

# Construction/ Demolition Management Plan

pro forma

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# Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
17/01/2021	001	Daniel Snape / Mark Hawes
08/02/2022	002	Daniel Snape / Mark Hawes

## Additional sheets

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

Date	Version	Produced by

# Introduction

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

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

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

This CMP follows the best practice guidelines as described in the [Construction Logistics and Community Safety \(CLOCS\)](#) Standard and the [Guide for Contractors Working in Camden](#).

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

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

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

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

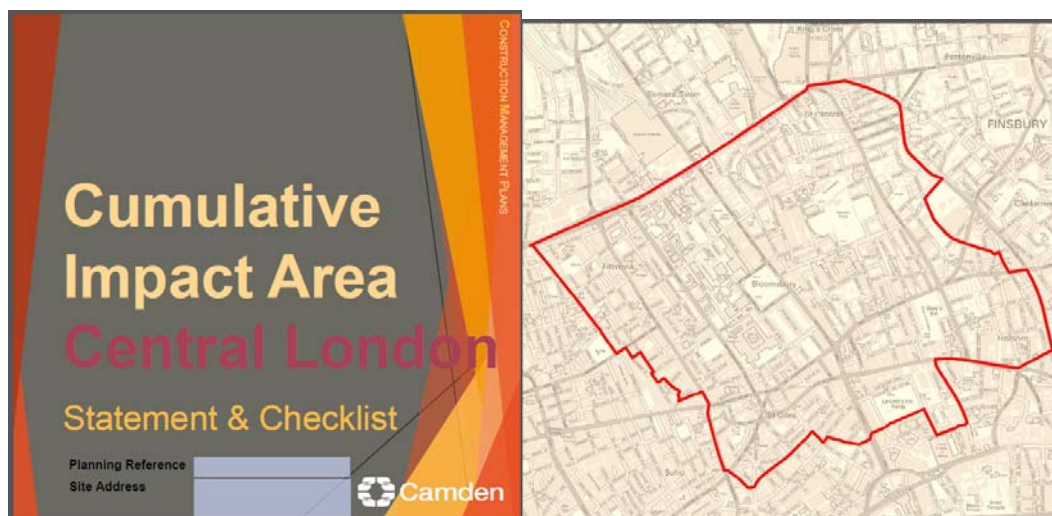
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. It is preferable if this document, and all additional documents, are completed electronically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

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

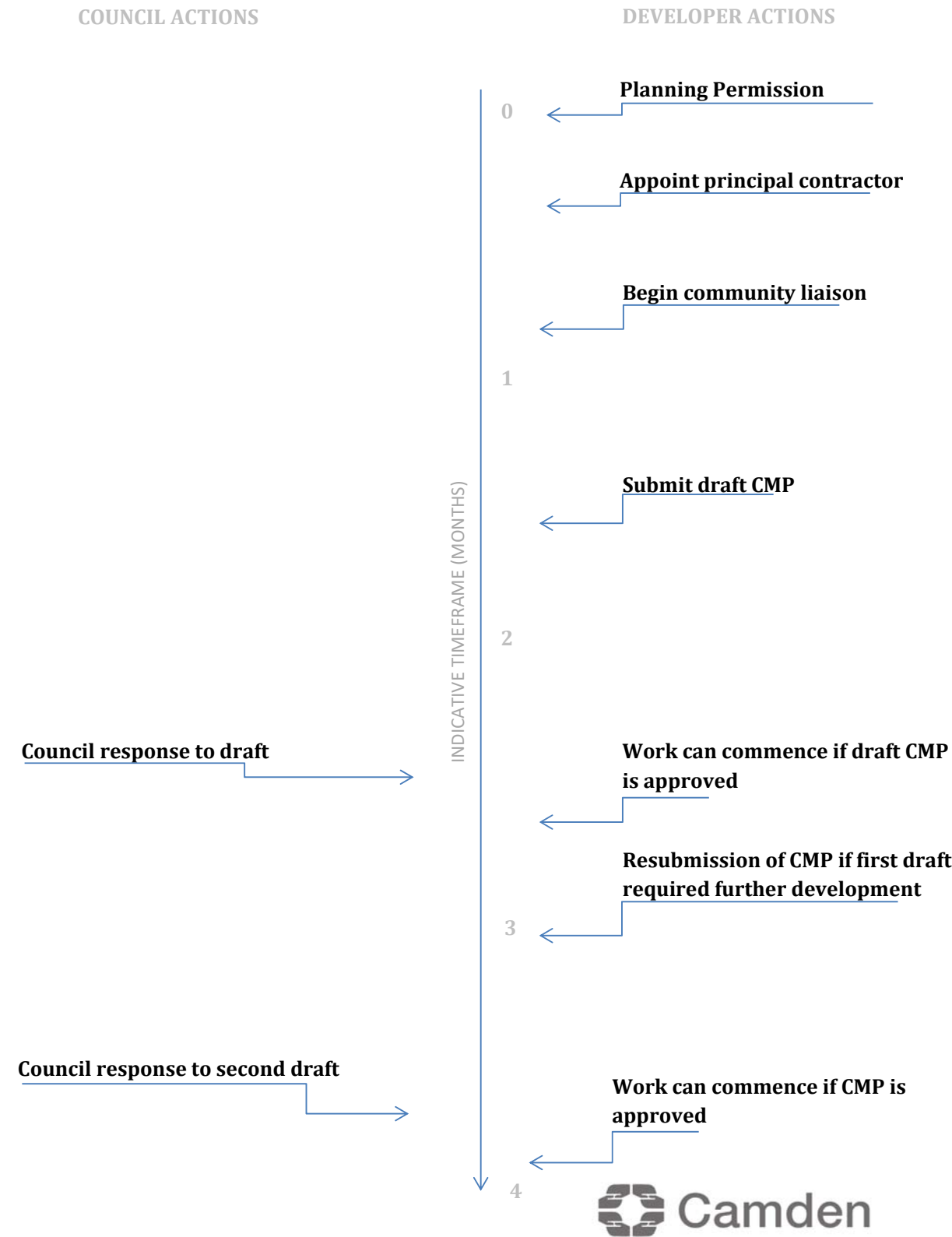
Revisions to this document may take place periodically.

**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



# Contact

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

Address: Templar House, 81-87 High Holborn, Holborn, London WC1V 6NU

Planning reference number to which the CMP applies: 2020/1350/P, 2020/1351/P and 2020/1310/P.

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

Name: Daniel Snape

Address: Paragon Building Consultancy, 65 Southwark Street, London, SE1 0HR

Email: danielsnape@paragonbc.co.uk

Phone: 07387 023 203

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: Mark Hawes

Address: Structure Tone, 1<sup>st</sup> Floor, 77 Gracechurch Street London EC3V 0AS

Email: mark.hawes@structuretone.co.uk

Phone: 0207 204 7024 / 07889 642892

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:	Mark Hawes
Address:	Structure Tone, 1 <sup>st</sup> Floor, 77 Gracechurch Street London EC3V 0AS
Email:	mark.hawes@structuretone.co.uk
Phone:	0207 204 7024 / 07889 642892

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.

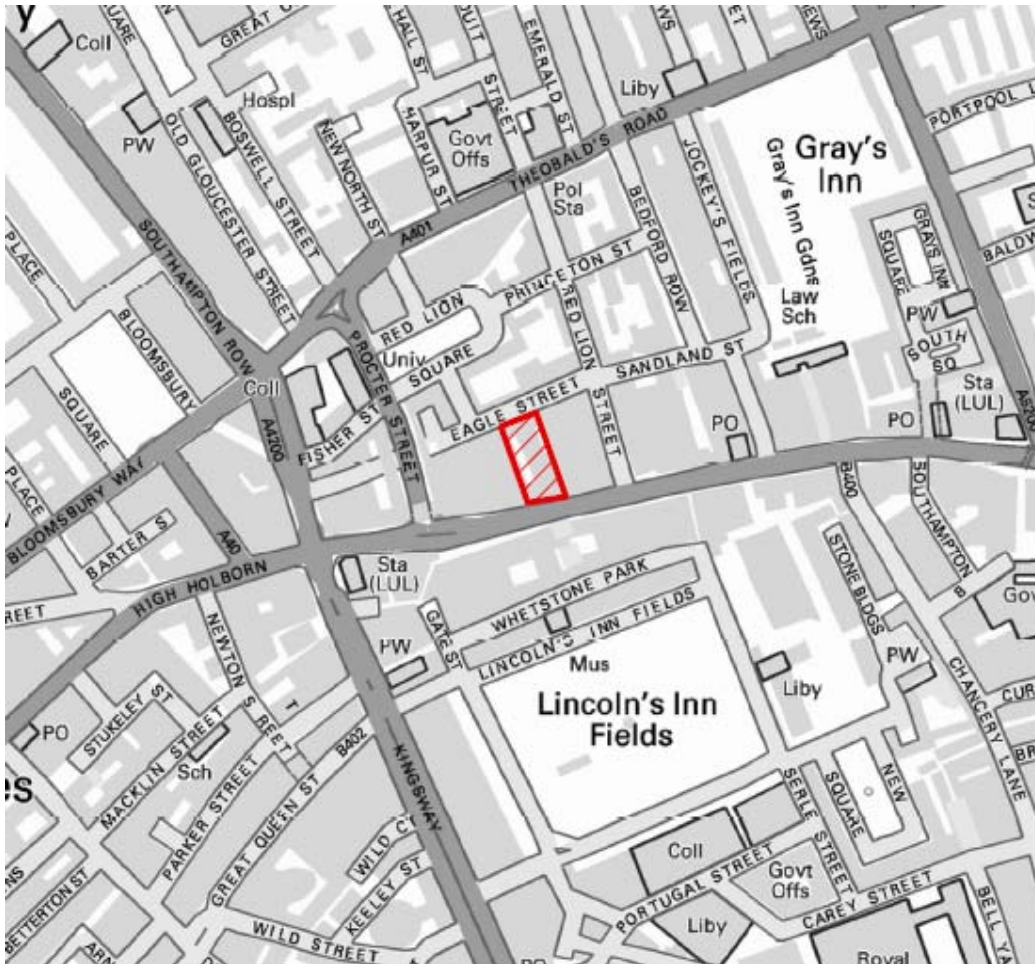
Name:	Justin Fahy
Address:	1 <sup>st</sup> Floor, 77 Gracechurch Street London EC3V 0AS
Email:	Justin.fahy@structuretone.co.uk
Phone:	0207 204 7000



# 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 located between High Holborn and Eagle Street, with adjacent occupied properties immediately to the East and West boundaries. It is undertaking work to enhance the existing building and provide contemporary office accommodation within the London Borough of Camden.



7. Please provide a very brief description of the construction works including the size and nature of the development and details of the main issues and challenges (e.g. narrow streets, close proximity to residential dwellings etc).

The works cover an extensive renovation and refurbishment of Templar House. This includes replacement of all building plant, reconfiguration of the ground floor and the reinstatement of the 110,000 sq. ft. of office accommodation.

There are local residents in the immediate vicinity of the site which require early engagement (initial consultation meeting has already been conducted). In order to service the site, Eagle Street provides good access to the rear of the site and will therefore be selected for all deliveries and site access points as this avoids creating any disruption to High Holborn which is also a red route.

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).

Kindly Refer to strategic construction programme submitted with in the Appendix D.

Proposed start on site date is 14/02/2022

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

Working hours are confirmed as follows:

- 8.00am to 6pm on Monday to Friday
- 8.00am to 1.00pm on Saturdays (although Saturday working will be limited)
- No working on Sundays or Public Holidays

# 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.

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## 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.).

As shown below, the local businesses will be affected are, The Bountiful Cow, 45 Eagle Street, New Century House, 90 High Holborn, Lion House and three lots of residential neighbours around the local area, with only one block directly facing the works along Eagle Street.



## 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.

There is an existing Construction Management Plan for Templar House which was presented to the residents in early 2019 and approved by the Council in mid-2019. This relates to planning permission 2018/5903/P.

As this Construction Management Plan has previously been approved by both the local residents / stakeholders and also the Council, we have used this as the basis of the new Construction Management Plan and only made amendments where absolutely necessary.

Since Uncommon, the Landlord, purchased Templar House in Sep-2019, various works have taken place on-site that did not require planning permission; consultation with the local residents took place throughout these works which consisted of meetings with the local residents, newsletters and emails. The feedback to date has been very positive from the residents.

A consultation meeting took place with the local residents on the 13/01/2022 at which Paragon (Project Manager) astudio (Architect) and Structure Tone (Contractor / Builder) presented the proposals for Templar House and ran the residents through the updates to the previously approved Construction Management Plan. The attendees confirmed they were happy with the proposals and were grateful for the consultation.

This Construction Management Plan was distributed to the residents and local stakeholders on the 17/01/2022.

Meeting minutes from the consultation are included in Appendix B and information on the letter drop in Appendix C.

## **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.

A construction working group has been set up, this is led from the resident's side by Karen Ross, and from the Developer's side by Daniel Snape (Paragon).

The contractor (Structure Tone) will set up a newsletter which will be distributed to the community and construction working group on a fortnightly basis. They will also provide main contact details of the project team to ensure that they are contactable should any need arise.

The contractor will facilitate a monthly liaison meeting allowing any local resident / business to have a forum to voice any of their concerns face to face or online subject to COVID if they have not already been resolved. These will be ongoing throughout the duration of the works.

### 13. Schemes

Please provide details of your Considerate Constructors Scheme (CCS) registration. Please note that Camden requires [enhanced CCS registration](#) 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](#). Please confirm that you have read and understood this, and that you agree to abide by it.

The site has been registered with the Considerate Constructors Scheme, Site ID: SRO24510

### 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.

To the best of our knowledge there are no large projects in the immediate vicinity that will impact the proposed works on Templar House.

If a project becomes apparent during the course of the works, we will reach out to them and coordinate our works with theirs.

Access for Templar House will require the use of Red Lion Street. The site manager will ensure that delivery patterns are co-ordinated with any neighbouring construction site.



# 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:

Name:	Mark Hawes
Address:	Structure Tone, 1 <sup>st</sup> Floor, 77 Gracechurch Street London EC3V 0AS
Email:	mark.hawes@structuretone.co.uk
Phone:	0207 204 7024 / 07889 642892

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

A delivery booking system will be used which will meet all of the requirements under CLOCS. All deliveries will have minimum of FORS Bronze standard which is a prerequisite under the procurement for the entire supply chain on the project.

Random spot checks will be carried out by site staff on vehicles and drivers servicing the site at a frequency based on the aforementioned risk scale. These will include evidence of further training, license checks, evidence of routing information, and checks of vehicle safety equipment. Results from these checks will be logged and retained, and enforced upon accordingly.

### 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:

This will be contained within the contractual documentation.

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.

Various discussions have taken place with Camden and various licenses have previously been issued to support the below vehicle approach and departure routes. It is also noted that Camden have previously confirmed that due to the small nature of the site and expected numbers of deliveries, there is no need to consult with TfL as this will not have a material impact on their roads, nor any other major schemes within the area.

The below image clearly shows the traffic route to and from the site. This is as follows:

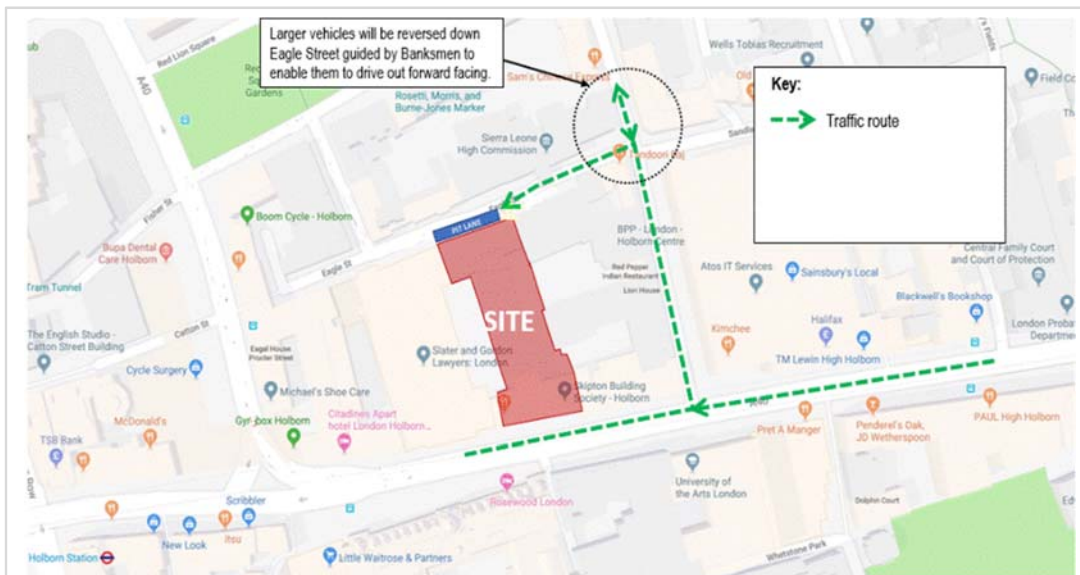
#### Arrival

- Vehicles arrive from A201 on TLRN
- Travel along the A40 prior to turning right into Red Lion Street
- Left turn into Eagle Street – Arrive at Pit Lane

#### Departures

- All vehicles will leave site east down Eagle Street turning right into Red Lion Street and then onto the A40
- Larger vehicles will need reversing out of Eagle Street and will be directed by a Banksman

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.



The contractor will ensure that all tender documentation contains the agreed logistic plan as laid out above. In addition to this, all site staff will undergo an induction prior to any works and / or deliveries taking place ensuring everyone is aware of the logistic requirements.

**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

Typical Day for the works:

- 2 x Skip Lorries (approx. 7m Long, 2.4m wide) during demolition period, reducing to 1 per day for fit out
- 2 x Van delivery
- 3 x Flatbed delivery vehicles (approx. 8.5-10m long, 2.5m Wide)

We would expect between 6 - 8 per day with a dwell time of between 10 minutes and up to 2 hours. These will take place within the Camden advised hours for construction deliveries.

It is proposed that vehicles will arrive and depart to coincide with the proposed working hours of the site, and abide by the Camden construction delivery hours.

Monday to Friday, arrive prior to 8am with engines off, 09:30 - 16.30pm, no deliveries are planned to take place on Saturday's but if they have to it will be between 09.00am – 13:00pm.

**No articulated lorries will be used.**

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

To the best of our knowledge there are no large projects in the immediate vicinity that will impact the proposed works on Templar House.

If a project becomes apparent during the course of the works, we will reach out to them and coordinate our works with there's.

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

Swept path analysis have been produced for:

- a. The junction of Red Lion Street and Eagle Street.

These are included in Appendix I.

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.

It is proposed that vehicles will arrive and depart to coincide with the proposed working hours of the site, and abide by the Camden construction delivery hours.

Monday to Friday, arrive prior to 8am with engines off, 09:30 - 16.30pm, Saturday 09.00am to 13.00pm (only if necessary). It should be noted that limited work is proposed to take place on Saturday's.

Considerations will be made to ensure that rush hour traffic and commuting of neighbours to and from work will not be affected. Banksman will be employed to ensure smooth progress of deliveries and vehicular movements, all co-ordinated in advance with the contractor management team and relevant subcontractors and supplies.

Any requirement of heavy / wide loads, skips, mini-cranes, etc., will be advised with at least one week's notice and communicated to the relevant stakeholders of the project (client, council, neighbours, etc.) via a regular newsletter. In addition, any parking bays that may be required to be closed off will engage an initial consultation with nearby tenants / appropriate neighbours as and when the requirement arises.

A strict delivery procedure will be implemented to ensure that Red Lion Street, Sandland Street, Eagle Street and adjacent streets, will not be overrun with vehicles. All subcontractors and suppliers will be required to give at least 24 hours' notice of deliveries. The Project Manager / Project Banksman will manage the booking in system which will record all deliveries arriving and leaving the site.

Should a lorry / vehicle arrive that has not been booked in, that vehicle will be turned away. All deliveries will be made with a just-in-time philosophy to ensure maximum efficiency of traffic flow. All materials will be stored within the boundary of the site.

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.

Not appropriate for the scale and location of the project.

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).

Vehicles that arrive in the Pit Lane will be instructed to turn their engines off. Furthermore, signs will be erected at driver height to advise this. This is both due to ensuring a healthy environment for the unloading crew, but also to reduce idling noise and pollution to the adjacent residential neighbours.

**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.

n/a

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.

n/a

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.

n/a

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.

n/a

**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.

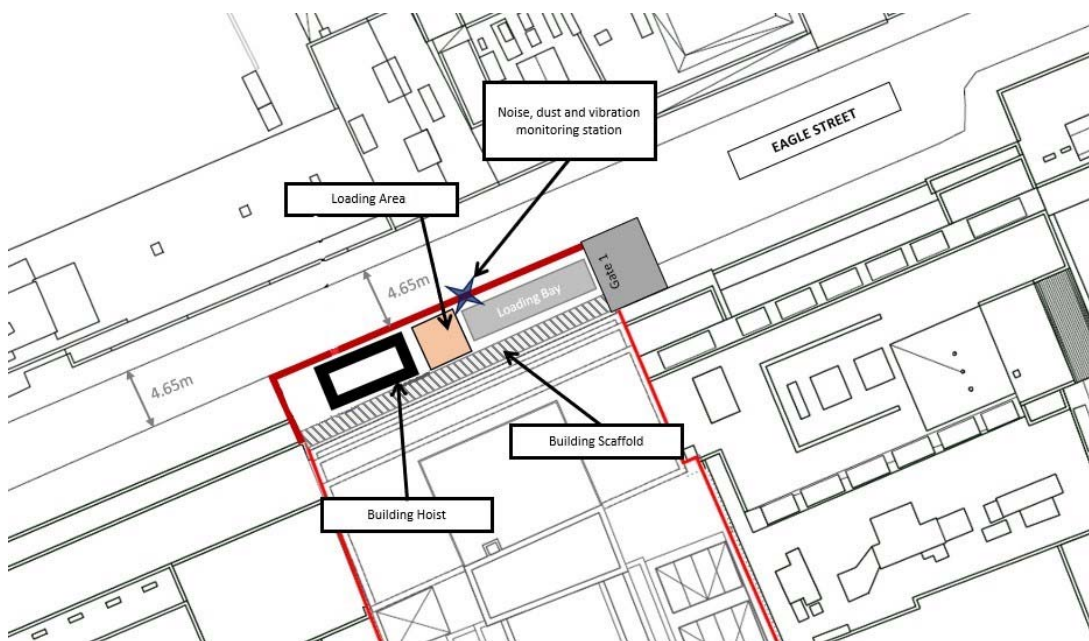
To ensure the safety of pedestrians and cyclists it is proposed that the pavement adjacent to the site along Eagle Street is closed for the duration of the works to ensure that safe loading and unloading of vehicles. Pedestrian traffic will therefore be diverted to the Northern side of Eagle Street where there is currently small numbers of pedestrian traffic. Cyclists will be diverted around the pit lane abiding highway rules.

This system does not restrict the current running capacity of the Public Highway and maintains the existing 4.65m down Eagle Street. Hoarding, lighting etc will be installed along Eagle Street in order to comply with Camden's guidance.

All vehicular movements will be supervised by a member of the delivery team. The entrance gates and access points will be kept closed and monitored by a member of the site delivery team. Patrols will be undertaken of the perimeter of the site 3 times a day to ensure no debris litters the area and that if any related non-compliance with the CMP is found, it is reported and rectified immediately.

Site operatives will utilise directional signage for pedestrians and cyclists to ensure they are aware of potential vehicular access points and any potential temporary diversions that may arise.

The project manager's contact details and main office details will be available on the hoarding & gates of the premises to ensure that if any requests / complaints are made, these are dealt with immediately and given a high priority. We will also have a logistics / resident liaison officer on site to provide residents with updates on our progress.





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.

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.

## 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.

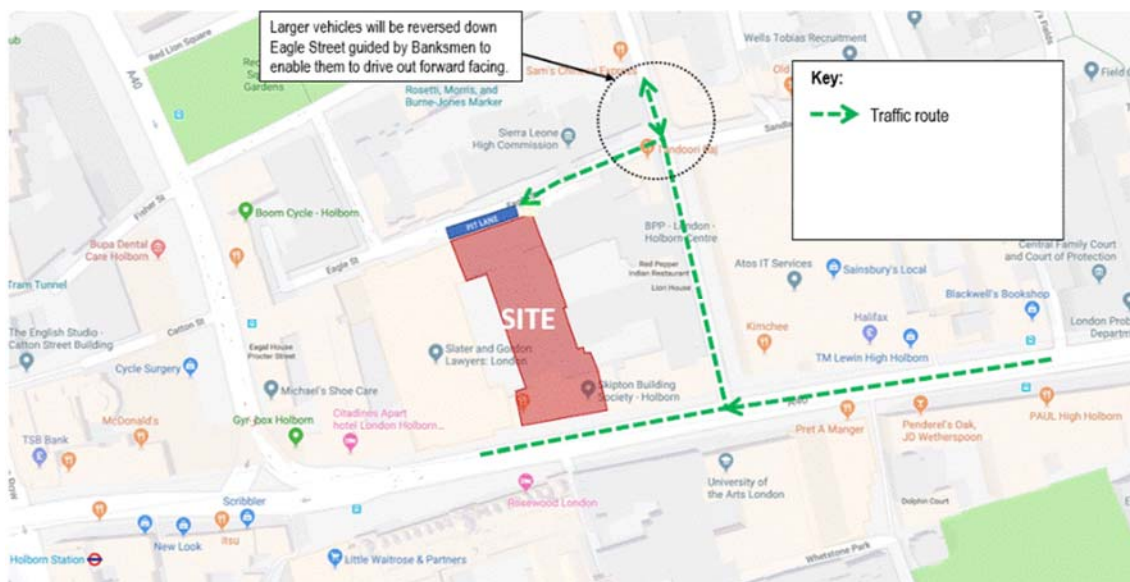
If the site is on or adjacent to the TLRN, please provide details of preliminary discussions with Transport for London in the relevant sections below.

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.

Detailed below.



### 23. Parking bay suspensions and temporary traffic orders

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

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

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

The contractor will be applying for the suspension of two parking bays as discussed above and highlighted on the below drawing - due to the duration of the works as shown in the Strategic Programme a TTO will be required as the car park bays are required to be closed for more than 6 months. Additionally, the pavement adjacent to the site along Eagle Street is also required to be closed for the duration of the works to ensure public safety.



## 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.

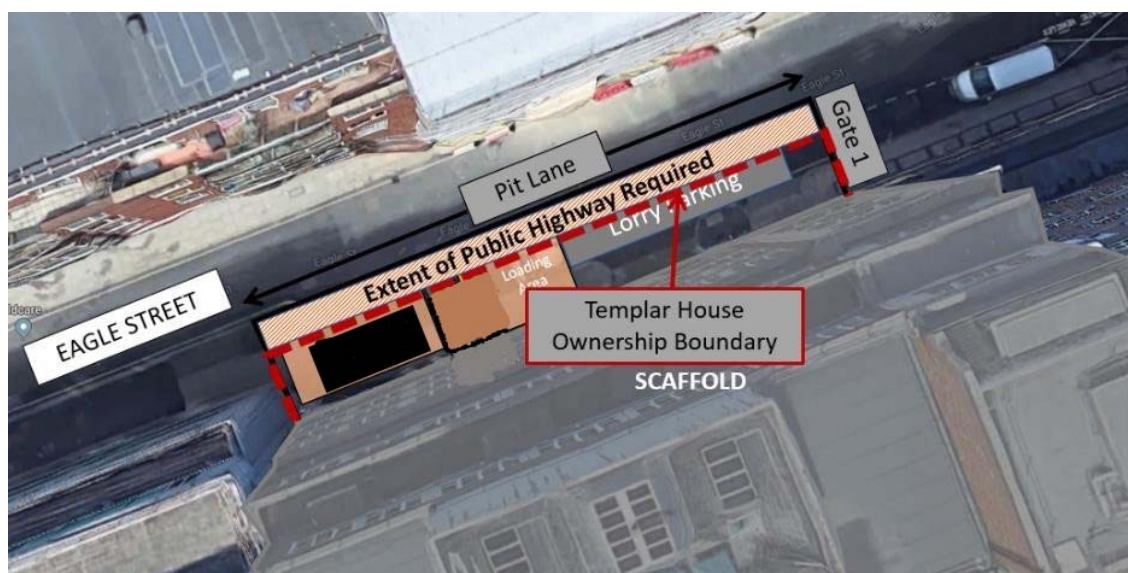
a. Please provide justification of proposed occupation of the public highway.

To ensure the safe and unloading of vehicles for the duration of the work, the safest method is to close the South pavement of Eagle Street adjacent to the site. This will ensure that the public are fully segregated from the works, and due to the minimal pedestrian traffic that exists on Eagle seems the most appropriate for the project.

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.

There is to be no change to any street furniture. The loading / unloading area will be protected to ensure that there is no damage to the public highway – with both pre and post condition survey carried out.

The below diagrams illustrates the extent of public highway that is required in order to create the safe loading / unloading area.



## 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.



The goods hoist will be used to transport the new condensers onto the roof, but a crane will be required to position the new generator on the roof from Eagle Street. This can take place during weekend working hours if required but does need to be agreed with Camden. It is envisaged this crane lift can be carried out within 1 days.

## **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.

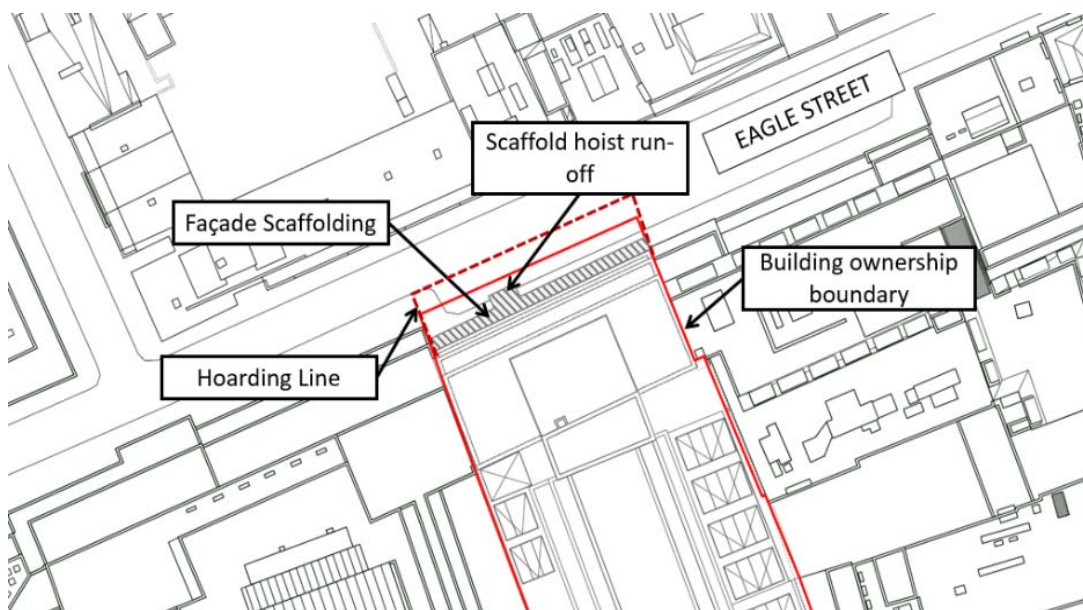
A secure hoarding will generally be required at the site boundary with a lockable access.

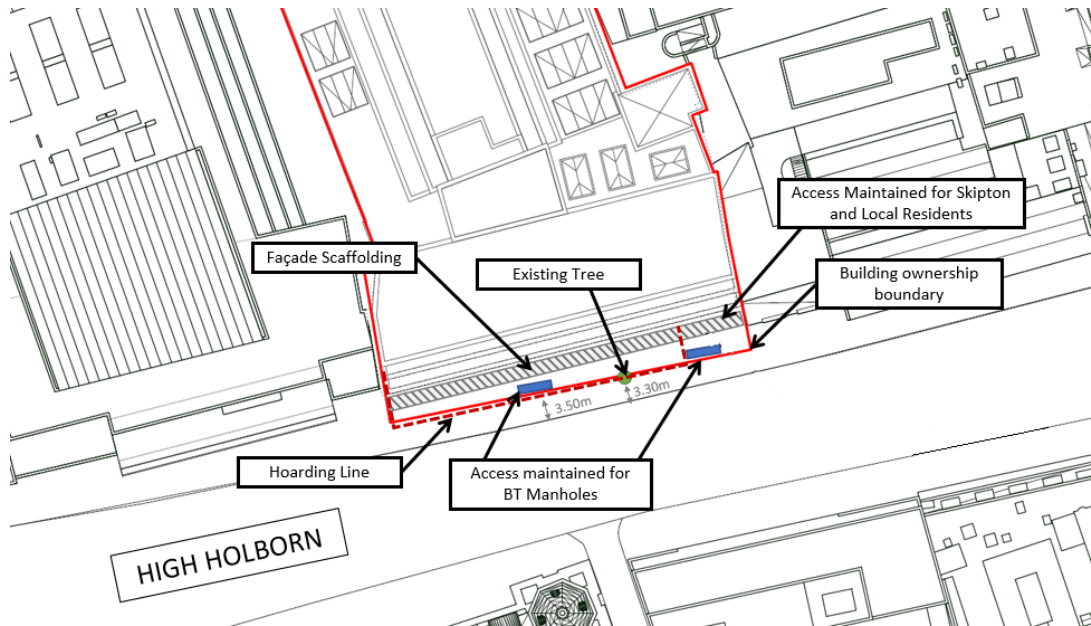
a. Where applicable, please provide details of any hoarding and/or scaffolding that intrudes onto the public highway, describing how pedestrian safety will be maintained through the diversion, including any proposed alternative routes. Please provide detailed, scale drawings that show hoarding lines, 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.

As detailed in 21b there is a requirement for hoarding license along Eagle Street that extends into the public highway. In order to provide access to the façade to carry out the refurbishment works, scaffold will be installed to all elevations of the building.

The front elevation of the build along High Holborn will require pedestrian access in order to carry out the refurbishment of the façade as shown below. The hoarding line will run along into the existing tree, which will create a pinch point of 3.30m on the pavement which is deemed sufficient for pedestrian flows. Access to all manholes will also be maintained.

Please refer to Appendix J for a copy of the hoarding license application form which includes further details on the dimensions of the hoarding.





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.

Please refer to 26a.

## 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.

A new UKPN substation is being installed along the Eagle Street elevation. The new UKPN cable has already been run from High Holborn up Red Lion Street and down Eagle Street to the rear of the building.



# Environment

To answer these sections please refer to the relevant sections of **Camden's Minimum Requirements for Building Construction (CMRBC)**.

28. Please list all [noisy operations](#) and the construction method used, and provide details of the times that each of these are due to be carried out.

Noisy works will be largely contained from within the building. There will however be some potential noisy works that will be communicated to the residents in advance prior to commencement.

These will be scheduled to reduce the impact of noise on the local resident's day-to-day operations. These will be scheduled so reduce the extent that will cause a hindrance or disturbance to the residents. The large majority of works is fit-out and therefore expected noise levels are minimal compared to full redevelopment projects.

We will ensure the following procedures have taken place to minimise noise generated from site operations:

- Use of modern, quieter equipment
- Barrier protections to surround noisy works
- Noise perimeter zones to be established
- Work activity scheduling

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.

An acoustic survey was carried out on the 18/11/2019. This is contained within Appendix H.

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

We can predict there will be noise created but just in allowable times. We will minimise this using best practice on site and ensure live noise monitoring from the Pit Lane location, closest to the neighbours.

31. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](#) works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

We will ensure the following procedures have taken place to minimise noise generated from site operations:

- Use of modern, quieter equipment
- Barrier protections to surround noisy works
- Noise perimeter zones to be established
- Work activity scheduling

If noise levels exceed the predicted levels, we will stop all works and evaluate the situation in lines with the Camden procedures for noisy works. We will also review their RAMS in place to ensure they are being adhered to.

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

Training records are located within the Appendix G for members of the team.

33. Please provide specific details on how air pollution and dust nuisance arising from dusty activities on site will be prevented. This should be relevant and proportionate to activities due to take place, with focus on both preventative and reactive mitigation measures.

The majority of the works to be undertaken are within the existing envelope of the building in order to contain the dust. However to ensure that the neighbours are not effected by dust from the works, loading and unloading a dust monitoring station will be installed along the Eagle Street pit lane hoarding. This will allow monitoring of the dust levels within the local area and ensure that we are suitable controlling any excess dust.

This site is deemed relatively 'low risk' due to its size and on the basis that the refurbishment works are mainly contained from within the existing building envelope. In accordance with our standard approach to all sites, the following precautions will be adopted:

Barriers will be erected around any potentially dusty areas to keep this contained within the site. Any external scaffolding will be sheeted in monoflex to contain any dust that may arise. Corex will be utilised for localised concerns.

- Any works that are likely to cause dust will be done in isolation from areas that are likely to cause disturbance or affect any sensors.
- Water will be used to suppress any dust that may likely arise. This will be used in conjunction with any cutting equipment.
- All skips and waste containers will be covered.
- Any relevant drop heights will be minimised to ensure minimal dust to arise as a by product.
- Materials will be provided in a 'just in time' method thereby minimising storage requirements with the potential to store and encourage dust.
- All vehicles carrying load will be covered.
- We encourage our teams to utilise machinery consuming low sulphur tax-exempt diesel (USLD) wherever possible and all vehicles comply with the requirements of the Low Emission Zone restrictions.

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.

No delivery vehicles will be leaving the public highway and entering site due to the fit-out nature of the works and therefore the public highway will remain clear.

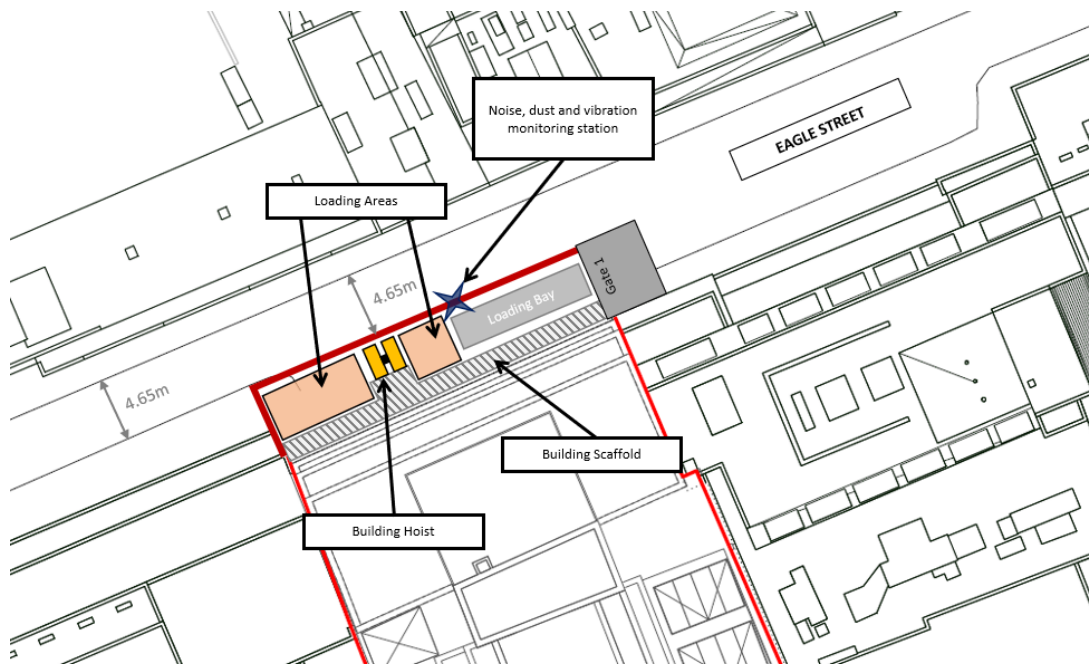
If debris, dirt and / or dust resulting from the contractor's works is spread onto the highway, the contractor shall ensure that the roads in the general vicinity of the site are kept clean and tidy at all times.

35. Please provide details describing arrangements for monitoring of [noise](#), vibration and dust levels, including instrumentation, locations of monitors and trigger levels where appropriate.

A noise, dust and vibration monitoring station will be installed on the Eagle Street Pit Lane hoarding as shown below. This will ensure that 'base level' readings can be taken prior to the works commencing and ensure that the noise, dust and vibration levels can be monitored during the duration of the works.

The contractor will promote at all times a culture of awareness on the project, through team ownership and the determined commitment of the individuals. Co-Operation with residents, business and the city of London will be crucial in the order to ensure that the construction works satisfy all parties needs, and to ensure the project runs with minimal disruption to the day to day activities of those within the neighbourhood and the construction programme.

Working hours will be restricted to 8am to 6pm Monday to Friday and 8am – 1pm on Saturdays (if required).



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 \(SPG\)](#) (document access at bottom of webpage), 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](#). **Please attach the risk assessment and mitigation checklist as an appendix.**

Information provided alongside the planning application has been reviewed and approved by the Camden Planning Officer.

37. Please confirm that all of the GLA's 'highly recommended' measures from the SPG document relative to the level of dust impact risk identified in question 36 have been addressed by completing the GLA mitigation measures checklist. (See Appendix 7 of the SPG document.)

The project is classed as low risk – all appropriate 'highly recommended' measures will be incorporated during the works.

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

Note: **real-time dust (PM<sub>10</sub>) 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 (PM<sub>10</sub>) 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.

In accordance with Camden's Clean Air Action Plan, the monthly dust monitoring reports must also be made readily available and accessible online to members of the public soon after publication. Information on how to access the monthly dust monitoring reports should be advertised to the local community (e.g. presented on the site boundaries in full public view).

**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.**

Due to the site being low risk, no dust monitoring is required; however we will be providing a noise, dust and vibration monitoring station along the Eagle Street Pit Lane.

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).

As part of our initial site set up we will be looking to establish a baiting strategy. Any food and water sources or obvious places of shelter will be monitored over the course of a week. Baits will be placed in these areas along with humane rat traps. If any rodent populations are discovered, they will be removed in a humane manner in accordance with PETA and we will engage the services of a Pest Control service based locally. With specific works in mind, the existing drainage system will be capped off at the outset beyond the first manhole (in preparation for the extension works). Any temporary connections to this particular manhole will be kept sealed always. Any visits of pest control will be recorded and logged on site with all job receipts available for inspection.

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

99% of asbestos found at the building has been removed with the remaining asbestos to be removed when works commence. The asbestos within the building is limited to asbestos rope in roof lights.

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.

All contactors are inducted, during this induction we require compliance on all these noted issues and informed that no loitering is to take place outside the site.

Sufficient welfare facilities will also be provided on site to ensure that there is no over-spill from the facilities to the street during break times.

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. See the Mayor of London webpage 'Non-Road Mobile Machinery (NRMM)' for more information, a map of the Central Activity Zone, and for links to the NRMM Register and the NRMM Practical guide (V4): <https://www.london.gov.uk/what-we-do/environment/pollution-and-air-quality/nrmm>

Direct link to NRMM Practical Guide (V4):

[https://www.london.gov.uk/sites/default/files/nrmm\\_practical\\_guide\\_v4\\_sept20.pdf](https://www.london.gov.uk/sites/default/files/nrmm_practical_guide_v4_sept20.pdf)

#### **From 1<sup>st</sup> 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 1<sup>st</sup> 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:

n/a

43. Vehicle engine idling (leaving engines running whilst parked or not in traffic) produces avoidable air pollution and can damage the health of drivers and local communities. Camden Council and City of London Corporation lead the London **Idling Action Project** to educate drivers about the health impacts of air pollution and the importance of switching off engines as a simple action to help protect the health of all Londoners.

Idling Action calls for businesses and fleet operators to take the **Engines Off pledge** to reduce emissions and improve air quality by asking fleet drivers, employees and subcontractors to avoid idling their engines wherever possible. Free driver training materials are available from the website: <https://idlingaction.london/business/>

Please provide details about how you will reduce avoidable air pollution from engine idling, including whether your organisation has committed to the Engines Off pledge and the number of staff or subcontractors who have been provided with free training materials.

Structure Tone are committed to the Engines Off pledge and as policy ensure all engines are turned off as soon as the vehicle arrives at site.

All Subcontractors, suppliers etc. will be sent Structure Tone's delivery policy prior to being engaged and this policy includes the requirement to turn engines off when they arrive on-site.

 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.**

V2.7

# **Appendix A: Cumulative Impact Assessment Checklist**

# Cumulative Impact Area Central London

## Statement & Checklist

**Planning Reference**

**Site Address**



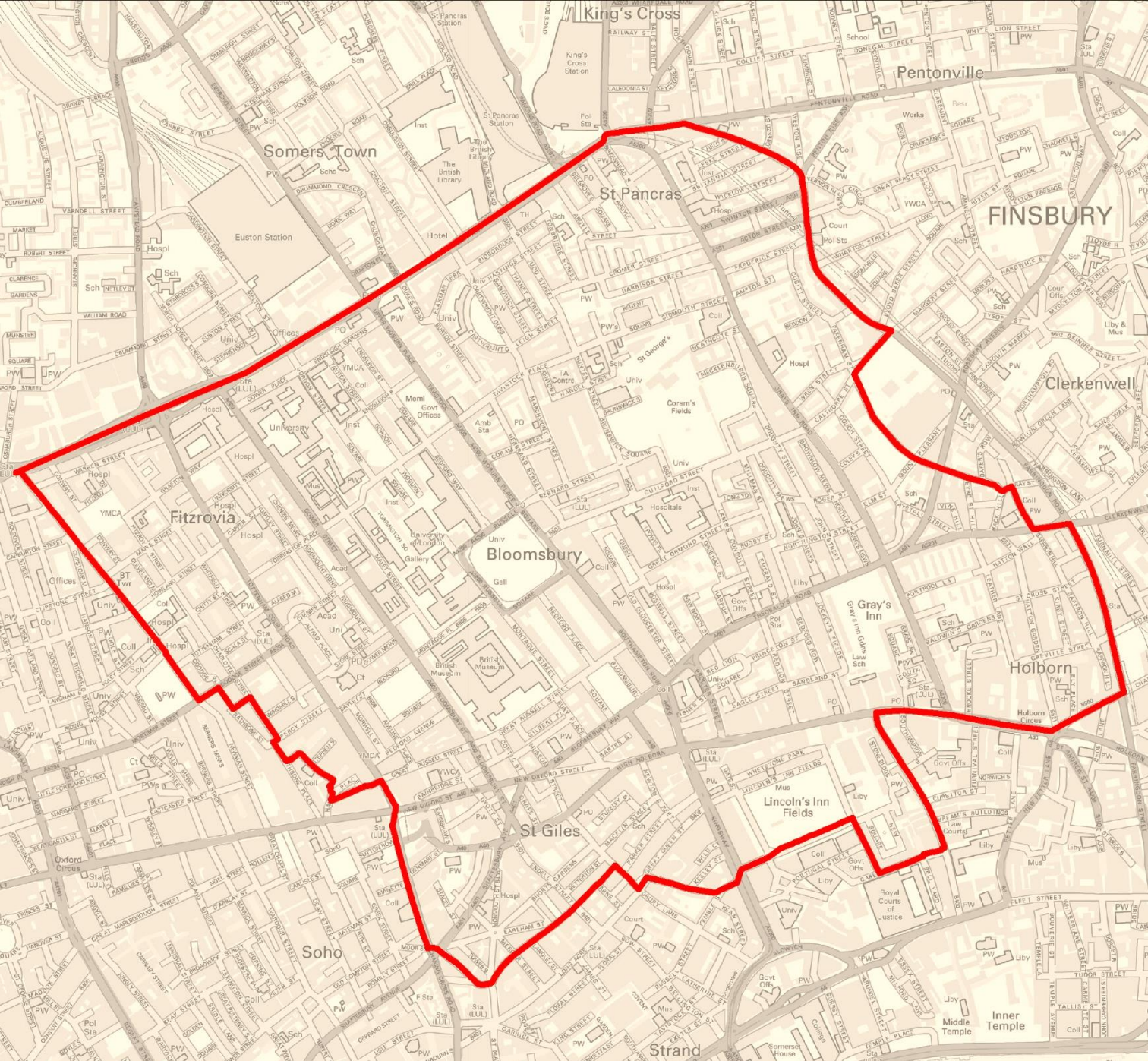
**Camden**

The Central London area represents just under a quarter of the total planned development activity in the borough despite only representing 13% of the geographical area. In addition to activity related to the redevelopment of sites, there is a significant amount of commercial buildings that undertake refurbishment works that have similar impacts but are not controlled by planning consents. The interaction of high levels of construction and construction traffic with established business/residential travel patterns is giving rise to heightened community concerns and mean that there is an increased need for careful management of construction activities and their potential impacts

The area is characterised by historic buildings with narrow streets alongside high density modern developments, with residential and commercial operations sitting side by side - the area also attract a lot of tourism, and as such the movement of people is much greater than just residents and employees. The busy nature of this area means that even the smallest redevelopment may give rise to complications with traffic and reports of public nuisance.

Noise and vibration from construction sites has the potential to give rise to significant adverse effects on health and quality of life. Based on our experience we know that some of these impacts can be effectively managed. However, this potential is affected by the challenges posed by Cumulative Impacts where the impacts of various construction sites create effects of greater significance than or different to that of each individual construction site. Managing the impacts of various sites in one area and ensuring a consistent approach to noise and vibration mitigation can be a major challenge in its own right.





Redevelopment proposals need think carefully how a site will be delivered, considering issues well beyond the site boundary, in particular:

- The proximity of properties, in particular the potential for structure borne noise and dust control
- Co-ordination with neighbouring sites, considering both construction traffic and business that require deliveries
- Communication and availability of data to a wider audience who may not be in close proximity to the development but nonetheless will be impacted, such as those who work in the area.
- The area is a designated Air Quality Management Area (AQMA) and the Council has made a commitment to reduce particulate air pollution to levels recommended by the World Health Organisation. In response, all sites in the Central London area will be required to undertake the following additional obligations as part of their Construction Management Plan. Developers/ Contractors will be required to justify (and for such justification to be made public) why any of the following elements cannot be achieved:-

## WORKS

- Assumption of no working at weekends – any proposals for weekend working will be considered on a case by case basis and communicated to local residents 14 days in advance of works
- Prior to proposing any road closures, weekend working or oversize deliveries (to which all require express approval from the Council) the contractor must provide evidence that they have approached neighbouring sites and attempted to coordinate any proposals with those of the neighbouring site.
- Prior to connecting a site to utilities (Gas, Water, Electric, Telecoms) the contractor must provide evidence that they have approached neighbouring sites (and the utilities providers) and attempted to coordinate connection between neighbouring sites and the various utilities.



## COMMUNICATION

- CMPs will be made available online (both prior to approval and post approval) such as on a dedicated webpage
- All logs (accident, complaint) will be made available online and a physical copy made available for residents to use and view
- Where there are neighbouring site or sites in close proximity that effect the local highway network, joint communication (i.e. Newsletters) will be required.
- Construction Working Groups will be conducted jointly with neighbouring sites
- All environmental monitoring data to be made available on-line and on site boards

## DELIVERIES

- A delivery log, specifying the type of vehicle, its purpose, registration number and time on site must be maintained online and updated at least on a weekly basis.
- Contractors will be required to provide evidence that they have communicated their proposed deliveries with neighbouring construction sites and any other business, and have coordinated the deliveries where possible.
- No deliveries shall be scheduled that will require the driver to wait outside the site before 8.00am (and vehicles will not be permitted to circulate the highway to avoid this requirement)
- A pre-booking system for managing deliveries must be operated. All deliveries must contact site at least 20min before arrival to allow the necessary checks to be undertaken

## MITIGATION AND RESPITE

- Adoption of localised mitigation measures such as washing the windows of neighbouring properties.
- Developments will be required to pay a Construction Impacts Bond to the Council to support the cost of Council officers addressing matters that should have been addressed by the contractor
- Dedicated wheel washing with rumble grids must be utilised unless agreed otherwise by the Council
- Green infrastructure, such as green screens/hoarding, should be utilised. Installation of filtration units, particularly where the site is near (within 250m) vulnerable receptor facilities (such as schools, nursing homes and hospitals)

## SITE CONDUCT

- A firm disciplinary policy, such as a two strike warning before removal from site must be operated
- Contractors must attain the Considerate Contractors Scheme 'Exceptional' score

- Contractor must employ an enforcement process to ensure that contractors vehicles do not idle
- A plan and process to encourage site operatives to arrive at the site by sustainable methods (including car sharing / pooling) must be presented and communicated
- CLOCS compliance monitoring results need to be reported to council
- All sites must ensure that Traffic Marshalls /Banksman are appropriately trained, and that there is at least one operative on duty at any given time that has at least 1+ year of experience in that role.
- The site must be kept damp at all times, proposed equipment for this purpose must first be agreed to by the local authority.
- Weekly 'toolbox talks' should be conducted with all site operatives to advise of the requirements expected by the Council.
- Site operatives should be identifiable by the public to the site, such as using a uniformed colour of work jackets or branding.



## MACHINERY AND EQUIPMENT

- All heavy goods vehicles (HGVs) are required to be Euro VI standard or better, and light duty vehicles (LDVs) are required to be Euro 4 petrol or Euro 6 for diesel, or better. Preference should be for zero to low emission equipment
- NRMM should be to stage IV of EU Directive 97/68/EC as a minimum, and an up-to-date NRMM log must be kept on-site and shared with Camden officers
- The site must connect to mains prior to works commencing to remove the need for diesel generators
- At least four real-time PM10 monitors (certified to MCERTS standard) must be used on site in continuous operation for the duration of the build (from three months prior to implementation of planning permission through to completion on site), at locations and to thresholds approved by the Council. Camden officers must be provided access to the raw data via an online platform, and automated exceedance alerts should be sent to [AirQuality@camden.gov.uk](mailto:AirQuality@camden.gov.uk) in addition to the contractor/developer on-site representatives
- Web-enabled monitoring equipment, allowing real time information accessible by the public should be deployed – including the use of emerging technologies.
- Environmental monitoring summary reports should be sent to Camden officers on a monthly basis

# CHECKLIST



All development sites in the Cumulative Impact Area which are required to submit a Construction Management Plan (CMP) or Demolition Management Plan (DMP) are required to complete this checklist.

The checklist will need to be presented for comment to the local community as part of the pre-submission CMP/DMP. The Council will not accept the submission of the CMP/DMP unless it receives both the completed CIA checklist . If a particular requirement cannot be met, stipulate the reason why and propose an alternative solution to achieve the objective

	Requirement	Response
WORKS	No noisy working at weekends – any proposals for weekend working will be considered on a case by case basis and communicated to local residents 14 days in advance of works	
	Prior to proposing any road closures, weekend working or oversize deliveries (to which all require express approval from the Council) the contractor must provide evidence that they have approached neighbouring sites and attempted to coordinate any proposals with those of the neighbouring site	
	Prior to connecting a site to utilities (Gas, Water, Electric, Telecoms) the contractor must provide evidence that they have approached neighbouring sites (and the utilities providers) and attempted to coordinate connection between neighbouring sites and the various utilities	
COMMUNICATION	CMPs will be made available online (both prior to approval and post approval) such as on a dedicated webpage	
	All logs (accident, complaint) will be made available online and a physical copy made available for residents to use and view	
	Where there are neighbouring site or sites in close proximity that effect the local highway network, joint communication (i.e. Newsletters) will be required	
	Construction Working Groups will be conducted jointly with neighbouring sites	
	All environmental monitoring data to be made available on-line and on site boards	

	Requirement	Response
DELIVERIES	A delivery log, specifying the type of vehicle, its purpose, registration number and time on site must be maintained online and updated at least on a weekly basis	
	Contractors will be required to provide evidence that they have communicated their proposed deliveries with neighbouring construction sites and any other business, and have coordinated the deliveries where possible	
	No deliveries shall be scheduled that will require the driver to wait outside the site before 8.00am (and Vehicles will not be permitted to circulate the highway to avoid this requirement)	
	A pre-booking system for managing deliveries must be operated. All deliveries must contact site at least 20min before arrival to allow the necessary checks to be undertaken	
MITIGATION AND RESPITE	Adoption of localised mitigation measures such as washing the windows of neighbouring properties	
	Developments will be required to pay a Construction Impacts Bond to the Council to support the cost of Council officers addressing matters that should have been addressed by the contractor	
	Dedicated wheel washing with rumble grids must be utilised unless agreed otherwise by the Council	
	Green infrastructure, such as green screens/hoarding, should be utilised. Installation of filtration units, particularly where the site is near (within 250m) vulnerable receptor facilities (such as schools, nursing homes and hospitals)	

	Requirement	Response
SITE CONDUCT	A firm disciplinary policy, such as a two strike warning before removal from site must be operated	
	Contractors must attain the Considerate Contractors Scheme 'Exceptional' score	
	Contractor must employ an enforcement process to ensure that contractors vehicles do not idle	
	A plan and process to encourage site operatives to arrive at the site by sustainable methods (including car sharing / pooling) must be presented and communicated	
	CLOCS compliance monitoring results need to be reported to council	
	All sites must ensure that Traffic Marshalls / Banksmen are appropriately trained, and that there is at least one operative on duty at any given time that has at least 1+ year of experience in that role.	
	The site must be kept damp at all times, proposed equipment for this purpose must first be agreed to by the local authority.	
	Weekly 'toolbox talks' should be conducted with all site operatives to advise of the requirements expected by the Council.	
	Site operatives should be identifiable by the public to the site, such as using a uniformed colour of work jackets or branding.	

	Requirement	Response
MACHINERY AND EQUIPMENT	All heavy goods vehicles (HGVs) are required to be Euro VI standard or better, and light duty vehicles (LDVs) are required to be Euro 4 petrol or Euro 6 for diesel, or better. Preference should be for zero to low emission equipment	
	NRMM should be to stage IV of EU Directive 97/68/EC as a minimum, and an up-to-date NRMM log must be kept on-site and shared with Camden officers	
	The site must connect to mains prior to works commencing to remove the need for diesel generators	
	At least four real-time PM10 monitors (certified to MCERTS standard) must be used on site in continuous operation for the duration of the build (from three months prior to implementation of planning permission through to completion on site), at locations and to thresholds approved by the Council. Camden officers must be provided access to the raw data via an online platform, and automated exceedance alerts should be sent to AirQuality@camden.gov.uk in addition to the contractor/developer on-site representatives	
	Web-enabled monitoring equipment, allowing real time information accessible by the public should be deployed – including the use of emerging technologies	
	Environmental monitoring summary reports should be sent to Camden officers on a monthly basis	
	The use of powered, percussive breaking equipment should be avoided. Where this is considered not possible early discussions with the Council.	

## **Appendix B: Residents Meeting Minutes**

# Meeting Minutes

RECORD OF MEETING:		
PROJECT:	Uncommon Holborn (Templar House) Refurbishment	
REFERENCE:	190757	
DATE OF MEETING:	13/01/2022	
PLACE OF MEETING:	Uncommon Holborn Marketing Suite / Microsoft Teams	
PURPOSE OF MEETING:	Residents Meeting / Construction Management Plan Review	
PRESENT:	Karen Ross	Resident
	Patricia Wager	Resident
	Eunice Roberts – <i>Teams</i>	Resident
	Nick Gazanis – <i>Teams</i>	astudio
	Ana Lopes – <i>Teams</i>	astudio
	Marco Fedrigo – <i>Teams</i>	astudio
	Steve Davies	Structure Tone
	Mark Hawes	Structure Tone
	Karen Pryce	Paragon
	Daniel Snape	Paragon

## CIRCULATION ALL PRESENT PLUS

James Close	Resident
Linda Antonioni	Resident
Kevin Stewart	BPP Law School
Debbie	Resident
Elena Michon	Resident
Mary Kargar	Resident
R Smith	Resident
Rowena Lukeking	Resident
Richard Walker	Resident
Christopher Lewis	Resident

## ENCLOSURES

220113-AST-Residents meeting-Presentation



Item		ACTION
<b>1.0</b>	<b>INTRODUCTIONS</b>	
1.1	<p>Daniel Snape introduced the professional team noting:</p> <ul style="list-style-type: none"> <li>- Paragon are the Landlord's Project Manager</li> <li>- astudio are the Landlord's Architect</li> <li>- Structure Tone are the Landlord's Contractor / Builder</li> </ul>	NOTE
1.2	Daniel Snape noted that the purpose of this meeting was to update the residents on the latest plans for Templar House, introduce Structure Tone and show the updates to the previously approved Construction Management Plan.	NOTE
1.3	Daniel Snape confirmed that a Construction Working Group (CWG) has been formed for the duration of the project and this would be led by Daniel Snape from the Landlord's team and Karen Ross from the Residents.	NOTE
<b>2.0</b>	<b>OVERVIEW / PROJECT HISTORY</b>	
2.1	<p>Daniel Snape provided history on the development of Templar House noting:</p> <ul style="list-style-type: none"> <li>- The previous Landlord secured planning permission for the refurbishment of Templar House in early 2019.</li> <li>- Uncommon, the current Landlord, purchased Templar House in September 2019.</li> <li>- Since Uncommon purchased Templar House they have secured new planning permissions and undertaken some internal works.</li> <li>- Due to COVID and a variety of other reasons, works ceased in early 2021, a re-design was undertaken and the planning permissions were amended. The intent of this exercise was to simplify the design.</li> </ul>	NOTE
2.2	<p>Daniel Snape explained why a Construction Management Plan was required and provided the history to the Construction Management Plan on Templar House, noting:</p> <ul style="list-style-type: none"> <li>- It is a requirement for a project of this scale to have a Construction Management Plan. This is a requirement of Camden Council.</li> <li>- Prior to the Construction Management Plan being submitted to Camden Council for approval, the developer has an obligation to engage with the residents to seek input and feedback.</li> <li>- The previous Landlord presented a Construction Management Plan to the residents in May 2019 which was approved by Camden in July 2019.</li> <li>- The previously approved Construction Management Plan has been updated to reflect the updates to the road layout around the site as well as to pick up some other changes required to suit the proposed works.</li> </ul>	NOTE
2.3	<p>Daniel Snape confirmed that when works at Templar House were complete it would be an Uncommon operated building. Uncommon are a high end flexible office provider.</p> <p>If any resident wishes to view an existing Uncommon building, Daniel Snape offered to take them around one of their sites in Liverpool Street or Borough.</p>	NOTE
<b>3.0</b>	<b>DESIGN PRESENTATION</b>	
3.1	Ana Lopes of astudio ran through the design presentation which is appended to the attached.	NOTE
3.2	Ana Lopes provided a summary of the planning permissions associated with Templar House noting	NOTE

	<ul style="list-style-type: none"> <li>- 2018/5903/P – this is a planning permission that the previous Landlord secured for the complete refurbishment of Templar House.</li> <li>- 2020/1350/P – Works at high level including the plant enclosures and High Holborn core extension.</li> <li>- 2020/1310/P – Works to the High Holborn and Eagle Street ground floor façade.</li> <li>- 2020/1351/P – General permission for various works including replacing the windows, cleaning the façade, covering the car park ramp etc.</li> <li>- 2021/3885/P – An amendment to planning permission 2020/1310/P. The amended improves the Eagle Street ground floor façade and includes minor changes to the High Holborn façade including keeping the original brass door.</li> <li>- 2021/3887/P – An amendment to planning permission 2020/1351/P. The amendment reduces and simplifies the proposed work.</li> <li>- TBC – there is an outstanding permission to be issued which is to amend planning permission 2020/1350/P. The amended seeks to reduce the extent of plant screens and work on the roof.</li> </ul>	
3.3	<p>Ana Lopes summarised that the works involved:</p> <ul style="list-style-type: none"> <li>- Removing the existing roofs and install new modern roofs</li> <li>- Installing a new roof terrace on the High Holborn roof and extending the High Holborn core to provide access to the High Holborn roof, installing a new plant area on the “link block” roof (the link block is the block that connects the High Holborn block to the Eagle Street block) and replacing the current plant screen on Eagle Street with a new plant screen.</li> <li>- Replacing all of the windows and cleaning the façade.</li> <li>- Replacing the existing retail shop fronts with new modern shop fronts.</li> <li>- Replacing the Eagle Street ground floor façade with a new more modern frontage including full height glazing on the west side.</li> <li>- Full internal refurbishment of the building.</li> </ul>	<b>NOTE</b>
3.4	<p>Other key design items noted were:</p> <ul style="list-style-type: none"> <li>- The extent of plant screens on the Eagle Street has been reduced and the existing plant screen will just be replaced.</li> <li>- The Eagle Street ground floor façade will be modernised considerably with the shutter door being removed. Refer to page 8 and 16 of the design presentation.</li> </ul>	<b>NOTE</b>
3.5	Ana Lopes ran through the material inspiration for the internals noting that the history of the building is being used to inspire the interior design.	<b>NOTE</b>
3.6	Ana Lopes confirmed the roof terrace was still going to be on the High Holborn roof.	<b>NOTE</b>
<b>4.0</b>	<b>STRUCTURETONE PRESENTATION</b>	
4.1	Structure Tone introduced themselves and provided a background on the business. Refer to pages 25 to 29 of the design presentation.	<b>NOTE</b>
4.2	Structure Tone ran through some previous projects noting they predominantly work in central London on similar buildings to Templar House so have a wealth of experience in dealing with various stakeholders.	<b>NOTE</b>
4.3	Structure Tone confirmed they would be looking to actively engage with the local community, running key initiatives such as looking to add biodiversity to Eagle Street and ensuring the High Holborn hoarding is aesthetically appropriate.	<b>NOTE</b>
4.4	Structure Tone confirmed they would be registering with the Considerate Contractors Scheme.	<b>NOTE</b>

<b>5.0</b>	<b>CONSTRUCTION MANAGEMENT PLAN</b>	
5.1	Daniel Snape and Mark Hawes presented the updated Construction Management Plan, noting that the previously approved Construction Management Plan was largely being complied with although minor amendments have been made.	<b>NOTE</b>
5.2	<p>The key items that have changed are:</p> <ul style="list-style-type: none"> <li>- Key contact details</li> <li>- What consultation has taken place</li> <li>- What the neighbouring sites are</li> <li>- Updated delivery routes due to a change in the local road layout</li> <li>- Updated vehicle delivery numbers</li> </ul>	<b>NOTE</b>
5.3	<p>The key items that have not changed are:</p> <ul style="list-style-type: none"> <li>- The site set up on Eagle Street remains the same and includes suspending the two parking spaces, installing hoarding, a hoist and scaffolding to the full façade.</li> <li>- The High Holborn façade will also include a hoarding and will be fully scaffolded.</li> <li>- Working hours.</li> <li>- Site management.</li> <li>- Environmental management including use of modern equipment, no vehicle idling, noise and vibration mitigation measures etc.</li> </ul>	<b>NOTE</b>
5.4	Structure Tone confirmed their working hours would be in line with Camden's requirements	<b>NOTE</b>
5.5	Karen Ross and Patricia Wager noted that there was a large develop development proposed on Procter Street. Structure Tone confirmed they would look into this and the associated timescales to determine whether they needed to engage with the Contractor's.	<b>NOTE</b>
5.6	Structure Tone presented their 3d visualisation of the works.	<b>NOTE</b>
<b>6.0</b>	<b>Q&amp;A</b>	
6.1	<p>Daniel Snape confirmed that Christopher Lewis sent his apologies for being unable to attend the meeting but wanted to ensure that access to the car park directly opposite Templar House on Eagle Street would not be impeded.</p> <p>Structure Tone confirmed Paragon had informed them about this and that access to this car park ramp would not be restricted at all.</p>	<b>NOTE</b>
6.2	<p>Karen Ross asked for an overview of the programme. Mark Hawes confirmed:</p> <ul style="list-style-type: none"> <li>- Works are due to commence on the 14/02/2022.</li> <li>- The scaffolding on Eagle Street will be erected in March 2022 and be in place for approximately a year.</li> <li>- The overall completion date is June 2023.</li> </ul> <p>Daniel Snape confirmed there was a summary programme appended to the CMP.</p>	<b>NOTE</b>
6.3	<p>Karen Ross asked for clarity on the use of the generator on the Eagle Street roof. Paragon clarified that this would only be operational on in the event of a power cut to the building and acts as a power back up to the lifts so in the event somebody was stuck in them, the generator could provide power to safely operate them.</p> <p>The generator will not be on unless there is a power cut with the exception of a yearly test. The generator will also be within an acoustic box that is within an acoustic screen.</p>	<b>NOTE</b>

6.4	<p>Patricia Wager asked if the lights in the Eagle Street block would be automated.</p> <p>Daniel Snape confirmed that once the works are complete all lights would be on motion sensors so unless somebody was in the office, the lights would be off.</p> <p>Steve Davies confirmed that this would also be the case during construction.</p>	<b>NOTE</b>
6.5	<p>Karen Ross noted that one of the biggest frustrations the residents had was when vehicles idled on the street with their engines on.</p> <p>Structure Tone confirmed that they employed a specialist logistics company who managed their vehicle deliveries. One of the requirements of this company is to ensure when vehicles arrive they park as soon as possible and turn off their engines.</p> <p>Structure Tone are also endeavouring to limit deliveries before 9am.</p>	<b>NOTE</b>
6.6	<p>Karen Ross noted that the residents had been given a grant to improve the greenery along Eagle Street and queried whether there was anything that Uncommon and/or Structure Tone could do to support this.</p> <p>Paragon confirmed that they were sure the project would be willing and able to support the local community on this journey.</p>	<b>NOTE</b>
6.7	<p>Karen Ross noted that she was concerned with vehicles reversing down Eagle Street and hitting the trees.</p> <p>Structure Tone confirmed every vehicle would be brought into Eagle Street via a Banksman.</p>	<b>NOTE</b>
6.8	<p>Karen Ross, Patricia Wager and Eunice Roberts all expressed how excellent the previous security guard / banksman was for the works that took place in 2020 and 2021.</p> <p>Paragon confirmed they would try and find out the individuals name and introduce them to Structure Tone.</p>	<b>NOTE</b>
6.9	<p>Karen Ross asked if the scaffold would be covered. Structure Tone confirmed it would be and the sheeting would be fixed securely so it would not 'flap'.</p>	<b>NOTE</b>
<b>7.0</b>	<b>ANY OTHER BUSINESS</b>	
7.1	<p>Paragon confirmed they would circulate minutes from this meeting as well as the final CMP to all of the residents they had email addresses for.</p> <p>Karen Ross confirmed that she would circulate it to all of the residents she has contact details for.</p>	<b>NOTE</b>
7.2	<p>Karen Ross and Patricia Wager thanked the Landlord team for taking the time to present the updated design and Construction Management Plan to them, and also for being considerate of their suggestions and comments.</p>	<b>NOTE</b>

## Appendix C: Letter Drop

TEMPLAR HOUSE REFURBISHMENT  
Letter Drop to Local Residents  
19/01/2022

Dear Occupier,

**TEMPLAR HOUSE, 81-87 HIGH HOLBORN**

**Construction Management Plan Consultation**

We are writing to you to make you aware of the upcoming refurbishment works at Templar House and seek your feedback regarding our proposed Construction Management Plan. We met with local residents on the 13/01/2022 and presented the Construction Management Plan, as required by the London Borough of Camden. A Construction Management Plan has previously been approved by the local residents and the London Borough of Camden for Templar House; we have used this Construction Management Plan as the baseline for the newly proposed works and only amended it where absolutely necessary. The Construction Management Plan describes the following:

- Working hours
- Programme of works
- Construction working group
- Transport relating to the works
- Site logistics
- Noise, dust and vibration monitoring

The works include the refurbishment of the existing office building. Works are planned to commence in February 2022 and complete in Q2 2023. The works will be serviced via Eagle Street and will operate within the London Borough of Camden's working hours.

A copy of the Construction Management Plan and the minutes from the consultation meeting can be downloaded here (or contact the undersigned and we can provide you with a copy):

<https://paragonbc.cloud.com/#/d/s21f40a28f35645aa8ca16e14990c71b8>

If you have any comments, queries or concerns relating to the Construction Management Plan please contact the undersigned.

There is already a Construction Working Group setup with some of the local residents on Eagle Street. This is led by Karen Ross who has been fundamental in collecting and providing views from the residents in Eagle Street. If you would like to attend our next meeting, please let the undersigned know and we will forward the invite.



Yours faithfully,

A handwritten signature in black ink, appearing to read "D Snape", is positioned above the contact information for Daniel Snape.

Daniel Snape MRICS  
Associate Director  
Paragon (Project Manager)

[danielsnape@paragonbc.co.uk](mailto:danielsnape@paragonbc.co.uk)

A handwritten signature in blue ink, appearing to read "M Hawes", is positioned above the contact information for Mark Hawes.

Mark Hawes ACIOB, FIOC  
Senior Project Manager  
Structure Tone (Contractor)

[mark.hawes@structuretone.co.uk](mailto:mark.hawes@structuretone.co.uk)

## **Appendix D: Strategic Programme**



Wed 19/01/22

Uncommon Holborn  
(Templar House, 81-87 High Holborn)  
Master Programme  
Summary



ID	Task Name	Duration	Start	Finish	Gantt Chart																											
					2022												2023												2024			
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	Uncommon Holborn (Templar House, 81-87 High Holbo	76.8 wks	Tue 04/01/22	Fri 23/06/23																												
2	Summary Programme Dates	76.8 wks	Tue 04/01/22	Fri 23/06/23																												
3	Appoint Structure Tone	0 wks	Tue 04/01/22	Tue 04/01/22	04/01																											
4	Start on-site	0 wks	Mon 14/02/22	Mon 14/02/22	14/02																											
5	Install scaffolding, hoarding etc. on Eagle Street	0 wks	Mon 14/02/22	Mon 14/02/22	14/02																											
6	Duration of Eagle Street scaffold	61.2 wks	Mon 14/02/22	Mon 17/04/23																												
7	Dismantle scaffold on Eagle Street	0 wks	Mon 15/05/23	Mon 15/05/23																												
8	Install scaffold, hoarding etc. on High Holborn	0 wks	Thu 12/05/22	Thu 12/05/22																												
9	Duration scaffold on High Holborn	25.2 wks	Thu 12/05/22	Thu 03/11/22																												
10	Dismantle scaffold on High Holborn	0 wks	Thu 03/11/22	Thu 03/11/22																												
11	Complete external works (watertight)	0 days	Mon 12/09/22	Mon 12/09/22																												
12	Commence internal fit out works	0 wks	Mon 27/06/22	Mon 27/06/22																												
13	Fit out works	52 wks	Mon 27/06/22	Fri 23/06/23																												
14	Complete works	0 wks	Fri 23/06/23	Fri 23/06/23																												

## **Appendix E: CLOCS Registration**

## **Appendix F: FORS Registration**



**FORS**  
FLEET OPERATOR  
RECOGNITION SCHEME

# FORS Gold

## Travis Perkins PLC (WFA)

has been assessed and has met the Gold level requirements of the Fleet Operator Recognition Scheme (FORS).

Whole Fleet Accreditation applies to the organisation named above.

This certificate is valid from 08/05/2019 to 07/05/2020 and remains valid as long as FORS requirements continue to be maintained.

Kevin Richardson  
on behalf of the Fleet Operator Recognition Scheme

FORS ID : 000007



**FORS**  
FLEET OPERATOR  
RECOGNITION SCHEME

# FORS Gold

Scope of accreditation for:

Travis Perkins PLC (WFA)

Valid from 08/05/2019 to 07/05/2020

Total number of vehicles	1794
--------------------------	------

Heavy goods vehicles (HGVs)	1748
Wheeled plant	0
Passenger carrying vehicles (PCVs)	0
Vans	46
Cars	0
Powered two-wheeler (P2Ws)	0

Total number of operating centres	3
-----------------------------------	---

Operating centre postcodes

NN5 7UG

FORS ID : 000007

## **Appendix G: Safety Certificates**

This is to certify that

**Paul Charalambous**

has successfully completed the course

**First Aid at Work**

with the British Red Cross

Training has been delivered in accordance with currently accepted first aid practice. Certificate issued for the purpose of the Health and Safety (first aid) Regulations (1981) and Health and Safety (first aid) (amendment) Regulations (Northern Ireland) 2017.



**Mike Adamson**  
Chief Executive

**Valid from:** 20 Oct 2020

**Valid to:** 21 Oct 2023

**Certificate No:** 208721-FA2

Certificate



# Site Safety Plus

To certify that

**Apostolis Charalambous**

has successfully completed the following course

## **Site Management Safety Training Scheme Refresher**

For the Construction and Civil Engineering Industries

Course completion date: 30-09-2020

Certificate expiry date: 30-09-2025

A handwritten signature in black ink, appearing to read 'Braden Connolly'.

**Braden Connolly**  
*Director of Products and Services*



## **Appendix H: Acoustic Survey**



**Uncommon Holborn**

**Templar House**

**London**

**Plant Noise Assessment Report**

28 February 2020

**For**

Uncommon

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## SUMMARY

New building services plant items are proposed as part of the refurbishment of Templar House, located on High Holborn in London.

The new plant will be subject to plant noise limits specified by a planning condition.

A background noise survey has been undertaken to determine background noise levels at the nearest noise sensitive properties and an assessment of plant noise emissions has been carried out.

The results of the assessment show that noise emissions associated with the proposed plant (35 dB) are predicted to be 10 dB less than the lowest measured background noise level (45 dB) and therefore meet the planning condition requirement.

<b>Project Number</b>	14102	<b>Issue Date</b>	28 February 2020
<b>Document Reference</b>	R/PNA/1/200228	<b>Version</b>	01
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## 1.0 Introduction

New building services plant items are proposed as part of the refurbishment of Templar House, located on High Holborn in London.

The plant will be subject to plant noise limits specified by a planning condition.

**auricl** has been appointed to carry out a background noise survey at the site and undertake an assessment of noise emissions from the proposed plant at the nearest noise sensitive properties.

The following report presents the methodology and results of the survey, and an assessment of noise emissions from the proposed plant, to determine compliance with the Camden Council requirements.

The report is technical in nature, and such, a summary of noise units and acoustic terminology are included in Appendix A for reference.

## 2.0 Site Description

The site is located at 81-87 High Holborn within a predominantly commercial area. The building has façades facing onto High Holborn to the south/south-east and Eagle Street to the north/north-west.

Commercial properties are located to the east, west and south of the site, and residential properties are located to the north-west of the site, on the northern side of Eagle Street.

Figure 2.1 shows the site extent in **red** in relation to the surrounding area with the nearest residential properties indicated in **blue**.

**Figure 2.1 Site Extent and Surroundings**



### 3.0 Camden Council Requirements

Planning condition 7 of the planning permission for the refurbishment of the building (ref: 2018/5903/P) states the following:

*"7. Before the relevant part of the development commences, an independent noise assessment including details of the external noise level emitting from plant/machinery/equipment and mitigation measures as appropriate shall be submitted to and approved in writing by the local planning authority. The design and installation of new items of fixed plant shall be such that when operating the cumulative noise level  $L_{Aeq}$  arising from the proposed plant, measured or predicted at 1m from the façade of the nearest noise sensitive premises, shall be a rating level of at least 10 dB(A) below the typical background noise level  $L_{AF90}$  (15 dBA where tonality of impulsivity is perceptible). The measurement and/or prediction of the noise should be carried out in accordance with the methodology contained within BS 4142: 2014."*

A background noise survey and plant noise assessment have therefore been undertaken to address the above.

### 4.0 Noise Survey Methodology and Results

#### 4.1 Methodology

An unmanned noise survey was carried out over a 4-day period between Thursday 14 November 2019 and Monday 18 November 2019 to determine existing background noise levels at the nearest noise sensitive properties.

Noise measurements were undertaken with the measurement microphone attached to a balustrade at roof level on the northern side of the site towards Eagle Street. The measurement position is considered representative of the nearest noise sensitive properties.

The measurement position is indicated in **purple** in Figure 4.1 below.

**Figure 4.1 Site Plan Indicating Noise Measurement Position**



The equipment used for the noise survey is summarised in Table 4.1.

**Table 4.1 Description of Equipment used for Noise Survey**

Item	Make & Model	Serial Number
Type 1 automated logging sound level meter	01dB FUSION	12032
Type 1 ½" microphone	GRAS 40CE	33089
Calibrator	01dB CAL21	34375252

The noise monitoring equipment was calibrated before and after the survey. No significant change was found. Laboratory equipment calibration certificates can be provided upon request.

Due to the nature of the noise survey, i.e. unmanned, we are unable to comment on the weather conditions throughout the entire noise survey period, however at the beginning and end of the survey period, there was noted to be no rainfall, a clear sky and only light wind. These conditions are understood to be representative of the majority of the survey period and are considered appropriate for undertaking environmental noise measurements.

## 4.2 Noise Survey Results & Observations

Appendix B presents time history graphs showing the  $L_{Aeq}$  and  $L_{A90}$  sound pressure levels measured throughout the noise survey (shown as 15-minute intervals).



The proposed plant is to operate during typical office hours (08:00 – 18:00 hours, weekdays) during which time the lowest measured background noise level was **45 dB L<sub>A90</sub>**.

During our site visits the noise climate was observed to be dominated by noise due to road traffic using surrounding roads, in particular High Holborn to the south and Procter Street to the west.

## **5.0 Plant Noise Assessment**

### **5.1 Plant Noise Limit**

Based on the lowest measured background noise level presented in Section 4.2 and the planning condition requirements outlined in Section 3, the noise limit for plant noise emissions when measured 1m from the façade of the nearest noise sensitive premises is **35 dB L<sub>Aeq</sub>**.

### **5.2 Nearest Noise Sensitive Property**

The nearest noise sensitive properties are considered to be the residential apartments located to the north-west of the site on the northern side of Eagle Street (47-51), as indicated on Figure 2.1 above, at a distance of approximately 15m from the northern edge of the roof.

### **5.3 Proposed Plant**

Condenser units and air handling units are to be located on the roof of the building.

The plant will be surrounded by a vertical acoustic screen. In addition, acoustic hit-and-miss panels are to be fitted over the top of the air handling units on the roof on the northern/Eagle Street side, to provide additional acoustic attenuation.

All of the air handling units will be fitted with acoustic attenuators on the atmospheric-side and room-side and the casing of the air handling units has been upgraded to reduce noise emissions.

Octave band noise data for the unit is shown in the detailed plant noise calculations in Appendix C. Examination of the manufacturer's octave band noise data (in accordance with the methodology described in Annex C of BS 4142: 2014) confirmed that the noise is not tonal. The plant will not operate intermittently and is not expected to be impulsive in nature.

### **5.4 Assessment and Conclusion**

We have undertaken calculations to predict noise emissions associated with the proposed plant at the nearest noise sensitive properties.

Detailed plant noise calculations and spectral noise data for the plant are included in Appendix C.

As previously noted, noise from the units is not tonal, intermittent or impulsive, therefore no feature corrections have been applied in the calculations.

The plant noise calculation results at the nearest noise sensitive window are summarised in Table 5.1 below.



**Table 5.1 Plant Noise Calculation Results**

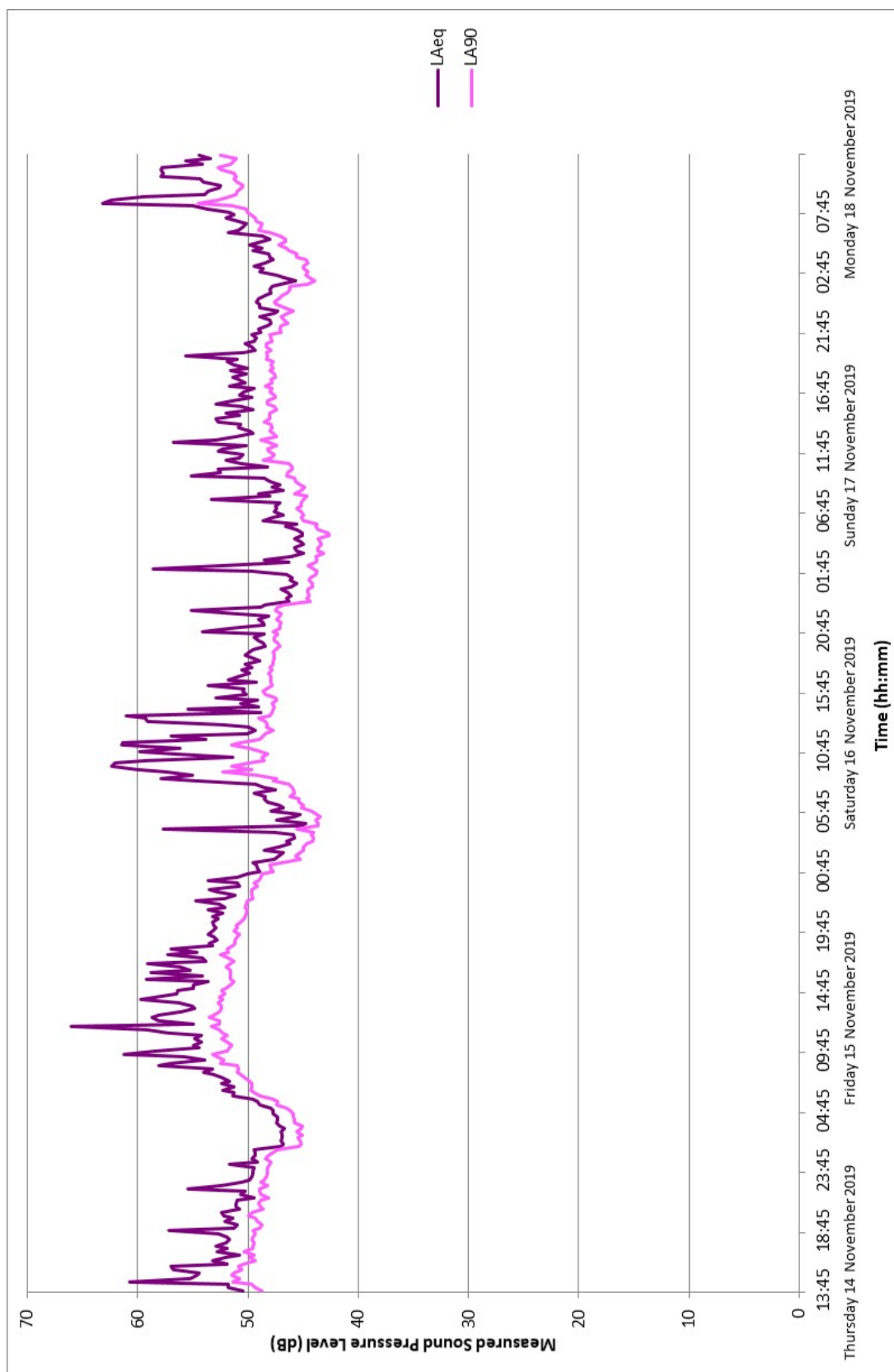
Element	Level (dB)
Condenser Units	35
Air Handling Unit Grilles	16
Air Handling Unit Casings	25
<b>Total Plant Noise Level</b>	<b>35</b>
<b>Lowest Measured Background Noise Level</b>	<b>45</b>
<b>Difference</b>	<b>-10</b>

The results show that noise emissions associated with the proposed plant (35 dB) are predicted to be 10 dB less than the lowest measured background noise level (45 dB) and therefore meet the planning condition requirement.

## Appendix A – Acoustic Terminology

Parameter	Description
Decibel (dB)	A logarithmic scale representing the sound pressure or power level relative to the threshold of hearing ( $20 \times 10^{-6}$ Pascals).
Sound Pressure Level ( $L_p$ )	The sound pressure level is the sound pressure fluctuation caused by vibrating objects relative to the threshold of hearing.
A-weighting ( $L_A$ or dBA)	The sound level in dB with a filter applied to increase certain frequencies and decrease others to correspond with the average human response to sound.
$L_{Amax}$	The A-weighted maximum noise level measured during the measurement period.
$L_{Aeq,T}$	<p>The A-weighted equivalent continuous noise level over the time period T (typically T= 16 hours for daytime periods, T = 8 hours for night-time periods).</p> <p>This is the sound level that is equivalent to the average energy of noise recorded over a given period.</p>
$L_{A90}$ (15 min)	The noise level exceeded for 90% of the time (also referred to as the background noise level), measured over a 15-minute period

## Appendix B – Noise Survey Results



## Appendix C – Detailed Plant Noise Calculations

### Condenser Units

Condenser Unit Reference	Sound Power Level (L <sub>WA</sub> dB)	Unit Attenuation (dB)	Distance Attenuation (dB)	Screening Attenuation (dB)	Predicted Noise Level at Nearest Noise Sensitive Property (dB)
1	82	-10	-45	-15	12
2	86	-10	-41	-15	20
3	81	-10	-40	-15	16
4	87	-10	-45	-15	17
5	90	-10	-40	-15	25
6	86	-10	-39	-15	22
7	87	-10	-45	-15	17
8	90	-10	-40	-15	25
9	86	-10	-39	-15	22
10	87	-10	-44	-15	18
11	90	-10	-44	-15	21
12	86	-10	-39	-15	22
13	87	-10	-44	-15	18
14	90	-10	-44	-15	21
15	86	-10	-38	-15	23
16	87	-10	-44	-15	18
17	86	-10	-43	-15	18
18	81	-10	-38	-15	18
19	88	-10	-44	-15	19
20	81	-10	-43	-15	13
21	85	-10	-41	-15	19
22	89	-10	-44	-15	20
23	89	-10	-41	-15	23
24	87	-10	-39	-15	23
25	85	-10	-39	-15	21
26	90	-10	-39	-15	26
27	82	-10	-44	-15	13
28	90	-10	-42	-15	23
				<b>Total</b>	<b>35</b>

### Air Handling Unit Grilles

Air Handling Unit 1 – Supply

Element	Octave Band Centre Frequency (Hz)							
	63	125	250	500	1k	2k	4k	8k
In-Duct Sound Power Levels	78	79	64	47	46	49	49	43
Attenuator Insertion Losses	-2	-4	-9	-15	-17	-14	-10	-8
Grille End Reflection	-2	-1	0	0	0	0	0	0
Directivity (0°)	-5	-6	-6	-6	-6	-6	-6	-6
Distance Attenuation	-40	-40	-40	-40	-40	-40	-40	-40
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10
Predicted Noise Level at Noise Sensitive Property	19	18	<0	<0	<0	<0	<0	<0

Air Handling Unit 1 – Extract

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	74	79	66	56	46	46	49	50	
Attenuator Insertion Losses	-2	-4	-9	-15	-17	-14	-10	-8	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	-5	-6	-6	-6	-6	-6	-6	-6	
Distance Attenuation	-40	-40	-40	-40	-40	-40	-40	-40	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	15	18	1	<0	<0	<0	<0	<0	

Air Handling Unit 2 – Supply

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	80	87	83	78	76	73	67	65	
Attenuator Insertion Losses	-6	-13	-23	-37	-43	-44	-35	-20	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	-5	-6	-6	-6	-6	-6	-6	-6	
Distance Attenuation	-35	-35	-35	-35	-35	-35	-35	-35	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	22	22	9	<0	<0	<0	<0	<0	

Air Handling Unit 2 – Extract

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	83	85	86	88	83	81	75	73	
Attenuator Insertion Losses	-8	-16	-28	-43	-47	-47	-39	-22	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	-5	-6	-6	-6	-6	-6	-6	-6	
Distance Attenuation	-35	-35	-35	-35	-35	-35	-35	-35	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	23	17	7	<0	<0	<0	<0	<0	



Air Handling Unit 3 – Supply

Element	Octave Band Centre Frequency (Hz)							
	63	125	250	500	1k	2k	4k	8k
In-Duct Sound Power Levels	69	74	65	50	52	53	61	46
Attenuator Insertion Losses	-12	-24	-42	-50	-50	-50	-50	-50
Grille End Reflection	-2	-1	0	0	0	0	0	0
Directivity (0°)	+1.5	+2	+2	+3	+3	+3	+3	+3
Distance Attenuation	-26	-26	-26	-26	-26	-26	-26	-26
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10
Predicted Noise Level at Noise Sensitive Property	25	20	<0	<0	<0	<0	<0	<0

Air Handling Unit 3 – Extract

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	72	78	67	59	50	49	55	54	
Attenuator Insertion Losses	-10	-20	-36	-50	-50	-50	-50	-50	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	+1.5	+2	+2	+3	+3	+3	+3	+3	
Distance Attenuation	-26	-26	-26	-26	-26	-26	-26	-26	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	25	23	<0	<0	<0	<0	<0	<0	
									8

Air Handling Unit 4 – Supply

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	76	78	89	79	74	68	65	72	
Attenuator Insertion Losses	-10	-20	-36	-50	-50	-50	-50	-50	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	+1.5	+2	+2	+3	+3	+3	+3	+3	
Distance Attenuation	-33	-33	-33	-33	-33	-33	-33	-33	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	22	16	12	<0	<0	<0	<0	<0	

Air Handling Unit 4 – Extract

Element	Octave Band Centre Frequency (Hz)							
	63	125	250	500	1k	2k	4k	8k
In-Duct Sound Power Levels	76	89	85	86	85	76	74	74
Primary Attenuator Insertion Losses	-8	-15	-25	-40	-46	-47	-43	-32
Secondary Attenuator Insertion Losses	-8	-15	-25	-40	-46	-47	-43	-32
Grille End Reflection	-2	-1	0	0	0	0	0	0
Directivity (0°)	+1.5	+2	+2	+3	+3	+3	+3	+3
Distance Attenuation	-33	-33	-33	-33	-33	-33	-33	-33
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10
<b>Predicted Noise Level at Noise Sensitive Property</b>	<b>32</b>	<b>19</b>	<b>9</b>	<b>1</b>	<b>&lt;0</b>	<b>&lt;0</b>	<b>&lt;0</b>	<b>&lt;0</b>

**L<sub>Aeq</sub>  
(dB)**

**1**

Air Handling Unit 5 – Supply

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	78	81	61	50	50	56	55	43	
Attenuator Insertion Losses	-9	-17	-29	-46	-50	-50	-49	-34	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	+1.5	+2	+2	+3	+3	+3	+3	+3	
Distance Attenuation	-33	-33	-33	-33	-33	-33	-33	-33	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	25	22	<0	<0	<0	<0	<0	<0	

Air Handling Unit 5 – Extract

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	83	91	85	79	78	81	76	75	
Attenuator Insertion Losses	-16	-29	-46	-50	-50	-50	-50	-50	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	+1.5	+2	+2	+3	+3	+3	+3	+3	
Distance Attenuation	-33	-33	-33	-33	-33	-33	-33	-33	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	23	20	<0	<0	<0	<0	<0	<0	
5									

Air Handling Unit 6 – Supply

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	74	67	65	49	49	52	55	44	
Attenuator Insertion Losses	-5	-11	-19	-29	-36	-37	-29	-18	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	+4.5	+5	+5.5	+6	+6	+6	+6	+6	
Distance Attenuation	-38	-38	-38	-38	-38	-38	-38	-38	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	24	12	4	<0	<0	<0	<0	<0	

Air Handling Unit 6 – Extract

Element	Octave Band Centre Frequency (Hz)								
	63	125	250	500	1k	2k	4k	8k	
In-Duct Sound Power Levels	69	73	67	54	46	44	48	52	
Attenuator Insertion Losses	-7	-12	-20	-33	-39	-40	-35	-28	
Grille End Reflection	-2	-1	0	0	0	0	0	0	
Directivity (0°)	+4.5	+5	+5.5	+6	+6	+6	+6	+6	
Distance Attenuation	-38	-38	-38	-38	-38	-38	-38	-38	
Screening Attenuation	-10	-10	-10	-10	-10	-10	-10	-10	L <sub>Aeq</sub> (dB)
Predicted Noise Level at Noise Sensitive Property	17	17	5	<0	<0	<0	<0	<0	





Air Handling Unit Grilles – Summary

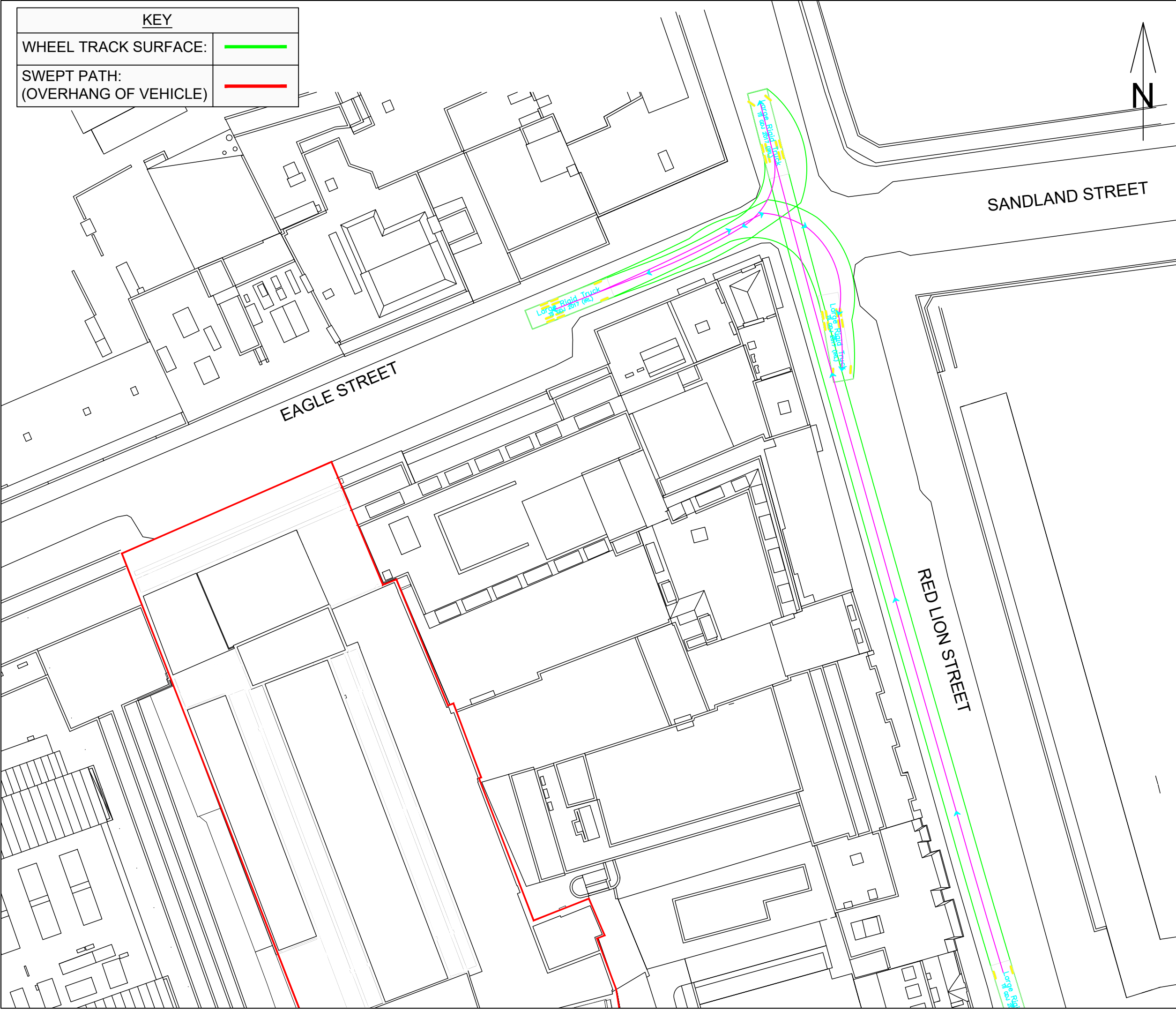
Air Handling Unit	Side	Predicted Noise Level at Noise Sensitive Property (dB)
1	Supply	3
	Extract	3
2	Supply	7
	Extract	5
3	Supply	5
	Extract	8
4	Supply	5
	Extract	1
5	Supply	6
	Extract	5
6	Supply	1
	Extract	3
	<b>Total</b>	<b>16</b>

**Air Handling Unit Casings**

Air Handling Unit	Sound Power Level (L <sub>WA</sub> dB)	Distance Attenuation (dB)	Screening Attenuation (dB)	Predicted Noise Level at Nearest Noise Sensitive Property (dB)
1	69	-45	-15	9
2	66	-41	-15	10
3	70	-32	-15	23
4	68	-39	-15	14
5	69	-34	-15	20
6	69	-43	-15	11
			<b>Total</b>	<b>25</b>

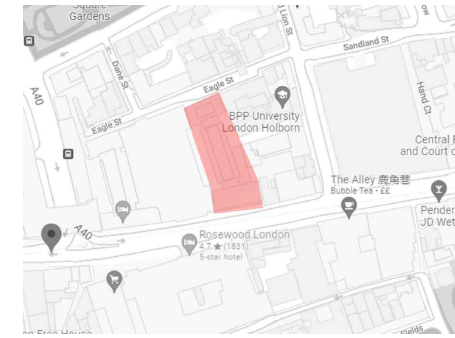
## **Appendix I: Swept Path Analysis**

KEY	
WHEEL TRACK SURFACE:	
SWEPT PATH: (OVERHANG OF VEHICLE)	

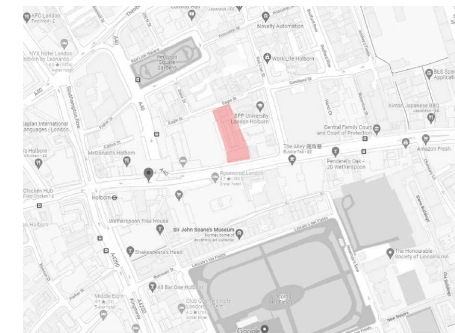


DO NOT SCALE FROM THIS DRAWING.  
All dimensions to be verified on site.

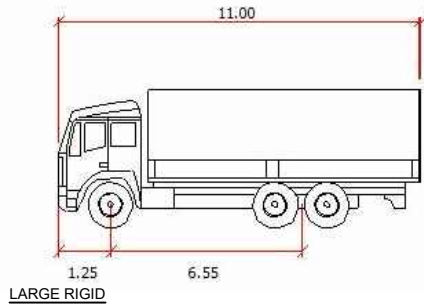
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OVERVIEW PLAN



LOCATION PLAN



LARGE RIGID

01			
REV.	DESCRIPTION	DATE	CHK

CONSTRUCTION  
LOGISTICS  
GROUP

scale at	date	drawn	chk1	chk2
1:750 @ A3	14.12.21	LG	BT	-

Client

STRUCTURETONE



Project

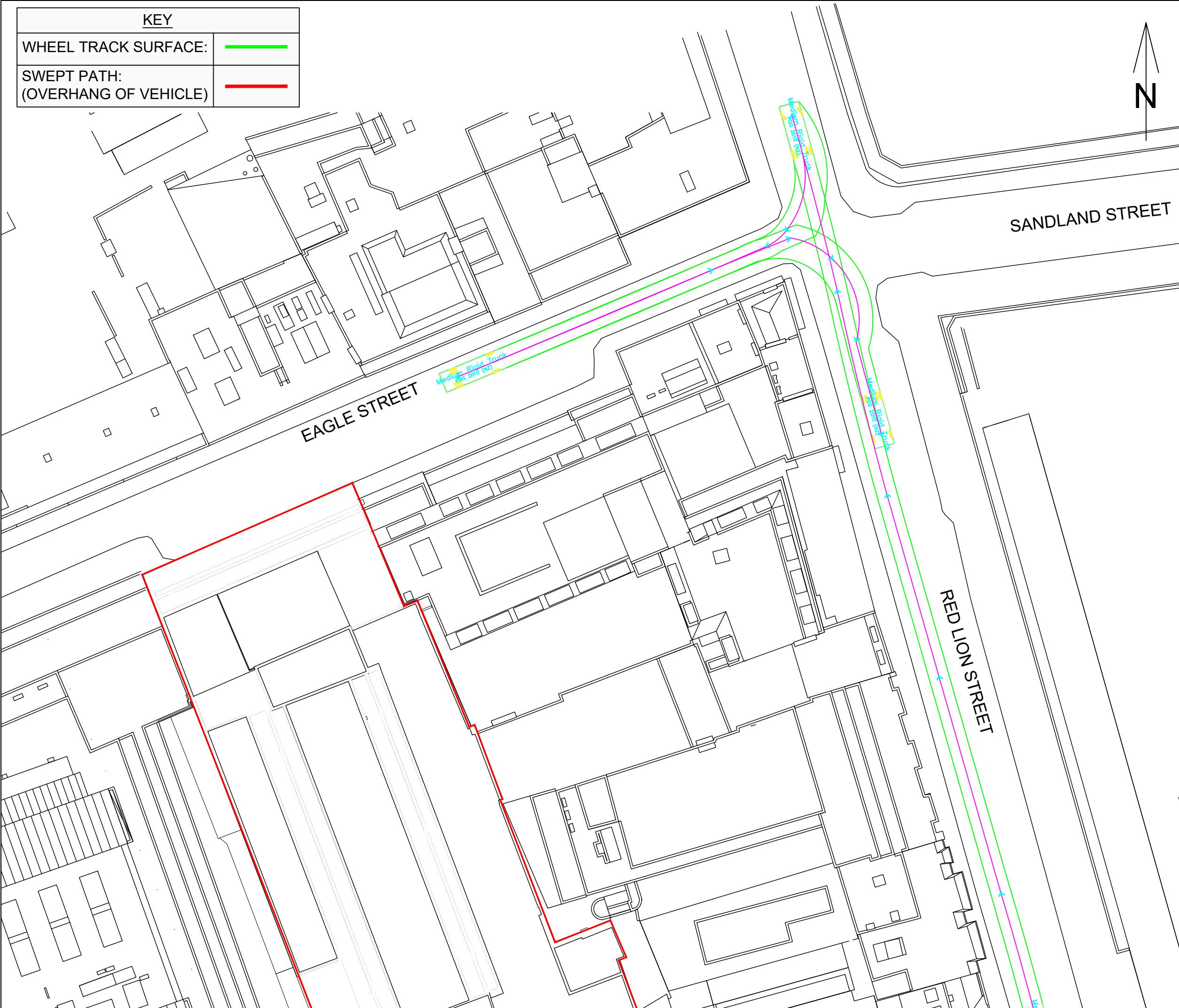
UNCOMMON - HIGH HOLBORN

SWEPT PATH - RED LION STREET - LARGE RIGID

DWG REF:	REV:
CLG - STT023 - UNCOMMON - SWEPT PATH - 2021 - 003 - REV 01	00

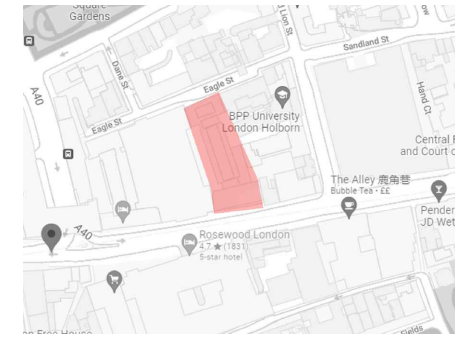


KEY	
WHEEL TRACK SURFACE:	
SWEPT PATH: (OVERHANG OF VEHICLE)	

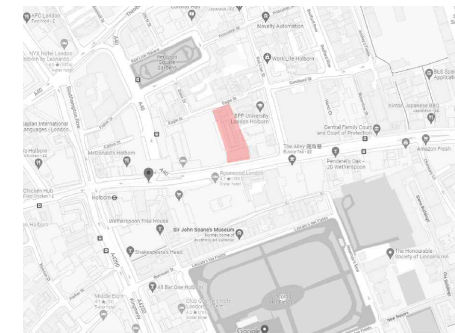


DO NOT SCALE FROM THIS DRAWING.  
All dimensions to be verified on site.

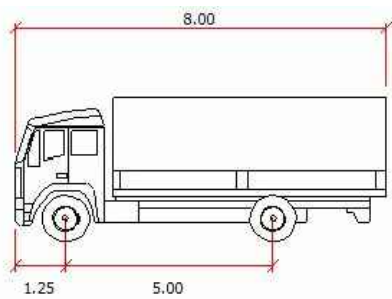
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OVERVIEW PLAN



LOCATION PLAN



MEDIUM RIGID

01			
REV.	DESCRIPTION	DATE	CHK



CONSTRUCTION  
LOGISTICS  
GROUP

scale at	date	drawn	chk1	chk2
1:750 @ A3	14.12.21	LG	BT	-



Client

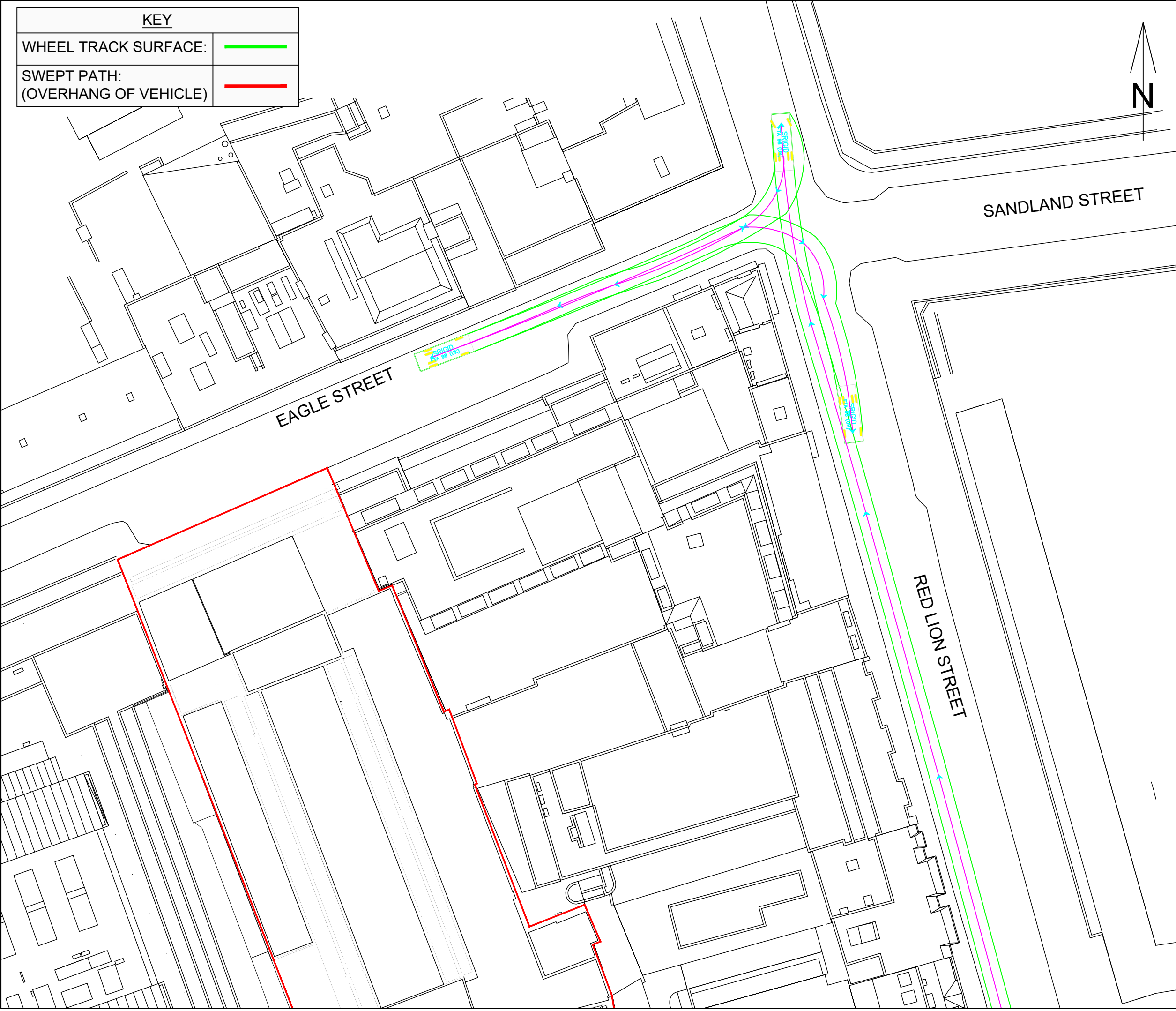


STRUCTURETONE

Project  
UNCOMMON - HIGH HOLBORN  
SWEPT PATH - RED LION STREET - MEDIUM RIGID

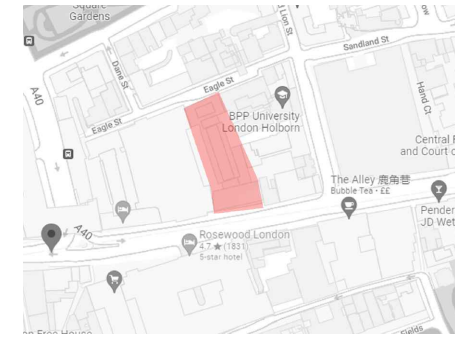
DWG REF:	REV:
CLG - STT023 - UNCOMMON - SWEPT PATH -2021 - 003 - REV 01	00

KEY	
WHEEL TRACK SURFACE:	
SWEPT PATH: (OVERHANG OF VEHICLE)	

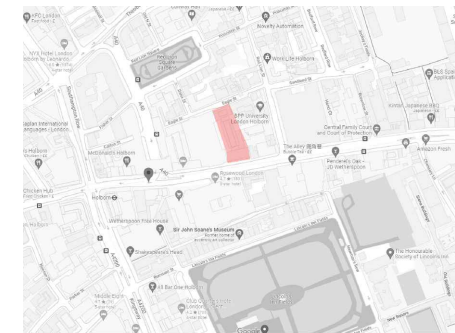


DO NOT SCALE FROM THIS DRAWING.  
All dimensions to be verified on site.

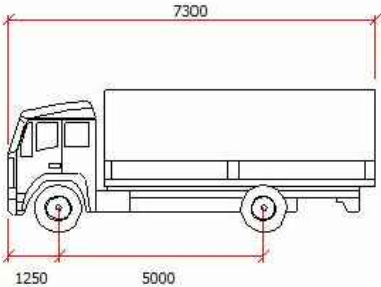
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OVERVIEW PLAN



LOCATION PLAN



SMALL RIGID

01				
REV.	DESCRIPTION	DATE	CHK	



CONSTRUCTION  
LOGISTICS  
GROUP

scale at	date	drawn	chk1	chk2
1:750 @ A3	14.12.21	LG	BT	-

Client

  
STRUCTURETONE

Project

UNCOMMON - HIGH HOLBORN

SWEPT PATH - RED LION STREET - SMALL RIGID

DWG REF:	REV:
CLG - STT023 - UNCOMMON - SWEPT PATH - 2021 - 001 - REV 01	00

## Appendix J: Hoarding License Application Form



# Building Licence Application Form

to erect structures on or to open up the public highway or to cross over.

Highways Act 1970  
Highways Act 1974

Highways Act 1980



Engineering Service  
London Borough of Camden  
Floor 4, 5 PS  
Judd Street  
London  
WC1H 9JE

Tel 020 7974 5960  
[www.camden.gov.uk/building-licence](http://www.camden.gov.uk/building-licence)  
[buildinglicences@camden.gov.uk](mailto:buildinglicences@camden.gov.uk)

Under the provision of the Highways Act 1980 and the GLC (General Powers) Act, 1970, Part V, Section 15, persons erecting structures on the public way must obtain the prior approval of the local authority. Non-compliance of any requirements of the local authority will make the said person liable to penalties.

## What is the location of the property/site where you will be working?

Road Name

HIGH HOLBORN

Post Code WC1V 6NU

Location / Building Number

81 - 87

## What works will you be carrying out?

REPAIRS TO ROOF AND REPLACEMENT OF ALL FACADE WINDOWS  
FULL CLEAN OF THE FACADE

## When would you like the licence to start and for how long you will you need it?

Start Date 14-2-22

Duration (maximum 6 months) 6 months

## Was planning consent required for the works you are carrying out?

Yes ☒

No ☐

Planning Consent Ref. 2021/3885/P

AND 3887/P

Construction Management Plan submitted/approved?

Yes ☒

Not required ☐

## What type of licence(s) are you applying for?

Please tick the appropriate boxes on the following pages and answer the questions as appropriate. If the works are taking place on more than one road give details for both elevations.

☐ **Scaffold** (If the scaffold is going to be situated inside a hoarding you only need to apply for a hoarding licence)

### First elevation

### Second elevation

Road Name

Length of area of **footway** to be taken up by the scaffold

Projection from building line over the **footway**

No of poles to be placed on the public **footway**

Full width of public **footway** from building line to kerb

Length of area of **carriageway** to be taken up by the scaffold. **Please see section 4 of the guidelines.**

Projection from building line over the **carriageway**

No of poles to be placed on the public **carriageway**

Height of scaffold

A		B	
C		D	



## ☒ Hoarding

	First elevation	Second elevation
Road Name	HIGH HOLBORN	EAGLE STREET
Length of <b>footway</b> to be taken up by the hoarding	E 35 metres	G 23 metres
Projection from building line over the <b>footway</b>	F 2.1 metres	H 1.990 metres
Length of <b>carriageway</b> to be taken up by the hoarding Please see section 4 of the guidelines.	I metres	K 23 metres
Projection from building line over the <b>carriageway</b>	J metres	L 3.760 metres
Height of the hoarding	2.4 metres	2.4 metres
Full width of public <b>footway</b> from building line to kerb	6.9m metres	1.990 metres
Full width of public <b>carriageway</b> from kerb to kerb	11m metres	8426 metres

## ☐ Gantry

	First elevation	Second elevation
Road Name		
Length of <b>footway</b> to be taken up by the gantry	M metres	O metres
Projection from building line over <b>footway</b>	N metres	P metres
Lengths of <b>carriageway</b> to be taken up by the gantry Please see section 4 of the guidelines.	Q metres	S metres
Projection from building line over the <b>carriageway</b>	R metres	T metres
Height of gantry	metres	metres
No of poles to be placed on the public highway		
Full width of public <b>footway</b> from building line to kerb	metres	metres

## ☐ Temporary Crossover

**Note:** The construction of the crossover itself must be supervised by a person holding a New Roads and Street Works Act accreditation. We will need a photocopy of this accreditation certificate before we can issue the licence and this should be sent to us with this application form.

What are the dimensions of the temporary crossover that you wish to construct?

Road Name		Location/Building number	
Dimensions of the crossover you wish to construct	Width	U	metres
	Length	V	metres
Full width of public <b>footway</b> from building line to the kerb			metres

What are the parking restrictions at this location? Please see section 4 of the guidelines.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Residents parking bays | <input type="checkbox"/> Double yellow line     | <input type="checkbox"/> Pay and display bays |
| <input type="checkbox"/> Single yellow line     | <input type="checkbox"/> Loading bay            | <input type="checkbox"/> Red route            |
| <input type="checkbox"/> Bus stop               | <input type="checkbox"/> Other (please specify) |   |

## ☐ Container

How many containers would you like to put on the public highway?\*

\*It is only in exceptional circumstances that we will permit more than one container per site.

Where would you like to locate the containers and what are their dimensions?

	Container 1	Container 2	Container 3
Road Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Length	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres
Width	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres
Height	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres

What are the parking restrictions at the location where you wish to place the container(s) Please see section 4 of the guidelines

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Residents parking bays | <input type="checkbox"/> Double yellow line     | <input type="checkbox"/> Pay and display bays |
| <input type="checkbox"/> Single yellow line     | <input type="checkbox"/> Loading bay            | <input type="checkbox"/> Red route            |
| <input type="checkbox"/> Bus stop               | <input type="checkbox"/> Other (please specify) |   |

What will the container be used for?

If container is placed in a bay, the bay must be suspended via ParkingServices at: [www.camden.gov.uk/parking-bay-suspensions](http://www.camden.gov.uk/parking-bay-suspensions) The suspension number must be provided below.

Parkin suspension number:

## ☐ To open up the public highway

**Note:** The excavation itself must be supervised by a person holding a New Roads and Street Works Act accreditation. We will need a photocopy of this accreditation certificate before we can issue the licence and this should be sent to us with this application form.

Give details of the opening that you will be making?

	Footway	Carriageway
Road Name	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>
Width of excavation	<b>W</b> <input type="text"/> metres	<b>Y</b> <input type="text"/> metres
Length of excavation	<b>X</b> <input type="text"/> metres	<b>Z</b> <input type="text"/> metres
Depth of excavation	<input type="text"/> metres	<input type="text"/> metres
Full width of public <b>footway</b> from building line to the kerb	<input type="text"/> metres	<input type="text"/>
Full width of public <b>carriageway</b> from kerb to the kerb	<input type="text"/>	<input type="text"/> metres

### What type of traffic management do you intend to use?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> None/Signing only | <input type="checkbox"/> Lane Closure     | <input type="checkbox"/> Multi-way signals  |
| <input type="checkbox"/> Road Closure      | <input type="checkbox"/> Priority Working | <input type="checkbox"/> Two-way signals    |
| <input type="checkbox"/> Contra-Flow       | <input type="checkbox"/> Give and Take    | <input type="checkbox"/> Stop and go boards |

If you are opening up the carriageway what are the parking restrictions at this location? **Please see section 4 of the guidelines.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Residents parking bays | <input type="checkbox"/> Double yellow line           | <input type="checkbox"/> Pay and display bays |
| <input type="checkbox"/> Single yellow line     | <input type="checkbox"/> Loading bay                  | <input type="checkbox"/> Red route            |
| <input type="checkbox"/> Bus stop               | <input type="checkbox"/> Other (please specify) _____ |   |

### ☐ Other

- |   |                                       |                                      |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Scaffold Tower | <input type="checkbox"/> Raking Shore | <input type="checkbox"/> Trestleing  |
| <input type="checkbox"/> Cradle         | <input type="checkbox"/> Fans         | <input type="checkbox"/> Jenny Wheel |

### How would you like to pay?

The application fees and deposit you will need to pay can be calculated using the question and answers detailed in section 12 of the guidelines.

Let us know how you would like to pay by ticking the appropriate box below. **Note: We are unable to process your application until a payment has been received.**

Cheques, postal orders, etc should be crossed and made payable to 'London Borough of Camden'.

Please tick as appropriate:

- ☐ I have enclosed the sum of £1,273.22. to cover the cost of my application(s). *(Pending Phone Call to take payment)*
- ☒ Please contact Name: Eamon McKenna on 07466 068 339. to take a payment by credit/debit card.

### Who can be contacted regarding this licence?

It is important that we are able to contact someone about the works/licence if we need to or in the case of an emergency.

Often this can be someone other than the licensee.

**Note: 24hr Contact details must be provided; they will be included on the licence, which will be prominently displayed on the structure. This forms part of the terms and conditions of your licence. These details will be publicised on the Council website for the duration of the licence.**

Please state who we should contact.

Contact Name(s) MARK HAWES

Contact Numbers Daytime: 07889 642892 Emergency (24 hour) 07889 - 642892

## Who will be the licensee?

The licensee (applicant) will undertake to and agree to erect, set up, maintain and continue the said opening/structure in all respects to the satisfaction of the Council, and in accordance with the Council's reasonable requirements.

### INDEMNITY:

The applicant, on signing and submitting this application form also agrees to indemnify and hold harmless the LONDON BOROUGH OF CAMDEN, its officers and agents from and against, in law and in equity, all actions, claims, proceedings, damages (including and damages or compensation paid by it on the advice of its legal advisers to compromise or settle any claim), statutory and common law losses, costs (including legal costs), charges and expenses arising in any manner whatsoever out of or in connection with the transportation, erection, dismantling and or use of equipment or machinery enabled by any licence issued by the LONDON BOROUGH OF CAMDEN as a result of this application form being submitted.

Please give details of who will be the licensee and obtain their signature.

### To be completed by applicant or authorising agent:

Name  
(Please print): MARK HAWES Signature  Date \_\_\_\_\_

Company Name (If applicable) STRUCTURE TONE LTD

Position in Company (If applicable) SENIOR PROJECT MANAGER

Address 1st FLOOR  
77 GRACECHURCH ST  
LONDON Postcode EC3V 0AS

Email mark.hawes@structuretone.co.uk

Tel number 07889-642892

Works should NOT commence until official consent has been granted, all licences will be sent to you via email.

## Supporting documentation

### All applications

All applications will need to be accompanied by a photograph of the property that the structure will be associated with. ✕

### Traffic Management Plans

Proposals that require specific traffic management to be put in place to maintain traffic flow, both vehicular and pedestrian, will need to be accompanied by a detail traffic management plan.

## **Privacy Statement and Data Protection**

As a Local Authority and Data Controller, London Borough of Camden collects holds and processes a considerable amount of information, including personal information about residents, people it provides services to, and other people. It does this to provide its services in the most effective and efficient way that it can

The Council recognises that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you

If you would like general information about Data Protection, the law and good practice please see the Information Commissioner's website. The Information Commissioner is the Data Protection statutory governing body for England and Wales.

### **Who is the data Protection Officer?**

The name and contact details of the Data Protection Officer:

London Borough of Camden

Judd Street

London

WC1H 9JE

0207 974 4444

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at: [dpo@camden.gov.uk](mailto:dpo@camden.gov.uk)

### **What information do we collect about you and for what purpose?**

We may collect personal or company data about you, which covers basic details such as name, address, telephone number, postcode and email address. We will always explain to you why and how this information will be used.

We process personal or company information to enable us to provide a range of services within the Streetworks Team, which are governed by government legislation.

### **We will process personal or Company data for the following purposes:**

For the purpose to which you provided the information. (e.g. processing information for the purpose of processing your application forms), and to monitor the Council's performance in responding to your request

To allow the Council to be able to communicate and provide services appropriate to your needs,

Where necessary for the Council's Law Enforcement functions, e.g. licensing, planning enforcement, trading standards, food safety, etc. where the Council is legally obliged to undertake such processing

Where you have consented to the processing or for the purpose of a contract/application you have entered into with us

Where otherwise permitted under data protection legislation e.g. disclosure to comply with legal obligations.

Departments in Camden that have personal and sensitive information on you will only allow designated officers to access or process this information. If an external agency asks us to provide any information that is sensitive and personal to you we will only disclose it once we have your specific consent to do so or where we are legally required or legally able to do so.

Camden Council may also use your personal or company data, after it has been anonymized, to allow the statistical analysis of data to allow the Council to effectively target and plan the provision of services

### **The legal basis of processing:**

It is necessary for the performance of a contract or application form

It is necessary for the compliance of Government legislation

### **When do we share your personal data with third parties?**

The Council may disclose personal or company data to third parties, but only where:

It is necessary to comply with a legal obligation, or

Where permitted under data protection legislation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime; or

Where it is necessary to allow a third party working for or on behalf of the Council and/or to provide services to you.

The information you provide us may be shared with other Local Authorities, the Department of Work and Pensions (DWP), HMRC and the Home Office. There will be times that the information will be disclosed to our partner organisations that provide services on behalf of Camden. Once your details are no longer required, they will be deleted securely. The Council will take all reasonable steps to make sure personal data we hold is kept safe. Were your information is disclosed to a third party, the Council will seek to ensure they have sufficient systems and procedures in place to keep your data safe and prevent its loss.

If you choose to complete any of our online forms, Camden Council will not use the personal information you give us for marketing purposes without first gaining your consent. We may pass your details on to third party service providers who are contracted to Camden Council in the course of dealing with your request E.g a homecare agency.



These third parties are obliged to keep your details secure, will use them only to fulfil the request and will dispose of the information at the appropriate time

No personal information you have given us will be passed on to third parties for commercial purposes

**Our policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services.**

### **How long do we keep your personal data?**

We keep your personal or company data for no longer than reasonably necessary and in line with our corporate data retention schedule

### **Security of your information**

In deciding what personal data to collect hold and use, the Council is committed to ensuring that it will:

Recognise that any personal data handled by Camden is held on behalf of that person and that we ensure we respect that responsibility

Adopt and maintain high standards in respect of the handling and use of that personal and company data

Only collect, hold and use personal data where it is necessary and proportionate to do so

Securely delete any personal data when no longer needed

Keep your personal data secure and safe

Not unnecessarily and without good reason, infringe the privacy of those upon behalf we hold data

Consider and address the privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems

Be open and transparent with individuals about how we use their information and who we give it to

Make it easy for individuals to access and correct their personal information (see Your rights)

Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not look after personal and company information properly

Have a robust data breach reporting procedure that effectively manages the risks and includes actions to minimise a similar breach occurring again.

### **Transfer of data abroad**

We will not transfer your personal information outside the EU.

### **Your Rights**

Unless subject to an exemption under data protection legislation you have the following rights with respect to your personal data:

The right to request a copy of your personal data, which the Council holds about you

The right to request that the Council correct any personal data if it is found to be inaccurate or out of date

The right to request your personal data is erased where it is no longer necessary for the Council to retain such data

The right to withdraw your consent to the processing at any time, but only if we have relied on your consent to process your data when you supplied it to us

The right, in certain circumstances, to request that the Council provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [Note: this only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the Council processes the data by automated means]

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

The right, in certain circumstances, to object to the processing of personal data. [Note: this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority)]

The right to lodge a complaint with the Information Commissioners Office. Website: [www.ico.org.uk](http://www.ico.org.uk)

I consent to the collection, use and disclosure of my personal or company information in accordance with the Privacy Statement above.

Name (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Building Licence Application – Guidance Notes (PLEASE RETAIN)



Information relating to licences for building works affecting the public highway

Thank you for your enquiry regarding a licence relating to building works affecting the public highway.

The following guidance should tell you all you need to know in order to provide us with the information we need to process your application as quickly as possible.

An application form accompanies this document, which you should complete and send back to us.

You should read and understand this document before completing the accompanying application and save it for future reference.

Please comply to the Legal statutes and local government regulations below:

- Highways Act 1980 – Legislation.gov.uk
- Health and Safety in Construction HSG150 – HSE Books
- "Protecting the Public; your next move" HSG151 – HSE Books
- National Access and Scaffolding Confederation (NASC) note SG4:00 "The use of fall arrest equipment whilst, altering & dismantling scaffolding." TG20:13 "Guide to Good Practice for Tube and Fitting Scaffolding." SG6:15 "Manual Handling in the Scaffolding Industry." Construction Industry publications
- BS5973:1193 Code of Practice for access and working scaffolds and special scaffold structures in steel. - BSI publication.

At least **ten clear working days** are required to process your application form from the day we receive your form and the necessary payment.

Applications will be refused where:

- traffic conditions cannot accommodate the structure
- the structure would unreasonably affect adjacent property or users of the highway
- the structure can be accommodated off the highway

If you have any questions at any time, please do not hesitate to contact the Streetworks Authorisations and Compliance Team on 020 7974 5960 or email [buildinglicences@camden.gov.uk](mailto:buildinglicences@camden.gov.uk)

## 1 Calculation of fees

### How much does the licence cost?

Each application must be accompanied by payment comprising of an administration fee and a deposit.

Please see this Section below; this will help you to calculate the fees and deposit you will need to pay. However, if at any stage you need assistance calculating the fees please call 020 7974 5960.

### Administration Fee

This fee is non-refundable as it covers the cost to process your application. Administration fees are determined by the category of works; Standard and Major works are charged at a higher rate as they have a greater impact on road and footway users and more work has to be done to coordinate these works with others that may be taking place in the area.

Minor = **£381.96**

Standard = **£585.68**

Major = **£1273.22**

Standard works are defined by the following:

- the structure accommodates more than 10m<sup>2</sup> of public highway
- the works involve a new build/development
- a footway or carriageway closure is required
- the public highway will be excavated
- the structure or pedestrian access will involve taking up part of the carriageway(road)
- a gantry is erected
- the licence application is for longer than 3 months
- the structure is placed on a high category road (see a list of high category roads below)

Major works are defined by the following:

- the application is for more than one structure
- the application involves placing structures on more than one road
- the licence application is for longer than 6 months
- the structure(s) accommodates a total area of more than 20m<sup>2</sup> of public highway

All other licences will be classed as Minor

We will inspect the proposed site before the works commence to assess your proposal and to ascertain the condition of the public highway before you begin your work. Once works have finished we will inspect the site again to assess if any damage has been done to the public highway.

Any additional inspections that we carry out during the life of your works will be charged an additional fee – see sections 3 and 4

#### **Roads in Camden that are classified as high category**

Abbey Road	Delancey Street	Kentish Town Road	Russell Square
Adelaide Road	Drake Street	Kilburn High Road	Shaftesbury Avenue
Albany Street	East Heath Road	Kingsway	Southampton Place
Avenue Road	Fitzjohn's Avenue	Lidlington Place	Southampton Row
Bayham Street	Fortess Road	Maida Vale	Spaniards Road
Bedford Square	Goodge Street	Midland Road	St Giles Circus
Bloomsbury Square	Gordon House Road	New Oxford Street	St Giles High Street
Bloomsbury Street	Gower Street	North End Way	Tavistock Square
Bloomsbury Way	Grafton Place	Osnaburgh Street	Theobald's Road
Calthorpe Street	Grafton Way	Osnaburgh Terrace	Torrington Place
Cambridge Circus	Gray's Inn Road	Pancras Road	Tottenham Court Road
Camden High Street	Guilford Street	Parkway	Upper Woburn Place
Camden Street	Harrington Square	Pratt Street	Vernon Place
Castlehaven Road	Hawley Road	Prince Albert Road	West End Lane
Chalk Farm Road	Heath Street	Princes Circus	Woburn Place
Charing Cross Road	High Holborn	Procter Street	York Way
Clerkenwell Road	Highgate High Street	Red Lion Square	
College Crescent	Highgate Hill	Rosebery Avenue	



## Deposit

We need to hold a deposit for the duration of the works in order to protect the integrity of the public highway. The deposit will be refunded to you at the end of the works as long as no damage is caused to the public highway during the life of the works; any extension fees and/or additional inspection fees accumulated during the works will be deducted from your deposit before refund.

For all applications where the total area taken up by the structure(s) is less than 80m<sup>2</sup> the deposit is calculated based on the type of works as follows:

Minor = £659.15      Standard = £1428.17      Major = £3845.07

For structure(s) exceeding 80m<sup>2</sup> a deposit of £50/m<sup>2</sup> will be taken.

If the deposit held does not cover the costs incurred to rectify any damage done to the highway by the activities undertaken during your work you will be invoiced for any outstanding costs once the remedial works are complete and costs are finalised.

## 2 The application process

### Where should I send my application form?

Scan your application form and email it to [buildinglicences@camden.gov.uk](mailto:buildinglicences@camden.gov.uk)

### What happens next?

Once we have received your completed application and payment, we will carry out an initial site visit to assess your proposal and to ascertain and record the condition of the public highway before you begin your work.

We aim to have a decision for you within 10 working days after which we will either issue the licence, or inform you of the reasons why we are unable to grant you a licence at that time.

It may be necessary to meet you or your representatives on site to discuss your proposal.

## 3 Licence extensions

### What if the work takes longer than anticipated, how do I extend my licence?

Licences will only be issued for a maximum of 6 months. After this you will need to apply for an extension by emailing [buildinglicences@camden.gov.uk](mailto:buildinglicences@camden.gov.uk). The cost for the extension is **£142.18** for a **2 month period**. Please state at the time of applying for your extension if you would prefer the fee to be deducted from your deposit. Once your licence has been extended we will send you an amended licence

**Note:** It is your responsibility to ensure that your licence is extended when needed so as to avoid additional cost such as inspection fees.

- If your licence expires and your works are found by an inspector to be ongoing, your licence will automatically be extended for a period of **one month** and the extension cost will be deducted from your deposit.
- The costs of any site visits made to your site as a result of expired licences will also be deducted from your deposit.

## 4 Additional costs

### Inspection fees

Inspections fees can be applied throughout the lifetime of the licence as follows:

- Sites are inspected once works have begun and during the lifetime of the works to assess the site against the details contained in your application.
- If, at any time during the works, a Council officer has to visit the site following the receipt of a valid complaint or because of enforcement issues\*
- If a Council officer has to visit the site following expiry of your licence to assess if the licence is still required

**\*Enforcement issues include breach of any condition associated with the licence, failure to display your licence on the structure and allowing your licence to expire.**

The cost of any inspections will be deducted from your deposit before it is refunded to you at the end of the works. Each inspection is charged at **£63.66**

### Bus Stop Suspensions – London Buses/Transport for London

You will need to contact TfL Bus Operations, [central.rsm@tfl.gov.uk](mailto:central.rsm@tfl.gov.uk) if you wish to suspend a bus stop/stand.

## 5 Completion of works

### How do I get my deposit back?

You must email [buildinglicences@camden.gov.uk](mailto:buildinglicences@camden.gov.uk) to inform us when the structure has been taken down and works are complete. We will then inspect the site to assess if any damage has been done to the public highway.

If no damage has been done, we will return your deposit to you less any inspection or extension fees accumulated during the life of your works.

If any damage has been caused to the public highway during the course of the works, your deposit will be used to repair the public highway. Once the costs of the remedial works have been finalised you will be invoiced for any additional costs or refunded the difference depending on the sum you initially deposited.

## 6 Transferring the licence to another company

### What happens if another company takes over the site?

If during the works the site is going to be taken over by another company it is your responsibility to inform us of this, and to ensure that the company taking over the site applies for a licence.

We will not return your deposit to you until the new licence has been issued.

You will also remain legally responsible for the site until the new licence has been issued and you will need to ensure that the licence remains current (see section 3) until a new licence has been issued.

Any cost incurred to carry out remedial works for damage caused to highway between the start of the licence and when the new licence is in place will be taken out of your deposit. Remedial works will not be carried out until the works are complete, therefore, there may be a delay in issuing you with the remainder of your deposit or an invoice for additional costs (see section 5).

## 7 Working out of hours

### What happens if I want to erect/remove the structure or carry out works on site outside of normal working hours?

The Noise and Licensing Enforcement Team gives advice about domestic and commercial noise, and provides the Weekend Noise Service. If you have to work outside of the normal working hours of **8am – 6pm Monday to Friday and 9am to 1pm on Saturday** you will need to get permission from the Environmental Health Team.

You will need to make an online application at: [www.camden.gov.uk/noisy-building-works](http://www.camden.gov.uk/noisy-building-works)

Your Building Licence will not be issued until Environmental Health approval is granted. It is your responsibility to ensure this is place and your application is processed

## 8 General conditions for all building licence

### London Borough of Camden standard conditions and advisory notes

- 1 This consent does not allow the enclosure of any public highways or the obstruction of any part of a public highway by any plant, materials, rubbish or other items. (For details see *Guidance Note GS* issued by the Health and Safety Executive *General Access to Scaffold* (Section 55-56).
- 2 Proper precautions must be taken to prevent building materials, water or any other substance falling onto the public highway, or adjacent land. Double boarding first lift, and providing adequate sheeting must be provided.
- 3 Adequate access to all utility plant, street furniture including lamp columns, or signage must be assured at all times. This can be provided by use of removable or kick out panels.
- 4 Structures should only be erected immediately prior to work commencing and dismantled immediately on completion of works. Unnecessary delays must be avoided.
- 5 All ladders and climbing aids must be locked away or secured to the structure in a horizontal position, at or above the first lift level of the scaffold
- 6 In circumstances where the owners of property adjacent to the scaffold are placed at risk or their security reduced, special measures may be required to reduce liability.
- 7 Lighting on all structures affecting the highway should be maintained on a regular basis.
- 8 No advertisements are permitted on any structure without prior planning consent.
- 9 Any welfare facilities requirements must be discussed at the time of application.
- 10 On receipt of licence the licence must be displayed in a prominent position(s) on the structure.
- 11 Applicants must form a substantial walkway of not less than 1.4m wide for pedestrians Either outside, or under, the hoarding or structure. The walkway should be constructed as to comply with Traffic signs Manual Chapter 8. It must be adequately lit during the hours of darkness and always maintained in a good, safe condition.
- 12 No chute is to be erected over either the footway or the carriageway without prior consent from the Council. No Roll on/Roll off containers are allowed in the London Borough of Camden.
- 13 Adjacent properties must be notified of impending works. Any copies of correspondence must be supplied.

### Opening of the highway & Temporary Crossovers

Before the public highway is opened the contractor is responsible for checking with all statutory undertakers what services and plant exist in the area to be developed (a requirement of the Health and Safety at Work Act 1974). They must also carry out an electro location survey of the area to be excavated.

### Containers, Portacabins and Site Huts

- 1 Unless agreed otherwise the container/structure shall not be deposited on any part of the footway or verge at any time nor shall any part of the transporting vehicle be on the footway when depositing or uplifting the container/structure.
- 2 Any container/structure shall be removed from the public highway or repositioned if required by the Police or Head of Engineering Service.
- 3 All structures shall be lit during the hours of darkness and clearly visible to all traffic. Additional safeguards for road users may be required with respect to guarding lighting and temporary walkways as a condition of the licence.
- 4 Other than in exceptional circumstances, only two cabins will be permitted on a gantry.

### Scaffolds and Gantries

- 1 No vertical scaffolding poles shall be erected less than 450mm from kerb edge. Any projection over the carriageway shall not be lower than 5.1 metres.

- 2 A clear passage of 1.4 metres for pedestrians must be maintained continuously. Should it run under and through the scaffold, no cross or sway bracing or other construction shall be fixed at a lower level than 2.5m from the surface of the footway.
- 3 To allow pedestrian traffic on the footway to be seen from the road. All scaffolds must be adequately lit during the hours of darkness to BS5489 – 1:2013.
- 4 During construction trailers are only to be left on the public highway for the maximum loading and unloading period. In all cases Parking Services must be informed on 0207 974 4444.
- 5 Any hoarding protecting a pedestrian walkway beneath a gantry must not be greater than 1.2 metres in height on the carriageway side. There should be 1 slope of no less than 1:12 to the carriageway side of Hoarding.
- 6 Poles to be painted white, hazard taped or foam covered
- 7 Structure must be double boarded and adequately sheeted.
- 8 Kick boards must be placed from first floor level of structure and above
- 9 If four or more scaffold standards are grouped together then they will need to be encased in a timber frame.

#### **Hoardings**

- 1 No doors or gates shall be constructed in such a way that they may be opened outwards onto the public way.
- 2 Any requirements for recesses must be discussed and agreed at the time of application. Recesses must be individually illuminated. It is recommended that the recesses and blind corners be fitted with convex mirrors.
- 3 It is essential that the contractor provides adequate shoring, to the satisfaction of the Head of Engineering Service or his representative, that maintain full support to the road, footways and adjacent properties during the works.
- 4 Hoardings may not enclose any illuminated sign or public lamp. Any hoardings affected by such apparatus must be recessed allowing access at all times to the apparatus.
- 5 All hoardings must be painted a single colour and should only bear the name of the main contractor. It is the applicant's responsibility to ensure that any structure remains free of graffiti. Any graffiti must be removed as soon as possible. Please note, however that the authority may request the use of clear materials to ensure visibility and light penetration.

#### **Fans**

Fans cannot be placed less than 2.5m above the surface of the footway, and if one projects nearer than 2.5m to the outer edge of the street kerb, then it shall not be fixed at a height less than 5.1m above the surface of the carriageway.

#### **Cradles**

No cradle rope or other tackle can be lowered to a height less than 2.5m above the surface of the footway.