

Construction/ Demolition Management Plan

pro forma

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Revisions & additional material

Please list all iterations here:

Date	Version	Revision
17.03.2022	2	CCS Registration added
30.03.22	3	Appendix 5 Added

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.

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](#)."

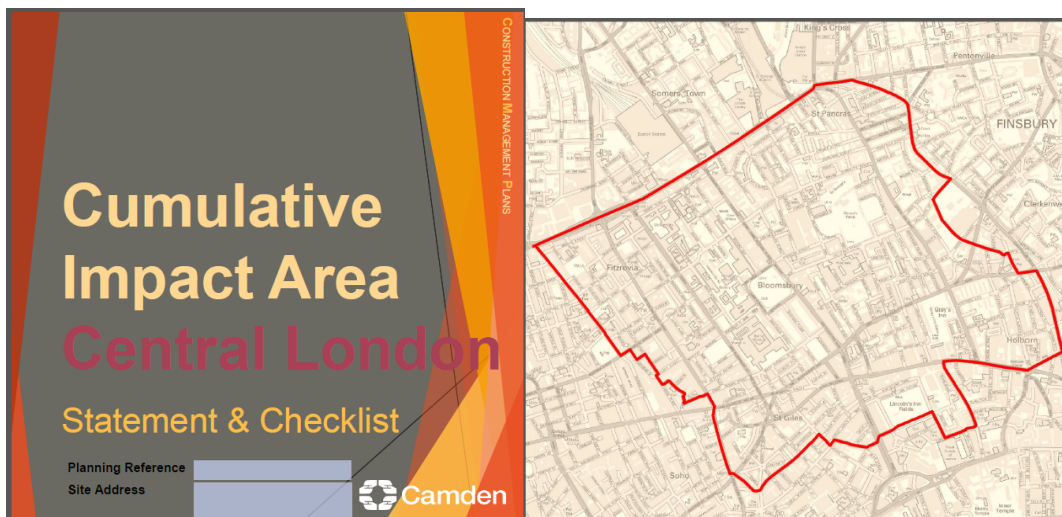
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. It is preferable if this document, and all additional documents, are completed electronically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

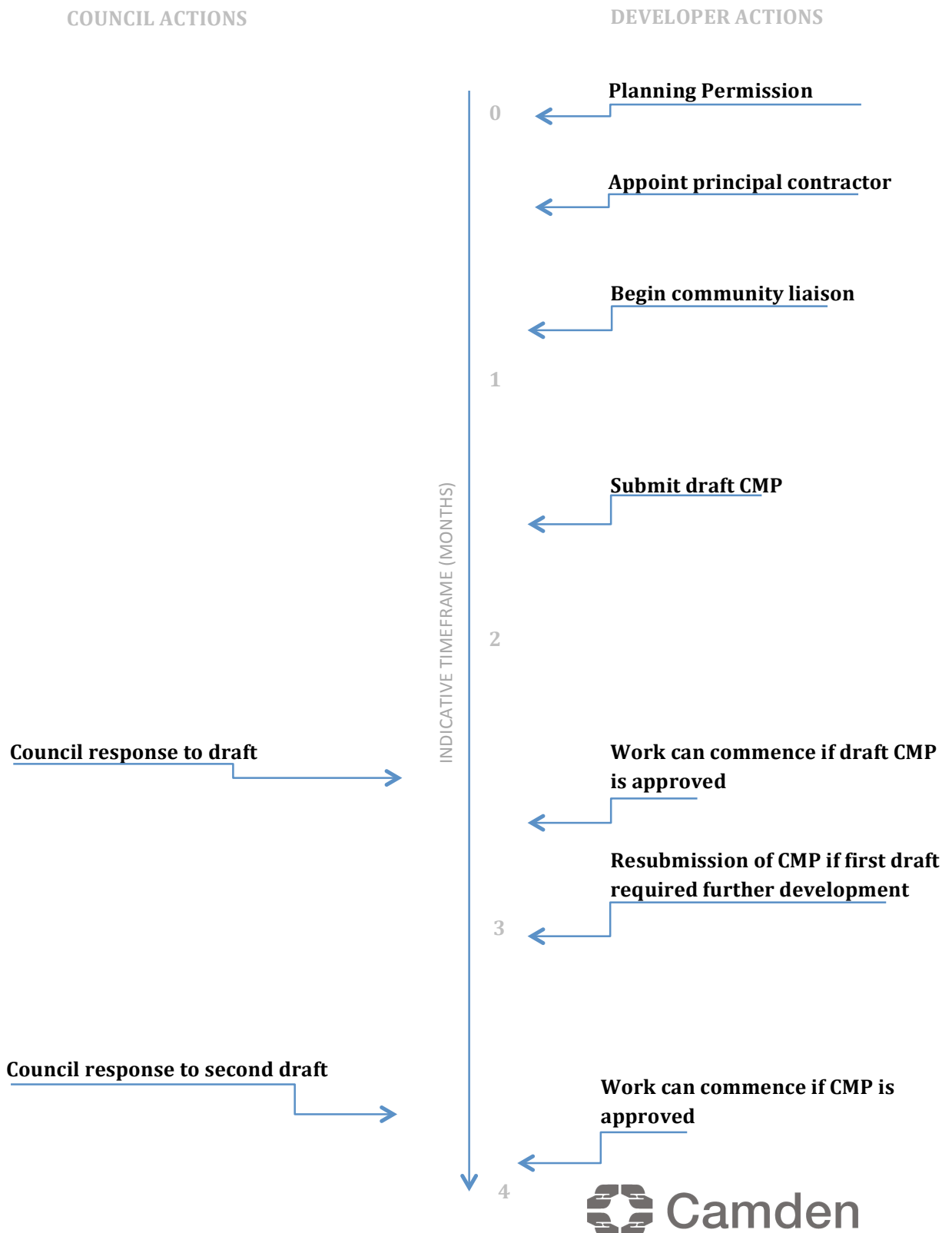
Revisions to this document may take place periodically.

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: **Netley Cottage, 10 Lower Terrace, London, NW3 6RR**

Planning reference number to which the CMP applies: **2018/4295/P & 2018/4964/L**

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

Name: **James Williams**

Address: **18-19 Bickels Yard, 151-153 Bermondsey Street, London, SE1 3HA**

Email: **jwilliams@meconstruction.co.uk**

Phone: **07823 558 491**

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: **Chris McGrath**

Address: **18-19 Bickels Yard, 151-153 Bermondsey Street, London, SE1 3HA**

Email: **cmcgrath@meconstruction.co.uk**

Phone: **07500008489**

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: **Chris McGrath**

Address: **18-19 Bickels Yard, 151-153 Bermondsey Street, London, SE1 3HA**

Email: **cmcgrath@meconstruction.co.uk**

Phone: **07500008489**

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: **Andy Howell**

Address: **18-19 Bickels Yard, 151-153 Bermondsey Street, London, SE1 3HA**

Email: **ahowell@meconstruction.co.uk**

Phone: **07802 829146**

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.

Netley Cottage is a grade II listed building, situated within the Hampstead Conservation Area. The site is located to the north of Hampstead Village, bounded by Upper and Lower Terrace to the north and west, and Grove Lodge, Admirals House and Grove End to the south and east. The site is indicated on the map in Appendix 1. The proposal involves erection of a two-storey extension, with crown roof and roof dormers, attached to existing dwelling (Class C3).

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 construction works comprises the addition of a two-storey extension to the existing property, consisting of the following: Site establishment, construction of underground drainage, concrete footings and ground floor slab to new extension, construction of two-storey addition and connection between existing house, re-landscaping of garden areas close to new addition.

Challenges recognized are that the surrounding area is primarily residential with closely adjoining properties, and access to the site is restricted due to narrow approach road along Upper & Lower Terrace.

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).

The overall duration of construction works has been assessed as 54 weeks; as follows:

Site set up, and preparing foundations and drainage 6 weeks

Superstructure to roof level: 8 weeks

Roof construction and covering: 6 weeks

External Finishes; render, windows etc: 12 weeks

Internal Finishes and fit-out: 12 weeks

Landscaping: 4 weeks

Completion Items to handover 6 weeks

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

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

The proposed working hours are from 8.00 to 18.00 on Monday to Friday and from 8.00 to 13.00 on Saturdays, with no working on Sundays or Public Holidays, which accord with the standard working hours for construction sites in Camden. Although LB Camden allow noisy works to be undertaken on Saturdays, to reduce the potential noise and disruption from the site upon local residents, it is not intended that noisy works are carried out during the weekends.

Community Liaison

A neighbourhood consultation process must have been undertaken prior to submission of the CMP first draft.

This consultation must relate to construction impacts, and should take place following the granting of planning permission in the lead up to the submission of the CMP. A consultation process specifically relating to construction impacts must take place regardless of any prior consultations relating to planning matters. This consultation must include all of those individuals that stand to be affected by the proposed construction works. These individuals should be provided with a copy of the draft CMP, or a link to an online document. They should be given adequate time with which to respond to the draft CMP, and any subsequent amended drafts. Contact details which include a phone number and email address of the site manager should also be provided.

Significant time savings can be made by running an effective neighbourhood consultation process. This must be undertaken in the spirit of cooperation rather than one that is dictatorial and unsympathetic to the wellbeing of local residents and businesses.

These are most effective when initiated as early as possible and conducted in a manner that involves the local community. Involving locals in the discussion and decision making process helps with their understanding of what is being proposed in terms of the development process. **The consultation and discussion process should have already started, with the results incorporated into the CMP first draft submitted to the Council for discussion and sign off.** This communication should then be ongoing during the works, with neighbours and any community liaison groups being regularly updated with programmed works and any changes that may occur due to unforeseen circumstances through newsletters, emails and meetings.

Please note that for larger sites, details of a construction working group may be required as a separate S106 obligation. If this is necessary, it will be set out in the S106 Agreement as a separate requirement on the developer.

Cumulative impact

Sites located within high concentrations of construction activity that will attract large numbers of vehicle movements and/or generate significant sustained noise levels should consider establishing contact with other sites in the vicinity in order to manage these impacts.

The Council can advise on this if necessary.

10. Sensitive/affected receptors

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

The nearest potential receptors likely to be affected by activities on site are: Grove Lodge to the south, Grove End to the east and Upper Terrace House to the north-west.

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.

A Neighbour Consultation Letter (Appendix 4) and a hard copy of the CMP document were hand delivered on 21 February 2022 to those neighbours (21no in total) who could be affected by the works; namely:

Admiral's House, Terrace Lodge, Fleet House, Broadside, Grove End, 25 Hampstead Grove, 30-42 Hampstead Grove, Upper Terrace House, 1-4 Lower Terrace, 14 and 21 Lower Terrace, Frognal Rise.

Comments or clarifications were invited – either by e-mail or post.

The three Ward Councillors, Stephen Stark, Maria Higson and Oliver Cooper were also contacted by e-mail on 21 February with the same information.

No responses had been received as of 07 March 2022.

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 fortnightly newsletter will be issued to neighbours updating details on progress on site, fourth coming delivery schedule, planned noisy works and other matters that may affect them. Open dialogue will be encouraged between Contractors and Project Manager in order to address any concerns raised.

Should the community wish to form a CWG then the Principal Contractor will hold CWG meetings at regular intervals prior and during the programme of 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 project has been registered with CCS on 15.03.22 with Site ID: 130598 and Registration Order ID: SRO25458

The Contractor has read and understood the "Guide for Contractors Working in Camden" and agrees to abide by it.

14. Neighbouring sites

Please provide a plan of existing or anticipated construction sites in the local area and please state how your CMP takes into consideration and mitigates the cumulative impacts of construction in the vicinity of the site. The council can advise on this if necessary.

We do not believe there are any existing or anticipated construction sites in the local area.

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 for further advice or guidance on any aspect of this section.

CLOCS Contractual Considerations

15. Name of Principal contractor:

Name: ME Construction

Address: 18-19 Bickels Yard, 151-153 Bermondsey Street, London, SE1 3HA

Email: ahowell@meconstruction.co.uk

Phone: 07802 829146

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

Included in each subcontractor order is the requirement/Standard needed regarding CLOCS. This is part of the appointment and will be monitored and enforced throughout the project duration.

A booking system will be instigated; this will be used to manage site traffic within the area to ensure as little impact to the local residents as possible. This booking system will include the FORS ID number.

As part of the appointment we will be insisting that all deliveries, by vehicles greater than 3.5t are fitted with blind spot minimisation equipment, audible left turn and reversing alerts. We will also insist that all drivers of these lorries have undertaken the Safe Urban Driver training and are FORS accredited.

Random spot checks will be carried out by the site management team on all deliveries and site vehicles. This will include evidence of further training, licence checks, routing information and vehicle safety equipment. All results will be kept in a log and retained on site.

All collision reporting data will be requested from subcontractors and operators and acted on when and if necessary.

17. Please confirm that you as the client/developer and your principal contractor have read and understood the CLOCS Standard and included it in your contracts.

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

Confirmed. This is a requirement of the Building Contract and all sub-contracts.

Please contact 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.

Map provided. Please refer to Appendix 2.

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 directions to the site will be included within the Main Contractor's, sub-contractors' and suppliers' instructions in order that they can plan for the constrained routes. The directions will be included within the building contract and sub-contract documents such that the Contractor, his sub-contractors and suppliers are contractually bound to comply.

All site traffic will be planned and a banksman will be deployed to meet vehicles and manage traffic approaching and leaving the site via Lower Terrace.

To avoid increasing peak traffic flow and to limit the effect of the construction activities on the local residents and local road network, construction vehicle servicing traffic movements will be restricted to the following hours:

10:00 a.m. to 3:00 p.m. Monday to Friday

All construction traffic will be booked in and managed to ensure that the adjacent roads are not congested at any time with construction vehicles.

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

The site is located in a residential area and with schools in the vicinity. Peak traffic flows on the local roads have been identified between 08.00 – 09.30am and 03.00 and 04.00pm, Monday to Friday.

In consequence, to avoid increasing peak traffic flow and to limit the effect of the construction activities on the local residents and local road network, construction vehicle servicing traffic movements will be restricted to the following hours:

- 10:00 a.m. to 3:00 p.m. Monday to Friday

This is a reduction against LB of Camden's stipulated hours of 09.30 to 3.00pm in the locality.

All sub-contractors and suppliers will be required to plan for and provide a schedule of deliveries to ME Construction. ME Construction will then collate these and co-ordinate an overall delivery schedule to ensure as far as is practicable:

- Deliveries are made with the smallest size of the vehicle required.
- No two deliveries take place at the same time to avoid congestion on local roads.
- Opportunities to combine deliveries can be explored to reduce vehicle movements.
- The identity of the delivery vehicle can be established in case of any incidents.

Delivery and removal of larger items of construction equipment will be scheduled as above to minimise disruption to neighbouring properties. The proposed dates and times of these movements will be notified to all local residents and occupiers at the earliest opportunity. Comments and feedback received will be considered before finalising dates and times.

See Appendix 5 for anticipated numbers and types of vehicles

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.

We do not believe there are any existing or anticipated construction sites in the local area.

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

There will be no constrained manoeuvres along the proposed service route. No vehicles will access/egress the site either. One parking bay suspension is required as holding area, with another area adjacent the entrance gate to service the site. A banksman will be deployed to meet vehicles and manage traffic approaching and leaving the site via Lower Terrace.

The main service route to the site will be regularly inspected for debris and arisings from the site and anything found will be cleaned away. Wheel washing facilities will be used to prevent dirt and mud being tracked from the site onto the road.

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.

Two parking bay suspensions are required along Lower Terrace, adjacent the site entrance; one will be required to provide a holding area and the other a loading/unloading/service area.

Please refer to Appendix 3 for location and details.

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.

Traffic impact from the scale and programme of works proposed will be minimised through careful planning and phasing of the works access. Further measures such as construction material consolidation centres will not be necessary.

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).

Traffic idling from the scale and programme of works proposed will be minimised through careful planning and phasing of the works access.

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.

Site access is via an existing gate of approx. 1200mm wide, to the west of the site, off Lower and Upper Terrace. One parking bay suspension is required as holding area, with another area adjacent the entrance gate to service the site. A banksman will be deployed to meet vehicles and manage traffic approaching and leaving the site via Lower Terrace. Please refer to appendix 3 for site plan showing site access locations.

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.

No vehicles will access/egress the site. One parking bay suspension is required as holding area, with another area adjacent the entrance gate to service the site. A banksman will be deployed to meet vehicles and manage traffic approaching and leaving the site via Lower Terrace.

The main service route to the site will be regularly inspected for debris and arisings from the site and anything found will be cleaned away. Wheel washing facilities will be used to prevent dirt and mud being tracked from the site onto the road

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.

Not applicable – see point 20b. above.

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.

The main service route to the site will be regularly inspected for debris arisings from the site and anything found will be cleaned away.

Wheel washing facilities will be used to prevent dirt and mud being tracked from the site onto the road

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.

Two parking bay suspensions are required along Lower Terrace, adjacent the site entrance; one will be required to provide a holding area and the other a loading/unloading/service area. We expect material loading and unloading arrangements as well as concrete mixer. A banksman will be deployed to meet vehicles and manage traffic

Please refer to appendix 3.

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.

All site traffic will be planned and a banksman will be deployed to meet vehicles and manage traffic approaching and leaving the off-site holding area and servicing area along Lower Terrace.

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.

Please refer to Appendix 2.

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 works require suspension of two Residents' parking spaces on Lower Terrace alongside and adjacent the entrance gate to Netley Cottage, to be limited to a duration of 54 weeks.

No other parking bays will be taken out of use during the works.

A separate application will be made to the Council for Parking Bay Suspensions. This application will be made as soon as the CMP is approved.

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.

There will be no use of the public highway for storage, site accommodation or welfare facilities.

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.

Not applicable – no highway works anticipated

25. Motor vehicle and/or cyclist diversions

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

Not applicable – no highway works anticipated

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/skids/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.

The site is bound by a approx. 2m high brick wall, therefore it is anticipated that no hoarding is required.

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.

There will be no temporary structures that overhang the public highway

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.

The proposed extension to Netley Cottage will be joined to the existing services to the main house on-site. No new services beyond the site boundary are proposed.

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 operations envisaged include the following:

- Concrete pumping/laying/vibrating.
- Drilling.
- Scaffold erection and dismantling.

It is anticipated that these activities will take place during the normal site hours Monday to Friday. Considering the modest scale of the building, noisy operations are kept to a minimum.

Although the LB of Camden allow for noisy works to be undertaken on Saturdays from 08:00 to 13:00, to reduce the potential for noise and disruption from the site upon local residents, it is not intended to carry out noisy works at weekends or on Public or Bank Holidays. In addition, the programme allows for the site to shutdown over the Christmas, New Year and Easter break.

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.

A suitably qualified consultant in Acoustics, Noise and Vibration will be appointed to undertake a Noise survey prior to the commencement of works on site. This information will be made available to the neighbours on request and submitted to the Council for records.

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

Considering the modest scale of the building, noisy operations are predicated to be at minimum levels.

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.

Best Practical Means, as defined in Section 72 of the Control of Pollution Act 1974, shall be employed at all times to reduce noise (including vibration) to a minimum with reference to the general principles contained in BS5228:2009 'Noise and Vibration Control on Construction and Open Sites'.

All plant, large and small, and hand tools will be fitted with recommended sound-reducing equipment.

Construction plant and equipment on site will comply with the Non Road Mobile Machinery emission standards. As a preference, powered construction plant and equipment will be electrically powered from site supplies, not generators.

All plant and equipment will be switched off when not in use. All plant and equipment will be fitted with the recommended silencing equipment.

Mains electricity, converted to site 110V electricity, will be used for the construction works negating the requirement for on-site generators.

No radios will be allowed on site.

The Site Induction, for operatives, will include instructions for them to work and communicate as quietly as possible.

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

Instruction/training will be provided to all operatives during the Site Induction and Toolbox Talks on the application of BS 5228 Code of Practice for Noise and Vibration Control on Construction and Open Sites.

In addition, all operatives will be required to be CSCS-trained.

Records of the inductions and CSCS cards will be kept on site.

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 modest area of demolition will use water suppression to damp down dust and other debris that could generate dust, and, where appropriate manual or mechanical demolition techniques will be used to minimise dust nuisance. Plant and hand tools will be fitted with dust collection equipment where appropriate

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.

Wheel washing facilities will be used to prevent dirt and mud being tracked from the site onto the road. Damping down during strip out and demolition will reduce dust and dirt arising.

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

The Test equipment used for the continual testing of the noise levels is a Testo 815.

Noise will be monitored using the testing equipment listed above on a daily basis and during noisy works, if the levels of noise are at an unacceptable volume we will stop working and reassess the works and method of working ensuring the neighbours are not exposed to excessive noise.

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.**

An Air Quality Assessment and/or Dust Risk Assessment was not required at that time of submission. Considering then modest scale of the proposed works, it is anticipated that the site is designated "Low Risk Site". As such the Principal Contractor will

- take into account the impact of air quality and dust on occupational exposure standards to minimise worker exposure and breaches of air quality objectives that may occur outside the site boundary, such as by visual assessment; and
- Keep an accurate log of complaints from the public, and the measures taken to address any complaints, where they were required

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 GLA "highly recommended" measures have been identified and the Principal Contractor agrees to address these accordingly.

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

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

The dust monitoring must be in accordance with the SPG and IAQM guidance, and **the proposed dust monitoring regime (including number of monitors, locations, equipment specification, and trigger levels) must be submitted to the Council for approval.** Dust monitoring is required for the entire duration of the development and must be in place and

operational **at least three months prior to the commencement of works on-site**. Monthly dust monitoring reports must be provided to the Council detailing activities during each monthly period, dust mitigation measures in place, monitoring data coverage, graphs of measured dust (PM₁₀) concentrations, any exceedances of the trigger levels, and explanation on the causes of any and all exceedances in addition to additional mitigation measures implemented to rectify these.

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.

The Risk Assessment undertaken and provided assesses the site as a 'Low Risk Site'. As such the Principal Contractor will

- take into account the impact of air quality and dust on occupational exposure standards to minimise worker exposure and breaches of air quality objectives that may occur outside the site boundary, such as by visual assessment; and
- Keep an accurate log of complaints from the public, and the measures taken to address any complaints, where they were required

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).

Shield Pest Control will be appointed to do a survey of the site pre-construction starting. If rodents are present Shield will implement the appropriate measures to rid the site from the pests. Shield will attend site on a regular basis to monitor and implement measures ensuring the property remains rodent free for the duration of the works. At completion of the project Shield will ensure there is no evidence of pests and issue the appropriate certification.

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

An asbestos survey will be carried out prior to construction work starting and appropriate action taken pending results of survey.

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.

No radios will be allowed on site.

The Site Induction, which all operatives will be required to attend, sets out the site rules. These will include instructions for them to conform to the highest standards of behaviour, both on the site and also on their way to and from the site. Bad behaviour, bad language and littering will not be accepted. There will be a smoking area established within the Site Welfare facilities on site; smoking outside the confines of the defined smoking area will not be permitted.

Any operative found to be in breach of these conditions will be warned and if further transgression occurs will be barred from site.

The Principal Contractor will implement a strict health and safety policy, this will be managed on a daily basis by the project manager on the project. There will be an audit once a month and action items are noted and closed out. Part of this process is behaviour, appearance and housekeeping of all personal on the project.

The first tool box talks on the project deal with behaviour, appearance and Housekeeping to

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: <https://www.london.gov.uk/what-we-do/environment/pollution-and-air-quality/nrmm>

From 1st September 2015

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

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

From 1st September 2020

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

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

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

a) Construction time period (mm/yy - mm/yy): **54 weeks**

b) Is the development within the CAZ? (Y/N): **NO**

Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N): **This will be a requirement of the Building Contract.**

All subcontractors will be appointed with a condition that all machinery is compliant and registered on the NRMM register, if necessary.

c)

d) Please confirm that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered: **Confirmed**

e) Please confirm that an inventory of all NRMM will be kept on site and that all machinery will be regularly serviced and service logs kept on site for inspection:
Confirmed

f) Please confirm that records will be kept on site which details proof of emission limits, including legible photographs of individual engine plates for all equipment, and that this documentation will be made available to local authority officers as required:
Confirmed

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.

Traffic idling from the scale and programme of works proposed will be minimised through careful planning and phasing of the works access.

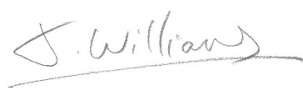
All site traffic will be planned and a banksman will be deployed to meet vehicles and manage traffic approaching and leaving the off-site holding area and servicing area along Lower Terrace.

 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:07/03/22.....

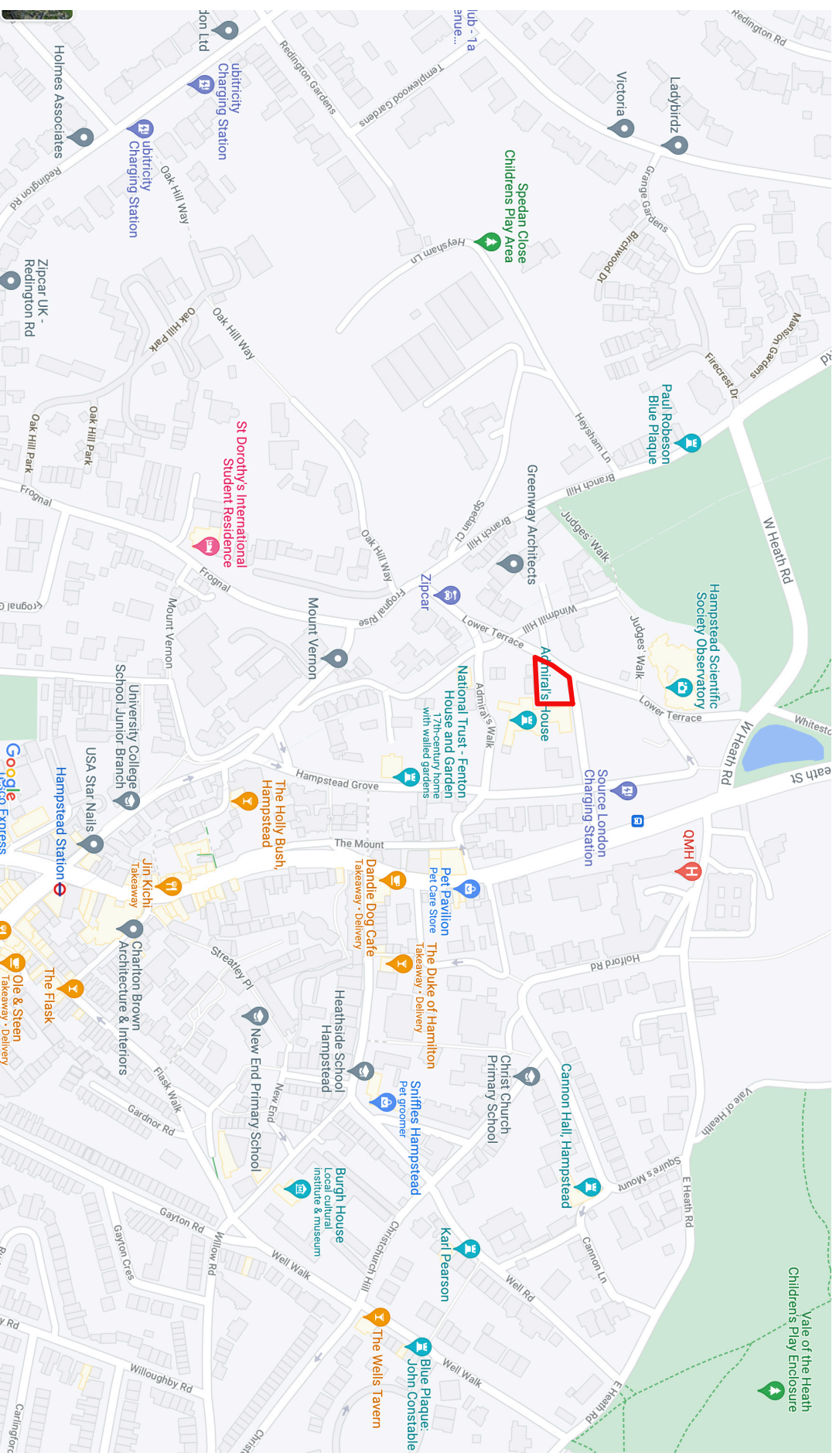
Print Name:James Williams.....

Position:Technical Design Manager.....

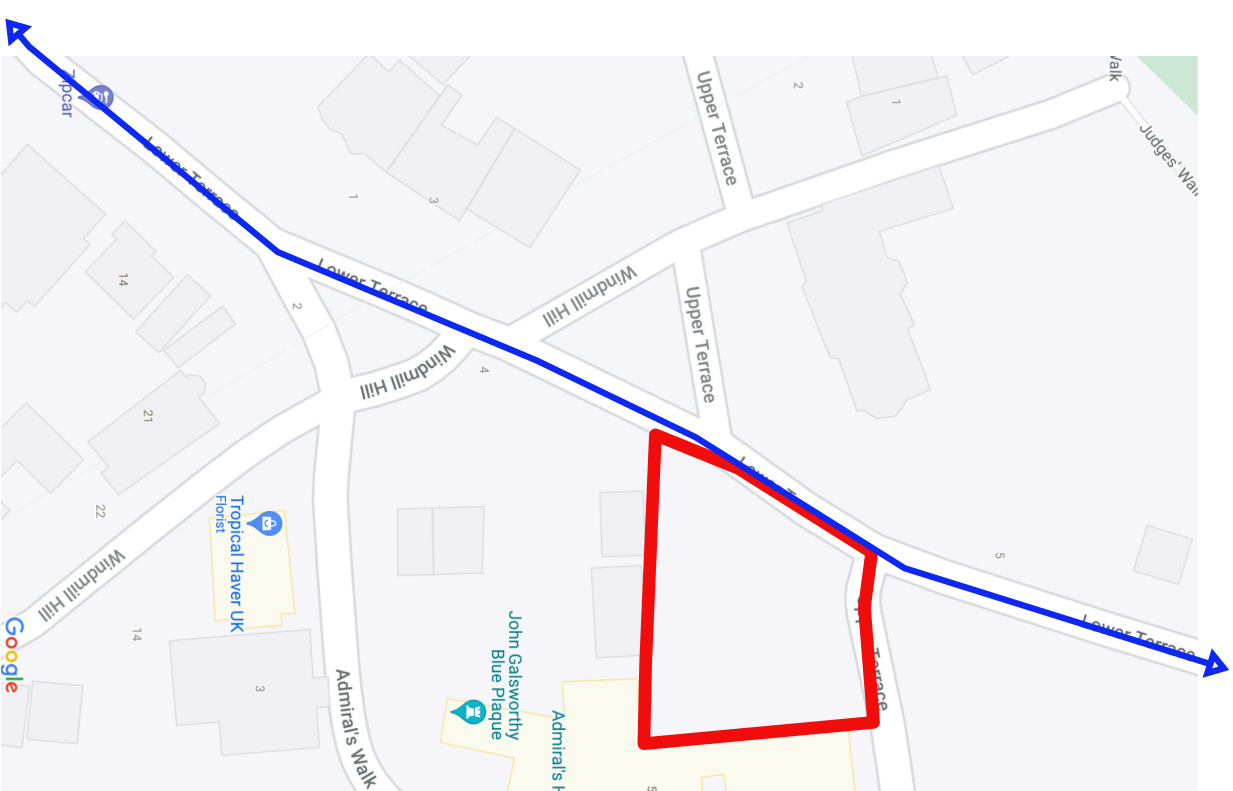
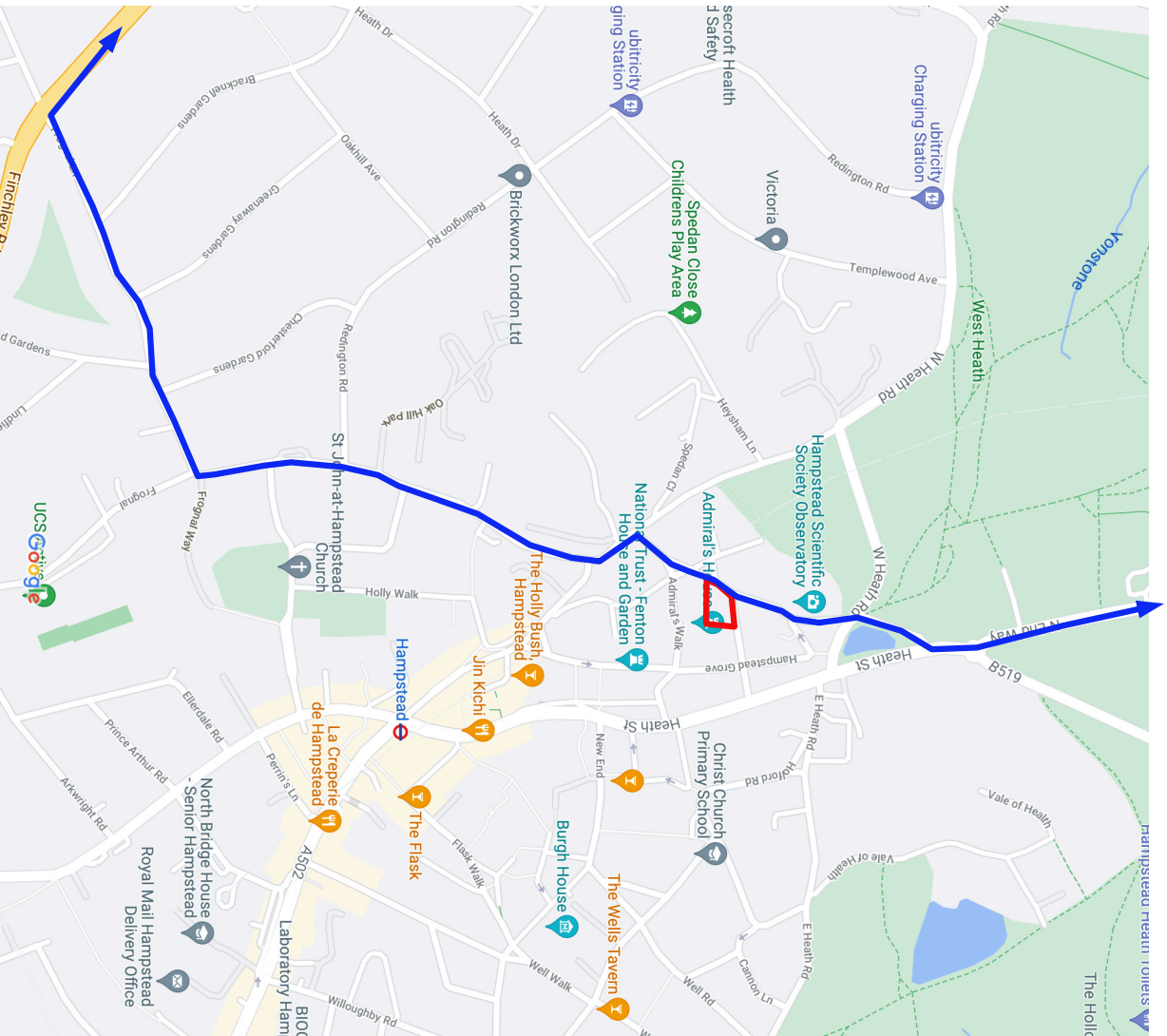
Please submit to: planningobligations@camden.gov.uk

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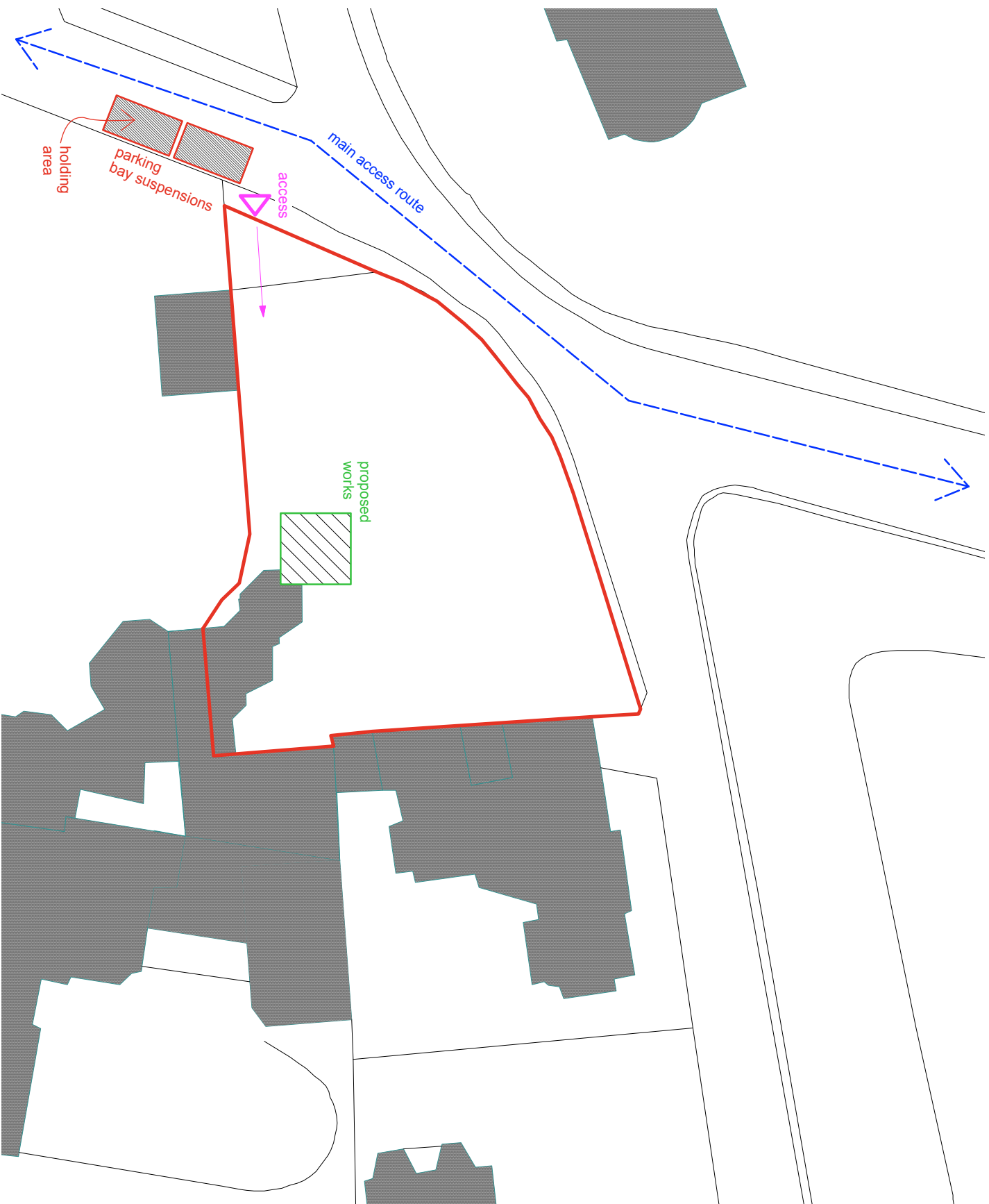
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Appendix 1 - Site Location Map



Appendix 2 - Route Maps



Appendix 3
Site Plan

CMP: Appendix 4

NETLEY COTTAGE: NEIGHBOUR CONSULTATION

Dear Neighbour

Netley Cottage. 10 Lower Terrace. London NW3 6RR

In 2019, Planning Permission and Listed Building Consent were granted for a two-storey extension to Netley Cottage. The references are 2018/4295/P and 2018/4964/L. Details can be found on Camden Council's website: <https://www.camden.gov.uk/search-for-planning-applications>

The owner of Netley Cottage intends to start construction in May 2022.

A draft Construction Management Plan (CMP) has been prepared that sets down the way in which the site will be organised and the activities managed. A copy is attached to this letter.

The key points are:

- The works are of a relatively small scale and comprise the construction of a traditionally built two-storey extension of about 440 sq.feet. and associated landscaping.
- The proposed duration for the works is 54 weeks.
- The site of the work lies adjacent to the boundary wall with Grove Lodge, at some distance from the public highway.
- It is proposed to apply for suspension of two parking bays in Lower Terrace, nearest to the site entrance, to facilitate unloading of materials and minimise disruption to traffic.
- The proposed contractor is ME Construction, who carried out the recent works at Grove Lodge, Admirals Walk. They are familiar with the neighbourhood and experienced in the management of sites in residential areas.
- The proposed contractor is a member of the Considerate Constructors Scheme. (CCS)
- The CMP commits to updating neighbours on a regular basis on progress, anticipated significant deliveries and any planned noisy works during the course of the work.

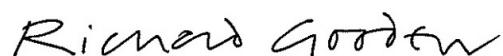
If you would like to make a comment on the CMP or have any questions about the work, please reply to netley@4orm.co.uk

Alternatively, you can respond in writing to:

Caspar Berendsen
c/o **4orm** Architecture Ltd
1-5 Offord Street
London N1 1DH

We will endeavour to incorporate your comments and if you wish to send a response, we would be grateful to receive this by 7 March 2022.

Yours faithfully.



4orm Architecture Ltd

CMP: Appendix 5

Activities	Construction Service Vehicles					Frequency
	Skip Lorry	Concrete lorry and pump	Delivery Lorry	Delivery vehicle (Luton body)	Totals	
Site set up, and preparing foundations and drainage 6 weeks	6	6	5	3	20	3.3
Superstructure to roof level: 8 weeks	2		8	8	18	2.25
Roof construction and covering: 6 weeks	2		4	2	8	1.3
External Finishes; render, windows etc: 12 weeks	2		4	4	10	0.75
Internal Finishes and fit-out: 12 weeks	2		6	6	14	1.1
Landscaping: 4 weeks	2	1	4	2	9	2.25
Completion Items to handover 6 weeks	2		2	4	8	1.3