

# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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Q1. Please confirm that you have read and understood the Council's guidance notes included at the end of the document and within the Transport and Streets SPD.

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

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

Name:
Address:
Tel:
Email:

# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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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 liaised with and where they reside.

*Local people understand the local context and can provide constructive and valuable advice on how best to carry out a development given the context. Any consultation responses submitted to the Council in respect of a Draft CTMP must be responded to in the Final CTMP. Details of the Borough's Residents' Associations can be found [here](#).*

# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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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 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. 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. If necessary use 'Autotrack' 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, and other planned developments and developments under construction - can they be avoided?*

Q9. Please confirm that all contractors, sub-contractors, delivery companies and visitors will be advised of and required to 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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## PERMITTED 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. Please confirm your acceptance of these requirements and describe how they will be enforced. Any exceptions must be specified here (for example where the delivery of abnormal loads is planned).

# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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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;
- where construction vehicles would wait to load/unload;
- surrounding properties and their accesses;
- 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 skips, plant and material should be on the site itself. Their placement on the highway in front of adjoining properties will be unacceptable.*

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

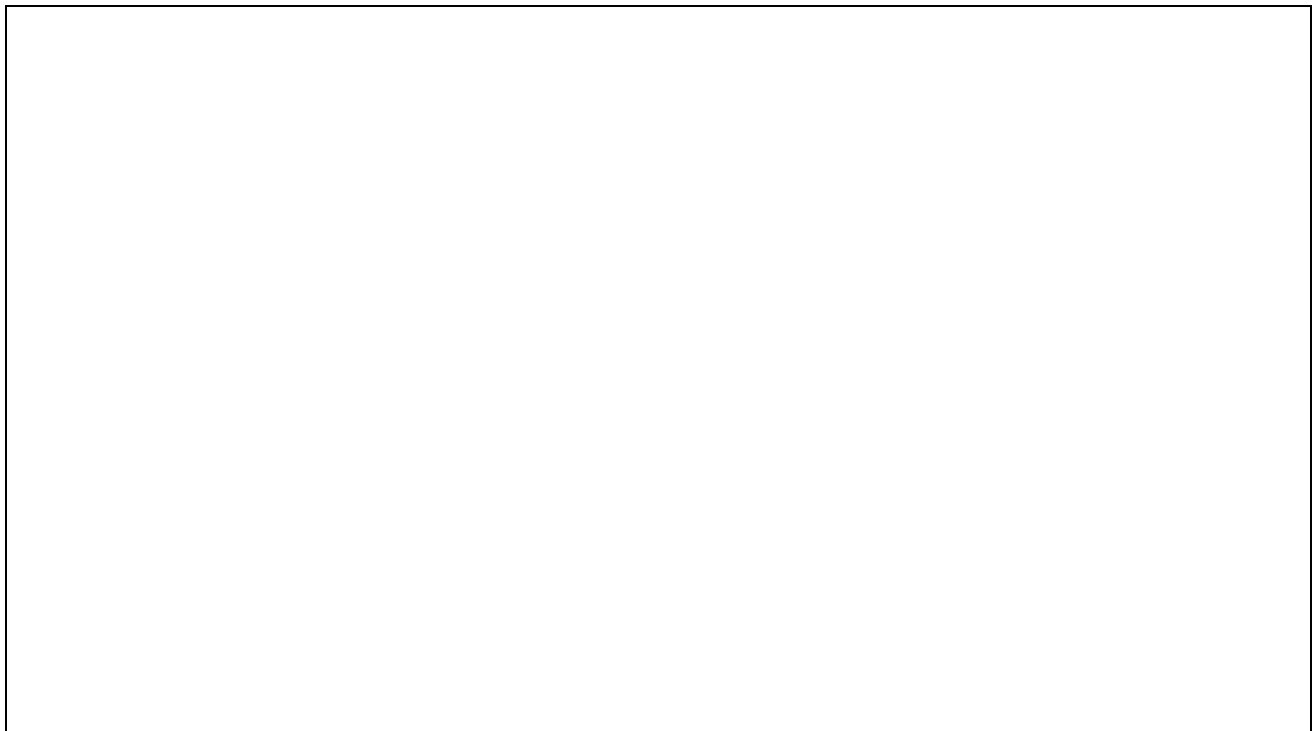
*A minimum of 1.2m clear footway width is required to allow wheelchair users and push chairs to pass.*

*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.*

*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.*

*Where the maintenance of 3m clear roadway width is impossible, temporary blockages will only be permitted subject to stringent controls (cf. Q16).*



# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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Q12. 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. Suitably (LANTRA or similar) qualified banksmen MUST be provided at all times when vehicles are manoeuvring. The swept path of the chosen manoeuvre must be shown on the site plan. 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.*

Q13. What is your proposed method of spoil removal (wait & load, conveyor, grab, skip swap, etc.)?

*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. 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 (cf. Q16). 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. The chosen method of spoil removal must avoid damaging any nearby trees.*

Q14. How will concrete be supplied to the site, where will the delivery lorries be located and for how long? Where will concrete pumps 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.*

## CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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Q15. How will scaffolding be supplied to the site, where will the delivery lorries be located and for how long? If this question is not applicable please explain why. Please illustrate with a numbered and dated drawing annotated with dimensions.

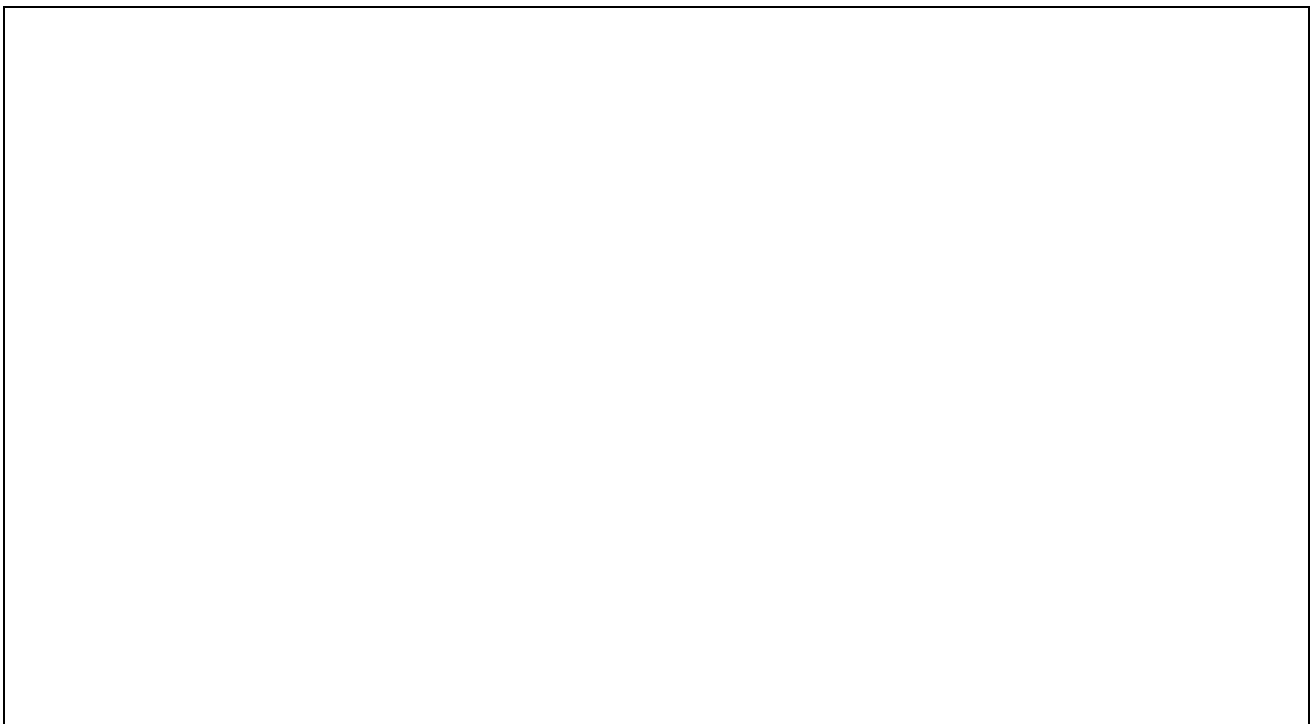
*We will only agree to arrangements where a minimum of 3m of clear roadway width can be maintained during scaffolding deliveries. If necessary parking bays must be suspended to achieve this. Where the maintenance of 3m clear roadway width is impossible, temporary blockages will only be permitted subject to stringent controls (cf. Q16).*



Q16. On narrow streets, where 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.
- Motorists are adequately forewarned of the blockage.
- Trees do not become damaged.

*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.*



## CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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Q17. Please confirm that appropriate measures will be taken to protect the public highway from damage arising from construction related activity and to prevent concrete and other detritus from being washed into the public highway drainage system. In addition, please confirm that 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.

*The Council will require 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.*

<i>Please delete as appropriate</i>	<i>Y / N</i>
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Q18. 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.
- A wheel wash 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. 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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# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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## SCHEDULING

Q19. 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 breakdown of the number, type, capacity and dimensions of the construction vehicles that would service the site. Estimate the average daily or weekly number of vehicles per vehicle type **during each major phase of the work**. Please specify the maximum dwell time for each construction vehicle type.

*The Council understands the exact number of construction vehicle movement 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. Grab Lorry 8.5m (L) 2.5m (W) 2.4m (H); 2 visits per day; 20 minutes maximum dwell time).*



## CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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Q20. 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).*

*Please delete as appropriate*

Y / N

*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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### VEHICLE CALL UP PROCEDURE

Q21. 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

# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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## IMPACT ON OTHER HIGHWAY USERS

Q22. How will you protect pedestrians from 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.*

Q23. Confirm that you have assessed the risks to cyclists and pedestrians of the proposed construction traffic arrangements and accept the requirements related to safety bars, additional mirrors and advisory signage set out in London Council's and Transport for London's Consultation for a Safer Lorry Scheme.

*Drivers must have undertaken cyclist safety awareness courses and construction vehicles must be provided with safety aids such as side Information on how to implement these measures is included within the Transport and Streets SPD.*

# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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## PARKING SUSPENSIONS AND HIGHWAYS LICENCES

Q24. The number of parking bay suspensions and the duration and frequency of those suspensions shall be the minimum necessary to carry out the development while maintaining at least 3m of clear roadway for vehicular passage.

Please specify any waiting/loading restrictions or parking bays that you will apply to have suspended and identify them 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.

*Consider existing waiting, loading and parking arrangements in the street. Parking bay suspensions are normally only permitted outside the property being redeveloped. Parking bay suspensions do not apply outside hours of parking control, except where an associated skip or hoarding licence has been issued. 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.*

Q25. 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. 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.*

Q26. Do you propose to install a traffic diversion during the construction period?

*If so, 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. Road closures will require Councillor involvement and may need public consultation.*

# CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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Q27. Please confirm whether a temporary crossover licence is required to enable construction vehicles to enter the site?

*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 in traditional paving material by the Council at the expense of the licence holder.*

Q28. 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.*

## GENERAL MANAGEMENT ISSUES

Q29. 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.*

**CONSTRUCTION TRAFFIC MANAGEMENT PLAN**

Q30. Please confirm that you will 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. These can be viewed [here](#).*

<i>Please delete as appropriate</i>	<b>Y / N</b>
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Q31. 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)**

Q32. 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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## CONSTRUCTION TRAFFIC MANAGEMENT PLAN

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### Guidance notes

A Draft Construction Traffic Management Plan (CTMP) must be submitted with all planning applications for subterranean development or other developments, including major schemes, likely to generate significant volumes of construction traffic.

The Council's Planning Advice Service can be used to inform the preparation of a Draft CTMP. Details of the service are available [here](#).

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

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.

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 Transport 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.

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.

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.