

SITE INTELLIGENCE

Outline Construction Management Plan

Sample Report — Illustrative Only

14 Oakfield Road, Guildford, Surrey GU2 4EH



PREPARED FOR

Sample Client

DOCUMENT REFERENCE

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PREPARED BY

Site Intelligence

CLASSIFICATION

Client Confidential

PF & Co Construction Ltd

Registered in England & Wales

info@pfcoconstruction.co.uk

+44 (0)1483 363210

www.pfcoconstruction.co.uk



ABBREVIATIONS

Abbreviation	Full Term
BS	British Standard
CMP	Construction Management Plan
CoPA	Control of Pollution Act 1974
CPZ	Controlled Parking Zone
dB(A)	Decibels (A-weighted)
EHO	Environmental Health Officer
EPA	Environmental Protection Act 1990
GBC	Guildford Borough Council
HGV	Heavy Goods Vehicle
LPA	Local Planning Authority
NPPF	National Planning Policy Framework
PPV	Peak Particle Velocity
SCC	Surrey County Council

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HOW TO READ THIS PLAN

A Construction Management Plan (CMP) sets out how the construction phase of a development will be managed to minimise disruption to neighbours, protect the highway network, and safeguard the local environment.

Outline CMP

This is an Outline Construction Management Plan, submitted with the planning application to demonstrate awareness of construction impacts and the applicant's commitment to responsible site management. The appointed contractor will be required to prepare a Detailed CMP with contractor-specific method statements, named personnel, and detailed logistics before works commence on site.

The plan is structured as follows: site context and sensitive receptors (Section 2), policy framework (Section 3), working hours (Section 4), site logistics (Section 5), traffic management (Section 6), dust and air quality controls (Section 7), noise and vibration control (Section 8), environmental protection (Section 9), ecology and tree protection (Section 10), heritage protection (Section 11), and community liaison arrangements (Section 12).

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1. INTRODUCTION AND PROJECT OVERVIEW

1.1 Purpose

This Outline Construction Management Plan has been prepared by Site Intelligence™ in support of a planning application to Guildford Borough Council for the proposed proposed two-storey rear extension and loft conversion with associated landscaping and off-street parking provision at 14 Oakfield Road, Guildford, Surrey GU2 4EH.

This proportionate Outline CMP reflects the scale and nature of the proposed works whilst recognising the proximity of sensitive receptors including neighbouring residential properties.

1.2 Proposed Works

Proposed two-storey rear extension and loft conversion with associated landscaping and off-street parking provision

The works do not involve demolition of the existing building. No piling or deep excavation is anticipated. The principal construction activities comprise groundworks for the rear extension foundation, masonry construction, roof works for the loft conversion, and internal fit-out.

1.3 Indicative Programme

The anticipated construction programme is 16–20 weeks, comprising the following phases:

Phase	Works	Duration (weeks)
1	Site setup, hoarding, welfare	1–2
2	Groundworks — rear extension foundations	2–3
3	Masonry — rear extension walls and roof	3–4
4	Roof works — loft conversion	2–3
5	Internal fit-out	6–8
6	Snagging, external works, site clearance	1–2

1.4 Sensitive Receptors Summary



Risk Warning

Neighbouring residential properties are located immediately adjacent to the site. These are the most sensitive receptors and the defining constraint for construction management on this project.

Type	Name	Distance (m)	Direction	Notes
Residential	Neighbouring properties (14–16 Oakfield Road)	0–10	N/S	Semi-detached and detached residential. Full-time occupancy
Primary School	Oakfield Primary School	~250	NE	Ages 4–11. School hours 08:30–15:30. Drop-off 08:15–09:00
Residential Care	Guildford Care Home	~120	W	Elderly residential care. Sensitive to noise and dust
Place of Worship	St Peter's Church	~180	SE	Active congregation. Sunday services 10:00–12:00
Residential	Oakfield Road properties (Nos. 1–30)	0–50	E/W	Residential street. Mix of detached and semi-detached houses

2. SITE CONTEXT AND CONSTRAINTS

2.1 Site Location

The site is located at 14 Oakfield Road, Guildford, Surrey GU2 4EH. The surrounding area is predominantly residential with a mix of detached and semi-detached properties.

2.2 Heritage Context

The following heritage assets are within the vicinity of the site:

Asset	NHLE	Grade	Distance (m)	Direction	Description
Oakfield House	N/A	Locally Listed	~15	E	Victorian villa, locally listed
Guildford War Memorial	1234567	II	~200	NE	Early 20th century memorial

2.3 Highway Context

Oakfield Road is a residential street with on-street parking. The road is suitable for construction vehicles up to 7.5 tonnes GVW. Larger vehicles may require traffic management measures.

2.4 Environmental Constraints

Key Finding

The site is in a residential area. Proportionate dust and emission control measures are required throughout construction.



3. POLICY AND REGULATORY FRAMEWORK

3.1 National Policy

The National Planning Policy Framework (NPPF, December 2024) provides the overarching policy context. Chapter 9 (Promoting Sustainable Transport) requires development to address transport impacts including construction traffic. Chapter 15 (Conserving and Enhancing the Natural Environment) requires development to minimise pollution.

3.2 Legislation

- **CoPA 1974:** Control of Pollution Act 1974, Sections 60–61 — powers for LPAs to control construction noise and impose restrictions on working methods, hours, and noise levels
- **EPA 1990:** Environmental Protection Act 1990 — statutory nuisance provisions applicable to dust, noise, and other emissions from construction sites
- **BS 5228-1:** BS 5228-1:2009+A1:2014 — Code of practice for noise and vibration control on construction and open sites. Part 1: Noise
- **BS 5228-2:** BS 5228-2:2009+A1:2014 — Part 2: Vibration
- **BS 5837:** BS 5837:2012 — Trees in relation to design, demolition and construction

3.3 Local Plan Policies

Guildford Borough Council Local Plan contains policies relevant to construction management including design quality, protection of residential amenity, and noise impact assessment requirements.

4. WORKING HOURS AND PROGRAMME

4.1 Proposed Working Hours

The following working hours are proposed, consistent with Guildford Borough Council's standard planning condition requirements and BS 5228 guidance:

Activity	Mon–Fri	Saturday	Sunday / Bank Holiday
General construction	08:00–18:00	08:00–13:00	No working
Noisy works (breaking, cutting)	08:00–18:00	08:00–13:00	No working
Deliveries	09:30–15:30	09:30–12:30	No deliveries
Site setup / quiet works	07:30–18:00	08:00–13:00	No working



Key Finding

Delivery windows are restricted to 09:30–15:30 (Mon–Fri) and 09:30–12:30 (Saturday) to avoid school drop-off/pick-up times and to minimise conflict with peak pedestrian and traffic periods.

4.2 Programme Considerations

The indicative 16–20 week programme (Section 1.3) assumes a single contractor working within the permitted hours. The noisiest phases (groundworks and roof works) are anticipated to last 4–7 weeks in total.



5. SITE SETUP AND LOGISTICS

5.1 Site Compound

The site compound and material storage will be located within the curtilage of the property. The rear garden provides the most practical location for material storage and skip placement, minimising occupation of the public highway.

5.2 Hoarding and Security

Solid timber hoarding (minimum 2.4 metres height) will be erected to the site frontage for the duration of external works. A site information board will be displayed showing project description, working hours, site manager contact details, and anticipated completion date.

5.3 Site Lighting

Task lighting will be used during winter months as required. All site lighting will be directed downward and away from neighbouring windows to minimise light pollution and disturbance.

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6. TRAFFIC, DELIVERIES AND VEHICLE MANAGEMENT

6.1 Construction Vehicle Routing

Construction vehicles will use the main road network to access the site. A vehicle routing plan will be prepared by the appointed contractor.



Risk Warning

Vehicle sizes will be restricted to a maximum of 7.5 tonnes GVW. No articulated vehicles will access the residential street.

6.2 Delivery Management

Deliveries will be scheduled by the appointed contractor to avoid peak periods. The delivery window is 09:30–15:30 Monday to Friday and 09:30–12:30 Saturday. Deliveries are typically limited to two vehicles per day during peak phases.

Materials will be unloaded directly into the site compound. No materials will be stored on the public highway. A banksman will be present during all delivery operations to manage pedestrian safety.

6.3 Contractor and Visitor Parking

No construction worker parking will be provided on the residential street. Workers will be required to use public transport or off-site car parks.

6.4 Pedestrian Safety

A pedestrian walkway will be maintained at all times during the works. Where temporary obstruction is unavoidable, a banksman will manage pedestrian movements.

7. DUST, AIR QUALITY AND EMISSIONS

Key Finding

The site is in a residential area. Proportionate dust suppression measures are required throughout construction. The development scale presents a low-to-moderate dust risk.

7.1 Dust Mitigation Measures

The following dust control measures will be implemented throughout the construction period, proportionate to the scale of works:

- Damping down of dusty surfaces and stockpiles during dry weather
- Covered loads on all vehicles entering and leaving the site
- Skips covered when not in active use
- Cutting and grinding operations to use dust suppression (water or vacuum extraction)
- Regular sweeping of the road adjacent to the site frontage
- No burning of materials on site

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8. NOISE AND VIBRATION CONTROL

8.1 Noise Mitigation

Construction noise will be managed in accordance with BS 5228-1:2009+A1:2014. The following measures will be implemented:

- Selection of quietest available plant and equipment for each operation
- No percussive breaking, cutting, or drilling before 08:00 or after 18:00 Monday to Friday, or before 08:00 or after 13:00 Saturday
- Plant and equipment switched off when not in use (no idling)
- Noisy operations scheduled during the middle of the working day where practicable
- Radio/music prohibited on site
- Immediate neighbours to be given 48 hours' advance notice of particularly noisy operations

8.2 Vibration Monitoring



Risk Warning

The site is adjacent to residential properties. BS 5228-2 recommends a peak particle velocity (PPV) limit of 3 mm/s for residential properties.

No piling or heavy impact works are proposed. However, vibration monitoring will be considered by the appointed contractor during groundworks for the rear extension foundation.

9. ENVIRONMENTAL PROTECTION

9.1 Drainage and Water Protection

Surface water drainage will be protected during construction. Silt traps will be installed on any temporary drainage connections. No construction materials, cement washout, or fuel will be discharged to the drainage system.

9.2 Pollution Prevention

- Fuel and oils stored in double-skinned containers within bunded areas
- Spill kits maintained on site at all times
- Emergency procedures displayed on site for fuel/oil spills
- No storage of hazardous materials in the public highway

9.3 Waste Management

Construction waste will be managed in accordance with the waste hierarchy (reduce, reuse, recycle, recover, dispose).

- Segregated waste skips (timber, metal, inert, mixed) where space permits
- Target minimum 85% diversion from landfill
- All waste carriers licensed and waste transferred to licensed facilities

10. ECOLOGY AND TREE PROTECTION

10.1 Tree Protection

Any trees within or adjacent to the site will be protected in accordance with BS 5837:2012. Root protection areas will be established and fenced before construction commences.

10.2 Nesting Birds

Works involving disturbance to vegetation, roof spaces, or eaves should avoid the nesting bird season (March to August inclusive) where practicable. If works must proceed during this period, a nesting bird check will be undertaken.

10.3 Bat Considerations

A preliminary bat roost assessment should be undertaken before roof works commence to determine whether a full emergence survey is required.

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11. HERITAGE PROTECTION

Construction management will preserve the character of the area. Where heritage assets are nearby, appropriate protection measures will be applied.

11.1 General Measures

- Hoarding finished in a sympathetic colour to minimise visual impact
- Scaffolding wrapped in neutral-coloured mesh
- Maintaining the pedestrian walkway at all times
- Removing all temporary structures promptly on completion

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12. NEIGHBOUR AND COMMUNITY LIAISON

12.1 Pre-Commencement Notification

Written notification will be delivered to all properties within 50 metres of the site at least 14 days before construction commences. The notification will include:

- Description of the proposed works
- Anticipated start date and duration
- Working hours
- Site manager name and contact telephone number
- Emergency contact number (available outside working hours)

12.2 Site Information Board

A site information board will be displayed on the hoarding frontage throughout the works, showing the notification information together with an indicative timeline of works.

12.3 Complaints Procedure

All complaints will be logged, acknowledged within 4 hours during working hours, and responded to within 24 hours. The site manager will be the primary point of contact. A complaints register will be maintained and made available to Guildford Borough Council's Environmental Health team on request.



Known Limitations & Assumptions

This section identifies the boundaries of this assessment, data limitations, and assumptions that underpin the conclusions. Each item states what could change if the assumption proves incorrect.

What This Report Does NOT Assess

- This CMP does not include noise modelling, air quality modelling, traffic modelling, or CDM documentation.
- Detailed method statements are the responsibility of the appointed contractor.

Key Assumptions

- No piling is required for the rear extension foundation. If ground conditions require piled foundations, the noise and vibration assessment should be revisited.
- A single contractor will undertake the works within a 16–20 week programme.

Specialist Input Required

- Preliminary bat roost assessment recommended before roof works commence.

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SF.1 — Nature of Assessment. This Site Feasibility Report is a preliminary screening assessment based on publicly available data. It is not a formal planning appraisal, a ground investigation, a structural assessment, an ecological survey, or a heritage impact assessment. It is intended to identify potential constraints and inform early-stage decision-making.

SF.2 — Permitted Development Determination. Where this report considers whether proposed works may fall within permitted development rights, this assessment is indicative only. A definitive determination of permitted development rights can only be obtained from the Local Planning Authority by way of a Lawful Development Certificate (LDC) application. PF & Co Construction Ltd does not provide LDC applications and accepts no liability for reliance on any indicative PD assessment contained in this report.

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SF.6 — Data Source Coverage. This report compiles data from multiple public sources including planning.data.gov.uk, BGS Geology Viewer, Environment Agency flood mapping, Historic England NHLE, Natural England designations, and local authority records. These sources do not provide universal national coverage, may not be updated in real time, and may contain errors. Data confidence is rated per category within the report.

Prepared by:

Site Intelligence — Construction Management, BEng (Hons)

PF & Co Construction Ltd

For and on behalf of:

Site Intelligence

A PF & Co Construction Ltd service

Date of issue: 1 March 2026

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Revision: R00

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