

Interim guidance for Construction Management during Covid-19

This document is to provide interim guide to developers and residents on Construction Management Plans (CMPs) during the Covid-19 situation. It includes:

1. [Guidance for new sites where a CMP is yet to be submitted.](#)
2. [Guidance on setting up and running online Construction Working Groups \(CWG\).](#)
3. [Request for extension of approved working hours as controlled via CMP.](#)
4. [Working hours extension form](#)

1. NEW SITES LOOKING TO DISCHARGE CONSTRUCTION MANAGEMENT PLAN (CMP) OBLIGATION.

Consultation and discussion

1.1 You must start consultation and discussions with key stakeholders including local groups, residents and businesses before you submit your CMP to the Council. **You must ensure that consultation is not just undertaken electronically in order to avoid digital exclusion.** The results of the consultation must be incorporated into your CMP. It is important to factor the time for this in to your proposals.

1.2 Our existing guidelines in the '[Community liaison guidance: guidance for developers and contractors](#)' document and the [CMP pro-forma](#) community liaison section must be followed. These additional points should also be addressed:

- As some people may be unable to comment on CMPs electronically or via the post, we suggest that developers also ensure there is a contact name and telephone number as an alternative means of communication to discuss any concerns. Any comments received over the telephone should be documented and included in the community liaison section of the CMP.
- If you are proposing specific working measures which are due to the Covid-19 situation. I.e. shift patterns, longer working hours, social distancing practices, you must make this clear and justify any deviations from normal practice.

1.3 Please note if your CMP proposes hours/practices that might only be considered acceptable due to the current Covid-19 situation, these allowances will only be valid whilst necessary and subject to constant review. This may mean that your CMP will need to be reviewed and amended in due course.

Submission CMPs for larger and challenging sites

1.4 Large sites are those which would fall within the definition of 'major development' (10 residential units or more than 1000sqm of non-residential floorspace). Some

small-scale development sites can be particularly challenging because of the constrained nature of the site and its relationship to neighbours. For both large and challenging sites, a higher level of consultation/engagement is considered necessary. If you are preparing a CMP for a large or challenging development site we will require evidence of virtual meetings, which should include a presentation of the construction process and question/answer interactive session, to be undertaken prior to submission. This should be in addition to consultation undertaken by letter or telephone. It is important residents should be able to comment on the proposals by a number of means, not just electronically.

1.5 We suggest that you could also make an online presentation of the CMP (i.e. YouTube video displayed on a website) available for residents to review at a convenient time and a facility for them to submit comments.

2. CWG FOR NEW AND EXISTING CMPS

2.1 All existing working groups should continue to meet regularly. These meetings are expected to be held remotely using video conferencing systems such as MS Teams or Zoom.

2.2 The following points should be followed:

- You should confirm attendance is representative of those impacted by the development.
- Attendance should be confirmed prior to the meeting with secure details for the meeting being provided.
- A remote meeting etiquette must be established prior to the first meeting and followed by all participants.
- A chair must be agreed and confident with the process/enforcing the etiquette.
- Minutes of the meeting must be made available.

Setting up a new CWG

2.3 You will be required to provide details of the group that will be set up within your CMP. The CWG should aim to include representatives from local residents, local businesses and affected groups, and other nearby construction sites where the cumulative impact of works may be an issue. You should use the consultation events to seek membership of the CWG. The expectation will be that the CWG will only meet virtually and follow the above protocol.

2.4 To attempt to limit digital exclusion, ensure there is a clear process for those who are unable to email/join an online CWG. This should include a telephone contact made available for residents and evidence of any calls/questions and response/action taken to be included in the meeting notes.

3. EXTENSION TO WORKING HOURS

- 3.1 On 13 May 2020, the government published a written ministerial statement on planning and construction working hours. This statement expects local planning authorities to approve requests to extend construction working hours temporarily to ensure safe working in line with social distancing guidelines and to enable development proceed at pace with work otherwise delayed as a result of COVID-19 until 9pm, Monday to Saturday, unless there are very compelling reasons against this.
- 3.2 Any extension to working hours will not permit -noisy construction work. Camden will only consider an extension of the approved working hours if it can be shown it is necessary to comply with the Government's recommended COVID-19 health and safety recommendations e.g. staggered working hours and physical distancing on site (which may slow down activities on site) and/or to enable sites to proceed at pace with work otherwise delayed as a result of COVID-19.
- 3.3 Extensions to working hours will not permit any changes to approved delivery hours. A formal revision of the CMP will be required if you are seeking to amend these hours.
- 3.4 Construction sites with a CMP will need to submit the Council's extension proforma (see appendix 1) outlining the rationale for the request, a map showing nearby residential receptors and a brief description of the activities that will take place outside of the approved core hours. Depending on the proximity of receptors only low impact activities (which cannot be heard at the boundary) in terms of noise and vibration will be allowed beyond core hours. Letters/emails must be sent to all those effected prior to your submission. Your letter must include the following points:
- why this application is being made
 - what is being proposed and why
 - what mitigation is being proposed
 - The letter should provide a contact name and telephone number of the contractor should there be any issues.
 - The letter should also advise that the planning enforcement team should be contacted if there any issues providing the email planning@camden.gov.uk.
- 3.5 Please be advised your extension request will be automatically rejected if you are unable to provide confirmation on communication with residents.
- 3.6 In assessing whether there are any significant adverse impacts, we will take the following issues into consideration:

- What are the nature of works proposed to be undertaken outside of the normal working hours.
- If there are neighbouring businesses or uses, such as care homes, which are particularly sensitive to noise, dust or vibration.
- The number of other construction sites in the area and any similar requests.
- What measures are proposed to mitigate any impacts and if we consider these will be sufficient.
- If your proposals demonstrate sympathetic site management

3.7 If we consider that works beyond core hours can be carried out without causing a significant adverse impact any permission granted will be continuously under review. In the event of significant resident complaints it might be necessary to remove the flexibility granted.

3.8 Please be advised that a Section 60 notice will be served if construction works which can be heard at the boundary take place outside of the Control of pollution hours (Monday to Friday 8am to 6pm, Saturday 8am to 1pm and not at all on Sundays or bank holidays).

3.9 If any construction works are proposed that can be heard at the boundary or changes to delivery hours, a formal revision to the CMP will be required. A Section 61 application will also need to be made to the Environmental Health Team. This consent can take 28 days to review and will need to be resubmitted on a monthly basis so Camden Council can take corrective actions in response to complaints.

FOLLOW UP QUESTIONS

Please send any comments on consultation to planningobligations@camden.gov.uk.

Appendix 1

CMP REQUEST FOR EXTENSION OF HOURS FORM

APPLICATION FOR EXTENTION OF WORKING HOURS AS SET OUT WITHIN THE CONSTRUCTION MANAGEMENT PLAN SECURED VIA A SECTION 106 LEGAL AGREEMENT

Site address:	
Planning reference number:	
Revision number and approval date of current CMP.	

I/WE HEREBY MAKE APPLICATION for a temporary extension to the hours as controlled in the approved CMP as outlined above.			
Signed		Date of the application	
Print Name		Position	

COMPULSORY INFORMATION	
Name and Registered Office address of applicant	
Name, address and telephone number of main contractor	
Please outline the reasons for this request and show how you meet the criteria below – 1) to enable works which cannot be heard at the boundary) where it is required to comply with the government's COVID health and safety	

<p>recommendations i.e. where tasks take longer due to social distancing, to reduce pressure on public transport and 2) to enable work to proceed at pace with work otherwise delayed as a result of COVID-19.</p>	
<p>Current approved working hours (as set out in the CMP)</p>	
<p>Proposed amended working hours (date and times for the proposed working hours)</p>	
<p>Please provide a brief description of all the activities that will take place outside of the approved hours with justification (i.e. staggered working hours and how they comply with a). This should include the precise times, shift patterns, number of staff on site.</p>	
<p>Please provide a map showing nearby residential receptors.</p>	
<p>Please detail mitigation for any works outside of the approved working</p>	

hours to address impact on neighbouring residents	
Liaison	<p>Please provide a copy of the letter and or/email sent to all those initially consulted on the CMP/residents and business likely to be affected by this extension. This must have been sent before your application to extend hours is made.</p> <p>If a letter is not provided, please note that we will automatically reject your application.</p> <p>Following any approved by the Council a letter should be sent to all those to advise the date the extended works will commence.</p>
Any consent granted:	Any extension granted is temporary and continuously under review. This extension can be withdrawn by the Council following review at any time.

Please note – This form is only for extended hours to enable construction works which cannot be heard at the boundary. A revised CMP will be required to be submitted through formal channels and a Section 61 notice will be required if you intend to undertake noisy construction works outside of approved hours.

Once complete please email planning.obligations@camden.gov.uk and allow up to 10 days for a response.