

Construction Management Plan Template for Development Sites



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Stratford-on-Avon District Council

Construction management plan template for development sites

Introduction

The purpose of this document is to help developers minimise impacts from development sites, and relates to both on site activities as well as transport arrangements.

Construction management plans should address how adverse impacts associated with development and cumulative impacts of any other nearby construction sites will be managed. The level of detail required in a construction management plan will depend on the type and scale of the development.

Please remember that construction management plans do not prejudice or replace the need to obtain any separate consents or approvals such as road closures or demolition notices.

How to use this document

All development sites shall implement the essential requirements listed in the highlighted boxes at all times regardless of type or scale unless explicitly agreed in writing with the local planning authority.

For larger developments that take place over an extended period of time and/or have the potential to cause significant impacts to local amenity, a construction management plan will be required. This shall include the essential requirements of this document as well as site specific control measures provided by the appointed contractor(s).

The requirement for a construction management plan will normally be secured by a pre-commencement planning condition, however, it may also be required if a development causes persistent nuisance to other nearby sensitive uses. A construction management plan template has been provided with suggested section headings. These section headings and the guidance within them should be used as a template for your construction management plan. You may also wish to add other information and additional headings to reflect the arrangements for your development.

Development must be carried out in full accordance with approved construction management plans at all times. Failure to provide an approved construction management plan prior to commencement (including demolition works) and to adhere to it during the course of the development could constitute a breach a planning control and may result in enforcement action being taken.

Construction management plan template

1.0 Introduction

1.1 Planning reference number

1.1.1 Please provide the planning reference number of the development e.g. 21/00999/OUT

1.2 Site address

1.2.1 Please provide the full address of the development and a site location plan.

1.3 Project details and overview

1.3.1 Please provide the proposed start and end dates for each phase of the development (including demolition and groundworks) as well as an overall programme timescale (a Gantt chart with key tasks, durations and milestones would be desirable).

1.4 Site description and context

1.4.1 Please provide a description of the site, surrounding area, and development proposals.

1.4.2 Please provide a description of the proposed demolition and/or construction works including the size and nature of the development and details of the main issues, challenges, and site constraints (e.g. narrow streets, site access, tree preservation orders (TPO), nearby watercourses, existing utility services, etc.).

1.4.3 Identify the nearest potential receptors, e.g. residential dwellings, nurseries and schools, businesses, places of worship, hospitals, and care homes, likely to be affected by activities on site such as noise, vibration, dust, fumes, and lighting.

2.0 Site management

2.1 Site personnel

2.1.1 Please provide the following information:

- Contact details of the person responsible for the production and submission of the construction management plan.
- Contact details of the person(s) responsible for compliance with the construction management plan.
- Contact details for the project manager with day-to-day responsibility for the development (if different to the above).
- Contact details of the person(s) responsible for community liaison and dealing with any complaints from members of the public, regulatory bodies, and occupiers of other adjacent premises.
- The head office or registered address of the main contractor with responsibility for implementation of the construction management plan.
- The address where the main contractor's company accept receipt of legal documents.
- Any other key development contacts, roles, and responsibilities.

2.2 Development site layout and welfare arrangements

2.2.1 Please provide a site layout plan for the development site including locations of the site office, material storage areas, waste storage areas, staff parking, vehicle access points, wheel wash locations, generators, delivery loading/unloading areas, and details of any site hoardings or acoustic screening to be erected.

2.2.2 Please provide details of site accommodation and welfare arrangements.

2.2.3 Please provide details of the measures to ensure the segregation of pedestrians, cyclists and development traffic (this is important where Public Rights of Way are affected)

2.3 Site personnel and visitors

2.3.1 Please provide details of staff induction and procedures for visitors at the development site.

2.3.2 Please provide information on how the content of the construction management plan will be communicated to members of staff and all contractors and persons delivering to site

2.4 Managing materials, site storage, and good housekeeping

- 2.4.1 Please provide information on where raw materials, demolition arisings, and other waste products will be stored at the development site.
- 2.4.2 Please provide details of the housekeeping arrangements for the development site to ensure that stored materials, arisings, and equipment do not cause a nuisance or an obtrusive visual impact to members of the public, nearby residents, and occupiers of other adjacent premises.
- 2.4.3 Please provide details of the measures to be taken to ensure that materials stored on the site are adequately secured to prevent unnecessary and unsightly dispersal around the site and public areas e.g. streets, laneways, footpaths and reserves.

2.5 Site security

- 2.5.1 Please provide details of arrangements for site security including details of fencing, lighting, and site boundary hoardings.

3.0 Community liaison and communication, including complaints procedure

These must be included in your construction management plan

Essential requirements

- i) A display board shall be prominently displayed at all development sites. All boards shall detail the nature of the works being undertaken, a contact name, telephone number (including a telephone number to be used outside normal working hours), and a postal address where any enquiries can be sent.
- ii) The telephone number provided to local residents and businesses shall be maintained at all times whilst the development works are taking place in order to respond to any enquiries and complaints.
- iii) Regular communication with neighbouring residents and any community groups shall be maintained throughout the duration of the works to provide updates on the scheduled works and any changes that may occur as a result of unforeseen circumstances.
- iv) A complaints register shall be kept and shall include complainant's details, date and time of the complaint, cause(s) of the complaint, action taken to resolve the complaint, date and time of action taken to resolve the complaint, and reasons for any unresolved complaints.

These must be included in your construction management plan

- 3.1 Please provide details about how you and your contractor(s) will engage with the local community before and during the proposed development works.
- 3.2 Please provide details of your arrangements for liaising with members of the public, regulatory bodies, and occupiers of other adjacent premises.
- 3.3 Please provide details of your procedure for dealing with complaints from members of the public, regulatory bodies, and occupiers of other adjacent premises.
- 3.4 Please provide details about how you and your contractor(s) will keep residents and others informed about unavoidable or unexpected disruption that is likely to occur during the development e.g. unavoidable noise, dust, or disruption of traffic.

NB Clear information should be given to local communities in advance and in writing.

4.0 Implementation, monitoring, and corrective action

These must be included in your construction management plan

Essential requirements

A responsible person shall undertake regular site inspections to monitor compliance with the construction management plan and to ensure that nuisance is not caused to surrounding uses. Where non-compliance is identified, the responsible person shall ensure that corrective action is taken.

These must be included in your construction management plan

- 4.1 Please provide further information on how the implementation of the construction management plan will be monitored including frequency.
- 4.2 Please provide details on the corrective procedures to be taken when the measures in the construction management plan are not being implemented, and how this will be recorded.

5.0 Site operations

5.1 Working hours

These must be included in your construction management plan

Essential requirements

The working hours for the development site (including any construction and demolition activity) shall be:

- 08:00 to 18:00 on Monday to Friday
- 08:00 to 13:00 on Saturdays
- No working on Sundays or Public Holidays
- No Piling operations should commence prior to 09:00

These working hours cover operations and work which are audible at the site boundary. Any noisy operations outside these hours shall not be undertaken without prior written approval from the local planning authority. These hours may be amended by the local planning authority where local circumstances demand as necessary.

These must be included in your construction management plan

- 5.1.1 Please detail any planned works that may have to be undertaken at times outside of these hours, their expected duration, and any specific mitigation measures to be employed during these works to minimise impacts on nearby sensitive premises e.g. installation of utility services, delivery of large/bulky plant and equipment, concrete pouring, etc.

5.2 Deliveries and transport of materials, plant, and equipment to site

NB: DELIVERY TIMES MAY NEED TO BE AMENDED WHERE THE COUNCIL CONSIDERS THE STANDARD TIMES BELOW SHOULD NOT APPLY FOR E.G. WHERE THERE ARE SCHOOLS NEARBY

These must be included in your construction management plan

Essential requirements

- i) Deliveries including the transport of materials, plant, and equipment to the development site shall only take place during the following hours:
- 08:00 to 16:30 on Monday to Friday
 - 08:00 to 13:00 on Saturdays
 - No deliveries on Sundays or Public Holidays

Any deliveries outside the above hours cannot be undertaken without prior written approval of the local planning authority.

If a school is located in the vicinity of the development site or on the proposed access and/or egress routes, deliveries shall be restricted to between 9:30 and 15:00 on Monday to Friday during term time.

- ii) Delivery vehicles shall not be permitted to wait, queue, or circulate on the public highway when the development site is not open for deliveries.

These must be included in your construction management plan

- 5.2.1 Please provide details of any planned delivery arrangements that may be required outside of the above hours.
- 5.2.2 Please provide details of the proposed procedures and location(s) for the loading and unloading of plant and materials at the development site. NB Wherever possible loading and unloading should only take place within the development site.

5.3 Highways and development traffic management

NB: WARWICKSHIRE COUNTY COUNCIL WILL REQUIRE A DILAPIDATION SURVEY TO BE SUBMITTED PRIOR TO UNDERTAKING WORKS

5.3.1 Please provide details of any temporary construction access point(s) that are required for the proposed development.

Tip #1

Planning permission is required for a new temporary access onto a classified highway.

These roads include:

- A roads
- B roads
- Classified unnumbered roads (C roads)
- Trunk roads

Separate consent from Warwickshire County Council's Highways Department is required for a new temporary access onto an unclassified highway (D roads, E roads, and F roads).

Consideration should also be given to the accesses proposed to serve sales offices as they will be used by the public

5.3.2 Please provide details of the arrangements for the parking of vehicles by site operatives and visitors

5.3.3 Please provide routing plan(s) for any heavy duty vehicles (HDV) and construction traffic required to attend the development site.

5.3.4 Please provide details of any proposed temporary signage to be installed on the highway.

5.3.5 Please provide details of any traffic management plan(s) prepared for the proposed development site. NB Any traffic management arrangements on the adopted highway are subject to approval by Warwickshire County Council's Network Management as part of the permit system NB Not all temporary accesses are suitable for banksman control e.g. roads with speeds at or in excess of 40mph, where there are high volumes of traffic

5.3.6 Please provide details on how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any traffic marshal arrangements.

5.3.7 Please provide details of any diversion, disruption or other anticipated use of the public highway during the development period (alternatively a plan may be submitted).

5.3.8 Please provide details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.) and details of hoarding requirements or any other occupation of the public highway.

5.4 Noise and vibration

These must be included in your construction management plan

Essential requirements

- i) All vehicles and plant used during the development will be maintained in good and efficient working order, and in accordance with manufacturer's specification.
- ii) All vehicles, mechanical plant, and machinery used during the development shall be fitted with proper and effective silencers (where available) and shall be maintained in good and efficient working order.
- iii) All plant and machinery in intermittent use shall be shut down in the intervening periods between works.
- iv) Plant and machinery capable of generating significant noise and vibration levels will be operated in a manner to restrict its duration.
- v) Static plant and machinery shall be sited as far away as possible from inhabited buildings or other noise sensitive locations.
- vi) All compressors shall be 'noise reduced' models that are fitted with properly lined and sealed acoustic covers which shall be kept closed whenever the machines are in use. All ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of the type recommended by the manufacturers.
- vii) Wherever possible mains electricity or battery powered equipment shall be used instead of diesel or petrol powered generators.
- viii) All generators used on site should not be audible at or beyond the site boundary outside of approved working hours
- ix) The handling of materials shall be conducted in such a manner that minimises noise, including minimising drop heights into hoppers and lorries.
- x) No stereos or similar amplified devices shall be audible at the site boundary.

These must be included in your construction management plan

Tip #2

There are British Standards (BS) that provide codes of practice for the control of noise and vibration on construction and open sites (BS 5228-1: 2009 + A1: 2014 and BS 5228-2: 2009 respectively). The measures and procedures contained within these documents are considered to represent best practicable means for noise control on construction sites. These codes of practice should be used to inform your proposed site specific control measures included within this construction management plan.

- 5.4.1 Please provide details of site specific noise and vibration mitigation measures proposed for the development site.
- 5.4.2 Please provide any noise assessments conducted for the development site including relevant noise thresholds, monitoring arrangements, and procedures for taking corrective action.

- 5.4.3 The requirement for a noise assessment will normally be identified at the planning application stage and will be determined based on a variety of factors including (but not limited to); the scale of the development, the likely duration of the project, the proximity to residential or other noise sensitive properties, the history of noise complaints in the locality, and the cumulative impact of any other concurrent developments in the vicinity.
- 5.4.4 Please provide details of any site hoardings and acoustic screens where a noise assessment has identified these as necessary to mitigate the effects of noise on nearby sensitive receptors.

Tip #3

Where frequent vehicle movements are expected at the development site, a risk assessment should be undertaken to consider whether the noise impacts from reversing vehicle alarms can be reduced by considering the following controls:

1. Design traffic routing and vehicle selection to avoid / minimise the requirement for vehicle reversing.
2. Switch off alarms and introduce a banksman (where feasible).
3. Where vehicle reversing alarms are required, they should be designed to cause the lowest practical noise impact; preferably they should be directional sound reversing alarms (white noise), or alarms that automatically adjust to ambient noise levels.

5.5 Dust

These must be included in your construction management plan

Essential requirements

- i) All plant and equipment shall be maintained in accordance with manufacturer's recommendations to ensure emissions to atmosphere are minimised.
- ii) Any equipment used to cut paving blocks, kerbs, flagstones etc. shall be operated with a water suppression attachment or a dust filter.
- iii) Engines of plant, machinery, and lorries shall be turned off at all times when not in use.
- iv) Delivery activities, plant, stockpiled materials and/or any other activities liable to significant dust generation shall be located as far away as possible from the development site boundaries and neighbouring properties.
- v) Stored materials liable to dust generation shall be dampened down, covered with tarpaulin, or otherwise contained as far as reasonably possible.
- vi) Drop heights from conveyors, loading shovels, hoppers, and other loading or handling equipment shall be minimised and fine water sprays should be used on equipment where necessary.
- vii) Skips, chutes, and conveyors shall be covered and if necessary enclosed to ensure that dust does not escape.
- viii) All vehicles carrying dusty materials shall be securely covered.
- ix) Water suppression shall be used in dry conditions to reduce dust emissions (e.g. mobile bowsers or fixed sprayers as appropriate). A water suppression contingency plan should be included detailing water supply to site and what equipment will be kept available (e.g. number and size of bowsers, sprinklers, mist canons etc.)
- x) Areas where there is regular vehicular movement should have a consolidated surface which shall be kept in good repair.

These must be included in your construction management plan

Tip #4

The Institute of Air Quality Management (IAQM) has published guidance on the assessment of dust from demolition and construction. The document outlines an assessment procedure for dust arising from development and provides example mitigation measures that can be implemented.

Available at www.iaqm.co.uk

- 5.5.1 Please provide details of site specific dust mitigation measures proposed for operations/activities to be carried out at the development site.
- 5.5.2 Please provide a dust impact assessment conducted for the development site where applicable.
- 5.5.3 The requirement for a dust impact assessment will normally be identified at the planning application stage and will be determined based on a variety of factors including (but not limited to); the scale and nature of the development works, the sensitivity of the area, the likely duration of the project, the history of dust complaints in the locality, and the cumulative impact of any other concurrent developments in the vicinity.
- 5.5.4 Please provide details of how dirt or dust spread onto the public highway will be prevented and/or cleaned.
- 5.5.5 Please provide details of any proposed on site processing activities e.g. concrete crushers, bioremediation, stonecutting etc., and the measures to control dust emissions from these activities.

Tip #5

Dust suppression techniques should be properly designed, used, and maintained in order to be effective. For example, where water is used for dust suppression, an adequate supply of water will be needed and water suppression systems will need to have adequate frost protection.

5.6 Air quality

These must be included in your construction management plan

Essential requirements

Where development sites will be using non-road mobile machinery (NRMM) with a net power between 37kW and 560kW it will be required to meet the standards set out below. These standards are applicable to both variable and constant speed engines and apply for both particulate matter (PM) and nitrogen oxide (NOx) emissions. These standards should be read in conjunction with Stratford-on-Avon District Council's Air Quality and Planning Supplementary Planning Document (2018)¹:

- (a) NRMM used on any construction or demolition site within urban areas will be required to meet Stage IIIB of EU Directive 97/68/EC (as amended) as a minimum.
- (b) NRMM used on any MEDIUM or MAJOR classified development will be required to meet Stage IV of EU Directive 97/68/EC (as amended) as a minimum.

The requirements may be met using the following techniques;

- (a) Reorganisation of NRMM fleet
- (b) Replacing equipment (with new or second-hand equipment which meets the policy)
- (c) Retrofit abatement technologies
- (d) Re- engineering.

All eligible NRMM should meet the standards above unless it can be demonstrated that the machinery is not available or that a comprehensive retrofit to meet both PM and NOx emission standards is not feasible.

These must be included in your construction management plan

5.6.1 Please provide evidence to demonstrate compliance with the above requirements and include the following information:

- a) Confirmation whether NRMM with a net power between 37kW and 560kW will be used at the development site and whether it will meet the standards outlined above.
- b) An inventory of all NRMM to be used at the development site. A copy of the inventory shall also be kept at the development site for inspection.

5.6.2 All NRMM shall be regularly serviced. Service logs shall be kept on site for inspection by the local authority.

5.6.3 Records shall be kept on site which provides proof of emission limits including legible photographs of individual engine plates for all NRMM equipment. This documentation shall be made available to local authority officers on request.

1 SPD Air Quality Guidance Final.pdf (stratford.gov.uk)

2 Please see Appendix A for definitions

3 Directive 97/68/EC of the European Parliament and of the Council of 16 December 1997 on the approximation of the laws of the Member States relating to measures against the emission of gaseous and particulate pollutants from internal combustion engines to be installed in non-road mobile machinery

5.7 Mud

These must be included in your construction management plan

Essential requirement

- i) Regular sweeping of access roads to the site must be carried out where mud is likely to affect residents and/or highway safety. In dry conditions damping down of road surfaces will be carried out to control dust. A vehicle wheel wash will be provided to minimise carry-over to the highway.

These must be included in your construction management plan

- 5.7.1 Please provide details of proposed wheel washing facilities and other measures to prevent mud or other materials being deposited onto the highway.
- 5.7.2 Please provide details of any proposed road sweepers including details of when and where road sweepers will be deployed.

5.8 Artificial lighting

These must be included in your construction management plan

Essential requirements

- i) Flood lighting, security lights, and any other obtrusive external lighting shall be sensitively located so as to avoid nuisance to neighbouring properties and should only provide the necessary luminance for the relevant task(s).
- ii) The direction and angle of any external lighting will not cause light spill, glare, or nuisance to neighbouring properties or highway users. Where practicable, the use of shields or covers will be used to minimise the level of obtrusive light beyond the site boundary.
- iii) Any light sensors fitted will be adjusted as such to ensure that they are only activated from activity on the development site.
- iv) On large development sites the use of localised lighting will be used wherever possible to avoid excessive illumination of inactive areas.
- v) The use of external lighting overnight will be minimised consistent with safe access, egress, and security of the development site.

These must be included in your construction management plan

- 5.8.1 Please provide details on how obtrusive artificial light will be minimised during the development including any drawings and/or assessments of temporary lighting installations where applicable.

6.0 Waste management

These must be included in your construction management plan

Essential requirements

- i) There shall be no burning of waste at any time on development sites.
- ii) The appointed contractor(s) shall have an appropriate means of waste disposal in place for the duration of the development works. Appropriate waste transfer and/or disposal documentation shall be made available for inspection by the local planning authority on request.
- iii) The appointed contractor(s) shall ensure that any waste materials stored on the site are adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and public areas (streets, laneways, footpaths and reserves).

These must be included in your construction management plan

- 6.1 Please provide details of measures for waste management at the development site and mitigation measures to protect local amenity.
- 6.2 Please provide details of any hazardous or dangerous materials identified at or likely to be encountered at the development site, e.g. asbestos, and arrangements for its identification, removal and safe disposal.
- 6.3 Please confirm when an asbestos survey has been carried out at the site and include the key findings.
- 6.4 Please provide details of any waste minimisation strategies, including schemes for recycling and/or disposing of waste resulting from the proposed development and the management of site won materials.

7.0 Environment

7.1 Soil and land management

- 7.1.1 Please provide details and locations of any planned storage areas for site won materials (e.g. topsoil, demolition waste, contaminated ground) or construction materials, and how these will be managed.
- 7.1.2 Please provide details of your procedures for controlling and dealing with spillages, reducing the need for stockpiling and/or controlling the size of stockpiles, environmental monitoring, and regular site inspections.
- 7.1.3 Please provide details of your procedures for identifying and dealing with any previously unidentified contamination discovered at the site during development.

7.2 Control of watercourses and ground water

- 7.2.1 Please provide details on measures to protect water resources and prevent water pollution at the development site.
- 7.2.2 Please provide details on measures to prevent water run-off and silt pollution at the development site.

8.0 Appendices and supporting documentation

- 8.1 Please use this section to provide any supplementary or supporting documents too large to include in the main construction management plan, such as:
- a. Drawings
 - b. Noise assessments
 - c. Dust risk assessments
 - d. Risk assessments
 - e. HDV routing plans
 - f. Traffic management plan
 - g. Non-road mobile machinery (NRMM) data sheets

9.0 Glossary

AIR QUALITY MANAGEMENT AREA (AQMA)	An area where air quality objectives are likely to be exceeded. Declared by way of an order issued under the Section 83(1) of the Environment Act 1995.
ARISINGS	Materials forming the secondary or waste products of an industrial operation.
CLEAN AIR ZONE (CAZ)	A zone implemented by a local authority setting nationally set emission standards for vehicles. Non-charging zones can be implemented through policies covering bus and taxi emissions. Charging zones require non-compliant lorries and possibly vans to pay a charge to enter the zone.
DEVELOPMENT	The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land.
ENVIRONMENTAL IMPACT ASSESSMENT (EIA)	Assessment required for projects specified in Environmental Impact Assessment Directive. Governed by the Town & Country Planning (Environmental Impact Assessment) Regulations 2017.
HEAVY DUTY VEHICLES (HDV)	A vehicle, lorry, or bus greater than 3.5 metric tonnes (3500kg) gross vehicle weight.
NET POWER	The engine power in kW obtained on a test bench at the end of the crankshaft, or its equivalent, measured in accordance with the method of measuring the power of internal combustion engines specified in UNECE Regulation No. 12.
NON-ROAD MOBILE MACHINERY (NRMM)	Any mobile machine, item of transportable industrial equipment, or vehicle - with or without bodywork - that is not intended for carrying passengers or goods on the road, and is installed with a combustion engine - either an internal spark ignition (SI) petrol engine or a compression ignition diesel engine.
RE-ENGINEING	The action or process of replacing the engine of a vehicle or plant/equipment.
TREE PRESERVATION ORDER (TPO)	An order made by a local planning authority in England under the Town and Country Planning Act 1990 to protect specific trees, groups of trees or woodlands in the interests of amenity.