

CONSTRUCTION METHOD STATEMENT

Discharge of Condition 07

Site	22 Cecil Road, Lancing, West Sussex BN15 8HN
Planning reference	AWDM/0388/26
Approved development	Two-storey side extension; single-storey rear extension; dormer to extended rear roof; and rooflights
Applicant	Mr Oukeen Asad
Principal contractor / site manager	KWD Southern Ltd / Kane Webb
Document status	Issue 1 - for approval by the Local Planning Authority 14 August 2026

Important pre-start requirement. No development or demolition shall begin until this statement has been approved in writing by the Local Planning Authority. The appointed contractor will brief all operatives and comply with the approved statement throughout the works.

1. Purpose and status

This Construction Method Statement (CMS) describes how the approved householder development will be organised to protect highway safety and neighbouring amenity. It directly addresses the matters required by Condition 07 of planning permission AWDM/0388/26.

The approved drawings remain controlling for the design and extent of the development. This CMS governs construction logistics and environmental controls only. Any material change to the arrangements described here will be agreed with the Local Planning Authority before it is implemented.

2. Responsibilities and communication

KWD Southern Ltd is the principal contractor and Kane Webb is the named site manager. A 24-hour contact telephone number will be displayed inside the site entrance and provided to adjoining occupiers before works start.

The site manager will be responsible for induction, daily housekeeping, delivery coordination, boundary security, environmental controls, waste records and responding promptly to complaints. Every operative, visitor and delivery driver will follow the site manager's instructions.

3. Working hours and neighbour liaison

Construction activity and deliveries will take place only during the hours stated in the decision notice:

- 08:00 to 18:00 Monday to Friday.
- 08:00 to 13:00 on Saturday.
- No construction work or deliveries on Sundays or Bank Holidays.

Radios and amplified music will not be used externally. Engines will be switched off when vehicles are stationary. Adjoining occupiers will receive reasonable advance notice of unusually noisy operations or major deliveries. Complaints will be logged by the site manager with the action taken and time of resolution.

4. Site establishment and sequence

Before physical works begin, the contractor will confirm service locations, protect retained surfaces and drainage, establish the secure working area, position waste containers and identify the loading and storage zones. The indicative sequence is:

1. Pre-start survey, service checks, neighbour notification and installation of site security.
2. Careful enabling works and local demolition, with materials separated as they arise.
3. Foundations, drainage and ground-floor structural works.

4. Side and rear extension superstructure, followed by roof extension, dormer and rooflights.
5. Weatherproofing, external finishes, internal fit-out and services.
6. Removal of temporary controls, final cleaning and making good affected surfaces.

5. Parking of operatives and visitors

Operatives will be instructed not to obstruct Cecil Road, neighbouring driveways, pedestrian routes, sight lines or access for refuse and emergency vehicles. The number of vehicles attending will be kept to the operational minimum through car sharing, public transport and consolidated attendance.

One essential contractor vehicle may use the existing on-site driveway only where it can be wholly contained within the property boundary and does not conflict with a delivery. Other operatives and visitors will use lawful unrestricted parking away from the immediate site frontage. No pavement parking, verge parking, double parking or reservation of public highway space will be permitted.

The site manager will review parking at induction and each morning. If the on-site space is required for loading, the contractor vehicle will be moved before the delivery arrives.

6. Loading and unloading of plant and materials

Deliveries will be pre-booked with the site manager and scheduled within the approved working hours. Suppliers will be instructed to use vehicles proportionate to the residential road and to telephone before arrival. Deliveries will be consolidated and made on a just-in-time basis wherever practicable.

Loading and unloading will take place within the site boundary using the driveway/front working area wherever space permits. Where a short-duration highway-side delivery is unavoidable, it will be supervised by a trained banksman, kept clear of junctions and driveways, and completed without placing materials on the carriageway or footway. The vehicle will leave immediately after unloading.

No delivery vehicle will reverse into or out of the site without a banksman. Pedestrians will have priority at all times. The public highway will not be closed or controlled without any separate consent required from the highway authority.

7. Storage of plant and materials

Materials will be stored within the property boundary in the secured front working area and, once access is available, within the rear garden or completed building. Storage will be stable, tidy and no higher than necessary. Nothing will be stored on the footway, carriageway or highway verge.

Cement, plaster, insulation and other moisture-sensitive materials will be kept covered and raised from the ground. Fuel, paint and other liquids will be retained in sealed containers within a locked, bunded area away from drains. Only small quantities required for the works will be kept on site. Plant will be immobilised and secured when unattended; keys will be removed and stored safely.

8. Security hoarding and boundary controls

Before demolition or construction starts, the contractor will establish a secure barrier between the working area and the public realm. This will comprise close-boarded temporary hoarding or lockable anti-climb mesh fencing, approximately 2.0 metres high, positioned wholly within the site boundary. The precise arrangement will maintain safe domestic access where the dwelling remains occupied.

The entrance gate will open inward, be kept closed during work and locked outside working hours. Barriers will not obstruct highway visibility or overhang the footway. The site manager will inspect the barrier at the start and end of each working day and after high winds; defects will be made safe immediately. Warning and contact signs will be fixed securely without external lighting that could affect neighbours.

9. Dust, dirt and mud control

Dust generation will be prevented at source and controlled throughout the works by the following measures:

- Dampen demolition debris, masonry and cutting areas using a fine water spray, avoiding excessive runoff.
- Use on-tool extraction or wet-cutting for saws and grinders; cutting will take place within the site, away from boundaries where practicable.
- Cover skips, stockpiles and loose loads; sheet vehicles before they leave the site.

- Keep the working area swept using damp methods. Dry sweeping and burning of waste are prohibited.
- Inspect vehicle wheels and the access before departure; remove mud using brushes or controlled washing within the site.
- Inspect Cecil Road and the footway after deliveries and at the end of each shift. Any site-related deposit will be removed promptly and safely.
- Suspend or modify dust-generating work during strong winds or if dust is crossing the site boundary.

Water used for cleaning will be contained on site and will not be allowed to carry silt, cement or contaminants into highway or surface-water drains. Cement washout will be undertaken only in a designated contained receptacle.

10. Waste minimisation, recycling and disposal

The contractor will apply the waste hierarchy: prevent waste, reuse materials, segregate recyclable materials, recover value where practicable, and dispose only of the residue. Quantities will be reduced through accurate ordering and protected storage.

Separate containers or clearly identified sections will be used, as space permits, for clean timber, metals, plasterboard, inert masonry/soil, packaging and mixed residual waste. Reusable brick, timber and fixtures will be set aside safely. Skips will be located within the site boundary, covered when unattended and exchanged before overfilling.

Waste will leave the site only through a registered waste carrier and will be taken to an appropriately authorised facility. The site manager will retain waste transfer notes and carrier/facility details for inspection. Hazardous waste, including any suspected asbestos-containing material, will be isolated and managed by competent specialists under the applicable legal controls; it will not be placed in general waste.

11. Unforeseen contamination and spill response

If stained soil, unusual odour, underground tanks, suspect asbestos-containing material or other possible contamination is encountered, work in the affected area will stop, the area will be secured and the Local Planning Authority will be informed. Investigation and a suitable remediation method statement will be agreed before work resumes, in accordance with Informative 05 of the permission.

A spill kit will be kept accessible. Spills will be stopped at source where safe, contained away from drains, absorbed and disposed of correctly. Any material spill that threatens a drain or the highway will be reported immediately to the appropriate authority.

12. Highway and general amenity safeguards

Temporary works, skips, scaffolds, cranes or materials will not be placed on or above the public highway without the relevant separate licence. Existing drainage channels will remain clear. Deliveries will be cancelled or rescheduled if they cannot be received safely.

No bonfires will be permitted. Task-appropriate low-noise plant will be used and maintained in good order. Stationary machinery will be positioned as far from neighbouring dwellings as reasonably practicable and switched off when not in use. External lighting, if needed for safety, will be downward-directed and used only during approved working hours.

13. Inspection, records and corrective action

The site manager will complete a brief daily inspection covering the boundary, gate, public footway, road cleanliness, waste containment, storage stability, spill controls and neighbour issues. Additional checks will follow deliveries, high winds and dust-producing operations.

Non-compliance will be corrected immediately where possible. Work will stop if there is an immediate risk to the public, highway or environment and will resume only after effective controls are restored. Records of inductions, inspections, complaints, deliveries and waste transfers will be retained for the construction period.

14. Condition 07 compliance schedule

Condition requirement	Primary control	CMS section
Operative and visitor parking	On-site only when wholly contained; otherwise lawful off-site parking; no obstruction	5
Loading and unloading	Pre-booked deliveries, on-site unloading where possible, banksman and pedestrian priority	6
Plant and material storage	Secure storage within the boundary; covered and banded where required	7
Security hoarding	Approx. 2 m secure barrier, inward-opening locked gate and daily inspections	8
Dust and dirt	Suppression, extraction, covered loads, wheel/access and highway inspections	9
Waste recycling/disposal	Segregation, covered skips, registered carrier, authorised facility and transfer notes	10

15. Commitment

The development will be carried out in accordance with this CMS once approved. The applicant and appointed contractor will ensure that its requirements are communicated to all persons attending the site and maintained throughout demolition and construction.

Applicant / authorised representative: Mr Oukeen Asad

Signature: _____

Date: _____