**Construction/ Demolition Management Plan**

pro forma

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# Revisions & additional material

Please list all iterations here:

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| --- | --- | --- |
| **Date** | **Version** | **Produced by** |
| **1st February 2021** | **Draft** | **Scott Osborn Ltd** |
| **22nd February 2021** | **Draft V2** | **Scott Osborn Ltd** |
| **11th March 2021** | **Draft V3** | **Scott Osborn Ltd** |

**Additional sheets**

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

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| --- | --- | --- |
| **Date** | **Version** | **Produced by** |
|  |  |  |

# 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 the [Construction Logistics and Community Safety](https://www.clocs.org.uk/) (**CLOCS**) Standard and the [Guide for Contractors Working in Camden.](https://www.camden.gov.uk/documents/20142/1269042/Guide+for+Contractors+in+Camden.pdf/18b7bb06-119e-9957-7037-fdb633f17ae6)

Camden charges a [fee](https://www.camden.gov.uk/documents/20142/1269042/3.+Construction+and+Demolition+Management+Plans+-+updated+Implementation+Support+Contribution+levels.pdf/6375c32e-9c58-91f0-219f-268269143a6c) 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 CMPdoes 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**](https://www.camden.gov.uk/apply-for-building-control-camden)**.**”

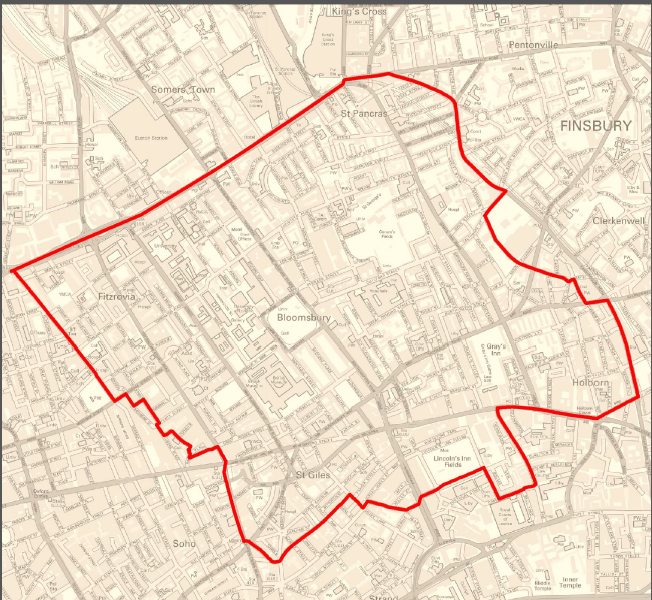
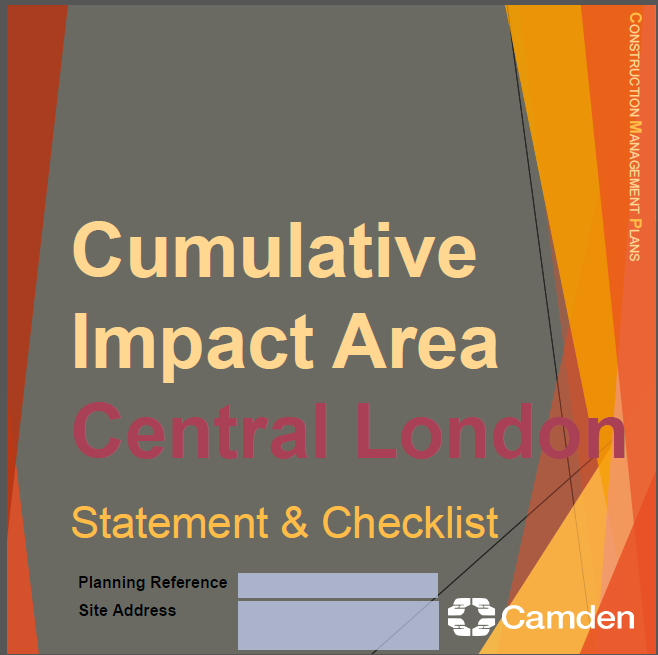
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. It is preferable if this document, and all additional documents, are completed electronically 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.

**IMPORTANT NOTICE:** If your site falls within a Cumulative Impact Area *(as of 03/02/2020 to 03/08/2020 there is only one established CIA for the Central London area)* you are required to complete the CIA Checklist and circulate as an appendix to the CMP and included as part of any public consultation – a CMP submission will not be accepted until evidence of this has been supplied.

The CIA Checklist can be found at <https://www.camden.gov.uk/about-construction-management-plans>

Timeframe

**DEVELOPER ACTIONS**

**COUNCIL ACTIONS**

**Planning Permission granted**

**0ommunity liaison**

**Appoint principal contractor**

**Begin community liaison**

**Work can commence if CMP is approved**

**Council response to second draft**

**Submit draft CMP**

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

**Resubmission of CMP if first draft required further development**

**2ommunity liaison**

**3ommunity liaison**

**1ommunity liaison**

INDICATIVE TIMEFRAME (MONTHS)

**4ommunity liaison**

**Council response to draft**

# Contact

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

Address: 83 Clerkenwell Road, London, EC1R 5AR

Planning reference number to which the CMP applies: 2020/4823/P

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

Name: Steven Reid

Address: Scott Osborn Ltd, 1st Floor, Unit 28 M11 Business Link, Parsonage Lane, Stansted, Essex, CM24 8TY

Email: stevereid@scottosborn.com

Phone: 01279 715171

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: Kevin Culverhouse

Address: Scott Osborn Ltd, 1st Floor, Unit 28 M11 Business Link, Parsonage Lane, Stansted, Essex, CM24 8TY

Email: kevinculverhouse@scottosborn.com

Phone: 01279 715171

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: Kevin Culverhouse

Address: Scott Osborn Ltd, 1st Floor, Unit 28 M11 Business Link, Parsonage Lane, Stansted, Essex, CM24 8TY

Email: kevinculverhouse@scottosborn.com

Phone: 01279 715171

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: Scott Osborn Ltd

Address: 1st Floor, Unit 28 M11 Business Link, Parsonage Lane, Stansted, Essex, CM24 8TY

Email: mail@scottosborn.com

Phone: 01279 715171

# Site

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

The site is known as ‘ 83 Clerkenwell Road’. A site location plan is attached as **Appendix A.**

The site is located within Hatton Garden Conservation Area and sits in the Borough of Camden. The building is classed as a Building of Merit

The main access to the site is from the front entrance from Hatton Garden off Clerkenwell Road (A5201)

The building is surrounded by a mixture of residential, commercial and retail properties, the nearest residential use being located to the rear of the project and known as **‘Black Bull Yard’** and the flats above the retail units on Hatton Wall to the South side

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).

Works covered by the consent subject to this CMP consist of the following;

* Cat A office refurbishment including all associated WC cores
* Renewal of all mechanical & electrical services including plant & equipment
* Construction of a new rear office extension over four storeys
* Alterations and creation of a new entrance façade
* Extending the main stair core to roof level and forming of a new external roof terrace
* External fabric work, repairs & decorations
* Creation of cycle storage facilities & showers within lower ground floor

The site is close proximity to several residential & commercial dwellings to the rear

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).

**See Appendix B attached** At the time of writing this CMP the following program dates are applicable;

Commence – April 2021

Complete – February 2022

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

Scott Osborn confirm the following standard working hours for site;

* 08.00am – 18.00pm Monday to Friday
* 08.00am – 13.00pm Saturday
* No working on Sundays or Public Holidays

In addition, noisy works shall be carried out on a ‘2 hour on, 2 hour off’ basis

Any noisy operations outside of the standard working hours shall not be undertaken without prior written approval from the local authority

# 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.).

Residential & Commercial dwellings to the rear of the site located at 18-22 Black Bull Yard 7 the commercial property at 85 Clerkenwell Road

**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.

The project team arranged a letter drop to local residents and commercial entities in the immediate vicinity. This letter was sent by the project manager, Cogent Building Consultancy, and included details of the development, the website address and included an invite to a Zoom meeting for local stakeholders to ask questions and provide comments. The website for the development is [www.83ClerkenwellRoad.com](http://www.83ClerkenwellRoad.com) and is jointly maintained by Cogent and the main contractor, Scott Osborn. The zoom meeting was also listed on the website for any members of the public to attend. Some local residents attended the meeting and the logistics, timescales and proposals were all discussed. No objections were received. The website hosts the existing and proposed plans, details of the project team, the scheme, images of the existing building, details of the proposed specification and the latest draft of the CMP including all appendices. There is also a contract form on the website which is available for members of the public to submit their comments/ queries.

A follow up email from one resident was received after the zoom meeting and is paraphrased here:

* The meeting was informative and provided us with a better understanding of the refurbishment as well as addressing our concerns regarding the works and the potential impact on our property.
* We were advised of the plans and in particular the roof terrace.
* We note that....usage times are restricted to Monday to Friday 9am-8pm.
* You made us aware of the acoustic consultant you engaged and note the noise survey report in relation to the new ventilation units being installed and the anti-vibration panels and acoustic reduction panels.
* We note that all possible mitigation actions will be taken to reduce or minimise noise and inconvenience to the surrounding area.
* We will communicate via the CogentBC website with newsletters and updates where relevant.  We agreed that advance notice of changes or actions that may impact … will be advised and we are happy to offer our input to assist where relevant.”

Further information is provided in **Appendix M**

**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.

Scott Osborn places importance on building good relationships with neighbouring  
occupants and residence from the outset. Prior to commencing works our Contracts Team  
and Site Manager shall visit local businesses/ residencies to introduce themselves in a bid to  
establish good communication between all parties.

The Site Manager shall continue this liaison throughout the project and shall endeavour to coordinate the site works in conjunction with any existing arrangements which may be affected by our works i.e. deliveries

Prior to works commencing, introductory letters shall be issued to all neighbouring properties informing them of the works that are to be carried out and introducing the contracts team & site manager. This shall include a 24hr contact number in case of an emergency or queries regarding our works. The letter will also include a link to the website.

We shall continue to update the neighbouring community with further newsletters uploaded to the website throughout the works and by way of an information board displayed on the site hoarding displaying key contact details and details of current works.

Facilities shall be available for local residents/neighbours to make compliments or complaints regarding the site. Any complaints shall be dealt with immediately and procedures implemented top prevent re-occurrence

The website will provide an easy way of communicating with the project team and local residents/ stakeholders ([www.83ClerkenwellRoad.com](http://www.83ClerkenwellRoad.com)).

**13. Schemes**

Please provide details of your Considerate Constructors Scheme (CCS) registration. Please note that Camden requires [enhanced CCS registration](https://www.ccscheme.org.uk/construction-logistics-and-cyclist-safety-clocs/) that includes CLOCS monitoring. Please provide a CCS registration number that is specific to the above site.

Contractors will also be required to follow the [Guide for Contractors Working in Camden](https://www.camden.gov.uk/documents/20142/1269042/Guide+for+Contractors+in+Camden.pdf/18b7bb06-119e-9957-7037-fdb633f17ae6). Please confirm that you have read and understood this, and that you agree to abide by it.

This site will be registered with the Considerate Constructors Scheme and shall work to reduce the impacts, (both direct and indirect) of our activities on the neighbourhood and general public, the workforce and the environment.

Scott Osborn will commit to the Code of Considerate practise and shall ensure that we perform to the expectations it sets out. The workforce shall be involved in the scheme and shall maintain a respectable image on leaving the site.

CCS Site Registration Number is - 125851

**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.

We are currently not aware of any existing building sites, please advise if any known projects are imminent. Details of other local construction sites will be provided in due course in the continuing development of the construction Phase CMP.

Should a relevant site become known then Scott Osborn shall communicate with adjacent construction sites in a bid to coordinate the movement of site traffic, including deliveries and waste removals, within the area in order to reduce the impact on the local community, where necessary.

# 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.

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

**CLOCS Contractual Considerations**

15. Name of Principal contractor:

Scott Osborn Ltd

16. Please submit the proposed method for checking operational, vehicle and driver compliance with the CLOCS Standard throughout the duration of the contract.

FORS Bronze accreditation as a minimum. FORS Silver or Gold operators will be appointed where possible. Where FORS Bronze operators are appointed, written assurance will be sought from contractors that all vehicles over 3.5t are equipped with additional safety equipment, and that all drivers servicing the site will have undertaken an approved Safe Urban Driving course.

Where doubt exists, desktop checks will be made against the FORS database for relevant training details as outlined in the CLOCS Standard Managing Supplier Compliance guide.

A delivery booking system will be used which will require the entry of a FORS ID number in order for a delivery to be booked onto site. Where this isn’t appropriate, checks of FORS ID numbers will form part of the periodic checks and will be carried out as per an appropriate risk scale.

Random spot checks will be carried out by site staff on vehicles and drivers servicing the site at a frequency based on this risk scale. Where Scott Osborn own Construction own vehicles and drivers are used the above approach will be modified accordingly. Collision reporting will be requested periodically from operators and acted upon when necessary

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.

I confirm that I have included the requirement to abide by the CLOCS Standard in my contracts to my contractors and suppliers:

Scott Osborn confirm they have read and understand the CLOCS standard

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

**Site Traffic**

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

**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.

**See attached Appendix C**

During our lead in period we shall visit the local area to determine the level of local traffic  
and establish quieter periods in which we shall carry out deliveries and waste collections.  
As a general rule we shall carry out deliveries and waste collections outside of ‘rush hour’  
between 10am - 12pm, and 2pm - 4pm. All movements shall be carried out in accordance  
with local authority noisy works restrictions

Vehicles will approach the site via Holborn Circus to the South. (A40). All vehicles will be advised to arrive from the South travelling North along Hatton Garden until arriving at the Gantry. When leaving the site, to prevent reversing and U turns, vehicles will be advised to continue forward, turning left onto Clerkenwell Road (A5201). To avoid possible congestion the parking bay opposite the gantry will be suspended via a TTR – see parking bay suspensions Q23.

During the construction period no construction, delivery or contractor vehicles shall access or  
egress the site via the Black Bull Yard, except for any essential delivery of plant i.e. piling rig.

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.

* All deliveries shall be pre booked and allocated delivery times
* Delivery instructions shall be sent all suppliers and contractors highlighting the below
* Suppliers and contractors shall call the site a minimum of 20 minutes before arriving on site to confirm that the loading area is clear and available
* If the loading area is not clear or available then the vehicle will not proceed to site
* Vehicles will not be permitted to wait or stack on ANY road
* The loading/collection area shall be clear of vehicles and material before the next vehicle arrives
* The engines of delivery/contractor/waste removal vehicles will not be permitted to be kept idling

**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.

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

Scott Osborn has their own delivery vehicles which shall be utilised to carry out the majority  
of deliveries where possible. This allows us to have more control over delivery times and  
reduces the number of different suppliers visiting the site. This in turn reduces the impact on  
the local traffic system and neighbouring businesses and residence.

The following types of vehicles will be used to facilitate the project

•Wait & Load Waste collections - We shall utilise transit tipper vans or similar to  
collect waste from site L 5.88m x W 2.00m x H 2.52m  
•Deliveries - We shall utilise transit vans or similar to deliver various materials L 5.85M  
•Scaffold Lorry –L 8.0m x W 2.32m x H 2.52m  
•Steel delivery vehicle – L 9.06m x W 2.32m x H 2.52m

Expected ’Dwell Times’ (to front of property not on any public highways)  
•Wait &Load of waste – 30 to 60 mins  
•Collection & Deliveries – 10-15 mins  
•Off-loading of materials -15-20 mins  
  
Project vehicles will not park and wait on the public highways at any time  
It is anticipated that there will be in the region of 6-8 vehicles per day, although  
it may be necessary to increase this number at certain stages of the project.

b. Cumulative effects 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.

We are currently unaware of any developments in the immediate vicinity

Details of any neighbouring construction sites will be confirmed at the date of construction.

The Construction Project Manager will liaise with the Project Managers of any  
consented developments to ensure that deliveries are coordinated where possible. The  
contractor will continue to monitor the progress of planning applications in the area and will  
ensure that deliveries are coordinated with any consented schemes if appropriate

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

Black Bull Yard is private access to commercial and residential properties and no vehicular access will be afforded and therefore we do not consider the SPA to be applicable

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.

**See Appendix L & Q23**

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.

Scott Osborn will investigate the potential for using construction material consolidation  
centres; however no conclusions have been reached yet. Where possible electric vehicles  
will also be required for deliveries from suppliers

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).

Vehicle engine idling will not be permitted

**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.

**See Appendix D**

During our lead in period we shall visit the local area to determine the level of local traffic  
and establish quieter periods in which we shall carry out deliveries and waste collections.  
As a general rule we shall carry out deliveries and waste collections outside of ‘rush hour’  
between 10am - 12pm, and 2pm - 4pm. All movements shall be carried out in accordance  
with local authority noisy works restrictions

Vehicles will approach the site via Holborn Circus to the South. (A40). All vehicles will be advised to arrive from the South travelling North along Hatton Garden until arriving at the Gantry. When leaving the site, to prevent reversing and U turns, vehicles will be advised to continue forward, turning left onto Clerkenwell Road (A5201).

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.

**See Appendix D**

Access/Egress for delivery & removal of materials will be planned, scheduled and coordinated by the site manager and procurement at office.  
Appointed banksmen will be on site to provide safe access/egress from site

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.

See earlier response 20c

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.

Wheel washing and the like should not be required as vehicles making deliveries to site and  
removing waste will park on a concrete hard standing and not mud. Due to the nature of  
construction traffic the roads directly adjacent to the site will be monitored regularly and  
washed should dust and spoil build up.

If necessary a jet wash will be available to provide minor wheel cleaning

**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.

All loading/Off-loading will take place from the highway adjacent to the gantry. Parking bays opposite to be suspended and single yellow line installed under TTR to enable flow of traffic. Loading/unloading to take place between the hours of 09.30am & 4.03pm

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.

FN/A as all loading as per 20b

**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.

**See attached Appendix E** – site set up plan detailing scaffold and gantry installations

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

**SEE Appendix L**

Following on from discussions with Camden Street works & planning , the market trader bays located opposite the loading gantry on Hatton Garden shall be removed and temporarily replaced with a timed parking and loading restriction that will allow this kerbside to be used when deliveries are not be taken by the site. This will be delivered using a Temporary Traffic Restriction to prevent traffic congestion whilst we undertake deliveries and waste removals. This will be for a period of ten months. Two of the three market trader bays will be temporarily relocated to the paid for bays on Hatton Wall should it become apparent that there is sufficient demand for them during this period. Otherwise all trader bays will remain temporarily removed during this period.

**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.

Not 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.

**See attached Appendix F** – TFL bikes plan. Timber gantry to be installed over section of Santander Bikes – full access provided still for bike use

**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.

Not required

**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.

**See attached Appendix G – scaffold plans**

Hoarding, full height access scaffold, and material gantry to be installed to front elevation.

Access scaffold and gantry to front will be required under local authority licence

Access scaffold to be installed to rear elevation - acoustic wrap to be installed to prevent noise migration to rear neighbouring properties

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.

Material gantry to be installed – **See attached Appendix G**

**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.

Internal services upgrade within the boundaries of the property only

# Environment

To answer these sections please refer to the relevant sections of **Camden’s Minimum Requirements for Building Construction (**[**CMRBC**](https://www.camden.gov.uk/about-construction-management-plans)**).**

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

* Mini Piling Rig
* Compressors
* Breakers
* Poker/ vibrator
* Angle Grinder
* Generic hand tools including cordless drills, nail guns, hammer drill, torque guns

In addition to the above, noise will also be generated by events such as scaffold and steel deliveries, however due to the limited duration during working day these will not significantly add to noise levels

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.

Please refer to the Clarke Saunders Noise Impact Assessment ref –AS11693.200529.NIA dated 04/06/2020

**Appendix J**

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

A construction impact assessment has been carried out by Clarke Saunders – Ref-AS11693

**Attached as Appendix K**

31. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](http://www.camden.gov.uk/ccm/navigation/environment/building-control/demolition/) works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

Noise mitigation & controls  
•Noisy works will be carried out in accordance with British standard BS5228: parts 1,2  
& 4  
•Noisy works shall not be done outside of normal working hours in accordance  
with local authority restrictions.  
•The site management team will liaise with tenant and neighbour representatives  
regarding noise levels to ensure that works do not cause interference to building  
users and neighbours  
•Every effort will be made to ensure all reports of excessive noisy are addressed  
accordingly.  
•To mitigate noise emissions from site, screening acoustic enclosures will be utilized  
where appropriate/applicable  
•Consideration will be given to specific tasks and possible noise output from plant and  
machinery required to carry these works out. In all instances where electrically  
powered plant can be used, this will be the case as opposed to diesel or petrol  
powered.  
•Where it cannot be avoided any diesel/petrol driven plant shall be fitted with  
exhaust silencing equipment  
•Operatives shall be trained to employ appropriate techniques to keep site noise to a  
minimum, and should be effectively supervised to ensure that best working practices  
in respect of noise reduction is followed. All employees should be advised regularly  
on the following, as part of their training;  
•The proper use and maintenance of tools & equipment  
•The positioning of machinery on site to reduce the emission of noise to the  
neighbourhood and site personnel  
•The avoidance of unnecessary noise when carrying out manual operations and when  
operating plant & equipment  
•The protections of persons against noise

* Whereby noisy works are excessive these will be undertaken on a 2 hour on/off strategy throughout the works
* It is not anticipated that vibration monitoring is required

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

Following formal and/or informal training, the site management staff will be  
familiar with the recommendations in BS 5228:2009 and will be able to pursue  
solutions to any excessive noise levels in consultation with the Contractor's  
appointed consultants.

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

All spoil and waste that is to be removed from the site will be immediately bagged or placed into suitable containers ready to be removed from site. These will then be transferred straight to our waste removal vehicles for disposal. At no time will any form of waste be allowed to accumulate or be left exposed for any amount of time. Should any waste debris remain on the highway or public path following our waste removals then these areas will be cleaned down immediately

A construction dust assessment has been carried out by Miller Goodall – See attached Appendix I

Dust mitigation & controls;  
Pre site preparation;  
Prior to commencing a survey shall be carried out of the site and its surroundings, to confirm  
the following;  
•Proximity of works to existing tenanted areas  
•Proximity of works to adjacent buildings  
•Affected landscapes, buildings, vehicles, public areas – where project is open aired  
•Existing in house ventilations systems (if any)  
•Direction of prevailing winds - where applicable  
The above information shall be collated and used when producing the site plan and where  
necessary the following arrangements shall be put in place.

Site PlanningPlan site layout – locate dust activity away from sensitive areas  
Plan traffic management – minimise movement of construction traffic around site.  
Erect solid barriers to site boundary  
All site personnel to be fully trained  
Trained and responsible Site Manager during working times to maintain site conditions and  
regular inspections.  
Put in place dust real-time monitors across site (where risk assessment denotes).

Demolition / Internal WorksUse water as dust suppressant.  
Use enclosed chutes and covered skips.  
Cutting equipment to use water as suppressant or suitable LEV (local exhaust ventilation).  
Windows to be kept closed where dust may affect adjacent tenants or buildings.  
Ensure that existing live fire safety systems are suitably isolated and protected from the  
ingress of dust (fire watchman procedures to be employed during system down time).

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.

Vehicles will not be entering the site. All deliveries/ waste removals will be via the highway & scaffold gantry. As the project is an internal refurbishment with a small rear extension, we do not anticipate vehicle wheel washing to be an issue. However as stated in the CMP previously, a jet wash will be on site for road cleaning use should it be deemed necessary.

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

Dust monitoring not required as per section 38

Noise controls will be provided following the assessment

36. Please confirm that an Air Quality Assessment and/or Dust 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 2014 (SPG)](https://www.london.gov.uk/file/18750/download?token=zV3ZKTpP), and that the summary dust impact risk level (without mitigation) has been identified. The risk assessment must take account of proximity to all human receptors and sensitive receptors (e.g. schools, care homes etc.), as detailed in the [SPG](https://www.london.gov.uk/file/18750/download?token=zV3ZKTpP). **Please attach the risk assessment and mitigation checklist as an appendix**.

See attached **Appendix I**

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

We confirm adherence to the relevant mitigation measures from the supplementary planning  
guidance (SPG) will be delivered on site.

38. Please confirm the number of real-time dust monitors to be used on-site.

Note: real-time dust (PM10) monitoring with MCERTS ‘Indicative’ monitoring equipment will be required for **all sites with a high OR medium dust impact risk level**. If the site is a ‘high impact’ site, 4 real time dust monitors will be required. If the site is a ‘medium impact’ site’, 2 real time dust monitors will be required.

The dust monitoring must be in accordance with the SPG and IAQM guidance, and the proposed dust monitoring regime (including number of monitors, locations, equipment specification, and trigger levels) must be submitted to the Council for approval. Dust monitoring is required for the entire duration of the development and must be in place and operational **at least three months prior to the commencement of works on-site**. Monthly dust monitoring reports must be provided to the Council detailing activities during each monthly period, dust mitigation measures in place, monitoring data coverage, graphs of measured dust (PM10) concentrations, any exceedances of the trigger levels, and explanation on the causes of any and all exceedances in addition to additional mitigation measures implemented to rectify these.

**Inadequate dust monitoring or reporting, or failure to limit trigger level exceedances, will be indicative of poor air quality and dust management and will lead to enforcement action.**

As the dust risk is deemed low then the use of two real time dust monitors will not be required.

Please see section 33 for dust mitigation actions

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

A site survey will be carried out by an approved Pest Control specialist before  
commencement of construction and suitable prevention measures implemented following  
this survey.  
A Method Statement for pest control will be prepared and implemented by the  
specialist, in accordance with Camden's Minimum Requirements.  
Any redundant drains will be removed and any connections sealed with  
concrete.

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

A demolition asbestos survey was carried out between the 27th & 30th of July 2020 by Adams Environmental, and a copy of their report is attached at **Appendix H**

The key findings are the discovery of Thermal Insulation debris to the walls of Boiler Room B20 & Residual Bitumen adhesive identified to the concrete floor below computer flooring to West section of the Ground Floor & beneath the marble tiling to the Ground Floor – this has been removed – please see consignment notes & air testing cert

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.

Contractors and site personnel will be required to behave in a considerate and respectful  
manner towards neighbouring residents and members of the public at all times. Contractors  
and personnel will not smoke on site. Smoking will not be permitted in working  
areas. If possible, a compliant smoking area may be provided in a remote area of the site  
which does not cause nuisance to workers or neighbour

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:

1. Construction time period (mm/yy - mm/yy): DRAFT: 04/21 – 02/22
2. Is the development within the CAZ? (Y/N): Y
3. Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N): Y
4. Please confirm that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered: Y
5. 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: Y
6. 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: Y

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](mailto:planningobligations@camden.gov.uk)

**End of form.**

V2.5