

A practical guide to drafting a construction logistics plan

LOGISTICS





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Purpose of a Construction Logistics Plan

In order to begin any construction activity there may be a mandatory planning requirement for a Construction Logistics Plan (CLP), which has to be approved by council staff. This document will be the plan of logistics activity to and on-site and will be a combination of compliance with regulations and adopting best practice. This document takes you through what is needed to prepare a CLP.

This document sets out the main elements that your CLP needs to include and points you to the content.

There are a number of other documents that explain in detail the purpose and requirements of a CLP which should be read.

These are:

- Building a better future for freight: Construction Logistics Plans – TfL
- Construction Logistics Planning Code of Practice – Croydon council
- Framework CLP Planning Requirements – Croydon council

This document sets out the main elements that a CLP needs to include and points you to the content.

The CLP needs to be a workable and live document that can be easily understood. Its length and scope will be determined by the complexity of the construction project and should reflect the activity that will take place. For example, the CLP required for a single site build will be less complex than a multiple site or town centre redevelopment.

There should be very little new to you in your CLP: it should include activities that you are already familiar with but have not always written down.

There are many reasons for producing a CLP, most importantly they reduce the negative effects from congestion, pollution and noise resulting from construction work on local residents, businesses and the local environment.

A well written CLP is not only beneficial to the local environment but can result in savings on project costs through the streamlining and reduction of delivery activity.

Assumptions and Factors

In order to produce a CLP you will need to understand the following factors:

- Vehicle types (size, weight, specification and safety features) visiting the construction site
- Routes to and from the construction site used by delivery and other vehicles
- Safety of other road users in the proximity of the site, in particular pedestrians and cyclists
- Frequency of deliveries anticipated at each phase of construction, including any preparatory excavations, and if relevant during any demolition work
- It applies to subcontractors, supply chains and their transport arrangements, even if contracted separately from your own – these need to be covered in a single CLP
- Materials required at each stage of construction and the possible need for storage
- Transport providers' credentials; for example, Fleet Operators Recognition Scheme (FORS) Membership and their approach to managing work related road risk
- Off-site prefabrication plans

In producing a CLP the use of maps and diagrams will be an advantage and should be used wherever relevant and useful. Photographs may also be helpful.

Frequency of deliveries anticipated at each phase of construction

Restrictions

Construction work time will be regulated in order to reduce the effects of disturbance on local people. Therefore, the site will have to conform to the normal times of work, Mon - Friday: 0800 to 1800, Saturday: 0800 to 1300; Sunday and Bank Holidays: no noisy activity on site. Exceptional items (e.g. crane delivery and erection) can be accommodated outside these hours if approved in advance by the local authority.

Vehicle movements will be subject to constraints including routes to and from the construction site. These may include the London Low Emission Zone (LEZ), London Lorry Control Scheme, Red Routes and the need to agree traffic flows with the Council.

In general, deliveries would be expected to adhere to these times. However, it is considered important to avoid site deliveries being made during peak hours to avoid exacerbating existing congestion. Hence, Croydon Council may be open to requests for some deliveries to be made outside these hours, subject to consideration of the specific location and the proximity of residents, the site unloading arrangements and any special procedures that might be put in place to minimise delivery / access noise. Sites wishing to explore this option should contact Croydon Council. It is anticipated that quiet deliveries made before 8am could be beneficial to construction progress on site.



2 What needs to be included

2.1 Introduction to the Development and the Site Location

The CLP should start with a brief overview of the construction project and description of what is being built, with diagrams.

2.2 Summary of the Construction Phases and Techniques to be employed

This could be set out in a table that is easy to read and gives outline dates for each phase.

2.3 Relationship to the Development Control Requirements

Usually a statement will be sufficient here to confirm that you agree to follow the requirements in respect to CLPs that are set out in the local authority planning requirements.

The CLP should start with a brief overview of the construction project: describe what is being built, with diagrams where necessary.



Supply Chain Management

2.4 Supply Chain Management

This is a key element to a CLP and will determine how you go about organising deliveries to the site. Explain who will have ultimate control of the logistics operations to and on site. If it varies from phase to phase of the build process then provide the information for each phase separately.

2.5.1 Delivery Booking and Scheduling

A booking-in system is required to plan and organise deliveries, providing greater control over delivery management and vehicle movements around the site. The booking-in system should also record movements to and from site for the full duration of the development and needs to be maintained and be open to review by the council and any other authority wishing to scrutinise it. If you are unsure of the type of information that you are required to keep, please contact Croydon Council. If needed the Council can also provide an MS Excel based spreadsheet tool for recording delivery vehicle movements.

The booking-in system will need to be maintained and will need to be open to review by the council and any other authority wishing to scrutinise it.

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Croydon has developed its own spreadsheet booking-in tool which can be found at <http://lovecleanair.org/local-air/local-reporting/croydon-2>

2.5.2 Off Site Fabrication & Consolidation

The CLP needs to demonstrate that the procurement team have made realistic plans to reduce the number of deliveries. There are several ways in which this can be done; they include provision for any pre-fabrication and the consolidation of deliveries from different suppliers.

If you are part of a larger construction operation there may already be a Construction Consolidation Centre which your organisation has established to consolidate loads at a centralised warehouse facility and to then transport a full vehicle of mixed commodities to the site.

This information needs to be included in the CLP.

2.5.3 FORS

Anyone providing transport services to the site should be members of TfL's Fleet Operator Recognition Scheme (FORS). This promotes legal compliance, safety and best practice for road transport operators in the London area. Full details are available at: www.tfl.gov.uk/fors

This applies to all parties operating vehicles to site. Anyone who is not a member should apply within a maximum 90 days from the award of their contract.

Contractors will also be expected to comply with TfL's 'Standard for construction logistics: Managing work related road risk (WRRR)' see www.tfl.gov.uk/WRRRstandards

2.5.4 LEZ and ECO Stars

Some authorities are within the London Low Emission Zone (LEZ), therefore all construction site transport must comply with the regulations; payment of the non-compliance charge is not acceptable. You must confirm that all applicable vehicles used on site and for deliveries and collections will be compliant. Details are available at: <https://tfl.gov.uk/modes/driving/low-emission-zone>

ECO Stars is an environmental fleet recognition scheme. If any of the transport providers are members this should be mentioned here.

Note that Sutton Council has recently launched a local ECO Stars scheme in partnership with Croydon Council.

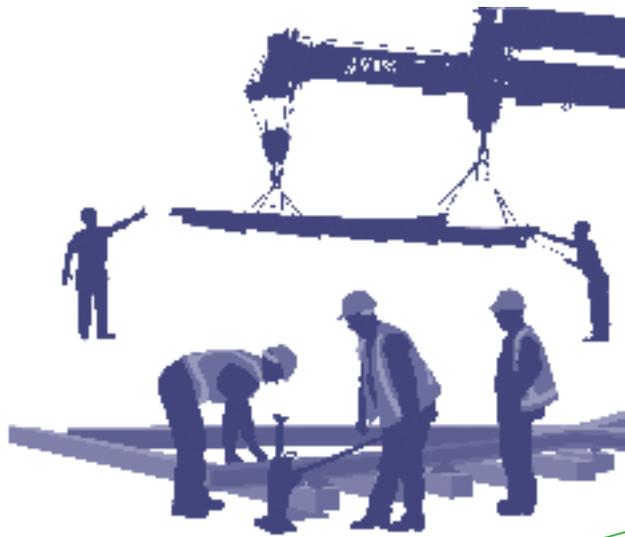


2.5.5 Waste Management

There is a requirement for a CLP to include a waste plan to ensure that waste collection is co-ordinated, fit for purpose and maximises any opportunities for recycling and reuse of materials on site, such as a regular collection or on a call out basis. Details should be included in the CLP.

2.5.6 Use of Alternative Modes

The use of rail or water to transport any materials or waste can reduce the overall environmental impact of the logistics and this needs to be briefly described. Remember that this may be occurring further up the supply chain, for example where aggregates or concrete are purchased from a site that is linked to a rail terminal such as the Day Aggregates / London Concrete site in Purley. If all materials are being transported by road this needs to be stated.



Site Access

2.6.1 Local Site Access Routes

You need to provide 2 separate plans that show:

- Location of the site within the local area – to show how vehicles will approach the site.
- Plan of the immediate site vicinity – to show access and exit points for vehicles. These need to be located in such a way that they will not cause hazards or congestion within the existing traffic flows. If it is intended to have vehicles waiting on the carriageway, (which is not recommended) then this would need to be shown on the plan so that the impact can be assessed and approved by the authority.

If it is intended to use vehicle holding points from where vehicles can be called to site then the location of these should be explained here.

2.6.2 Site Access Arrangements

Access to the site has to be through the authorised access point and controlled through the booking-in system. Details on how this will be achieved must be included in the plan and explain how this will work and the penalties for deliveries that do not follow the agreed system.

2.6.3 On-Site Arrangements

It is important that vehicles entering the site have a marked and uncongested internal route. The best way to confirm this is using a plan of the site's internal layout including internal vehicle routes in and out; the booking in area; unloading and loading areas; and storage areas.

An analysis should be carried out to confirm the route is compatible with likely vehicle types accessing the site - this should be shown on the site plan and managed on site to ensure that it works. The CLP needs to state how this will be maintained. It should also show any parking areas on site for subcontractors who may be using their own vehicles and equipment.

Access to the site has to be through the authorised access point and controlled through the booking-in system.

You will need to show any provision of on-site storage facilities for equipment, tools and materials that would allow reduced trips by suppliers to the site. These facilities need to be located at a point where they can easily be loaded and unloaded without causing either a hazard or congestion.

2.6.4 Loading/Unloading Locations

Whether loading and unloading is to be conducted on site or on the highway the locations need to be shown on the site plan.

2.6.5 Cranes and Equipment

Arrangements for cranes and major equipment need to be described and shown on the site plan in relation to the loading / unloading locations.

2.6.6 Materials Storage (if applicable) and Security

The plan should show any provision of on-site storage facilities for equipment, tools and materials that would allow reduced trips by suppliers to the site. These facilities need to be located at a point where they can easily be loaded and unloaded without causing either a hazard or congestion.

2.6.7 Staff Travel Plans

The CLP should include a staff travel plan to show how staff working on the site through the period of construction propose to travel to and from work and how you will promote the use of public transport and other measures to reduce congestion - e.g. car share, cycling etc wherever possible. A map of local public transport systems should help.

3 Implementation

3.1 Contractual Arrangements

The provisions of the CLP apply to the site as a whole and, therefore, to all subcontractors. To help understand who is affected it may help to list your suppliers, their transport providers and any of your subcontractors who will bring their own vehicles to site.

3.2 Contractor Handbook

Because the provisions of the CLP apply to the site as a whole, all parties might find it helpful to provide a short written instruction about the actions that they need to comply with – a simplified version of this document combined with the CLP might be suitable.

3.3 Common Procurement

If the site is part of a larger building project with a common procurement agreement, mention this and list any benefits that result such as reduced frequency of deliveries or use of a consolidation centre.

3.4 Integration of Neighbouring Sites

If the construction site is in close proximity to other sites it should be explained how you will make efforts to amalgamate activities, in particular common procurement or sharing delivery vehicles, possibly via consolidation.



4 Monitoring Arrangements

As the primary function of a CLP is to minimise the impact on the local population and environment, it is essential to record, monitor and target logistic activity. Therefore, there is a requirement to submit details on how this will be carried out. Support for this in terms of the information required and its format is available from the authority.

4.1 Review Meetings & Data Sharing

It is an important part of the logistics plan that you are able to supply and review logistic records and share the data with the council. The standard frequency of such reviews are quarterly although they may be requested more frequently.

4.2 Data Collection

The CLP should describe how the logistic data will be managed. The data collected by your booking-in system (see section 2.5.1) will be important in helping you and Croydon Council assess the environmental impact of your site logistics.

4.3 Targets

One of the primary functions of a CLP is to reduce the impacts of the logistics activity. Therefore approximate, but realistic targets for the number and frequency of deliveries by vehicle type should be provided so that the data collected can eventually be compared with this.



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Drainage

☎ 020 8760 5503
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Building Control and Construction Compliance and Monitoring Officer

☎ 020 8760 5483

Health and Safety Executive

☎ 020 7556 2100

Environment Agency

Emergency Hotline

☎ 0800 807060

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☎ 08708 506 506
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