

Construction Management Plan

Guidance Notes

1. In order to ensure developments are carried out safely the London Borough of Richmond upon Thames (as the local Planning & Highways Authority) require a Construction Management Plan is submitted for the project that demonstrates how the works are to be carried out
2. Construction traffic may have a disproportionate impact on a street, the highway network and neighbours; therefore you must clearly demonstrate proposals that mitigate this impact as far as possible
3. This pro-forma document has been prepared to ensure the council's key concerns in relation to construction traffic, site and highway network management are addressed
4. A CMP once approved, becomes an enforceable planning condition and [enforcement action](#) may be taken against sites that do not adhere to the methodology approved in a CMP
5. Wording must be precise, and ambiguous phrases such as, "generally", "normally", "roughly", "anticipated", "intended", "approximate" or "likely to be" must be avoided, otherwise the CMP will be rejected. Where exact details are not known at the time of preparing the CMP, a robust worst case should be stated
6. The relevant planning condition relating to this CMP will need to be formally discharged by the Council before any licences for temporary structures on the highway & any parking suspensions granted. Further approvals will be required for any [skips](#), temporary structures on the highway, parking suspensions, road closures or Temporary Traffic Orders
7. You should be aware that developments on or adjacent to the Transport for London (TfL) [Road Network \(red routes\)](#) or other infrastructure may require additional liaison and some licences may need to be issued through [TfL](#). Confirmation of these will be required and details should be appended
8. In addition you should familiarise yourself with the requirement to use clean, safe vehicles with good levels of direct vision, safety bars and advisory signage: <https://tfl.gov.uk/info-for/deliveries-in-london/delivering-safely>
9. Please ensure you read through the CMP template and only provide information relevant to each section in a clear and concise way
10. Drawings should be at a minimum scale of 1:200, be properly drawn (CAD, not by hand) and appended to the CMP document
11. Before works commence on-site you should check to see if there are any nearby [planning applications](#) or potential conflicts with [roadworks](#) or [road closures](#)

INTRODUCTION

1. Date of this document

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2. Site / Property address

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3. Planning reference (if known)

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4. Brief description of the work

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5. Contact details (name & mobile number)

Property Owner / Client:	
Project Manager / Contractor	
Emergency Contact	
Person responsible for completing this document	

6. Estimated Start Date and Programme Length

Estimated Start Date on site:
Programme:

LOGISTICS & SITE SETUP

7. Vehicle routing (*Please provide a description of the local routing via the nearest major A roads. Please note construction vehicles are generally expected to approach a site so it is on the left hand side, to avoid excessive manoeuvring, and to exit in forward gear. (Routing drawings should be appended to the end of this document)*)

To site:

Away from site:

8. Please list any nearby Sensitive Receptors (schools, hospitals, care homes, major shopping areas, large offices, etc.) In some circumstances, the council may require permitted hours for construction vehicles to be restricted to between **09:30 and 15:00 Mon to Fri**, to avoid cumulative impacts on the highway network during peak periods, particularly where there are nearby schools. (Section 8 below)

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

Site Hours:

Construction Vehicle hours:

10. Please confirm you understand and agree to the following items:

a. No more than one vehicle to attend the site at any time (<i>mandatory</i>)	Y / N
b. Vehicles will not be permitted to stack outside the site or on local roads & a proper call-up procedure will be used	Y / N
c. Construction vehicles will not block the road (where this is unavoidable, justification must be provided in Section 20)	Y / N
d. You will provide qualified Traffic Marshals to oversee vehicle movements on the public highway if required. (The minimum requirement is the possession of the Site Access Traffic Marshal qualification)	Y / N
e. Any signage or barriers will conform to Chapter 8 of the Traffic Signs Regulations and General Directions 2019 and NRSWA requirements	Y / N

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

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

a. Standard Ready-Mix vehicles (<i>must be included on drawings</i>)	
b. Bagged material delivered and mixed on site	

13. Please confirm you can maintain a clear carriageway passing width of 3.0m for other vehicles when construction vehicles are in position **Y / N**

- a. If not, then in streets where there is restricted width for large construction vehicles, you will be expected to use **Narrow-Bodied Vehicles**. These are defined as having a body width -excluding wing mirrors- of 2.0m or less (*An example would be a Mitsubishi Fuso or Nissan Cabstar style, flatbed tipper truck or LWB Transit*)

14. Please describe the measures you will use to ensure pedestrians and vulnerable highway users will be protected during the works

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15. Programme schedule and vehicles

(Please provide a breakdown per Phase of the project, of the type, dimensions (L&W) and expected weekly number of vehicles expected to attend the site. e.g. Excavation – Tipper truck – 9m x 2.5m – 5 vehicles per week; transit van - 5m x 1.9m – 10 vehicles per week, etc.)

PHASE	VEHICLE TYPES & DIMENSIONS	EXPECTED NUMBER PER WEEK

- 16.** Are there any planned exceptional loads required (i.e. crane or plant deliveries using a low-loader; mobile crane lifts; piling rigs, steel beams, etc.) Provide details and vehicle dimensions. A site setup drawing will be required, as will swept path analysis drawings where necessary

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

If yes please provide a drawing showing the pedestrian diversion route and safety measures that conform to [Chapter 8 of the Traffic Signs Regulations and General Directions 2019](#) and [NRSWA](#) requirements

- 18.** Will a Road closure be required? **Y / N**

If yes please provide a drawing showing the diversion route and safety measures and written/email confirmation this has been agreed with the LBRuT network management team

- 19.** Please confirm you understand & agree to the following site protection measures **Y / N**

a.	All road gulleys to be protected & no site waste to enter public drainage systems
b.	All vehicle engines to be switched off when on stand
c.	The public highway to be kept clean at all times during the works
d.	Any damage to the public highway will be reported immediately

- 20.** Will you require a parking suspension? If so what length and for how long? (*a standard bay is 5m in length*)

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- 21. DRAWINGS.** These must be CAD drawn at a minimum scale of **1:200**, show the position of vehicles and show the site in the context of its surroundings, including any street trees, lighting columns, street furniture, gully positions, etc. Drawings must be attached or appended to this CMP document. (*Please tick which ones are included*)

a.	Site Setup, Skips, Vehicle positions etc.	
b.	Concrete Vehicle positions	
c.	Swept Path Analysis	
d.	Abnormal Loads – low loaders, cranes, etc.	
e.	Vehicle Routing	

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

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

23. ADDITIONAL INFORMATION (if required above)

APPEND DRAWINGS BELOW

