

Construction Management Plan

Guidance Notes

1. In order to ensure developments are carried out safely the London Borough of Richmond upon Thames (as the local Planning & Highways Authority) require a Construction Management Plan is submitted for the project that demonstrates how the works are to be carried out
2. Construction traffic may have a disproportionate impact on a street, the highway network and neighbours; therefore you must clearly demonstrate proposals that mitigate this impact as far as possible
3. This pro-forma document has been prepared to ensure the council's key concerns in relation to construction traffic, site and highway network management are addressed
4. A CMP once approved, becomes an enforceable planning condition and [enforcement action](#) may be taken against sites that do not adhere to the methodology approved in a CMP
5. Wording must be precise, and ambiguous phrases such as, "generally", "normally", "roughly", "anticipated", "intended", "approximate" or "likely to be" must be avoided, otherwise the CMP will be rejected. Where exact details are not known at the time of preparing the CMP, a robust worst case should be stated
6. The relevant planning condition relating to this CMP will need to be formally discharged by the Council before any licences for temporary structures on the highway & any parking suspensions granted. Further approvals will be required for any [skips](#), temporary structures on the highway, parking suspensions, road closures or Temporary Traffic Orders
7. You should be aware that developments on or adjacent to the Transport for London (TfL) [Road Network \(red routes\)](#) or other infrastructure may require additional liaison and some licences may need to be issued through [TfL](#). Confirmation of these will be required and details should be appended
8. In addition you should familiarise yourself with the requirement to use clean, safe vehicles with good levels of direct vision, safety bars and advisory signage: <https://tfl.gov.uk/info-for/deliveries-in-london/delivering-safely>
9. Please ensure you read through the CMP template and only provide information relevant to each section in a clear and concise way
10. Drawings should be at a minimum scale of 1:200, be properly drawn (CAD, not by hand) and appended to the CMP document
11. Before works commence on-site you should check to see if there are any nearby [planning applications](#) or potential conflicts with [roadworks](#) or [road closures](#)

INTRODUCTION

1. Date of this document

03.10.2024

2. Site / Property address

118A & 118B HIGH STREET, HAMPTON HILL, TW12 1NT

3. Planning reference (if known)

22/3061/DD01 118A

4. Brief description of the work

ADDITIONAL STOREY (MANSARD) TO ADD TWO SINGLE BED DWELLINGS

5. Contact details (name & mobile number)

Property Owner / Client:	PRASHAD JAITLEY AND MITUL POPAT
Project Manager / Contractor	ALBERT GHERMAN
Emergency Contact	07949988330
Person responsible for completing this document	ANNIE KHATNANI

6. Estimated Start Date and Programme Length

Estimated Start Date on site:

Programme: 6 months

LOGISTICS & SITE SETUP

7. Vehicle routing (*Please provide a description of the local routing via the nearest major A roads. Please note construction vehicles are generally expected to approach a site so it is on the left hand side, to avoid excessive manoeuvring, and to exit in forward gear. (Routing drawings should be appended to the end of this document)*)

To site: Due to the narrow width of the existing site access, construction vehicles are unable to access the site. It is therefore proposed that the designated delivery and unloading zone will be on the southern side of Hampton Road close to the existing site access, with the appropriate permit, a dispensation arrangement obtained. Materials will then be wheelbarrowed into the site using the site access.

Away from site: The delivery and unloading zone is located approximately 50m east of the Hampton Road/Park Road/High Street signalised junction.

It is noted that the loading bay location will inconvenience traffic intending to take a left turn from Hampton Road onto High Street. This includes the R68 and 286 bus services. However due to the infrequent stops and ample passing space in the forward and right turn lane adjacent to the loading zone, it is not considered that the loading zone would have unacceptable impact on the flow of traffic into the Hampton Road/Park Road/High Street signalised junction

8. Please list any nearby Sensitive Receptors (schools, hospitals, care homes, major shopping areas, large offices, etc.) In some circumstances, the council may require permitted hours for construction vehicles to be restricted to between **09:30 and 15:00 Mon to Fri**, to avoid cumulative impacts on the highway network during peak periods, particularly where there are nearby schools. (Section 8 below)

Laurel Dene Care Home located on Hampton Road c.125m from the proposed loading bay location
Clarence House Preparatory School located on High Street and c.250m from the proposed loading bay location
Teddington Memorial Hospital on Hampton Road located c.900m from the proposed loading bay location

Consideration will be given to these receptors and the vulnerable highway users, particularly those associated with Laurel Dene Care Home who may be using the Hampton Road footway.

Access to the local retail and restaurants in the vicinity of the site will be maintained through the whole of the construction period. Gates are installed on the site set up plan to ensure that refuse collection can be suitably collected on collection days.

9. Working hours (*no works of any kind permitted prior to 8am or after 6pm at any time*)

Site Hours: Monday – Friday: 08:00 – 18:00 Saturday: 08:00 – 13:00
Sundays / Bank Holidays: No noisy activities on site at any time

Construction Vehicle hours: Maximum of 2 deliveries per day between 10:00 – 15:00

10. Please confirm you understand and agree to the following items:

a. No more than one vehicle to attend the site at any time (<i>mandatory</i>)	Y	Y / N
b. Vehicles will not be permitted to stack outside the site or on local roads & a proper call-up procedure will be used	Y	Y / N
c. Construction vehicles will not block the road (where this is unavoidable, justification must be provided in Section 20)	Y	Y / N
d. You will provide qualified Traffic Marshals to oversee vehicle movements on the public highway if required. (The minimum requirement is the possession of the Site Access Traffic Marshal qualification)	Y	Y / N
e. Any signage or barriers will conform to Chapter 8 of the Traffic Signs Regulations and General Directions 2019 and NRSWA requirements	Y	Y / N

11. Please describe how spoil / waste is to be removed (*vehicles must be shown on drawings*)

Minor waste will be generated during the construction phase, however the usual major source (demolition) is not required

Waste reduction commitment;
Subcontractors required to document actions which have been taken relating to waste;
Use waste disposal businesses that diverts a large percentage of waste they receive away from landfill;
Energy usage on site will be recorded and monitored; and The contractor will document amount of waste expected and generated

Removal of site waste will be undertaken by a reputable license carrier

12. If required, how will concrete be supplied to the site

a. Standard Ready-Mix vehicles (<i>must be included on drawings</i>)	Not Required
b. Bagged material delivered and mixed on site	Yes

13. Please confirm you can maintain a clear carriageway passing width of 3.0m for other vehicles when construction vehicles are in position

Y / N Y

- a. If not, then in streets where there is restricted width for large construction vehicles, you will be expected to use **Narrow-Bodied Vehicles**. These are defined as having a body width -excluding wing mirrors- of 2.0m or less (*An example would be a Mitsubishi Fuso or Nissan Cabstar style, flatbed tipper truck or LWB Transit*)

14. Please describe the measures you will use to ensure pedestrians and vulnerable highway users will be protected during the works

Deliveries will be coordinated to avoid pedestrian peak hours a minimize the potential for conflict with vulnerable users.
Qualified Traffic Marshals will be provided to oversee vehicle movements on the public highway (Hampton Road). These marshals will be in possession of a Site Access Traffic Marshal qualification
Banksmen will be utilised to assist in guiding materials safely through the pedestrian zone (the Hampton Road footway) and into the site. They can communicate with delivery personnel and pedestrians to prevent any potential accidents
All workers involved in the delivery process will wear high-visibility clothing and equip delivery vehicles with reflective markings to increase visibility.
[Any signage or barriers will conform to Chapter 8 of the Traffic Signs and Regulations and General Directions 2019 and NRSWA requirements.](#)

15. Programme schedule and vehicles

(Please provide a breakdown per Phase of the project, of the type, dimensions (L&W) and expected weekly number of vehicles expected to attend the site. e.g. Excavation – Tipper truck – 9m x 2.5m – 5 vehicles per week; transit van - 5m x 1.9m – 10 vehicles per week, etc.)

PHASE	VEHICLE TYPES & DIMENSIONS	EXPECTED NUMBER PER WEEK
Single Phase - 6 month	standard Ford Transit Van : 6704mm x 2474mm x 2790mm	2 Deliveries Per Day Or 5 per week

16. Are there any planned exceptional loads required (i.e. crane or plant deliveries using a low-loader; mobile crane lifts; piling rigs, steel beams, etc.) Provide details and vehicle dimensions. A site setup drawing will be required, as will swept path analysis drawings where necessary

No exceptional load vehicles will be required.

17. Will a Footway closure be required? **Y / N** N

If yes please provide a drawing showing the pedestrian diversion route and safety measures that conform to [Chapter 8 of the Traffic Signs Regulations and General Directions 2019](#) and [NRSWA](#) requirements

18. Will a Road closure be required? **Y / N** N

If yes please provide a drawing showing the diversion route and safety measures and written/email confirmation this has been agreed with the LBRuT network management team

19. Please confirm you understand & agree to the following site protection measures **Y / N**

a.	All road gulleys to be protected & no site waste to enter public drainage systems	Y
b.	All vehicle engines to be switched off when on stand	Y
c.	The public highway to be kept clean at all times during the works	Y
d.	Any damage to the public highway will be reported immediately	Y

20. Will you require a parking suspension? If so what length and for how long? (a standard bay is 5m in length)

NO

21. **DRAWINGS.** These must be CAD drawn at a minimum scale of **1:200**, show the position of vehicles and show the site in the context of its surroundings, including any street trees, lighting columns, street furniture, gully positions, etc. Drawings must be attached or appended to this CMP document. (Please tick which ones are included)

a.	Site Setup, Skips, Vehicle positions etc.	Y
b.	Concrete Vehicle positions	NA
c.	Swept Path Analysis	NA
d.	Abnormal Loads – low loaders, cranes, etc.	NA
e.	Vehicle Routing	Y

22. ADDITIONAL DOCUMENTS - Please attach the following and tick where necessary

a.	Noise, Vibration and Dust mitigation measures statement	As below
b.	Additional Licences (TfL etc.)	
c.	(Other)	

23. ADDITIONAL INFORMATION (if required above)

Environmental Management

Dust and Dirt

Water will be available on-site to spray affected areas of the access, vehicles and loading bay to prevent dust or dirt from becoming airborne.

The site manager will ensure there is no discharge of surface run-off arising from the water spray onto the public highway.

No demolition works are required on-site and as such it is assumed the likely source of any dust will be from vehicles transporting materials to and from the site. Dust levels will be constantly monitored.

Noise and Vibration Mitigation

The following measures will be used to minimize noise emissions and vibration where possible:

Any piling will utilize continuous flight auger (CFA) methods.

Using best practice which may include the use of quiet equipment or methods of works, switching plant off when not being used.

Training staff to avoid shouting or slamming vehicle doors

Advising residents before any particularly noisy works are being undertaken

Not undertaking any noisy works early in the morning, in particular on Saturdays

No works will be undertaken outside the hours specified within this CMP

Utilising only modern, quiet and well-maintained equipment.

Regularly inspecting and maintaining power tools for wear and damage which could increase vibration and noise.

