

Guide for Contractors Working In Camden

**Culture and Environment Directorate
London Borough of Camden
Town Hall
Argyle Street
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1 Introduction

1.1 Foreword

Camden is in the heart of London, where change and regeneration is an ongoing process. Developments bring jobs and economic success to the borough. However, living or working near a construction site is not always a pleasant experience. Any site, either small or large, has the potential to produce noise and dust, and create transport, health, and safety problems. We want all building sites in the borough to be managed with due consideration for people who are affected by them.

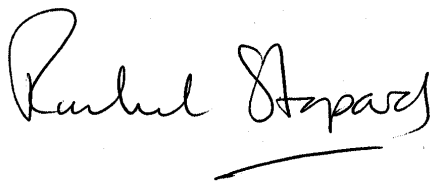
We recognise the need to maintain the quality of life for people living and working within and around a new development. These people must be protected from environmental disturbance while major and smaller development projects are being carried out throughout the borough. **'Considerate'** contractors must become part of the community they are working in, and recognise and try to reduce the effect of their activities have in terms of noise, dust, contamination, mud, parking and obstruction.

Throughout Camden, a large amount of building work is always underway including putting up extensions to houses, major residential development, the Kings Cross St Pancras Tube Station redevelopment, and the Channel Tunnel rail-link.

The Culture and Environment Directorate has prepared this document. We have adopted it throughout the council, and it will be attached to planning approvals and building control applications, and given to all contractors working in the borough. It will help developers and their contractors to make sure that they do their work in the **'most considerate way'** to reduce the effect any building work has on the local communities.

Contractors must show a positive attitude and commitment towards reducing environmental disturbance to the local residents, visitors and those running businesses within the borough.

We have signed up to the principles of the Enforcement Concordat. This sets out principles for the way we deal with businesses over which we have enforcement power. When taking enforcement action, we will aim to do so in a firm but fair, open, consistent, and helpful way, in line with the principles of good enforcement outlined in the Enforcement Concordat.



Rachel Stopard
Director
Culture and Environment Directorate

1.2 Purpose of the Guide

The purpose of this guide is to make sure that disturbances due to noise, vibration, dust and smoke arising from demolition and construction work on all building sites within the borough, including the public highway, are kept to an acceptable minimum level without restricting contractors unnecessarily. It is also intended to provide information on good environmental practice for developers, architects, the main contractor and subcontractors, site and project managers, site workers, community groups and everyone else involved in construction, demolition, and refurbishment in the borough, as well as people who are affected by this work.

The term 'construction work' in this guide applies to site activities, preparation, demolition, excavation, tunnelling work, building operations, structural alteration and maintenance, and transporting materials and rubbish to or from the site.

We hope that this guide will build on our previous work to consider air quality, land and water contamination, environmentally friendly practice, noise and vibration when carrying out building work.

This document does not include all the legal and technical requirements, but it does set out many of our standards for licences and construction, demolition and refurbishment work, and the people to contact for advice and permission.

1.3 Who is 'the considerate contractor'?

The Construction Confederation runs a '**Considerate Constructors Scheme**' on behalf of the Construction Industry Board. The Considerate Constructors Scheme is a national initiative to improve the image of construction by managing and presenting its sites more effectively.

'It aims to raise the standards of construction design and management above statutory requirements.'

'It seeks to minimise the impact of the construction process on the surrounding area and the people who may be affected, by providing support and encouragement to the constructors.'

Under the scheme, contractors must follow an eight-point code of considerate contractor standards as set out in Table 1.1 on the next page. Experienced professionals who visit sites and suggest and encourage improvements monitor the scheme. National awards are made to the site managers of the best-performing sites. We expect that contractors undertaking building works in the borough will follow this principles and code of practice.

Table 1.1: Code of Considerate Contractor Standards

<p>1</p> <p>Considerate</p> <p>Consider the needs of everyone who is affected by the construction process and of its effect on the environment. You must give special attention to the needs of people with sight, hearing, or mobility difficulties.</p>	<p>2</p> <p>Environment</p> <p>Be aware of the environment when choosing and using resources. You must pay particular attention managing waste, avoiding pollution, using local resources wherever possible, and keeping noise as low as possible.</p>
<p>3</p> <p>Cleanliness</p> <p>Keep the site, footpaths and surrounding area affected by the work clear of mud, spillage, litter, and any unnecessary rubbish.</p> <p>Make sure that the site, hoardings, scaffolds, and other features are kept in a clean, tidy, and safe condition.</p>	<p>4</p> <p>Good neighbour</p> <p>Consult with neighbours about site activity from before the work starts to the final handover. Provide site information and viewing facilities where practical.</p>
<p>5</p> <p>Respectful</p> <p>Promote respectable and safe standards of behaviour and dress. You must not accept rudeness and must deal with poor behaviour using the strongest possible disciplinary action.</p>	<p>6</p> <p>Safe</p> <p>Make sure all construction work and vehicle movements are carried out with care for the safety of passers-by, neighbours, and site personnel.</p>
<p>7</p> <p>Responsible</p> <p>Be responsible for making sure everyone on site understands the scheme.</p>	<p>8</p> <p>Accountable</p> <p>Be accountable (responsible for your actions) to the public by providing site contact details and being available to deal with their concerns and develop good local relations.</p>

2 General Advice for Developers and Contractors

2.1 Public Relations

On major sites, we expect that the developer or contractor will organise and hold regular meetings with our officers, representatives of other statutory agencies and the police. If the site is next to a residential area, these meetings must also involve representatives from local residents' and tenants' associations.

The relationship between the contractor, developer and local community is very important. Residents may feel that the development has been allowed to take place without any consideration for their environment. In some circumstances, local residents do not want the development to go ahead and there may be some bad feeling before the work starts.

It is our experience that where developers or contractors before and during work have carried out a good public-relations exercise, there have been fewer complaints of nuisance and the project has continued without problems. It is in the best interest of developers and contractors to make sure that they deal with the concerns of local residents reasonably and sympathetically.

It is advisable do the following.

- a. Hold regular meetings with local residents before the work starts. Introduce the main site staff and give people a point of contact in case they have complaint. Give head office details.
- b. Give local residents an information sheet about the company carrying out the work, the development and the expected timetable of work.
- c. Keep in contact with residents and tell them, beforehand, of any events that may be different to normal operations and how long they will last for.
- d. Have a system in place to handle any complaints and enquiries from the public. Your site or work must be clearly signed with the company name and contact phone numbers, and your staff must be easily identifiable by identity cards or the equivalent.
- e. Plan work to cause as little nuisance as possible. Take steps to control noise, dust and smoke caused by work carried out on the site (see sections 3.2 to 3.3).
- f. Keep roads leading off the site clean and tidy.
- g. Ask site staff not to park on residential roads, and provide effective access and traffic-management measures for all site vehicles.
- h. For extremely noisy work (for example, breaking reinforced concrete), you may arrange quiet periods so that, for example, a school or office can do certain activities.

2.2 Work Method Statements

Method statements set out the controls for certain activities where risks have been identified. A work method statement is required for large sites with high or significant (medium) risk activities and sensitive sites; for example, for investigating the structure and preparing the site (contaminated land), producing a demolition work plan, delivering material, getting rid of

waste, remaining materials and waste, and all related engineering and construction activities (health and safety issues, public protection and so on). The work method statement can cover:

- a. An overall project;
- b. Part of a project; or
- c. Specific tasks within a project.

It is advisable that work method statements form part of documents for planning applications for such developments and refurbishments.

2.3 Best Practicable Means (BPM)

From the planning stage to the start of any construction work on site, it is advisable to plan and use **Best Practicable Means (BPM)**, (that is, Section 72 of Control of Pollution Act {COPA} 1974 and Section 80:7 of Environmental Protection Act {EPA} 1990), in carrying out your work.

2.4 Complaints about Construction and Demolition Works

Camden's Environmental Health Team may receive from time to time complaints from members of the public about building works being undertaken. If this happens, we will contact you to try to resolve the matter amicably. However, if we consider the matter serious, we may have to serve a legal notice under Section 60 (or action under Section 80 of EPA). Individuals can also take action under Section 82 of EPA or common law for nuisance.

3 Legislation, Site Permission, Licences and Consultation

3.1 Compliance and Enforcement

This code deals with a wide range of activities associated with building work, a lot of which are covered by the following legislations and guidelines.

- a. Control of Pollution Act 1974
- b. Environmental Protection Act 1990
- c. Environmental Act 1995
- d. Clean Air Act 1993
- e. Health and Safety at Work Act 1974
- f. Public Health Acts 1936 to 1961
- g. Highways Act 1980
- h. New Roads and Street Works Act 1991
- i. Road Traffic Regulation Act 1991,
- j. Traffic Management Act 2004,
- k. Town and Country Planning Act 1990
- l. Building Act 1984
- m. Party Wall etc Act 1996, Chapter 40
- n. Planning (Listed Buildings and Conservation Areas) Act 1990
- o. British Standard BS5228: Parts 1(1997), 2(1997), and 4(1992)
- p. British Standard BS6472: 1992 – ‘Guide to evaluation of human exposure to vibration in buildings (1Hz to 80Hz)’
- q. British Standard BS7385: Part 2, 1993 – ‘Evaluation and measurement for vibrations in buildings’
- r. Town and Country Planning (Control of Advertisement) Regulations 1994
- s. Building Regulations 1991 and 2000
- t. Construction (Design and Management) Regulations 1994 (CDM)
- u. Control of Dust from Construction and Demolition Activities, BRE, February 2003.

Contractors and builders working in the borough must make sure that all activities meet all current legislation requirements, standards, codes of practice and other relevant documents.

3.2 Planning Permission

Many types of alteration, refurbishment, construction, and demolition work need planning permission. You may need permission for work to listed buildings or demolition in conservation areas, and for work to trees that tree preservation orders (TPOs) apply to. If you do not get the planning permission you need, we may have to take enforcement action.

Planning permission does not include highway consent. However, if you have any general planning enquiries, or need advice or an application form, please contact:

Culture and Environment Directorate
Fifth Floor Reception
Town Hall
Argyle Street
London
WC1H 8EQ
Phone: 020 7974 2552/2557
Fax: 020 7974 5713
E-mail: env.recordsteam@camden.gov.uk

3.3 Highway licences, permits and consents

You will need approval under the relevant highways legislation for the following work.

- a. Buildings extending over the highway (***road/pavement***).
- b. Private services including drainage inspection chambers and covers in the highway.
- c. Steps or ramps extending out onto the highway (not normally allowed).
- d. Retaining walls supporting the highway.
- e. Cellars or vaults under the highway.
- f. Openings, vents or pavement lights under the highway.
- g. Drainage pipes and drainage from private land where water flows onto the highway (not normally allowed).
- h. Windows and doors opening over the highway (not normally allowed).
- i. Adopting new roads or areas of a road.

You will need licences for the following when they are on or overhang the public highway.

- | | |
|------------------------------------|---|
| a. Access to the construction site | i. Street works |
| b. Scaffolds | j. Shoring and skips |
| c. Hoardings | k. Fencing and materials on the highway |
| d. Gantries and rubbish chutes | l. Crane operations over the highway |
| e. Jenny wheels | m. Excavations and openings |
| f. Cradles and fans | n. Mobile crane operations |
| g. Trestles | o. Temporary crossovers |
| h. Equipment and machinery | p. Mobile crushing units |

We will charge an administration fee for most licences, and you will have to pay for certain licences to cover the cost of repairing any damage caused to the highway. We issue standard conditions with each licence, including the date and period of the licence. Special conditions may apply to licences (these are shown in the appropriate sections below). We will supply board notice with each licence, and you must fix this to the scaffolding, hoarding and so on.

If you have any general enquiries, or need advice or an application form, please contact:

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ**
Tel: 020 7974 6956
Fax: 020 7974 5585
Email: highwaysmanagement@camden.gov.uk
Website: www.camden.gov.uk/skips
www.camden.gov.uk/buildinglicences

3.4 Access to the construction site

Before carrying out any work affecting the public highway (*road/pavement*), you must contact:

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ**
Phone: 020 7974 6956
Fax: 020 7974 5585
Email: highwaysmanagement@camden.gov.uk

You may need planning permission for pavement crossings. We will do this work, or ask a contractor to do it, against a prepaid deposit.

You will also need a licence for temporary pavement crossings. You can get application forms from Highways Management. You will have to pay deposit to cover the cost of putting the footpath back to its original condition after the work has been completed.

3.5 Cranes, Aerial Platforms and Concrete Pumping

You must apply in writing, whether by fax or email, to the Highways Management Team in the Engineering Service for permission to erect a Tower Crane, use mobile cranes, aerial platforms or concrete pumping vehicles, prior to commencing any works on or over the public highway.

If the work will involve the temporary closure of a road, you must first apply to the Highways Management Team for permission to do so.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WCIH 8EQ**
Phone: 020 7974 5959
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk

3.6 Crossovers, Openings and Pedestrian Routes

Crossovers

- a. The kerb and footpath paving being taken up must be stored on site. 150mm in-situ concrete must be laid and the last 450mm bowled over the channel.
- b. The surface crossover shall be maintained level with the surface of the surrounding footpath.
- c. No vehicle shall at any time be permitted to stand on the crossover or obstruct the footpath.

Openings and Pedestrian Routes

Before the public highway is opened up (whether footpath or carriageway), the contractor is responsible for checking with all statutory undertakers what services and plant exist in the area to be developed (a requirement of the Health and Safety at Work Act 1974). They must also carry out an electrolocation survey of the area to be excavated.

We are particularly concerned with the needs of people with disabilities and others who are affected by building work impinging on footpaths and roads. Any temporary footpath must be constructed to the following reasonable requirements:

- a. Any temporary footpaths must have level surfaces. There must be no steps and any gradients must be no greater than 1 in 12 (over short distances only), with a preferred gradient of 1 in 20.
- b. You must provide pavement ramps at all junctions of temporary footpaths with carriageway. Gradients must not be more than 1 in 12, and the base of the ramp must be level with the carriageway.
- c. All temporary footpaths and ramps must be surfaced in non-slip material to the satisfaction of the highway authority.
- d. You must maintain the existing width of the footpaths except where this is more than 3metres. In these cases, you may reduce it to not less than 3metres, or a greater amount where the highway authority and the police consider this necessary. The minimum acceptable widths are 3metres on a bus route in commercial and shopping areas and 1.8metres elsewhere.
- e. You must provide clear signing at all times for each pedestrian route, with as few changes as possible to all temporary layouts in order to reduce confusion.
- f. All openings or obstructions on the carriageway and footpath must be barricaded with a continuous rail (with lamps at night), that is strong enough to offer necessary resistance if a person with sight difficulties walks into it. You must provide a tapping rail.
- g. Headroom clearance over footpaths must be 2.6metres, with an absolute minimum in approved circumstances of 2.3metres. A horizontal clearance at the height of the projection of 1m to the kerb line must be maintained. For projections over the carriageway, there must be clearance of at least than 5.1metres.

- h. All pedestrian routes diverted onto the carriageway must be clearly defined by continuous barriers, and constructed to the satisfaction of the highway authority.
- i. You must keep all footpaths and carriageways free of mud or other loose materials arising from the work. All excavated material must be cleared away at the end of each day.
- j. When you have completed the work, you must clear all the rubbish from the highway, leaving it in a clean and tidy condition, to the requirements of the highway authority. You must indemnify the highway authority against any damage caused to the footpath or carriageway during the period of construction.

3.7 Excavations and Openings into the Highway

You will need permission from the Highway Management Team to undertake any excavation work or disturbance of the public highway resulting from building works, repairs to cellars, coal chutes, pavement lights or other such works. Please contact.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk**

A deposit will be required to cover the cost of any potential remedial works needed. The Highway Engineering Team would undertake these works.

General Conditions Applying To All Licences

- a. This consent does not allow the enclosure of any public highways or the obstruction of any part of a public highway by any plant, materials, rubbish or other items. (For details see *Guidance Note GS* issued by the Health and Safety Executive *General Access to Scaffold*. (Section 55-56).
- b. Proper precautions must be taken to prevent building materials, water or any substance falling into the public way, for example by fixing adequate sheeting.
- c. Proper and sufficient notice must be given if the applicant's proposals impinge onto any controlled parking or residents' bays. Parking meter bays or bays controlled by pay and display machines require at least one week to suspend. Residents' bays may also be suspended, but this takes ten days. In both cases, the Parking Solutions Team will advise on associated costs.
- d. If the works affects other street furniture, the council must be informed at an early stage. Charges will be levied for removal, storage and replacement. Particular care must be taken to maintain street nameplates, many of which are listed.
- e. Please refer to the Highways Act 1980, Section 168, regarding precautions to be taken during building operations affecting public safety.

- f. All lighting on structures affecting the highway must be adequately lit using baulk head-lights supplied by a 110-volt supply and must be maintained on a regular basis.
- g. Advertisements are not permitted. See Section 11 of the London Local Authorities Act 1995.
- h. The Council makes every effort to reduce to a minimum the amount of accommodation placed on the highway to aid building construction activities. The guidelines for the provision are:

No accommodation will be placed on the frontage of any property other than that which is the immediate subject of the works. Exceptions may be made if accompanied by the production of adjacent owners' agreement in writing.

In any event, a floor area of 30sq metres is the maximum allowable on the highway or on a gantry or a crossover.

3.8 Gantries, Hoists, Site Huts Rubbish Chutes and Storage Container

Before you commence work you must get permission from the Highways Management team.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WCIH 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk
Website: www.camden.gov.uk/buildinglicences**

You can get applications forms by calling 020 7974 6956 or in person at the 5th Floor Reception in the Town Hall Extension Argyle Street (Opening hours: Monday to Friday 9am to 5pm; Thursdays 9am to 7pm). You can also download an application form or apply online at our website www.camden.gov.uk/buildinglicences. You must send the appropriate administration fee and deposit with the completed application form. Your deposit will be returned provided there is no damage to the highway, gullies or street furniture.

The gantry or hoist must meet the conditions for erecting a scaffold. Except in special circumstances, you must not provide office accommodation on a gantry. We will not give you permission to store materials on the gantry.

We may allow you store temporary office accommodation, materials, and machinery on the public highway if there is no other alternative. You must apply to Highways Management for permission.

Mechanical or platform hoists must not descend to, or be operated from, the public highway. You may only operate them from above the first-floor level of a gantry platform.

You can only use rubbish chutes when a gantry, which has a minimum head height over the footpath of 2.3 metres, supports them. You must protect pedestrians by completely enclosing the end of the chute to stop dust and debris escaping. The chute may only overhang the

carriageway when a skip or lorry is in position, and you must remove it when you are not using it.

- a. The structure shall not be placed within 18.3metres of a road junction, bus stop (stand or terminal), traffic lights, pedestrian crossing, entrance to or exit from schools, hospital or works.
- b. Unless agreed otherwise, the container/structure shall not be deposited on any part of the footpath or verge at any time nor shall any part of the transporting vehicle be on the footpath when depositing or uplifting the container/structure.
- c. Any container/structure shall be removed from the public highway or repositioned if required by the Police or Chief Engineer.
- d. Single structures shall be lighted by at least four lights or at each corner during the hours of darkness and clearly visible to all traffic. Where consent for two or more structures is granted, they shall be in a row. The distance between adjacent corners shall not exceed 1metre and shall be lighted during the hours of darkness by one lamp at each corner and shall have in addition one lamp each 4metres and shall be clearly visible to all traffic. Additional safeguards for road users may be required with respect to guarding lighting and temporary footpaths as a condition of the licence.
- e. The structure shall, when deposited, be clearly and indelibly marked with the owners name with his telephone number or address and have affixed strips of striped material in accordance with the Builders Skips (Markings) Regulations 1984 i.e. have broad red fluorescent and yellow reflecting stripes which shall at all times be kept clean.
- f. No structure on the highway shall contain any inflammable, explosive, noxious or dangerous material which is likely to putrefy, or which is likely to become a nuisance to users of the highway.
- g. The structure may not be used as a waste container.
- h. Other than in exceptional circumstances, only two cabins will be permitted on a gantry.

3.9 Cradles and Fans

- a. Fans cannot be placed less than 2.5m above the surface of the footpath, and if one projects nearer than 2.5m to the outer edge of the street kerb, then it shall not be fixed at a height less than 5.1m above the surface of the carriageway.
- b. No cradle rope or other tackle can be lowered to a height less than 2.5m above the surface of the footpath.
- c. No portachute is to be erected over either the footpath or the carriageway without prior consent from the Council.

3.10 Hoardings

Before you erect scaffolding either on or over the highway, you must get permission from the Highways Management Team.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk
Website: www.camden.gov.uk/buildinglicences**

You can get applications forms to erect a hoarding by calling 020 7974 6956 or in person at the 5th Floor Reception in the Town Hall Extension Argyle Street (Opening hours: Monday to Friday 9am to 5pm; Thursdays 9am to 7pm). You can also download an application form or apply online at our website www.camden.gov.uk/buildinglicences. You must send the appropriate administration fee and deposit with the completed application form. Your deposit will be returned provided there is no damage to the highway, gullies or street furniture.

Hoardings must meet with the following requirements:

- a. No doors or gates shall be constructed in such a way that they may be opened outwards onto the public way.
- b. Any Hoarding protecting a pedestrian footpath beneath a Gantry must not be greater than 1.2 metres in height on the carriageway side. There must be 1 slope of no less than 1:12 to the carriageway side of the Hoarding.
- c. Recesses on any Hoarding must be avoided, wherever possible. Any recesses must be individually illuminated. It is recommended that any recesses and blind corners be fitted with convex mirrors.
- d. It is essential that the contractor provides adequate shoring, to the satisfaction of the Chief Engineer or his representative, that maintain full support to the road, footpaths and adjacent properties during the works.
- e. Hoardings may not enclose any illuminated sign or public lamp. Any hoardings affected by such apparatus must be recessed allowing access at all times to the apparatus.
- f. If asked to do so by the Chief Engineer, applicants must form substantial footpath not less than 1.4 metres wide for pedestrians outside the hoarding or structure. The footpath must be constructed from 300mm x 300mm baulk timber fenders with a smooth handrail. It must be adequately lit during the hours of darkness and always maintained in a good, safe condition.
- g. All hoardings must diagonally be slatted with 150mm spacing made from planed or rounded wood to avoid injury or damage to clothing of pedestrians.
- h. All hoardings must be painted white and must only bear the name of the main contractor.
- i. Advertisements are not permitted on hoardings.

- k. If a hoarding would reduce the footpath to an unsuitable width, normally less than 3 metres on a bus route in commercial and shopping areas and 1.8 metres elsewhere, the person applying for the permission must extend the footpath into the carriageway by constructing a footpath protected by hoarding. Outside the hoarding, the footpath must be made of 300mm x 30mm baulk timbers painted red and white with a smooth handrail, kept in good and safe condition, and suitably lit during the hours of darkness. You must keep to any requirements of Highways Management to make sure vehicles and pedestrians are safe.

Just because you have permission to erect a hoarding does not mean you can excavate in the area of highway that is enclosed or remove or alter any wall or structure supporting or retaining the highway without getting the necessary approval.

3.11 Fencing, Materials and Openings on Highway

Before beginning work, you must obtain a licence from the Highways Management Team.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk
Website: www.camden.gov.uk/materiallicences
www.camden.gov.uk/buildinglicences**

All works on the public highway (road/pavement) must follow the code of practice 'Safety at Street Works and Road Works 1993', a code of practice issued by the Secretary of State for Transport and available from Her Majesty Stationary Office (HMSO). More protection may be needed for long-term and major work, and you will need to provide detailed proposals with any application. The following conditions and requirements also apply.

- a. The fence must be constructed of wooden or plastic barriers with at least a higher and lower rail, and must not be more than 1.22 metres high.
- b. The fencing must be lit during the hours of darkness, and lamps must be positioned at all corners.
- c. All waste, machinery and materials must be contained within the fencing.
- d. For sites where on-site storage is difficult, we may grant licences to store materials and machinery on the public highway (as long as Highways Management approves).

You must fence off all material and machinery on the public highway; it must meet the following conditions:

- a. All fencing for storing materials must be constructed of baulk timber base and wooden uprights, and be close boarded.
- b. You must not store building materials over gullies and manhole covers, and there must be a reasonable gap between the kerb edge and fencing to allow the surface water to drain away.

3.12 Street Works Licence

Must you wish to install or maintain pipes, cables or inspection chambers placed in the public highway, you will need to apply for a Street Works Licence, in accordance with the New Road and Street Works Act 1991 (Specification for the Reinstatement of Openings in Highways – A Code of Practice). An administration fee and deposit will be payable.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
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Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk
Website: www.camden.gov.uk/buildinglicences**

3.13 Scaffolding

Before you erect scaffolding either on or over the highway, you must get permission from the Highways Management Team.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WCIH 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk
Website: www.camden.gov.uk/buildinglicences**

You can get applications forms to erect a scaffold by calling 020 7974 6956 or in person at the 5th Floor Reception in the Town Hall Extension Argyle Street (Opening hours: Monday to Friday 9am to 5pm; Thursdays 9am to 7pm). You can also download an application form or apply online at our website www.camden.gov.uk/buildinglicences. You must send the appropriate administration fee and deposit with the completed application form. Your deposit will be returned provided there is no damage to the highway, gullies or street furniture.

When erecting or dismantling scaffolding, you must take care to protect the public by providing warning signs and working safely and responsibly.

- a. Vertical scaffolding poles and any putlog bracing may not be erected nearer to the outer edge, if the street kerb is more than 450mm or at the height of less than 5.1metres above the carriageway.
- b. A clear passage for pedestrians must be maintained continuously. Must it run under and through the scaffold, no putlog bracing or other construction shall be fixed at a lower level than 2.5m from the surface of the footpath.
- c. No hoarding placed on the kerb side of the footpath must exceed 1 metre in height so as to allow pedestrian traffic on the footpath to be seen from the road.
- d. All scaffolds must be adequately lit during the hours of darkness to BS5489: Code of

Practice for the Design of Road Lighting; Part 1: Lighting of Road and Public Amenity Areas.

- e. No continuous timber may be placed on the pavement.
- f. Trailers are only to be left on the public highway for the maximum loading/unloading period.
- g. Advertisements are not permitted on scaffolds.

The following advisory notes have been compiled with the assistance of the Metropolitan Police who have aided in the preparation of these guidelines intended to safeguard property and equipment on construction sites in Camden.

- a. Scaffolding must only be erected immediately prior to work commencing and dismantled immediately on completion of works. Unnecessary delays must be avoided.
- b. All ladders and climbing aids must be locked away or secured to the structure in a horizontal position, at or above the first list level of the scaffold.
- c. Adequate measures must be taken to prevent unauthorised persons from gaining access to the scaffold. Where required, a hoarding having a minimum height of 3 metres must surround the structure.
- d. On sites where tools, materials or other objects of value have been stored, security in the form of an audible alarm or security lighting must be provided at all levels on the scaffold.
- e. In circumstances where the owners of property adjacent to the scaffold are placed at risk or their security reduced, special measures may be required to reduce liability.

If you have any general enquiries, or need advice or an application form, please contact:

Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London
WC1H 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk
Website: www.camden.gov.uk/buildinglicences

3.14 Shoring and Skips

You must get permission from the Highways Management Team to erect a structure supporting the facade of a building from the public highway.

Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street

London WCIH 8EQ

Phone: 020 7974 6956

Fax: 020 7974 5585

E-mail: highwaysmanagement@camden.gov.uk

Website: www.camden.gov.uk/buildinglicences

Before you place a skip on the highway, you must get permission from the Highways Management Team.

You can download an application form or apply online at our website www.camden.gov.uk/buildinglicences or you can fax or email the following details directly to the Highways Management team: the name of the person applying for the licence, the address that the work relates to, where the skip will be (if different), the skip supplier if known and the period you need the skip for. Skip licences can last for up to 2 or 4 weeks, but can be renewed after this period as long as there are no objections. We will issue a permit if we agree. You must use company-headed notepaper when you apply.

If you need to place the skip in a controlled parking space (that is, by a parking meter or in a resident's parking bay), you must contact the Parking Enforcement Contractor.

NCP Ltd (South)
13-15 Guilford Street
London
WC1N 1DW

Phone: 020 7974 8116

Fax: 020 7974 8115

NCP Ltd (North)
7-9 Crowndale Road
London
NW1 1TU

Phone: 020 7974 8081

Fax: 020 7974 6255

No roll-on roll-off containers are allowed on the public highway. We will issue a permit as long as you meet the following conditions:

- a. At the end of the period of consent, you must remove the skip from the highway and leave the site in a clean and tidy condition.
- b. The skip must not be more than 5metres long and 2metres wide.
- c. The skip must not be dragged or pushed along the highway (you are responsible for any damage caused to the road surface).
- d. You must not place the skip on any part of the footpath or verge, or transport it over the footpath.
- e. While you are using the skip, you must not allow anything to spill onto the highway. Damp down the contents of the skip to prevent nuisance from dust and cover the contents properly when transporting the skip.
- f. No skip on the highway must contain any flammable, explosive, poisonous or dangerous material, or any material which is likely to rot, or which is likely to become a nuisance to people who use the highway.
- g. You must not place skips over gullies or manhole covers, and there must be a reasonable gap between the skip and the kerb edge to allow surface water drain away.
- h. Skips must be clearly marked with the owner's name and phone number or address, and must display strips of striped material in line with the Builders Skips (Marking)

Regulations 1984 (that is, have wide red fluorescent and yellow stripes, and kept clean at all times).

- i. The public must not be inconvenienced by any methods used to fill the skip.
- j. The skip or skips must be lit up at all four corners during the hours of darkness and clearly visible to all traffic. You must not use paraffin lamps.
- k. Nothing in this permission we grant you or in the conditions will affect or reduce the powers of the police or the Highway Authority to ask you to remove the skip from the highway.
- l. We have the right to remove any skip from the highway or withdraw a permit for any reason.
- m. You cannot transfer your skip permit to anyone else.
- n. You must give the skip hauler a copy of your permit.

If you have any general enquiries, or need advice or an application form, please contact:

Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London
WC1H 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: skips@camden.gov.uk
Website: www.camden.gov.uk/skips

3.15 Equipment and Machinery on the Highway

Before any machinery, compressor, cement mixer, tar pot or other machinery can be stored or used on the highway, you must get permission from Highways Management Team.

Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London
WC1H 8EQ
Phone: 020 7974 6956
Fax: 020 7974 5585
E-mail: skips@camden.gov.uk
Website: www.camden.gov.uk/skips

3.16 Temporary Road Closures, Deliveries and Storage

Road closures or temporary traffic amendments require temporary traffic orders. Must you need to apply for a temporary traffic order, please contact the Highways Management Team giving at least six weeks notice.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 5959
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk**

You must plan deliveries so that they do not inconvenience other road users. You must not arrange them outside the permitted hours (**Monday to Friday 8am to 6pm, Saturdays 8am to 1pm, and not on Sundays or bank holidays**), as far as possible.

3.17 Parking Bays and Meters

If you need to suspend parking meters or residents' parking bays, you must apply to our parking enforcement contractors below.

**NCP Ltd (South)
13-15 Guilford Street
London
WC1N 1DW
Phone: 020 7974 8116
Fax: 020 7974 8115**

**NCP Ltd (North)
7-9 Crowndale Road
London
NW1 1TU
Phone: 020 7974 8081
Fax: 020 7974 6255**

You must make an application at least eight days before you need to suspend a resident's parking bay and three days before you need to suspend a parking meter bay. The following requirements apply to suspended bays.

You must not store materials, or concrete or mortar, in suspended bays.

- a. You must get a hoarding or skip licence if a bay suspension has been authorised for these purposes. You can only place a skip in a bay where there is no yellow line or no suitable alternative.
- b. Contractors must not remove parking meters or residents' bay posts. If necessary, we will remove them if you ask us to.
- c. Private cars must not be parked in suspended bays, and you must not cover posts in any circumstances; for example, with bags or coats.

You will be responsible for making sure that subcontractors, workers, delivery firms and other visitors to the site are aware of their responsibility to follow parking restrictions so that their vehicles do not inconvenience local residents and businesses.

4 Noise and Vibration

4.1 Noise from Demolition and Construction Sites

We aim to reduce noise nuisance to local residents and people who run businesses in the area, and to give them suitable breaks from noise and vibration through our powers under the Control of Pollution Act 1974. This applies to:

- a. Erecting, constructing, altering, repairing and maintaining of any building, structure or road;
- b. Breaking up, opening or digging under any road or nearby land in connection with carrying out, inspecting, maintaining or removing work;
- c. Any demolition or dredging work; and
- d. Any engineering work (whether or not already covered in the three points above).

Under Section 60 of the COPA, local authorities have powers to control noise (and vibration) on or from building sites. We can serve a notice asking the person responsible for the work to follow specific controls to reduce noise. The notice can set out types of machinery, permitted hours of operation, boundary noise levels and so on. You must also consider best practicable means.

Although there are certain noise levels allowed on the site, you must try to control the hours of noisy work. We normally ask that all work, which might be heard from outside the site, must be carried out between the following hours.

Mondays to Fridays	8am to 6pm
Saturdays	8am to 1pm
Sundays and Bank Holidays	No noisy work

Noise and vibration from work during the permitted hours may be difficult to control. However, you must show that you are taking the **Best Practicable Means** to reduce the noise created.

In practical terms, as long as no planning conditions apply restricting actual working hours, Camden's Environmental Health Team would not object to the presence of workers on site outside these hours as long as they are only involved in quiet work. For this reason, you must nominate a person in authority to make sure that everyone follows the restrictions.

COPA recognises that most building and demolition work is planned well in advance of activities taking place on site. Section 61 of the Act allows you to apply for permission before work starts. This procedure is intended to prevent the need for action under Section 60 (or action under Section 80 of EPA) by us. However, individuals can still take action under Section 82 of EPA or common law for nuisance.

Property that is undergoing refurbishment falls within the scope of this definition. With shop refurbishments in particular, we recognise that contractors often need to work to a tight contract deadline, which can only be met, by working extended hours. If no one lives near the site, working outside the permitted hours must not cause any problems. However, if you need to consider local residents, you need to keep to these standard hours. You must never assume that no-one lives near the site; it is always best to check with Camden's Environ-

mental Health Team before you start work.

Environmental Health Team
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 2090
Fax: 020 7974 6955
E-mail: env.health@camden.gov.uk

You must also consider people who use nearby business premises who may be affected by noise from refurbishment work during the standard hours. The greatest effect on this type of premises is during the initial stages of a refurbishment contract where basic structural alterations have to be made involving heavy drilling and breaking out - it is at this point that most complaints are made to the Environmental Health Team. If people make justified complaints in these circumstances, we would expect you to reschedule the timetable of noisy work. In certain cases, the Environmental Health Team may act as an arbitrator to help come to a satisfactory agreement which may later be enforced by serving a notice.

Noise from a building site is also covered by **BS5228: 1984: 'Noise Control on Construction and Open Sites' - Parts 1(1997), 2(1997) and 4(1992)**, and relevant European Union Directives.

All work (demolition and construction work) on site must thus meet the British Standard BS 5228: Parts 1, 2 and 4. On all sites and at all times, you must do all you can to reduce noise and vibration. The following is a guide to **BPM** to reduce noise and vibration. Please note that this is not a complete list.

- a. Use **BPM** to reduce negative effects and increase beneficial effects on the environment by controlling noise, vibration or other nuisance which may cause offence to the local community or environment.
- b. Wherever possible, all sites must be totally surrounded by fencing or hoarding to reduce the amount of noise that escapes from the site. All site gates must be controlled so that they are open long enough to allow vehicles to pass through but no loud noise can escape to the surrounding areas.
- c. Wherever possible, fixed items of construction machinery must be electrically powered rather than powered by diesel or petrol. Where this is not practical, you must take suitable measures such as acoustic enclosures (for example, see Figures 4.1a and 4.1b). You must install a three-phase electricity supply on site as soon as possible, and power for lighting at night will be provided by a proper electrical supply or battery, not a generator.
- d. Machines that are not used very often must be shut down when they are not in use or throttled down to a minimum. If you use equipment that you need to run continuously and which produces a lot of noise, you must keep it in a suitable acoustic enclosure (for example, see Figures 4.1a and 4.1b).
- e. Vehicles and machinery you use for the work must be fitted with effective exhaust silencers, be maintained in good and efficient working order, and be used in a way that reduces noise as much as possible. You must follow the relevant European Community Directive and United Kingdom Statutory Instruments.

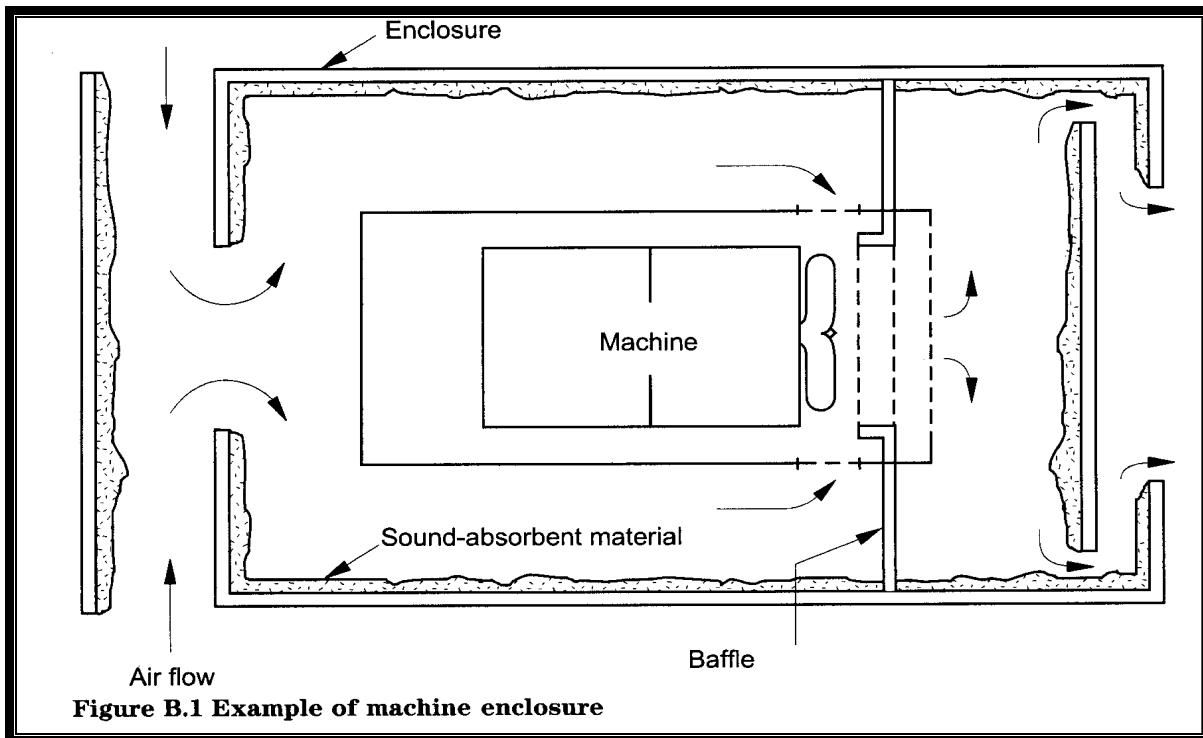


Figure 4.1a: Typical enclosures to reduce noise nuisance

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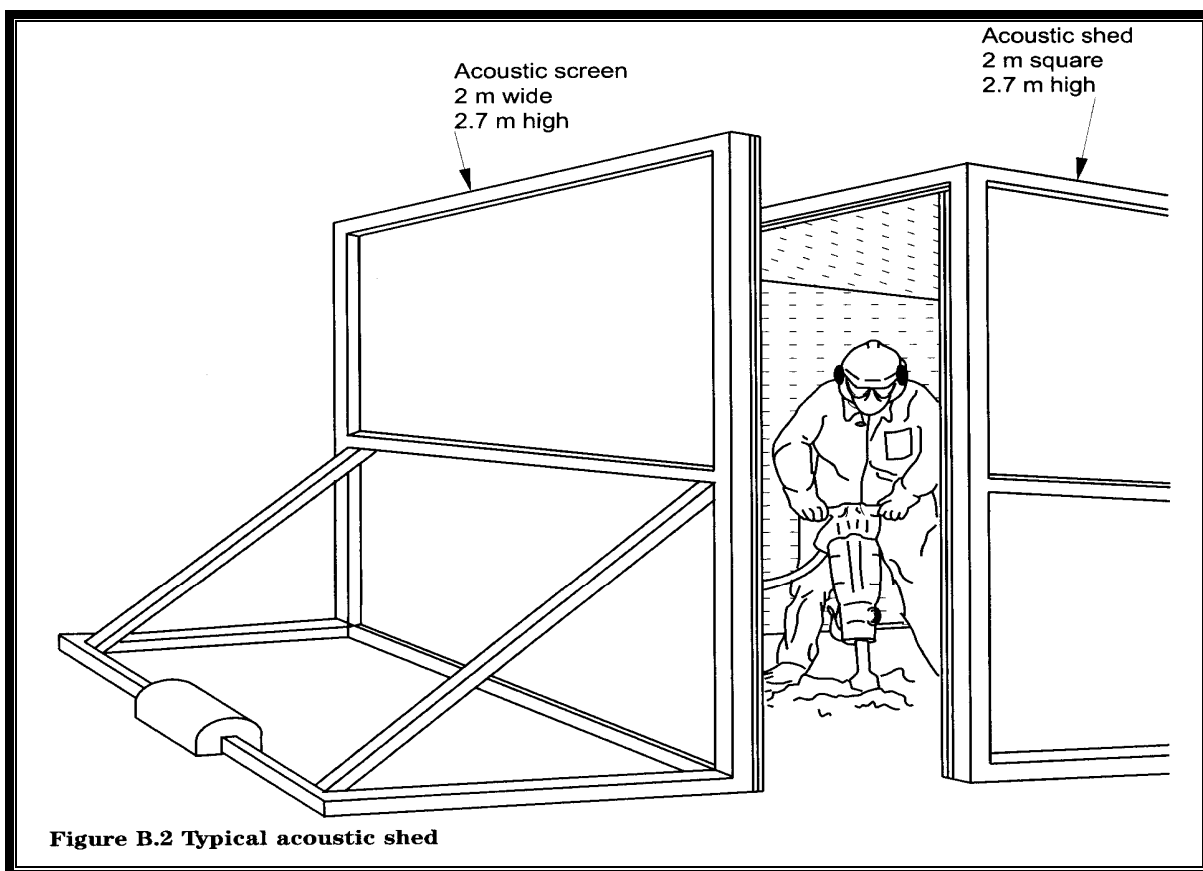


Figure 4.1b: Typical enclosures to reduce noise nuisance

Reproduced with the permission of the British Standards Institution under licence number 2003SK/055

- f. On surface areas where environmental disturbance may arise, compressors must be 'sound-reduced' models that are fitted with properly lined and sealed acoustic covers kept closed whenever the machine is in use. Also, pneumatic percussive tools must be fitted with the most effective muffler or silencer available.
- g. You must use equipment which breaks concrete by pressure as far as is reasonably practical.
- h. We consider that, on most sites in the borough, there must be no impact-driven sheet piling. We expect contractors to use hydraulically operated or vibratory methods to drive and extract sheet piling, although we accept that the soil strata would need to be suitable for this equipment. We will prefer all contractors to use hydraulically driven piling rigs.
- i. Where practical, you must use hydraulic or electrical powered rotary drills and bursters to remove hard materials.
- j. Noisy machinery and equipment must be as far away as practical from residential or other noise-sensitive properties. You must use barriers; for example, soil banks, stockpiles of materials, site portacabins or proprietary acoustic barriers.
- k. You must take care when loading or unloading vehicles, dismantling scaffolding or moving materials to reduce the noise.
- l. All material and machinery that is delivered to the site, and any waste or other material that is to be removed, must take place within the permitted hours.
- m. You must properly coordinate the arrival of delivery vehicles at the site to prevent parking in local streets while awaiting access to the site. Vehicles must not arrive before 8am. You must consider using in-cab communication to prevent unacceptable queuing on streets outside the site.
- n. You must have suitable plans to make sure that lengthy work can be completed within the permitted hours.
- o. All employees, subcontractors and people employed on the site must not cause unnecessary noise from their activities; for example, 'revving' vehicle engines, music from radios and shouting.
- p. You must make sure that all subcontractors and other people employed in connection with the work must be aware of and, where practical, to keep to these guidelines.

4.2 Noise and Vibration from Piling Operations

Many construction activities cause noise and ground vibrations, including demolition and pile driving. So, when heavy construction is planned close to housing, offices, factories or historic buildings, you need to plan and use appropriate technology to avoid environmental disturbance. It will benefit everyone if you can work within acceptable levels of vibration and noise, with no complaints or damage to property.

Generally, residents are often more concerned about potential damage caused to their property by vibration. If you are doing piling work and we receive complaints about too much vibration, we expect you to work directly with the residents and, if necessary, employ an expert to measure the vibration produced and provide appropriate advice. In certain circumstances, it may be useful to have a building surveyor inspect residential properties before you start piling, due to 'Party Wall Agreements' (Party Wall etc. Act 1996, Chapter 40).

It often takes some time to achieve the best set-up for certain piling work. You need to reduce noise and vibration, while at the same time making sure the work does not continue for longer than necessary. The decision about the type of pile that will be used on a site will normally depend on the loads that need to be carried, strata to be penetrated and economics of the system. We receive many complaints about piling work, particularly noise associated with driven piles; thus, necessary precautions must be in place to minimise these.

Under the Control of Pollution Act 1974, local authorities have the power to enforce their requirements for controlling noise and vibrations. Discussions with the Environmental Health Team can lead to Consent to Work Agreement, usually including the 'best practicable means', to reduce noise and vibration caused by piling work.

Although present British Standards do limit the levels of vibration or noise, there are three British Standards which give helpful guidance on these issues.

- a. British Standard BS5228: Noise Control on Construction and open sites; Part 4: 1992: 'Code of Practice for Noise and Vibration Control applicable to Piling Operations'.
- b. British Standard BS6472: 1992: 'Guide to evaluation of human exposure to vibration in buildings (1Hz to 80Hz)'.
- c. British Standard BS7385: Part 2, 1993: 'Evaluation and measurement for vibrations in buildings'.

Also, BRE Digest 353 deals specifically with damage to structures from vibration through the ground. You must have a thorough knowledge of these documents when choosing a piling method and you must be able to show the Environmental Health Team that not only is the chosen method the most suitable but that you are taking the best practicable means.

In summary, you must make sure that you take measures to:

- a. Reduce noise and vibration;
- b. Protect residents, people who use nearby buildings and passers-by from nuisance or harm;
- c. Protect buildings from physical damage (the Party Wall etc. Act 1996, Chapter 40);
- d. Vary the piling process or schedule, as necessary, in response to complaints; and
- e. Demonstrate to the Environmental Health Team and local residents that any vibrations caused are within acceptable limits.

You need to consider the following factors.

- a. **Human Exposure:** Humans are very sensitive to vibrations. You must follow British Standard BS6472: 1992, which applies to vibration assessment.
- b. **Protecting structures:** You must carry out demolition and construction work such that vibration caused will not cause significant damage to nearby structures. British Standards BS5228 Part4: 1992 and BS7385 Part2: 1993; both give helpful (if slightly conflicting) guidance.

We may set noise or vibration limits for large-scale developments or developments in particularly sensitive locations. As a guide, we will consider existing background levels in the area of the site to judge the possible effect.

Before you start work, we may have to ask you to provide the following:

- a. A method statement (Section 2.2) identifying the type of machinery and building processes you will use.
- b. A programme of work for each activity and the machinery you will use.
- c. Any documentation on sound or vibration levels for each activity, as supplied by the manufacturer or other approved source.
- d. Calculations, in line with BS5228, of predicted noise and vibration levels at certain buildings or areas.

We may ask you to monitor noise and vibration levels during the work periods at agreed locations.

If you do not observe best practicable means, and allow too much noise or vibration, the Environmental Health Team may take action to restrict or prevent the work.

4.3 Noisy Work outside the Standard Hours

In cases where there is likely to be noisy work outside the standard hours for unavoidable reasons, the Environmental Health Team will need notice, in writing, at least two weeks beforehand.

**Environmental Health Team
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 2090
Fax: 020 7974 6955
E-mail: env.health@camden.gov.uk**

The application must include the nature and reason for the work and the proposed timetable. We will consider each application individually and usually make a decision within one week.

The main types of work done outside normal hours that we would consider to be acceptable are:

- a. Emergency work;
- b. Work needed for immediate health and safety reasons;
- c. Work which is likely to cause major disruption to traffic, and where the police or our Highways Officers decide it must take place at night or at a weekend; and
- d. Railway work.

In cases (a) or (b), you must contact the Environmental Health Team as soon as practically possible with the reason for the work and how long it is likely to last. This will help us deal with any enquiries about the work.

In case (c), you must apply to the Environmental Health Team at least two weeks before you start the work. We will expect you to contact local residents about the periods of work and the precise nature of the work. We may still have to limit the hours you are allowed to work, particularly at night or on Sundays.

During office hours you must phone **020 7974 2090**. Outside these hours the main council number is **020 7278 4444**.

Deliveries to the site

The requirements of a notice, referred to above, will also apply to deliveries of machinery or materials to and collections from the site. However, you must not load or unload anything before 8am; as these may cause disturbance to the local residents. You must advise your suppliers so that their lorries do not turn up early and have to wait.

5 Air Quality and Nuisance

5.1 Dust Emissions

Poorly managed construction sites can be a major source of air pollution and worsen local air quality, damaging people's health and affecting the quality of their life. Camden has been declared an Air Quality Management Area for failing to meet the Government's air quality standards for particulate matter (PM10) and nitrogen dioxide (NO₂). Fine particles are of primary concern with regard to human health. Particulate matter, in the form of dust generated at construction sites, can affect the health of site operators, and people living and working in close vicinity to the construction sites. Particles can cause eye and skin irritations and penetrating deep into the lungs contributing to respiratory or cardio-vascular problems. Controlling dust emissions at construction sites has an important role to play in reducing poor air quality in Camden.

It is an offence under Section 79(d) of the Environmental Protection Act 1990 to cause nuisance to people who live in the neighbourhood by producing dust. If the Environmental Health Team has received complaints, or has reason to believe that dust may be produced that is likely to cause a nuisance, we may serve an abatement notice against you.

The abatement notice will tell you to take the best practicable means to prevent dust causing a nuisance, and you must show the Environmental Health Team that you have done all you can to put things right. To prevent any damage to the neighbouring properties, you must take all necessary measures to avoid creating a dust nuisance and send a statement to the Environmental Health Team that identifies the proposed measures before you start work.

Good environmental practice is therefore essential to control dust emissions at all stages of demolition and construction, from pre-project planning and site preparation through to materials handling and disposal. This will ensure the public is protected from negative health impacts and nuisance issues associated with dust emissions.

You must implement BPM in order to mitigate dust emissions from construction sites, this can be achieved as follows:

- a. Carry out demolition and construction work in accordance with the Best Practise Guidance Note 'The control of dust and emissions from construction and demolition' (2006). This outlines BPM to effectively manage construction work in order to mitigate air pollution emissions.
- b. When carrying out demolition or construction work during periods of dry or windy weather, there can often be dust problems on sites bordered by homes. You must take measures to reduce the formation and spread of dust. You must control dust at source by using a continuous fine-water spray. You must provide a suitable water supply, and make sure there are enough hoses to reach all parts of the site and a way of getting rid of wastewater.
- c. There must be adequate screening and damping down during all demolition activities, sandblasting, clearance work, breaking up of existing ground services and other site preparations and activities. You must use existing features of the site, such as boundary walls to provide screening where practicable.
- d. You must enclose scaffolding with appropriate sheeting material.
- e. You must provide easy-to-clean hard-standings for vehicles.

- f. You must keep heavily used areas clean by brushing vehicles and spraying them with water regularly.
- g. You must control the cutting or grinding of materials on the site.
- h. You must provide a suitable water supply (you may need special authorisation from Thames Water).
- i. Buildings or structures that are being demolished, or small areas of land that are being prepared for development must be damped down using high-pressure hoses.
- j. You must use water bowsers on large areas.
- k. On sites where a large amount of dust has been produced and is laying on the ground, you must use a specialist vehicle to remove dust (by vacuuming) before you damp down the site.
- l. Major haul routes on the site must be watered as necessary to reduce dust. Where practical, you must compact the route to reduce the amount of soil and other material that is moved around the site. This applies especially near to exits. If machinery movements produce dust, you must set effective speed limits and reschedule work if necessary. If the development involves machinery moving across open land, you must create a suitable track to reduce the amount of dust produced.
- m. You must enclose materials at all times, and damp down dusty materials using water sprays during dry weather.
- n. All materials that create dust, including soil, must be stored away from the site boundary, screened to prevent wind spreading the dust and damped down where practical. You will need to consider the size and shape of stockpiles to reduce dust.
- o. Paved roads near to exits must be kept clean. Vehicles transporting materials onto or off the site must be suitably covered where necessary to prevent dust.
- p. You must use rubble chutes and skips where appropriate. There must be an effective close-fitting cover over the skip to contain all the dust and other rubbish. The chutes must be continuous until they reach the skip, with no gaps, and maintained in good condition.
- q. You must not allow rubbish and waste materials to build up on the site.
- r. You must plant, turf or securely cover completed earthworks to stabilise the surface.
- s. Reducing dust, fumes or other nuisance or environmental effects, which may cause offence to the local community or environment.
- t. Reduce environmental effects which may cause offence to the local community by promoting proactive community relations.

5.2 Air Pollution Emissions (Fumes and Smoke)

Road traffic is one of the most significant sources of air pollution emissions in Camden contributing to poor air quality. Heavy goods vehicles are associated the highest emissions of air pollution emissions especially particulate matter. Construction related vehicles fall into this category of road transport and measures to reduce exhaust emissions from these vehicles is

paramount. Machinery operated at construction sites is an additional source of air pollution emissions, with diesel engines having the worst impact on air quality.

Under the Clean Air Act 1993, it is a strict offence to burn anything which produces dark smoke. Under the Environmental Protection Act 1990 (Section 79b,c), burning construction and garden waste which causes a smoke nuisance is also an offence. This is a particular problem if the waste is damp or is allowed to smoulder. Synthetic material such as plastic, rubber and painted material will produce a strong smell, dark smoke and a range of poisonous substances. If the Environmental Health Team receives complaints or has reason to believe that burning will take place, which is likely to cause a nuisance, we will serve you with an abatement notice to stop the burning.

Adopting the following mitigation measures will ensure air pollution emissions are effectively controlled:

- a. Before work starts, you must take all necessary precautions to prevent machinery and vehicles from producing smoke and fumes. Petrol and diesel engines used to power equipment and machinery must not produce dark smoke once the running temperature of the engine has been reached, and you must regularly check and maintain them to prevent smoke and fumes.
- b. You must not light bonfires on the site at any time. You must spray any rotten timber with a suitable fungicide or insecticide before it is taken off the site in a covered skip or lorry.
- c. You must aim to locate haul routes away from sensitive sites such as houses, schools or hospitals.
- d. Engines of stationary machinery on or off site, including lorries, must be well maintained and regularly serviced to reduce the amount of visible smoke they produce.
- e. Engines must not be left running unnecessarily. Machinery and vehicles must not be parked in a position which could cause a nuisance from exhaust fumes.
- f. You must position exhausts at a height to disperse fumes.
- g. You must take precautions to prevent stored fuel oil producing fumes for safety and potential nuisance reasons.
- h. Contractors must carry out a regular air quality-monitoring programme where there is evidence of volatile or airborne materials and take necessary corrective action.
- i. Use alternative fuels in contraction vehicles such as LPG, CNG or bio-methane.
- j. Ensure construction vehicles meet the current Euro Standards thereby reducing NOx and PM10 emissions.
- k. Use low emission fuels in vehicles and on site power generators. At a minimum you must use ultra low sulphur diesel (ULSD) where practicable. The government has a programme to reduce the sulphur content in red diesel and ULSD is now available from main suppliers when ordered in bulk. You must also consider options such as natural gas or liquid petroleum gas for power generators.
- l. Fit abatement technology to machinery such diesel particle traps and oxidation catalysts to reduce exhaust emissions.

For information relating to making vehicles more environmentally friendly and control equipment for non-road machinery, contact the Energy Savings Trust.

Energy Saving Trust
21 Dartmouth Street
London
SW1H 9BP

Hotline: 0845 602 1425
Fax: 0207 484 8713
E-mail: info@est.co.uk
Website: www.est.org.uk

5.3 Crushing Machine Units

Mobile crushing units are sometimes used on development sites during the demolition phase to crush and screen minerals, bricks, tiles, concrete and construction materials to a more useful size. The material is then either used on the site or transported off the site to be used in other projects. Without proper controls, this can be an extremely dusty process.

Under the Pollution Prevention and Control Regulations 2000, mobile crushing and screening is classified as 'Part B activity' for controlling air pollution. Operators of mobile crushing and screening plant must apply to the Council for a Part B Permit and operate in accordance with the best available techniques for controlling particulate matter emissions stipulated in the Permit. A typical Permit will cover the following conditions:

- a. **Emission limits and controls:** You will need to regularly assess the amount of dust that is produced, keep written records and take appropriate and immediate action in circumstances where problems are identified.
- b. **Process operations:** You need to make sure that a suitable water supply is provided to the mobile equipment at all times. It is important that you work with Thames Water well before the machinery is brought onto the site to make sure that the existing water supply is maintained, or to restore a supply which has already been cut.
- c. **Handling materials:** You need to be clear what material you may store in the open. You need to manage these materials, including loading them onto road or rail vehicles for transportation elsewhere.
- d. **General operations.** You need to maintain and use equipment properly, and train staff with particular emphasis on start-up, shutdown and unexpected conditions.

The Permit is specific to the machinery (identifiable by the manufacturer's serial number) and cannot be transferred to another piece of kit.

If you want to set up a mobile crushing unit on a site within the borough, you must contact the Air Quality Policy Officer in writing and send copies of the Permit issued by your residence local authority at least 48 hours before you bring the machinery onto the site. This will allow Camden's local officers to work with the local authority which has issued the Permit in relation to the process operation. We will not hesitate to take formal action if you fail to follow good practice in relation to any aspect of the Permit.

Air Quality Policy Officer
Culture and Environment Directorate

Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 1962
Fax: 020 7974 6955
E-mail: env.health@camden.gov.uk

5.4 Sandblasting

When doing refurbishment work, you may often find it more convenient and economical to remove old plastering, paint or rough wall surfaces before you replaster and carry out sandblasting. This often results in dust and fumes pollution to the environment, and can cause annoyance to people who live and work nearby. It could also create a statutory nuisance under the Environmental Protection Act 1990.

We recommend that you adopt the best practicable means when sandblasting by doing the following:

- a. Close sheeting the work area before work begins to reduce dust nuisance from grit.
- b. Using water sprays to damp plaster or wall finishes before hacking or blasting it off.
- c. Not sweeping up dry dust.
- d. Keeping skips sheeted at all times.
- e. Carrying out routine checks to make sure that the sheeting continues to be sealed during the work.
- f. Making sure the working platform is properly sheeted or sealed to contain dust.
- g. Using non-siliceous grit to avoid the long-term irreversible lung damage from silica dust.
- h. Protecting any structure that has been painted with lead-based paint.
- i. Preventing all grit from falling into canals or rivers (Water Resource Act).
- j. Follow the requirements of the Environment Agency and Thames Water Utilities Ltd when using water for large scale cleaning and blasting projects.

Contacts:

Environment Agency
Thames Region
Apollo Court
St Albans Road West
Hatfield
Hertfordshire
AL10 9EX
Phone: 01707 632 300
Fax: 01707 632 500
E-mail: enquiries@environment-agency.gov.uk
Website: www.environment-agency.gov.uk

Thames Water Utilities Ltd
Clearwater Court
Vastern Road
Reading,
Berkshire
RG2 0JN
Phone: 08459 200 800
Website: www.thames-water.com

5.5 Cleanliness

Mud on roads is considered to be one of the main environmental nuisance problems arising from demolition and construction sites. Dust carried on wheels and the body of road vehicles can deposit on the road and once re-suspended contribute to poor air quality. The Council can take enforcement action in this respect. You must thus put in place strict measures to reduce this problem. This will include, but is not necessary limited to the following:

- a. You must ensure that the site, footpaths and the surrounding area affected by the work are clear from mud, spillage, litter and any unnecessary rubbish.
- b. You must provide facilities for washing wheels to prevent dirt and dust from being spread onto roads near the site. It is important to locate these facilities away from sensitive local sites.
- c. You must provide easy-to-clean hardstandings for vehicles that enter and leave the site, and the developer must provide suitable wheel-washing and vehicle-spraying equipment at site entrances and exits. Washing and spraying must be carried out in an area with suitable drainage to avoid creating large amounts of mud. The Culture and Environment Directorate can provide street cleaning and power-washing services at competitive rates.
- d. You must also meet the requirements relating to dust outlined in Section 4.5a.
- e. You must make sure that you get rid of any water that has come into contact with any contaminated materials in line with the Water Resources Act 1989 and Water Industry Act 1991 and any other relevant legislation and regulations

5.6 Managing Resources to Avoid Pollution

Managing the way you use resources using design which considers the environment. You can also do the following.

- a. Use design which considers the environment.
- b. Carefully choose and use materials and substances, manage resource use, and carefully manage materials so that they produce as little waste as possible.
- a. Reuse as much material as possible and recycle the waste that is produced.
- b. Monitor all machinery that needs authorisation or licensing to make sure that it meets the appropriate process guidance notes to reduce environmental nuisance and pollution.
- c. Make sure that all dangerous substances on site, including oil drums or containers, are controlled in line with 'Control of Substances Hazardous to Health' (COSHH) regulations and that no oil and other contaminants are allowed to reach water courses (rivers, streams and canals) or ground water.
- d. Make sure that you take steps to protect people who use nearby buildings and passers-by from nuisance or harm, and protect buildings from damage.

6 Contaminated Land

6.1 Introduction

Land in Camden may have had many different uses over the years, some of which may have caused contamination. Contamination does not automatically mean that the land is unsafe or cannot be used, but people involved in redeveloping it need to consider the risks associated with developing a contaminated site.

When development sites are contaminated by previous users or by construction activities, this can endanger:

- a. Workers on the site;
- b. The public during demolition and construction;
- c. The health of people who will use the site in future, especially where the site is being developed for housing;
- d. The structure of buildings and services on the site;
- e. The purity of groundwater and any nearby watercourses (rivers, streams and so on); and
- f. Wildlife and natural habitats.

Our Strategy for Contaminated Land

The Council has a strategy for contaminated land. All local authorities are required by the Environment Act 1995 to produce a strategy for dealing with contaminated land in their area. Our strategy is available to download from our web site www.camden.gov.uk.

If land is contaminated according to the definition in the Act, we must take action to put things right.

Aims of the strategy

Our aims are to make sure that:

- a. There is no risk either to human health or the environment as a result of past, present or future land contamination;
- b. No land is underused as a result of contamination;
- c. The economic cost arising from land contamination is kept as low as possible; and
- d. To protect the local environment during construction.

6.2 Developing a Potentially Contaminated Site

If you are involved with developing a site that is or may be contaminated, you will need to investigate the history of the site, undertake a site investigation to demonstrate whether contamination is actually present, and carry out a risk assessment of the site - based on the proposed end use.

The Council will require this information for all sites where contamination is considered to be a potential issue. If you are developing a potentially contaminated site, you must carry out a site investigation before the construction works commence. Copies of site investigations, remediation proposals and risk assessments must be submitted to the Council's Environmental Health Team for approval before any works start. The Council welcomes early and pre-application discussions with developers of potential sites.

If you come across unexpected contamination, you must advise the Council's Environmental Health Team of this before continuing with any construction activities.

The Council has developed a guide for developers in conjunction with 11 other London Authorities and the Environment Agency. This document details the information required to be submitted to us relating to contamination. It is available for download from the Council's web site www.camden.gov.uk/contaminatedland.

On Site

You must take all reasonable steps to prevent contamination during demolition and construction; for example, by providing secure storage where diesel, solvents or other chemicals are stored, with suitable flooring and bonding to prevent leakage into the ground.

You must follow all statutory controls when handling and disposing of contaminated soil (contact the Environment Agency for more information relating to this).

You must send a method statement to the Environmental Health Team setting out what you will do to:

- a. Remove or make the contamination safe,
- b. Prevent health and safety risks to workers on the site and the general public, and
- c. Prevent nuisance to local residents.

The following information sources provide guidance on the appropriate approach to developing potentially contaminated sites.

- a. The Council's website www.camden.gov.uk/contaminatedland.
- b. British Standard BS10175: Code of Practice for Investigation of Potentially Contaminated Sites 2001.
- c. Department for Environment Food and Rural Affairs (DEFRA) and The Environment Agency - Contaminated Land Exposure Assessment Model (CLEA) and Contaminated Land Research Reports 1-11.

- d. Various CIRIA Publications on good practice for dealing with contaminated sites, including 'A guide for Safe Working on Contaminated Sites'.
- e. National House Builders Council (NHBC) NHBC Standards Chapter 4.1: 'Land Quality – Managing Ground Conditions' 1999.
- f. Health and Safety Executive (HSE) publications relevant to construction sites, first aid and health.
- g. The Internet – various sites examples include <http://www.contaminated-land.org> and <http://www.contamlinks.co.uk>.

If you want to speak to an officer about contaminated land contact the Environmental Health Team, Culture and Environment Directorate on 020 7974 2090.

6.3 Dangers of Asbestos Materials

Sites contaminated by asbestos are dangerous to the public, particularly construction staff. Asbestos on a site will also cause problems with reclaiming or reusing the land. The HSE will enforce all building and demolition projects that will last for six weeks or more.

Common sources of asbestos are:

- a. Thermal and acoustic insulation materials;
- b. Fire resistant walls, partitions and ducting linings, asbestos cement sheets or flooring materials; and
- c. Pipe lagging and water tanks.

Asbestos is a term used for the fibrous forms of several natural minerals. There are three main types which have been commercially used.

- a. Crocidolite (often called 'blue asbestos').
- b. Amosite (often called 'brown asbestos').
- c. Chrysotile (often called 'white asbestos').

All types of asbestos are dangerous, but blue and brown asbestos are known to be more dangerous than white. The different types cannot usually be identified by their colour to the human eye alone - a laboratory analysis is needed.

Only contractors who have relevant experience and knowledge, and have the relevant HSE licence, must remove or work with asbestos. The contractor must keep to the following.

- a. The Asbestos (Licensing) Regulations 1983.
- b. Control of Asbestos Work Regulations 1987.
- c. Control of Asbestos in the Air Regulations 1990.

- d. Control of Pollution (Special waste) Regulations 1996.
- e. Environmental Protection Act 1990 (Section 34).
- f. Surveying and Sampling Asbestos - containing material MDHS100, July 2001.
- g. The relevant approved codes of practice, for example, L27 Control of Asbestos At work and L28 Work with Asbestos Insulation.
- h. Relevant Guidance Notes produced by the HSE; for example, EH10 Asbestos: Exposure limits and measurements of airborne dust concentrations 1995 and MS13 Asbestos.
- i. HSE guidance 'Managing Asbestos in Premises'.

There is guidance on getting rid of asbestos waste in the Department of the Environment (DOE) Waste Management Paper Number 18, and in the Institute of Waste Management Code of Practice for getting rid of asbestos waste.

- a. You must get rid of asbestos waste in containers that are labelled in line with the Carriage of Dangerous Goods by Road and Rail (Classification, Packing and Labelling) Regulations 1994.
- b. You must arrange to get rid of waste materials containing asbestos to a licensed disposal site. The Environmental Agency or the London Waste Regulation Authority will agree what disposal sites can take asbestos. Unless you already have a licence from HSE to remove asbestos insulation or coating, you must use a licensed contractor for removing asbestos.
- c. You must get a licence from HSE to remove asbestos insulation and coating. You must have a written description of the type of asbestos used from an analysis report. You must also follow the Control of Pollution (Special waste) Regulations 1996. You may contact the Environmental Agency for advice on getting rid of waste if necessary.
- d. You must take special precautions if you come across materials containing asbestos. You must keep to the Control of Asbestos at Work Regulations. You must keep to the exposure limits and measurement methods for asbestos that are set out in the relevant current HSE guidance notes. You must follow the Health and Safety Commission's code of practice and guidance note L28, 'Work with asbestos insulation and asbestos coating', which describes in detail the precautions necessary when working with asbestos insulation and so on.
- e. If the work involves removing asbestos or demolishing premises containing asbestos, you must keep to the Control of Asbestos at Work Regulations, the Asbestos (Licensing) Regulations and the approved code of practice and guidance notes 'Work with Asbestos Insulation and Asbestos Coating'. The approved code includes advice on getting rid of waste.
- f. You must double-seal asbestos waste in containers that prevent dust escaping. You must mark the containers '**Asbestos Do Not Inhale Dust**', in bold.
- g. You must pay special attention to those parts of current legislation, guidance notes and codes of practice which need you to provide detailed methods statement plans of work and make arrangements to get rid of waste.

Please note that licensed contractors must remove all asbestos.

7 Other Environmental Issues

7.1 General

Camden's Environmental Health Team has no control over issues involving vehicle movements to and from the site. Mud and spillages on the road are dealt with by Camden's Street Environment Services.

Street Environment Services

Customer Services Manager

3-5 Cressy Road

London

NW3 2ND

Phone: 020-7974 6914/5

Fax: 020-7974 3153

Website: www.camden.gov.uk/waste

Under the Highways Act 1980, you must protect the public from building work, maintain free passage for pedestrians and vehicles around their work sites, and get permission from the Highway Authority before the public highway can be excavated or built on. You must get licences; in particular, permission for excavations, hoardings, storage areas, scaffolding, gantries and skips on the public highway.

The Road Traffic Regulation Act 1984 sets out details for making Traffic Regulation Orders (TRO), both permanent and temporary, and other matters relating to controlling of road traffic.

The London Fire Brigade note, 'Access for Fire Brigade appliances and fire-fighting facilities for Fire Brigade use (FP/GEN/20)', sets out the position of hoardings and also the road widths needed for fire apparatus. You must follow these to provide safe access to the site.

Before you release any surface water or de-watering effluent to rivers, streams and so on, you must get permission from the Environment Agency. Permission is granted based on the Water Resources Act, as amended by the Environment Act 1995.

The Control of Pollution Act 1974 also covers requirements for getting rid of contaminated materials under the Control of Pollution (Special Waste) Regulations 1980.

The Environmental Protection Act 1990 reforms the ways you must manage waste and updates the law on statutory nuisances which are likely to cause personal discomfort or affect health.

Under the New Roads and Street Works Act 1991, any non-statutory undertaker carrying out any work to install, repair or maintain any pipe, cable, drain or other apparatus in the public highway must get a Street Works Licence.

The Ancient Monuments and Archaeological Act 1979, as amended by the National Heritage Act 1983 and the Museum of London Act 1986, includes requirements for investigating building sites or sites of historic or archaeological interest. The Museum of London or similar organisations will carry out site investigations for work sites where necessary.

The Town and Country Planning (Control of Advertisements) Regulations 1992 set out the conditions on which contractors' name boards and advertisements on hoardings within the boundaries of the site may be displayed without having to apply for our permission.

7.2 Managing Waste

You must make sure that you collect and get rid of waste correctly.

Our Commercial Waste Contract Service can give you advice on collecting and storing waste.

You must try to reuse and recycle materials whenever possible.

You must get advice about the best environmental option for your area of activity from one of the following:

Construction Best Practice Programme (*funded by the DTI*)

Website: www.cbpp.org.uk

Waste Watch Business Network (*advise on efficiency savings in waste, water and energy*)

Website: www.wastewatch.org.uk/business

7.3 Pest Control

For effective pest control, it is essential that you take the following preventative measures.

- a. Seal all disused drains and sewers correctly. You must keep records of all the action you take and approval you receive.
- b. Treat any pest infestation efficiently and effectively, and tell Camden as soon as possible.
- c. Make sure that no rubbish or rotting material builds up on the site.
- d. Make sure all caterers pay careful attention to:
Delivering food, Handling and storing food; and
Storing, collecting and getting rid of waste food and associated material.

You must make arrangements with either a pest-control company if you have a pest problem or contact:

Camden Pest Control Team
Pest Control Manager
Culture and Environment Directorate
Town Hall
Argyle Street
London WC1H 8EQ
Phone: 020 7974 5976
Fax: 020 7974 6955
Website: www.camden.gov.uk/pestcontrol

7.4 Trees

All the trees that are either on or surrounding the site must be fully protected according to the guidelines and specifications set out in BS5837: 1991: Trees in relation to construction. You must take steps to protect the trees before work starts on the site.

Trees must normally be protected by fencing round the trunk. Specific guidelines are given in BS 5837, 1991. As a general rule protective fencing must be either around the diameter of the crown or half of the height of the tree, whichever is the greater. You may need to take special measures to protect trees on the pavement.

Trees may be damaged by soil compacting around the root. If fencing protects the foot, you must try to prevent soil compacting within this area. You need to consider the location of vehicle access, site huts, machinery and storage areas. Where it is not possible to have storage areas away from the root, you must:

- a. Lay sleepers (at 1.2m centres) on a bed of sand and two layers of Geotextile; for example, 'Terrin' (store materials on boards laid across the sleepers); and
- b. Erect a scaffold structure for storing materials off the ground.

If the access routes go across the tree roots, two layers of sleepers must be laid along the route on a bed of sand and geotextile membrane.

You may damage trees by either lowering ground levels (for example, stripping the top soil) or increasing ground levels around the roots. You must avoid this sort of work until you have taken protective measures.

You must store diesel, petrol, oil, herbicides, cement, stone-cleaning chemicals or any other poisonous substances away from any tree. You must take care to make sure that any such poisonous substances are not spilt near the roots.

You must not light any open fires or incinerators within 10metres of the edge of the canopy of any tree.

You must excavate any holes that are needed around the roots by hand. You must take care not to either damage or sever any roots. You must leave roots that are five centimetres in diameter or more. If roots will be exposed for a long period, you must cover them with Hessian (straw mat) and keep them moist until the soil is put back.

You must get advice if you need to prune the roots. If you need service trenches within the guidelines outlined above, thrust boring a hole may provide an acceptable solution. The borehole must be small in diameter and as deep as possible. Or, you may dig a trench within one metre of the tree and make a tunnel underneath the tree, preferably at least 7.5centimetres deep, for a sleeve to pass through to protect the service.

If work need to be done to trees, a qualified tree surgeon must carry out all work to the standards set out in BS3998: 1989: Tree Work. You must get a list of approved contractors from us.

If you need to erect scaffolding next to trees on a street, and this will involve tying back or pruning branches, you must contact our Arboricultural Officer, Leisure Services, on **020 7974 1591**.

Our contractors will carry out any work needed and charge the building contractors for doing so.

If you need to treat the outside of buildings with chemicals, you must protect any nearby trees with a waterproof curtain.

If trees either on the street or on our land are likely to be affected, you must get advice and guidance from the Arboricultural Officer (**020 7974 1591**) as soon as possible.

For trees on private land, contact the Trees Officer (**020 7974 6374**).

7.5 Filling Vaults

Sealing vaults under the highway without filling them first is not only an offence but also very dangerous.

Proposals to abandon or carry out structural alterations must be approved by Highways Management, and you must get an opening licence to excavate the highway.

In general, before you fill a vault you must:

- a. Thoroughly clear the vault of all existing hardcore and debris, and all materials that can rot such as timber, paper, bags, vegetable matter or other rubbish;
- b. Break down the crowns of the arches and any coal chutes, and fill the vault with approved material (proposals for bricking up openings in the headwall must be approved by Highways Management); and
- c. Inform Highways Management, in writing, three days before you start any work.

7.6 Gullies and Sewers

Under no circumstances must you put mortar, plaster or concrete in any drains, sewers or gullies during building work. If there is an accident, contact Highways Management.

**Highways Management
Culture and Environment Directorate
Town Hall
Argyle Street
London
WC1H 8EQ**

**Phone: 020 7974 5959
Fax: 020 7974 5585
E-mail: highwaysmanagement@camden.gov.uk**

If proposals include new sewer connections or you have any technical questions about sewers, you must contact Highways Management. Planning permission and building regulations approval do not give you permission to open up the highway or connect to the public sewer.

7.7 Lighting

You must make sure that:

- a. Any lighting on the site provides enough security and safety;
- b. Lighting does not cause a nuisance for people living nearby; and
- c. Security cameras cannot see into residential properties.

7.8 Building Regulations

If you want to put up a new building, extend or alter an existing building, or change the use of an existing building, the building regulations will probably apply so you must contact our Building Control service (at least 48 hours before you start work and at least five days before you move in (if the building work is not completed), or not more than five days after the work has been completed).

Building Control officers may also ask to check the building work at other stages to make sure the work meets the building acts and building regulations.

If you have any enquiries, please contact:

Building Control
Culture and Environment Directorate
Camden Town Hall
Argyle Street
London
WC1H 8EQ

Phone: 020 7974 6941
Fax: 020 7974 5603
E-mail: building.control@camden.gov.uk

You can get application forms for building notices and full plans from the Culture and Environment Directorate, 5th Floor Reception, at the address above, or from our website at www.camden.gov.uk/buildingcontrol.

7.9 Fly-posting, graffiti, drug related litter

These are very important matters for residents, and we provide a high-quality service to reduce the effects they have on our communities. You must take measures to reduce these problems by:

- a. Providing slatted hoardings to prevent fly-posting;
- b. Providing graffiti resistant surfaces where possible;
- c. Reducing secluded areas where antisocial behaviour can take place; and
- d. Providing enough resources to make sure graffiti and fly-posting are removed as quickly as possible.

Our Culture and Environment Directorate can advise you on best practice, and make arrangements to remove fly-posting, graffiti and drug-related litter.

Street Environment Services
Customer Services Manager
3-5 Cressy Road
London
NW3 2ND

Phone: 020-7974 6914/5
Fax: 020-7974 3153
Time for telephone: Mon-Fri 09.00-17.00.

Website: www.camden.gov.uk/waste

8. Who to contact

General

**London Borough of Camden
Culture and Environment Directorate
Camden Town Hall
Argyle Street
London
WC1H 8EQ
www.camden.gov.uk**

Phone: 020 7974 5613

In Person

Personal callers must go to the 5th Floor Reception, Argyle Street, for:
(Opening hours: Monday to Friday 9am to 5pm; Thursdays 9am to 7pm)

- a. Building regulation application forms,
- b. Complaint forms and facilities for making complaints,
- c. Food, health and safety,
- d. Hoarding and scaffolding licences application forms,
- e. Skip licence application forms,
- f. Noise pollution, and
- g. Planning advice and planning registers.

Phone Numbers

Duty planning officer: 020 7974 1911

Technical advice for:

- a. Excavations, fencing and filling vault;
- b. Crossovers, gantries, hoists, site huts, hoardings and rubbish chutes;
- c. Scaffolding, shoring and skips;
- d. Gullies;
- e. Cranes and aerial platforms;
- f. Pedestrian routes, road closures and temporary traffic amendments; and
- g. Lighting.

Highways Management

General enquiries: 020 7974 6956
Building licences (Scaffolds/skips/materials/hoarding/gantries etc) 020 7974 6956
Street Works Licences 020 7974 2442
Temporary Traffic Orders 020 7974 5959
Crane operations 020 7974 5959

Parking Bays and Meters

NCP Ltd (South)
13-15 Guilford Street
London
WC1N 1DW
Phone: 020 7974 8116
Fax: 020 7974 8115

NCP Ltd (North)
7-9 Crowndale Road
London
NW1 1TU
Phone: 020 7974 8081
Fax: 020 7974 6255

Trees

Phone: 020 7974 1591, for trees on street; and
020 7974 6374, for trees on private land.

Environmental Health Team

Dust prevention, noise, vibration, pest control, smoke and fumes:

Phone: 020 7974 2090
Email: env.health@camden.gov.uk

Street Environment

Street cleansing, waste management and commercial waste:

Phone: 020 7974 6914/5
Textlink: 020 7974 6866
E-mail: street.environment@camden.gov.uk

Building Control

Phone: 020 7974 6941
Fax: 020 7974 5603
E-mail: building.control@camden.gov.uk
Website: www.camden.gov.uk/buildingcontrol

Health and Safety Team

Phone: 020 7974 3367
E-mail: licensing.safety@camden.gov.uk

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Phone: 020 8996 9001
Email: cservices@bsi-global.com

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