in the quotation received from Veolia and Biffa waste services in *Appendix 6*.

Route for dry mixed recyclables:

Expected quantities of cardboard, shredded paper and plastic from back of house areas:

- a. The cardboard, shredded paper and plastic wrapping produced from the consumables packaging and back of house areas will be collected by the waste removal company once per week. It will be stored in a designated 1100l dry mixed recycling bin within the refuse store.
- b. Using similar hotels in our portfolio as a measure, we predict that the 1100L bin will be more than sufficient for the amount of cardboard, paper and plastic produced per week.

Route for cardboard, shredded paper and plastic from back of house areas:

- a. The cardboard and plastic wrapping produced from the consumables packaging will collected in a housekeeping trolley, located in the housekeeping consumables store on basement level -5.
- b. Any shredded paper produced in the back of house areas will be collected in a clear bin bag by the housekeeping departments once the shredders are full and added to the dry mixed recycling trolleys in the housekeeping consumable store on basement level -5.
- c. Once full, the trolley is transferred onto the electronic vehicle (EV) at basement level -5, located in the back of house loading bay and driven via the ramp to the ground floor.
- d. The cardboard and plastic wrapping will then be transferred to the bin store on -5 level, adjacent to the ramp.
- e. All cardboard and plastic wrapping will be flattened by the porter and

placed in a designated 1100L bin within the refuse store.

- f. All waste will be stored directly inside of the refuse store to ensure that all fire escapes are kept clear. Any excess waste will be spot collected to ensure that it is cleared within 1 day.
- g. Once per week, directly prior to the waste collection, the porter will transfer the bin onto the curb next to the double yellow line on Adeline Place, where the waste collection vehicle will stop. These will then be loaded directly into the waste vehicle by the waste collection company. The bins will be returned to the refuse store immediately after tipping.
- h. The entire loading operation will take place between 10.00 and 15.00hrs, to reduce noise impact on residents and will take no longer than 5 minutes.
- i. Details of the bins, collections and waste vehicles are attached in the quotation received from Veolia and Biffa waste services in *Appendix 6*.

Route for bulky waste and reuse items

- a. The property expects very little bulky waste and reuse items needing disposal.
- b. Should the disposal of these items be needed, a specialist removal company for these waste types will be called on a one-off basis.
- c. The waste removal company will be pre booked for a specific day and time to collect the items
- d. Immediately prior to the waste company's arrival, housekeeping porters will bring the items from their current location in the rooms or public area to the ground floor via the staircase system.
- e. All items will be kept temporarily on the top of the service ramp, inside the building, for loading onto the waste vehicle.
- f. Pavements and public highways will be kept clear of any bulky waste or reuse items at all times.

Route for clinical waste (lighting filaments, sanitary wastes)

- a. Designated bins from specialist clinical waste companies will be located on basement level -5 as follows:
 - Lighting filaments in the maintenance office
 - Sanitary wastes in the employee welfare areas
- b. The waste removal company will be pre booked for a specific day and time to collect the items
- c. Immediately prior to the waste company's arrival, housekeeping porters will bring the closed specialist bins from their above-mentioned location to the ground floor via the staircase system.
- d. All items will be kept temporarily on the top of the service ramp, inside the building, for immediate collection.
- e. Pavements and public highways will be kept clear of any clinical waste at all times.

This document and the activities have been checked against the fire plan and there are no conflicts.

This document and the activities have been checked against the cycle store and activities and there are no conflicts. Please see attached Proposed Plan Ground Floor Planning GRS-0103.

The door to the refuse store remains locked and has a self-closing mechanism. All the waste will be contained and lids closed.

In the event of an emergency all waste duties will be postponed and the vehicle (EV) parked safely on the bottom of the ramp on level -5.

This plan has been checked against the servicing and maintenance schedule and there are no conflicts.

No temporary access parking management regime is required to support the transfer activity on the ramp and reduce congestion or obstructions, as all waste transfer will be carried out on the double yellow lines on Adeline Place. This is set out in the servicing and management plan, to be updated annually.

Contact details

The contact details for the Hotel and the Development in the event of a query from planning enforcement are:

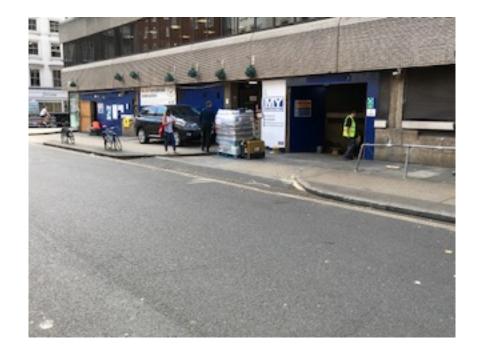
Criterion Capital

16 Babmaes Street

London SW1Y 6HD

T: 020 7432 2444

Appendix 1: Adeline Place, point of temporary parking for loading and off-loading





MOBILIZING YOUR MAINTENANCE PERSONNEL







Taylor-Dunn's MX-600 Maintenance Expediter provides a mobile workshop for maintenance workers thus improving repair and maintenance productivity by reducing travel time to the service site.

The MX-600's standard features include lockable 5-drawer tool chest, work bench, vise, lockable storage cabinet, brake light, battery status indicator, tiller-loop steering, portable charger, electric horn and an all-welded steel unitized body and frame.

Optional equipment available to customize your vehicle are steel cab, roll down enclosure, geared steering, strobe light on a pole, head and tail light and various hitches.

Visit our website for images, videos, information, and custom modification ideas at taylor-dunn.com.

VOLTAGE	24 volt				
SPEED	9 mph	14 km/h			
RANGE	up to 20 mi	up to 32 km			
TURNING RADIUS	81 in	205 cm			
LOAD CAPACITY	600 lb	272 kg			
TOW CAPACITY	2000 lb	907 kg			

^{*} Based on Standard Configuration Actual towing capacity is dependent on application, vehicle configuration, ballast weight, and operating environment. Note: Photos are shown with optional features.

FEATURES & BENEFITS:

- Increases maintenance productivity
- · Improves plant safety
- Increases labor utilization
- Reduces equipment downtime

www.taylor-dunn.com contact@taylor-dunn.com Toll Free (800) 688-8680



2114 West Ball Road Anaheim, CA 92804 (714) 956-4040 Fax: (714) 956-3130

MAINTENANCE EXPEDITER

PERFORMANCE LOAD CAPACITY 600 lb (272 kg) TOW CAPACITY 2000 lb (907 kg) MAX SPEED 9 mph (14 km/h) TURNING RADIUS 81 in (205 cm) DIMENSIONS OVERALL LENGTH 86 in (218 cm) OVERALL WIDTH 32 in (81 cm) 41 in (104 cm) HEIGHT (- cab) HEIGHT (+ cab) 69.5 in DECK HEIGHT 36 in (91 cm) WHEEL BASE 55.5 in (140 cm) 30x27 in (76x68 cm) DECK SIZE POWER SUPPLY / DRIVE TRAIN MOTOR 24V, 1400 rpm, DC, Series Wound, 4.5 hp SYSTEM VOLTAGE 24V DC TRANSMISSION Transaxle assembly, sealed helical gear, 13:1 reduction BATTERIES Four, 6V, 210 amp-hour, lead acid CHARGER Portable, 24V, 25 amp, automatic, SCR control CONTROLLER 275 amp, 24 volt, solid state speed controller WIRING Modular harness design, weather protected connectors

CHASSIS

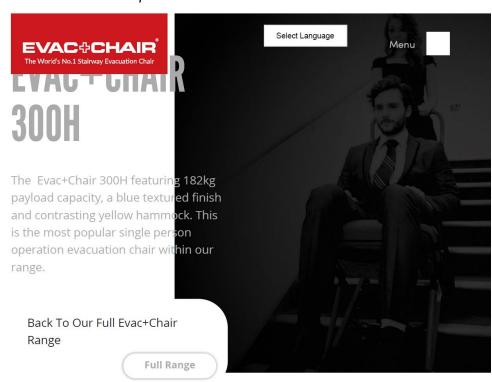
FRAME	Heavy duty 16 gauge, smooth skin, unitized steel body, 5-drawer steel lockable tool chest, lockable storage cabinet, work bench and vise
STEERING	Tiller loop, manual
DRIVE AXLE	Direct drive
SUSPENSION	Front fork with dual springs
BRAKES	Mechanical rear drum, foot-operated parking brake
TIRES	4.80 x 8 load range B, pneumatic

GENERAL

UNIT WEIGHT	890 lb (404 kg)
SEAT	Seat cushion with full back rest, Black vinyl, safety interlock seat switch
INSTRUMENTATION	Battery status indicator, forward/reverse selector, key switch, electric horn
LIGHT ACCESSORIES	Brake light
CONFORMANCE	Type E OSHA 1910.178, ANSI B56.8

OPTIONS

 HOUR METER 	MOTION ALARM	 225 OR 260 AMP BATTERIES 	 BUILT IN CHARGER
 SURREY TOP 	 BATTERY WATERING SYSTEM 	SOFT SOLID TIRES	 HEAD/TAILLIGHT
STEEL CAB	 ROLL DOWN ENCLOSURE 	 UNDERCOATING/GALVANIZING 	 SIDE VIEW MIRRORS
 STROBE LIGHT 	REVERSE ALARM	 VARIOUS HITCHES 	 NON-MARKING TIRES
 FRONT BUMPER 	GEARED STEERING	OPTIONAL PAINT COLORS	KEYED UNLIKE





RELATED PRODUCTS







1



Secure

Steel

Cabinet

FEATURES

- 1 Ergonomic handle For ease of
- For ease of deployment and compact storage

 Adjustable
- passenger head strap Limits movement, securing the passenger in place
- 3 Quick release adjustable safety belt For passenger safety
- 4 Friction tracks The selfbraking reinforced tracks control speed of
- 5 Heavy duty wheels Ideal for operation over

descent

uneven terrain

6 Reflective
decals
For easy

location in situations of

poor visibility

INCLUDES

- Passenger straps
- Photo luminescent
- signageWall mounted hooks
- Dust cover
- User guide

BENEFITS

- Easy to useOne person
- One person
 operation
- Lightweight
- No heavy
 lifting required
- Made in the UK
- Also comes in AMB model with larger wheels

DIMENSIONS	FOLDED	UNFOLDED
Height	1050mm	1380mm
Width	520mm	520mm
Depth	210mm	810mm
Weight	9.5kg	
Payload Capacity	182kg	

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BACK TO MODEL RANGE

Appendix 4: Sample servicing draft schedule:

Activity	Applied Resource	Method of transfer - deliver - collection	Content or volume	Timing	Potential conflicts	Conflict resolution
Clean linen delivery & dirty	Electric vehicle (EV)	From delivery vehicle onto EV to bring	Approximately 500 pieces of linen per	between 10-	safety of	A manager from the hotel will be
linen pick up	Employees	via ramp to level -5	day, comprising of sheets, duvet	11.00hrs, lasting	pedestrians and	present during any servicing activity
		Employees to transfer from EV to linen	covers and pillow cases	approximately 30	cyclists during	and will act as a banksman, whilst
		store	Approximately 320 towels per day,	minutes	servicing activities	goods enter and exit the loading
			comprising of bath and hand towels			bay
Waste transfer to storage	Electric vehicle (EV)	From level -5 onto EV to bring via ramp	Approximately 1300 litres per day	between 11.00-	None - internal	N/A
	Employees	to ground floor waste store.		12.00hrs, lasting	transfer only	
		Employees to transfer from EV to waste		approximately 30		
		store		minutes		
Waste collection	Employees	Bring bins from bin store level -5 to the	Approximately 1300 litres per day	between 13-	safety of	A manager from the hotel will be
		refuse store on ground floor. moving of		14.00hrs, lasting	pedestrians and	present during any servicing activity
		bins to the waste vehicle. The bins will		for approximately	cyclists during	and will act as a banksman, whilst
		be tipped into the waste vehicle.		20 minutes	servicing activities	goods enter and exit the loading
						bay
Guest amenity delivery	Electric vehicle (EV)	From delivery vehicle onto EV to bring	Approximately 65 small boxes, once	between 12-	safety of	A manager from the hotel will be
	Employees	via ramp to level -5	per month	13.00hrs, lasting	pedestrians and	present during any servicing activity
		Employees to transfer from EV to linen		for approximately	cyclists during	and will act as a banksman, whilst
		store		20 minutes	servicing activities	goods enter and exit the loading
						bay
Stationary delivery	Electric vehicle (EV)	From delivery vehicle onto EV to bring	Approximately 35 small boxes, once	between 14-	safety of	A manager from the hotel will be
	Employees	via ramp to level -5	per month	15.00hrs, lasting	pedestrians and	present during any servicing activity
		Employees to transfer from EV to linen		for approximately	cyclists during	and will act as a banksman, whilst
		store		20 minutes	servicing activities	goods enter and exit the loading
						bay

Appendix 5: Sample delivery vehicle specifications:

Engine size (litres)	1.3
HP	75
Overall length (mm)	4322
Overall height (mm)	1801
Overall width (mm)	1684
Wheelbase (mm)	2716
Loading Height (mm)	584
Rear Door Width (mm)	1238
Rear Door Height (mm)	1139
Load Length (mm)	1787
Load Width Max (mm)	1348
Load Height (mm)	1175
Load Volume (m ³)	2.8
Gross Payload (Kg)	595
Gross Vehicle Weight (Kg)	1805
Kerb Weight (Kg)	1210
Towing Limit (Kg)	1000

Marc Sandfort

From:

Okuwsidi, Christopher <christopher.okuwsidi@veolia.com>

Sent: To: 21 June 2019 10:35 Marc Sandfort

Subject:

Camden waste services - Criterion Capital 112a Great Russell St

Dear Marc,

Thank you for your enquiry into our waste services.

We provide daily collections of both general waste and mixed recycling from various sized containers. Our usual collection vehicles are the 26 Ton type but we also have a number of smaller vehicles that collect wheeled bins along narrow access streets. A site visit will be conducted to assess your bin storage area and how the crew would collect.

We can also provide a baled cardboard collection service through one of our other divisions, if you could confirm the average weekly production i can provide you with a quote.

Collection routes start from 7am onwards and once the crews are notified of your service they will generally visit around the same time each collection.

The following is a breakdown of our charges:

- 1100L euro general waste at £13.79 per lift
- 660L euro general waste at £9.50 per lift
- 240L wheelie genral waste at £5.82 per lift
- 1100L euro mixed recycling at £8.59 per lift
- 660L euro mixed recycling at £5.81 per lift
- 240L wheelie mixed recycling at £4.10 per lift
- 240L food waste at £9.95 per lift
- 140L food waste at £7.80 per lift
- yearly euro bin hire at £142.35+vat per bin
- yearly wheelie bin hire at £25.55 per bin

We also charge £40.00 for the Annual Duty of Care document, this is the legal document all business' must have from their Waste Carrier and must be kept for 2 years.

If you are interested in the above please contact me back via my mobile telephone or email to discuss the Service Agreement.

If you have any queries just let me know.

Best regards

Chris Okuwsidi Sales Officer - Camden United Kingdom

t. +44 (0)203 567 5320 m. +44 (0)7920 294 367

89 Albert Embankment London, SE1 7TP www.veolia.co.uk

Your feedback is important to us. <u>Click Here</u> if you wish to provide feedback about the quality of service that you have received.

-- Kind Regards Chris Okuwsidi Sales Officer - LB Camden United Kingdom t. +44(0) 203 567 5320 m. +44 (0) 7920 294 367 89 Albert Embankment London, SE1 7TP www.veolia.co.uk/ https://customerhub.camdenwaste.co.uk/ Your feedback is important to us. Click Here if you wish to provide feedback about the quality of service that you have receive

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24.06.19

Quotation

Ref: 128864

Company Information

Biffa Group Limited, Coronation Road, Cressex, High Wycombe, HP12 3TZ

VAT No: 537 911 627 Registration No: 06409675



Dear Marc Sandfort,

We have pleasure in providing the following quotation which is valid for 30 days.

Waste Collection Address	CRITERION CAPITAL LIMITED, 16 BABMAES STREET, LONDON, SW1Y 6HD
Contract Term	Our standard contract has an initial 12 month term, plus a notice period. Extended terms are available if required.

Item		Container Size & Type				Lift Rate / Haulage †	per	Container		Total Weekly Price	
1	General Waste	1100L CONTAINER	2	Daily	60kg	£15.45		£0.15	£1.55	£219.95	
2	Mixed Recycling	1100L CONTAINER	1	Weekly	60kg	£9.00		£0.15	£1.55	£11.60	

Pricing and Service Charges, simply explained

- * Assumed Weight Limit The maximum weight of waste you can supply (per lift, per container). Varies for Exchange services
- † Lift Rate / Haulage Price per container, per visit, to collect your waste. If no price per tonne is stated, disposal of your waste is included Plastic Bags – Cost of collection is payable in advance, in multiples of 50 bags
- ‡ WTN Standard Charge The cost to complete your Waste Transfer Note documentation. In some instances only one WTN charge will apply One-off container delivery charge is applicable to all new contracts except Plastic Bags (from £25 per container) and will appear on your first invoice

WEEKLY £231.55

MONTHLY £1,003.38 ANNUAL £12,040.60

ALL RATES ARE SUBJECT TO VAT AND PAYABLE BY DIRECT DEBIT

Ready to set up your account?

Freephone 0800 307 307 Mon - Fri, 8.30am - 5.00pm, excluding public holidays

E-Mail sales@biffa.co.uk Write to us confirming acceptance of this quote



Containers that are emptied A selection of waste containers that are retained on site for regular waste collection. The range includes easy to manoeuvre wheeled bins to large lockable containers.

These containers are removed when full and replaced with an empty container.

Images are not to scale. Containers supplied may differ from those pictured here.











Typical vehicle specifications for trade waste collections

Gross vehicle weight 26.00 tonnes Vehicle length 10.00m 32'10" Pick up length 11.50m 37'9" required Travel height 3.90m 12'10" Operating height 4.00m 2.50m 8'3" Turning circle (kerb to kerb) 17.50m 57'5"

NB: This is a general guide as these dimensions can vary depending on make of vehicle and size of bin.

How to safely move our containers



0800 307 307 www.biffa.co.uk