A practical guide to drafting a construction logistics plan
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Construction Logistics

Purpose of a Construction Logistics Plan

In order to begin any construction activity it may be a mandatory planning requirement for a Construction Logistics Plan (CLP), which has to be approved by council staff. This document will be the plan of logistics activity to and on-site and will be a combination of compliance with regulations and adopting best practice. This document takes you through what is needed to prepare your CLP.

There are a number of other documents that explain in detail the purpose and requirements of a CLP which should be read. These are:

• Building a better future for freight: Construction Logistics Plans – TfL
• Code of Practice
• Framework CLP Planning Requirements

This document sets out the main elements that a CLP needs to include and points you to the content.

The CLP needs to be a workable and live document that can be easily understood. Its length and scope will be determined by the complexity of the construction project and should reflect the activity that will take place. For example, the CLP required for a single site build will be less complex than a multiple site or town centre redevelopment.

There should be very little new to you in your CLP: it should include activities that you are already familiar with but have not always written down, or maybe not in a single document before.
There are many reasons for producing a CLP. It is a planning requirement because of the need to reduce the negative effects of construction work on local residents, businesses and the local environment - these include congestion, pollution and noise.

A well written CLP is not only beneficial to the local environment but can result in savings on project cost through the streamlining and reduction of delivery activity.

**Assumptions and Factors**

In order to produce a CLP you will need to understand the following factors:

- Vehicle types (size, weight, specification) visiting the construction site
- Routes to and from the construction site used by delivery and other vehicles
- Safety of other road users in the proximity of the site, in particular pedestrians and cyclists
- Frequency of deliveries anticipated at each phase of construction, including any preparatory excavations, and if relevant during any demolition work
- It applies to sub-contractors, supply chains and their transport arrangements, even if contracted separately from your own – these need to be covered in a single CLP
- Materials required at each stage of construction and the possible need for storage
- Transport providers’ credentials; for example, FORS Membership
- Off-site prefabrication plans

In producing a CLP the use of maps and diagrams will be an advantage and should be used wherever relevant and useful. Photographs may also be helpful.
Restrictions

Construction work time will be regulated in order to reduce the effects of disturbance on local people. Therefore, the site and associated logistics will have to conform to the normal times of work. In Croydon these are Mon - Friday: 0800 to 1800, Saturday: 0800 to 1300; Sunday and Bank Holidays: no noisy activity on site. Exceptional items (e.g. crane delivery and erection) can be accommodated outside these hours if approved in advance by Croydon council.

Vehicle movements will be subject to constraints including routes to and from your construction site. These may include the London Low Emission Zone (LEZ), London Lorry Control Scheme, Red Routes and the need to agree traffic flows with Croydon.

Writing a CLP

When writing a CLP it is recommend that the following sequence of 6 main headings be used.
2 What needs to be included

2.1 Introduction to the Development and the Site Location
The CLP should start with a brief overview of your construction project and describe what is being built, with diagrams.

2.2 Summary of the Construction Phases and Techniques to be employed
This could be set out in a table that is easy to read and gives outline dates for each phase.

2.3 Relationship to the Development Control Requirements
Usually a statement that you agree to follow the requirements in respect to CLPs that are set out in the council's planning requirements will be sufficient here.
2.4 **Supply Chain Management**

This is a key element to a CLP and will determine how you go about organising deliveries to the site. Explain who will have ultimate control of the logistics operations to and on site. If it varies from phase to phase of the build process then provide the information for each phase separately.

2.5.1 **Delivery Booking and Scheduling**

You need a booking in system – one that is used to plan and organise deliveries and which also includes a record of movements to and from the site. At present a system that has been developed by TfL which can be found at [https://freightclpt.tfl.gov.uk/](https://freightclpt.tfl.gov.uk/).

Your booking system will need to be maintained and will need to be open to review by the council and any other authority wishing to scrutinise it.

2.5.2 **Off Site Fabrication & Consolidation**

The CLP needs to demonstrate that your procurement team have made realistic plans to reduce the number of deliveries. There are several ways in which this can be done; they include provision for any pre-fabrication and the consolidation of deliveries from different suppliers.

If you are part of a larger construction operation you may well already have a Construction Consolidation Centre which your organisation has established to consolidate loads at a centralised warehouse facility and to then transport full vehicle to your site of mixed commodities.

This information needs to be included in the CLP.
2.5.3 **FORS**

Anyone providing transport services to the site should be members of TfL’s Fleet Operator Recognition Scheme (FORS). This promotes legal compliance, safety and best practice for road transport operators in the London area. Full details are available at: [http://www.tfl.gov.uk/microsites/fors/](http://www.tfl.gov.uk/microsites/fors/)

This applies to you and any sub-contractors operating vehicles to site. Anyone who is not a member should apply within a maximum 90 days from the award of their contract.

2.5.4 **LEZ and ECO Stars**

Some authorities within the London Low Emission Zone (LEZ), therefore all of your construction site transport must comply with the regulations; payment of the non-compliance charge is not acceptable. You must confirm that all applicable vehicles used on site and for deliveries and collections will be compliant. Details are available at: [http://www.tfl.gov.uk/roadusers/lez/](http://www.tfl.gov.uk/roadusers/lez/)

ECO Stars is an environmental fleet recognition scheme, if any of your transport providers are members this should be mentioned here.
2.5.5 Waste Management

There is a requirement for a CLP to include a waste plan to ensure that waste collection is co-ordinated, fit for purpose and maximises any opportunities for recycling and reuse of materials on site, such as a regular collection or on a call out basis. Details should be included in the CLP.

2.5.6 Use of Alternative Modes

If using rail or water to transport any materials or waste, this needs to be briefly described. Remember that this may be occurring further up the supply chain as a result of where aggregates or concrete are purchased from. If all materials are being transported throughout by road this needs to be stated.
Site Access

2.6.1 Local Site Access Routes
You need to provide 2 separate plans that show:

- Location of the site within the local area – to show how vehicles will approach your site from the local area
- Plan of the immediate area of the site – to show access and exit points for vehicles. These need to be located in such a way that they will not cause hazards or congestion within the existing traffic flows. If it is intended to have vehicles waiting on the carriageway, (which is not recommended) then this would need to be shown on the plan so that the impact can be assessed and approved by the authority.

If you intend to use vehicle holding points from where vehicles can be called to site then the location of these should be explained here.

2.6.2 Site Operation Times and Access Time
The CLP should include a staff travel plan to show how staff working on the site through the period of construction propose to travel to and from work and how you will promote the use of public transport and other measures to reduce congestion - e.g. car share, cycling etc wherever possible. A map of local public transport systems should help.

2.6.3 Site Access Arrangements
Access to the site has to be through the authorised access point and controlled through the booking in system. Details on how they will be achieved must be included in the plan and explain how this will work and what penalties there will be for deliveries that do not follow the agreed system.

2.6.4 On-Site Arrangements
It is important that vehicles entering the site have a marked and uncongested internal route. The best way to confirm this is using a plan of the site’s internal layout including internal vehicle routes in and out; the booking in area; unloading and loading areas; and storage areas.

An analysis should be carried out to confirm the route is compatible with likely vehicle types accessing the site - this should be shown on the site plan and managed on site to ensure that it works. Your CLP needs to state how this will be maintained. It should also show any parking areas on site for sub-contractors who may be using their own vehicles and equipment.
2.6.5  **Loading/Unloading Locations**

Whether loading and unloading is to be conducted on site or on the highway the locations need to be shown on the site plan.

2.6.6  **Cranes and Equipment**

Arrangements for cranes and major equipment need to be described and shown on the site plan in relation to the loading/unloading locations.

2.6.7  **Materials Storage (if applicable) and Security**

The plan should show any provision of on-site storage facilities for equipment, tools and materials that would allow reduced trips by suppliers to your site. These facilities need to be located at a point where they can easily be loaded and unloaded without causing either a hazard or congestion.

2.7  **Staff Travel Plan**

You will have a number of staff working on the site through the period of construction. You will need to explain in your CLP how they will travel to and from work, and how you will promote the use of public transport and other measures to reduce congestion - e.g. car share, cycling etc. - wherever possible. A map of local public transport systems might help.
3 Implementation

3.1 Contractual Arrangements
The provisions of the CLP apply to the site as a whole and, therefore, to all subcontractors. To help you understand who is affected it may help you to list your suppliers, their transport providers and any of your sub-contractors who will bring their own vehicles to site.

3.2.1 Common Procurement
If you are part of a larger building project with a common procurement agreement, mention this and list any benefits that result such as reduced frequency of deliveries or use of a consolidation centre.

3.3.1 Contractor Handbook
Because the provisions of the CLP apply to the site as a whole, and therefore to all parties might find it helpful to provide a short written instruction about the actions that they need to comply with – a simplified version of this document combined with the CLP might be suitable.

3.4 Integration of Neighbouring Sites
If the construction site is in close proximity to other sites it should be explained how you will make efforts to amalgamate activities, in particular common procurement or sharing delivery vehicles, possibly via consolidation.

3.5 Data Collection
The CLP should describe how the logistic data will be managed. If the TfL Booking system (https://freightclpt.tfl.gov.uk) is used this will be taken care of automatically. If an alternative system is used it should meet the same data format standards.
4 Monitoring Arrangements

As the primary function of a CLP is to minimise the impact on the local population and environment, it is essential to record, monitor and target logistic activity. Therefore, there is a requirement to submit details on how this will be carried out. Support for this in terms of the information required and its format is available from the authority.

4.1 Review Meetings & Data Sharing

It is an important part of the logistic plan that you are able to supply and review logistic records and share the data with the Council. The standard frequency of such reviews being quarterly although they may be requested more frequently.

4.2 Targets

One of the primary functions of a CLP is to reduce the impacts of the logistics activity. Therefore approximate, but realistic targets for the number and frequency of deliveries by vehicle type should be provided and that the data collected can eventually compared with.
Contacts

Croydon Council
Taberner House,
Park Lane,
Croydon CR9 3BT

Pollution
✆ 020 8760 5483
✆ 020 8760 5630 (Fax)
✉️ email: pollution@croydon.gov.uk

Drainage
✆ 020 8760 5503
✆ 020 8760 5724 (Fax)

Health and Safety Executive
✆ 020 7556 2100

Environment Agency
Emergency Hotline
✆ 0800 807060

Thames Region & South
East Area Office
✆ 08708 506 506
✆ 01276 454301 (Fax)

Contaminated Land
✆ 01276 454370

Building Research Establishment
✆ 01923 664000
✉️ e-mail: enquiries@bre.co.uk