

## INTRODUCTION

**1. Date of this document**

26th September 2024

**2. Site / Property address**

Stokes House, Ham Street, Ham TW10 7HR

**3. Planning reference (if known)**

DC/KEM/24/1873/HOT/HOT

**4. Brief description of the work**

Refurbishment and reconfiguration of the existing basement with the addition of a lightwell.

**5. Contact details (name & mobile number)**

Property Owner / Client:	Mr & Mrs McNicholas - 07817 629002
Project Manager / Contractor	Mr McNicholas - 07817 629002
Emergency Contact	Mr McNicholas - 07817 629002
Person responsible for completing this document	Katrina Haberfield for Michael Jones Architects 020 8948 1863

**6. Estimated Start Date and Programme Length**

Estimated Start Date on site: Jan 2025

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:

\*\*\*\*Approach via the A307, along Richmond Road travelling northwards, turning left onto Ham Common, before turning left onto Lock Road and right onto Back Lane. Arriving to the site on the right hand side.

### Away from site:

\*\*\*\*Departing vehicles exit via Back Lane in forward gear turning right onto Ashburnham Road, turning either left or right onto Ham Street and Sandy Lane to continue travel north or south joining the A307, Richmond Road

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)

\*\*\*\*Local shops on the corner of Ashburnham Road and Ham Street and the Grey Court School opposite the shops - 0.2miles away

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

Site Hours: 8am - 6pm weekdays, 8am - 1pm Saturdays

Construction Vehicle hours: 8am - 6pm weekdays

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 / 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 / N
c. Construction vehicles will not block the road (where this is unavoidable, justification must be provided in Section 20)	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 <a href="#">Site Access Traffic Marshal qualification</a> )	Y / N
e. Any signage or barriers will conform to <a href="#">Chapter 8 of the Traffic Signs Regulations and General Directions 2019</a> and <a href="#">NRSWA</a> requirements	Y / N

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

Spoil and waste piled inside the site near the back gate on Back Lane and the boundary wall, grab lorries positioned on Back Lane use a grab arm to reach over the boundary wall to remove the spoil and waste.

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

a. Standard Ready-Mix vehicles ( <i>must be included on drawings</i> )	
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**

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

Signage will be placed on the highway to inform pedestrians of the works, when large vehicles are operating and may affect the public footpath. Barriers will be maintained during delivery/pickup periods to protect pavement users. Banksmen will be employed to direct construction vehicles towards/away from the loading zone in a safe manner

**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. )*

<b>PHASE</b>	<b>VEHICLE TYPES &amp; DIMENSIONS</b>	<b>EXPECTED NUMBER PER WEEK</b>
Demolition & Excavation Phase	Flatbed lorries varying size	2no. per week
Demolition & Excavation Phase	Grab lorries 7m long x 2.6m wide	4no. per week
Build Phase	Small vans - tradesmen & sub contractors	5no. per week
Build Phase	Flat bed delivery truck of varying sizes	3no. 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

N/A

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

- |           |   |
|-----------|---|
| <b>a.</b> | All road gulleys to be protected & no site waste to enter public drainage systems |
| <b>b.</b> | All vehicle engines to be switched off when on stand                              |
| <b>c.</b> | The public highway to be kept clean at all times during the works                 |
| <b>d.</b> | 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*)

N/A

- 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*)

- |           |   |
|-----------|---|
| <b>a.</b> | Site Setup, Skips, Vehicle positions etc. |
|-----------|---|



<b>b.</b> Concrete Vehicle positions	
<b>c.</b> Swept Path Analysis	
<b>d.</b> Abnormal Loads – low loaders, cranes, etc.	
<b>e.</b> Vehicle Routing	✓

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

<b>a.</b> Noise, Vibration and Dust mitigation measures statement	✓
<b>b.</b> Additional Licences (TfL etc.)	
<b>c.</b> (Other)	

**23. ADDITIONAL INFORMATION** (if required above)

Contact details & 24 hour emergency telephone numbers will be clearly signposted on the gates at the entry to the site.

General construction vehicles will be directed by a traffic marshal and banksmen to the gates to the rear of the site, where they will unload to the dedicated storage area on site. They will then be directed away from the site continuing in a forward direction.