
Note: Please refer to the end of this document for guidance notes about completing this form

Q1. What is the full postal address of the site?

Your response

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

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

Name:
Address:
Tel:
Email:

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

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.

Q6. What are the days and hours of site operation?

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?

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.

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.

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.

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.

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?

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.

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.

Q15. Please describe how you will protect the public highway from damage arising from construction related activity and prevent concrete and other detritus from 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.*

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 Roadworks. Signage must be regularly inspected and maintained. TfL issues scaffold licences for developments adjacent to the TLRN.

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.

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?

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

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.

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

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*
- *Gantries*
- *Cranes*
- *Signage*
- *Traffic management*
- *Temporary traffic Signals*
- *Footway and carriageway diversions or closures*
- *Temporary footway crossovers*
- *Suspension of waiting, loading or parking restrictions*

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.