

**minutes of TECHNICAL AND CONSTRUCTION**

**pre-start 2 meeting**:

Timing – Meeting held when Planning Committee date has been established and Pre-Tender meeting has been completed. (Approx. 2 weeks before committee)

Purpose – Confirmation that the Technical & Commercial Departments have considered and completed their sections and ready to hand over to Construction Department.

Key Personnel – Technical/Commercial Director and Technical Team with MD, CD and SD in attendance, together with appropriate staff.

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| **Site COINS Code :****Site/Phase:** | **Date Held:****Local Authority :** |
| **Sales Name :** | **No. of Units:** |
| **Attendance Required by**: *Technical/Commercial Director (Chair) plus relevant Project Personnel***Where Applicable:** *H&S Department, External CDM Co-ordinator.* |
| **Apologies:** |
| **Distribution of Minutes:** *Attendees, Regional Chairman, H&S Dept., Legal Dept., Fibre-Nest* |
| **Agenda Items:** |
| **1. Review Pre- Start 1 Minutes & Project Personnel** |
| **2. Notification** |
| **3. Land & Planning** |
| **4. Engineering****5. Environmental** |
| **6. Architectural** |
| **7. Quantity Surveying**  |
| **8. Key Buying/Supplier****9. Construction & CDM Regulations** |
| **10. Sales** |
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| **1. Review Pre-Start 1 Minutes & Project Personnel :** |
| 1.1) **Client –** 1.2) **Principal Designer -** 1.3) Design Engineer –1.4) Structural Engineer – 1.5) Geotechnical Engineer – 1.6) Architect – 1.7) Landscape Architect – 1.8) Internal/External Safety Support – 1.9) Fire Risk Assessment Support – 1.10) Quantity Surveyor -1.11) Buyer -1.12) **Principal Contractor -**1.13) Contracts Manager -1.14) Site Manager -1.15) Construction Quality Inspector -1.16) Field Sales Manager –1.17) Sales Negotiator –1.18) R&S Contractor -  1.19) Ground-worker - 1.20) Remediation Contractor – 1.21) Demolition Contractor – 1.22) Any other Consultants/Contractors appointed -  |
| 1.23) Comments from Pre-start 1 minutes - |

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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

**2. Notifications:**

**Please list notification date, registration date (if applicable) and approval date (if applicable) along with any registration references in each of the below.**

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| 2.1) HSE F10 |  |  |  |
| 2.2) In-House H&S Notification |  |  |  |
| 2.3) DemolitionS80 – S81 |  |  |  |
| 2.4) Asbestos |  |  |  |
| 2.5) Planning Authority |  |  |  |
| 2.6) Highway Authority |  |  |  |
| 2.7) Building Control |  |  |  |
| 2.8) Fire and Rescue Service (if applicable) |  |  |  |
| 2.9) Warranty Provider |  |  |  |
| 2.10) Robust Details |  |  |  |
| 2.11) Postal Addresses |  |  |  |
| 2.12) Adjacent Owners |  |  |  |
| 2.13) In-house legal team |  |  |  |
| 2.14) FibreNest team |  |  |  |
| 2.15) Any other items |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

**3. Land & Planning:**

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| 3.1) Re-cap Land Contract and Contractual Obligations |  |  |  |
| 3.2) Planning Permission Ref |  |  |  |
| 3.3) Planning Committee Date |  |  |  |
| 3.4) Proposed Site Layout for planning approval |  |  |  |
| 3.5) Highlight Proposed Pre-commencement Conditions and how to discharge for site start |  |  |  |
| 3.6) Proposed non-standard planning conditions |  |  |  |
| 3.7) Section 106 Obligations & CIL requirements |  |  |  |
| 3.8) Ecological issues raised during planning process |  |  |  |
| 3.9) Landscape/TPO issues raised during planning process |  |  |  |
| 3.10) Affordable Housing proposals and plans |  |  |  |
| 3.11) Renewable Energy/CO2 improvements required/EV Charging points |  |  |  |
| 3.12) Land Purchase Viability updated |  |  |  |

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**4. Engineering:**

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| 4.1) Engineering Layout drawing refs (including Floor levels, external levels and plot drainage, retaining, under-build) |  |  |  |
| 4.2) Topsoil strip storage area plan including strategy for disposal of excess (refer to MMP 4.4a) |  |  |  |
| 4.3) Earthworks cut/fill and storage area plan including strategy for disposal of excess. Refer to (4.4a) |  |  |  |
| 4.4) Remediation Strategy including clean cover proposals and testing requirements (MMP refer to 4.4a) |  |  |  |
| 4.4a) MMPIs information collated to formulate points 4.2- 4.4, in readiness for a CL:AIRE declaration?SEPA – Equivalent for Scottish Regions. Check EMS FORM 012 – Materials Planning Checklist completed.<https://hs.persimmoncloud.com/2-HSandE-forms/EMS-FOR-012-Materials-Planning-Checklist.docx> |  |  |  |
| 4.5) Retaining structures plan and design details |  |  |  |
| 4.6) On-site Road & Sewer design plans and sections(e.g. S38,S104) |  |  |  |
| 4.7) Off-site Road & Sewer design plans and sections(e.g. S278) |  |  |  |
| 4.8) Street lighting designs |  |  |  |
| 4.9) S38 Highways Technical Approval submission date and update on current negotiations/agreement |  |  |  |
| 4.10) S104 Drainage Technical Approval submission date and update on current negotiations/agreementS106 Connections agreed? |  |  |  |
| 4.11) Pumping Station design/approval |  |  |  |
| 4.12) SUDS Drainage design proposals/approvals  |  |  |  |
| 4.13) Foundation/Floor slab requirements4.13.1) Foundation strategy4.13.2) Foundation plans4.13.3) Abnormal foundations4.13.4) Foundation additional requirements. (Root protection etc.)4.13.5) Floor slab requirements (type, thickness, insulation, void)4.13.6) Specialist membrane requirementse.g.VOC’s, Hydro-carbons, Radon |  |  |  |
| 4.14) Proposed Services (proposed plans, references and contact details with lead in times)4.14.1) Water4.14.2) Gas (incl gas governor if required) 4.14.3) Electric (Have additional loads been considered in regard to energy strategy, EV’s etc.)Sub-stations, feeder pillars4.14.4) Telecommunications (Fibre-nest/BT/Virgin/Other)4.14.5) Site Compound services – TBS?4.14.6) Duct crossing drawings, including co-ordinates4.14.7) Agreed energy strategy for development?Considerations for site transition from Gas to Electricity & other technologies.Has Energy strategy policy document been signed off by Regional Chairperson?  |  |  |  |
| 4.15) Service Diversions (Proposed plans, references and contact details with lead in times)4.15.1) Water4.15.2) Gas4.15.3) Electric4.15.4) Telecommunications4.15.5) Other? Sub-scans complete and drawings issued. |  |  |  |
| 4.16) Engineering Construction Details Pack |  |  |  |
| 4.17) Site Specific Structural designs.E.g. Foundations, superstructure loadings, retaining features & walls. |  |  |  |
| 4.18) Timber Frame Fire Safety Requirements (Where applicable refer to Appendix 1) |  |  |  |
| 4.19) Temporary Works Designs.Refer to Temporary works policy. |  |  |  |
| 4.20) Identification of any build related constraints that would affect build route or occupation of properties |  |  |  |
| 4.21) Management Company? POS, Apartments & Communal areas.  |  |  |  |
| 4.22) Any other Engineering Site Specific matters/considerations? |  |  |  |

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**5. Environmental**

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| 5.1) Project Environmental Plan and Aspect & Impact Assessment completed<https://hs.persimmoncloud.com/2-HSandE-forms/EMS-FOR-003-Project-Environmental-Plan-England-and-Wales.docm><https://hs.persimmoncloud.com/2-HSandE-forms/EMS-FOR-003-Project-Environmental-Plan-Scotland.docm>Requires sign-off by Technical Director & Construction DirectorFor further queries please consult :Group H,S&E Manager andrew.staufenbiel@persimmonhomes.com |  |  |  |
| 5.1(a) Is site considered medium/high risk in respect of surface water run-off?If so, has a site specific Surface Water Management Plan been developed? If not, commission consultant to undertake relevant review of site and compile Plan with mitigation actions. |  |  |  |
| 5.2) Archaeology & HeritageIf applicable, all required consents/licences in place?WSI/Geo-physical survey/Trial Trenching |  |  |  |
| 5.3) Earthworks & Contaminated LandSurplus soils classified appropriately ready for removal off-site (in line with Technical Guidance WM3 e.g. hazardous / non-hazardous)WAC testing complete (to determine if inert) and suitable for landfill (**consideration of the waste hierarchy**).Soils reuse – Consultant appointed to compile and submit MMP where required?  |  |  |  |
| 5.4) Ecology & BiodiversityIf applicable, EPS licence(s) in place and Ecologist on board. Licencing requirements reviewed and understood by all?Protection strategy for protected trees/hedges. |  |  |  |
| 5.5) Emissions to Land & AirNoise- if area considered sensitive, consider baseline noise monitoring assessment prior to start. Vibration- if nearby to property, consider appointing Consultant to undertake structural surveys and carry out monitoringDust- if area considered sensitive (e.g. close to existing residential property) consider dust monitoring  |  |  |  |
| 5.6) Pollution PreventionSuitable storage/provision made for fuel, COSHH, road sweeper waste.Construction Director to prepare plan. |  |  |  |
| 5.7) Waste ManagementWaste contractors appointed, with Duty of Care information provided. Copies of waste carriers licence and permit(s) received – logged in PEP (see 5.1)Provision made for segregation of construction wasteDemolition – copy of mobile plant permit received from contractor. (Construction team) |  |  |  |
| 5.8) Water & Silt ManagementSilt mitigation measures planned to control surface water run-off. (Construction team aware)Permits/licences obtained where necessary e.g. discharges, abstraction, headwall construction.. |  |  |  |

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**6. Architectural:**

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| 6.1) Site Layout Ref |  |  |  |
| 6.2) Elevation Style and brick/roof tile schedule/plan |  |  |  |
| 6.3) House type drawingsAre R21/R25 HT’s being utilised?If not why?6.3.1) Plans6.3.2) ElevationsPlease state :C) ContemporaryT) TraditionalV) VillageIf bespoke please complete details below :6.3.3) Floor Joists6.3.4) Roof trusses6.3.5) Roof Space6.3.6) Electrical6.3.7) Plumbing & Heating6.3.8) Kitchen layouts6.3.9) Building Regulation requirements (PART L 2021)N.B New plot starts from 15th June 2023 to be PART L compliant.6.3.10) SAP/Energy Performance6.3.11) Exposure Category6.3.12) Design Risk Assessments6.3.13) WAH Assessments |  |  |  |
| 6.4) Identification of non-core house types/elevations used on the development and confirmation review has been undertaken with all building regulation requirements with any additional items identified and documented for issue to all associated with the development. |  |  |  |
| 6.5) Technical SpecificationPart L 2013/2021/FHS? |  |  |  |
| 6.6) External Finishes/ Works/Boundary Treatment/Energy strategy drawings and details(including details of sheds/EV points/PV panels/ASHP’s/GSHP’s/Heat Networks/garage access/gates) |  |  |  |
| 6.7) Plot Landscape drawings |  |  |  |
| 6.8) Overall Landscaping drawings including phasing plans for implementation. |  |  |  |
| 6.9) Play area/equipment schedule including phasing plans and monitoring until LA adoption/handover to management company. |  |  |  |
| 6.10) Site Conveyance Plan including Manco areas |  |  |  |
| 6.11) Plot Conveyance Plans |  |  |  |
| 6.12) Sound Test requirements & Proposals (including noise plot specifics) |  |  |  |
| 6.13) Air Test Requirements & Proposals |  |  |  |
| 6.14) Renewable Energy Requirements & Proposals |  |  |  |
| 6.15) Plans checked for fire separation distances and notes made on layouts for any special requirements for doors/windows/roofs |  |  |  |
| 6.16) Build considerations if constructing adjacent to occupied properties or other premises |  |  |  |
| 6.17) Confirmation of review undertaken against Building Regulations Part B and requirements achieved or identification/consultation with Fire and Rescue service to achieve confirmation.  |  |  |  |
| 6.18) Fire Risk Assessment (if required) report details  |  |  |  |
| 6.19) Any Other Site Specific Requirements |  |  |  |
| 6.20) Arrangements for recording and distribution of any updated drawings/reports  |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

**7. Quantity Surveying:**

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| --- | --- | --- | --- |
| 7.1) Viability Budget spreadsheet prepared for Group Commercial |  |  |  |
| 7.2) Road & Sewers 7.2.1) Tender issue date7.2.2) Contractors7.2.3) Tender return7.2.4) Outstanding information for tender confirmation7.2.5) Target Start date7.2.6) Principal Contractor Role |  |  |  |
| 7.3) Groundworks7.3.1) Tender issue date7.3.2) Contractors7.3.3) Tender return7.3.4) Outstanding information for tender confirmation7.3.5) Target Start date |  |  |  |
| 7.4) Specialist Sub-contractors required7.4.1) Demolition7.4.2) Remediation7.4.3) Asbestos7.4.4) Earthworks7.4.5) Foundations7.4.6) Services |  |  |  |
| 7.5) Superstructure Labour Requirements and Proposals7.5.1) Bricklayer7.5.2) Joiner |  |  |  |
| 7.6) House build sub-contractors appointment target dates7.6.1) Scaffold 7.6.2) Safety Deck7.6.3) Roofer7.6.4) Renderer7.6.5) Insulation7.6.6) Plumber7.6.7) Electrician 7.6.8) Plasterer7.6.9) Cleaner7.6.10) Painter7.6.11) Wall Tiler7.6.12) Kitchen7.6.13) Fencer7.6.14) Landscaper7.6.15) Street Lighting7.6.16) Any other items |  |  |  |
| 7.7) Site Budget Target date and First COINS Valuation |  |  |  |
| 7.8) Any Other Site Specific Requirements |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

**8. Key Buying/Suppliers– Please also refer to the Buyers Guide:**

**Note: Please stipulate weights of materials to ensure provision of correct scaffold, telehandler and other lifting arrangements along with approximate lead-in times where known.**

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| 8.1) BricksQuantity/lead in time confirmed? |  |  |  |
| 8.2) BlocksQuantity/lead in time confirmed? |  |  |  |
| 8.3) Roof TilesQuantity/lead in time confirmed? |  |  |  |
| 8.4) Floor JoistsQuantity/lead in time confirmed? |  |  |  |
| 8.5) Roof TrussesQuantity/lead in time confirmed? |  |  |  |
| 8.6) Pre-fabricated roof system |  |  |  |
| 8.7) Timber FrameOrder paced with Space4If not why? |  |  |  |
| 8.8) StairsQuantity/lead in time confirmed? |  |  |  |
| 8.9) WindowsQuantity/lead in time confirmed? |  |  |  |
| 8.10) External DoorsQuantity/lead in time confirmed? |  |  |  |
| 8.11) Internal DoorsQuantity/lead in time confirmed? |  |  |  |
| 8.12) Garage DoorsQuantity/lead in time confirmed? |  |  |  |
| 8.13) GRP Products  Porches/Dormers\*Porches – Ready to tile versions only permitted |  |  |  |
| 8.14) Cast Stone ProductsQuantity/lead in time confirmed? |  |  |  |
| 8.15) StudworkQuantity/lead in time confirmed? |  |  |  |
| 8.16) PlasterboardQuantity/lead in time confirmed? |  |  |  |
| 8.17) KitchenQuantity/lead in time confirmed?Range & Spec agreed with sales team? |  |  |  |
| 8.18) Bathroom furnitureQuantity/lead in time confirmed? |  |  |  |
| 8.19) Bedroom furnitureQuantity/lead in time confirmed? |  |  |  |
| 8.20) AppliancesQuantity/lead in time confirmed? |  |  |  |
| 8.21) Any Other Site Specific Key Materials or Delivery restrictionsQuantity/lead in time confirmed? |  |  |  |
| 8.22) Manual Handling Assessments provided  |  |  |  |
| 8.23) COSHH Assessments provided |  |  |  |
| 8.24) Discussion, monitoring and recording of any key material issues that could be reviewed further as alternatives to approved specification which may aid buildability, safety and full life cycle costing of dwelling. |  |  |  |

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**9. Construction & CDM Regulations:**

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| 9.1) Issue of Pre- Construction Information and Client Site Rules |  |  |  |
| 9.2) Time allowed  between appointment of the Principal Contractor and  instruction to commence work on  site |  |  |  |
| 9.3) Construction Phase H&S PlanNote: All relevant Temporary Works activities must be detailed in the Temporary Works Register and, where applicable, Temporary Works Design Briefs must be completed.<https://hs.persimmoncloud.com/2-HSandE-forms/HSMS-FOR-056-Temporary-Works-Register.docx><https://hs.persimmoncloud.com/2-HSandE-forms/HSMS-FOR-057-Temporary-Works-Engineered-Design-Brief.doc> |  |  |  |
| 9.4) Investigation and clearance of contaminated landRegulatory approvals?E.g. EA/LA |  |  |  |
| 9.5) DemolitionS80 submittedS81 counter notice received? |  |  |  |
| 9.6) Works involving asbestosNotifiable?Non-notifiable? |  |  |  |
| 9.7) Excavation deeper than 1.2mTemporary works procedures received from Ground-workers? |  |  |  |
| 9.8) Entry to confined  spaces and sewersNote: Ensure Gas Testing Meters are used at all times |  |  |  |
| 9.9) Work close to overhead cablesNational Grid consulted?<https://www.hse.gov.uk/construction/safetytopics/overhead.htm><https://hs.persimmoncloud.com/1-HSandE-standards/HSMS-STD-Overhead-and-Underground-Services.pdf> |  |  |  |
| 9.10) Existing underground servicesRefer to GPR/SCANS/UTILITY SURVEYSNote: Ensure Gas Testing Meters are used at all times |  |  |  |
| 9.11) Work adjacent to existing buildings / structures (Party Wall Act).Is party wall survey required? |  |  |  |
| 9.12) Working at Height Assessments<https://hs.persimmoncloud.com/2-HSandE-forms/HSMS-FOR-038-Working-at-Height-Assessement.doc> |  |  |  |
| 9.13) Build Programme a) Build Sequence Route of Construction |  |  |  |
| 9.14) Compound Position (including Temporary site setup) | Size:Location:Plan : |  |  |
| 9.15) Site Accommodation Requirements including Temporary Services – Building, Water, Electric, Telephone, waste  water/sewerage |  |  |  |
| 9.16) Telehandler Requirements dependent on:* Materials weight schedule
* Ground Levels
* Sequence of Build
* Height of properties
 |  |  |  |
| 9.17) Other Lifting Arrangements:* Use of Cranes
* Type of Crane Hire
 |  |  |  |
| 9.18) Traffic Management 9.18.1) Construction Access 9.18.2) Delivery Vehicles 9.18.3) Contractor Parking 9.18.4) Road Cleaning 9.18.5) Residents 9.18.6) Adjacent Schools 9.18.7) Weight/traffic restrictions on adjacent roads  |  |  |  |
| 9.19) Security Fencing |  |  |  |
| 9.20) First Aid Arrangements |  |  |  |
| 9.21) Fire Safety Assessment / Plan PHG/HS/037Ensure Site Manager / Contracts issued where timber frame is presentAppendix 2 |  |  |  |
| 9.22) Permit to Work SystemConfirmation required in ‘Fire Safety Assessment/PlanPHG/HS/037 |  |  |  |
| 9.23) Appointment of  Sub-Contractors &  Review/monitoring  meetings |  |  |  |
| 9.24) Worker Engagement |  |  |  |
| 9.25) Arrangements for  exchange of  information between Contractors/Suppliers |  |  |  |
| 9.26) Consortium ArrangementsRefer to the HBF Guidance “Safety. Health and Environmental Consortium Agreement” |  |  |  |
| 9.28) Identification of regional construction quality issues/fire risk issues to Construction Quality Inspector for early identification/training in build process. |  |  |  |
| 9.27) Other Site Specific Issues or Requirements |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion*** | ***Action*** ***By*** |

**10. Sales:**

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| 10.1) Sales Brochure  |  |  |  |
| 10.2) Sales Specification |  |  |  |
| 10.3) Website  |  |  |  |
| 10.4) Signage  |  |  |  |
| 10.5) Sales office and show complex plan including external works and landscaping |  |  |  |
| 10.6) Show home furnishing proposal |  |  |  |
| 10.7) Temporary Sales Office Proposal (including power/water/toilet proposals) |  |  |  |
| 10.8) Sales Release target date |  |  |  |
| 10.9) First Sales Release approval   |  |  |  |
| 10.10) Sales onsite IT Equipment & telephone |  |  |  |
| 10.11) Legal Checklist for Sales Release complete and submitted (list any outstanding information required) |  |  |  |
| 10.12) Management Company setup information including plans showing areas for maintenance, phased handover and yearly estimate. |  |  |  |

**ISSUE PRE-START 3 AGENDA PACK TO RELEVANT PROJECT PERSONNEL TO ENSURE DETAILS/INFORMATION ARE PROGRESSED.**

**Anticipated date of Pre-Start 3 Meeting:**

**Note: Information relating to any outstanding items from this meeting must be made available at Pre-Start 3.**

**Appendix 1**

**Fire RA in line with UKTFA guidance**

This document should be read in conjunction with the UKTFA guidance document ‘Design guide to separating distances during construction’ and associated documents.

The fire safety risk assessment and plan should be completed in line with Group Construction Fire Safety Procedure PHGHPR:020.

**Ensure Pre-Start 1 items are completed**

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|  | **Pre Start 1** |
| A | Prepare a fire site plan showing separation distance (as per UKTFA guidance) and detail relevant control measures e.g. Category B timber frame. |
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| B | Check site boundary and local building usage (and escape routes) are there any high fire risks? Are there any structures where an incendiary device could be thrown from: e.g. bridges, multi storey car parks |
|  |  |
| C | Is there any history of poor relations with neighbours or history of vandalism and/or arson? |
|  |  |
| D | Are there any historic or current issues raised by fire officers or others relating to the existing buildings use e.g.  |
|  |  |
| E | Send notification letter sent to local Fire Officer |
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|  | **Pre Start 2** |
| F | Review pre-Start 1 Minutes |
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| G | Develop the fire site plan to identify the proposed phasing of construction and occupation of plots. Detail any temporary closure of openings, compartmentalisation – vertical and horizontal (include in PGHS037 B) and areas of frame types where appropriate. |
|  |  |
| H | Review the use of off-site timber frame fabrication systems from walls, floors and roof cassettes to be considered as reduction in site storage and where site space is at a premium. Consider insulation and coatings requirements. |
|  |  |
| I | Prepare a preliminary site set up drawing/method statement showing the following:* Compound area
* Storage and volumes of timber frames prior to erection
* Location for tower cranes (if required) – to be protected in case of fire.
* Vehicular access from highway.
* Fire hydrant position (if the hydrant is distant from the site a separate plan may be required).
* Fire tender access and parking.
* Temporary re-routing of any existing footpaths or rights of way (formal and informal) across the site.
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|  |  |
| J | Where the proposed development is on a site with existing buildings which are to remain in operation during the construction works, show the following:* Parking spaces available for the duration of the construction works.
* Temporary access routes.
* Temporary re-routing of existing means of escape both within and external to the buildings in operation.
* Fire assembly point.
 |