CONSTRUCTION MANAGEMENT PLAN

11A WEST STREET, SHOREHAM-BY-SEA, WEST SUSSEX, BN43 5WF

Proposed Residential Conversion / Redevelopment

Planning Reference: AWDM/1846/22
Subsequent Variation: AWDM/0158/26
Site: 11A West Street and Rear Hall, Shoreham-by-Sea
Local Authority: Adur & Worthing Councils
Client: Steve Keeney
Principal Contractor: TBC
Architect: HUUK Developments LImited
Structural Engineer: DWSE
Building Control: TBC

Document: Construction Management Plan
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1. INTRODUCTION

This Construction Management Plan has been prepared for the proposed residential development at 11A West Street, Shoreham-by-Sea, West Sussex, BN43 5WF.

The purpose of this document is to establish a clear framework for managing the construction works and to minimise disruption to:

- West Street;
- neighbouring residential properties;
- pedestrians;
- highway users;
- adjoining buildings and boundaries;
- local businesses;
- residents immediately surrounding the site; and
- the wider Shoreham town-centre environment.

The project involves the redevelopment/conversion of the former nightclub building located at the rear of 11 West Street.

The approved planning history identifies the principal development as the part demolition of the former nightclub building and conversion into a single dwelling under planning reference AWDM/1846/22. A subsequent application, AWDM/0158/26, amended approved details including wall materials, levels, patio doors and a north-facing rooflight. The latter application is recorded as granted in February 2026.

This CMP shall be read alongside:

- the approved planning drawings;
- planning conditions;
- Building Regulations information;
- structural engineer's drawings and calculations;
- architectural specifications;
- ecological information where applicable;
- asbestos survey information;
- party-wall documentation where applicable;
- risk assessments and method statements; and
- the Construction Phase Plan.

Where there is a conflict between this document and an approved planning condition or statutory requirement, the statutory/approved requirement shall take precedence.

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2. SITE AND DEVELOPMENT CONTEXT

The site is located on West Street within the built-up area of Shoreham-by-Sea.

The property is situated within an established town-centre environment, with residential properties and other uses nearby.

The site presents particular construction-management challenges because of:

1. The restricted urban location.
2. The proximity of neighbouring buildings.
3. Limited opportunities for on-site storage.
4. The narrow/passage access arrangement to the rear development area.
5. Pedestrian activity associated with West Street.
6. The need to undertake partial demolition safely.
7. The need to protect retained structures.
8. Potential party-wall and boundary issues.
9. Limited space for construction vehicles.
10. The potential for noise and dust to affect neighbouring properties.

Accordingly, the project shall operate on the principle of "just-in-time" deliveries, with materials brought to site in controlled quantities rather than relying on extensive on-site storage.

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3. DEVELOPMENT DESCRIPTION

The development comprises the redevelopment/conversion of the former nightclub building premises to create a residential dwelling.

The approved scheme will create a two-storey dwelling incorporating:

- Open-plan kitchen/living accommodation;
- WC;
- Study;
- Family bathroom;
- Two bedrooms;
- En-suite accommodation;
- Garden/private external amenity space; and
- Associated external works.

The area of the proposed dwelling is approximately 110 m².

The exact scope of works shall be governed by the latest approved drawings and specifications.

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4. CONSTRUCTION MANAGEMENT OBJECTIVES

The principal objectives are:

4.1 Safety

To protect:

- construction workers;
- neighbours;
- pedestrians;
- highway users;
- visitors;
- delivery drivers; and
- emergency services.

4.2 Neighbour Protection

To minimise:

- noise;
- vibration;
- dust;
- debris;
- overlooking during construction;
- accidental damage;
- water ingress;
- disruption to access.

4.3 Highway Protection

To prevent:

- obstruction of West Street;
- unsafe vehicle manoeuvres;
- mud/debris on the highway;
- inappropriate parking;
- uncontrolled deliveries.

4.4 Environmental Protection

To minimise:

- waste;
- dust;

- noise;
- pollution;
- unnecessary vehicle movements;
- construction-related nuisance.

4.5 Programme Control

To coordinate construction activities so that disruption is kept as short as reasonably practicable.

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5. PRE-COMMENCEMENT REQUIREMENTS

Before physical construction starts, the Principal Contractor shall confirm:

Planning

- Planning permission is valid.
- All relevant pre-commencement conditions have been discharged.
- The latest approved drawings are available on site.
- Any planning-condition requirements affecting construction are incorporated.

Building Regulations

- Building Regulations approval is in place.
- Structural calculations are available.
- Inspection arrangements are confirmed.

Surveys

The following shall be reviewed or completed where relevant:

- Existing building survey;
- Structural survey;
- Asbestos survey;
- Utility survey;
- Drainage survey;
- Party-wall condition survey;
- Boundary condition survey;
- Existing photographic record.

Neighbouring Property

A photographic condition survey should be undertaken before demolition or structural works.

The survey should record:

- existing cracks;
- walls;
- roofs;
- windows;
- paving;
- fences;
- boundary structures;
- neighbouring external finishes.

The record shall be retained for the duration of the project.

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6. PARTY WALL AND BOUNDARY MATTERS

Because the site is within an established terrace/town-centre environment, the Principal Contractor shall not assume that construction works are entirely independent of neighbouring structures.

Before work affecting party walls, boundary walls, foundations or structures close to adjoining buildings:

- Party Wall Act requirements shall be reviewed.
- Appropriate notices shall be served where required.
- Party-wall awards shall be obtained where necessary.
- Agreed access arrangements shall be established.
- Structural temporary works shall be designed where required.

No contractor shall enter adjoining land without appropriate permission or legal entitlement.

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7. SITE LOGISTICS

7.1 General Principle

The site shall be operated as a restricted-access urban construction site.

The primary logistics principle shall be:

> Deliver materials when required, install promptly and remove waste regularly.

The contractor shall avoid accumulating large quantities of materials on site.

7.2 Site Zones

The site shall be divided into practical working zones:

Zone A – Front/West Street Interface

Used for:

- controlled access;
- supervised deliveries;
- pedestrian protection;
- temporary signage;
- loading/unloading where authorised.

Zone B – Existing Building

Used for:

- welfare;
- secure storage;
- internal construction activities;
- temporary services.

Zone C – Rear Development Area

Used for:

- construction works;
- temporary material storage;
- plant;
- controlled waste collection.

Zone D – Passageway

The passageway shall remain:

- clear;
- adequately lit;
- free from unnecessary storage;
- safe for authorised access.

Materials shall not be stored permanently within the passageway.

8. DELIVERY MANAGEMENT

Due to the constrained nature of the site, delivery management will be critical.

8.1 Delivery Booking

All significant deliveries shall be booked with the Site Manager.

Deliveries shall identify:

- date;
- estimated arrival time;
- vehicle size;
- material type;
- unloading requirements;
- approximate unloading duration.

8.2 Delivery Vehicles

The contractor shall use the smallest practical vehicle capable of completing the delivery.

Large vehicles shall not be brought to site unless:

1. Their dimensions have been checked;
2. The access route has been assessed;
3. The delivery has been specifically planned;
4. Any required highway arrangements are in place.

8.3 Unloading

Vehicles shall not be left unattended while unloading where there is a risk to pedestrians or highway users.

The Site Manager shall supervise deliveries where necessary.

The contractor shall ensure that:

- pedestrian routes remain safe;
- materials do not protrude into unsafe areas;
- vehicle engines are switched off when practicable;
- unloading is completed efficiently.

9. HIGHWAY MANAGEMENT

West Street shall be kept free from construction debris and unnecessary obstruction.

The contractor shall:

- avoid parking construction vehicles on the highway;
- avoid blocking neighbouring accesses;
- avoid blocking pedestrian routes;
- prevent mud being deposited on the road;
- remove any construction debris immediately;
- keep delivery periods as short as reasonably practicable.

If a delivery requires temporary highway occupation, the contractor shall obtain the necessary permission/traffic-management arrangements before proceeding.

No assumption shall be made that a skip, scaffold, hoarding or vehicle may occupy the highway without the appropriate approval.

10. PEDESTRIAN MANAGEMENT

West Street is a town-centre environment and pedestrian safety is therefore a primary consideration.

The contractor shall:

- keep pedestrians separated from construction operations;
- maintain safe access;
- prevent materials falling onto pedestrian areas;
- supervise vehicle movements where necessary;
- maintain secure site boundaries;
- provide appropriate warning signs.

Where construction activities temporarily affect pedestrian movement, suitable temporary arrangements shall be established in accordance with the relevant highway requirements.

11. CONSTRUCTION HOURS

Unless a planning condition or other local requirement specifies otherwise, the anticipated normal working hours are:

Monday–Friday: 08:00–18:00

Saturday: 08:00–13:00

Sunday/Bank Holidays: No routine construction.

Particularly noisy operations shall be confined to reasonable daytime periods.

No unnecessary noisy activity shall take place outside normal construction hours.

The contractor shall comply with any stricter hours imposed by planning conditions or the relevant authority.

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12. DEMOLITION MANAGEMENT

The partial demolition of the former nightclub building is a significant project risk.

Demolition shall be undertaken in accordance with a specific demolition method statement prepared by a competent contractor.

Before demolition:

1. Existing services shall be identified.
2. Electricity, gas, water and other services shall be isolated or protected.
3. The building shall be surveyed.
4. Structural stability shall be assessed.
5. Temporary works shall be installed where required.
6. The demolition sequence shall be agreed.
7. Neighbouring structures shall be protected.
8. Dust controls shall be established.
9. Waste routes shall be established.
10. Emergency arrangements shall be confirmed.

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13. DEMOLITION SEQUENCE

Subject to the approved structural/demolition design, the indicative sequence shall be:

Stage 1 – Isolation

- Isolate services.
- Remove hazardous materials where identified.
- Establish exclusion zones.

Stage 2 – Soft Strip

Remove:

- fixtures;
- fittings;
- redundant services;
- floor finishes;
- non-structural partitions;
- furniture;
- other loose materials.

Stage 3 – Controlled Structural Demolition

Undertake structural demolition progressively.

No element shall be removed if doing so could compromise the stability of:

- retained walls;
- adjoining buildings;
- roofs;
- boundary structures.

Stage 4 – Waste Removal

Demolition waste shall be removed progressively rather than allowed to accumulate.

Stage 5 – Stabilisation

The remaining structure shall be made stable and weatherproof before subsequent construction.

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14. DUST CONTROL DURING DEMOLITION

Dust shall be controlled using appropriate measures, potentially including:

- local water suppression;
- dust extraction;
- enclosed work areas;
- dampening of demolition material;

- covered waste;
- controlled removal of debris;
- regular cleaning.

Water shall not be used in a manner that could cause flooding or damage neighbouring properties.

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15. NOISE AND VIBRATION

The site is surrounded by existing properties and therefore noise control shall be treated as a priority.

Measures shall include:

- use of modern equipment;
- well-maintained plant;
- switching off plant when not required;
- avoiding unnecessary idling;
- using low-noise techniques;
- limiting breaking/cutting activities;
- scheduling high-noise works during daytime;
- providing advance notice of exceptionally disruptive activities.

Where significant vibration is anticipated, the contractor shall consider:

- alternative construction methods;
- temporary monitoring;
- pre-condition surveys;
- structural review.

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16. PROTECTION OF RETAINED BUILDINGS

Retained structures shall be protected against:

- impact;
- vibration;
- water ingress;
- dust;
- falling debris;
- structural movement;
- fire;

- weather exposure.

Temporary weatherproofing shall be installed whenever the building envelope is opened.

The contractor shall not leave the property vulnerable to rain or wind at the end of the working day.

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17. STRUCTURAL WORKS

All structural alterations shall be undertaken in accordance with the structural engineer's design.

Before removing any structural component:

- temporary support shall be confirmed;
- the work sequence shall be agreed;
- appropriate competent labour shall be appointed.

Potential temporary works include:

- propping;
- temporary beams;
- needles;
- temporary walls;
- scaffolding;
- edge protection.

Temporary works shall be inspected before loading or demolition proceeds.

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18. GROUNDWORKS AND FOUNDATIONS

Before excavation:

- existing services shall be located;
- neighbouring structures shall be assessed;
- excavation support requirements shall be determined.

Where excavations are close to adjoining buildings, the contractor shall ensure that excavation does not undermine neighbouring foundations.

Excavations shall be:

- secured;
- protected from unauthorised access;
- adequately supported where required;
- inspected regularly.

Excavated material shall not be stored against boundary structures unless specifically designed to accept the loading.

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19. SCAFFOLDING

Scaffolding shall be designed and erected by competent persons.

Where required it shall incorporate:

- guardrails;
- toe boards;
- safe access;
- appropriate ties;
- protection against falling materials;
- suitable working platforms.

Scaffold shall be inspected at appropriate intervals and following events that could affect its stability.

Where scaffold is positioned near public areas, additional protection shall be provided as required.

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20. MATERIAL STORAGE

Because of the restricted site, materials shall be delivered on a just-in-time basis.

Materials shall be:

- securely stacked;
- protected from weather;
- kept away from access routes;
- stored in accordance with manufacturer requirements.

The following shall not be stored in a manner that obstructs the passageway:

- plasterboard;
- timber;

- bricks/blocks;
- insulation;
- kitchen units;
- sanitaryware;
- waste.

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21. SKIP AND WASTE MANAGEMENT

Waste shall be removed regularly.

Waste streams shall be separated where practical:

- timber;
- metal;
- plasterboard;
- cardboard;
- plastics;
- general construction waste;
- inert material;
- hazardous waste.

Skips shall be:

- covered where appropriate;
- exchanged before overflowing;
- securely managed.

If a skip needs to be located on the public highway, the contractor shall obtain the required licence/permission.

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22. HAZARDOUS MATERIALS

Because the building includes a former nightclub use and is an existing structure, the contractor shall establish whether hazardous materials are present before intrusive works.

Potential hazards include:

- asbestos;
- lead paint;
- contaminated materials;
- chemicals;

- mould;
- unknown insulation;
- redundant electrical equipment.

Where suspected asbestos-containing material is encountered:

WORK SHALL STOP IN THE AFFECTED AREA.

The material shall be assessed by a competent person and dealt with in accordance with the applicable asbestos requirements.

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23. UTILITIES

Before works begin, the contractor shall identify:

- electrical services;
- gas;
- water;
- drainage;
- telecommunications;
- external cables;
- underground services.

Services shall be isolated, protected or diverted as necessary.

No excavation shall commence until the service risk has been assessed.

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24. DRAINAGE

Existing drainage shall be protected throughout construction.

The contractor shall prevent:

- cement entering drains;
- plaster entering drains;
- sediment entering surface-water systems;
- waste entering inspection chambers.

New drainage shall be installed and tested in accordance with the approved design.

25. WATER MANAGEMENT

The contractor shall protect the site and adjoining properties from water ingress.

Particular attention shall be given to:

- roof removal;
- temporary openings;
- excavation;
- drainage works;
- heavy rainfall;
- temporary downpipes.

Temporary pumps shall be available where necessary.

No uncontrolled discharge shall be made onto West Street or adjoining property.

26. FIRE MANAGEMENT

The Site Manager shall maintain suitable fire precautions.

These shall include:

- appropriate extinguishers;
- clear escape routes;
- secure storage of combustible materials;
- controlled hot works;
- safe temporary electrical installations;
- suitable smoking controls;
- emergency contact information.

Hot works shall be subject to a suitable permit/control system where appropriate.

At the end of each working day the site shall be checked for potential fire hazards.

27. ENVIRONMENTAL MANAGEMENT

The project shall seek to minimise its environmental impact.

Measures shall include:

- waste reduction;
- recycling;
- responsible material storage;
- prevention of spills;
- noise control;
- dust suppression;
- efficient deliveries;
- switching off plant when not required.

No construction waste shall be burned on site.

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28. FUEL AND CHEMICAL STORAGE

Fuel, oils, paints and other chemicals shall be stored safely.

Where required, materials shall be stored within suitable secondary containment.

Spill kits shall be available.

Any spill shall be:

1. Stopped at source where safe.
2. Contained.
3. Cleaned.
4. Reported to the Site Manager.
5. Disposed of appropriately.

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29. NEIGHBOUR LIAISON PLAN

A named Site Manager shall act as the principal contact for construction-related issues.

Neighbours should receive reasonable advance notice of:

- demolition;
- exceptionally noisy works;
- significant deliveries;

- temporary access restrictions;
- scaffold installation;
- major concrete pours;
- other disruptive activities.

Complaints shall be recorded.

Each complaint shall record:

- date;
- time;
- nature of complaint;
- action taken;
- person responsible;
- outcome.

The contractor shall aim to resolve legitimate complaints promptly.

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30. SITE SECURITY

The site shall be secured whenever unattended.

Measures shall include:

- lockable access;
- secure doors;
- secure windows;
- fencing/hoarding where appropriate;
- removal or securing of ladders;
- secure storage of tools;
- suitable lighting where required.

The rear development area shall not be accessible to the public.

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31. WORK AT HEIGHT

Work at height shall be avoided where practicable.

Where unavoidable, appropriate systems shall be used, such as:

- scaffold;
- mobile towers;
- podiums;
- MEWPs where appropriate;
- edge protection.

Ladders shall only be used where suitable for the specific task.

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32. MANUAL HANDLING

The restricted access to the rear development means manual handling may present a particular risk.

The contractor shall assess:

- weight;
- distance;
- access;
- lifting height;
- number of workers required.

Mechanical assistance shall be used where reasonably practicable.

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33. CONSTRUCTION TRAFFIC

Construction traffic shall be minimised through:

- consolidated deliveries;
- local suppliers where practical;
- just-in-time ordering;
- coordinated subcontractor visits;
- scheduled waste collections.

The contractor shall avoid multiple unnecessary vehicle movements.

Workers shall be encouraged to use public transport or alternative travel arrangements where practicable, given the town-centre location.

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34. PARKING

Construction workers shall not routinely occupy neighbouring residents' parking spaces.

The contractor shall establish appropriate parking arrangements before work starts.

Vehicles shall not:

- block West Street;
- block neighbouring driveways;
- obstruct emergency access;
- obstruct pedestrian routes.

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35. WELFARE

Suitable welfare facilities shall be provided in accordance with the construction requirements.

Facilities shall include appropriate:

- toilet;
- washing;
- drinking water;
- rest/eating arrangements;
- waste facilities.

The location shall be agreed by the Principal Contractor based on the final site logistics plan.

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36. HEALTH AND SAFETY MANAGEMENT

The Principal Contractor shall prepare and implement the Construction Phase Plan.

The site shall operate under suitable risk assessments and method statements for high-risk activities.

Particular risk assessments shall cover:

- demolition;
- structural alteration;
- excavation;
- work at height;

- electrical works;
- temporary works;
- manual handling;
- dust;
- asbestos;
- plant;
- deliveries;
- public interface.

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37. EMERGENCY ARRANGEMENTS

Emergency arrangements shall cover:

- fire;
- serious injury;
- structural collapse;
- gas leak;
- electrical incident;
- flooding;
- water escape;
- hazardous-material discovery;
- damage to underground services.

Emergency information shall be displayed prominently on site.

The full site address shall be clearly displayed for emergency services:

11A West Street
Shoreham-by-Sea
West Sussex
BN43 5WF

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38. EMERGENCY ACCESS

The Site Manager shall ensure that emergency access arrangements are maintained.

Construction materials shall not be placed so that they prevent emergency responders from reaching the site.

The site shall be kept sufficiently organised to allow emergency evacuation.

39. QUALITY CONTROL

The Principal Contractor shall maintain a quality-control system covering:

- structural works;
- foundations;
- drainage;
- insulation;
- waterproofing;
- windows and doors;
- roofing;
- fire protection;
- electrical installation;
- plumbing;
- heating;
- finishes.

Photographs shall be taken of significant concealed works before they are covered.

40. BUILDING CONTROL

Building Control inspections shall be coordinated with the construction programme.

Potential inspection stages include:

1. Foundations.
2. Drainage.
3. Structural alterations.
4. Structural steel.
5. Damp-proofing.
6. Insulation.
7. Fire protection.
8. First-fix services.
9. Completion.

The exact inspection regime shall be agreed with the appointed Building Control body.

41. CONSTRUCTION PROGRAMME

The following is an indicative programme and shall be developed into a contractor's detailed programme.

Phase	Activity	Duration
1	Pre-start surveys / mobilisation	1–2 weeks
2	Site setup and protection	1 week
3	Service isolation / soft strip	1–2 weeks
4	Partial demolition (including Asbestos removal)	2–3 weeks
5	Structural stabilisation	1–2 weeks
6	Foundations / groundworks	2–3 weeks
7	Structural shell	3–4 weeks
8	Roof / external envelope	2–3 weeks
9	First-fix M&E	2–3 weeks
10	Internal walls / insulation / plaster	3–4 weeks
11	Second-fix M&E	2–3 weeks
12	Kitchen / bathrooms	2–3 weeks
13	Internal finishes	3–4 weeks
14	External works / garden	1–2 weeks
15	Testing / snagging	1–2 weeks
16	Completion / handover	1 week

Indicative overall duration

Approximately 24–30 weeks, subject to final construction methodology, procurement, structural requirements, weather and Building Control inspections.

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42. KEY CONSTRUCTION SEQUENCE

The preferred overall sequence shall be:

Pre-construction

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Surveys / neighbour condition records

↓

Site establishment

↓

Service isolation

↓

Soft strip

↓

Controlled partial demolition

↓

Temporary structural support

↓

Groundworks / foundations

↓

Structural construction

↓

Roof / weatherproof shell

↓

Windows / external doors

↓

First-fix electrical / plumbing / heating

↓

Insulation / partitions

↓

Plastering

↓

Second fix

↓

Kitchen / bathrooms

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Internal decoration / flooring

↓

External works / landscaping

↓

Testing / commissioning

↓

Snagging

↓

Building Control completion

↓

Handover

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43. RISK REGISTER

Risk	Likelihood	Impact	Control
Structural instability during demolition	Medium	High	Structural survey, engineered sequence, temporary works

Damage to adjoining property	Medium	High	Condition survey, controlled demolition, monitoring
Dust affecting neighbours	High	Medium	Suppression, extraction, cleaning
Excessive noise	High	Medium	Restricted hours, quieter plant, scheduling
Highway obstruction	Medium	High	Delivery booking, supervised unloading
Pedestrian conflict	Medium	High	Controlled access and barriers
Unknown asbestos	Medium	High	Refurbishment/demolition survey
Underground services	Medium	High	Service searches and isolation
Water ingress	Medium	High	Temporary weatherproofing
Fire	Low/Medium	High	Fire plan, extinguishers, hot-work controls
Material theft	Medium	Medium	Secure site
Waste overflow	Medium	Medium	Scheduled collections
Neighbour complaint	Medium	Medium	Liaison and complaints procedure
Damage to public highway	Low/Medium	Medium	Vehicle controls and cleaning
Excavation undermining adjoining structures	Low/Medium	High	Structural assessment and temporary works

44. HIGH-RISK ACTIVITY CONTROL

The following activities shall require specific method statements/risk assessments:

Partial demolition

Method statement required before commencement.

Structural alterations

Structural engineer's details and temporary works required.

Excavation

Service investigation and ground/excavation assessment required.

Work at height

Suitable access and edge protection required.

Hot works

Permit/control system where appropriate.

Asbestos

Specialist assessment/removal where required.

Large deliveries

Pre-booking and supervision.

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45. DAILY SITE MANAGEMENT

The Site Manager shall conduct daily checks covering:

- site security;
- access;
- scaffolding;
- excavations;
- temporary works;
- fire precautions;
- housekeeping;
- waste;
- welfare;
- public protection;
- plant;
- deliveries.

Issues identified shall be corrected promptly.

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46. WEEKLY SITE MANAGEMENT

A weekly review shall consider:

- progress;
- programme;
- upcoming deliveries;
- neighbour issues;
- health and safety;
- waste;
- quality;
- planning conditions;
- Building Control inspections;
- design changes.

The programme shall be updated as necessary.

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47. DOCUMENT CONTROL

The following documents shall be maintained:

- Approved planning drawings.
- Planning decision notice.
- Approved variation drawings.
- Building Regulations drawings.
- Structural calculations.
- Risk assessments.
- Method statements.
- Inspection records.
- Delivery records where required.
- Waste documentation.
- Test certificates.
- Product certificates.
- Photographic records.
- Building Control records.
- Completion certificates.

Only current approved drawings shall be used on site.

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48. CHANGE CONTROL

No material change to the approved scheme shall be made without determining whether:

- architect approval is required;
- structural engineer approval is required;
- Building Control approval is required;
- planning approval is required.

The contractor shall not implement significant design changes solely on verbal instruction.

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49. NEIGHBOUR COMPLAINT PROCEDURE

If a complaint is received:

Step 1

Record the complaint.

Step 2

Investigate the cause.

Step 3

Determine whether the site is complying with its agreed controls.

Step 4

Take corrective action.

Step 5

Record the action taken.

Step 6

Review the relevant method of working if the problem persists.

The Site Manager shall remain the first point of contact for construction matters.

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50. COMPLETION

At completion the contractor shall:

- remove all construction plant;
- remove skips;
- remove temporary fencing where appropriate;
- clean the site;
- repair construction-related damage;
- complete landscaping;
- clear access routes;
- remove construction signage;
- complete snagging;
- obtain required certificates;
- provide warranties;
- provide commissioning information.

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51. HANDOVER INFORMATION

The handover file shall include, where applicable:

- Building Control completion certificate;
- electrical certificates;
- gas certificate;
- heating commissioning;
- drainage test results;
- structural information;
- guarantees;
- warranties;
- appliance manuals;
- window/door certificates;
- fire safety information;
- as-built drawings.

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52. SITE MANAGER'S CHECKLIST

Before Work Starts

☐ Planning approval checked
☐ Planning conditions reviewed
☐ Latest approved drawings issued
☐ Building Regulations approval confirmed
☐ Structural drawings available
☐ Asbestos survey reviewed
☐ Utility services identified
☐ Neighbour condition survey completed
☐ Party-wall matters addressed
☐ Site secured
☐ Welfare established
☐ Emergency procedures established
☐ Delivery arrangements established

During Construction

☐ Daily site inspection
☐ Waste controlled
☐ Access maintained
☐ Highway clean
☐ Noise controlled
☐ Dust controlled
☐ Neighbour issues recorded
☐ Temporary works inspected
☐ Scaffold inspected
☐ Building Control inspections booked
☐ Structural engineer inspections completed where required

Completion

☐ Snagging completed
☐ Site cleared
☐ Waste removed
☐ External areas reinstated
☐ Certificates received
☐ Building Control completion obtained
☐ Handover documents prepared

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53. PROJECT-SPECIFIC LOGISTICS SUMMARY

Given the location of the development at 11A West Street, the following principles shall be treated as mandatory project controls:

1. Deliveries

Deliveries shall be pre-booked and coordinated by the Site Manager.

2. Vehicle Size

The smallest suitable delivery vehicle shall be used.

3. Passageway

The rear passageway shall not become a permanent storage area.

4. Highway

West Street shall be kept clear of construction debris and unnecessary vehicle obstruction.

5. Neighbours

Neighbours shall receive reasonable notice of particularly disruptive operations.

6. Demolition

Partial demolition shall be undertaken progressively and under a written method statement.

7. Structural Stability

No structural element shall be removed without confirming the temporary-support requirements.

8. Dust

Dust suppression shall be used during demolition and other dust-generating activities.

9. Noise

High-noise works shall be restricted to appropriate daytime periods.

10. Waste

Waste shall be removed frequently because of the restricted site.

54. CONCLUSION

The construction of the proposed dwelling at 11A West Street presents a manageable but relatively constrained urban construction environment.

The principal management issues are:

- partial demolition;
- protection of retained and neighbouring structures;
- restricted rear access;
- pedestrian safety;
- delivery management;
- limited material storage;
- noise;
- dust;
- waste;
- neighbour relations; and
- highway protection.

The construction methodology shall therefore prioritise controlled sequencing, small and coordinated deliveries, progressive waste removal, secure site boundaries, competent supervision and early communication with neighbours.

The Principal Contractor shall review this CMP before commencement and incorporate it into the formal Construction Phase Plan and site-specific risk assessments.

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55. APPROVAL

Prepared by:
Darren Manton RIBA

Company:
HUUK Developments Limited

Position:
Director

Date:

4th November 2026

Principal Contractor:

TBC

Date:

TBC

Client:

Steve Keeney

Date:

4th November 2026

DOCUMENT CONTROL

Revision	Date	Description	Prepared By
01	01/09/2026	Initial issue	Darren Manton RIBA
02	04/11/2026	Planning	Darren Manton RIBA

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