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CONSTRUCTION TRAFFIC MANAGEMENT PLAN

The Contractors proposals relating to its Construction Traffic Management Plan is set out on the RBK&C Construction Traffic Management Plan pro-forma included under Appendix 1 of this document.

SITE LOCATION AND TRAFFIC ROUTES

The site is located near to the junction between Ledbury Road and Chepstow Crescent. Traffic will access the site via Pembridge Road and exit via Kensington Park Road as shown on the Site Access Plan below.

SITE ACCESS PLAN

View looking towards the holding bay on Pembridge Villas.
SITE CONDITIONS

For specific site conditions refer to site photographs below:

View looking towards 13 Chepstow Villas on the right

View looking towards Pembridge Crescent
Front Elevation of 13 Chepstow Villas

View towards Ledbury Road and Chepstow Crescent junction
No. 13 entrance gate

Pavement outside no.13

View of no.13 from adjacent side of the road

Single yellow line outside 15-17 Chepstow Villas
Tree boundary (2400mm W x 1300mm D)

ABOVE: Pavement width (2780mm DEPTH)  BELOW: Pavement width excluding tree boundary 1210mm
APPENDIX 01

RBKC CONSTRUCTION TRAFFIC MANAGEMENT PLAN PRO FORMA
Q1. What is the full postal address of the site?

13 Chepstow Villas London W11 3DZ

Q2. Planning reference and revision number (if known):

PP/14/06898

Q3. Please provide contact details for the person responsible for submitting the CTMP.

Name: Colin Calnan
Address: HCCC Limited, Unit 4, Westmoreland House, Scrubs Lane, London, NW10 6RE
Tel: 0208 968 8877
Email: colin@harriscalnan.co.uk

Q4. Please give a very brief description of the work.

13 Chepstow Villas is a four storey semi-detached property comprising, lower ground, ground, first and second floors. The building is situated within the Pembridge Conservation Area near the junction of Ledbury Road, Chepstow Crescent and Chepstow Villas but is not listed.

The works comprise the construction of a small basement to house a Study and the refurbishment of the Lower Ground Floor.

PROGRAMME/KEY DATES

Q5. Please supply a broad-brush programme and total timescale for the project, giving the duration of each major phase of the construction and the anticipated start date if known.

The project duration is estimated to be around 48 weeks as detailed below:

a) 2 weeks site mobilisation;
b) 4 weeks strip out;
c) 12 weeks underpinning and basement excavation;
d) 11 weeks drainage and structure;
e) 19 weeks internal fit out and services
Q6. What are the days and hours of site operation?

<table>
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<th>Normal construction site hours:</th>
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<td>8.00 am to 6.00 pm – Monday to Friday</td>
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<tr>
<td>8.00 am to 1.00 pm – Saturday</td>
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<td>No working on Sundays and Public Holidays</td>
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**ROUTEING OF DEMOLITION, EXCAVATION AND CONSTRUCTION VEHICLES**

Q7. Please describe the proposed supply route to and from the site, showing details of links to the strategic road network (A and B roads). Alternatively a plan may be submitted.

The route should avoid residential side streets wherever possible and vehicles should approach the site from the left hand side of the road in two-way streets. It is useful to have a plan of the route to send to visitors and delivery companies. The route should be able to accommodate all vehicles visiting the site in terms of capacity, geometry and height. Use ‘Autotrack’ if necessary. Consider any major trip generators (e.g. schools, offices, public buildings, museums, etc) on the route, can they be avoided?

The proposed routing to and from site is as shown on the Site Access Plan included in the Contractors CTMP and as follows:

**VEHICLE ACCESS TO SITE:**
All construction vehicles will travel anti-clockwise into Pembridge Villas, left into Chepstow Crescent and then left into the suspended parking bay outside 13 Chepstow Villas (no reversing required).

Where immediate access to the site is not available, delivery vehicles will be directed to the holding area in Pembridge Villas to await permission to access the site.

**VEHICLES LEAVING SITE:**
Continue anti-clockwise down Chepstow Villas exiting via a left turn onto Kensington Park Road (no reversing required).

Q8. How will contractors, delivery companies and visitors be made aware of the route (to and from the site) and of on-site restrictions, prior to undertaking the journey?

For example, verbal and written briefings could be provided to all suppliers, contractors and visitors, noting restrictions or terms that are applicable to them, highlighting the route on a plan can be very useful.

All orders for delivery will be accompanied by a written condition that they will not be permitted to approach the site without having first being confirmed with an arrival slot by the Site Manager. All suppliers will be issued with a copy of the Site Access Plan to ensure the agreed access procedures are followed.

**SITE ACCESS**

Q9. Please supply an accurate (to scale) site plan showing all points of access and where materials, skips and plant will be stored, and how vehicles will access the site.

An accurate dimensioned plan should be provided, detailing available space for vehicles and pedestrians to pass. A location plan should also be included showing the site and surrounding properties.

Please refer to drawings 562_P_001/002. Materials and plant will be stored on the site. Skips may be placed on the road subject to a skip licence following completion of excavating and concrete works where less space will be required for unloading / loading.
Q10. How will vehicles enter and leave the site?

*If vehicular access is provided vehicles should be able to turn within the site to exit in a forward direction. Alternatively, vehicles may reverse in and drive out. Suitably (LANTRA or similar) qualified banksmen MUST be provided at all times when vehicles are manoeuvring. The swept path of the chosen manoeuvre should be shown on the site plan.*

Vehicles are unable to access the site.

Q11. If delivery vehicles cannot access the site where will they wait to load/unload?

*The loading area must be shown on the site plan. The available width of footways and carriageways adjacent to delivery vehicles must be clearly shown on the plan. A clear minimum width of 1.2m of footway and 3.0m of carriageway should be available.*

All delivery vehicles will be required to contact the site prior to arrival. Where immediate access is not available, they will be directed to the Holding Area situated in Pembridge Villas as noted upon the attached Site Access Plan.

**VEHICLES ACCESSING THE SITE PER DAY/WEEK**

Q12. Provide a breakdown of the number, type, size and weight of vehicles accessing the site.

*You should estimate the average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures. You will need to consider whether the roads on the route(s) to and from the site are suitable for the size of vehicles to be used. Are there other known developments in the local area or on route?*

- Small Van – 5-15 minutes on site – 2-3 per day
- Large Truck – 5-30 minutes on site – 2-3 per week
- Ready Mix Lorry – 1 hour on site – 4 on one day per 1-2 weeks
- Concrete Pump Truck – 6 hours on site – 1 per 1-2 weeks

Q13. Deliveries and collections should generally be restricted to between 9.30am and 4.30pm. Please confirm your acceptance to this condition and describe how it will be enforced.

*If there is a school on route, then deliveries must be restricted to between 9.30am and 3pm during term time. Delivery vehicles must be managed and prevented from causing obstructions to the highway.*

All deliveries will be managed by banksmen / marshals to prevent them from causing / minimising obstructions to the highway. Deliveries and collections will be restricted to between 9.30am and 4.30pm in line with RBKC requirements.

Q14. Will vehicle wheel wash facilities be provided?
Vehicle wheel wash facilities should be provided for all brownfield sites and/or where site conditions dictate. It is the responsibility of the main contractor to ensure that mud/detritus originating from the site is not deposited on the public highway.

As vehicles do not enter the site, wheel washing will not be required.

Q15. Please describe how you will protect the public highway from damage arising from construction related activity and prevent concrete and other detritus form being washed into the public highway drainage system. The Council will seek reimbursement for any damage caused to the highway or drainage system. Under no circumstances should concrete residue or other detritus be washed into the drainage system. Consideration must also be given to protecting the road and pavement surfaces from HGV movements, skips, outriggers and other related plant, materials and equipment etc.

With regards to measures to protect the public highway from damage arising from construction related activity, sheeting out in the form of plywood will be used as necessary to protect the highway and the surrounding highway and pavement will be brushed as necessary and removed from site with other debris by lorry or skip.

VEHICLE CALL UP PROCEDURE

Q16. What are the arrangements for co-ordinating and controlling delivery vehicles?

Deliveries should be given set times to arrive. Delivery instructions should be sent to all suppliers and contractors. Trained site staff must assist when delivery vehicles are accessing the site, or parking on the highway adjacent to the site. Banksmen must ensure the safe passage of pedestrians and vehicular traffic in the street when vehicles are being loaded or unloaded. Vehicles should not wait or stack on borough roads. An appropriate location outside the borough may need to be identified, particularly if a large number of delivery vehicles are expected.

Deliveries will be given set times to arrive.
- Trained site staff will assist when vehicles are accessing the site.
- Banksmen will ensure the safe passage of pedestrians and vehicular traffic in the street when a vehicle is reversed into the site.
- The Site Manager mobile telephone number will be given to all suppliers and delivery drivers who must confirm with site arrival time at least 20 minutes prior to arrival and only to approach site once confirmation that site is clear is received.

Q17. Who has responsibility for supervising, controlling and monitoring vehicle movements to/from the site?

Normally the Site Manager or Site Foreman will coordinate and allocate time slots.

The Site Manager will have responsibility for supervising, controlling and monitoring vehicle movements to/from the site.

Q18. What are the arrangements to ensure that the loading/collection area is clear of vehicles and materials before the next lorry arrives?

For example, suppliers could call the site manager some 20mins before their vehicle arrives at site. If the loading area is unavailable they should wait outside the borough.

Co-ordination of transport / deliveries and arrivals will be supervised by the Site Manager to ensure that the loading/collection area is clear of materials before another delivery vehicle arrives.
Q19. Where will the contractors’ own vehicles park? Contractors’ vehicles are not permitted to park in any suspended parking bays or on suspended waiting and loading restrictions. Contractor workers will arrive and leave the site by public transport. Pay & Display bays located in the vicinity of the site might be used from time to time for visitors.

EXISTING WAITING AND LOADING RESTRICTIONS

Q20. Please supply details of any waiting/loading restrictions or parking bays that you will apply to have suspended. Consider existing waiting, loading and parking arrangements in the street. Parking bay suspensions are normally only permitted outside the property being redeveloped. All suspensions must be justified. You should submit a plan showing the locations of the bays to be suspended and the expected duration. Once the CTMP is agreed you will need to apply to the Council’s Parking Section to implement the waiting and loading restriction suspensions outlined in the CTMP.

For the duration of the works 3 no. parking bays will be suspended outside 13 Chepstow Villas.

IMPACT ON OTHER HIGHWAY USERS

Q21. If site constraints mean that it is necessary to store plant or materials on an area of public highway other than immediately outside the proposed development site, you are required to provide evidence that you have liaised with affected frontages and must summarise the outcome below. You should supply full details of the persons with whom you have discussed your proposals.

Plant and materials will be stored on site.

Q22. How will you protect pedestrians from the construction works, particularly vulnerable users? In this section you should supply details of any diversion, disruption or other anticipated use of the public highway during the construction period (alternatively a plan may be submitted). Vulnerable footway users include wheelchair users, the elderly, people with walking difficulties, young children, people with prams, blind and partially sighted people, etc. A secure hoarding will generally be required to the site boundary with a lockable access. 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. Lighting and signage should be used on temporary structures/ skips/ hoardings, etc. Appropriate ramping must be used if cables, hoses, etc. are run across the footway.

There will be a protected walkway for pedestrians outside 13 Chepstow Villas.

The hoarding will be fixed as close to the entrance wall and existing tree to ensure maximum pedestrian and disabled access is maintained (see enclosed site set up plan and section 562_P_001/002)

Site management / marshals will supervise loading / unloading activity to ensure pedestrian safety. If required, they will also temporarily halt pedestrians on the footpath.

Secure, locked gates will provide access to the site.

Appropriate health & safety signage will be placed on the hoarding as well as contact details of the Site Manager.
Q23. Do you intend to apply for a licence to use the public highway for construction activity or for the storage of materials and will this include the diversion of an existing footpath?

Use of highway for storage 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. You must submit a detailed (to-scale) plan showing the impact on the highway including; the extent of hoarding, pedestrian routes, parking bay suspensions and remaining road width for vehicle movements. 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. Please provide details of all safety signage, barriers and accessibility measures such as ramps and lighting etc.

We do not intend to use the highway for construction activity apart from providing a protective hoarding and pedestrian walkway outside 13 Chepstow Villas (see enclosed site set up plan and section 562_P_001/002 for further details).

Q24. Do you propose to install a traffic diversion during the construction period?

You should submit detailed plans showing the impact on the surrounding highway network including the extent of the closure; the proposed diversion route for traffic and pedestrians; traffic management; the affected waiting/loading restrictions; affected parking facilities; emergency services access; public transport; refuse collection; deliveries; local businesses; etc. Temporary Traffic Management Orders and consultation will require an 8 week lead-in time. Road closures will require Councillor involvement and may need public consultation.

There are no plans to install a traffic diversion during the construction period. All delivery / collections will be supervised by the site manager / banksmen / marshals such that any delay to through traffic will be minimised.

Q25. What is your proposed method of spoil removal (wait & load, conveyor, grab, skip swap, etc.) and what is the anticipated dwell time of spoil removal vehicles?

You will require a Highways Licence for skips and temporary structures on the highway. Whatever method is chosen the delivery/collection lorries must not block the road.

During the 12 weeks programmed for excavation spoil will be removed via conveyor belt into a ‘wait & load’ truck which will be parked within the 3 no. suspended bays outside 13 Chepstow Villas.

Q26. How will concrete be supplied to the site, where will the delivery lorries be located and for how long? You will need adequate call-up procedures and arrangements to deal with delays and holding of vehicles.

Concrete will be supplied to site via ready mix lorry and concrete pump truck located in the suspended bays outside the site.

Estimated time on site for various vehicles will be approximately as follows:
- Ready Mix Lorry – 1 hour on site – 4 on one day per 1-2 weeks
- Concrete Pump Truck – 6 hours on site – 1 per 1-2 weeks

Q27. Do you intend to erect scaffolding on, over or adjacent to the public highway?

If so we will require full details and you will need to apply for a licence if it is on or over the public highway. All obstructions and diversions on the public highway must be provided with temporary signage complying with Chapter 8 of the Traffic Signs Manual and/or the Code of Practice for Safety at Streetworks and...
**UTILITY WORKS**

Q28. Will you be applying to install new or modified utility services to the site that involve work to the public highway? If so, which companies are involved? 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, which utility companies have been contacted (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.

There are no plans to install new or modified utility services to the site that involve work to the public highway.

**GENERAL MANAGEMENT ISSUES**

Q29. The Construction Traffic Management Plan should be periodically monitored and reviewed. Any significant changes to the CTMP should be reported to the Department of Planning and Borough Development. Who will be responsible for this?

The Construction Traffic Management Plan will be periodically monitored and reviewed. Any significant changes to the CTMP will be reported to the Department of Planning and Borough Development by the site manager.

Q30. You must coordinate traffic arrangements with other developments in the area. Who will be responsible for this?

The Site Manager will be responsible for coordinating with other developments in the area.

Q31. How will you ensure domestic and commercial waste collections are not disrupted? You will need to establish the days and times of collections and ensure that there is no conflict.

Waste collections take place in Chepstow Villas on Mondays and Thursdays.

Residents are instructed to only put waste out for collection before 07:00, but no specific collection time is given.

Despite this, as the proposed scheme at 13 Chepstow Villas won’t block the road, refuse collections will not be affected.
Q32. Who will deal with any complaints from local residents and businesses, etc.?

*Generally this will be the Project Architect, or Site Manager, or the Client, or his/her Agent*

Any complaints from local residents and businesses, will be dealt with by the Site Manager who may refer these to his Contracts Manager.

Q33. Please provide details of any construction related equipment, structures or activities on or over the public highway. These will require authorisation and/or a licence issued by the Council and include:

- Skips
- Hoardings
- Material storage
- Scaffolding
- Temporary structures
- Gantry
- Cranes
- Signage
- Traffic management
- Temporary traffic signals
- Footway and carriageway diversions or closures
- Temporary footway crossovers
- Suspension of waiting, loading or parking restrictions

- **Skips** – these may be placed on the road, subject to a skip licence and suspension of bays, following completion of excavation and concrete work.
- **Hoardings** - hoardings will be provided on site boundary, neighbouring walls and around the protected walkway over the pavement. These will require a licence.
- **Material storage** – materials will be stored within the site.
- **Scaffolding** – A scaffold gantry will support the conveyor and protected walkway over the pavement. This will require a licence.
- **Temporary structures** – As above
- **Gantries** – As above
- **Cranes** – N/A
- **Signage** – N/A
- **Traffic management** - As above
- **Temporary traffic signals** – N/A
- **Footway and carriageway diversions or closures** - As above
- **Temporary footway crossovers** – N/A
- **Suspension of waiting, loading or parking restrictions** – Bays will be required to be suspended as noted above.
Guidance notes

If the project you are constructing was subject to planning permission and a condition requiring a Construction Traffic Management Plan (CTMP) was applied to the planning consent, this condition will need to be formally discharged before any significant works can take place on site.

To implement the planning permission without discharging this condition could result in enforcement action being taken by the Council. The application form to discharge the condition can be found here. The application is made to the Department of Planning and Borough Development who consult the Council’s Transportation team.

The condition will need to be formally discharged by the Department of Planning and Borough Development before any licences for temporary structures on the highway and parking suspensions will be granted.

You should be aware that developments that are on or adjacent to the Transport for London Road Network (red route) will require additional liaison with Transport for London (TfL) and some licences (such as scaffold licences) will be issued through TfL.

Unfortunately it is not normally possible to meet contractors or review the first drafts of CTMPs before the formal application is submitted.

This form sets out the information required to process your CTMP. Please provide a response to all questions in the box provided. Questions or statements that you feel do not apply to your development should be marked ‘not applicable’ (N/A). Guidance notes are shown in blue.
APPENDIX 02

SITE SET UP DRAWINGS
Conveyor belt to remove excavated earth from new basement.

2.4m hoarding around front elevation and boundary of site

3 no. suspended parking bays

Trucks to remove excavated earth will be parked in the suspended parking bays outside 13 Chepstow Villas

HOARDING APPROX. 7m
13 Chepstow Villas

Conveyor belt to remove excavated earth

Protected walkway

Key Plan

Proposed Site Set Up Section

1:50 @ A1, 1:100 @ A3

Drawing Title:
13 Chepstow Villas London W11

Drawn by:
Marc Vant D'Sant

Date:
12.12.14

~HR~

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