CLOCS | Construction Logistics and Community Safety

Construction Logistics Planning (CLP)
Guidance

Version: v1.2 (April 2021)

This document is for guidance only. It was developed by Transport for London and adapted by CLOCS for UK-wide implementation.

Any references to London in this guidance are for illustrative or educational purposes to assist other areas with implementation planning.

Thank you to the following for their contribution and support in the creation of this document:

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CLP Guidance

The purpose of this Construction Logistics Planning (CLP) guidance is to ensure that CLPs of high quality are implemented to minimise the impact of construction logistics on the road network. Well-planned construction logistics will reduce:

- **Environmental impact:** lower vehicle emissions and noise levels
- **Road risk:** improving the safety of road users
- **Congestion:** reduced vehicle trips, particularly in peak periods
- **Cost:** efficient working practices and reduced deliveries

The guidance deals specifically with the construction logistics element of the planning permission process and aims to support local borough guidance on CLPs and Transport Assessments (TAs).

This guidance aims to:

- Establish a standardised approach to assessing the CLP element of planning applications
- Inform developers of the technical requirements of CLPs
- Describe the planned measures that should be considered or included within a CLP
- Provide detail on the implementation and monitoring of CLPs
- Introduce the concept of Community Considerations and their relevance to the CLP process

A well-prepared CLP ensures that construction logistics is considered during the planning permission process.

This CLP Guidance will help to ensure that requirements are met and that planning applications can be reviewed and assessed comprehensively. The guidance is designed to integrate with all activity undertaken throughout the planning process and construction programme.

What is a CLP?

A CLP is an important management tool for planners, developers and construction contractors. The CLP focuses specifically on construction supply chains and how their impact on the road network can be reduced. The construction supply chain covers all movements of goods, waste and servicing activity to and from site.

A CLP differs from a Construction Management Plan (CMP) or Construction and Environmental Management Plan (CEMP) in that CLPs are developed earlier in the planning process and focus specifically on logistics. The information and planned measures identified in the CLP can also be included in the CMP or CEMP.

Glossary

There is a glossary for key terms at the end of this document. Please familiarise yourself with them before reading the guidance.

Any questions?

Please contact: support@clocs.org.uk

Contents

CLP introduction

The construction phase of a development will have environmental, safety and congestion impacts on the road network and the surrounding community. The impacts can vary depending on the size, timescale and location of the development, and, for larger developments that may take many years to construct, the construction phase can have a greater impact than the operational phase.

This guidance uses the umbrella term '**Community Considerations**' to address the main concerns faced by construction logistics activities, particularly at the local level. Such activity can have a significant impact on the surrounding community, especially when residential areas and/or facilities like schools, hospitals, health centres, community centres, sports facilities, transport hubs and Cycle Super Highways are located near the work site.

A CLP provides the framework for understanding and managing construction vehicle activity into and out of a proposed development, encouraging modal shift and reducing overall vehicle numbers. A full assessment of all phases of construction should be included and detail:

- The amount of construction traffic generated
- The routes the construction vehicles will use
- The impact on relevant Community Considerations
- Any traffic management that will be in place
- Any policies which encourage modal shift

There are two types of CLPs that may be required:

Outline CLP accompanies the planning application and gives the planning authority an overview of the expected logistics activity during the construction programme.

Detailed CLP is submitted to a planning authority at the post-granted discharge of conditions stage and provides the planning authority with the detail of the logistics activity expected during the construction programme.

CLP toolkit/resources

To assist you in learning about and implementing CLPs, there are several resources for CLP guidance available on the CLOCS website:

- A CLP Tool
- A CLP Tool completed example
- An Outline CLP Template
- An Outline CLP Template completed example

Available here: CLOCS website

Contents

Planning permission process

Local Planning Authorities (LPAs) are responsible for approving planning applications. As the CLP typically forms part of a planning application, LPAs are also responsible for approving the CLP.

LPAs must make a judgement on a case-by-case basis as to whether a development proposal will generate significant impacts on the road network. For illustrative purposes, a Planning level of impact table (p6) has been produced for guidance.

Community Considerations will also affect the level of anticipated impact. The **Considerations level of impact table** below is indicative and the actual level of impact could be higher or lower depending on a number of considerations.

These planning applications include, amongst others:

- The CLP policies of the Local Plan (if any)
- This CLP Guidance
- The scale of the proposed development and its potential for construction impacts
- Community Considerations
- Programme and the duration of scheduled works
- Impact on other priorities/strategies (such as promoting walking and cycling)
- The cumulative impacts of multiple developments within a particular area
- Consideration given to existing and/or planned non-highway modes including consolidation and river/rail transport

** If customising this guidance for your local area, insert any local policies or application processes (as appendices) here **

Contents

	Level of impact		
Considerations	**Lower**	**Medium**	**Higher**
Approx. construction cost	< £2m	> £2m	> £23m
Community Considerations	Lower	Medium	Higher
Size	All developments falling outside of 'Higher' and 'Medium' definitions	10+ residential units or creation/change of use of 1,000+ m^2 floorspace	100+ residential units or creation/ change of use of 10,000+ m^2 floorspace

Outline and Detailed CLPs

There are two stages in the planning process when drafting a CLP:

1. The **Outline CLP** is written during the planning and design stage and is submitted with the planning application.
2. The **Detailed CLP** is written during the pre-construction/ construction stage and is implemented and monitored throughout the construction programme.

The requirements for CLPs differ depending on the level of impact the development is expected to have. As shown in the **Planning level of impact** table below, developments deemed to have a lower impact should provide details within the Transport Assessment, although where there are specific construction issues a CLP may be more appropriate. Medium and higher impact developments will require an Outline CLP and a Detailed CLP.

Outline CLPs should be prepared during the planning approval stage for medium and higher impact developments. For lower impact sites details can be included within the Transport Assessment. As detailed design has likely not occurred and a contractor has likely not been commissioned at this stage, the Outline CLP will contain fewer details than the Detailed CLP.

For **lower impact** developments, the construction impacts should be considered within the Transport Assessment. For **medium impact** developments, the Outline CLP should contain details that are available at the planning stage, and for **higher impact** developments, additional details are required with input from a construction logistics specialist.

The planned measures that are committed to in the Outline CLP will be written into the Section 106 agreement with reference to the Detailed CLP to be produced prior to construction.

Detailed CLPs are extensive plans that are required to be produced for medium and higher impact sites. They are produced during the pre-construction stage and need to be updated throughout construction. Updating the CLP will be covered in more detail in the **Writing a CLP** section of this guidance.

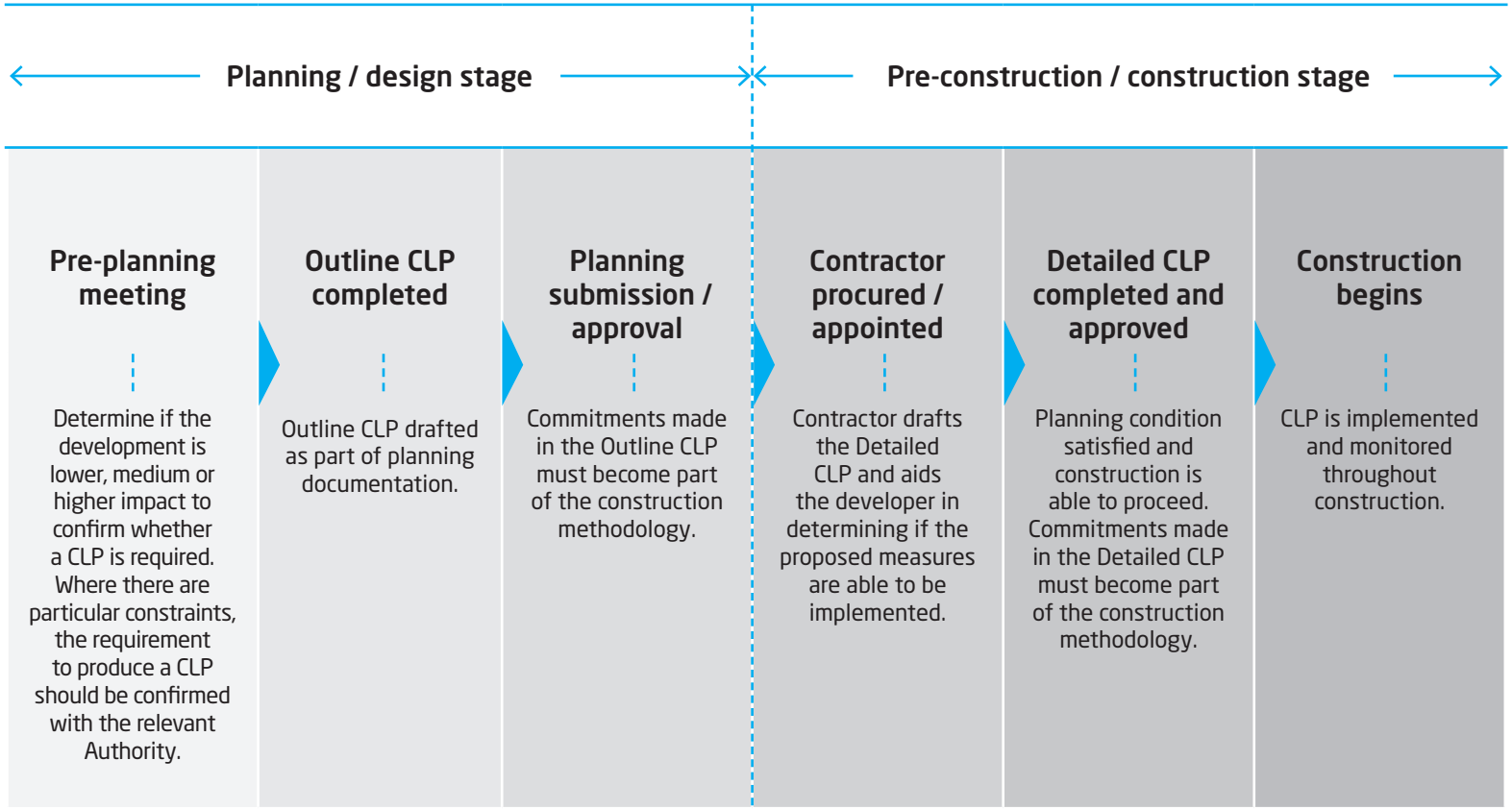
	Level of impact		
Planning stage	**Lower**	**Medium**	**Higher**
Planning approval	Transport Assessment or Outline CLP	Outline CLP	Outline CLP
Pre-construction	No CLP required*	Detailed CLP	Detailed CLP

*A detailed CLP may be required for lower impact sites with specific construction impacts. To be confirmed by the relevant authority at pre-planning or planning approval stage.

Contents

CLPs and the planning process

The two stages are shown below with the activities that typically occur during each stage. Depending on the circumstances of certain projects, the activities shown below may not occur in the order specified.



Contents

Who is involved?

Local Planning Authorities (LPAs) are responsible for reviewing and approving the Outline and the Detailed CLP. LPAs are also responsible for ensuring construction is carried out according to the terms of the CLP. They will respond to complaints raised by the community and follow them up with the developer.

Developers hold overall responsibility for the management of the development. They are responsible for agreeing the terms of the CLP and ensuring that their contractors conform with the agreed measures.

Planning specialists typically write the Outline CLP for planning approval. They are responsible for working with the developer and local authority planners to help define which planned measures can be agreed at the planning stage.

Contractors typically write the Detailed CLPs which reflect the actual plans for the construction of the site. Contractors are responsible for the day-to-day management of the construction site. They are responsible for ensuring that the CLP and the agreed planned measures are implemented on the site. When considering moving goods by water and rail, specific reference to rail or marine contractors should be made.

Logistics operators provide haulage services to the construction industry. They are responsible for abiding by the measures outlined in the CLP.

Local government bodies – statutory consultees in the planning process, particularly where an application is deemed to have an impact on the transport networks e.g. Transport for London (TfL) and Transport for Greater Manchester (TfGM).

Contents

Accreditation

To support all parties involved in the preparation and assessment of CLPs, three one-day training courses have been developed. These courses have been designed specifically to support individuals from any organisation.

Foundation

Those who attend the Foundation training will leave with an understanding of:

- The context of freight and construction
- The complexity of construction and construction logistics
- The purpose of CLPs and the benefits they offer
- The CLP planning process
- CLP structure and content
- Community Considerations and planned measures

Successful completion of Foundation training will earn attendees the Construction Logistics Planning Foundation Certificate.

Practitioner

Completion of the Foundation training is a prerequisite for those who wish to obtain the Practitioner qualification.

Those who attend the Practitioner training will leave with an understanding of:

- How the CLP may be tailored to align with the 6 phases of construction
- How to utilise the CLP Tool
- How to implement planned measures through CLP development
- How to review, re-assess and update the CLP

Successful completion of Practitioner training will earn attendees the Construction Logistics Planning Practitioner Certificate.

Advanced

Completion of the Practitioner training is a prerequisite for those who wish to attend the Advanced training.

Those who attend the Advanced training will leave with an understanding of:

- Data modelling / vehicle estimation tools
- Communicating CLPs through the supply chain
- Self or internal measuring auditing techniques
- Enforcing CLP requirements

The Chartered Institute of Logistics and Transport | Accredited Short Course

Contents

Policy

This section explains why CLPs are used in planning and outlines the key national strategic planning policies.

National Planning Policy Framework (NPPF)

The NPPF promotes the use of sustainable transport throughout the UK, safe road design, and the efficient and sustainable delivery of goods and supplies. The NPPF sets out the long-term strategy for sustainable development.

Traffic Management Act (2004)

Part 2 of the Traffic Management Act sets out the responsibility of local authorities to manage traffic networks within their geographical area of responsibility. This includes efficient use of the network and the requirement to take measures to avoid contributing to traffic congestion.

Local Planning Authority policy

Local authorities have a statutory responsibility to minimise disruption to nearby residents and the local economy during the construction stage of a development. This is captured in a range of statutory requirements and best practice guidance, some of which apply to the planning process. An element of these requirements includes producing CLPs as part of a suite of plans designed to ensure sustainable development.

Opportunity Area Planning Framework (OAPF)

CLPs can be effective at significantly reducing construction transport movements in and around OAPF developments as they can cover multiple sites, and should be considered as part of the OAPF process.

Highways Act

The Highways Act 1980 is an Act of the Parliament of the United Kingdom dealing with the management and operation of the road network in England and Wales. It is the Act which most of the activities pertaining to CLPs utilise.

Vision Zero

An approach to road danger reduction that works towards the elimination of road traffic, deaths and serious injuries by reducing the dominance of motor vehicles on our streets.

** If customising this guidance for your local area, insert any references to local strategies, plans and policies (as appendices) here. **

Contents

Writing a CLP

The following structure is used when preparing both the Outline CLP and Detailed CLP.

This section of the guidance describes the details required in each CLP. It is split into two sections: Outline CLP and Detailed CLP. Within these sections, the strategies to reduce impacts section differentiates between lower, medium and higher impact developments.

1. Introduction
2. Context, considerations and challenges
3. Construction programme and methodology
4. Vehicle routing and site access
5. Strategies to reduce impacts
6. Estimated vehicle movements
7. Implementing, monitoring and updating

CLP toolkit/resources

To assist you in learning about and implementing CLPs, there are several resources for CLP guidance available on the CLOCS website:

- A CLP Tool
- A CLP Tool completed example
- An Outline CLP Template
- An Outline CLP Template completed example

Available here: CLOCS website

Contents

Outline CLP:
Introduction

The introduction shall provide high level information including:

- Developer name
- Existing site location and use
- Summary of works
- Individual responsible for preparing the CLP must be identified in this section and on the title page of the CLP, as shown in the CLP Template (available here: CLOCS website).
- The individual responsible for approving the CLP must also be identified in this section.

The following information should also be included, under these headings:

- Objectives of the CLP
- Site context
- Development proposals
- CLP structure

Contents

Outline CLP: Context, considerations and challenges

This section describes the current situation on and around the site. It should briefly describe the relevant local Community Considerations and land uses that may have an impact on construction.

Relevant infrastructure owners and operators (i.e. Network Rail, National Grid, TfL, TfGM etc.) should be consulted at the earliest opportunity if the construction is expected to have an impact on their assets.

The headings in these sections are described in more detail in the CLP Template (available here: CLOCS website) and must include:

- Policy
- Plans
- Local access including highways, public transport, cycling, walking and waterways
- Community Considerations

This chapter should also include three clearly legible maps that show the current context of the site. The three maps should include the following details:

Regional plan with a scale smaller than 1:15,000 showing:

- The location of the work site(s) in the context of main roads, routes, water ways, railways and other key infrastructure
- Freight delivery infrastructure (e.g. consolidation centres)
- Community Considerations

Local context plan with a scale of between 1:2,000 and 1:3,000 showing:

- The location of the site in the context of surrounding roads, footways, cycle routes and other infrastructure
- Detail nearest wharf and railhead to site
- Potential marshalling areas
- Freight delivery infrastructure (e.g. consolidation centres)
- Community Considerations

Site boundary plan with a scale of between 1:500 and 1:1,000 showing:

- The local context of the area with a fine level of detail (OS data) as currently provisioned highlighting the extent of footways, other buildings, cycle lanes and road markings
- Community Considerations

Please see examples of these maps in CLP Example (available here: CLOCS website)

Contents

Outline CLP:
Construction programme and methodology

This section outlines the construction programme and the methodology. The CLP Tool should be used to generate a construction programme diagram to be accompanied by an explanatory narrative (see the CLP Template at CLOCS website).

The construction methodology must be described for the duration of the development using the following six different phases for buildings and infrastructure projects.

Buildings phases:

1. **Site setup and demolition** – includes establishing welfare accommodation, setting-up hoarding, demolishing existing buildings and clearing the site of debris.
2. **Basement excavation and piling** – typically includes removing excavated material from the site and excavating the basement. As the basement is being dug, piling is required to form the basement walls and structural footings of the building.
3. **Sub-structure** – below ground works include foundations and basement walls. Plant installation can also occur.
4. **Super-structure** – above ground works including the structural elements of the building including floors.
5. **Cladding** – cladding includes the external elements of the building including the façade, roof and glazing.
6. **Fit-out, testing and commissioning** – this stage includes all mechanical, electrical, and plumbing installation and testing of newly installed systems.

Infrastructure phases:

1. **Site establishment, clearance and alterations** – includes establishing welfare accommodation, clearing the site of debris and existing buildings and alterations to existing infrastructure (e.g. utilities).
2. **Excavation and foundations** – typically includes removing excavated material from the site and excavating the basement. As the basement is being dug, piling is required to form the basement walls and structural footings.
3. **Sub-structure** – below ground works include foundations and basement walls. Plant installation can also occur.
4. **Super-structure** – includes the above ground structural elements of the infrastructure.
5. **Services and systems installation** – infrastructure projects typically have extensive and complex systems. These can include mechanical, electrical and plumbing (MEP) systems, but also specialised systems (e.g. signalling, electrical and water).
6. **Fit-out, testing and commissioning** – includes all mechanical, electrical, and plumbing installation and testing of newly installed systems.

Contents

Outline CLP:
Construction programme and methodology cont.

Lower impact site

For developments with a lower impact, details should include the overall programme and peak period of activity.

Medium impact site

For developments with a medium impact, the overall programme will need to be identified including the start of demolition/enabling works and the peak period of activity.

Higher impact site

For developments with a higher impact, the pre-contract engagement of a contractor or construction logistics expert is suggested to ensure the Outline CLP is as accurate and realistic as possible. The programme for the works should be defined, including start and end dates for each phase of construction and a description of how works are expected to occur during each phases.

Contents

Outline CLP:
Vehicle routing and site access

This section consists of maps and associated text describing the vehicle routing and site access plans. The plans should be marked up versions of the plans already included to illustrate the sites, context considerations and challenges. The plans at the three different scales should include those items listed below.

Regional plan with a scale smaller than 1:15,000 showing:

- Strategic roads that are likely to be used to access the site
- Freight delivery infrastructure (e.g. consolidation centres)
- Community Considerations

Local context plan with a scale of between 1:2,000 and 1:3,000 showing:

- Local area routing including turn back routes
- Local access roads required to be used for the last stages of a journey to site. Specific access routes on the local roads should be identified. The connection to/from local roads to the strategic road network should also be shown.
- Routes that are off-limits to site traffic
- Detail of nearest wharf and railhead to site
- Freight delivery infrastructure (e.g. consolidation centres)
- Community Considerations

Site plan with a scale of between 1:500 and 1:1,000 showing:

- Local access to the site
- Hoarding lines with site access gates (vehicle, pedestrian and cyclist)
- Pedestrian and cycle access and routes both into an on site
- Highway changes (including footway and road closures)
- Vehicle routing to site (including swept paths)
- Vehicle pit lanes, marshalling and loading areas
- Vehicle routing on to and within the site (including swept paths)
- Crane location(s)
- Potential areas of conflict and traffic marshal locations
- Parking (vehicle and cycle), loading and unloading arrangements.
- Community Considerations

Medium impact sites require a single plan showing the typical site layout.

Higher impact sites require multiple plans showing the site layout during the different phases of construction.

Please see examples of these maps in CLP Example (available here: CLOCS website)

Contents

Outline CLP:
Strategies to reduce impacts

This section describes measures that can be implemented to ensure the CLP is effective in achieving the aims of reducing environmental impact, road risk, congestion and cost.

Planned measures are specific techniques that are agreed to through the planning process. Planned measures need to be SMART (Specific, Measurable, Achievable, Relevant & Time-bound), easily interpreted, implemented and monitored. They are agreed in outline during planning permission process and the detail is defined prior to starting construction activities.

The measures are categorised as follows:

Committed – indicates a measure that will be implemented as part of the CLP, secured by planning condition or, where applicable, through the Section 106 agreement. These measures shall be included in any tendering documents for the contract to build the development. If the developer's contractors do not comply with these requirements, it will be classified as a material breach of their contract and could lead to them being refused access to the site. It is the developer's responsibility to ensure their requirements are part of the main contractor and subcontractor contracts. The main contractor is responsible for ensuring that all sub-contractors conform to these contractual requirements.

Proposed – indicates a measure that is feasible and must be evaluated to determine its practicality. If a measure is not feasible, the CLP shall contain justification and evidence as to why it has been rejected. Proposed measures shall be discussed with potential contractors during the procurement stage with a view to including them in the contract and agreeing to them in the Detailed CLP.

Considered – indicates a measure that is not currently relevant but may be in the future. These measures should be proposed if suitable, but the CLP does not need to mention them if they are not appropriate.

The suggested requirements differ slightly depending on the impact of the site. The tables on the following 2 pages represent the baseline measures that are expected to be committed to. Any deviation from these will need to be justified in the CLP.

Contents

Outline CLP: Planned measures for a medium impact site

A medium impact site shall consider the following planned measures in the Outline CLP:

The following planned measures should be **committed** to:

- Safety and environmental standards and programmes
- Adherence to designated routes

The following planned measures should be **proposed** for further study/detail:

- Delivery scheduling
- Re-timing for out-of-peak deliveries
- Re-timing for out-of-hours deliveries
- Use of holding and vehicle call off areas
- Use of logistics and consolidation centres
- Smart procurement
- Implement a staff travel plan

The following planned measures shall be **considered** if circumstances change:

- Vehicle choice
- Freight by Water
- Freight by Rail
- Design for Manufacture and Assembly (DfMA) and off-site manufacture
- Collaboration with other sites in the area.
- Re-use of material on site

Planned measures – medium impact site

Planned measures checklist	Committed	Proposed	Considered
Measures influencing construction vehicles and deliveries			
Safety and environmental standards and programmes	X		
Adherence to designated routes	X		
Delivery scheduling		X	
Re-timing for out-of-peak deliveries		X	
Re-timing for out-of-hours deliveries		X	
Use of holding areas and vehicle call off areas		X	
Use of logistics and consolidation centres		X	
Vehicle choice			X
Measures to encourage sustainable freight			
Freight by Water*			X
Freight by Rail			X
Material procurement measures			
DfMA and off-site manufacture			X
Re-use of material on site			X
Smart procurement		X	
Other measures			
Collaboration with other sites in the area			X
Implement a staff travel plan		X	

* If site, consolidation centre or holding areas are within 100m of foreshore of navigable water-way or rail freight siding.

NB: lower impact sites require a single plan showing the typical site layout.

Contents

Outline CLP: Planned measures for a higher impact site

A higher impact site shall consider the following planned measures in the outline CLP:

The following planned measures shall be **committed** to:

- Safety and environmental standards and programmes
- Adherence to designated routes
- Delivery scheduling
- Collaboration with other sites in the area
- Implement a staff travel plan

The following planned measures shall be **proposed** for further study/detail:

- Re-timing for out-of-peak deliveries
- Re-timing for out-of-hours deliveries
- Use of holding and vehicle call off areas
- Use of logistics and consolidation centres
- Freight by Water
- Freight by Rail
- Design for Manufacture and Assembly (DfMA) and off-site manufacture
- Re-use of material on site
- Smart procurement

The following planned measures shall be **considered** if circumstances change:

- Vehicle choice

Planned measures – higher impact site

Planned measures checklist	Committed	Proposed	Considered
Measures influencing construction vehicles and deliveries			
Safety and environmental standards and programmes	X		
Adherence to designated routes	X		
Delivery scheduling	X		
Re-timing for out-of-peak deliveries		X	
Re-timing for out-of-hours deliveries		X	
Use of holding areas and vehicle call off areas		X	
Use of logistics and consolidation centres		X	
Vehicle choice			X
Measures to encourage sustainable freight			
Freight by Water*		X	
Freight by Rail		X	
Material procurement measures			
DfMA and off-site manufacture		X	
Re-use of material on site		X	
Smart procurement		X	
Other measures			
Collaboration with other sites in the area	X		
Implement a staff travel plan	X		

* If site, consolidation centre or holding areas are within 100m of foreshore of navigable water-way or rail freight siding.

Contents

Outline CLP:
Estimated vehicle movements

As part of the Outline CLP, the number of trips associated with the construction of the development should be estimated. This estimate will vary based on the type of construction, the programme and the phasing of construction.

The applicant will use their own methods to develop an initial estimate of the number of vehicles arriving on site during each of the six phases of construction. The data presented in the CLP should, for consistency, be submitted from the CLP Tool. This information will be important for target-setting and measuring actual road activity. Vehicle movement numbers provided must be realistic and proportionate to the size of the development.

As part of the estimation exercise, the size of any vehicle holding areas and capacity of any vehicle unloading points should also be reported. The peak number of vehicles arriving on site must not exceed the site's capacity to accommodate said vehicles.

Contents

Outline CLP: Implementing, monitoring and updating

The Outline CLP should include a description of how the CLP will be implemented, monitored and updated. Although many details and defined strategies will be unavailable at the planning stage, the intention and output of the implementation, monitoring and updating strategy should be reported. Local traffic management procedures should be referred to.

This section should include the following:

- Job title and Construction Logistics Practitioner ID number of the people responsible for approving and implementing the CLP
- Data that will be collected
- Description of the contractors' handbook
- Description of the drivers' handbook

The data collected should include:

Number of vehicle movements to site:
- Total vehicle, rail or barge movements
- By vehicle type/size/age
- Time spent on site
- Consolidation centre utilisation
- Origin and destination of vehicle, barge or train arriving at or leaving site (or wharf/railhead in use)
- Delivery/collection accuracy compared to schedule

Breaches and complaints:
- Community concerns about construction activities
- Vehicle routing
- Unacceptable queuing or parking
- Adherence to safety & environmental standards & programmes
- Low Emissions Zone (LEZ) and Ultra Low Emissions Zone (ULEZ) compliance
- Anti-idling

Safety:
- Logistics-related incidents
- Record of associated fatalities and serious injuries
- Methods staff are travelling to site
- Vehicles and operators not meeting safety requirements
- Personal safety surrounding the site

Contents

Detailed CLP:
Introduction

The introduction should provide information about the development and the construction including:

- Site location and use
- Developer name
- Name and contact information of individual responsible for preparing the CLP
- Name and contact information of individual responsible for approving the CLP
- Site contact details (in hours)
- Site contact details (out of hours)
- Summary of works
- Hours of operation
- Scope and size of development
- Estimated materials and quantities
- Traffic Regulation Orders (TROs) that may be required
- Events / temporary overlay

This section should be organised using the following headings:

- Objectives of the CLP
- Site context
- Development proposals
- CLP structure

Contents

Detailed CLP: Context, considerations and challenges

This section describes the current situation on and around the site. It must include a brief description of any changes that have occurred to relevant local community considerations and land uses since completion of the Outline CLP.

Relevant infrastructure owners and operators (i.e. Network Rail, National Grid, TfL, TfGM etc.) should be consulted at the earliest opportunity if the construction is expected to have an impact on their assets.

This chapter should also include three clearly legible maps that show the current context of the site. The three maps should include the following details:.

Regional plan with a scale smaller than 1:15,000 showing:

- The location of the work site(s) in the context of main roads, cycle routes, water ways, railways and other key infrastructure
- Freight delivery infrastructure (e.g. consolidation centres)
- Community Considerations

Local context plan with a scale of between 1:2,000 and 1:3,000 showing:

- The location of the site in the context of surrounding roads, footways, cycle routes and other infrastructure
- Marshalling areas
- Residential/commercial population approximate numbers
- Community considerations
- Detail nearest wharf and railhead to site
- Freight delivery infrastructure (e.g. consolidation centres)

Site boundary plan with a scale of between 1:500 and 1:1,000 showing:

- The local context of the area with a fine level of detail (OS data) as currently provisioned highlighting the extent of footways, other buildings, cycle lanes and road markings
- Community considerations

Contents

Detailed CLP: Construction programme and methodology

This section outlines the construction programme and the methodology. The CLP Tool should be used to generate a construction programme diagram and this should be accompanied by a narrative (see the CLP Template on CLOCS website).

The construction methodology must be described for the duration of the development using the following six different phases for buildings and infrastructure projects:

Buildings:

1. Site setup and demolition
2. Basement excavation and piling
3. Sub-structure
4. Super-structure
5. Cladding
6. Fit-out, testing and commissioning

Infrastructure:

1. Site establishment, clearance and alterations
2. Excavation and foundations
3. Sub-structure
4. Super-structure
5. Services and systems installation
6. Fit-out, testing and commissioning

For more details on these phases, please go to page 14.

Medium impact site

For developments with a medium impact, the overall programme and the peak period of activity need to be identified.

Higher impact site

For developments with a higher impact, the developer should engage with the contractor to either provide information or assist in writing the Detailed CLP. The construction methodology should be described including the types of materials that will be used. The construction programme should be defined including:

- Start and end dates for each phase of construction
- A description of how works will occur at the different phases
- The types of materials to be used and the methodology for bringing materials to site.

Contents

Detailed CLP:
Vehicle routing and site access

This section consists of maps and associated text describing the vehicle routing and site access plans. The plans should be marked up versions of the plans already included to illustrate the sites, context considerations and challenges.

These plans should also be similar to those submitted in the Outline CLP with any relevant updates incorporated. The plans at the three different scales should include:

Regional plan with a scale smaller than 1:15,000 showing:

- Strategic roads that are likely to be used to access the site.
- Freight delivery infrastructure (e.g. consolidation centres)
- Community considerations

Local context plan with a scale of between 1:2,000 and 1:3,000 showing:

- Local area routing including turn back routes
- Local access roads may be required to be used for the last stages of a journey to site. Specific access routes on the local roads should be identified. The connection to/from local roads to the strategic road network should also be shown
- Routes that are off-limits to site traffic
- Community considerations
- Freight delivery infrastructure (e.g. consolidation centres)

Site plan with a scale of between 1:500 and 1:1,000 showing:

- Local access to the site
- Hoarding lines with site access gates (vehicle, pedestrian and cyclist)
- Pedestrian and cycle access and routes both into and on site
- Changes to highway (including footway and road closures)
- Vehicle routing to site (including swept paths)
- Vehicle pit lanes, marshalling and loading areas
- Vehicle routing on to and within the site (including swept paths)
- Crane location(s)
- Potential areas of conflict and traffic marshal locations
- Parking (vehicle and cycle), loading and unloading arrangements.
- Community considerations

Lower impact sites require a single plan showing the typical site layout.

Medium impact sites require a single plan showing the typical site layout.

Higher impact sites require multiple plans showing the site layout during the different phases of construction.

Contents

Detailed CLP:
Strategies to reduce impacts

This section describes measures that can be implemented to ensure the CLP is effective in achieving the aims of reducing environmental impact, road risk, congestion and cost.

Planned measures are specific techniques that are agreed through the planning process. Planned measures need to be SMART (Specific, Measurable, Agreed, Realistic, Timely), easily interpreted, implemented and monitored. They are agreed in outline during planning permission process and the detail is defined prior to starting construction activities.

The measures are categorised as follows:

Committed – indicates a measure that shall be implemented as part of the CLP, secured by planning condition or, where applicable, the Section 106 agreement. These measures shall be included in any tendering documents for the contract to build the development. If the developer's contractors do not comply with these requirements, it will be classified as a material breach of their contract and could lead to them being refused access to the site. It is the developer's responsibility to ensure their requirements are part of the main contractor and subcontractor contracts. The main contractor is responsible for ensuring that all sub-contractors conform to these contractual requirements.

Proposed – indicates a measure that is feasible and shall be studied further to determine its practicality. If a measure is not feasible, the CLP must contain justification and evidence as to why it has been rejected. Proposed measures should be discussed with potential contractors during the procurement stage with a view to including them in the contract and agreeing to them in the Detailed CLP.

Considered – indicates a measure that is not currently relevant but may be in the future. These measures should be proposed if suitable.

The suggested requirements differ slightly depending on the impact of the site. The tables on the following 2 pages represent the baseline measures that are expected to be committed to. Any deviation from these will need to be justified in the CLP.

Contents

Detailed CLP:
Planned measures for a medium impact site

A medium impact site shall consider the following planned measures in the Outline CLP:

The following planned measures should be **committed** to:

- Safety and environmental standards and programmes
- Adherence to designated routes
- Freight by Water
- Freight by Rail
- Implement a staff travel plan

The following planned measures should be **proposed** for further study/detail:

- Delivery scheduling
- Re-timing for out-of-peak deliveries
- Re-timing for out-of-hours deliveries
- Use of holding and vehicle call off areas
- Use of logistics and consolidation centres
- Re-use of material on site
- Smart procurement
- Collaboration with other sites in the area

The following planned measures shall be **considered** if circumstances change:

- Vehicle choice
- Design for Manufacture and Assembly (DfMA) and off-site manufacture

Planned measures - medium impact site:

Planned measures Checklist	Committed	Proposed	Considered
Measures influencing construction vehicles and deliveries			
Safety and environmental standards and programmes	X		
Adherence to designated routes	X		
Delivery scheduling		X	
Re-timing for out-of-peak deliveries		X	
Re-timing for out-of-hours deliveries		X	
Use of holding areas and vehicle call off areas		X	
Use of logistics and consolidation centres		X	
Vehicle choice			X
Measures to encourage sustainable freight			
Freight by Water*	X		
Freight by Rail	X		
Material procurement measures			
DfMA and off-site manufacture			X
Re-use of material on site		X	
Smart procurement		X	
Other measures			
Collaboration with other sites in the area		X	
Implement a staff travel plan	X		

* If site, consolidation centre or holding areas are within 100m of foreshore of navigable water-way or rail freight siding.

Contents

Detailed CLP:
Planned measures for a higher impact site

A higher impact site shall consider the following planned measures in the Outline CLP:

The following planned measures should be **committed** to:

- Safety and environmental standards and programmes
- Adherence to designated routes
- Delivery scheduling
- Freight by Water
- Freight by Rail
- Collaboration with other sites in the area
- Implement a staff travel plan

The following planned measures shall be **proposed** for further study/detail:

- Re-timing for out-of-peak deliveries
- Re-timing for out-of-hours deliveries
- Use of holding and vehicle call off areas
- Use of logistics and consolidation centres
- Design for Manufacture and Assembly (DfMA) and off-site manufacture
- Re-use of material on site
- Smart procurement

The following planned measures should be **considered** if circumstances change:

- Vehicle choice

Planned measures - higher impact site:

Planned measures Checklist	Committed	Proposed	Considered
Measures influencing construction vehicles and deliveries			
Safety and environmental standards and programmes	X		
Adherence to designated routes	X		
Delivery scheduling	X		
Re-timing for out-of-peak deliveries		X	
Re-timing for out-of-hours deliveries		X	
Use of holding areas and vehicle call off areas		X	
Use of logistics and consolidation centres		X	
Vehicle choice			X
Measures to encourage sustainable freight			
Freight by Water*	X		
Freight by Rail	X		
Material procurement measures			
DfMA and off-site manufacture		X	
Re-use of material on site		X	
Smart procurement		X	
Other measures			
Collaboration with other sites in the area	X		
Implement a staff travel plan	X		

* If site, consolidation centre or holding areas are within 100m of foreshore of navigable water-way or rail freight siding.

Contents

Detailed CLP:
Estimated vehicle movements

As part of the Detailed CLP, the contractor shall provide an estimate of the number of trips associated with the construction of the development. This will vary between phases and will require close cooperation with all subcontractors.

The applicant will use their own methods to develop an initial estimate of the number of vehicles arriving on site during each of the six phases of construction. The data presented in the CLP should, for consistency, be submitted from the CLP Tool. This information will be important for target-setting and measuring actual road activity. Vehicle movement numbers provided must be realistic and proportionate to the size of the development.

As part of the estimation exercise, the size of any vehicle holding areas and capacity of any vehicle unloading points should also be reported. The peak number of vehicles arriving on site should never exceed the site's capacity to accommodate said vehicles.

Contents

Detailed CLP: Implementing, monitoring and updating

The Detailed CLP should be implemented throughout the construction programme to ensure it is effective. The CLP is expected to be a 'living document' and so should be updated during construction if any significant changes to the scope or programme of construction occur. Although the CLP can be reviewed at any time, CLPs are typically reviewed prior to the start of a new phase of construction.

Where there is a concentration of construction activity, it is good practice to set up a construction working group, with representatives from all interested parties, including the local planning authority. The working group should share the results of the CLPs, broken down so that people can see the impact for each individual development phase and the numbers and types of vehicles in use. There is an expectation that the contractor will participate and work together with others in the area to minimise impacts.

Online delivery booking, tracking systems and gate checks also provide detailed evidence about the number and type of delivery vehicles, and the efficiency and accuracy of the deliveries made. All this information will help highlight actual impacts of deliveries against predictions, and help set targets for future impact assessments.

The following information should be recorded to aid in monitoring the CLP:

- Job title and Construction Logistics Practitioner ID number of the people responsible for approving and implementing the CLP.
- Data (the format of the data will depend on the extent and capability of the monitoring tools used)
- Contractors' handbook
- Drivers' handbook

The following list is a suggested starting point for the type of data that could be collected and reviewed:

Number of vehicle movements to site:
- Total vehicle, rail or barge movements
- By vehicle type/size/age
- Time spent on site
- Consolidation centre utilisation
- Origin and destination of vehicle, barge or train arriving at or leaving site (or wharf/railhead in use)
- Delivery/collection accuracy compared to schedule

Breaches and complaints:
- Community concerns about construction activities
- Vehicle routing
- Unacceptable queuing or parking
- Adherence to safety & environmental standards & programmes
- Low Emissions Zone (LEZ) and Ultra Low Emissions Zone (ULEZ) compliance
- Anti-idling

Safety:
- Logistics-related incidents
- Record of associated fatalities and serious injuries
- Methods staff are travelling to site
- Vehicles and operators not meeting safety requirements
- Personal safety surrounding the site

Contents

Detailed CLP: Implementing, monitoring and updating cont.

Contractors' handbook

A contractor and driver handbook can be used to distribute information to those responsible for abiding by the CLP. They are recommended to aid in implementing the CLP.

The CLP should contain details of the contractors' handbook. Producing a handbook is an effective way to ensure that all contractors are aware of their obligations. This should include the following:

- **Safety toolbox talk** – setting out how and when these will take place, including frequency and duration and an outline of topics to be included. These should be environmental and safety orientated.
- **Anti-idling toolbox talk** – setting out how and when these will happen for all drivers, including frequency and duration.
- **Vehicle routing and delivery scheduling system** – an explanation to contractors of the routing and delivery system in use, contractors' access and their requirement to utilise the schedule deliveries system.
- **Driver training** – an outline of how and when this will happen during the contract, and the company that will carry out the training.
- **Safety and environmental standards**

Contract compliance

Contractors must report on any requirements that are part of the planning condition and/or the CLP. This must happen at a pre-agreed time, such as daily, weekly or monthly. The complexity and frequency of the reporting will reflect the scale and duration of the construction programme. The responsibility for managing and monitoring is usually with the developer. The planning authority will not take an active role in monitoring and managing individual CLPs but will become involved should an incident occur or complaints be registered. The records kept by the developer (or contractor if delegated) could be scrutinised. Should serious defects become apparent, a 'stop work' order could be issued in extreme circumstances.

Drivers' handbook

Owing to the subcontracted nature of the construction industry, it is important that all drivers are aware of their obligations. Therefore, a drivers' handbook should include essentials relating to environment and safety. It should be concise, specific to the individual construction programme, and should include:

- Authorised routes to and from the site
- Site opening times
- Booking and scheduling information
- Site entry and exit points, and other information relating to access
- Anti-idling
- Vulnerable road user safety

Contents

Planned measures

Planned measures are specific techniques that are agreed and committed to through the planning permission process. They are used to influence behaviours that reduce environmental impact, road risk and congestion. Planned measures need to be SMART (Specific, Measurable, Achievable, Relevant, Time-bound) easily interpreted, implemented and monitored.

They are agreed in the Outline CLP during planning permission process. They are revisited when the Detailed CLP is defined prior to commencing construction activity. If practicable, a commitment to using rail and water should be made.

This section of the CLP Guidance (p32-45) describes a range of potential measures that offer many benefits, and also potential cost savings to developers and construction freight and logistics operators.

Further guidance:

- The CLOCS Planned Measures page.
- The CLOCS Planned Measures - London case study
- The TfL Construction Freight Benefits report to see quantified calculated benefits for several case studies.

Contents

Safety and environmental standards and programmes

A commitment to follow established programmes will require suppliers and contractors to be contractually obligated to adhere to higher safety and environmental standards.

CLOCS - Construction Logistics and Community Safety

The CLOCS Standard draws together evolving and applied best practice from a number of standards, policies and codes of practice to provide one industry standard that can be implemented by regulators, clients, principal contractors and fleet operators.

The Standard aims to ensure that construction companies follow safe practices in the management of their operations, vehicles, drivers and construction sites. Adherence will entail, for example, preparation of a CLP, details of site access and inclusion of a procurement clause specifying an operator's quality standard - typically FORS Silver.

It is expected that, as part of your CLP, adoption of and adherence to the CLOCS standard are mandated by the procurement process.

Visit clocs.org.uk to find out more.

FORS - Fleet Operator Recognition Scheme

FORS is a voluntary national fleet accreditation scheme designed to help improve fleet operator performance in key areas such as environmental performance, safety and operational efficiency.

Its purpose is to raise the level of quality within fleet operations and to recognise those operators that are achieving the environmental, safety and efficiency requirements of the FORS standard.

There are progressive requirements for achieving FORS accreditation at Bronze, Silver and Gold levels. The FORS logo allows construction clients to readily distinguish FORS operators from other operators – it is a mechanism by which adherence to the CLOCS standard can be assured and monitored. FORS accreditation confirms that a fleet operator can demonstrate that appropriate systems and policies exist to ensure drivers are suitably fit, qualified and licenced to operate vehicles which are properly maintained, equipped and insured.

It is expected that, as part of your CLP, achievement of and adherence to the FORS Silver standard is mandated via the procurement process for all fleet operators engaged to support the development.

Visit fors-online.org.uk to find out more and see a list of accredited operators.

Contents

Safety and environmental standards and programmes cont.

HGV Direct Vision Standard

HGV blind spots have been shown to contribute to a large proportion of collisions with vulnerable road users. Recent research has shown that increased levels of direct vision – what a driver can see directly through the windows of the cab – can improve reaction times and reduce cognitive demand on the driver.

In London, Transport for London developed a Direct Vision Standard (DVS) for HGVs. The DVS is an objective, scientific measure of how much a HGV driver can see from their cab directly through windows, as opposed to indirectly through mirrors or camera monitoring systems. The DVS categorises vehicles using a simple star rating system based on how much of the area of greatest risk to vulnerable road users a driver can see. The higher the star rating, the more a driver can directly see of this area. Three stars equate to a 'good' rating, while zero stars will be awarded to those HGVs considered 'not suitable for use in an urban environment' because of the significantly higher potential risk of collision they pose.

It is expected that as part of your CLP you ensure that no vehicles deemed unsuitable for the urban environment are used to support your development and that operators are encouraged to use the highest star rated vehicles practicable.

For more information, visit tfl.gov.uk/direct-vision-standard

Operational conditions and site standards for construction supply and waste sites

Many of the HGVs that pose the greatest risk to vulnerable road users are designed to be driven off-road, with a high chassis designed to cope with uneven or soft surfaces.

The majority of off-road HGVs spend only a small proportion of their time operating in off-road conditions. If all construction sites, tips and quarries had level driving surfaces, there would be no need for off-road HGVs to be on our streets. For vehicle operators, improved site conditions also mean less damage to vehicles and reduced operating costs.

CLOCS has developed a handbook to help with the assessment of on-site ground conditions, which provides a one to five rating based on the ground conditions at a particular site (approach angle, rutting and bumps, water, material type). An exemplar site rated five on the scale will be suitable to operate low entry vehicles whilst a site rated one will only be suitable for some N3G classification of 'off road' vehicles variants and site plant only.

It is expected that as part of your CLP you will assess your development site, include the rating with the CLP and ensure that operators supporting the site are aware of the rating to allow them to select the vehicle most suitable to the operating conditions.

The directory and assessment criteria can be found here: clocs.org.uk

Contents

Adherence to designated routes

Designated routes form a key part of the CLP and must be defined and adhered to by all vehicles accessing the site.

Strategic access routes

Unless materials are being transported from local suppliers, goods vehicles will be required to travel to site from other locations. Such journeys should be restricted, unless otherwise advised, to the Strategic Road Network (SRN); best suited to this type of heavy traffic. Use of strategic routes is less likely to create congestion and will help minimise the impact on local air quality. These strategic access routes must be recorded clearly on a map and communicated to drivers and contractors using the CLP and handbooks.

Local access routes

The impact on local access roads may be essential for the last stages of a journey to site. One or more specific access routes on the local distributor road network should be specified as compulsory. You must also show how these link to the strategic road network.

These routes should be discussed and agreed with the planning authority on a site-specific basis, taking into account:

- Transport assessment results
- Local capacity constraints
- Safety considerations
- Potential for multi-drop deliveries where neighbouring sites collaborate
- Likely site access and unloading points

Community considerations

The route to the site should avoid areas that may increase the traffic risk to vulnerable road users. For example, avoid routes that pass:

- Residential areas
- Schools
- Hospitals
- Health centres
- Community centres
- Sports facilities
- Public transport infrastructure
- Cycle Super Highways
- Bus stops

If this is not possible, the area in question must be clearly marked on the map and extra care taken when driving through it.

Contents

Delivery scheduling and re-timing for out of hours deliveries and out of peak deliveries

A commitment to carefully manage site deliveries and collections by scheduling and re-timing them in a manner that consciously avoids, where possible, the most congested times of the day and in a way that is sensitive to local community. Doing so will reduce congestion, allowing site-related vehicles to operate more efficiently while minimising the risk of collision, particularly with cyclists and pedestrians. Efficient delivery scheduling can also reduce cost and contribute to improved air quality.

Delivery Schedule

Sites are encouraged to employ a Delivery Management System (DMS). This could be either electronic or paper based. Whatever the format, such systems are vital to the coordination of a site's booking and delivery process. Delivery management ensures that the flow of vehicles to and from site is controlled, ensuring that deliveries are expected to promote safe and efficient use of loading/unloading areas.

Delivery Management also provides surety of delivery for critical items, which protects the integrity of the build schedule, and allows for accurate, efficient reporting of delivery activity.

Out of peak

Deliveries and collections made outside of peak traffic times are more likely to arrive on time which may in turn reduce on-site delays. They also have the potential to reduce congestion in the vicinity of the development with all of the associated safety, environmental and efficiency improvements this may entail. Consequently, where possible, off-peak movements are encouraged.

Out of hours

With the right level of support from stakeholders and when carried out responsibly, deliveries can take place at different times selected to suit residents, businesses and operators.

Contents

Use of holding and vehicle call off areas

A commitment to use holding and call off areas can reduce congestion, unacceptable parking and associated penalties.

Holding and call off areas allow vehicles to wait and/or queue at a suitable location near the site where they can be called to site when appropriate and at short notice. Holding areas can be located on vacant sites, on under-used areas of roadway or anywhere near the work site where vehicles can be held with minimal adverse impacts.

Holding and call off areas can only be used if approved by the relevant authority. Inclusion in an approved CLP does not remove the right of the appropriate highway authority to suspend such use if the area is on their network.

Holding area case studies with quantified calculated benefits can be found in the TfL Construction Freight Benefits report.

Contents

Use of logistics and consolidation centres

A commitment to using a consolidation centre can help reduce and control the number of deliveries to site. Such facilities can also be used for off-site 'assembly' of materials and quality control purposes.

The benefits of consolidation centre use include:

- Reduced environmental impact through a reduction in road miles run
- Improved safety as a result of fewer vehicle movements
- Increased security of supply through provision of a 'storage buffer' for long lead items
- Reduced likelihood of damage or theft to materials as a result of less on-site storage
- Reduced construction and delivery costs through reduced fuel costs

If a consolidation centre is to be used, the location, the anticipated number of deliveries to and from the centre and the nature of the vehicles involved (for example, the potential use of electric vehicles) should be noted in the CLP.

For example: consolidation centres are mapped in the Freight Infrastructure in London Tool (FIILT) which can be found here.

Contents

Freight by rail and/or water

Movement of freight by rail and/or water can be a cost-effective and efficient method of transporting a range of goods and commodities. It is a sustainable approach that removes construction vehicles from our roads.

Movement of freight by rail or water can reduce the amount of harmful emissions associated with a development and improve safety by reducing the likelihood of a construction vehicle being involved in a collision. Any site that is close to a railhead and/or wharf should automatically consider the use of these modes.

Freight by rail and/or water should be proposed and a feasibility study be completed for higher impact sites if either the site, logistics and consolidation centre, or holding area, are near to a freight siding or wharf of a navigable waterway. Many supply points for asphalt and concrete may also be rail or water fed, and any plan should seek to maximise the use of materials from these locations.

For example: water and rail freight facilities are mapped in the Freight Infrastructure in London Tool (FIILT) which can be found here.

Contents

Vehicle choice

On certain construction sites, utilising vehicles with greater payloads has the potential to reduce vehicle movements and therefore improve safety, efficiency and environmental impact but only if those vehicles meet the highest environmental and safety standards.

A study was initiated to look into the potential for using heavy goods vehicles (HGVs) with a higher payload to carry bulk construction materials in London, with a view to reducing overall HGV volumes.

To view the study in full, click: Investigating the construction industry's use of HGV types.

Cargo bike case studies with quantified calculated benefits can be found in the TfL Construction Freight Benefits report.

Contents

DfMA and off-site manufacture

Design for Manufacture and Assembly (DfMA) and off-site construction typically entail the application of factory or factory-like conditions to construction projects. This may mean the assembly of a complete building from prefabricated components or the use of manufactured building components (facade, mechanical and engineering sub-assemblies, bathroom suite, kitchen etc.) within a traditional build.

DfMA and off-site manufacture reduce the number of vehicles arriving to site and can minimise the amount of waste generated, therefore reducing the overall environmental impact of the site. Site safety is also improved and costs may be reduced by increasing the speed of construction through productivity improvements.

However, DfMA leads to more abnormal loads which in turn can lead to more disruption on the network and directly outside of the site. Therefore, the benefits of DfMA should be carefully considered and only encouraged where access is safely achievable.

Contents

Re-use of material on site

The benefits of re-using materials on-site are:

- A reduction in vehicle movements delivering new material to site
- A reduction in vehicle movements removing waste material from site

A simple example of such re-use is the crushing of demolished structures to create aggregate.

Reusing materials on site can help to reduce costs, vehicles movements and environmental impact by reusing materials that are already owned and on site. This reuse also reduces the need for additional materials with the associated environmental and financial benefits that follow.

Local on-ste crushing case studies with quantified calculated benefits can be found in the TfL Construction Freight Benefits report.

Contents

Smart procurement

Procurement of suppliers is an often overlooked means by which the number of vehicle movements associated with a development can be reduced. It is important to select a supplier who can, via their approach to logistics, help minimise the number of vehicle movements. Environmental benefit may be derived through their sourcing of materials, location of their freight delivery infrastructure, willingness to collaborate with other suppliers or use of alternative delivery modes.

Smart procurement can also improve safety through specification of the safest and most suitable vehicles, process and equipment.

Finally, smart procurement can reduce cost as consolidation of logistics activity can create economies of scale and the management of fewer suppliers can be more efficient.

Contents

Collaboration with other sites in the area

Working with neighbouring developers to realise benefits such as consolidation of vehicle movements, common procurement and shared-waste management can help increase efficiency and reduce negative construction impacts.

The CLP requires a review of other sites in the area, an assessment of their cumulative impact and the impact of any collaborative planned measures considered. Planned measures can be more efficient when incorporated by multiple sites. Possible such planned measures include:

- Joint use of consolidation centres
- Shared holding areas
- Shared cleaning and traffic control services
- Supplier consolidation
- Driver training programmes
- Regular communication and community engagement
- Shared facilities (for example messing and welfare facilities)
- Re-use of materials

Within an OAPF, collaboration is a mandatory requirement and any collaborative agreement should be in line with the requirements described in the OAPF.

A sharing holding area case study with quantified calculated benefits can be found in the TfL Construction Freight Benefits report.

Contents

Implement a staff travel plan

During the construction process your workforce will, necessarily, make a considerable number of journeys to and from site. The workforce will have an impact that varies based on the number of workers, mode they take and the timing of the trips.

Whilst it is not always compulsory to complete a travel plan for the construction period, your CLP should include confirmation that you have relayed pertinent information (for example, the identity of your travel plan coordinator, a site induction with detail of sustainable travel options and site-specific travel information) to the workforce employed on or visiting the site. It should also state the times at which you expect the highest numbers of your workforce to access/depart the site and shift handovers etc. A staff travel plan may have been written elsewhere and if so, the plan should only be referenced in the CLP.

Your CLP should include:

- Confirmation that a summary of local public transport options to access the construction site has been provided to all staff via induction training
- A description of how the site will discourage the use of private transport by personnel employed in its construction
- Confirmation that safe and secure cycle parking made available at the construction site

Contents

Glossary

CLP Tool

Spreadsheet tool to produce consistent outputs for CLPs.

Construction and Environmental Management Plan (CEMP)

A CEMP outlines how a construction project will avoid, minimise or mitigate effects on the environment and surrounding area.

Construction logistics

The planning, organisation and management of services and movement of materials to and from the construction site.

Construction Logistics and Community Safety (CLOCS)

The CLOCS standard was devised in collaboration with construction clients, logistic operators and industry associations. It aims to ensure that construction companies follow safe practices in the management of their operations, vehicles, drivers and construction sites.

Construction Logistics Improvement Group (CLIG)

The Construction Logistics programme is being implemented through the CLIG and several Working Groups. The primary role of CLIG is to act as the steering group throughout the programme, developing, approving, adopting and promoting interventions through its Working Groups.

Construction Logistics Plan (CLP)

A CLP is an important management tool for planners, developers and those working in construction companies. It focuses specifically on construction supply chains and how their impact on the road network can be reduced.

Construction Management Plan (CMP)

A CMP details the procedures, sequencing and methodology for a construction project with the aim of demonstrating how the impact of construction can be minimised in relation to both on site activity and the transport arrangements for vehicles servicing the site.

Construction phase(s)

For consistency, this guidance refers to 6 distinct construction phases associated with buildings and infrastructure projects. Within each phase, the nature of construction logistics activity will differ. It should be noted that phases may run concurrently.

Consolidation centre

A consolidation centre is a facility used to consolidate numerous small loads of supplies intended for the same final destination into fewer, larger loads. Consolidation centres typically offer additional value add services such as waste collection, stevedoring, off-site construction and security screening.

Contents

Contractors' handbook

This is a component of a CLP which sets out the requirements for all operatives on the construction site.

Community considerations

Relates to facilities and locations over which care should be taken to understand and minimise the negative impacts of construction logistics activity. The umbrella term 'community considerations' is used to address the main concerns faced by construction logistics activities, particularly at the local level. Such activity can have a significant impact on the surrounding community especially when residential areas and/or facilities like schools, hospitals, health centres, community centres, sports facilities, transport hubs and Cycle Super Highways etc. are located near the work site.

Detailed CLP

Submitted to a planning authority at the post-granted discharge of conditions stage. Provides the planning authority with the detail of the logistics activity expected during the construction programme.

Design for Manufacture and Assembly (DfMA)

DfMA is a combination of two methodologies – Design for Manufacture and Design for Assembly – which are both used to minimise production cost and simplify product structure through design and process improvements.

Direct Vision Standard (DVS)

The Direct Vision Standard for heavy goods vehicles (HGVs) assesses and rates how much an HGV driver can see directly from their cab in relation to other road users. It aims to improve the safety of all road users by banning or restricting vehicles with low rating.

Drivers' handbook

This is a component of a CLP which details the obligations of all drivers working on the construction programme.

Fleet Operator Recognition Scheme (FORS)

FORS is a voluntary, national fleet accreditation scheme designed to help improve fleet operator performance in key areas such as fuel efficiency, vehicle emissions, safety and compliance.

Freight Infrastructure in London Toolkit (FIILT)

London only: an interactive web based tool to help public planning bodies, local authorities, river/rail suppliers, wharf owners / operators, construction logistics contractors, construction supply chain contractors, planning consultants, materials suppliers, and developers to identify the opportunities and potential to move goods and services within London by rail or water (river and/or canal) instead of road transport, and to reduce road transport by using Construction Consolidation Centres (CCCs).

Heavy Goods Vehicle (HGV)

Any vehicle with a gross combination mass over 3500kg.

Local Planning Authorities (LPAs)

These are the local authorities or councils that are empowered by law to exercise statutory town planning functions for a particular area of the United Kingdom, making them responsible for deciding whether a development can go ahead.

Local Plan

These are developed by local planning authorities and are a critical tool in guiding decisions about individual development proposals. They set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design.

Low Emissions Zone (LEZ)

Low Emission Zones are being introduced in UK cities to encourage the most polluting heavy diesel vehicles driving in the cities to become cleaner by levying a charge on vehicles entering the city which do not comply with LEZ standards.

Mechanical, Electrical Plumbing (MEP)

MEP stands for 'mechanical, electrical and plumbing' in building design and construction.

National Planning Policy Framework (NPPF)

This framework acts as guidance for local planning authorities and decision-makers, both in drawing up plans and making decisions about planning applications, by setting out the Government's planning policies for England and how these are expected to be applied.

Operational phase

This begins once the construction phase has ended and the project has been completed, and continues throughout the duration of the development's use.

Opportunity Area Planning Framework (OAPF)

OAPFs are documents that are used to specify how an 'opportunity area' can be developed.

Outline CLP

Accompanies the planning application and gives the planning authority an overview of the expected logistics activity during the construction programme.

Planned measures

These are specific strategies that are agreed and committed to through the planning permission process. They are used to influence behaviours that reduce environmental impact, road risk and congestion.

Planning application

A planning application is a formal request to a local planning authority for permission to build something new or add to an existing building.

Section 106 agreement

A section 106 agreement is a legal agreement between a developer and the local authority that enables planning permission to be granted for a development that would otherwise be unacceptable in planning terms. They can prescribe the nature of the development; require the developer to compensate for loss resulting from the development; or ask for actions to mitigate the development's impact.

SMART

'SMART' targets are targets that are specific, measurable, achievable, relevant and time-bound.

Smart procurement

Where procurement decisions are made with the aim of providing the optimal logistics solution for goods coming to site.

Staff travel plan

A staff travel plan is a management strategy for an organisation or site that seeks to deliver sustainable transport objectives articulated in a document that is regularly reviewed. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel.

Strategic Road Network (SRN)

The Strategic Road Network (SRN) comprises approximately 4,300 miles of motorways and major 'trunk' A-roads in England. It is managed by Highways England (HE).

Traffic Management Act (2004)

This act was introduced to tackle congestion and disruption on the road network. The TMA places a duty on local authorities to make sure traffic moves freely and quickly on their roads and the roads of nearby authorities.

Traffic Regulation Orders (TROs)

Police or local authorities can place temporary, experimental or permanent restrictions on traffic within their areas by way of a TRO.

Transport Assessments (TAs)

The Transport Assessment will define the impacts of the site, potential highway works required for the development, PTAL level, accident data, construction routes, and other known committed developments. A review of any existing Transport Assessment should be undertaken to inform the requirements of the CLP.

Construction Logistics Planning Guidance

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