

CONSTRUCTION TRAFFIC MANAGEMENT PLAN (CTMP)

- Q1.
- Please confirm that you have read and understood the Council’s Code of Construction Practice and the Council’s planning guidance on construction traffic management set out within the Transport and Streets SPD and the Basements SPD.
 - Please confirm that in preparing your CTMP proposal you have reviewed any Construction Traffic Management Plans (CTMP) that have been approved at nearby properties. These can be found using an online map based tool available [here](#).
 - Please confirm that you have read the guidance notes on how to complete this proforma included on the final page of this document.
 - Please note the approval of a CTMP does not remove the need to obtain highways licences and any other approvals that might be required.

<i>Please delete as appropriate</i>	<i>Y / N</i>
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PLAN IDENTIFICATION

- Q2. Provide a date of issue for this document and, if relevant, a revision number.

- Q3. What is the full postal address of the site?

- Q4. Please provide the planning permission reference number for the development. Otherwise please confirm this is a Draft CTMP to accompany a planning application.

- Q5. Please give a very brief description of the work.

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Q6. Please provide contact details for the person responsible for completing this form.

Name:
Address:
Tel:
Email:

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PRE SUBMISSION NEIGHBOUR CONSULTATION

- Q7. Please detail how neighbours have been involved in the development of this plan. Please confirm you have contacted the Residents' Association for the street (if there is one). Please identify whom you consulted on what dates and by what means. Please append any responses received.

Local people understand the local context and can provide constructive and valuable advice on how best to carry out a development given the context. We recommend that neighbours be contacted in writing with outline proposals and that they be given a minimum of two weeks to respond with their views in advance of any formal submission to the Council. Any consultation responses submitted to the Council in respect of a Draft CTMP should be used to inform the proposals and must be responded to in the Final CTMP. Details of the Borough's Residents' Associations can be found [here](#).

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ROUTEING OF DEMOLITION, EXCAVATION AND CONSTRUCTION VEHICLES

Q8. Please describe the construction traffic route to be used to and from the site, showing details of links to the strategic road network (A and B roads) and highlighting any nearby cycling facilities (including designated quiet ways and roads with contraflow cycling) that would be affected. **Provide a plan** (numbered and dated with a revision number if necessary) illustrating these details. Construction traffic on other routes is not permitted. The route described must be adhered to.

The route should avoid residential side streets wherever possible and vehicles should, in most circumstances, approach the site from the left hand side of the road in two-way streets. A plan of the route must be forwarded to visitors and delivery companies in advance. The route should be able to accommodate all vehicles visiting the site in terms of capacity, geometry, width and height. If necessary, submit swept paths to demonstrate the suitability of the proposed route. Consider any sensitive sites or major trip generators (e.g. schools, offices, public buildings, museums, etc.) on the route or nearby, and other planned developments and developments under construction - can they be avoided? Vehicles must not drive on footways other than at dedicated access points.

Q9. Please confirm that all contractors, sub-contractors, delivery companies and visitors will be advised of and required to strictly adhere to the specified route and all the other terms of this plan.

<i>Please delete as appropriate</i>	<i>Y / N</i>
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CONSTRUCTION TRAFFIC HOURS

Q10. Deliveries and collections must be restricted to between 9.30am and 4.30pm, Monday to Friday. Where there is a school on route, then deliveries must be restricted to between 9.30am and 3pm, Monday to Friday, during term time. Deliveries and collections are not permitted on Saturdays, Sundays or public holidays. In some particularly sensitive locations, for example where there is a street market nearby, further restrictions will be necessary. The Council will not agree to construction traffic using Portobello Road or Golborne Road on Fridays.

Please identify schools, nurseries, markets, tourist attractions or other sensitive uses near the construction site which have informed the construction traffic hours, specified below.

Acknowledging the restrictions on hours and days given above and considering nearby uses, please specify the hours during which construction traffic to and from the site is planned. Please enter a start time and an end time in the box below.

Any exceptions to the above must be specified here (for example where the delivery of abnormal loads such as tower cranes, heavy plant or site offices is planned).

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SITE ACCESS

Q11 Please supply an accurate (to scale) numbered and dated site plan annotated with dimensions showing;

- all points of site access (vehicular and pedestrian);
- where materials, skips and plant will be stored;
- position of hoarding;
- position of nearby trees (and tree protection structures);
- where construction vehicles would wait to load/unload;
- surrounding properties and their accesses;
- the layout of any approved construction sites on adjacent frontages;
- parking bay suspensions;
- a minimum of 1.2m clear footway width to be retained at all times and;
- a minimum of 3m clear carriageway width to ensure that development activity does not block the road.

Please provide the relevant drawing number (s).

The placing of welfare facilities, skips, plant and material should be on the site itself wherever possible. Their placement on the highway in front of adjoining properties will be unacceptable.

The placing of welfare facilities, skips, plant or material on the highway in a position that would hinder access to surrounding properties will be unacceptable.

A minimum of 1.2m clear footway width is required to allow wheelchair users and push chairs to pass.

A minimum of 3m clear roadway width must be maintained to prevent the road becoming blocked. We will require the use of narrow body construction vehicles where 3m clear width cannot be achieved with larger construction vehicles. Narrow bodied construction vehicles are those that can be accommodated fully within on street parking bays (i.e. a maximum of 2m wide without wing mirrors.

Account must be taken of the potential for third party servicing occurring on the opposite side of the street or on adjacent frontages.

In circumstances where 3m clear roadway width could be achieved by parking suspensions or the use of narrow body vehicles, we will require the latter.

On Mews streets routine manoeuvring by HGVs adjacent to the threshold of neighbouring houses will not be acceptable.



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Q12 Please confirm that a minimum of 3m clear roadway width will be maintained at all times to prevent the road becoming blocked.

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If it is not possible to maintain 3m clear roadway width and there is no alternative to the street becoming blocked during scheduled deliveries, please detail the management measures to be followed to ensure:

- Pedestrian passage is maintained at all times.
- Vehicular access to adjacent properties is maintained at all times.
- Emergency Access is maintained at all times.
- Domestic and commercial waste collections are not disrupted.
- Motorists are adequately forewarned of the blockage with appropriate signage on the approaches in conformance with Chapter 8 of the current TSRGD (Traffic Signs Regulations and General Directions).
- Trees do not become damaged.
- Vehicles will not drive on the footway other than at dedicated access points.

We will only agree to road closures in exceptional circumstances. In most cases good traffic management should ensure that the frequency and duration of blockages is managed so that vehicular traffic can pass the site. We will only agree to blockages occurring between 9.30am and 3pm. The driver must stay with the vehicle at all times and be ready to move on request if vehicular access to a neighbouring property is required and no alternative is available or in the event of an emergency. Banksman must be positioned on all approaches to the site to forewarn highway users and advise of alternative routes. You will need to establish the days and times of refuse collections and ensure that there is no conflict. These can be viewed [here](#)

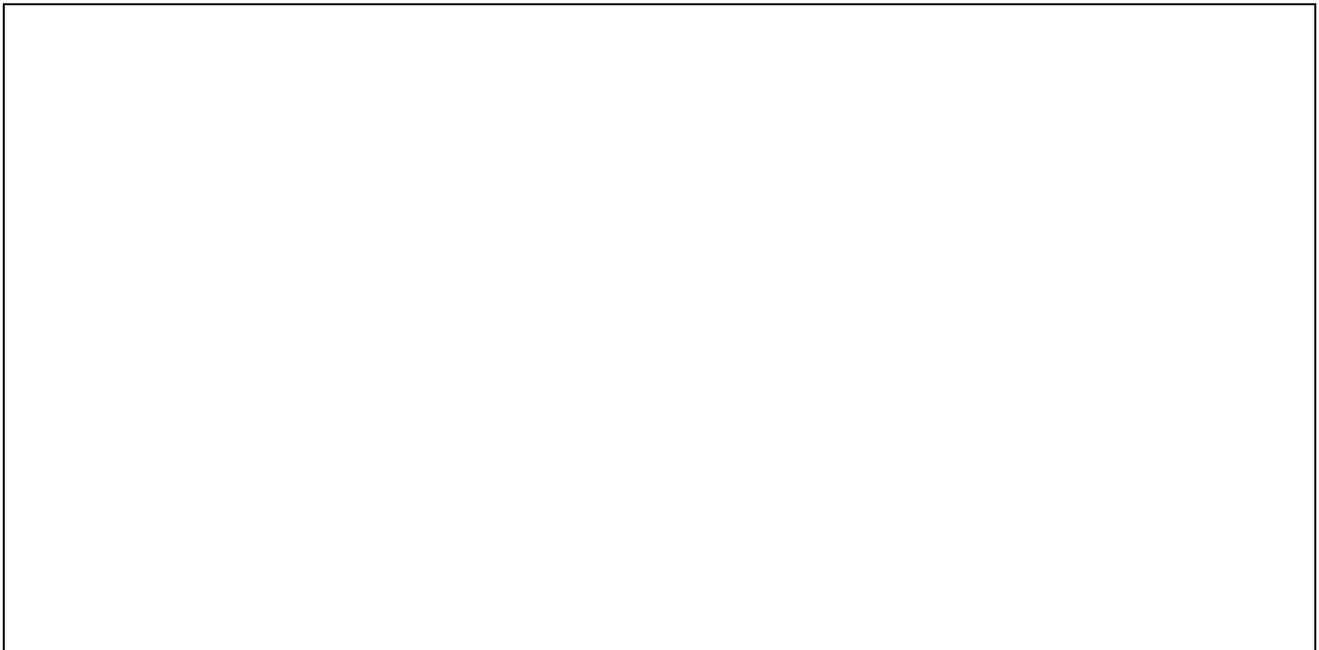
Q13. Will vehicles enter and leave the site (Yes/ No)? If yes, please detail how vehicles will enter and leave the site?

If vehicular access is provided vehicles should be able to turn within the site and exit in a forward direction. Alternatively, vehicles may reverse in and drive out in forward gear. Trained banksman MUST be provided at all times when vehicles are manoeuvring into and out of the site. As a minimum, banksman should have a Site Access Traffic Marshal qualification. The swept path of the chosen manoeuvre must be shown on the site plan. Trained banksman must ensure the safe passage of pedestrians and vehicular traffic in the street when vehicles are accessing or egressing from the site.

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Q14. Please provide full details of the method of spoil removal (wait & load, conveyor, grab, skip swap, etc.)?

We will only agree to a methodology that maintains 3m of clear roadway width. Where the maintenance of 3m clear roadway width is impossible, temporary blockages will only be permitted subject to stringent controls (see Q13). The use of the wait and load methodology means that the kerbside is available for parking at times when any parking suspensions do not apply. Grabbing spoil from the roadway or front gardens using a grab lorry blocks traffic and will not be acceptable in most locations. We will not agree to the placing of skips on streets that experience saturated parking conditions overnight (90% occupancy on residents' parking bays) and where alternative methods of spoil removal could reasonably be carried out. Details of recorded parking occupancy levels are available from the Council's Transport team. The chosen method of spoil removal must avoid damaging nearby trees, historic mews arches or street furniture.



Q15. How will concrete be supplied to the site, where will the delivery lorries be located and for how long? Where will concrete pumps, whether static or mobile, be positioned? How will concrete be transferred across the footway? Please illustrate with a numbered and dated drawing annotated with dimensions.

We will only agree to the use of concrete wagons where a minimum of 3m of clear roadway width can be maintained. Otherwise concrete must be hand mixed on site. At all times safe pedestrian passage across the front of the site must be maintained. Appropriate ramping must be used if hoses are run across the footway in order to maintain pedestrian passage. Alternatively, a gantry should be used to secure the hose safely (at a minimum height of 2.3m) overhead.



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- Q16. Please confirm that the delivery and collection of scaffolding for the site will be undertaken in accordance with the requirements of this CTMP. Please confirm that scaffolding lorries will be positioned at the kerbside (or appropriately on mews) so that scaffolding deliveries and collections do not impact on highway operation. Please confirm that a sufficient number of parking suspensions will be sought to ensure that scaffold lorries are positioned so as not to interfere with traffic.

<i>Please delete as appropriate</i>	Y / N
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SCHEDULING

- Q17 Please confirm that no more than a single delivery vehicle associated with the development will be positioned on the highway in the vicinity of the site at any given time.
For basement extensions to residential properties we will not agree to there being more than a single vehicle on the highway servicing the site at any given time (save for when a concrete pump is being used in conjunction with a concrete wagon).

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For some large development schemes, and solely at the discretion of the Council, it might be appropriate for more than a single construction vehicle to be on the highway in the vicinity of the site at a given time. The maximum number of such vehicles simultaneously on the highway in the vicinity of the site must be specified and justified here.

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Q18. In order to devise a robust scheduling strategy, the approximate number of construction vehicle movements necessary to complete the proposed development must be established. Please provide a robust estimate of the maximum number of vehicles visiting the site (daily or weekly) per vehicle type **during each major phase of the work**. For each vehicle type specify the vehicles' respective capacities and maximum dimensions (with and without wing mirrors). Please specify the maximum dwell time for each construction vehicle type.

The Council understands the exact number of construction vehicle movements cannot be known from the outset. However, the scheduling strategy must be sufficiently robust to satisfactorily deal with the construction traffic volumes that do arise. Accordingly, maximum vehicle sizes and maximum dwell times for each construction vehicle type must be set to ensure conflicting deliveries never arise and to maintain highway operation.

(e.g. Tipper Lorry 8.5m (L) 2.5m (W) 2.4m (H); 2 visits per day; 20 minutes maximum dwell time).

VEHICLE CALL UP PROCEDURE

Q19. Please confirm you accept the below requirements.

- All deliveries shall be pre booked and allocated set arrival times.
- Delivery instructions shall be sent to all suppliers and contractors including the maximum dwell times specified above.
- Suppliers shall call the site a minimum of 20mins before their vehicle arrives at site to confirm that the loading area is available.
- If the loading area is unavailable construction vehicles shall not proceed to the site.
- Vehicles shall not wait or stack on any road within the Royal Borough.
- The loading/collection area shall be clear of vehicles and materials before the next lorry arrives.
- Contractors' vehicles shall not park in any suspended parking bays or on suspended waiting and loading restrictions.
- The engines of contractors' vehicles shall not be kept idling.

Please delete as appropriate

Y / N

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Q20. How will you protect pedestrians during the construction works, particularly vulnerable users?

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 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 must be used on temporary structures/ skips/ hoardings, etc. Appropriate ramping must be used if cables, hoses, etc. are run across the footway. A banksman must be in position on the footway during the transfer of materials across the footway to ensure that safe pedestrian passage is maintained. As a minimum, banksmen should have a Site Access Traffic Marshal qualification.

Q21 Please confirm that the operators of the construction vehicles servicing the site have achieved FORS Silver accreditation to demonstrate your commitment to using clean safe vehicles with good levels of direct vision, safety bars and advisory signage.

The Council expect operators of construction vehicles to have achieved Freight Operators Recognition Scheme Silver accreditation to satisfy Council Policies on road safety (CT1 (h)) and air quality (CE5) .Details can be found [here](#).

<i>Please delete as appropriate</i>	<i>Y / N</i>
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HIGHWAY LICENCES

Q22. Please confirm if you intend to erect hoarding or scaffolding on the highway or to use the highway for construction activity, for the storage of plant or materials or for welfare facilities. If so you need a highways licence and to lodge an agreed bond with the Council. Details on how to apply for highways licences are available [here](#).

Use of highway for storage or welfare facilities is at the discretion of the Council and is generally not permitted. If you propose to place items on the highway you must supply full justification, setting out why it is impossible to allocate space on-site. The provision of hoarding around trees, street furniture or historic arches requires a highways licence.

Q23. Please confirm if you intend to place a skip on the highway. If so you need a skip licence, even if the skip is only placed on the highway surface for a short period. A skip licence is distinct from a highways licence to place materials or temporary structures. Two licences may be required. Details on how to apply for a skip licence are available [here](#).

Q24 Please confirm if you intend to close a footway at any stage during the construction works?
Permission will not be given to close footways unless this is unavoidable. Where a footway closure is proposed please 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. All such signage must conform to Chapter 8 of the current TSRGD and be compliant with NRSWA regulations.

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- Q25. Please confirm if you intend to close a roadway at any stage during the construction works? Details on how to apply for a road closure are available [here](#).

The Council will only agree to traffic diversion that we consider necessary and for the minimum duration. If a traffic diversion is proposed, you should submit detailed dated and numbered plans showing the impact on the surrounding highway network including the extent of the closure; the proposed diversion route for vehicular 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.

- Q26. Please confirm if you intend to carry out any crane lifts during the construction works. If so a mobile lifting operation licence will be required. Details of how to apply for a mobile lifting operation licence are available [here](#).

- Q27. Please confirm whether a temporary crossover is required to enable construction vehicles to access the site or if you will need to protect the highway surface from outriggers, heavy or point loads or other equipment? If so you require a temporary crossover licence and to lodge an agreed bond with the Council. Details of how to apply for a temporary crossover licence are available [here](#).

The Borough's footways are not engineered to take heavy loading from construction vehicles. A temporary crossover licence must be obtained where either a new crossover is required for a temporary period for construction access or where construction vehicles are to cross the footway using an existing crossover. Under such a licence a suitable crossover can be provided for a temporary period after which the footway will be reinstated by the Council at the expense of the licence holder. The use of metal plates on the highway is not acceptable. The use of vehicles with outriggers on the highway requires a licence.

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PARKING SUSPENSIONS

Q28. Will you require a parking suspension to facilitate the development? How many parking suspensions do you require? Please annotate the number of bays and/ or length of suspension required on the site access plan. Please specify the frequency and duration of the suspensions and identify what they are for e.g. loading, access, storage. Please provide justification for all intended parking bay suspensions.

Details on how to apply for parking suspensions are available [here](#).

The number of parking bay suspensions and the duration and frequency of those suspensions must be the minimum necessary to carry out the development while maintaining at least 3m of clear roadway for vehicular passage. Parking bay suspensions are normally only permitted outside the property being redeveloped. The Council will only agree to suspend disabled bays, doctors' bays, car club bays or diplomats' bays if there is no alternative. Parking bay suspensions will only apply during construction traffic hours except where an associated skip or hoarding licence has been issued. Skips should be removed to leave the highway clear over the weekend. Once the CTMP is agreed you will need to apply to the Council's Parking Section for the parking suspensions specified within this plan. Suspended parking bays are not to be used for simple parking convenience and the developer must ensure their contractors travel to the site using public transport, on foot or by bicycle. Contractors' vehicles will not be permitted to park in suspended parking bays. Bays are suspended for operational purposes only. We expect developers to let the Council know if they complete any task(s) earlier than anticipated and no longer need the suspended bays that they have reserved; so we can return them to use at the earliest opportunity.

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GENERAL MANAGEMENT ISSUES

Q29. Please confirm you accept the below requirements:

- The depositing of mud/detritus on the highway originating from the site or from any construction vehicle associated with the development is unacceptable.
- Under no circumstances should concrete residue or other detritus be washed into the drainage system. Appropriate measures will be taken to prevent concrete and other detritus from being washed into the public highway drainage system. The Council will be informed promptly should any such damage to the highway occur and will be duly reimbursed for the cost of the repairs.
- A wheel washing facility shall be provided at all vehicular access gates to the development site to ensure that mud/detritus originating from the site is not deposited on the public highway.
- Where the deposition of some dirt on the highway is unavoidable, any mud/detritus shall be expeditiously cleared using street cleansing vehicles or similar. Jet washers will not be used to flush such dirt into road gullies. No development dirt shall be evident on the highway at the end of any working day

<i>Please delete as appropriate</i>	<i>Y / N</i>
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Q30. Please confirm that you will make all reasonable efforts and always when specifically directed by the Council to coordinate the scheduling of construction traffic movement with other nearby developments and those on the construction traffic routes specified above. Please identify relevant development sites with which you will coordinate.

When more than one development is occurring on a narrow street or on cul de sacs where access is constrained, deliveries to development sites must be coordinated so as to maintain access at all times and minimise disruption.

Q31. Please confirm that if directed by the Council you will monitor any site accesses or loading areas authorised by this plan with CCTV between 8am and 6pm Monday to Friday and to make any footage available on request.

<i>Please delete as appropriate</i>	<i>Y / N</i>
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- Q32. Please identify who is responsible for the day to day implementation of this CTMP and provide their contact details. This person must be responsible for the supervising, controlling and monitoring vehicle movements to/from the site and coordinating and allocating time slots.
Notwithstanding the details given hereunder the developer/ owner will necessarily, as a condition of their planning permission, be responsible for ensuring this plan is adhered to in full.

Name:

Position:

Address:

Tel:

Email:

PROGRAMME/KEY DATES (FOR INFORMATION)

- Q33. 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 Council understands the exact duration of the development works cannot be known from the outset. Nevertheless, an approximate programme is required to properly inform residents and to assist in the management of cumulative development impacts.

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SUMMARY CTMP

Q34. Please confirm that you have completed the summary sheet on the following page and please confirm that should this plan be approved by the Council you will affix this summary sheet in a position prominent at the front boundary of the site for the full duration of your development works.

<i>Please delete as appropriate</i>	<i>Y / N</i>
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SUMMARY OF CTMP REQUIREMENTS

SITE ADDRESS

PLANNING REF. NO. (to be filled in once a full CTMP is approved)

A SAFE PEDESTRIAN ROUTE MUST BE KEPT OPEN ADJACENT TO THE SITE

THE ROADWAY IN FRONT OF THE SITE MUST BE KEPT PASSABLE

PERMITTED CONSTRUCTION TRAFFIC HOURS (Monday to Friday only)

MAXIMUM NUMBER/LENGTH (in distance)
OF PARKING SUSPENSIONS REQUIRED

HIGHWAY LICENCES REQUIRED (Please tick as appropriate)

Temporary Structure (including hoarding and scaffolding)

Skip Licence

Temporary Crossover Licence

Mobile Lifting Operation Licence

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Guidance notes

The CTMP proforma sets out the information required to produce a satisfactory 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 as to what is expected of CTMPs are shown after many of the questions in blue. The use of the proforma greatly increases the likelihood that precise enforceable CTMPs, compliant with Council Policies CL7 (k) and CT1 will be produced. The wording of CTMPs created using the proforma is a combination of the text contained within the questions and the answers given by the applicant.

The wording must necessarily be precise and must read as a set of restrictions. Ambiguous phrases such as "generally", "normally", "roughly", "anticipated", "intended", "approximate" or "likely to be" must be avoided. Otherwise the CTMP will be rejected for being imprecise. Where exact details are not known at the time of drafting the CTMP a robust worst case should be stated.

The Council requires that a Draft CTMP be submitted with all planning applications for basement development. Draft CTMPs may also be required to support planning applications for major schemes or for other development works in constrained locations that are likely to impact significantly on highway operation.

The Council's Planning Advice Service can be used to inform the preparation of a CTMP. Details of the service are available [here](#). Other than through the Planning Advice Service, it is not possible to meet contractors or review drafts of CTMPs before a formal application is submitted.

Liaison with neighbours is also vital when developing a Draft CTMP in order to address potential traffic and access issues at an early stage.

You are reminded of the importance in fully researching other properties in the Mews/road/street etc and demonstrating how you would accommodate their own construction traffic if construction work was taking place at the same time as your own, and how you would ensure that passage for residents and their vehicles would be maintained if multiple construction works were taking place, each with their own vehicles and their own site hoardings. Description of your discussions with any other developers/contractors will be necessary for you to show a sensible approach to managing the impact of development in the mews and if there are neighbouring developments planned to be carried out at the same time as yours, details of the planned site layouts for those works should be included in your CTMP drawings.

The Draft CTMP will be subject to public scrutiny through the planning application process. All comments received in respect of the Draft CTMP must be duly considered and addressed within the text of the Full CTMP to be prepared **by the lead contractor** pursuant to a planning condition prior to implementation.

The planning condition will need to be formally discharged by the Council before any licences for temporary structures on the highway and parking suspensions will be granted. Further approvals will be required for any skips, temporary structures on the highway, parking suspensions, road closures or Temporary Traffic Orders. In some cases, the timescales for these further approvals can be fairly significant. Equally, if the methodology set out in the CTMP requires licenses from a third party, most typically TfL, then they need to confirm with the third party directly that such approvals would be granted, prior to submitting the CTMP.

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.