

Department of
Markets and Consumer Protection

Code of Practice
for Deconstruction and
Construction Sites

Seventh Edition – May 2013



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Foreword

This is the seventh version of the Code of Practice developed by the City of London's Pollution Control Team to encourage the use of the best environmental options in planning and managing construction and deconstruction (demolition) in the City of London. The area is densely populated by residents, many types of business, and other sensitive premises, all of which can be affected by your work and associated activities. This Code meets one of the main aims of the City Noise Strategy, which is to prevent or minimise noise emissions and noise impacts from new developments.

This Code seeks to set out simply and clearly what constitutes acceptable site practice within the City. It is intended to help developers, architects, engineers and construction professionals to plan, cost and manage the environmental issues which frequently arise in the industry.

In the City we encourage a flexible approach to addressing environmental problems. I must emphasise that this needs early and, in some cases, frequent liaison with the officers in the Pollution Control Team who should be consulted at all stages of project planning, programming and operation, so that the best options for your site can be developed.

This seventh edition of the code generally revises and updates the original version. It contains further guidance on prevention of air pollution from activities on site, and a number of forms and check lists have also been improved.

Additionally, we encourage you all to apply, via our Considerate Contractors Scheme (CCS), for the Environmental Award. This will recognise those sites/companies who innovate to protect the Environment in the City each year, and this year will look in particular at improvements in the field of air quality.

The Code takes into account current best practice and new technology already adopted by many sites in the City.

I hope you will find this guidance useful in planning and managing your site activities.

John Tomlinson
Chairman of Port Health and Environmental Services Committee

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Forward by John Tomlinson

Chairman of Port Health and Environmental Services Committee

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Note: Copies of this Code of Practice can also be accessed via the City's website at:

www.cityoflondon.gov.uk/business/environmental-health/environmental-protection/noise/construction-information-and-advice/Pages/default.aspx

1 Introduction and Use

Introduction

- 1.1 At any one time there are many active deconstruction, construction and refurbishment sites within the City of London. The work is essential in order to enable the City to maintain its status as a world class centre of business and finance. Some of the activities involved and listed in this document can often disturb and disrupt neighbours and users of the surrounding area. To help developers and their contractors minimise disturbance, the City of London has prepared this Code of Practice detailing the standards to which they expect sites to be maintained and operated
- 1.2 The environmental impacts of construction work must be considered as early as possible in the project. Where potential adverse impacts are identified, measures to offset or reduce them should be incorporated into the project proposals at the earliest stage and taken into account in the final cost. These matters must form part of the 'Scheme of Protective Works' to be submitted to the Pollution Team in the Department of Markets and Consumer Protection. We wish to encourage best practice and new innovation in Environmental Matters and welcome all companies/sites to take part in the CCS Environment Award.
- 1.3 *Note: The term Contractor used within this Code of Practice includes Principal Contractors, Construction Managers, Trade Contractors and other similar roles. Ultimate responsibility rests with the Principal Contractor although the developer (or promoter of the project) will clearly have an interest in ensuring that works are undertaken with minimum disruption.*

Use and Application of the Code of Practice

- 1.4 This Code is intended as a guide to 'Best Practicable Means' but must not replace consultation between developers, contractors and regulators. Throughout all stages of a project, discussion with the City of London is actively encouraged. The Code should be requested by developers during the planning application process as an informative document, allowing the developer to discuss terms tailored to their specific development with the City of London. Developers must ensure that Contractors are fully aware of this Code and its implications, in particular the requirement for proactive and effective community Liaison and Consultation (section 2).
- 1.5 Adherence to this Code will demonstrate a positive attitude and commitment towards minimising environmental impacts and will be used as one of the main methods of assessment within the City's Considerate Contractor Scheme. Many consents granted by the City of London under Planning Acts will include conditions which refer to the standards in this Code.
- 1.6 The Code follows a methodical approach to construction works and sets standards to be followed. Not all parts of this Code will apply to every construction project. However, the City will expect all Contractors to comply with the spirit of the Code, with appropriate provisions being applied to the site at all times. This should allow local residents and businesses to continue operating with minimal disturbance.
- 1.7 Where two sites (or more) are operating in close proximity to each other the impact of all operations on neighbours will be taken into account when applying controls to mitigate any

environmental effects. It will be expected that arrangements for liaison between sites as well as the City are made at the beginning of projects to ensure that the joint impact from the work of all sites in the locality is kept to a minimum.

- 1.8 Although this Code gives an outline of legal requirements, it is not an authoritative statement of the law. Where necessary in accordance with its policy statement on enforcement, the City of London will not hesitate to enforce the statutory powers they have. A list of relevant guidance and legislation are included as Appendix A. A checklist to help ensure that all relevant areas of concern are considered is set out in Appendix K.

2 Community Liaison and Consultation

Summary:

The Contractor needs to:

- demonstrate ‘best practicable means’ by contacting the City of London *well in advance of* works commencing to discuss the proposed works and the scope of liaison and ‘Scheme of Protective Works’ to be submitted for protecting nearby residents and commercial occupiers (hereafter referred to as *neighbours*);
- identify neighbours and interested parties (including where appropriate Ward Members) and consult with them **before** finalising the Scheme of Protective Works;
- maintain dialogue and information exchange with the City of London’s Pollution Team, neighbours and interested parties throughout the proposed works;
- respond to complaints and resolve where practicable; and
- ensure neighbours and interested parties are kept informed of works as they progress and are consulted where necessary.

Scheme of Protective Works

- 2.1 Prior to work commencing on each stage of the development, the Contractor **must** contact the City of London’s Highways Division and the Pollution Team, in order to:
- agree the scope of the ‘**Scheme of Protective Works**’ to be submitted; and
 - identify the scope of community liaison and consultation.
- 2.2 The Contractor must demonstrate ‘Best Practicable Means’ (BPM) and create a ‘Scheme of Protective Works’ for protecting neighbours. As part of this Scheme, the Contractor is expected to have and apply appropriate liaison and consultation approaches to minimise the environmental impact on neighbours.
- 2.3 The scope of the Scheme and extent of liaison will be site dependent, having regard to the scale of works and the potential for disruption to neighbours. Figures 2.1, 2.2 and 2.3 will be used to guide the scope required. Figure 2.4 is a guide to the information which may be required in the ‘Scheme of Protective Works’.

Figure 2.1 – Category of Site

Site Sensitivity 	<i>High</i>	Category 2 Site	Category 1 Site	Category 1 Site
	<i>Medium</i>	Category 3 Site	Category 2 Site	Category 1 Site
	<i>Low</i>	Category 3 Site	Category 3 Site	Category 2 Site
		<i>Minor Development</i>	<i>Medium Development</i>	<i>Large Scale Major Development</i>
		Size and nature of development 		

Figure 2.2 - Deciding on the Size, Nature and Sensitivity of the works

Size of the development	
<p><i>Large scale Major Developments</i></p> <ul style="list-style-type: none"> • Residential - 200 or more units • Industrial, commercial or retail floor space -10,000 square metres. <p><i>Medium Developments</i></p> <ul style="list-style-type: none"> • Residential between 10 and 199 (inclusive) units. • For all other uses - floorspace between 1,000 square metres and 9,999 square metres or where the site area is between 0.5 hectare and less than 2 hectares. <p><i>Minor Developments</i></p> <ul style="list-style-type: none"> • Residential - Between 1 and 9 (inclusive) units. • For all other uses - floorspace of less than 1,000 square metres or where the site area is less than 1 hectare. 	
Nature of the works	Sensitivity
<ul style="list-style-type: none"> • Type of works and its impact • Duration of works • Working hours 	<ul style="list-style-type: none"> • Proximity of site to neighbours • Number of people affected • Type of neighbour • Duration of works

Figure 2.3 - Scope of Information to be Provided

<p>Category 1 Site (site example: construction and or deconstruction sites)</p>	<ul style="list-style-type: none"> • Prior consultation with the Pollution Team; • Approval by Pollution Team of Full Scheme of Protective Works; • Full level of community engagement in Liaison and Consultation section below, including Ward Member(s), about the works.
<p>Category 2 Site (site example: retainment of façade with internal works)</p>	<ul style="list-style-type: none"> • Prior consultation with the Pollution Team; • Approval by Pollution Team of Scheme of Protective Works; • Communication as per figure 2.5 below
<p>Category 3 Site (site example: involving a refurbishment only)</p>	<ul style="list-style-type: none"> • Communication as detailed in figure 2.5 below.

Figure 2.4 - Scheme of Protective Works

Basic Information – (Site Information Sheet - see Appendix G)	
<ul style="list-style-type: none"> • Site Contact Details • Contractor Contact Details • Description of works to be carried out – including working hours and duration, • Summary of Noisy works and mitigation • Summary of Dust emitting Works and mitigation • Site Sensitivity and methods of notifying neighbours 	
Detailed Information (subject to discussion with Pollution Team)	
1) Programme of Proposed Works	including start and finish dates of principle stages
2) Working Methods	and justification thereof with reference to BPM (see <i>Control of Pollution Act 1974, s72</i>) and this code
3) Protective Works	including an identification of all activities which have the potential to cause disturbance to neighbours from noise, dust and vibration; where applicable, results of background noise assessments, noise and vibration predictions, and details of the necessary ‘ <i>Protective Works</i> ’ i.e. how neighbours will be protected from the impacts of those activities identified
4) Monitoring Regimes	Proposed monitoring regime for noise, dust and vibration (where applicable) together with procedures to respond to non-compliances in relation to any trigger levels set for noise, dust and vibration
5) Liaison & Consultation Strategy	see section 2.5 – 2.10 below
6) Complaints Procedure	A system and procedure for dealing with enquiries and complaints from the public(see section 2.11 to 2.16 below)
7) Site Logistic Plan	which includes a consideration of consolidated deliveries, minimised vehicle movement and appropriate routes to and from the site
8) Site Plans	to include drainage plan, identification of all Party/Boundary walls and details of any agreements with neighbouring premises / occupiers.

2.4 For Category 1, 2 and 3 sites, throughout the construction/deconstruction works, regular dialogue between the Contractor and the City of the London should take place and meetings with the City may be held. The names and contact details of appropriate site personnel must therefore be forwarded to the Pollution Team at the earliest opportunity to facilitate liaison. A list of useful City of London contact names and telephone numbers is included in Appendix B. The liaison requirements for all sites are set out in figures 2.1 to 2.5.

Liaison and Consultation Strategy

2.5 The Liaison and Consultation Strategy should identify all neighbours and specify individuals and groups who may be affected by, and consulted with, regarding activities at the site. The strategy should include the contact details and programme for engagement. The Contractor should therefore identify the following:

- City of London Ward Member(s) for the site; who can be identified via the City of London Website at: <http://democracy.cityoflondon.gov.uk/mgFindMember.aspx> or by contacting the Pollution Team. A copy of the Ward boundaries can be found in Appendix L and an interactive map can be found at:
<http://www.cityoflondon.gov.uk/about-the-city/how-we-work/elections-and-wards/Pages/ward-boundaries-map.aspx>
- All neighbours and premises which may be affected by the site's activities, including:
 - any residential properties;
 - hotels, hostels and hospitals;
 - offices;
 - lunchtime catering premises;
 - public houses;
 - those affected by party wall/shared party element works (see section 3.7 for guidance);
- Local Community Groups such as the Barbican Association, Castle Baynard Residents and Smithfield Trust; and
- Other interested parties (e.g. other construction / deconstruction sites in close proximity, utility and street works in the area and City of London Festival).

2.6 *Identification of residential premises*

Reference should be made to the Residential Streets map (Appendix J), which identifies residential areas within the City. New residential developments are continually appearing, so the Pollution Team should be consulted in order to obtain the most up to date information. For this reason, the Contractor should also reevaluate the area in close proximity to the site from time to time. This will enable the Contractor to identify new groups or individuals who may be affected by the site's activities.

2.7 With reference to Figure 2.5 below, the Liaison and Consultation Strategy should include:

2.8 *Initial Consultation*

Prior to each project stage, provide a briefing/presentation of the 'Scheme' (detailed above) to the Ward Member(s), Local Community Groups, businesses and other individuals identified. Briefings should include:

- Details of the 'Scheme of protective Works' in a readily understandable form;
- formal presentation, question and answer session or drop in sessions;
- information regarding how the works will enhance and benefit the local environment for neighbours; and
- Opportunity to provide feedback on the proposed works should be invited and responded to in writing; where practicable, amendments to the Scheme should be made to address concerns raised. The *finalised* Scheme should be provided to the City's Pollution Control Team and where requested, the Ward Member(s), neighbours and interested parties.

2.9 *On-going Communication*

- Plans for at least fortnightly communication (or as otherwise agreed) with neighbours and interested parties (identified above), for example by newsletter, in order to keep neighbours informed about current progress and planned works. The newsletter should also contain the information suggested below, together with details of the Pollution Team contact:
 - The location of the planned works;
 - The type of planned works which are anticipated to give rise to effects on adjacent residents;
 - The duration of the planned works and the periods within which works will be undertaken (i.e. whether during normal working hours, during the evening or overnight);
 - The anticipated effects of the planned works;
 - The measures to be implemented in line with the Scheme of Protective Works to mitigate the impact of the planned works;
 - Contact details for enquiries; and
 - Complaints Procedure.
- A display board should be erected outside the site, which as a minimum shall identify key personnel, contact addresses, web site and telephone numbers, including complaint contact numbers. Additional information should include details of the scheme and its progress.

2.10 *Other Communication*

- The Contractor should appoint a responsible person to liaise with the City, neighbours and interested parties in order to keep them informed of matters likely to affect them. Good relations can be developed by keeping neighbours informed of progress and by responding to complaints quickly and fairly.
- Site Hours Variation Request Procedure (as per paragraph 3.10) to be followed for ANY works outside the ‘standard hours’ or within the ‘quiet hours’;
- Arrangements should be put in place for notifying or alerting neighbours in advance of unplanned noisy works, were applicable;
- Feedback should be requested from neighbours throughout the project and at the end, in order to allow modification of activities to reduce impact;

Fig 2.5 – Communication Requirements per Site Category	Category 1 Site	Category 2 Site	Category 3 Site
Identification of neighbours who may be affected	✓	✓	✓
Notification of works to Ward Member(s)	✓	possible	
Initial Consultation			
Scheme of Protective Works in an understandable form	✓	✓	
Presentation/drop in session/question and answer session	✓		
Explain how works will enhance area	✓		
Request feedback to proposed Scheme of Protective Works	✓		
On-going Communication			
Regular communication e.g. newsletters	✓	✓	
Display board / information outside site	✓	✓	✓
Other Communication			
Responsible person to liaise with the City	✓	✓	✓
Site Hours Variation Procedure as per paragraph 3.10	✓	✓	✓
Feedback obtained throughout the works	✓		

Complaints Procedures

- 2.11 The contractor will establish a system and procedure for dealing with enquiries and complaints from the public.
- 2.12 Contact numbers, email and postal addresses for the enquiries and complaints system will be displayed on signs around the construction site and will be published on the website and newsletters.
- 2.13 Where complaints are made, the Contractor is expected to respond by investigating the complaint quickly and sympathetically, taking action to resolve the problem where the complaint is justified. If no resolution can be found the complaint should be referred to the City of London. A Contractor's response to complaints is an important criterion when evaluating the performance of the site for the Considerate Contractor Scheme.
- 2.14 The Contractor must maintain a designated complaints/incidents logbook or register covering:
- the nature of the complaint;
 - the cause; and, where appropriate,
 - the remedial action taken.
- 2.15 The City may request to see the complaints/incidents logbook at any time.
- 2.16 Complaints received by the City of London will be investigated. This will involve discussions with the Contractor and, if appropriate, monitoring or surveillance. Enforcement action may be taken if the complaint/s are justified.

Other Consultation

- 2.17 The City of London must be told in advance of any unusual activities including planned out-of-hours working. The Site Hours Variation Request Sheet (Appendix H) must be completed e-mailed to the Pollution Team at least 5 days before the activity is to take place. Approval or the reasons for refusal will be countersigned and e-mailed back. Unless approval is given and the sheet is available for inspection, an Officer attending the site, in response to a complaint, may require the noisy work to stop. .
- 2.18 The Pollution Team must be supplied with a current 24-hour call out number that will be answered in the case of a complaint or an emergency. It is also recommended that contractors contact the City of London Police service to ensure a security assessment is carried out.
- 2.19 Where construction activities are being undertaken on two or more sites in close proximity, regular meetings should be arranged and attended by representatives from each site and the City of London in order to minimise cumulative impacts. Items for discussion may include:
- Activities to be undertaken;
 - requirements for road closures;
 - out of hours work;
 - neighbour liaison;
 - monitoring results; and,
 - requirements for mitigation.
- 2.20 The appropriate body must to be contacted with regard to wastewater generated from site activities which is classified as trade effluent. See section 7.

- 2.21 Contact must be made with the City of London Drainage Services Group (020 7332 1105) or Thames Water Utilities (0845 9200 800) before any work is undertaken on connections to sewers or drains running under the public highway. See Section 7.
- 2.22 The Contractor must ensure that the Department of Built Environment (Development Management) has been contacted via 020 7332 1710 to establish whether the site contains a listed building, scheduled ancient monument or archaeological remains, and what specific requirements are included in the planning permission, listed building consent or conservation area consent. Details scheduled monument consent should be obtained from English Heritage. Contact on 020 7973 3000. See Section 8.
- 2.23 The Contractor must ascertain whether any trees on the site or in immediate area are either protected by Tree Preservation Orders or fall within a Planning Conservation Area prior to works starting. This may be done by contacting the Department of the Built Environment (Tree Officer) on 020 7332 1708. See Section 8.
- 2.24 Prior to commencement of works on-site, an ecological survey should be undertaken by a qualified professional to confirm the absence of birds, bats and any other protected species which may be nesting/roosting within buildings or vegetation. If present, appropriate mitigation measures should be undertaken following consultation with the City's Department of Open Spaces who can be contacted on 020 7332 3505. See Section 8.

Considerate Contractor Scheme

- 2.25 The Considerate Contractor Scheme (CCS), pioneered by the City of London in 1987, aims to encourage building and civil engineering contractors working adjacent to the City's streets to carry out their operations in a safe and considerate manner, with due regard to passing pedestrians and road users. Details are set out in Appendix C of this Code. As part of the scheme, all contractors will be evaluated by the Pollution Team for their level of co-operation and compliance with this Code of Practice.

3 Noise

Summary:

The Contractor must:

- contact the Pollution Team to agree the working hours and methods to be used which may generate noise and vibration prior to the commencement of any work on site (see Section 2 – Scheme of Protective Works);
- Adhere to ‘standard’ hours for noisy site work and ensure that best practicable means are used to mitigate noise and vibration impacts on neighbours;
- Observe ‘quiet hours’ where City business activities may be affected by noise or vibration;
- ensure that if work is planned to take place outside the ‘standard’ hours, prior approval is obtained from the Pollution Team using the ‘Site Hours Variation Request’ procedure

Introduction

- 3.1 The high level of intensive development in the City, including major office redevelopments in the east and infrastructure projects, can have significant environmental impacts on occupiers of nearby noise sensitive premises. Protecting City businesses, residents and other noise sensitive premises (e.g. schools) from noise and vibration impacts of construction sites is essential to the City’s continuing reputation as an excellent place to live, work and to do business.
- 3.2 This Code of Practice is a notice of the City of London’s general requirements under Section 60 of the Control of Pollution Act 1974. The Contractor may also be informed of additional requirements during consultations with the City of London.
- 3.3 Complaints about excessive noise disturbance found to be justified may result in a Section 60 notice, under the Control of Pollution Act 1974, being served by the City of London. This will generally require the Contractor to adhere to these quiet working hours.

Hours of Work

- 3.4 Prior to commencing work, contractors **must** contact the Pollution Team in order to agree hours of work. If no-one is disturbed by works then there is no absolute bar to 24-hour working; however, such circumstances are rare in the City. Where residents and commercial activities are significantly affected or are likely to be affected, the standard times of operation will be restricted.

3.5 **Standard Hours**

‘Standard’ hours permitted for **noisy** work will normally be the following:

- 08:00 - 18:00 hours (Monday to Friday);
- 08:00 - 13:00 hours (Saturday) ;
- No noisy working is permitted on Sundays, Bank or public holidays.

3.6 ***Quiet Hours***

The City also requires time restrictions on noisy works to reduce noise disturbance to businesses. These times are known as '***quiet hours***' which are:

- 10:00 - 12:00 (Monday to Friday);
- 14:00 - 16:00 (Monday to Friday).

3.7 'Quiet hours' are put in place to give nearby commercial occupiers at least 4 hours without noisy working from street and construction sites during the working day. These periods may be subject to variation in particular circumstances, for example during lunchtimes, adjacent to eating places or businesses where the majority of trade is carried out at lunchtimes.

3.8 **Work outside standard hours and during quiet hours**

Outside '*standard hours*' and during '*quiet hours*' the following activities will not usually be permitted:

- Cutting using power tools;
- Breaking out using power tools;
- Other noise generating activities, depending on the specific location of site and neighbours.
- The use of impact fasteners;
- The loading of heavy materials;
- Other noisy activities, depending on the specific location of site and neighbours, deemed unacceptable by Environmental Health Officers.

3.9 Work outside 'standard hours' or during 'quiet hours' may be considered in order to support the City's businesses and also the needs of local neighbours e.g. proximity to restaurants, places of worship or residential properties.

3.10 ***ANY works outside the 'standard hours' or within the 'quiet hours' can only be undertaken with the approval of the City using the Site Hours Variation Request Sheet (Appendix H), and will only be granted in exceptional circumstances. See Section 10 for more details. Approval will be conditional on the Contractor informing neighbours in advance of the proposed work and satisfying City Pollution Team as to how this has been done.***

3.11 Where, in the opinion of Environmental Health Officers, structurally transmitted noise adversely affects neighbours, a likely restriction between 09:00 - 17:00 hours will be imposed. For complex sites with a neighbour mix including residential, retail, and commercial properties, advance negotiation with all parties and the Pollution Team is expected of the Developer/Contractor, as restrictions may have significant implications for cost and timing of the project. For more information on structure borne noise see Section 9.0 (Noise and Vibration).

Methodologies

3.12 In addition to working hours and community liaison, all works must be carried out in accordance with BS 5228-1:2009 and BS 5228-2:2009. All works must employ Best Practicable Means as defined by Section 72 of the Control of Pollution Act 1972 to minimise the effects of noise and vibration. The City must be satisfied that all means of managing and reducing noise and vibration, which can be practicably applied at reasonable cost, have been implemented.

- 3.13 A written evaluation of methodologies used must be made available to the City of London and include justifications with regards to the minimisation of noise and vibration (see section 2 and figure 2.4).
- 3.14 The City considers the off-site preparation of as many materials as possible an essential requirement for Best Practicable Means, in particular for the cutting of decking and steelwork.
- 3.15 Where appropriate, the following measures to minimise noise and vibration levels should be adopted:
- Employing only modern, quiet and well-maintained equipment (all equipment must comply with the EC Directives and UK Regulations set out in BS 5228-1:2009);
 - Using low impact techniques, such as demolition munchers and bored or hydraulically-jacked piling rigs;
 - careful planning of the sequence of work in order to minimise the transfer of noise/vibration to neighbours;
 - using fully silenced modern piling rigs with engines to Euro Standard IV and careful operation of the rig so there is no reversing of the Kelly/auger bars;
 - using electrically powered equipment run from the mains supply, or when this is not available, generators compliant with Euro Standard IV;
 - use of screws and drills rather than nails for fixing hoardings etc;
 - careful handling of materials & waste such as lowering rather than dropping items;
 - taking steps to isolate the deconstruction works from sensitive neighbours, in order to minimise the transfer of vibration and structure borne noise;
 - erection of acoustic screens or enclosures where necessary;
 - avoidance of unnecessary noise (such as engines idling between operations, shouting, loud radios or excessive revving of engines) by effective site management.
- 3.16 Where control at source is not practicable or adequate, the distance between noise/vibration sources and sensitive neighbours should be maximised and the transmission path interrupted, with options considered in the order of source-pathway-receptor. Where practical this can be achieved by:
- Siting of stationary plant and loading/unloading areas;
 - erecting impervious hoardings, of at least 5 kg/m² surface density, where possible higher than the line of sight to neighbours;
 - leaving building façades and boundary walls intact as long as possible during demolition and boarding/bricking up windows;
 - the use of existing non-sensitive structures as shields; and,
 - the use of temporary structures;
 - cutting of transmission pathways for vibration.
- 3.17 In addition to mitigation strategies above, a Liaison and Consultation Strategy (as detailed in section 2) should be implemented as an essential element of the Best Practicable Means to minimise the effects of noise and vibration.

Monitoring Regimes

- 3.18 The City encourages contractors to undertake regular intelligence-led monitoring of noise and vibration levels by looking at the work programme and identifying aspects likely to cause significant noise/vibration. Receptor points are to be agreed with the City of London

prior to initiation of monitoring. Results should be compared against suitable baseline data as a useful means of:

- Controlling noise and vibration, and identifying problems at an early stage (it is particularly valuable to carry out monitoring during the early stages of a project);
- providing an objective basis for evaluating complaints;
- safeguarding Contractors against claims of damage.

- 3.19 Prior to commencing work, it is essential to undertake monitoring of ambient noise levels around the site at sensitive neighbours (this should be agreed with the City Pollution Team). This will provide baseline data for comparison with levels present during the works. This baseline assessment should be submitted to the Pollution Team. A baseline vibration exercise will be unnecessary unless neighbours are clearly affected by any existing source of substantial vibration e.g. a tube line.
- 3.20 Where there are party walls or neighbours are otherwise directly attached to elements of the site, the noise, vibration and structural implications of the proposals will require individual and detailed evaluation.
- 3.21 In some circumstances, the Pollution Team may require continuous monitoring combined with a real-time alarm system, with details to be agreed on an individual basis.
- 3.22 Noise measurements should ideally be taken with a Class I Integrating Logging Sound Level Meter calibrated (before and after) with a Class I Acoustic Calibrator. L_{Aeq} , LC_{peak} and $L_{AFmax, F}$ noise levels should be recorded together with a record of all events potentially affecting the noise level at the time of monitoring.
- 3.23 *Note: The period over which the L_{Aeq} parameter should be averaged must be agreed with Environmental Health Officers.*

Noise Limits

- 3.24 The suitability of specific noise limits is highly dependent upon the individual situation. The factors to be considered include:
- The characteristics of the noise and its potential effect on the neighbours;
 - Baseline ambient noise levels; and,
 - The nature and duration of the works.
- 3.25 In addition, following complaints, specific noise levels may be set to prevent speech interference in offices and loss of trade.
- 3.26 The City of London expects noise from the site to be controlled to an acceptable level. In the City environment this can be a difficult balance and ‘best practicable means’ must be applied to reduce noise and vibration as far as possible.
- 3.27 Noise levels within businesses during noisy periods must enable workers to carry out conversations, both face-to-face and on the telephone, and allow normal business to be conducted. It is considered that an internal noise level of 65 dBA or above is likely to cause annoyance and interference (dependent on the noise characteristics).
- 3.28 Such noise should be restricted to hours outside the normal working day of 09.00 – 17.00. Timings of works with noise levels exceeding 65dBA should be discussed and agreed with Environmental Health Officers prior to commencing.

Vibration Limits

- 3.29 When carrying out works which may produce vibration, all potential receptors must be considered, with particular attention to be paid to the following:
- Occupiers and users of buildings
 - Hospitals or laboratories
 - IT related issues; and,
 - Cosmetic or structural damage to buildings or heritage sites.
- 3.30 People's response to perceptible vibration is accentuated by their fear of building damage. Suitable guidance upon the levels of vibration, which may cause building damage, can be found in BS 7385-2:1993.
- 3.31 Guidance relating to the potential effect upon the operation of computers and other relatively sensitive equipment can be found in Section 8.6 of BS 5228-2:2009.
- 3.32 Complaints of vibration are usually concerned with fear of the unknown and the potential effects of relatively low levels of vibration in buildings. This problem is best addressed by:
- Liaison with all parties potentially affected, with explanations given of precisely when they are likely to be affected by specific activities;
 - Monitoring affected parties to reassure occupants as to the relative levels of vibration compared with building effect (BS 7385-2:1993).
- 3.33 Vibration meters should preferably record 3 orthogonal Peak Particle Velocity values (15 minutes of 10 second or shorter samples). Where complaints are received, the Contractor/client should consider the need for monitoring at neighbouring premises.

Vehicle Movements, Deliveries, Loading and Unloading

- 3.34 Vehicle movements, deliveries, loading and unloading can cause considerable noise and disruption to neighbours as a result of the following:
- reversing beacons;
 - running engines; and
 - noisy material being loaded and unloaded
- 3.35 All loading, unloading and deliveries of materials and plant to the site and removal of waste should, where possible, be carried out within normal site working hours. Any early morning or evening deliveries must have approval from the Pollution Team. This must be requested using the copy of the Site Hours Variation Request Sheet (Appendix H).
- 3.36 The site layout should be designed to minimise potential effects on neighbours. A competent banksman should be employed to provide assistance to vehicles accessing and leaving the site, thereby ensuring minimal traffic disturbance and pedestrian safety.
- 3.37 Vehicle movements should be planned to ensure that lorries do not arrive or depart outside standard hours. No daytime or night-time parking of lorries will be permitted outside agreed areas.
- 3.38 Where appropriate, deliveries should be arranged on a just-in-time basis in order to prevent vehicles queuing outside site.

- 3.39 Appendix F of this code summarises the City of London's traffic management requirements for vehicle movements, site deliveries, street closures, crane operations and abnormal loads. This can be copied for use of subcontractors and others.

Party Wall work

- 3.40 Work to party walls and major works in partially occupied buildings will be strictly controlled, and are **usually barred between 09:00 and 17:00 hours** when noise and/or vibration could be transmitted to neighbouring properties and businesses. Working hours for Party Wall work must therefore be agreed with the City's Pollution Control Team prior to works commencing.
- 3.41 Vibration monitoring should be considered to reassure neighbours and assist in demonstrating that levels do not exceed those which may cause structural damage to adjoining buildings. Complaints relating to vibration can cause considerable delays, particularly during demolition piling and ground work phases of construction activities. Noise should also be considered to assist in determination of acceptable levels.
- 3.42 Where works are carried out close to, or on, a party wall, The Party Wall Act 1996 may apply. The Contractor must consider all aspects of this Act and allow sufficient time to comply with it.

Scaffolding and Gantries

- 3.43 Scaffold erection or dismantling can cause disturbance to site neighbours. All works must be undertaken in accordance with the Environmental Services Guidance Notes for Activities on the Public Highway and be subject to a licence under the 1980 Highways Act. Subsequent erection and dismantling activities must be agreed with the Pollution Team, and comply with prescribed times.
- 3.44 Appendix D sets out detailed information on the requirements of the City for scaffolding and gantries.

Cranes, Lifting of Heavy Equipment, and consequent Road Closures

- 3.45 The erection of fixed cranes, rigging, and use of mobile cranes on the highway and lifting of heavy equipment often has to be undertaken outside normal working hours. All these street-based activities require prior consent from **both** the Highways Division **AND** the Pollution Team. Although it is normally the crane company's responsibility to obtain prior approval for the works, the Contractor should ensure this has been done.
- 3.46 The Pollution Team's approval for the work is required to ensure that all plans are appropriate for the location, and that steps have been taken to mitigate any disturbance to commercial or residential neighbours. The application for this must be accompanied by a lifting plan.

- 3.47 The correct procedure involves the following:
- Firstly, telephone the Pollution Team to agree the outline proposals (020 7606 3030).
 - Secondly, the 'mobile crane environmental health authorisation notice & structures notification form' (Appendix I), together with a lifting plan, should be fully completed and returned to the Pollution Team for scrutiny/approval.
 - Once received, the completed application form will be checked, any necessary amendments agreed with the sender, and returned to the applicant with the appropriate signature. This can then be presented to the City's Street Management Office at a previously agreed appointment (020 7332 3553).
- 3.48 *Note - The part of Appendix I relating to 'structures authorisation' must also be signed by the crane company's representative. It is the crane operators responsibility to check whether there are any underground 'structures' either under or in the vicinity of the highway where the crane operation is sited - see Appendix F for full details.*
- 3.49 Crane oversailing must be agreed with the City of London and/or site neighbours. Under section 177 of the Highways Act 1980, site cranes require a licence if the jib at any point extends over the public highway. Application for this licence should be made to the Department of Markets and Consumer Protection Highways Division. A charge may be levied for oversailing the public highway.

4 Air Quality

Summary:

The Contractor must:

- ensure the Scheme of Protective Works submitted includes an evaluation of the dust and air quality implications of activities at the site; and
- utilise techniques to ensure the air quality in the City of London is not adversely affected by activities at and associated with the site.

Introduction

- 4.1 Under Part IV of The Environmental Act 1995 and the Governments UK Air Quality Strategy, Local Authorities are required to work towards achieving national air quality objectives. The City of London has some of the worst air quality in the Country and has been declared an Air Quality Management Area with particular focus on PM₁₀ and oxides of Nitrogen.
- 4.2 The UK is facing the prospect of large fines from the European Commission for failure to meet air quality Limit Values. Recent studies have demonstrated that poor air quality and dust have a significant impact on public health in London, with the equivalent of over 4,000 premature deaths in London in 2008 attributable to poor air quality; this issue is now therefore of the highest priority.
- 4.3 Construction and de-construction sites in the City are therefore expected to meet the highest possible standards for control of air pollution and dust.

Evaluation of Dust and Air Quality

- 4.4 The 'Scheme of Protective Works' submitted to protect neighbours should include the identification of activities which could adversely affect air quality. This assessment should include a methodology laying out details of, and controls over, all relevant activities which may affect air quality. The scheme should consider the entire lifetime of the project and sequence of works, and consider details to minimise the site's impact on air quality such as vehicle type and movements, the water supply for the site (for dust mitigation), plans to deal with debris and specific areas to be encapsulated etc.
- 4.5 In order to reduce air pollution in the City, the construction and deconstruction industry is expected to employ, as a minimum, all methods listed below. The requirements are in line with the Greater London Authority and London Councils Best Practice Guide for Controlling Dust and Emissions from Construction and Demolition, November 2006 (soon to be revised, at which time, regard should be had to the newest document).

General Activities

- 4.6 Activities undertaken on site must be done so with methodologies which reduce the likelihood of dust generation and the worsening of air quality. Emphasis should therefore be placed on the following to minimise the risk of air pollution:

- Using processes which do not generate fumes and/or dust;
- Ensuring that fumes and/or dust do not escape from the site to affect members of the public and the surrounding environment;
- Burning of materials on site is not permitted under any circumstances;
- Dusty activity should be undertaken away from sensitive receptors, with wind direction taken into consideration;
- The site should be regularly inspected for spillages of cement and other powders which should be removed to prevent off-site deposition;
- Dusty material and activities should be dampened down in dry weather. The use of groundwater should be investigated and water should be reused wherever possible.
- All sites should be screened / wrapped to prevent offsite dust deposition;
- Rubber chutes should be used and drop heights minimised;
- Scabbling should be done off site and will not generally be allowed in the City due to the amount of dust generated;
- Off-site fabrication, or cutting to size, shall be employed to avoid cutting materials on site whenever possible; and
- Careful consideration should be given to the location and temperature control of tar and asphalt burners.

Machinery and Equipment on Site

- 4.7 All Non-Road Mobile Machinery (NRMM) should meet Stage IIIB emission criteria, unless it can be demonstrated that Stage IIIB equipment is not available. If Stage IIIB equipment is not available, NRMM must be fitted with particle traps and/ or catalytic exhaust treatment wherever possible. An inventory of all NRMM must be kept on site and all machinery should be regularly serviced and service logs kept on site for inspection. Records should be kept on site which details proof of emission limits for all equipment.
- 4.8 The use of generators to provide electricity on site should be avoided wherever possible.
- 4.9 Cutting, grinding and sawing should ideally be undertaken off site. If the work must take place on site, the following techniques should be used. It will be the contractor's responsibility to demonstrate that stated methodologies are not available, and that every effort has been made to acquire them:
- All equipment should be fitted with a water suppressant system (where available);
 - Dust extraction should be used (or built in water damping) wherever dust may be generated; for example with stone cutting disc equipment;
 - Areas used to undertake cutting and grinding should be screened; and
 - Shears and guillotines or burners should be used in preference to disc cutters on activities such as re-bar cutting and decking.
- 4.10 The Contractor should take all necessary precautions to prevent the occurrence of smoke emissions or fumes from site plant or stored fuel oils. In particular, plant should be well maintained and measures taken to ensure that they are not left running for long periods when not in use. Low sulphur diesel fuel should be used.
- 4.11 The use of 'long arm' demolition equipment and methods using explosives will not generally be sanctioned in the City, except where the work is within an enclosure or underground.

4.12 The use of *concrete crushers* will not generally be sanctioned in the City because of the potential to cause dust and nuisance to neighbours. However, the City of London will allow the use of crushers to prepare material for piling mats and ramps, as this reduces the number of vehicle movements associated with the site. Any crushing plant would have to be authorised under the Environmental Protection Act 1990. Appropriate measures, such as enclosing the plant and built in water sprays would have to be used at all times.

Vehicles, loading and unloading

4.13 Vehicle choices and management can have a significant impact on air quality within the City of London. For this reason, the following should be adhered to:

- Vehicles must not be left idling either on site or waiting for access to the site (it is a requirement of *Regulation 98 of the Road Vehicles (Construction and Use) Regulations 1986* (as amended) for drivers to switch off their engines in parked vehicles. Failure to turn off an idling engine if requested may lead to a Fixed Penalty Notice being issued under the *Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002*)
- Wherever possible, vehicle movements should be minimised through considered logistics planning and liaison with other sites within close proximity. It would therefore be considered best practice to have a detailed Logistics Plan in place;
- Wheel washers to be used on vehicles leaving the site (where site on space allows);
- All loaded skips and lorries leaving the site to be covered; and
- The generation of dust whilst loading or unloading materials must be controlled; for example with the use of chutes, bagging, sheeting and damping down.

Monitoring

4.14 Air quality monitoring will normally be required on large sites adjacent to sensitive premises such as residential properties, schools and St Bartholomew's hospital. . This may include dust slides for assessing nuisance dust and real time monitoring to assess PM_{2.5} and PM₁₀. Real time monitoring may involve setting an alarm to alert the site manager if levels of PM₁₀ go above a set threshold. The threshold value, and type and location of any monitoring equipment should be agreed with the City of London Pollution Team in advance. The threshold value is normally initially set at 150µg/m³ for PM₁₀ over a 15 minute period, with the level being reviewed periodically.

4.15 The Contractor should conduct a risk assessment including regular air monitoring where there is evidence of volatile or airborne materials or a risk of fumes affecting the local area. The Contractor shall take any necessary measures to prevent nuisance/adverse effects to people's health.

5 Contaminated Land

Summary:

The Contractor must:

- ensure they investigate whether there is contamination on the site and take appropriate action to prevent human and environmental exposure and further contamination;
- notify the City of London and Environment Agency if ground or ground-water contamination is identified or suspected; and
- ensure remediation which takes place is approved by the City of London's Pollution Team.

Contamination

- 5.1 The Contractor should obtain and review copies of any site investigations that have been carried out prior to their appointment and satisfy themselves that they have undertaken a thorough assessment of potential risks to:
- End users of the site;
 - Construction workers & others visiting the site;
 - Neighbours and members of the public;
 - The local environment (air, surface and ground water and land); and,
 - Construction materials (for example corrosion caused by sulphates).
- 5.2 If any contamination or ground gas is identified or suspected during the course of the works, the Contractor must undertake further specific investigations. Where ground contamination is identified, the Pollution Team must be notified. Where ground-water contamination is suspected, then the Environment Agency and Pollution Team must be contacted. All remedial work must be approved by the Pollution Team.
- 5.3 To enable classification of the waste for disposal purposes it is the Contractor's responsibility to arrange analysis of the waste material excavated. If material is found to be contaminated, its storage before removal from site should ensure no cross contamination.
- 5.4 Activities on site must be undertaken in a manner to prevent contamination of the ground or ground-water. This includes:
- materials should be stored in appropriate conditions to prevent damage/contamination of storage areas;
 - containers should be sited away from drains and un-surfaced areas;
 - storage containers should be fit for purpose, regularly inspected and maintained;
 - storage containers should have secondary containment (such as a bund) to contain any leaks or spills for example, areas used for the storage of diesel fuel or chemicals; and
 - contaminated material should be segregated and cross contamination prevented before authorised disposal off-site.
- 5.5 An assessment must be undertaken of the potential for unexploded bombs to be present on the site. This should include consultation with the Home Office and the City of London. Any suspect devices encountered must be notified to the City of London Police and/or Metropolitan Police, all site work must be stopped and the site evacuated.

6 Waste and Materials Handling and Storage

Summary

The Contractor must:

- ensure a Site Waste Management Plan is developed (if required);
- ensure waste is contained and disposed in an appropriate manner and in accordance with legislation and the Waste Management Hierarchy; and
- ensure methodologies are adopted that prevent environmental impacts by the mishandling and storage of on-site materials and waste.

Waste Management

- 6.1 Under the Site Waste Management Plan Regulations (2008), any project costing over £300k is required to produce a Site Waste Management Plan (SWMP). These will be enforced by both the City and the Environment Agency for new build, maintenance, and alteration or installation/removal of services (such as sewerage or water).
- 6.2 The purpose of a SWMP is to ensure that building materials are managed efficiently, waste is disposed of legally, and that material recycling, reuse and recovery is maximised. As such, a SWMP sets out how all building materials, and resulting wastes, are to be managed over the course of a project. For more information, please consult the following websites: www.defra.gov.uk and www.environment-agency.gov.uk
- 6.3 Those sites with a budget of less than £300k must manage their waste according to current legislation (see www.environment-agency.gov.uk). Evidence of how waste is disposed of, and efforts to reduce and recycle waste, must be maintained and kept on site.
- 6.4 All site waste management must be planned and carried out in accordance with the Waste Management Hierarchy, as demonstrated below:



- 6.5 All wastes must be removed from sites using a registered waste carrier and sent only to disposal facilities authorised to receive it. Disposal must be in accordance with relevant legislation.

- 6.6 All waste documentation - transfer notes, consignment notes, exemptions, waste carrier and facility licences - must held on site as required by legislation. Such documentation must be maintained to be readily available for inspection at all times.

Materials Handling and Storage

- 6.7 Materials should be stored in appropriate conditions to prevent damage/contamination, of storage areas. Containers should be sited away from drains and un-surfaced areas. Storage containers should be fit for purpose, regularly inspected and maintained, and should all have secondary containment (such as a bund) to contain any leaks or spills.
- 6.8 Fuels should be stored in compliance with the Control of Pollution (Oil Storage) Regulations 2001.
- 6.9 Procedures and training should be in place for the safe delivery and handling of materials, with regular site inspections carried out to ensure that once on site they are stored safely and correctly.

Asbestos and other Hazardous Materials

- 6.10 All work on asbestos and other hazardous materials must comply with current Legislation and HSE Approved Codes of Practice & Guidance.
- 6.11 Before any work is done or commissioned that is likely to disturb asbestos or other hazardous material, the following must be worked out:
- The amount of hazardous material;
 - Where it is and what condition it is in;
 - Whether work is likely to disturb material; and,
 - Whether and how the material needs to be safely protected or removed.
- 6.12 This can be achieved either by checking existing records (such as client's survey, asbestos plan or register) or commissioning a suitable survey before work starts. It is good practice to include the need for such a survey in the initial project cost and programme. For more information, please see the following and associated links:
- <http://www.hse.gov.uk/construction/healthrisks/asbestos.htm>
<http://www.hse.gov.uk/comah/index.htm>

7 Water

Summary

The Contractor must:

- ensure trade effluent is not discharged directly to surface or foul drains without contacting the appropriate body;
- trade effluent consents are held on site;
- contact the City of London Drainage Services Group if work is to be undertaken on sewer connections or drains running under the public highway; and
- ensure the under-ground drainage systems are adequately designed and installed.

Discharge of Waste Water from Sites

- 7.1 Wastewater generated from site activities including water from dewatering excavations, site run off slurry and bentonite are classified as trade effluent. These should not be discharged direct to surface or foul drains without the consent of the Environment Agency for controlled waters, and Thames Water for others.
- 7.2 The Contractor is responsible for obtaining necessary consents and ensuring compliance with any conditions imposed on them. Copies of consents must be held in a designated file kept on site. In cases of heavy water run-off, sumps must be provided in order to deal with the issue.

Site Drainage, Temporary and Permanent Connections to Sewers

- 7.3 Contact must be made with the City of London Drainage Services Group (020 7332 1105) or Thames Water Utilities (0845 9200 800) before any work is undertaken on connections to sewers or drains running under the public highway. The following general requirements will have to be met:
- All redundant sewer communication pipe work must be sealed off at the sewer. The remaining pipe work should be removed or filled with a suitable weak concrete, cement grout or other suitable material. This is to prevent any infestation by rodents and avoid the risk of future possible subsidence.
 - All retained sewer communication pipes should be tested and a CCTV survey carried out to ensure they are suitable for the new development and in good condition.
 - In order to prevent rodents or sewer gases reaching the site, temporary sewer communication pipes must be provided with a 'cascade' cast iron interceptor trap to British Standard specification.
- 7.4 It is strongly recommended that all under-ground drainage systems are installed using pipes made of a robust material such as cast iron, and that inspection chambers etc. are properly sealed with bolted down covers. This will prevent later problems from damage by vibration or rodent access.
- 7.5 Wherever it is at all possible, the drainage system serving the proposed development or refurbishment should gravitate to the sewer. This will eliminate the need for pumping of foul drainage to the sewer and the associated problems which regularly occur with this type of installation.

- 7.6 The sewage system within the City of London is vented to atmosphere via vents at road surface level and any increase of discharge velocity resulting from pumped or stored sewage being discharged to the sewer frequently results in complaints of foul smells. These may well be treated as a statutory nuisance by the City of London. The importance of designing a system which discharges to the sewer by gravity wherever practicable cannot be overstated.
- 7.7 *Note: Details of the City's standard drainage connection requirements and the related legislation are shown in Appendix E.*

8 Sustainability and Preservation

Summary

The Contractor should:

- employ best practice and look for new innovative techniques in the priority areas specified to ensure a more sustainable approach;
- ensure the Department of Planning and Transportation has been contacted to establish the status of the site and what specific requirements are included in the planning permission, listed building consent or conservation area consent;
- ascertain whether any trees on the site or immediate area are either protected or fall within a Conservation Area prior to works starting; and
- ensure an ecological survey has been undertaken by a qualified professional and appropriate mitigation measures agreed with the City of London.

Climate Change and Sustainability

- 8.1 The City of London is working towards limiting the impact of the region and making it more sustainable, demonstrated by (among other projects) the current development of a Climate Change Strategy, and strongly encourages other parties to do the same. Innovation and best practice in this area will therefore be highly regarded in applications for the Environment Award through the CCS.
- 8.2 The Sustainable Development Commission has identified the following key priority areas for action in the UK:
- sustainable consumption and production – greater efficiency in utilisation of resources and minimisation of waste;
 - natural resource protection; and,
 - climate change and energy – both reducing energy consumption and sourcing that energy from more sustainable sources.
- 8.3 Contractors should employ best practice and look for new innovative techniques in each of these priority areas, thus ensuring the process of construction or deconstruction is made more sustainable.
- 8.4 The impact of such techniques, or indeed highlighting of areas for improvement, can be demonstrated by including life cycle analyses for materials/processes or basic carbon footprinting in a document submitted as part of the planning process.
- 8.5 Examples of actions taken to increase the sustainability of the site could include:
- Use of the Mayor of London's Green Procurement Code, in particular via the procurement of FSC-approved/sustainable timber;
 - Use of non-virgin aggregate;
 - general good practice including ensuring that plant not in use is switched off and that lighting is used only when necessary (such as through the use of timers);
 - Use of energy efficient bulbs or solar powered lighting;
 - the use of existing feeds for power where possible to prevent the need for generators, or the purchasing of energy/electricity from sustainable sources;

- Employment of energy efficient and, where possible, gas powered plant as opposed to petrol/diesel;
- Efficient use of water as a resource, for example in cleaning systems or the implementation of rainwater harvesting.

8.6 For more information regarding climate change and sustainability issues relevant to a particular project or site, contractors are encouraged to contact the City of London Sustainability Team on 020 7332 3598, or read the Climate Change Adaptation Strategy available at:

www.cityoflondon.gov.uk/services/environment-and-planning/sustainability/climate-change/Pages/Climate-Change-Adaptation.aspx

Archaeology and Built Heritage

8.7 Much of the City of London is designated as being of archaeological potential. Archaeology is a material consideration of the planning process. Where archaeological remains survive, the archaeological potential is considered as part of the planning application. Where a development affects archaeology, investigation and recording is required as a condition of the planning permission. This may be to ensure the preservation *in-situ* of important archaeological remains and to ensure that a record of the remains is made.

8.8 Some monuments and archaeological remains are scheduled ancient monuments under Part I of the Ancient Monuments and Archaeological Areas Act 1979 and scheduled monument consent is required to undertake any work that may affect a scheduled monument. Scheduled Monument Consent is obtained from the Department of Culture, Media and Sport and advice on this is available from English Heritage.

8.9 Some buildings and structures are included on the statutory list of buildings of special architectural or historic interest. Listed building consent is needed to carry out any work which may affect a building's special architectural or historic interest.

8.10 The Contractor must ensure that the Department of the Built Environment has been contacted to establish whether the site contains a listed building, scheduled ancient monument or archaeological remains, and what specific requirements are included in the planning permission, listed building consent or conservation area consent. Conditions of a planning permission may include the requirement of a programme of archaeological work and recording to be carried out as an integrated part of the development, submitted to and approved by the Department of the Built Environment before work commences. Contact on 020 7332 1710.

8.11 Advice and details of the need for Scheduled Monument Consent should be obtained from English Heritage. Contact on 020 7973 3000.

Trees

8.12 The local planning authority has specific powers under the Planning Acts to protect trees and require the planting of a replacement tree in certain circumstances. The Director of Open Spaces is also responsible for the maintenance and management of street trees and trees within some of the city churchyards. The Contractor must therefore ascertain whether any trees on the site or in the immediate vicinity of the site are protected or maintained by the Corporation prior to starting work.

- 8.13 A tree may be protected in one of the following ways:
- By a Tree Preservation Order
 - If it is located within a conservation area
 - By means of conditions on planning permissions or other consents.
- 8.14 The City of London Tree Strategy Supplementary Planning Document (Part 1) and the accompanying evidence and practice guidance (Part 2) sets out a co-ordinated approach to the management of trees in the City of London. It provides advice for anyone wishing to undertake work to existing trees or to plant new trees. It can be found via the following link: <http://www.cityoflondon.gov.uk/services/environment-and-planning/planning/heritage-and-design/trees-and-open-spaces/Pages/Trees.aspx>
- 8.15 Development schemes can have a major impact on existing trees including street trees. It is essential therefore that the potential impact of the proposed works on these trees is assessed at an early stage prior to the submission of any application. This should include the demolition and construction process and future maintenance of the building. Prior to undertaking any tree works or any works in the vicinity of trees contractors should consult the City Corporation Tree Strategy.
- 8.16 Prior to commencement of works on site checks should be undertaken to confirm whether there are any birds or bats that may be nesting/roosting within buildings or vegetation. If present appropriate mitigation measures should be undertaken following consultation with the City's Department of Open Spaces 020 7332 3505.

9 Light Pollution

Summary

The Contractor must ensure:

- nearby residents and commercial occupiers are not adversely affected by light pollution from the site;
- an energy efficient lighting approach is adopted; and
- lighting does not pose a hazard;

Light Pollution

- 9.1 Light pollution is a statutory nuisance and is defined as any form of artificial light which shines outside the area it is required to illuminate. Unnecessary use of lights is considered a waste of energy. Any use of lighting should have regard to these facts and should be designed to prevent any nuisance to residents or road traffic and be used primarily for reasons of health and safety or security.
- 9.2 Site lighting should be located and aligned so as not to intrude into residential properties, on sensitive areas, or constitute a road or rail hazard.

10 Problems on Site

Summary:

- If emergency work is required then the contractor must contact City of London as detailed;
- The Contractor must ensure that systems are in place to enable problems on site to be identified and ensure that appropriate action is taken to mitigate the problem and the appropriate parties are informed.

Emergency Work

- 10.1 The City of London appreciates that occasionally incidents arise whereby it is impossible or impractical to comply with all the requirements within this Code. In such an event, the Pollution Team should be contacted within the hours of 08:00 and 17:00. Outside of these hours Guildhall security should be called on 020 7606 3030, leaving a name, mobile number, the nature of the emergency, and the site address. Following this the Environmental Health and Public Protection Out of Hours Officer will respond by calling the contractor in order to ensure the presence of an emergency and approve the method of work.
- 10.2 In the event of an environmental incident (e.g. a spillage), steps should be taken to prevent pollution, for example through:
- Protection of drains by the use of drain covers or booms;
 - Use of absorbent granules following an oil/chemical spill; and,
 - Turning off equipment or other sources of noise or dust.
- 10.3 Once the situation has been rectified, full details about the incident and remedial actions undertaken should be provided to the City of London and other relevant authorities, and recorded in the site complaints/incidents logbook.

Pollution Emergencies

- 10.4 All sites should have a plan, equipment and training in place for dealing with pollution emergencies. A summary of the plan should be visibly displayed around site, and understood by all workers.
- 10.5 For more guidance on such planning, please see the Environment Agency guidance 'Pollution Prevention Pays – getting your site right', downloadable at:
<http://www.environment-agency.gov.uk/business/topics/pollution/36641.aspx>

Pest Control

- 10.6 The City of London has a statutory duty to take such steps as may be necessary to keep the City free from rats and mice this includes enforcement of the *Prevention of Damage by Pests Act 1949*.
- 10.7 When an occupier of any land, including a construction site becomes aware of an infestation by rats or mice in large number he must notify Port Health and Public Protection (020 7606 3030).

- 10.8 Appropriate measures must be taken to limit any insect, bird or rodent infestation. Such measures are considered essential to limit future problems in completed buildings - especially in the case of mice.
- 10.9 Pest control does not just include treatment by a pest control company; in fact this is a last resort. Measures should be taken to:
- Prevent access to the site principally from exposed drainage;
 - Reduce harbourage in order to ensure that rubbish or spoil is not left for long enough allow rodents to establish themselves above ground;
 - Limit potential food and water sources. It is particularly important to ensure that waste food or empty cartons are not left in areas where they can encourage rats and mice.
- 10.10 Many of the methods necessary to achieve adequate control should be part of established construction/deconstruction methods. To report any problems with infestations, or if you require any additional advice, contact the City of London the following number: 020 7606 3030.

11 Legislation and Documentation

Documentation

11.1 The Contractor should keep all appropriate documentation relevant to the requirements of this Code in designated files held on site. They must be available at all times for inspection and review by the City of London or other authorities and should include as a minimum a site information sheet, noise, vibration and dust monitoring results, waste management documentation, a complaints/incidents log with actions taken, liaison minutes, letters, photos and newsletters.

Section 60 and 61 Notices

11.2 The Control of Pollution Act 1974 Part III restricts and limits noise and vibration from a construction site. If complaints are received the City of London Port Health and Public Protection Division, where it is considered necessary, will serve a Section 60 notice on the Contractor for the control of noise and vibration at the site. This notice can:

- Specify the plant or machinery that is or is not to be used;
- specify the hours during which work can be carried out; and/or,
- specify the levels of noise and vibration that can be emitted from the site.

11.3 The Contractor can apply in advance for a consent in the form of a Section 61 notice regarding the methods and conditions by which they are intending to undertake the works and control nuisance.

11.4 The City does not advise the use of Section 61 consents but it does support a system of prior agreement on similar lines, as this allows a much more flexible approach of greater benefit to the Contractor. Section 60 notices will be served where they are considered necessary. Contraventions of either Section 60 or 61 may well result in legal proceedings, leading to further costs and delays for the Contractor.

APPENDIX A

Guidance and Legislation

General

Environment Agency Pollution Prevention Guidance Notes
National Planning Policy Framework
Planning Policy Guidance Notes
Town and Country Planning Act 1990
Planning and Compensation Act 1991
BS 6187: 2000 Code of Practice for Demolition
ISO 14001

Vehicle Movements

Highways Act 1980
Road Traffic Regulations Act 1984
Traffic Management Act 2004

Noise and Vibration

Environmental Protection Act 1990 (especially Sections 79 – 82)
Control of Pollution Act 1974 (especially Section 60)
BS 5228-1:2009 and BS 5228-2:2009, – Noise & Vibration Control on Construction and Open Sites
BS 7385-2:1993 Evaluation and Measurement for Vibration in Buildings. Part 2 Guide to Damage Levels from Ground borne Vibration
BS 6472:2008 Guide to Evaluation of Exposure to Vibration in Buildings (1Hz - 80Hz)
Noise and Statutory Nuisance Act 1993
Control of Noise at Work Regulations 2005

Air Quality

Environment Act 1995
Air Quality (England) Regulations 2000
Building Research Establishment draft Code of Practice on Controlling Particles from Construction and Demolition (2000)
DEFRA (2001) UK Air Quality Strategy, HMSO, London
Clean Air Act 1993
The City of London Air Quality Strategy 2011-2015
Road Vehicles (Construction and Use) Regulations 1986 (as amended) – Regulation 98
Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002

Smoke and Fume Nuisance

Noise and Statutory Nuisance Act 1993

Asbestos and Hazardous Substances

The Control of Asbestos Act 2006
The Control of Asbestos in the Air Regulations 1990
The Special Waste Regulations 1996 (as amended)
Special Waste (Amendment) (England and Wales) Regulations 2001
MDHS 100 "Surveying sampling and assessment of asbestos-containing materials" HSE Guidance Note 2002
Control of Substances Hazardous to Health Regulations 2002 (as amended)
Environmental Protection (Controls on Substances that Deplete the Ozone Layer) Regulations 1996

Plus all other current or future Legislation together with HSE Approved Codes of Practice and Guidance

Waste Management

Environmental Protection Act 1990
Environment Act 1995
Environmental Protection (Duty of Care) Regulations 1991
Environmental Protection (Special Waste) Regulations 1996 (as amended)
The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
Waste Management Licensing Regulations 1994 (as amended)
Waste Management Duty of Care Code of Practice (1996), HMSO

Contaminated Land

Environment Act 1995
Contaminated Land Regulations 2000
Interdepartmental Committee on the Redevelopment of Contaminated Land (ICRCL 59/83)
Contaminated Land Exposure Assessment documents, 2002
Code of Practice for the Investigation of Potentially Contaminated Sites BS 10175:2001
Landfill Tax Regulations 1996 (as amended)

Discharges and Site Drainage

Environmental Protection Act 1990
Environment Act 1995
Water Resources Act 1991
Water Industry Act 1991
Trade Effluent (Prescribed Processes and Substances) Regulations 1989 (as amended)
Anti-Pollution Works Regulations 1999

Pests

Wildlife and Countryside Act 1981 (as amended)

Trees

Town and Country Planning Act 1990
Wildlife and Countryside Act 1981 (as amended)
Conservation of Habitats and Species Regulations 2010
BS 5837:2012 Trees in relation to design, demolition and construction - Recommendations
BS 3998:2010 Tree work: Recommendations

Archaeology and Built Heritage

Ancient Monuments and Archaeological Areas Act 1979
Planning (Listed Buildings and Conservation Areas) Act 1990

City of London Documents

Code of Practice for Deconstruction and Construction Sites
Considerate Contractor Scheme (see Appendix C)
Scaffolding and Hoarding Licences (see Appendix D)
City's Standard Requirements for Sewer Connections (see Appendix E)
Traffic Management Requirements (see Appendix F)

APPENDIX B

Contact details for City Departments and External Agencies

Postal address for all Internal Departments: PO Box 270, Guildhall
London, EC2P 2EJ
General Switchboard (24 hour service) Tel: 020 7606 3030

MARKETS AND CONSUMER PROTECTION – Pollution team

All enquiries: Tel: 020 7606 3030.
Email: publicprotection@cityoflondon.gov.uk

DEPARTMENT OF THE BUILT ENVIRONMENT HIGHWAY MANAGEMENT GROUP

Out of Hours in Emergency: Tel: 020 7606 3030 and ask for duty officer to be called. He or she will call you back.
Considerate Contractor Scheme: Tel: 020 7332 1104
Email: carl.vaughan@cityoflondon.gov.uk
Highways Section & Scaffolding Licences: Tel: 020 7332 1104/3578
Fax: 020 7332 1578
Parking dispensations & Highway Closures: Tel: 020 7332 3553
traffic.management@cityoflondon.gov.uk
City of London Drainage Group: Tel: 020 7332 1105
District Surveyors: Tel: 020 7332 1000
City Structures Officer Tel: 020 7332 1544

DEPARTMENT OF THE BUILT ENVIRONMENT DEVELOPMENT MANAGEMENT

Protected Trees Tel: 020 7332 1708
Listed Buildings – Consent to Work Tel: 020 7332 1710

OPEN SPACES DEPARTMENT

Advice on birds, bats or plants found on site Tel: 020 7374 4127

THE CITY OF LONDON POLICE

Postal Address: Wood Street Police Station
37 Wood Street, London EC21 2NQ
General Enquiries: Tel: 020 7601 2455
Control Room (24 Hour operations): Tel: 020 7601 2222
Abnormal loads & traffic planning: Tel: 020 7332 3122

MUSEUM OF LONDON ARCHEOLOGY – ‘MOLA’

Postal Address: 46 Eagle Wharf, London, N1 7ED
General Enquiries: Tel: 020 7410 2200
Fax: 020 7410 2201

EXTERNAL AGENCIES

THE ENVIRONMENT AGENCY

Postal Address: Apollo Court
2, Bishops Square Business Park
St. Albans Road
Hatfield,
Herts, AL10 9EX

General Enquiries: Tel: 08708 506 506

HEALTH & SAFETY EXECUTIVE

Postal Address: Rose Court
2, Southwark Bridge Road
London, SE1 4LW

24 Hour Emergency Contact:
(construction, demolition
& asbestos related matters)

Tel: General enquiries: 0845 3450055
Tel: 020 7556 2102
Fax: 020 7556 2109

THE METROPOLITAN POLICE

Postal Address: New Scotland Yard
Broadway
London, SW1H 0BG

General Enquiries: Tel: 0300 123 1212
Abnormal Loads Section Tel 020 8246 0931

LONDON FIRE & EMERGENCY PLANNING AUTHORITY

Postal Address: 20 Albert Embankment
London, SE1 7SD

General Enquiries: Tel: 020 7587 2000

*NB. The work previously carried out by the **Petroleum Inspectorate** is now shared between The Health & Safety Executive - in respect of most instances where fuel is dispensed or stored in large quantities and Building Control Officers in Local Authorities - in the case of ventilation & signage in underground car parks etc.*

ENGLISH HERITAGE

Postal Address: 1 Waterhouse Square, 138-142 Holborn, London, EC1N 2ST

General enquiries: Tel: 020 7973 3000

TRANSPORT FOR LONDON

Abnormal loads section Tel: 020 7474 4770

LONDON UNDERGROUND LTD

Contact re underground structures etc. Tel: 020 7222 1234

PORT OF LONDON AUTHORITY

General enquiries: Tel: 0147 456 2200

APPENDIX C

Considerate Contractor Scheme Information

1. The Considerate Contractor Scheme (CCS) comprises:
 - a Code of Good Practice, covering care, cleanliness, consideration and cooperation;
 - regular inspections by the City's Considerate Contractor Surveillance Officers;
 - an annual judging and awards ceremony;
 - and a telephone hotline enabling the general public to comment on the Scheme, sites and on participating Contractors. (020 7332 1104) (email carl.vaughan@cityoflondon.gov.uk)

Note: general compliance with this Code of Practice is also a requirement of the scheme and sites will be judged and scored in this context.

2. The CCS is a co-operative initiative open to all Contractors undertaking building and civil engineering work in the City of London. There is no membership fee, but on joining the Scheme, members agree to abide by the Code of Good Practice. It is by following this voluntary Code that the general standards of works are raised and the condition and safety of City streets and pavements improved for the benefit of everyone living, working or just travelling through the Square Mile.

Membership of the CCS is actively encouraged for all construction and deconstruction works in the City.

Additional information and a copy of the code of practice can be obtained from The Environmental Services Highways Division representative on 020 7332 1104 or by email to carl.vaughan@cityoflondon.gov.uk

3. An Environment Award is available as a separate achievement in the Considerate Contractor Scheme to recognise and encourage best practice and innovation in the sustainability of City construction and deconstruction. For details email publicprotection@cityoflondon.gov.uk

APPENDIX D

Scaffolding & Hoarding Licence Requirements

1. Under sections 168 and 169 of the Highways Act 1980, scaffolds and gantries on or over the Public Highway require a licence and must comply in all respects with the Department of the Built Environment's Highways Division's Guidance Notes for Activities on the Public Highway.
2. Under section 184 of the Highways Act 1980, temporary vehicle crossovers require a licence and should comply with section 13 of the Highways Division's Guidance Notes for Activities on the Public Highway.
3. Application for these licences should be made to the City by contacting Highways Division, Department of Markets and Consumer Protection. A site visit will usually be required. (020 7332 1104)
4. Scaffolding over the River Thames, on the foreshore or within 16 metres of flood defences requires consent under the byelaws of the Environment Agency, Thames Region and the Port of London Authority.
5. Requests for further information, copies of the guidance notes and licence applications should be made to the Highways Division (020 7332 3578).



Department of Markets and Consumer Protection
Director – David Smith
Port Health & Public Protection Director - Jon Averns
City of London
PO Box 270, Guildhall
London EC2P 2EJ
Facsimile 020 7332 1623
www.cityoflondon.gov.uk

APPENDIX E
The City of London Sewers Act 1848
City of London Standard Requirements

1. All communicating drains to the sewer outfall **must** be provided with a cast iron intercepting/disconnecting trap which has a cascade, with access to the crown of the trap and have rodding access through to the sewer as BSS figure 26 or equivalent (for rodent control measures).
2. The communication pipework should be laid in straight lines in the vertical and the horizontal alignments and with no other pipe connections. (e.g. at a self-cleansing velocity and in a straight line from interceptor to the sewer).
3. The interceptor should be located inside the property boundary and adjacent to the buildings curtilage.
4. There should be provision to provide ventilation to the low invert level of a drainage system; this should normally be at the intercepting trap. It may be difficult to evaluate air movement precisely and therefore as guidance you should allow for the vent pipe to be half diameter at the size of the intercepting trap. This vent should be discharged to a safe outlet at roof level atmosphere.

NOTES

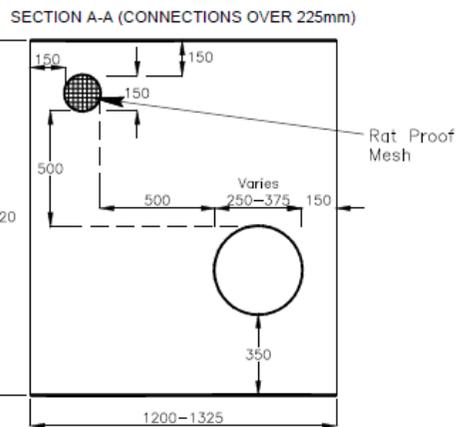
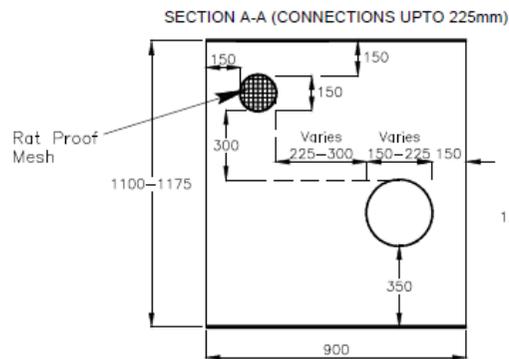
- a) The sewage system within the City historically vents to atmosphere via low level vents and any increases of discharge velocity (e.g. pumped drainage) of building effluent to the sewers results in the incidences of smells being reported. As justified smell complaints are treated as a statutory nuisance by this Department. It is **STRONGLY RECOMMENDED** where practicable and safe to do so all drainage should discharge via gravity.
- b) In the view of this authority there are rodents present within the sewers and special rodent control is therefore required; historically the measures this authority accepts is both by means of an interceptor trap and a sealed drainage system. You should discuss this matter with your Building Control Advisor/Inspectorate.
- c) There is a requirement under Section 62 of the Building Act 1984 for any person who carries out works which result in any part of a drain becoming permanently disused that they shall seal the drain at such points as the local authority may direct. You should therefore make arrangements to seal off any redundant communication drains connecting to the Thames Water Utilities (TWU) sewer at the point of communication with the local sewer and at the buildings curtilage.

Any failure in respect of these requirements may result in: -

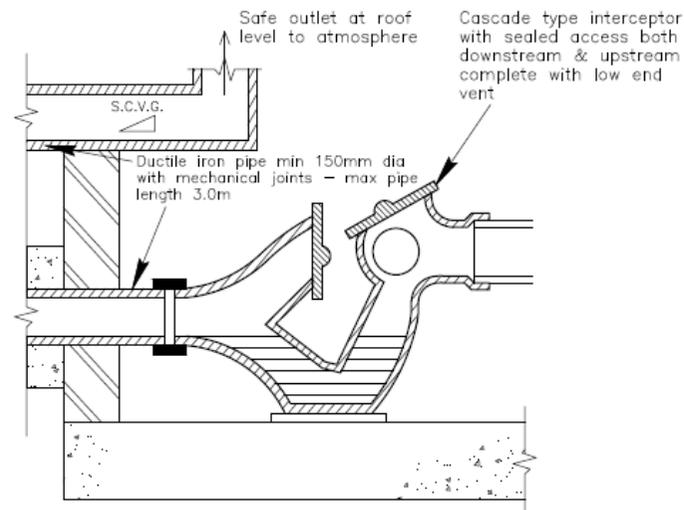
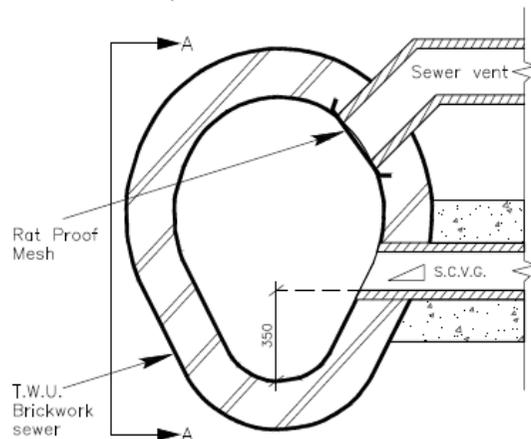
1. *Charging of costs and expenses involved in attending site and auditing works.*
2. *Copies of documents concerning any default being placed on our Land Charges Register and disclosed to all subsequent enquiries*
3. *Charging for remedial works done in default and costs recovered from responsible person(s) which may be substantial in terms of cost and delays to the project.*

- **You are advised to submit proposals in writing concerning these matters to the above address:-**

If you require any further advice or information on this matter, then please do not hesitate to contact Mr Richard Lambert on 020 7332 3026 or email Richard.Lambert@cityoflondon.gov.uk. He is normally available, Monday to Friday, 09.00-10.00 a.m. and 16.00 – 16.45 p.m. at the above address.



S.C.V.G. — Self Cleansing Velocity Gradient



NOTES:

- 1) THE SEWER VENT WILL ONLY BE REQUIRED ON THOSE DEVELOPMENTS WHERE IT IS A MANDATORY PLANNING REQUIREMENT.
- 2) ALL HEADING CONSTRUCTIONS TO ACCOMMODATE A VENT WILL REQUIRE APPROVAL IN PRINCIPAL VERIFIED BY THE CITY SURVEYOR.
- 3) **VENT PIPE MATERIAL SPECIFICATION:**
WITHIN HEADING—SAME SPECIFICATION AS SEWER CONNECTION.
WITHIN BUILDING—THE MATERIAL SHOULD HAVE A TECHNICAL STANDARD FOR THE PURPOSE PROPOSED. REFER TO APPROVED DOCUMENT H1 FOUL WATER DRAINAGE.
- 4) NO ACCESS SHALL BE PROVIDED TO THE PIPE IN ITS ENTIRETY. THE PIPE WORK SHALL BE CLEARLY LABELLED AS 'SEWER VENT PIPE NO CONNECTION TO BE MADE' AS AND WHERE ACCESSIBLE.
- 5) THE LOCATION AND INSTALLATION SHALL BE TO THE SATISFACTION OF THE DIRECTOR OF PLANNING AND THE DIRECTOR OF ENVIRONMENTAL SERVICES.
- 6) THE INSTALLATION AND TESTING SHALL BE IN ACCORDANCE WITH ALL CURRENT LEGISLATION AND SHALL BE TO THE SATISFACTION OF THE DIRECTOR OF ENVIRONMENTAL SERVICES.
- 7) RODENT CONTROL DEVICES WILL BE REQUIRED TO BE INSTALLED AT ROOF LEVEL.
- 8) CONNECTIONS TO BE CONSTRUCTED AND MADE GOOD CONSECUTIVELY.
- 9) THE SEWER VENT PIPE SHALL BE SUPPORTED WITHIN THE HEADING WITH PROPRIETARY BRACKETS 300MM FROM JOINT AND ADDITIONAL BRACKETS AT 1.5M CENTRE TO CENTRE.
- 10) 12mmx16g STAINLESS STEEL MESH TO BE FIXED TO THE VENT/SEWER INTERFACE TO PREVENT RODENT INGRESS.

Notes
Do not scale. All dimensions to be checked on site.
Errors to be reported to supervising officer.

D	RODANT PROOF MESH ADDED	S.B.	FEB12
C	NOTES UPDATED	S.B.	NOV09
B	SECTION DETAILS UPDATED AND EXTRA NOTES ADDED	S.B.	JUNE08
A	SEWER VENT ADDED	S.B.	MAY08
Rev		Drawn	Date



Drawing produced by CITY SURVEYOR'S DEPARTMENT
in collaboration with:
DEPARTMENT OF THE ROYAL ENVIRONMENT
P. A. BROWN, ESQ., CIO, MBE, DCS
(Director of DEPARTMENT OF THE ROYAL ENVIRONMENT)
PO BOX 270, GUILDFORD, SURREY, GU1 2JG
Tel : 020 7866 3030 Fax : 020 7332 1963

Project : HIGHWAY DRAINAGE		Drawing : TYPICAL SEWER AND VENT CONNECTION							
Scale of A4 : N.T.S.	Drawn by : S.B.	Drawing No: ALS11v							
Des : P.J.	APP :	Revision							
Date : MAY 08	Proj code UPRN	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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29/05/2008 16:17:26 Baysnes, Scot: HP/Project/New Structure/CAD/HIGHWAY/Drainage & Sewer Subways - Cakelaei_Standard Drainage Details - ALS11 To 12/AL1511 - Inc Vent - Read Only.dwg

APPENDIX F

Traffic Management Requirements

General

The Contractor will be required to use designated traffic routes. These must be agreed during the site operations planning stage with the Department of Markets and Consumer Protection Highways Management Group (020 7332 3993).

If necessary, proposed routes will also be discussed with The City Police (020 7601 2222), Transport for London (020 7474 4770), Port Health and Public Protection (020 7606 3030) & The Metropolitan Police. (020 7230 1212).

Whenever possible vehicles must enter and exit the site in a forward direction, any exceptions to this rule must have prior consent from the Department of Markets and Consumer Protection Highways Division (020 7332 3578).

A competent banksman should be provided to assist your drivers accessing & leaving sites where there are busy streets etc., thereby ensuring pedestrian safety & minimal disturbance to other traffic.

Deliveries to the site should be properly co-ordinated. Parking in local streets whilst waiting for access to the site is not permitted. A 'parking dispensation' will be required for vehicles unloading or loading in the street. (Contact the Traffic Management Office on 020 7332 3553 to arrange this)

The contractor will be held responsible for any damage caused to the highway by site activities and will be required to carry out the temporary or permanent reinstatement of roads, kerbs, footpaths & street furniture to the satisfaction of the City.

The City encourages use of systems where vehicles serving sites regularly are identified by prominently displayed notices.

Contractors must not allow mud or other spoil from sites onto the highway adjacent to the site. Wheel washing plant or other means of cleaning wheels must be used before vehicles leave unpaved sites.

Arranging road closures in connection with crane & other heavy lifting equipment deliveries.

The correct procedure involves firstly telephoning the Pollution Team to agree the hours of operation and noise implications of your outline proposals on 020 7606 3030.

The 'mobile crane environmental health authorisation & structures form' – 'Appendix I' should then be completed and faxed to the Pollution Team on 020 7332 1316 for approval.

Once received, the completed form will be checked, any necessary amendments agreed with the applicant and returned to the applicant signed by the authorising officer.

Formal application for any crane operation and / or road closure must then be made in person to the Department of Built Environment's Traffic Management Office. Applications will only be considered by appointment, and applicants must have details of the proposed date, time and nature of the operation at this time. Also, a completed 'Appendix I' signed by the authorising officer must be presented, together with the appropriate payment. For details of current charges or to make an appointment, telephone 020 7332 3553.

Important Note- Underground 'Structures'

The part of Appendix I relating to 'structures authorisation' must also be signed by the crane company's representative before it is presented to The Traffic Management office. It is the crane operators responsibility to check whether there are any underground 'structures' such as subways, car parks, vaults or railway tunnels under, or adjacent to the part of the highway where the crane is to be sited.

Operators must contact the City's Structures officer on 020 7332 1544 to discuss the operation and, if required, the owners of any private underground structures such as London Underground Ltd. (020 7222 1234)

Abnormal Loads

Prior permission for any **abnormal loads** (as specified in legislation enforced by the City of London & Metropolitan Police forces) is required from The City of London Police's traffic planning section (020 7601 2143) & The Metropolitan Police's abnormal loads section (020 8246 0931). Generally, such deliveries have to take place on weekdays after 19.00 hours or at weekends and may also require prior agreement from 'Transport for London'. Contact 020 7474 4770.



APPENDIX G

SITE INFORMATION SHEET

Department of Markets and Consumer Protection
 Port Health and Public Protection – Pollution Team
 City of London, PO Box 270, Guildhall, London EC2P 2EJ
 Working and Out of Hours Contact No: 020 7606 3030
publicprotection@cityoflondon.gov.uk

This form must be completed and forwarded to the Environmental Health and Public Protection, Pollution Team in advance of the start of activities on site.

Contact Details			
Date form completed:		Date works starting:	
Site name and address (Site Plan to be attached)			
Name of Site Contact:			
Site Contact direct dial number e-mail address:			
Site 24 Hour Contact Number:			
Contractor Company Name:			
Name of Contractor Contact:			
Contractor address			
Contractor contact number and e-mail:			
Additional/Useful Contact Names and Numbers:			
Details of Works			
Proposed Working Hours:			
Approximate dates of Works:			
Brief Details of Works to be Carried Out:			

Noisy Works	
Plant and/or tools to be used and likely to be noisy:	
Works predicted to be noisy / or cause vibration and their location:	
Mitigation measures to minimise noise and vibration levels:	
Dusty Works	
Works generating dust and control measures	
Site Sensitivity	
Residents and businesses likely to be affected:	
Method of notifying residents and businesses	

For Environmental Health and Public Protection Use:

Officer/s	Contact numbers

Name:	
Signature:	
Position:	
Date:	



APPENDIX H

Department of Markets and Consumer Protection

Port Health and Public Protection – Pollution Team
 City of London, PO Box 270, Guildhall, London EC2P 2EJ
 Normal and Out of Hours Contact No: 020 7606 3030
publicprotection@cityoflondon.gov.uk

SITE HOURS VARIATION REQUEST SHEET

This form must be completed and returned to the Pollution Team at least 5 days before the activities are to take place. The site hours requested can only be worked if approval is given and this form is countersigned by relevant Environmental Health Officer(s).

Date:				
Company:				
Company Contact:				
Company Contact for Operation:				
Site Name and Address:				
Direct Number:				
e-mail address:				
Operation(s) including location on site:				
Date of operation(s)				
Proposed Working hours:				
Company contact(s) for operation(s):				
Details of operation(s):				
Reasons for the operation(s):				
Plant and/or tools used:				
Predicted noise levels at sensitive location¹	Location	High	Medium	Low
Mitigation measures to minimise high and medium levels of noise:				

¹ Criteria for predicted noise levels	
High	Operations that involve frequent mechanical impact, large numbers of plant and/or are continuous for 30 to 60 min. in every 1 hour.
Medium	Operations that involve manual impact noise, movement of plant (e.g. excavation, movement of materials etc) and/or are continuous for 10 to 25 min. in every 1 hour.
Low	Little or no perceptible noise above background levels at receptor, manual activities, limited plant and/or are continuous for up to 10 min. in every 1 hour.

Residents and businesses likely to be affected. e.g. addresses, site maps etc.	
Notification method (copies of written communications to be included)	

For Environmental Health use:

Variation Number: _____

Variation Granted: YES/NO (delete as appropriate)

If **YES**, any additional comment/specific conditions:

--

If **NO**, please provide brief details/reasons:

--

Name:	
Signature:	<i>Environmental Health Officer</i>
Date:	



APPENDIX I

MOBILE PLANT ENVIRONMENTAL HEALTH AUTHORISATION NOTICE & STRUCTURES NOTIFICATION

publicprotection@cityoflondon.gov.uk

This form must be presented to the Street Management Office at your appointment, signed by the relevant Environmental Health officer(s).

Company Name:	
Contact Name:	
e-mail address:	
Telephone No/Site Contact Mobile No:-	
Company Address	
Street Name & Location (Where operation is to take place):	
Type Of Operation:	
Are any noisy operations involved?	
Weight of Crane:	
Type Of Traffic Prohibition:	
Date Of Street Management Services Appointment:	

(Times Requested): (please state **TIMES** below in the relevant section)

(Monday-Friday)	
(Saturday Only)	
(Sunday Only)	
(*Friday/Saturday-Sunday) (please also state non operational times) (*delete where necessary)	

Authorisation Declaration (to be signed by environmental officer)

State Name: (of environmental officer) [see Map]	Authorised Signature:	Date: (of confirmation)

B

STRUCTURES AUTHORISATION NOTICE

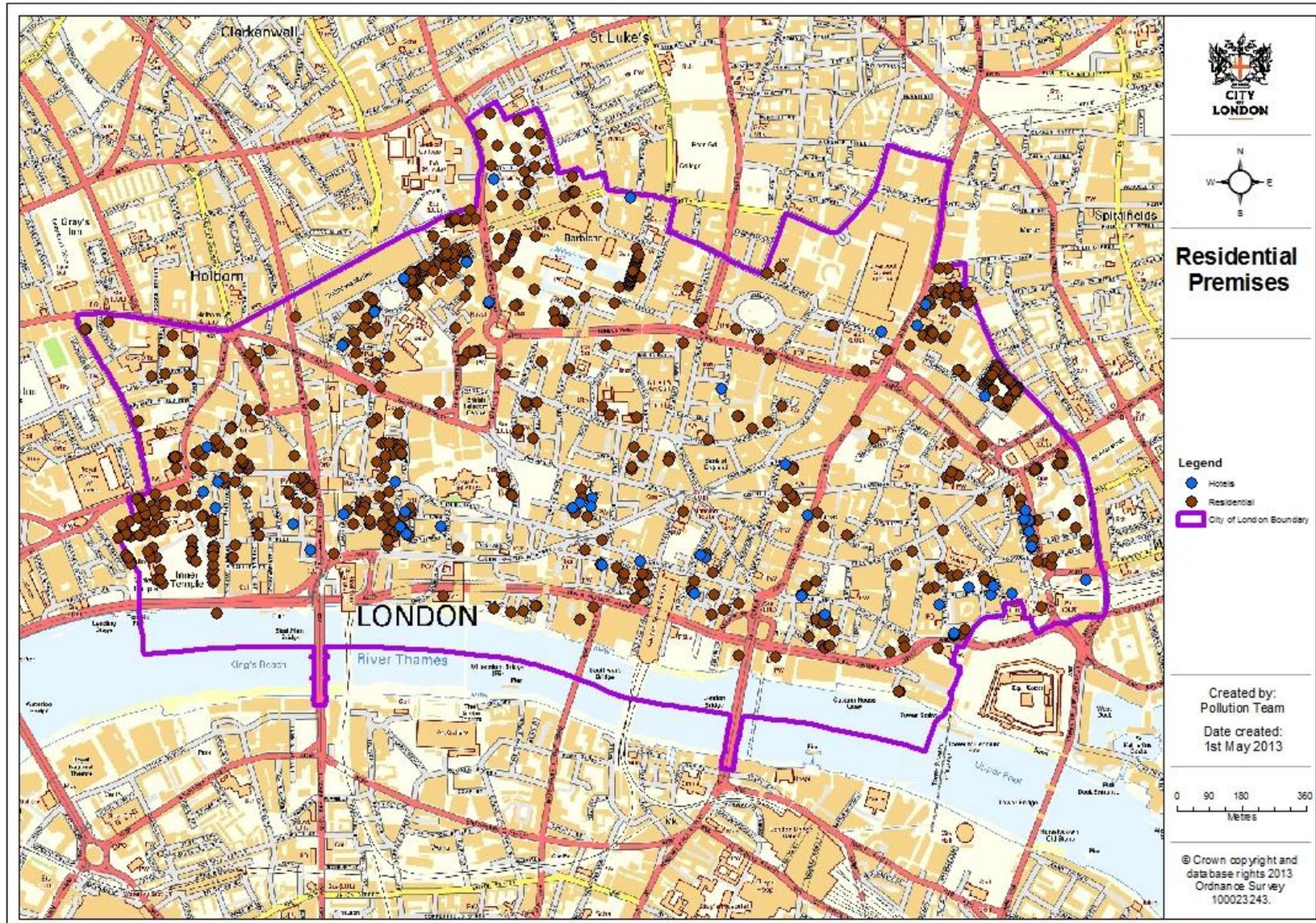
Are there any underground City of London or Privately owned structures? (See List for Corp of London structures).	If YES, please provide documentation that permission has been provided.	Signature of Crane Representative:
Yes No		Date:

If you fail to produce this form (signed by environmental health and crane company) at your appointment, you may have to book another appointment which will delay your operation.

To be completed by Street Management Services Officer at appointment:

INDEMNITY NUMBER:		DATES AGREED:	
SMS OFFICER:			
DATE:			

Appendix J





APPENDIX K
Department of Markets and Consumer Protection
Code of Practice for Deconstruction & Construction Sites Check List

Site Address:

Contractor:

Contact Telephone Number: Emergency Telephone Number (24hr):

A.	<u>Documentation to be held on site</u>	
	Scheme of Protective works, including measures for protecting (neighbours) (CoP 2)	Y/N
	Complaint and dust incident log with actions taken	Y/N
	Vibration and dust monitoring results	Y/N
	Environmental noise, dust, vibration and any other monitoring undertaken	Y/N
	Liaison meeting minutes, newsletters, letters to neighbours etc	Y/N
	Site hours variation sheets	Y/N
	Inventory of all non-road-mobile machinery with details of after treatment technology	Y/N
	Inventory and timetable of dust generating activities	Y/N
B.	<u>Scheme of Protective works and Liaison and Consultation Strategy (CoP 2)</u>	
	Pre start up discussions with the Pollution Team and other appropriate departments in the City of London (CoP 2)	Y/N
	Scheme of Protective works completed and submitted (CoP 2)	Y/N
	Liaison and Consultation strategy developed? to include:	Y/N
	– Identifying and contacting neighbours and interested parties, including Ward Member(s)	Y/N
	– Liaison officer appointed to deal with/inform neighbours	Y/N
	– Plans for communication with affected and interested parties	Y/N
	Proposed Scheme (as per CoP 2) presented to neighbours and interested parties, including Ward Member(s)	Y/N
	Evidence of communication with neighbours and interested parties	Y/N
	– Display board with site contacts	Y/N
	– at least fortnightly (unless otherwise agreed)	Y/N
	Site hours variation sheets being used for prior approval of works outside normal working hours.	Y/N
	Designated complaints/incidents logbook or register	

C.	<u>Hours of Work (CoP 3)</u>	
	Standard hours worked	Y/N
	Quiet hours observed (specified or checklist for monitoring)	Y/N
	Structural borne noise including party wall work identified and hours of work agreed with Pollution Team/Neighbours	Y/N
D.	<u>Vehicle Movement & Deliveries (CoP 3 and 4)</u>	
	Traffic management plan	Y/N
	Vehicle movements to the site minimised	Y/N
	Site hours observed in respect of deliveries	Y/N
E.	<u>Light Pollution (CoP 9)</u>	
	Site lighting positioned to prevent nuisance to residents or road traffic	Y/N
F.	<u>Noise & Vibration (CoP 2)</u>	
	Best Practical Means employed.	Y/N
	BMP considerations detailed in Environmental Management Plan <u>should</u> address the following :-	
	A Use of breakers kept to a minimum (leading edges etc)	Y/N
	B Main demolition carried out with hydraulic crushing plant e.g. munchers, crushers, nibblers etc.	Y/N
	C Diamond sawing / cutting use / option considered	Y/N
	D Other quiet methods considered / used	Y/N
	E Removing of spoil from upper floors by skip	Y/N
	F Isolation of deconstruction works from sensitive neighbours	Y/N
	G Bored or hydraulically jacked piling rigs. Fully “silenced” engines up to Euro standards and no reversing Kelly / auger bars	Y/N
	H Mains electric powered equipment used, “super silent” generator supply when mains not available.	Y/N
	I Off site preparation where possible e.g. cutting of decking	Y/N
	J Static plant positioned away from neighbours and provided with acoustic housing	Y/N
	k Impervious hoardings 5kg/M ² > surface density erected	Y/N
	L Existing non-sensitive structures and site materials positioned as noise shields	Y/N
	M Existing facades and boundary walls left as long as possible. Windows boarded / bricked up.	Y/N
	Noise and vibration monitoring carried out and results available.	Y/N
	Ongoing dust monitoring of large sites	Y/N
H.	<u>Air Quality and Dust (CoP 4)</u>	
	List of all dust and emission control methods to be employed	Y/N
	Wrap buildings to be demolished	Y/N
	Provision for wheel washing on site	Y/N

	Details of fuel stored on site	Y/N
	Use of Ultra Low Sulphur Diesel (if available)	Y/N
	Non road mobile machinery fitted with particle traps (if available)	Y/N
	All loads covered when leaving site	Y/N
	Authorised on site personnel with knowledge of pollution controls and vehicle emissions	Y/N
	Sit personnel trained in best practice for dust control	Y/N
	Innovations are specifically taken on site to improve environmental conditions:	Y/N
	a) How are they reported (who to, why and where etc)	
	b) How are they monitored (by whom, when and where etc)	
I.	<u>Waste Management (CoP 6)</u>	
	Waste Management Plan	Y/N
	Generation of waste kept to a minimum by re-use, recycling, back filling with site spoil minimum packaging for site plant / materials	Y/N
J.	<u>Site Waste Water (CoP 7)</u>	
	Consent waste water generated as trade effluent obtained	Y/N
	Dewatering of site via settlement tanks and reuse for watering down dust etc.	Y/N
	List of chemicals to be added to water to improve dust suppression	Y/N

Appendix L

