

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

13 November 2024

2. Site / Property address

31A Broad street, Teddington TW11 8QZ

3. Planning reference (if known)

P_446_31 Broad Street

4. Brief description of the work

The Construction of a first and second floor rear extension, erection of a rear dormer window and conversion of the existing two-bedroom flat to create 1 No one-bedroom flat and 1 No two-bedrooms flat

5. Contact details (name & mobile number)

Property Owner / Client:	Mr Edwin Doran
Project Manager / Contractor	Mostafa Moajjel
Emergency Contact	07881695105
Person responsible for completing this document	Mostafa Moajjel On Behalf of Edwin Doran

6. Estimated Start Date and Programme Length

Estimated Start Date on site:

15th December 2024

Programme:

Plan is to finish this project within a 29 weeks period, which will include a 2 weeks holiday from 22nd December to 6th of January. Also 3 Bank Holidays of 18th April, 21st April and 5th of May plus 3 additional days of 20th to 22nd of March. The project will be completed on Monday 6th of July 2025.

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: All the construction vehicles will approach the site from the main high street turning into the Elfin Grove, carrier vans can access the site via private vehicle access (refer to Swept Path Analysis drawing attached). As the private road does not have sufficient access for a truck to travel down, access for skips and deliveries will be limited to a private car park adjacent to the site. Trucks will have to reverse down Elfin Grove as they would not be able to turn in the grove, however they could turn in the private car park when space is available. Contractor is to check this before reversing is adopting.

Away from site:

There will be no parking away from site. Only skip and deliveries as described above.

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)

High street shopping area

Having an extensive knowledge of the local area, we'll insure that all the necessary arrangements will be made so that all the construction vehicles visits to the site will fall outside of the peak periods.

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

Site Hours: Monday to Friday: 8am to 6pm	Saturday 8am to 1pm
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Construction Vehicle hours: Monday to Friday 8am to 6pm	Saturday 8am to 1pm
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Our plan is to finish this project during 29 weeks witch is include of 2weeks holiday from 22nd December 2024 to 5th of January 2025 and 3 bank holidays (18th april,21st april,5th may) and we will finish on Saturday 24th of July 2025

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>)	<input checked="" type="radio"/> Y / <input type="radio"/> N
b. Vehicles will not be permitted to stack outside the site or on local roads & a proper call-up procedure will be used	<input checked="" type="radio"/> Y / <input type="radio"/> N
c. Construction vehicles will not block the road (where this is unavoidable, justification must be provided in Section 20)	<input checked="" type="radio"/> Y / <input type="radio"/> 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)	<input checked="" type="radio"/> Y / <input type="radio"/> N
e. Any signage or barriers will conform to Chapter 8 of the Traffic Signs Regulations and General Directions 2019 and NRSWA requirements	<input checked="" type="radio"/> Y / <input type="radio"/> N

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

Heavy duty bags will be used and dropped into the provided on site skips

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

a. Standard Ready-Mix vehicles (<i>must be included on drawings</i>)	<input type="radio"/> X
b. Bagged material delivered and mixed on site	<input checked="" type="radio"/> ✓

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

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

Please refer to additional information box below

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
Demolition at beginning for 2 weeks (off-site)	18-tonne skip lorry (standard) 2.7 mx6.7 m	up to 6 vehicles
From week 3 Deliveries (off-site)	Lorry 9mx2.7m	up to 5 vehicles
During the standard working days (on-site)	Transit Van 5.5mx2.47m	up to 5 vehicles

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 loads required.

17. Will a Footway closure be required? /

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? /

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 /

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

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

Not required

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	N/A
c.	Swept Path Analysis	Y
d.	Abnormal Loads – low loaders, cranes, etc.	N/A
e.	Vehicle Routing	Y

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

a.	Noise, Vibration and Dust mitigation measures statement	Y
b.	Additional Licences (TfL etc.)	N/A
c.	(Other)	N/A

23. ADDITIONAL INFORMATION (if required above)

Refer to appendix 1 for the following information:

Details of how the safety of highway users and vulnerable pedestrians will be managed

Details of how access to neighboring properties will be maintained:

Details of how any trees and street furniture (i.e. lighting columns, communications cabinets, bollards, etc.) are to be protected during the works :

APPEND DRAWINGS BELOW

