



Construction Logistics Plan Guidance

For developers

Section I

Introduction

Contents

Section 1	Introduction	3
Section 2	Policy background	4
Section 3	Why complete a CLP?	5
Section 4	Contents of a CLP	7
Section 5	Managing a CLP	12
Section 6	Putting a CLP in place	14
Section 7	Monitoring a CLP	18
Section 8	Checklist: What to include in a CLP	23
Annex A	TfL's contractual requirements for WRRR	25
Annex B	Example structure of a CLP	29

Transport for London (TfL) has developed this guidance to support sustainable construction practices in London. This guidance is part of a series of documents that are designed to give specific help to transport planners and people working in the construction industry. They are open for comment and will be periodically reviewed based on collective feedback. If you have any comments on document structure, content and their general usefulness, please email freight@tfl.gov.uk with 'CLP Guidance' in the subject line.

Construction Logistics Plans (CLPs) are an important management tool for planners, developers and those working in construction companies. They act as the catalyst for reducing the negative transport effects of construction work on local communities, residents, businesses and the environment.

These include the effects of congestion, pollution and noise. A well-written CLP not only benefits the local environment but also saves costs by encouraging efficient working practices and reducing deliveries.

CLPs are increasingly becoming a requirement of the planning process. This booklet explains why developers and their contractors need to produce a CLP. It provides guidance and a template to help produce a practical CLP that will help plan for and support all the transport, travel, and movement to and from a construction site.

It will also reassure the planning authority, local communities, residents and businesses that an approach to minimising disruption at and around the site is in place.

In this document developers and their contractors are referred to, and also use the terms main contractor, subcontractor and operator.

There are two types of CLPs that are required to be submitted:

- An outline CLP**
 This type of CLP accompanies an associated application to a planning authority - either a Greater London local authority or Transport for London (TfL). It may be submitted earlier in the planning process during pre-application discussions. This CLP gives the planning authority an overview of the expected logistics activity during the construction project.
- A detailed CLP**
 This type of CLP goes to a planning authority at the post-granted discharge of conditions stage, and/or at the highways design stage.

This CLP provides the planning authority with the detail of the logistics activity expected during the construction stage of the project.

Section 2

Policy background

There are a number of national and local policies that refer to or require CLPs to be produced, including:

2.1 The London Plan (2011)

The London Plan makes specific reference to CLPs as a way of making better and more efficient use of the road network.

Policies 6.3 and 6.14 in Chapter 6 'Transport' encourages developers to submit CLPs and consider freight movements. CLPs are secured for applications which are referable to the Mayor, governed by the Mayor of London Order 2008 where they are construction matters. In addition they are encouraged when there are construction issues on all other applications.

The CLP should form part of a broader submission, which will also include a Transport Assessment or Transport Statement and Travel Plan. CLPs should also refer to the site's travel plan, which will describe how you intend to encourage construction staff to travel to work sustainably.

2.2 The Mayor's Transport Strategy (2010)

The Mayor's Transport Strategy promotes the use of CLPs. For all planning applications that meet the criteria for referral to the Mayor, comprehensive transport assessments, travel plans, Delivery and Servicing Plans (DSPs) and CLPs will need to be submitted in accordance with TfL's best practice guidance.

2.3 London Freight Plan (2008)

The London Freight Plan acknowledges the important role of the movement of goods in supporting future growth of London's economy. The Plan also recognises that such transport can have negative impacts on the local environment.

CLPs, along with transport assessments, travel plans and DSPs, are key documents that support the aims of the London Freight Plan. They have all subsequently been incorporated within the Mayor of London's Transport Strategy (2010) and the London Plan (2011).

Local authority policy

London's local authorities develop their own guidance and policies about the use of CLPs and what they need to include.

However, they must conform with the London Plan. Croydon, for example, has produced guidance for developers outlining that a CLP must include measures to improve air quality, reduce carbon dioxide (CO₂) emissions, and minimise the disturbance to local residents and businesses caused by construction.

Section 3

Why complete a CLP?

3.1 Link to the planning process

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.

Other elements of the process include DSPs, which provide a framework to make sure that freight vehicle activity to and from the completed development is working effectively. It also includes travel plans.

A full description of the relationship between CLPs and the planning process can be found in the Construction Logistics Plan Guidance for planners.

3.2 Opportunity Area Planning Framework development requirements

Where a significant amount of development is planned within a small area, an Opportunity Area Planning Framework (OAPF) may be created to ensure a coordinated approach is taken to development. In such circumstances a coordinated approach to construction logistics is also required, possibly through a common framework for CLPs in the designated area.

Using these frameworks, including a DSP framework, will ensure that the benefits of synergies between neighbouring developments are identified.

3.3 Best practice

Using CLPs ensures that developers follow best practice within the logistics supply chain as often as possible, benefiting operators, customers and local residents.





Section 4

Contents of a CLP

Congestion reduction

Congestion reduction can be achieved by more efficient management and coordination of construction vehicles going to and from a site. The CLP will state what delivery booking and scheduling system is used to organise deliveries and reduce congestion near the site.

Environment

Environmental benefits arise by minimising the number of journeys needed to service a construction site and applying best practice efficiencies to those journeys.

This includes:

- Planning deliveries to maximise vehicle capacities
- High delivery success rates
- Using modern, low-emission vehicles
- Making optimal use of vehicle management
- Using rail and water freight wherever possible

Together these measures can reduce air pollution, CO₂ emissions and noise levels.

Waste management is also a consideration, as effective waste management policies lead to low levels of total waste generated, and higher recycling rates.

Safety

CLPs encourage fewer road trips. This reduces the number of vehicles on the road and therefore the likelihood of collisions, including those involving vulnerable road users.

They also ensure developers maintain high operational standards throughout the contract arrangements with members of their supply chain.

3.4 Subsequent use – DSP

A construction project must include a DSP showing adequate facilities for freight and service vehicles once the development is completed and in use. This includes areas for loading, unloading and parking to ensure minimal negative impact on residential or business neighbours.

The main difference between an outline CLP and a detailed CLP is the level of information. This may depend on the stage the development plans have reached.

The outline CLP should contain a summary of the main logistics issues expected during construction. It must be clear to the planning authority what the developer intends to do.

The detailed CLP requires further information about how the proposed activities will be organised and managed.

4.1 An overview

A CLP should start with a brief description of the construction project, including a summary of the site location and the development phases. This should also include basic maps and diagrams of the construction site layout.

More detailed information should be included later in the document, or as a separate annex.

An outline summary of the construction phases and techniques that the developer will use should be included as this will determine the materials needed. In setting out each phase, a tabulated format (see Table 1 on page 21) is seen as preferable, though other clear summaries can be used.

4.2 Introduction to the supply chain

The supply chain covers all freight movements, from when and where they begin their journey until they arrive at the site or are disposed as waste. The CLP should not just refer to materials being brought to site, but also to waste materials being taken away.

The supply chain can be considered at two levels. The materials required for the development, and the trips needed to move them to and from site that will allow construction.

Therefore, the starting point for the CLP is an outline summary of the supply chain's constituent parts, describing:

- The primary products
- Where they are sourced
- How they are transported
- Waste recovery

Within the CLP, construction logistics are considered in their broadest sense. To maximise benefits, a CLP sets out the full supply chain and includes items such as transport of aggregates and waste from the site.

In addition, working efficiently with neighbouring construction sites and sharing procurement practices can influence how transport is organised. It is an approach that makes CLPs different from typical site logistics plans.

4.3 Planning the supply chain

The CLP sets out policies, procedures and efficiencies for minimising road traffic before and during construction. These also achieve savings, both for developers and contractors.

Materials

A CLP records all the materials that will be delivered to, and removed from, the site. Details include the point of origin or destination, and estimated quantities. This information helps people understand the vehicle movements needed. A table is perhaps the best way to record these details.

The minimum suggested materials to include in the CLP are:

- Aggregates
- Steel and fabrication
- Mechanical and Electric (M&E)
- Glazing
- Finishing products
- Modes of transport

For many sites, location will determine whether road transport should be the main mode for journeys. However, the use of waterborne or rail transport for journeys further up the supply chain may be a viable option, particularly for non time-critical products.

In particular, maximising the opportunities to use electric vehicles for the last mile, and water and rail freight, particularly for bulk movement of raw materials, should always be a consideration. The London Blue Ribbon Network includes the Thames, navigable tributaries and the London canal system. An

interactive map of all operational London wharves can be found on the Port of London Authority website, www.pla.co.uk

Information on moving materials and supplies by rail freight is available on TfL's website.

Use of consolidation centres and pre-fabrication

Using a consolidation centre can help reduce the number of deliveries to site. It also can cut the number of road miles and fuel costs, particularly during later phases of construction.

Consolidation centres can also be used for off-site pre fabrication of materials and quality control inspections, reducing programme delays caused by faulty or damaged parts delivered to site.

Other benefits include fewer materials stored on-site, which reduces the likelihood of damage and theft. It can also provide a 'storage buffer' for long lead-time items.

Whoever is responsible for purchasing and delivery should understand which products and equipment can be stored at the consolidation centre for combined delivery, and which must be delivered directly to site. Direct deliveries are likely to include abnormal size loads and concrete.

If a consolidation centre is to be used, the location and the anticipated number of deliveries into and out of the centre, and vehicle type (such as the use of electric vehicles) should be noted in the CLP.

Integration with neighbouring sites

Wherever possible, work with neighbouring developers to combine trips and benefit from supply chain measures such as consolidation, common procurement and waste management. Within an OAPF area this may be a formal requirement.

Efforts should be made to consolidate deliveries by sharing vehicles or loads. This should be documented, explaining which processes will be shared and which sites will be collaborating.

The number of deliveries and sizes of vehicles used throughout the construction of the development should be noted in the CLP. This may differ by phase. As such, the two-way total should be broken down to vehicles a day, and also highlight peak hour periods when vehicles are using the network.

Route planning

Route plans form a key part of the CLP. They explain how different parts of the supply chain get to and from the site, and how materials arrive and leave.

- **Strategic access routes**
Unless materials are being transported from local suppliers, goods vehicles will be required to travel to site from other locations in London or beyond.

Such journeys should be restricted, unless otherwise advised, to the strategic road network (SRN) and Transport for London's Road Network (TLRN). Both are 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 used by those driving to the site.

Deliveries and collections made outside peak traffic times are more likely to arrive on time, and potentially reduce on-site delays. Therefore off-peak movements are preferred.

- **Local access routes**

The impact on local access roads may inevitably 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

As a minimum, a map should show the area and designated route(s) to the site. This map must be made available to all companies and drivers. They and any other service suppliers must be made aware that they are to use these routes at all times unless unavoidable diversions occur.

The route to the site should avoid areas that may increase the traffic risk to vulnerable road users. For example, avoid routes that pass by schools, hospitals and health centres, or places used by older people, or people with disabilities or learning difficulties.

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

Where possible avoid routes through residential areas.

- **Journey planning**

You must plan both strategic and local access routes carefully. To help, TfL has a free Freight Journey Planner tool. You will find this in the freight section of our website.

When putting together the overall access plan, a number of route options may exist, especially as the distance from the site increases.

If there are many route options, drivers must be clear which route applies to their journey. If necessary, provide induction training for all drivers to ensure they are familiar with the route.

- **Site operation and access times**

Site operation times are set by the local authority planning department. Site work, which includes deliveries and collections, must adhere to these hours. Where possible, deliveries and removals should take place in off-peak hours to avoid adding to local traffic during busy periods.

The planning authority may be flexible about out-of-hours deliveries and night-time deliveries, especially if you commit to TfL's code of practice for quieter out-of-hours deliveries. You can find the code of practice document in the freight section of the TfL website.

- **Loading/unloading locations**

Vehicles should be loaded and unloaded on-site. Always avoid loading or unloading on the public highway. This reduces risks to the public, reduces congestion, and minimises disruption and risk to any passing vehicles on the highway. All deliveries and collections should be overseen and managed by a nominated person.

If changes to the highway are necessary to allow construction vehicles access, describe how and why in the CLP document. You should also consult the relevant highway authority as soon as you know this is necessary. You will need to consider and explain how you will manage the impacts on cyclists, pedestrians, other road users, and any affected highway infrastructure such as bus stops, signals and crossings.

If the construction strategy requires licences or permits to create diversions, loading bays or hoardings, you will need to agree them first with the relevant highway authority.

- **Cranes and equipment**

If at any point there is a need for a crane on the construction site, you will need a crane or oversail licence. Each licence granted will have two operational dates and one back-up date.

This equipment may be classified as an 'abnormal load', with associated movement restrictions. The expected dates of arrival and removal should be noted in the CLP.

- **Swept path analysis**

A swept path analysis is necessary to show the operational needs of the site. Often these do not include testing how construction vehicles will go in and out of the site.

You should carry out a swept path analysis for the prospective site using design plans, and take account of the expected vehicles that will enter and exit the site during the construction project.

Show how vehicles can operate safely within the traffic management proposals of the site. If it is necessary to reverse out of the site, this manoeuvre must always be overseen by a qualified marshal working from a position outside the vehicle.

Staff travel

A staff travel plan provides information about the modes of transport site employees are planning to use to travel to and from work at different times of the day.

Wherever possible, maximum use should be made of the public transport network. Therefore, the CLP should include a summary of local transport facilities to the construction site and a description of how private vehicle travel will be managed.

Details of local public transport information, including timetables, maps, oyster promotions and cycle routes should be included in the CLP and made available to site personnel before they first begin work on the site.

All staff should be made aware of the travel plan and its main points during their induction training and told how to get more information if they need it.

Specialist trade contractors often bring all their tools with them in their vehicle. If they are working exclusively at the site, think about the possibility of providing secure storage so they can commute by walking, cycling or using public transport.

Also make available safe and secure cycle parking for any 'last mile' cycle deliveries.

Section 5

Managing a CLP

5.1 CLP coordinator

The CLP coordinator takes responsibility for the day-to-day management of the CLP and is the first point of contact for site issues. They help the development run smoothly by making sure each construction phase complies with the CLP.

It is also the coordinator's job to oversee the effectiveness of the CLP, and prepare regular updates to the planning authority when asked.

The coordinator's name will be on the CLP. The developer must inform the planning authority, and other organisations such as TfL, if and when the coordinator is replaced.

5.2 Publicising the CLP

Explaining and marketing the CLP to the supply chain, local community, residents and businesses is essential to raise awareness and show the developer's commitment to using safe and efficient construction vehicle practices. This commitment will need to be communicated to all parts of the supply chain involved in the development.

5.3 Keeping other organisations and local people informed

The CLP will also explain how the developer will keep in contact with organisations that have an interest in the site and how the development is progressing. These bodies, groups and individuals include planning and highways authorities, local residents, businesses and community groups.

The CLP coordinator will respond to any questions or queries about the development and put in place any mitigation measures needed to resolve traffic issues connected with the construction work. For example, a coordinator may need to:

- Remind contractors and subcontractors about designated routes to and from the site
- Check vehicles arriving at site to make sure they meet the developer's safety requirements
- Manage the delivery booking and scheduling tool that records deliveries

Managing site deliveries

Online delivery booking and tracking systems are the best way to record vehicle movements to and around a site. They are also a good way of controlling deliveries.

The minimum requirement is for the developer to use the free TfL online delivery booking and management system available on TfL's freight webpages.

If a developer or contractor wants to use their own software, this is acceptable providing its reporting capabilities are at least as comprehensive as, and in a similar format to, the TfL system.

The contractor must also give the planning authority access to the data for monitoring

and statistical analysis purposes. Further information about how these tools help fulfil CLP objectives is in Section 6.

5.4 Safety of other road users

The safety of other road users is a concern, not just in and around the site, but for every part of a road journey to and from the site. All drivers must be fully trained, must have read through the local access routes, and have a copy of the access route map.

Drivers must be aware of other road users, and in particular vulnerable road users, while driving to and from the site. This includes pedestrians (especially children and older people), cyclists and motorcyclists.

Access to and from the site must be controlled and monitored. If site geography allows, a one-way system should be in place. If any of the entry or exit points are a danger to members of the public, the movement of vehicles should be monitored by a trained marshal working outside the vehicle.

Where possible, those walking or cycling to the site should use a different entrance to vehicles. Consider hoarding lines and protective canopies to create safer, easier walking and cycling routes. Protect highway infrastructure, including signals, signage and bus stops.

Carry out regular safety reviews. It is up to the developer or the contractor whether this is done following standard company methods or

is specific to the CLP. Either way, any incidents or near-misses must be communicated to all drivers delivering to the site and addressed in subsequent safety training.

5.5 Materials storage and security

There should be a suitable place on the construction site for storing materials not in immediate use. While on-site storage allows for work to continue if there are delays in deliveries, it also increases the risk of damage or theft. If extensive storage is needed, a consolidation centre may prove advantageous.

Any on-site storage location should be secure against vandalism and theft. See below, 'tool storage'.

As much waste as possible should be recycled, and linked to set targets in a waste management plan. Whenever possible, reduce trips by making sure vehicles delivering materials to the site leave with waste.

5.6 Tool storage

On-site tool storage can prove useful in reducing the number of vehicle journeys to site. If the storage location can be insured for contractors' tools as well as supplied tools, a large number of potential vehicle journeys to site may be prevented.

5.7 Staff travel plan

The staff travel plan should be reviewed and updated regularly to reflect any major changes.

Section 6

Putting a CLP in place

6.1 Contractual arrangements

To ensure the working practices agreed in the CLP are followed by main contractors, subcontractors and suppliers, developers are encouraged to include the CLP as an annex to a contract. Where possible, include specific clauses or Work Instructions setting out the Work Related Road Risk (WRRR) requirements to be followed by fleet operators. This will help encourage the highest standards of road safety.

See Annex A for a case study showing an example of TfL's WRRR requirements.

As an example of good practice, TfL requires the following criteria of all its contractors:

Fleet Operator Recognition Scheme (FORS)

FORS is a voluntary scheme set up by TfL. It aims to improve freight delivery in London by providing an industry quality and performance benchmark that encourages best practice. FORS increases professionalism among vehicle and fleet operators. Among the benefits are greater legal compliance, reduced supply chain disruption and improved occupational road safety.



Becoming FORS Bronze accredited means a contractor or subcontractor operating HGVs and/or fleets of vans has reached a set standard in the following areas:

- Drivers and driver management
- Vehicle maintenance and fleet management
- Transport operations
- Supporting policies and procedures

Main contractors to the development must show they and their suppliers are committed to safer and more efficient ways of working on site. This includes the use of vehicles.

TfL recommends that within 90 days of an awarded contract, all contractors must have registered and gained FORS Bronze accreditation as a minimum standard.

A list of FORS Bronze accredited companies can be found at www.fors-online.org.uk



Managing safety and work-related road risk

Main contractors should consider what road risk prevention measures to request from their suppliers.

For example, TfL demands that vehicles more than 3.5 tonnes at construction sites have the following fitted as standard:

- Side guards
- Close-proximity sensors and warning alarms
- Rear cyclist warning signs and, where a Fresnel lens is not effective, CCTV. (Note that for those vehicles under 3.5 tonnes, only cyclist warning signs are required)

All drivers must have their driving licence checked by the DVLA. They must also complete a driver safety training course such as Safe Urban Driving or similar.

TfL also requires collision reporting.

Full details of TfL's WRRR requirements can be found in Annex A.

The London Low Emission Zone (LEZ)

One of the main objectives of CLPs is to minimise local air pollution. Developers must think about specific measures that will help meet this goal.

The LEZ sets a 'baseline' standard. Vehicles failing to meet this must pay a fee to enter the zone. Meeting the LEZ standard is therefore the minimum expected of the developer or main contractor for site vehicles.

6.2 Contractors' handbook

A well-planned handbook will support supervisors and managers in making sure the terms and conditions of the CLP are met by everyone working at the site.

The handbook should:

- Communicate the aims and objectives common to all CLPs
- Clearly explain all site-specific CLP agreements and methods of working
- Sets out the main contractor's general practices and standards

The handbook should also include:

- A site map
- Hours of site opening
- Details of other related sites such as the consolidation centre
- Health and safety information
- The staff travel plan, or advice on how to get this information
- Main contact details

6.3 Delivery booking and scheduling

Deliveries need to arrive on site at a specified time to ensure that work continues uninterrupted by lack of supplies.



A schedule approved by site managers with booking slots reduces the possibility of site congestion and delays. It also reduces the potential for local traffic disruption.

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

Staff must understand the schedule and report delays to the site manager.

If drivers are forced to wait to load or unload, perhaps because an earlier delivery overruns its slot, they should, where possible, wait on-site with vehicle engines switched off to avoid unnecessary idling emissions.

To ensure accuracy of arrival times, especially for long journeys, it may sometimes be necessary for extra time to be built into journey times to allow for unexpected delays and congestion.

However this is managed, 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.

Nor is it acceptable for vehicles arriving early to circulate and contribute to local congestion and pollution.

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.

If a consolidation centre is being used for a project, or if it supports a wider OAPF area, it may be possible for it also to accept drivers that have travelled long distances using the main highways network during off-peak hours. This would then leave only a final, short journey leg in daytime hours when traffic levels are higher.

Section 7

Monitoring a CLP

It is important to monitor the CLP and check it is effectively reducing congestion, air pollution, noise and visual intrusion.

The planning authority will be responsible for monitoring the CLP, while the developer and their contractor will have responsibility for collecting data according to a schedule agreed between them and the planning authority.

The planning authority will nominate a person to be the contact for ongoing monitoring. This person may come from one of several departments within a local authority. If there are many CLPs within a planning authority's area, then the contact may be a dedicated, specialist Construction Compliance and Monitoring Officer.

For larger and multiple schemes it is good practice to set up a construction working group, with representatives from all interested parties, including TfL.

The group should share the results of the CLP transport assessment, broken down so that people can see the impact for each individual development, development phases, and the numbers and types of vehicles in use. Online delivery booking and tracking systems 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 exact methods for gathering information will be agreed between the developer/their main contractor and the planning authority, following these general principles:

- **Review meetings**

Regular review meetings between the company and the planning authority will form the primary point of contact for ongoing monitoring.

As a starting point, it's suggested that these meetings are held every three months, with their frequency increased or decreased depending on performance and progress.

The regular meetings should tackle any medium or low priority issues. High priority issues must be resolved within a shorter timescale, preferably face-to-face, except if urgent action is required and a meeting cannot be scheduled quickly.

- **Data sharing**

All relevant data should be freely available to the planning authority and other organisations and people connected to the development.

Data should be presented by the developer or main contractor that matches a list pre-agreed with the planning authority. Data should be submitted on a regular basis, perhaps monthly, for review.

For large sites the planning authority may carry out its own data collection activity, such as air quality or noise monitoring, either at intervals or throughout the development.

- **Indicators and data format**

The list of indicators and associated format of the data will depend on the extent and capability of the monitoring tools used. The following list is a suggested starting point for the type of information that could be collected and reviewed:

Number of vehicle movements to site

- Total
- By vehicle type/size/age

Vehicle mileage

- Total
- By vehicle type/size/age

Level of vehicle fill

- For each delivery/collection

Extent of vehicle sharing

- For each delivery/collection

CO₂ calculation

Local air quality emissions

- NO_x
- PM10

Noise

Delivery/collection accuracy compared to schedule

Breaches and complaints

- Vehicle routing
- Unacceptable queuing
- Unacceptable parking

- Supplier FORS accreditation
- LEZ compliance
- Contractual conditions compliance

Safety

- Logistics-related accidents
- Record of associated fatalities and serious injuries
- Ways staff are travelling to site
- Vehicles and operations not meeting safety requirements

Effectiveness of waste plan

- Percentage of recycled materials used in development
- Percentage of materials re-used on site
- Percentage of waste recycled

Scheme cost and efficiency impacts

- Identifiable cost savings
- Record of lost hours
- Material losses
- Material costs reclaimed
- Duration of scheme or phase

Size of development

- Metres squared

Targets

Targets for the CLP need to be SMART (specific, measureable, achievable, realistic, timely) and easily collected and interpreted.

They should be agreed between the developer, the main contractor and the planning authority, as should the indicators and data used to measure them.

Ensuring compliance

There is an expectation to share delivery data for monitoring and compliance purposes.

In the spirit of open cooperation, if targets are consistently missed, any issues should be discussed at the regular monitoring meetings, and alternative approaches agreed. Continued failure will require a review of the suitability of the targets before further action is taken by the planning authority. Their ultimate power is to enforce a suspension of work on site.

Waste management

There must be a policy to manage waste and recycling on site. Reduction in waste benefits the company financially by minimising use of materials.

Waste and Resources Action Programme (WRAP) has a specific page on its website (www.wrap.org.uk) for construction companies and organisations, with tools, templates and apps for reducing waste.



Table 1: Summary of deliveries to a site

Phase 1 (title)			
Expected timescale			
Expected major delivery dates	Vehicle type/ mode of transport	Size of delivery (weight/volume/ quantity)	Notes (eg abnormal loads, multi-point delivery to nearby sites)
Phase 2 (title)			
Expected timescale			
Expected major delivery dates	Vehicle type/ mode of transport	Size of delivery (weight/volume/ quantity)	Notes (eg abnormal loads, multi-point delivery to nearby sites)

In setting out each phase, a tabulated format is normally preferred, although other clear summaries can be used. Include anticipated major deliveries to site and, if known, details such as the nature of materials to be delivered, modes of transport used, size of delivery, dates of delivery and times. Also, note any abnormal loads or deliveries or other relevant information.

For major applications or those located on the TLRN or the SRN, TfL offers a pre-application service. This service is designed to discuss at the earliest possible stage all matters relating to the development including freight and construction. Further details are available on the TfL website.



Section 8

Checklist: What to include in a CLP

Section 1: Introduction

- Details of the applicant submitting the CLP
- Name of the site
- Type of CLP
- Overview of the site
- Main issues or challenges

Section 2: Site information

- Location of the site
- Size and nature of the development
- Details of any parking constraints near the site
- Details of site access, including public transport, cycling and footways
- Any changes to services during the construction phase

Section 3: Construction details

- Details of the scheme
- Works programme showing indicative dates for each stage of construction
- Overview of the different stages of construction

- Access arrangements for vehicles
- Details of any parking bays to be suspended to allow access for large construction vehicles
- Number of deliveries
- Hours of site operation
- Proposed vehicle routes
- Number and type of construction vehicles for each development phase
- Parking, loading and unloading arrangements
- Swept path analysis
- Special measures to address any site access and exit issues
- Details of storage for plant and materials

Section 4: Traffic management

- Details of how traffic will be managed at each phase of development
- Type of construction vehicles needed, and when
- Parking arrangements for delivery vehicles
- Pedestrian, cyclist, bus and general traffic considerations

Annex A

TfL's contractual requirements for WRRR

Section 5: Developing and using policies

- Details of policies and procedures to be in place during the construction, including:
 - Waste minimisation
 - Use of alternative modes of transport
 - Vehicle renewal replacement
 - Consolidation and/or collaboration and off-site fabrication

Section 6: Monitoring, compliance, reporting and review

- Details for monitoring the CLP, including compliance arrangements, reporting and review

Section 7: CLP management

- Details of how the CLP will be managed



1. Definitions

1.1. Approved Driver Training is the Safe Urban Driving course accredited by the Joint Approvals Unit for Periodic Training. Details are available at www.fors-online.com

1.2. Bronze Accreditation is the minimum level of accreditation within the FORS Standard. Requirements are outlined fully at www.fors-online.org.uk

1.3. A car-derived van is a vehicle based on a car with an interior altered for the purpose of carrying larger amounts of goods and/or equipment.

1.4. A Class VI mirror is a mirror fitted to a freight vehicle that allows the driver to see what is immediately in front of the vehicle and that complies with Directive 2003/97/EC.

1.5. A close proximity sensor is a device that detects objects in a vehicle's blind spot and alerts the driver with an in-cab visual and/or audio alarm. It also gives an audible warning to other road users of the vehicle's movement when the indicators are on or when reversing.

1.6. Collision investigation is the procedure for finding out why a collision happened and how to prevent a similar incident.

1.7. A collision report details the results of a collision investigation and the procedures put in place to prevent recurrence.

1.8. A driver is any employee of the contractor and his subcontractors (including agency

drivers) who operates freight vehicles on behalf of the contractor during the development.

1.9. DVLA is the Driver and Vehicle Licensing Agency.

1.10. FORS is the Fleet Operator Recognition Scheme, which is an accredited scheme for businesses operating van and lorry fleets. It is free to join and offers impartial, independent advice and guidance that encourages companies to improve their compliance with relevant laws and their environmental, social and economic performance.

1.11. FORS Standard is the accreditation requirements for the Fleet Operator Recognition Scheme. A copy is available at www.fors-online.org.uk

1.12. Freight is any commodity moved by a vehicle, including but not limited to, raw and processed materials, goods, waste, servicing and construction equipment, money and valuables, post and parcels.

1.13. A freight vehicle is either a lorry, van or car-derived van.

1.14. A Fresnel lens is a clear, thin plastic lens that, if fitted to a lorry window on the passenger side, allows the driver to see the vehicle's blind spot.

1.15. Gold Accreditation is the highest level of accreditation within the FORS Standard. Requirements are outlined fully at www.fors-online.org.uk

1.16. An initial collision report details the circumstances of a collision. It includes time, location, weather conditions, possible cause(s), damage and/or injury caused, the driver's identity, the model of vehicle, the type of freight being carried (if relevant) and the licence plate number.

1.17. MAM is the maximum authorised mass of a vehicle or trailer, including the maximum load that can be carried safely.

1.18. A lorry is a vehicle with a MAM exceeding 3,500kg.

1.19. Side guards are guards fitted between the front and rear axles of a lorry to comply with EC Directive 89/297/EEC and the Road Vehicles (Construction and Use) Regulations 1986.

1.20. Silver Accreditation is the intermediate level of accreditation within the FORS Standard. Requirements are described fully at www.fors-online.org.uk

1.21. A van is a vehicle with a MAM not exceeding 3,500kg. It includes car-derived vans and other vehicles designed for carrying freight.

2. Fleet Operator Recognition Scheme accreditation

2.1. Where the operator has freight vehicles it shall, within 90 days of the contract variation date and unless already registered, register for the FORS. Or register for another scheme which, in the authority's reasonable opinion, is an acceptable substitute (the 'alternative scheme').

And (unless already accredited) have attained Bronze Accreditation standard (or higher) or the equivalent within the alternative scheme.

2.2. The operator shall maintain Bronze Accreditation standard (or equivalent within the alternative scheme) by way of an independent assessment in accordance with the FORS Standard, or take steps to maintain the alternative scheme's equivalent standard.

Alternatively, where the operator has attained Silver or Gold Accreditation, the maintenance requirements shall be undertaken in line with the periods set out in the FORS Standard.

2.3. The operator shall ensure that subcontractors operating freight vehicles comply with clauses as if they are applied directly to the subcontractor, not the operator.

3. Safety equipment on vehicles

3.1. The operator shall ensure that any van it uses to provide services shall carry a prominent sign or signs to warn cyclists of the dangers of passing the vehicle on the inside.

3.2. The operator shall ensure that any lorry it uses to provide services shall:

- Have side guards fitted, unless the operator can demonstrate to the authority's reasonable satisfaction that the vehicle will not be able to perform the function for which it was built if side guards are fitted
- Have a close proximity warning system fitted comprising a front-mounted, rear

facing CCTV camera with in-cab live feed or a Fresnel lens where the lens provides a reliable alternative to the CCTV camera and where the operator has the authority's approval to use it

- Have a close proximity sensor
- Have a Class VI mirror
- Carry a prominent sign or signs to warn cyclists of the dangers of passing the vehicle on the inside

4. Driver licence checks

4.1. The operator shall ensure its drivers have a driving licence check with the DVLA before starting deliveries and that checks are repeated in line with either the following risk scale, or the operator's risk scale, provided that the operator's risk scale has been approved in writing by the authority within the last 12 months:

- 0 - 3 points on the driving licence – annual checks
- 4 - 8 points on the driving licence – six-monthly checks
- 9 - 11 points on the driving licence – quarterly checks
- 12 or more points on the driving licence – monthly checks

5. Driver training

5.1. The operator shall ensure its drivers who have not undertaken:

- Approved driver training (or training, which in the authority's reasonable opinion, is an acceptable substitute) in the last three years, undertakes approved driver training or the substitute training within 60 days of the start of the contract
- A FORS e-learning safety module in the last 12 months, undertakes a FORS e-learning safety module (or e-learning, which in the authority's reasonable opinion, is an acceptable substitute)

6. Collision reporting

6.1. Within 15 days of the contract variation date, the operator shall provide the authority with a collision report. The operator shall provide the authority with an updated collision report on a quarterly basis and within five working days of a written request from the authority.

7. FORS reports

7.1. Within 30 days of achieving Bronze Accreditation, or equivalent within an alternative scheme, the operator shall inform the authority by emailing a report to fors@tfl.gov.uk detailing its compliance with the safety clauses (the safety, licensing and training report).

The operator shall provide updates of the report every three months after submission of the first report.

Annex B

Example structure of a CLP

8. Requirement of the operator regarding subcontractors

8.1. The operator shall ensure any subcontractors operating car-derived vans, vans and lorries, comply with the safety clauses as if those subcontractors were party to its contract.

9. Failure to comply with WRRR requirements

9.1. If the operator fails to comply with WRRR requirements and other undertakings contained in the CLP the operator has committed a material breach of contract. The authority may refuse the operator, its employees, agents and freight vehicles entry onto any property that is owned, occupied or managed by the authority for any purpose (including, but not limited to, deliveries).



Introduction

- What do we want from a CLP?
 1. Reduced trips in peak periods, leading to less congestion
 2. Less emissions
 3. Improved vehicle safety
 4. Evidence that the site is planning and managing logistics effectively

How are these aspirations supported by national, regional and local policies?

- Policy or policies promoting CLPs
- Policy or policies promoting
 1. Reduced trips in peak periods leading to less congestion
 2. Less emissions
 3. Improved vehicle safety

CLP structure

1. Site Information
2. Outline construction programme
3. Trip generation
 - a. Initial
 - b. With mitigations – listing the mitigations

4. Description of what is proposed
 - a. Reduced trips in peak periods leading to less congestion
 - i. Core elements:
 1. Use of delivery schedule to plan ahead and resolve site access conflicts
 2. Approved route plans to ensure vehicles use roads with adequate capacity
 3. Coordination with nearby sites by producing monthly, weekly and daily site access schedules, and attending regular coordination planning meetings with local authority and neighbouring sites
 - ii. Options
 1. Use of off-peaks for deliveries
 2. Consolidation
 3. Call-off holding areas
 4. Use of alternative modes
 - b. Less emissions
 - i. Core elements:
 1. Vehicle replacement Euro engine standards

- 2. Driver training
- 3. Transport CO₂ reporting
- ii. Options
 - 1. Use of off-peaks for deliveries
 - 2. Consolidation
 - 3. Use of alternative modes
- c. Improved safety
 - i. Core elements:
 - 1. Use of contract requirements
 - a. Driver training
 - b. Transport collision reporting
 - c. Mirrors
 - d. Side guards
 - e. Close proximity warning systems
 - f. Warning stickers
 - g. FORS Bronze
 - h. Collision reporting
 - ii. Options
 - 1. Use of off-peaks for deliveries
 - 2. Consolidation
 - 3. Use of alternative modes
- 5. Evidence that the site is managing and planning logistics effectively
 - i. Core elements:
 - 1. Data from delivery schedule tool, including evidence of site arrival vehicle and driver compliance checks
 - 2. Collision reporting
 - 3. CO₂ reporting
 - 4. Financial provision for independent monitoring
 - ii. Options
 - 1. Proposed extra mitigation measures if trip reduction, targets or results not as planned



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