

Construction Traffic Management Plan

48–52 Leys Avenue, Letchworth Garden City, Hertfordshire, SG6 3EQ

Planning Permission Reference: 24/00116/FP

Condition 11 – Construction Traffic Management Plan

Applicant / Client	Haria Property Investment Ltd
Principal Contractor	GK Interiors Ltd
Project Address	48–52 Leys Avenue, Letchworth Garden City, Hertfordshire, SG6 3EQ
Document Status	Submission Draft

1.0 Introduction

This Construction Traffic Management Plan (CTMP) has been prepared in support of the discharge of Condition 11 attached to planning permission reference 24/00116/FP for the development at 48–52 Leys Avenue, Letchworth Garden City, Hertfordshire, SG6 3EQ. The purpose of this document is to set out the arrangements for construction traffic, access, deliveries, unloading, vehicle routing, parking, storage compounds, wheel washing, highway cleanliness, pedestrian management and reinstatement of temporary works associated with the construction phase.

The development comprises part commercial and residential redevelopment including demolition of part of the existing building and construction works involving basement, superstructure, associated services and landscaping. This CTMP is intended to ensure that construction traffic is appropriately managed so that the impact of the works on the public highway, neighbouring occupiers, pedestrians and local traffic conditions is kept to the minimum reasonably practicable.

2.0 Site Location and Context

The site is located at 48–52 Leys Avenue, Letchworth Garden City, Hertfordshire, SG6 3EQ, within a mixed-use area containing commercial and residential uses. The site is in a constrained urban setting and requires controlled construction access and careful vehicle management throughout the works.

The site is also accessible by sustainable transport modes, including walking and rail connections, and construction management arrangements have therefore been framed to minimise unnecessary parking demand and disturbance to surrounding roads.

3.0 Purpose and Scope of the CTMP

This CTMP has been prepared to address the requirements of Condition 11 and to provide a clear framework for managing construction vehicle numbers, types and routing; site access arrangements; traffic management requirements; construction and storage compounds; car parking; loading, unloading and turning; wheel washing; cleaning of site entrances, site tracks and the adjacent public highway; the timing of construction activities; and post-construction restoration and reinstatement.

This CTMP shall apply for the full duration of the construction period and shall be implemented by the Principal Contractor and all subcontractors engaged on the project.

4.0 Construction Programme

The current project programme identifies a commencement date of 08 September 2025 and a completion date of 30 November 2026. For traffic management purposes, the works are expected to proceed broadly through site establishment and enabling works, demolition and clearance, basement and substructure works, superstructure works, envelope and fit-out works, and external works and completion.

Vehicle movements will vary according to the stage of construction but shall remain subject to the controls set out in this CTMP at all times.

5.0 Construction Access Arrangements

Construction access for deliveries, collections and contractor traffic shall be taken from Openshaw Way at the rear of the site. No routine HGV loading or unloading shall take place from Leys Avenue.

All construction vehicles entering or leaving the site shall do so under the supervision of trained traffic marshals or banksmen. Vehicles shall only be permitted to reverse, unload, manoeuvre or depart when directed by the site management team.

6.0 Construction Vehicle Routing

All construction traffic shall use the approved routing strategy agreed with the Highway Authority. Drivers shall be provided with written routing instructions in advance of arrival at site and shall approach and depart via the agreed highway network serving Openshaw Way unless otherwise agreed in writing.

Drivers shall not use unsuitable local side streets for waiting, parking or manoeuvring. No vehicle associated with the development shall queue on the public highway pending entry to the site.

7.0 Construction Vehicle Numbers and Types

The volume and type of construction traffic will vary according to the phase of works. The following vehicle types are expected during the construction phase: light vans for supervisory staff and specialist subcontractors; 7.5 tonne rigid vehicles for smaller material deliveries; 18 tonne rigid vehicles for palletised materials and general deliveries; skip lorries or grab lorries for waste removal and muck away; concrete wagons and concrete pumps during substructure and structural phases; HIAB vehicles for packaged plant or specialist materials; and occasional long vehicles for specific deliveries where essential.

Estimated vehicle movements are anticipated to be up to 4 delivery or collection vehicles per day during site establishment works; typically 4 to 8 vehicles per day during demolition, basement and substructure works, with occasional peaks up to 10 to 12 movements where concrete pours or spoil removal are required; typically 3 to 6 vehicles per day during superstructure works; 2 to 5 vehicles per day during fit-out and MEP works; and 1 to 4 vehicles per day during external works and completion. These figures are estimated maxima for management purposes and shall be controlled through the booking system described below.

8.0 Delivery Booking and Traffic Control Procedures

All deliveries and collections shall be subject to a mandatory booking system operated by the Principal Contractor. For each delivery, the booking record shall include the supplier name, driver contact number, vehicle registration, vehicle type, delivery contents or waste type, booked arrival time, unloading method and estimated duration on site.

Drivers shall be required to telephone the site delivery coordinator or site manager in advance of arrival. Vehicles shall only be called forward when the site is clear and safe to receive them. Any vehicle arriving outside its booked slot shall be instructed to leave the area and return at the next available time. No waiting on the surrounding roads will be permitted.

9.0 Timing of Construction Activities and Deliveries

Construction traffic shall be managed to avoid local peak traffic conditions and school pick-up and drop-off periods. No HGV arrivals shall take place before 09:00 hours and no HGV departures shall take place after 15:00 hours.

All heavy deliveries and waste removals shall be undertaken within pre-booked time slots. No delivery or waste collection shall take place during local school peak periods, and no vehicle shall wait on the highway before being admitted to site.

10.0 Construction and Storage Compounds

A designated contractor's compound shall be established wholly within the site boundary. The compound will provide, as relevant to each phase, site office and welfare accommodation, secure material storage, a designated loading and unloading area, waste storage and skip area, temporary plant storage, controlled pedestrian routes to the site office and working areas, and marshal position and site gate controls.

The compound layout shall be shown on the accompanying logistics drawing and shall be maintained in an orderly condition for the duration of the works.

11.0 Loading, Unloading and Turning Arrangements

All loading and unloading shall take place within the site boundary. No routine loading or unloading shall occur from the public highway.

Construction vehicles shall reverse into the site under the supervision of trained marshals or banksmen and unload within the designated loading zone inside the compound. Where turning cannot be fully accommodated on site for larger vehicles, the approved reversing-in and forward-out arrangement shall be used under marshal control. Temporary barriers shall be deployed where necessary to protect pedestrians during loading, unloading or manoeuvring operations.

12.0 Parking Arrangements

No general parking shall be provided on site for construction personnel or visitors. Site operatives, subcontractors and visitors shall be instructed not to park on surrounding roads and to use public transport, walking, shared transport and other sustainable modes wherever practicable.

Only essential site management vehicles may be accommodated on site where a specific space is available and allocated by the site manager. No overnight parking of construction vehicles shall take place outside the site compound.

13.0 Wheel Washing Facilities

A wheel washing facility shall be installed within the site boundary adjacent to the site exit before construction traffic enters the public highway. The wheel wash arrangement shall comprise a designated wash-down area, jet wash or pressure wash equipment or a proprietary wheel wash system, a hardstanding surface to minimise transfer of mud and debris, operative inspection of departing vehicles, and manual cleansing of wheels, tyres, mud flaps and lower bodywork as required.

No vehicle shall leave the site until the site team is satisfied that it will not deposit mud, dust, spoil or debris onto the public highway.

14.0 Cleaning of Site Entrances, Tracks and Adjacent Highway

The site entrance, internal haul routes and adjoining public highway shall be inspected daily and more frequently during demolition, excavation, muck-away and wet weather conditions. Any mud, spoil, dust or debris arising from the works and deposited on the public highway shall be removed immediately.

Road sweeping, brushing or jet washing shall be undertaken as necessary to maintain the highway in a clean and safe condition. Vehicles waiting to enter or leave the site shall switch off their engines to minimise noise and emissions.

15.0 Traffic Management Requirements

The following traffic management measures shall apply throughout the construction period: trained traffic marshals or banksmen shall supervise all reversing, delivery and collection movements; all deliveries shall be pre-booked and sequenced; no vehicle queuing shall be permitted on surrounding roads; pedestrian movements adjacent to the site access shall be managed during high-risk manoeuvres; high-visibility PPE shall be worn by all personnel involved in traffic management; and signage shall be displayed at the site entrance and within the compound.

Site management shall maintain communication with delivery drivers by mobile phone and shall review traffic control measures regularly as the works progress.

16.0 Pedestrian Management and Highway Interface

The site shall be segregated from the public by hoarding, fencing and controlled access arrangements. Pedestrian protection measures shall include secure site hoarding or fencing, temporary barriers during loading, unloading and manoeuvring, controlled pedestrian routes where required, marshal supervision during vehicle reversing, and maintenance of safe passage on the public highway at all times unless separately licensed.

If any activity cannot be wholly contained within the site boundary, a separate temporary highway layout shall be prepared showing the extent of hoarding, pedestrian routes and remaining road width for vehicle movements in accordance with the requirements of the Highway Authority.

17.0 Site Security and Access Control

All operatives and visitors shall sign in and out of the site and shall only access working areas following induction by the site management team. The site access gates shall be controlled by the site team, and the integrity of hoarding, barriers and gates shall be checked regularly to ensure the site remains secure.

Vehicles will only be offloaded when directed by site management, the banksman or the traffic marshal.

18.0 Environmental Controls and Neighbour Amenity

Deliveries shall be planned to minimise disruption to adjoining occupiers and other users of the access road. Measures to reduce environmental impact shall include no vehicle idling on surrounding roads, no unnecessary waiting on the highway, deliveries outside peak periods, use of smaller loads where practicable, prompt removal of waste, and keeping the site frontage and highway clean.

The contractor shall monitor complaints or concerns from neighbours and shall adjust operational controls where reasonably required.

19.0 Emergency Access

Emergency service access shall be maintained at all times. No parked vehicle, stored material, skip, plant item or unloading activity shall obstruct access for fire, ambulance or police services.

Site management shall review access arrangements regularly as the works progress and shall ensure emergency routes remain clear.

20.0 Monitoring, Review and Compliance

The Principal Contractor shall monitor compliance with this CTMP on a daily basis. The Plan shall be reviewed and updated where required if the access arrangements change, a new phase of works introduces different vehicle movements, complaints are received from neighbours or the Highway Authority, an incident or near miss occurs, or additional highway controls are required.

All contractors and suppliers engaged on the project shall be required to comply with this CTMP and with any site-specific instructions issued by the Principal Contractor.

21.0 Post-Construction Restoration and Reinstatement

Upon completion of the development, all temporary compounds, barriers, wheel wash equipment, traffic management signage and any temporary highway-related measures shall be removed. Any damage to the adjacent highway, footway, kerbs or verge attributable to the construction works shall be repaired and reinstated to the satisfaction of the Highway Authority.

22.0 Documents to be Read with this CTMP

This CTMP should be read alongside the supporting plans and logistics information submitted with the application, including the site location and relevant architectural drawings, proposed basement and ground floor plans, and the revised site logistics or compound drawing showing the construction compound, loading zone, wheel wash, marshal position and access arrangement.

23.0 Declaration and Signature

This Construction Traffic Management Plan is submitted in support of the discharge of Condition 11 and is intended to be implemented for the duration of the construction works, subject to any refinements agreed in writing with the Local Planning Authority and Highway Authority.

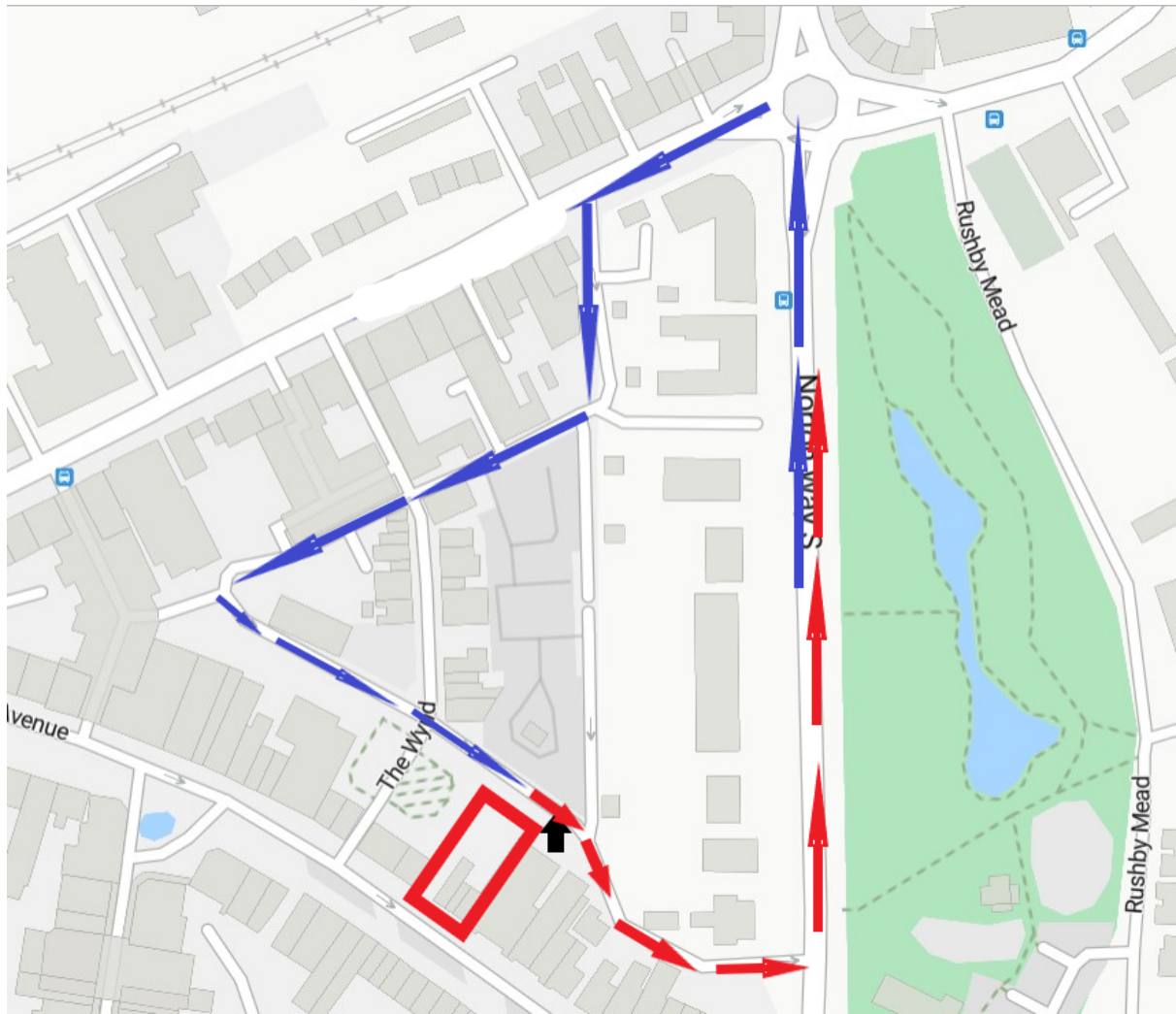
Prepared by	Carl Wright
Company	GK Interiors Ltd/Allday Safety Services Ltd
Signature	
Date	7 th May 2026

Note: This document should be submitted together with the final logistics drawing, vehicle routing plan and any related supporting plans required by the Highway Authority.

UPDATED VEHICLE ROUTE PLAN

48-52 Leys Avenue, Letchworth Garden City, SG6 3EQ
Updated to reflect hand-annotated route directions

21.2 APPENDIX B Site Logistics Plan



SITE
48-52 LEYS AV.

PREFERRED VEHICLE
DEPARTURE ROUTE

PREFERRED VEHICLE
APPROACH ROUTE

KEY / NOTES

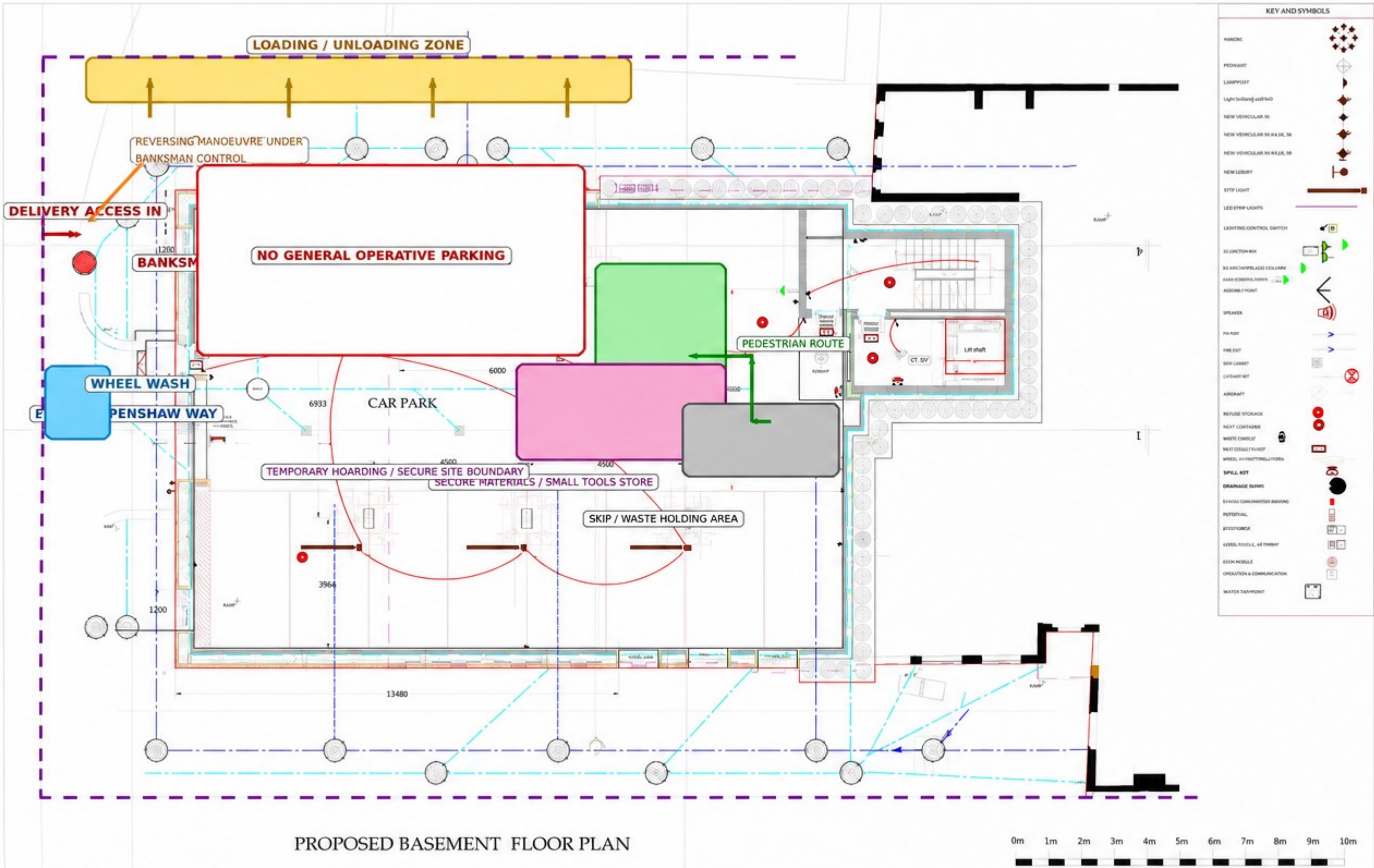
-  Preferred vehicle departure route
-  Preferred vehicle approach route
-  Site hoarding line / gates shown on related

NOTES

- Approach and departure routes
- updated from the hand-annotated
- plan.
- Routes are diagrammatic and
- intended to support the CTMP
- submission.
- Site access to tie in with the
- hoarding / temporary gate
- arrangement shown on the basement
- sheets.

CONSTRUCTION TRAFFIC MANAGEMENT PLAN

SITE LOGISTICS / COMPOUND PLAN - 48-52 LEYS AVENUE, LETCHWORTH GARDEN CITY, SG6 3EQ
Draft planning submission drawing based on proposed basement plan and CTMP narrative



- KEY / NOTES**
- Loading / unloading zone
 - Wheel wash at egress
 - Site office / welfare and pedestrian route
 - Secure materials storage
 - Skip / waste holding
 - Temporary hoarding / secure boundary
 - Vehicle access in
 - Vehicle exit out
- NOTES**
- Access and egress shown from Openshaw Way, consistent with the construction phase plan.
 - All deliveries to be pre-booked and controlled by banksman.
 - No general contractor parking within compound; staff to use public transport.
 - Heavy deliveries scheduled after 09:00 and before 15:00.
 - This drawing is a draft CTMP logistics plan for planning submission and should be checked against the final contractor programme and any highways requirements.

REVISION				
DATE	REV.	DESCRIPTION	DRAWN BY	CHECKED BY

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CLIENT ADDRESS		CLIENT NAME		AUTHORISED BY		DATE	
48-52 Leys Avenue		Hill and Davis		Hill and Davis		August 2023	
Leitchworth Garden City		PROJECT		DRAWING NO.		DATE	
Leitchworth		CONVERSION, RECONSTRUCTION AND NEW BUILD		A. HILL		August 2023	
M16 ADDRESS		DRAWING TITLE		LOCATION			
48-52 Leys Avenue		EXISTING AND PROPOSED		LEITCHWORTH			
Leitchworth Garden City				DRAWING STATUS			
SG6 3EQ				PRELIMINARY INTERNAL			
SCALE	DATE	SCALE	DATE	SCALE	DATE	SCALE	DATE
1:10	1/1/23	A1	A1	A1	A1	A1	A1