

# Code of Practice



October 2013







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# 1 Introduction

## 1. Background


- 1.1 There is a need to ensure that residents and businesses are protected from environmental disturbance during the construction of both major and smaller developments.
- 1.2 This Code of Practice provides advice to assist developers and their contractors to ensure that they undertake their works using best practice and thereby reducing their impact on local communities.
- 1.3 This document updates previous work undertaken by the London Boroughs of Bromley, Croydon, Lewisham, Merton, Sutton, and Wandsworth to include the development of a Construction Logistics Plan (CLP) for construction sites.
- 1.4 The Code of Practice (Code) is the policy of this local authority and will be attached to relevant planning approvals and building control applications and circulated to contractors working within the borough.
- 1.5 Noise and environmental nuisance, can also be controlled through the Control of Pollution Act 1974 Sections 60 & 61 and also through the Environmental Protection Act 1990 Section 80.
- 1.6 The Code is also intended to provide guidance to contractors in circumstances where there is no need to implement the formal procedure detailed in Section 61 of the Control of Pollution Act 1974. It is also not intended to supersede any other published guidance.
- 1.7 A local authority may serve a legal notice imposing noise requirements (including vibration) as to the way in which the works are to be carried out. The person served with a notice is guilty of an offence under the relevant Act if, without reasonable excuse, any requirement of the notice is contravened.
- 1.8 Adherence to this Code will demonstrate a positive attitude and commitment towards minimising environmental disturbance to local residents.
- 1.9 The contractor should always comply with the provisions of:
  - The Control of Pollution Act 1974 Part IV
  - The Clean Air Act 1993
  - The Environmental Protection Act 1990

This Code of Practice provides advice to assist developers and their contractors to ensure that they undertake their works using best practice and thereby reducing their impact on local communities.

## 2. Purpose of the Code

- 2.1** The purpose of this Code of Practice is to ensure that disturbances due to noise, vibration, dust and smoke arising from demolition and construction works on all building sites, including the public highway, are kept to an acceptable level without the imposition of unnecessary or unduly onerous restrictions on contractors.
- 2.2** The Code is also intended to provide guidance on the development of a Construction Logistics Plan (CLP), to ensure that the negative effects of vehicle movements are minimised.
- 2.3** The formal requirement for CLPs will be undertaken through the planning process. This Code does not aim to replace this requirement, but to supplement it by providing clear, additional guidance to developers and contractors.
- 2.4** Some sites depending upon their location and sensitivity will be expected to submit a CLP for formal planning approval for a development within the borough, this will be accompanied by a site specific plan covering construction logistics. Failure to comply could lead to an enforcement notice being served on the development.  
  
Sites without a formal CLP should adhere to the principles within this Code.
- 2.5** The site CLP should be submitted for approval following the granting of planning permission and should be agreed prior to the commencement of any work carried out on site.
- 2.6** The term “construction works” in this Code applies to site activities; preparation, demolition, excavation, tunnelling works, building operations, structural alteration and maintenance and transportation of materials and spoil to, or from the site. Contact your Council for advice on their requirements for the demolition of buildings.
- 2.7** If contractors seek to vary the provisions of the Code, this must be done in consultation with the local authority prior to implementation.
- 2.8** Although all contractors are expected to adopt the full provisions of the Code, it may not be appropriate to apply all the provisions to some smaller developments. However, all developers should adopt best practice.
- 2.9** In addition it is vital that sites consider the combined impact of other developments, please see the guidance document on Construction Logistic Plans for further details.

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Prior to any works starting, the contractor shall inform occupiers of all properties which may be affected by noise, dust or vibration arising from construction works

### 3. General

3.1 The contractor will be held responsible for ensuring that all plant and equipment, including any which may be on hire, is well maintained, properly silenced and used in accordance with the manufacturer's instructions and BS 5228. All non-road mobile machinery (NRMM) are to use ultra low sulphur tax-exempt diesel (ULSD) where available.

### 4. Protection of the Public and Buildings

4.1 The contractor should ensure that measures are taken to protect residents, users of buildings close by and passers by from nuisance or harm.

4.2 Contractors should be aware that the Health and Safety Executive (HSE) are responsible for enforcing safety legislation on demolition and construction sites. For advice contact the HSE.

4.3 Contractors should be aware that Building Control officers are responsible for enforcing safety legislation in relation to dangerous structures. If called to a site to investigate, remove and or make good what may be considered to be a danger to the public e.g. unsafe hoardings, the owner of the site will be responsible for the payment of costs in relation to the service. For advice phone your local Building Control section (see Contacts).

### 5. Publicity

5.1 Prior to any works starting, the contractor shall inform occupiers of all properties which may be affected by noise, dust or vibration arising from construction works of the nature of the works, proposed hours of work and their expected duration. In particular, it is recommended that a notice be placed in a conspicuous position, informing local residents of the hours of work.

5.2 In all instances publicity should include the name and telephone number of a main contact within the contractor's organisation who is able to give further information and deal with any complaints or emergencies that may arise at any time.

## 6. Hours of Work

- 6.1** Where residential occupiers are likely to be affected by noise, the hours of noisy works shall normally be restricted to:-  
Monday - Friday: 8.00 a.m. - 6.00 p.m.  
Saturday: 8.00 a.m. - 1.00 p.m.  
Sunday and Bank Holidays: No noisy activities on site
- 6.2** Check with the local authority as there may be additional conditions set e.g. planning conditions further limiting hours of work.
- 6.3** Instructions should be given to ensure that vehicles and plant arriving at and leaving the site comply with the stated hours of work, unless a specific alternative agreement has been reached.
- 6.4** For any noisy works where there is a direct impact upon surrounding properties within the specified times, the site manager should make contact with the neighbour to consult on the duration, extent and impact of the works to see if an informal agreement can be reached to minimise the duration of these works or carry them out at specific times.

## 7. Variation from Normal Working Hours

- 7.1** It is recognised that there may be circumstances where the restriction on hours of work in 6.1 cannot be adhered to. In these circumstances the contractor will be required to justify fully any proposed deviation from this Code of Practice and provide written justification to the local authority before any works start outside normal hours.
- 7.2** The local authority will confirm all agreed variations in writing to the contractor.
- 7.3** Further mitigation measures may be required for out-of-hours noise control.
- 7.4** Prior agreement for works involving any deviation from this Code of Practice should be sought from your local authority, prior to the works commencing.

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## 2 Noise and Vibration

### 8. Plant and Equipment

**8.1** Noisy plant or equipment shall be situated as far as possible from noise sensitive buildings. Barriers (e.g. site huts, acoustic sheds or partitions) to reduce noise reaching noise sensitive buildings shall be employed where practicable. Old buildings around the site perimeter waiting to be demolished can provide effective noise screening.

**8.2** The following provisions should be adhered to wherever practicable:-

- Vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, maintained in good and efficient working order and operated in such a manner as to minimise noise emissions. The contractor shall ensure that all plant complies with the relevant statutory requirements.
- Machines in intermittent use should be shut down or throttled down to a minimum when not in use.
- Compressors should be fitted with properly lined and sealed acoustic covers which should be kept closed whenever in use. Pneumatic percussive tools should be fitted with mufflers or silencers of the type recommended by the manufacturers.
- Equipment which breaks concrete, brickwork or masonry by bending or bursting or “nibbling” shall be used in preference to percussive tools where practicable. Avoid the use of impact tools where the site is close to occupied premises.
- Where practicable, rotary drills and bursters activated by hydraulic, chemical or electrical power shall be used for excavating hard or extrusive material.
- Where practicable, equipment powered by mains electricity shall be used in preference to equipment powered by internal combustion engine or locally generated electricity.
- Neither any part of the works nor any maintenance of plant shall be carried out in such a manner as to cause unnecessary noise or vibration except in the case of an emergency when the work is absolutely necessary for the saving of life or property or the safety of the works.
- Plant shall be maintained in good working order so that extraneous noise from mechanical vibration, creaking and squeaking is kept to a minimum.



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## 2 Noise and Vibration

- Noise emitting machinery which is required to run continuously shall be housed in a suitable acoustic lined enclosure wherever practicable.
- Communication with neighbouring residents is essential to ensure any noise impacts are reduced as far as is practicable.

**8.3** Care should be taken to reduce noise when loading or unloading vehicles or dismantling scaffolding or moving materials etc.

### 9. Piling

- 9.1** The noise sensitivity of the area should be considered when determining the method of piling to be used. The local authority should be consulted on the chosen method.
- 9.2** Sheet piling should, wherever practicable, be carried out using hydraulically operated or vibratory hammers.
- 9.3** The use of conventional impact hammers should, wherever possible, be avoided. Where practicable, auger piles shall be used in preference to piles driven using other methods. Any pile driving shall be carried out by plant equipped with a recognised noise reducing system.
- 9.4** Where surface contamination is present on site, appropriate piling techniques should be adopted.

Care should be taken to reduce noise when loading or unloading vehicles or dismantling scaffolding or moving materials etc.



# 3 Dust and Air Pollution

The contractor shall ensure that the area around the site, including the public highway, is regularly and adequately swept to prevent any accumulation of dust and dirt.



## 10. Dust and Air Pollution

- 10.1 Burning of materials on site shall not be permitted.
- 10.2 Emphasis should be placed on using methods that do not cause unnecessary emissions (e.g. dust smoke).
- 10.3 Dust pollution will be minimised during demolition by the complete screening, if practicable, of the building or structure to be demolished with debris screens or sheets.
- 10.4 A dust suppression system should be operated where necessary to minimise dust transfer into neighbouring premises. Wheel wash facilities should be provided on larger sites. Contact the local authority for their requirements (see Contacts).
- 10.5 Stockpiles of earth shall be damped down or otherwise suitably treated to prevent the emission of dust from the site. Stockpiles should be planned and sited to minimise the potential for dust generation. The handling of spoil should be kept to a minimum and when materials are deposited onto a stockpile it should be from the minimum possible height.
- 10.6 The contractor shall ensure that the area around the site, including the public highway, is regularly and adequately swept to prevent any accumulation of dust and dirt.
- 10.7 Where possible, skips and removal vehicles shall be properly sheeted when leaving the site. Watering of rubble chutes shall be undertaken where necessary to prevent dust emissions.
- 10.8 The contractor should take all necessary precautions to prevent smoke emissions or fumes from plant or stored fuel oils. In particular, measures should be taken to ensure that all plant is well maintained and not left running for long periods when not in use.

## 11. Asbestos

- 11.1 The contractor shall consult with the Health and Safety Executive when removing asbestos materials (see Contacts).

## 12. Crushing Machines

**12.1** Any plant used for the crushing of materials should be issued with an Environmental Permit by a local authority. All work should be carried out in accordance with the conditions of the Permit. Where plant is used to recycle materials, the appropriate Environmental Permit from the Environment Agency shall be obtained. The process operator should notify the local authority in whose area the process is proposed prior to operation.

## 13. Monitoring

**13.1** The developer and contractor should monitor air quality where there is evidence of volatile or airborne hazardous materials or there is a risk of fumes or dust affecting the local area and take any necessary corrective action.



Any plant used for the crushing of materials should be issued with an Environmental Permit by a local authority

# 4 Drainage following Demolition of Buildings

## 14. Drainage

**14.1** Following the demolition of a building the disused drains must be “sealed off” at the junction with the sewer under the public road. Generally the local authority will not allow you to re-use old drainage systems for new buildings. However in certain cases this may be permitted subject to a satisfactory closed circuit television (CCTV) survey.

**14.2** The local authority may require you to provide a CCTV survey and may itself be able to provide a CCTV service. Additional services may be available such as carrying out a drain seal off service by remote control without the unnecessary expense and disruption of digging up the public road. These services are chargeable.

Following the demolition of a building the disused drains must be “sealed off” at the junction with the sewer under the public road.



# 5 Consideration of Site Operation and Access

## 15. Site Access

- 15.1 Delivery vehicles will be required to travel using the appropriate road network which is best suited to this type of heavy traffic. Specified routes and timings should be agreed with the local authority.
- 15.2 Out of hours deliveries – there may be a requirement for some deliveries to be made outside normal hours, this should be agreed with the local authority.
- 15.3 The following issues must be addressed:
  - Ensure there are good traffic flows to prevent congestion, air pollution and disturbance in the surrounding area.
  - Ensure that vehicle movements in and around the site do not cause unnecessary noise and air pollution.
  - Provide location points to site, unloading points and any storage within site, the locations of hoists, cranes and location of noise sensitive adjacent properties.
  - Provision of appropriate marshals and banksmen.

Delivery vehicles will be required to travel using the appropriate road network which is best suited to this type of heavy traffic. Specified routes and timings should be agreed with the local authority.

## 16. Design

- 16.1 Ensure new developments include appropriate servicing facilities and off-street loading bays, where practicable.
- 16.2 Make sure collection and delivery will take place away from main roads and bus and tram routes.

Assess the physical constraints of the site, including:

  - On-site turning space allocation
  - Size of loading bays
  - Queuing facilities
  - Complete a swept path analysis showing how freight vehicles will access the site
  - Conduct a risk assessment of loading points
  - Audit local traffic management regulations and consider the likely impacts for freight.
- 16.2 Other design factors you could consider:
  - Interior design factors e.g. is sufficient storage provided?
  - What security measures are needed? E.g. staff presence, CCTV, barrier control, advance booking system etc.

## 5 Consideration of Site Operation and Access

### 17. Procurement

- 17.1** Procurement process should demonstrate an awareness of all vehicle activity associated with the site, its impacts and appropriate measures to reduce it.
- 17.2** Demonstrate a commitment to safer, more efficient and more environmentally-friendly distribution by contracting operators registered with a best practice scheme, such as the Fleet Operators Recognition Scheme (FORS).
- 17.3** Encourage contractors to source items locally, or from the same supplier, to reduce the number of deliveries required.
- 17.4** Operational efficiency.
  - 17.4.1** Consider methods to implement and enforce peak-hour delivery restrictions.
  - 17.4.2** Develop a plan informing freight operators where they can legally collect from, and deliver to, the site.
  - 17.4.3** Implement a vehicle booking/management system, if appropriate. Large or constrained sites may particularly benefit from such a system to manage and reschedule vehicle activity.

Various standards and tools are available to help developers and contractors demonstrate their commitment to good practice.



# 6 Contractual Responsibilities

## 18. Staff Travel Plan

**18.1** A travel plan for all staff on site should be included in any CLP, this should include specific measures to encourage use of sustainable modes of transport and an appropriate monitoring regime with set targets.

More information: <http://www.tfl.gov.uk/assets/downloads/corporate/the-tfl-travel-plan.pdf>

## 19. Supply Chain Management

**19.1** Large or sensitive sites will be required to submit details of the supply chain and its management within the CLP.

**19.2** Various standards and tools are available to help developers and contractors demonstrate their commitment to good practice. For example:

- Fleet Operators Recognition Scheme (FORS) Main contractors will be expected to demonstrate that their suppliers are committed to safer and more efficient operations by requiring them to register for membership of TfL's Fleet Operators Recognition Scheme (FORS), or equivalent, and attain bronze membership as a minimum standard through the FORS assessment process.
- London Low Emission Zone (LEZ). All construction site road vehicles should comply with the LEZ and other air quality initiatives.

Large or sensitive sites will be required to submit details of the supply chain and its management within the CLP.



## 6 Contractual Responsibilities

### 20 Contracts

**20.1** All contractors and developers with a CLP are required to include this as an annex to any contracts let with subcontractors. This should include a 'Contractors Handbook' for each site to inform contractors of the CLP requirements and the collection of monitoring data where required. See section 7.

### 21. Delivery and Servicing Plans

**21.1** Delivery and Servicing Plans (DSPs) provide a structure by which the owners and occupiers of premises can ensure that the delivery and servicing activities required as a development is used for its ultimate purpose can be conducted in a safe and efficient manner whilst minimising impacts on the local environment.

**21.2** The DSP should follow latest TfL guidance and be integrated into the travel plan. Refer to the following link for more information: <http://www.tfl.gov.uk/assets/downloads/corporate/delivery-and-servicing-plans.pdf>

**21.3** Clear procedures should be in place for loading and unloading, and staff should be aware of the estimated time needed for loading and unloading.

**21.4** It is not acceptable for vehicles to arrive at site early and wait in potentially dangerous or unsuitable locations that may cause damage, hazardous obstructions and/or congestion.

**21.5** It is not acceptable for vehicles arriving early to circulate and contribute to local congestion and pollution.

**21.6** A preferable approach is to identify one or more approved 'holding points'. Here vehicles can wait until they are called to the site for their booked arrival time. These locations should be discussed and agreed with the planning authority.

Delivery and Servicing Plans (DSPs) provide a structure by which the owners and occupiers of premises can ensure that the delivery and servicing activities required as a development is used for its ultimate purpose can be conducted in a safe and efficient manner whilst minimising impacts on the local environment.





# 7 Monitoring Requirements

## 22. Monitoring Framework

- 22.1** Ongoing monitoring of the CLP is a requirement throughout the development and the data collection is the responsibility of each individual site.
- 22.2** Data should be collected on a continual basis to allow interim reporting.
- 22.3** We recommend that a delivery booking and tracking system is used to provide detailed evidence about the number and type of delivery vehicles and the efficiency and accuracy of the deliveries carried.
- 22.3** Data from the monitoring process will be matched against the transport assessment to track progress against the final objectives as defined within the CLP.
- 22.4** Reporting should be at regular intervals as agreed by the local authority and backed up by agreed regular meetings.
- 22.5** Matters concerning transportation, deliveries and parking should be raised during consultation with neighbouring residents.

We recommend that a delivery booking and tracking system is used to provide detailed evidence about the number and type of delivery vehicles and the efficiency and accuracy of the deliveries carried.



# Contacts

## Croydon Council

Bernard Weatherill House  
8 Mint Walk  
Croydon CR0 1EA

### Pollution

☎ 020 8760 5483  
☎ 020 8760 5630 (Fax)  
✉ email: [pollution@croydon.gov.uk](mailto:pollution@croydon.gov.uk)

### Drainage

☎ 020 8726 6000  
☎ 020 8760 5724 (Fax)

## Health and Safety Executive

☎ 020 7556 2100

## Environment Agency

### Incident Hotline

☎ 0800 807060

### South East region

Contact Centre  
☎ 0370 85065  
☎ 01276 454301 (Fax)  
✉ e-mail: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

## Building Research Establishment

☎ 01923 664000  
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