



transport planning



Bridge UK Properties 7 LP

# Bridge Point Weybridge, Weybridge

## Construction Logistics Plan

April 2022



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Bridge UK Properties 7 LP

# Bridge Point Weybridge, Weybridge

## Construction Logistics Plan

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## APPENDICES

### APPENDIX A Site Masterplan

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# 1. Introduction

## 1.1 Overview

- 1.1.1 Mode transport planning (mode) has been appointed by Bridge UK Properties 7, LP (Bridge) to provide highway and transportation advice for the proposed redevelopment of land at Weybridge Business Park, Addlestone Road.
- 1.1.2 The existing site comprises of seven B1 office buildings and associated car parking which is split between the north and south of Addlestone Road. The existing parcel of offices to the south of Addlestone Road are currently accessed via two vehicular access points off Addlestone Road and a further to the west off Hamm Moor Lane.
- 1.1.3 The existing office to the north of Addlestone Road is currently accessed via a bridged access point which will be retained as part of the development proposals.
- 1.1.4 The development proposals seek to deliver the demolition of existing buildings and the development of three employment units within Classes E(g)ii, E(g)iii, B2 and B8, with ancillary office accommodation, new vehicular access, associated external yard areas, HGV and car parking, servicing, external lighting, hard and soft landscaping, infrastructure and all associated works.
- 1.1.5 The three employment units within Classes E(g)(ii), E(g)(iii), B2 and B8 land uses are totalling a floor area of 17,820m<sup>2</sup> Gross Internal Area (GIA). The breakdown of the three units GIA are as follows:
- Unit 100 – 14,752m<sup>2</sup>
  - Unit 210 – 1,407m<sup>2</sup>
  - Unit 220 – 1,660m<sup>2</sup>
- 1.1.6 The existing western access of the two access points off Addlestone Road and the Hamm Moor Lane access will be stopped up and an additional access will be provided off the western end of Addlestone Road which will provide HGV access as well as access to a small car park for the southern site. The bridge access to the northern site will be retained.
- 1.1.7 The proposed masterplan is provided in [Appendix A](#).

## 1.2 Objectives of the CLP

- 1.2.1 The objectives of the CLP are as follows:
- Reduced trips in the peak periods, leading to less congestion.
  - Less emissions.

- Improved vehicle safety.
- Evidence that the site is planning and managing deliveries effectively.

1.2.2 This CLP has otherwise been prepared in-line with Surrey County Councils – Transport Development Planning Good Practice Guide.

### 1.3 Document Structure

1.3.1 The remaining chapters of this CLP are structured as follows:

- **Chapter 2:** Site Location and Policy Context;
- **Chapter 3:** Considerate Contractors;
- **Chapter 4:** Construction Works;
- **Chapter 5:** Mitigation Measures; and
- **Chapter 6:** Monitoring and Review.

## 2. Site Context, Considerations and Challenges

### 2.1 Policy Context

#### Surrey County Council – Transport Development Planning Good Practice Guide

2.1.1 The SCC Transport Development Planning Good Practice Guide is intended to provide information about the role and functions of the Transport Development Planning service (TDP) offered by Surrey County Council (SCC).

2.1.2 In relation to construction the guide states that Vehicles over 3.5 tonnes gross vehicle weight require a 'vehicle operator's licence' (VOL) to carry goods in connection with a trade or business. Vehicle owners make applications for VOLs to the Traffic Commissioner. The process to administer VOLs is legislated by The Goods Vehicles Act, Regulations 1995.

2.1.3 By ensuring that construction vehicles over 3.5 tonnes have a VOL the construction phase of the development will promote and guide the following:

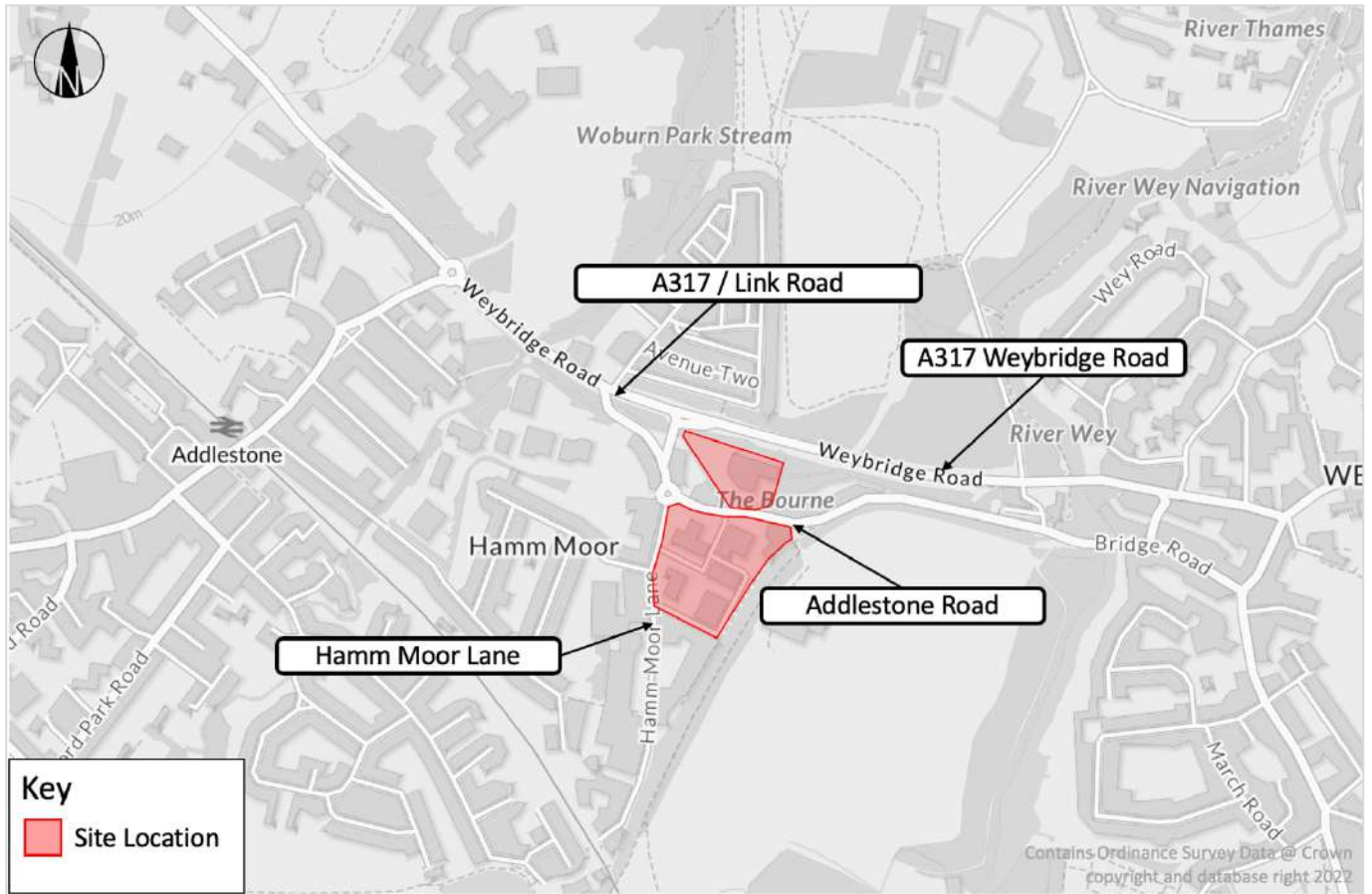
- Controlling hours of vehicle operation;
- Loading or unloading;
- Vehicle maintenance;
- Vehicle size;
- Site access routes.
- Suitable access onto the public highway;
- Join onto roads that are environmentally suitable for the proposed licensed vehicles;
- Include space to park the vehicles off the public highway;
- Have space in the operating centre to turn vehicles so they can enter and leave the public highway in a forward gear;
- Are in an environmentally suitable area; and
- Do not create noise, pollution, vibration, and visual intrusion problems.

### 2.2 Site Context

2.2.1 The site is located on two parcels of land to the south of the A317 Weybridge Road and distributed to the north and south of Addlestone Road. The development proposals seek to deliver flexible E(g)(ii), E(g)(iii), B2 and B8 land uses, with a GIA totalling 17,820m<sup>2</sup>.

2.2.2 The location of the site is shown on **Figure 2.1**.

**Figure 2.1 Site Location**



### 2.3 Local Highway Network

2.3.1 The location of the site in the context of the local highway network is shown in **Figure 2.1** with vehicular access being provided off Addlestone Road to the northern site and off Addlestone Road and Hamm Moor Lane for the southern site.

2.3.2 Addlestone Road is a single carriageway road subject to a speed limit of 30mph. Addlestone Road has traffic calming measures in the form of speed humps within proximity to the proposed site accesses. Addlestone Road runs from the Addlestone Road/Link Road/Hamm Moor Lane roundabout in the west to the Heath Road/Addlestone Road priority junction to the east. Addlestone Road benefits from a pedestrian footway on both sides of the carriageway, the northern side has a footway which extends the entire length of the road, whereas the southern side of the carriageway becomes a riverside track to the east of the proposed site. Addlestone Road is subject to restrictions approximately 550m to the east of the Addlestone Road/Link Road/Hamm Moor Lane roundabout. The restrictions comprise of a maximum weight of 7.5tonnes and a width of 7'0".

- 2.3.3 Hamm Moor Lane runs southwards from the Addlestone Road/Link Road/Hamm Moor Lane roundabout and ending at the railway tracks. Hamm Moor Lane provides access to further industrial units located on Weybridge Business Park and Borne Business Park. Adjacent to the site Hamm Moor Lane is a single carriageway which is subject to a 30mph speed limit. Hamm Moor Lane benefits from a footway on both sides of the carriageway.
- 2.3.4 Link Road provides a route between the Addlestone Road/Link Road/Hamm Moor Lane roundabout to the A317 Weybridge Road. The A317 Weybridge Road/Link Road priority junction is a left turn only junction from Link Road on to the A317.
- 2.3.5 The A317 Weybridge Road is a dual carriageway subject to a speed limit of 40mph. The A317 provides a route from Weybridge to Addlestone, Chertsey, Oatlands and Hersham. The road benefits from a segregated cycle path, namely National Cycle Network (NCN) Route 4, which runs along the footway on both sides of the carriageway.



## 3. Considerate Contractors

### 3.1 Site Management Contract Details

3.1.1 The main point of contact in relation to this CLP during construction will be the onsite Construction Manager. The appointed construction manager will be confirmed once a contractor is instructed.

3.1.2 The construction manager will oversee that surrounding building occupants are informed of the works programme and have contact details for any concerns during the construction period. Additionally, the construction manager's contact details will be available on the site hoarding.

### 3.2 Considerate Contractors Scheme

3.2.1 In order that the works on-site be undertaken in a safe and efficient manner, the contractor would be an affiliate to the 'Considerate Contractors Scheme'; the non-profit scheme encourages best practice beyond statutory requirements. Contractors follow a 'Code of Considerate Practice' (CoCP) requiring adherence to the following topics to improve the image of construction:

- Care about Appearance;
- Respect the Community;
- Protect the Environment;
- Secure Everyone's Safety; and
- Value their Workforce.

3.2.2 The scheme provides information, advice and e-learning for the aforementioned topics in relation to real world scenarios through a 'Best Practice Hub'. This uses previous projects as examples of best practice, leading to future improvement.

## 4. Construction Works

### 4.1 Construction Working and Delivery Hours

4.1.1 The site working hours are anticipated to be limited to the typical construction hours of:

- Monday – Friday: 0800 – 1800
- Saturdays: 0800 – 1300
- No working on Sundays, Bank or Public Holidays.

### 4.2 Programme

4.2.1 A programme of works will be provided by the contractor, which will outline the proposed key programme dates.

4.2.2 The movement of all construction vehicles to and from the site will be subject to a construction programme of 'Just in Time'. This will ensure that throughout the week, deliveries do not conflict with one another, and where practicable will be spread evenly during the week. On this basis, contractors will be encouraged to implement a pre-booking system such that the movement of vehicles can be appropriately scheduled.

4.2.3 All loading and unloading activity will be undertaken within both site parcels.

### 4.3 Consultation

4.3.1 Immediate neighbours will be made aware of the scheme through a newsletter and neighbourhood board placed on the hoarding. These communication documents will outline the appropriate contact details of the construction team. The appointed contractor will continue to ensure that neighbours and building users understand the logistics and access plan, with a good understanding of the construction programme.

### 4.4 Site Staff

4.4.1 The number of construction workers on-site will vary over the duration of the construction period. It is expected that personnel will vary based on the individual phases of construction. These phases are:

- Demolition;
- Enabling works;
- Excavations, groundworks and drainage;
- Structure and frame;
- Shell completion;
- Fit-out; and

- External works.

## 4.5 Personnel Trip Generation

- 4.5.1 The movement of contractor's personnel has the potential to generate vehicular movement, within the site there will be parking provision for contractor personnel. Parking within the on-street parking bays will be discouraged.
- 4.5.2 Therefore, it is expected that, where appropriate, contractors will provide transport advice/routing to and from the surrounding area.
- 4.5.3 All contractors will be encouraged to make use of the bus services that route along Weybridge Road, which is to the north of development site. The promotion of using buses and national rail network will be undertaken by the contractor.

## 4.6 Materials Storage and Security

- 4.6.1 Materials storage on site will be located within the construction compound, with site hoarding extending around the site frontage along Addlestone Road and Hamm Moor Lane.
- 4.6.2 The site hoarding plan will be circulated once a contractor is appointed.
- 4.6.3 The contractor will be responsible for the security of the site, with the site securely locked overnight. It is not anticipated that a security guard will be present overnight on site. In any event, all construction materials will be locked within the hoarding.
- 4.6.4 During the day, the contractor will be responsible that only workers and deliveries for the construction site can enter the hoarded site area.

## 4.7 HGV Activity

- 4.7.1 All loading will only be undertaken within the site. There will be an agreement to only utilise freight operators who can demonstrate commitment to following best practice, such as accreditation to the Fleet Operators Recognitions Scheme (FORS).
- 4.7.2 The implementation of proactive management of deliveries will reduce the number of vehicle movements and be encouraged wherever possible.
- 4.7.3 The site will allow for multiple deliveries at any given time, to help mitigate any potential congestion along Addlestone Road or Hamm Moor Lane. If in the unlikely event that two deliveries overlap, the CLP Co-ordinator will liaise with the driver and ensure that the driver parks at a designated safe waiting area, until the loading bay is available.
- 4.7.4 The CLP Co-ordinator will be responsible for ensuring that all companies delivering goods to the site will be made aware that the site encourages a pre-booking delivery system, such that the movement of vehicles can be appropriately scheduled.

4.7.5 It is envisaged that vehicular activity associated with the development at the site will comprise a mix of the following:

- Delivery and subsequent removal of scaffolding, plant and equipment to the site;
- Muck-away vehicles for the removal of any demolished/waste materials;
- Deliveries of construction materials, fixtures and fittings; and
- Delivery and subsequent removal of gantry crane, chutes and hoists.

## 4.8 Site Access

4.8.1 The main point of pedestrian access for parcels of the development site is via Addlestone Road, which will support accesses to the loading and unloading areas.

4.8.2 The construction site will implement appropriate security hoarding; further to this the overall site will have a secured perimeter. In terms of pedestrian access to the site, designated secure pedestrian access to both parcels of the site will be provided onto Addlestone Road.

4.8.3 All visitors/deliveries to the site will be introduced by site staff at a check-in/check-out and will be notified of the relevant emergency procedures, assembly points, first aid and site rules. Additionally, they will be instructed to sign in and out of the site. PPE appropriate to the jobs being undertaken will be assessed at sign in.

4.8.4 The on-site banksman will be responsible for ensuring that any vehicle movements are undertaken with full supervision, so that no member of the public, site staff or operatives are put at risk during the works. It is worth noting that there is sufficient carriageway width and alternative pedestrian footways along Addlestone Road carriageway should either extent be temporarily blocked for the use of transporting construction materials.

4.8.5 Hoarding will be provided along the perimeter of the site where required, with suitable access gates, these details will be determined once a contractor is appointed. A fire escape door will also be required within the hoarding.

4.8.6 Upon commencement of construction, all deliveries, operatives, employees and visitors to the site will report to the site manager. This will be communicated to all current and future works contractors upon their appointment and pre-start meeting.

4.8.7 In terms of the access strategy for the loading bay, the loading bays will be located within the site. The loading bays will be demarcated and used solely for loading. All loading and unloading will be managed by the on-site construction manager.

## 4.9 Delivery Management

4.9.1 All contractors are required to provide details of their proposed arrival times of material deliveries to the site. On arrival, the on-site manager will ensure they park within the designated loading bay.

- 4.9.2 The contractors will be responsible for ensuring that all deliveries to and from the site are managed effectively, reducing traffic volumes and unnecessary disruption on the local highway network. The logistics team will be the single point of contact for all drivers approaching the site who require assistance.
- 4.9.3 All deliveries will be booked in through the logistics team. As part of this, details of vehicle size, loading and offloading method will have to be provided and final destination on site; which will be required to be signed by the on-site construction manager.
- 4.9.4 Delivery times will be managed and restricted so as to minimise localised impact and to take into account local events. Therefore, construction will be restricted between the time periods of 0800 – 1800 Monday to Friday. Furthermore, no construction traffic will access the site between 0800 – 0930 and 1500 – 1600, to avoid school opening and closing hours. No construction will take place on Sundays.
- 4.9.5 Deliveries will be managed so that multiple deliveries/vehicles do not arrive at the same time. A large proportion of deliveries (steel, glazing etc) will all be scheduled deliveries and actively managed.
- 4.9.6 Delivery dwell times will be kept to an absolute minimum, to ensure that any disruption on the local highway network adjacent to the site is kept to a minimum. Vehicle engines will be turned off whilst the delivery vehicles are parked and being unloaded. This will ensure noise and air pollution is kept to a minimum. Appropriate traffic management including clear and visible construction works signage will be implemented and used when required; this will be submitted by the principal contractor prior to commencement as requested. Banksmen will also be in position for deliveries with the pavement barriered off from pedestrian activity. Banksmen on duty will escort pedestrians around the access utilised for a delivery if required.
- 4.9.7 Material removal vehicles to be loaded will be accommodated within the loading bay within the site's boundary. All material movements generated as a result of the construction works will be taken off site, in fully covered lorries, to reduce the risk of dust and detritus spilling out onto the local highway network.

## 4.10 Deliveries to the Site

- 4.10.1 Deliveries of plant machinery, materials and equipment will be made by a combination of HGVs and smaller rigid vehicles. The largest vehicles that will serve the site would be up to a 12-metre rigid vehicle which will be utilised during spoil removal and concrete delivery; and that during the buildout phase a 16.5 metre articulated HGV could be utilised to serve the site.

### 4.11 HGV Routing

4.11.1 The site will be served by unloading/loading bays internal to the site, which will be accessed via Addlestone Road. It is envisaged that access to the site will be restricted via the main arterial routes near to the site, which are the A317 and A320 to the west which connects to the M25 (London Orbital Road) to the northwest.

4.11.2 The localised routing within the immediate area for the access and egress routes are demonstrated on Figures 4.1 and 4.2.

Figure 4.1 HGV Access

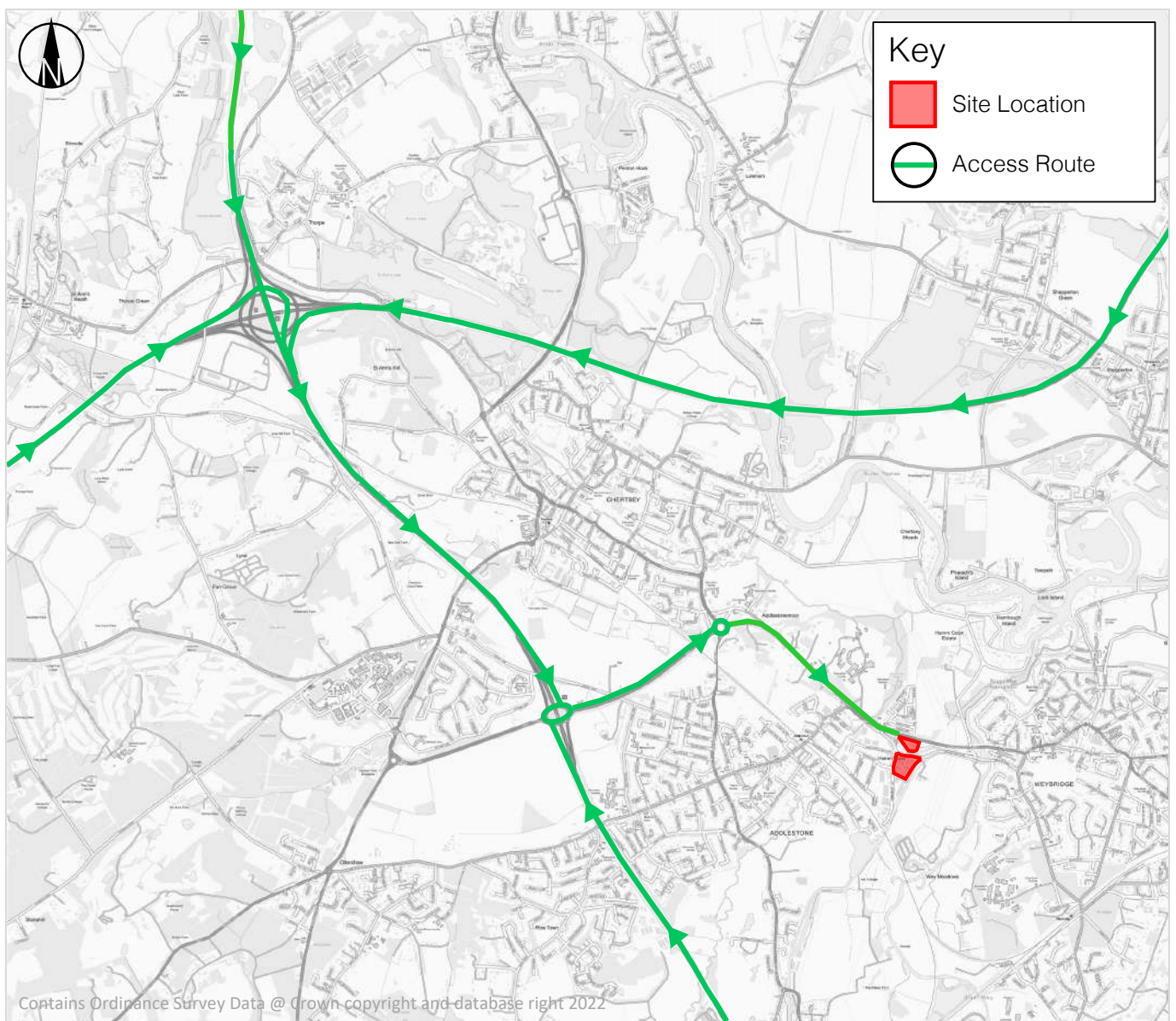
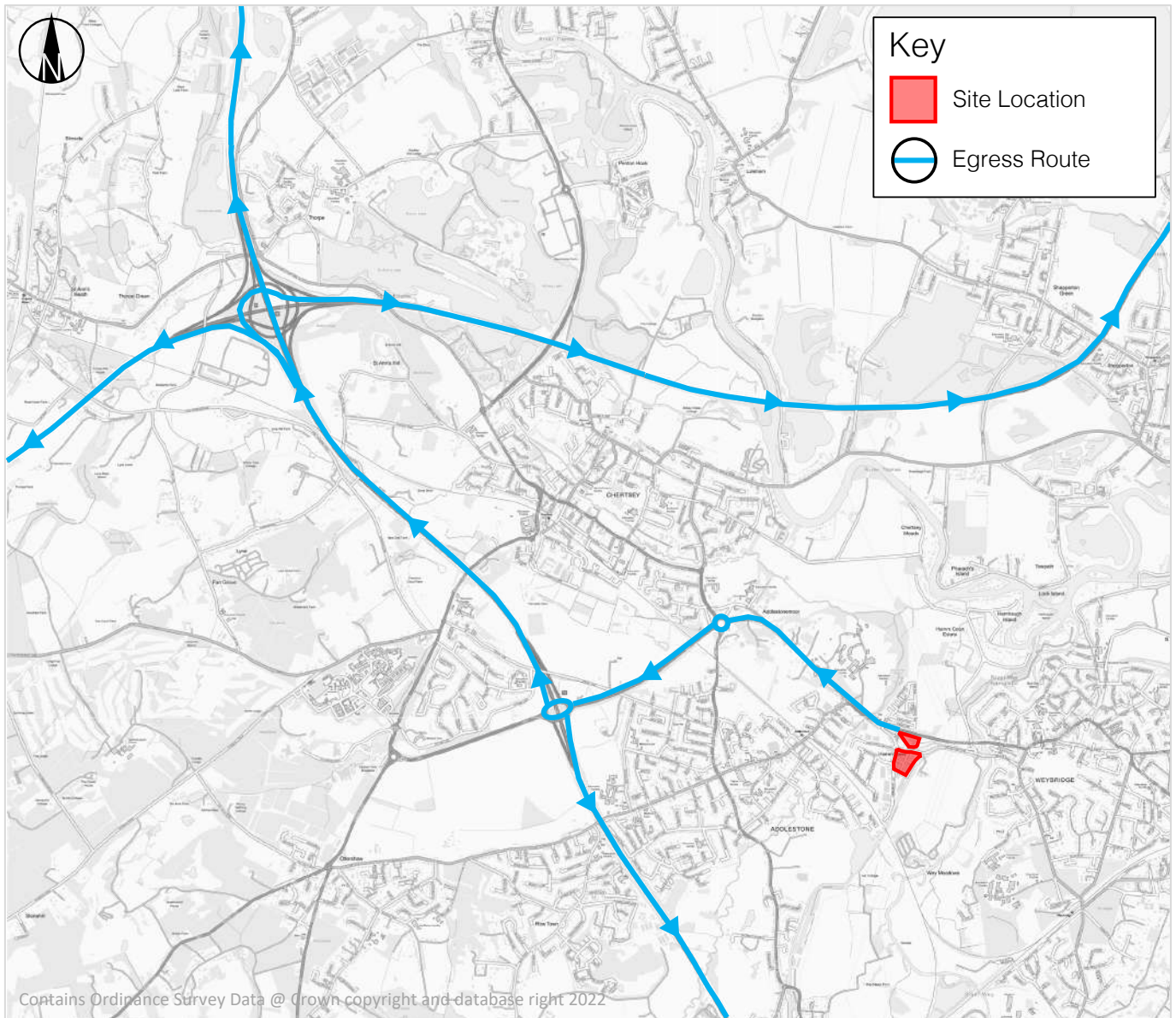


Figure 4.2 HGV Egress



4.11.3 These prescribed routes will be a condition of all supply orders and sub-contractors, and therefore no other local roads are likely to be impacted. All deliveries will be advised of the routes at the time of booking through the online delivery manager system.

#### 4.12 Abnormal Load

4.12.1 In the event that an abnormal load is required to service the site, all appropriate mitigation or required road closures will be applied for in good time prior to arrival. The appointed construction manager will liaise with all relevant parties including SCC and/or Runnymede Borough Council if necessary.

## 5. Mitigation Measures

### 5.1 Good Practice Guidance

5.1.1 To further reduce the impact of vehicle servicing the site, key principles of the DfT's 'Quiet Deliveries Good Practice Guidance' would be adopted. These would include the following:

#### General Servicing Best Practice:

- Making sure all equipment is in good working order and maintained to minimise noise;
- Ensuring all staff involved in delivery activity are briefed and trained appropriately, in accordance with the code of practice; and
- Ensuring all construction supply chain providers receive copies of the code and are aware of its importance.

#### The Delivery Area:

- Identify timings for deliveries in advance so both the driver and site operatives are prepared for the arrival;
- Seek to ensure that delivery vehicles spend as little time as possible attempting to access the loading/unloading area, possibly tasking site staff to ensure that manoeuvring can be accomplished quickly and safely; and
- Engines should be switched off immediately when not manoeuvring.

### 5.2 Debris and Dust Mitigation

5.2.1 The potential for debris on the surrounding highway network will be managed when necessary, during the construction phases of the development. This will be done by way of wheel washing using a pressure washer made available on site, as well as road sweeping if necessary.

5.2.2 The contractor will enforce measures to avoid any debris on the carriageway. These measures will include ensuring all vehicles carrying waste material are sheeted or damped where appropriate.

5.2.3 The above provides an indication of the measures that would be put in place. Nevertheless, these measures are not exhaustive, and the CLP can be updated and amended where considered necessary.



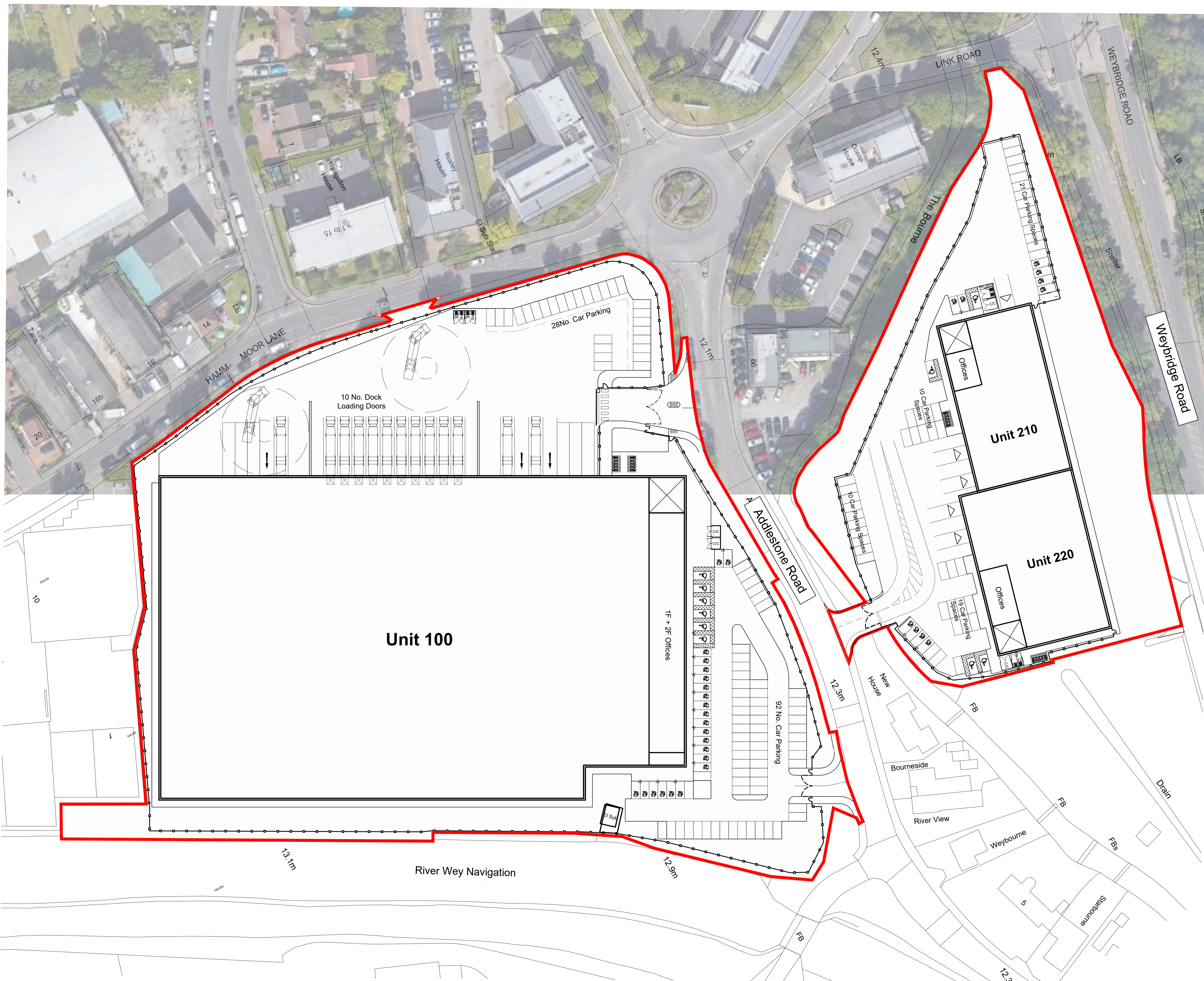
## 6. Monitoring and Review

- 6.1.1 This CLP is a live document and will be reviewed and updated by the CLP Co-ordinator on a regular basis. The CLP Co-ordinator will be the first point of contact regarding the CLP and its implementation on-site.
- 6.1.2 The CLP Co-ordinator will liaise with SCC where appropriate, to provide regular updates on the implementation of the CLP and its effectiveness.

# APPENDICES

# APPENDIX A

## Site Masterplan



- Dimensions are in millimeters, unless stated otherwise.  
 - Scaling of this drawing is not recommended.  
 - It is the recipient's responsibility to print this document to the correct scale.  
 - All relevant drawings and specifications should be read in conjunction with this drawing.

UNIT 100 GIA		
Warehouse Area	139,980 ft <sup>2</sup>	13,004 m <sup>2</sup>
Ground Floor Core	1,109 ft <sup>2</sup>	103 m <sup>2</sup>
First Floor Office	8,659 ft <sup>2</sup>	804 m <sup>2</sup>
Second Floor Office	8,659 ft <sup>2</sup>	804 m <sup>2</sup>
Escape Stair	389 ft <sup>2</sup>	36 m <sup>2</sup>
<b>Total GIA Area</b>	<b>158,795 ft<sup>2</sup></b>	<b>14,752 m<sup>2</sup></b>

UNIT 100 GEA		
Warehouse Area	142,371 ft <sup>2</sup>	13,227 m <sup>2</sup>
Ground Floor Core	1,221 ft <sup>2</sup>	113 m <sup>2</sup>
First Floor Office	9,430 ft <sup>2</sup>	876 m <sup>2</sup>
Second Floor Office	9,430 ft <sup>2</sup>	876 m <sup>2</sup>
Escape Stair	465 ft <sup>2</sup>	43 m <sup>2</sup>
<b>Total GEA Area</b>	<b>162,916 ft<sup>2</sup></b>	<b>15,135 m<sup>2</sup></b>

UNIT 210 GIA		
Warehouse Area	12,875 ft <sup>2</sup>	1,196 m <sup>2</sup>
Ground Floor Core	715 ft <sup>2</sup>	66 m <sup>2</sup>
First Floor Office	1,560 ft <sup>2</sup>	145 m <sup>2</sup>
<b>Total GIA Area</b>	<b>15,150 ft<sup>2</sup></b>	<b>1,407 m<sup>2</sup></b>

UNIT 210 GEA		
Warehouse Area	13,519 ft <sup>2</sup>	1,256 m <sup>2</sup>
Ground Floor Core	805 ft <sup>2</sup>	75 m <sup>2</sup>
First Floor Office	1,778 ft <sup>2</sup>	165 m <sup>2</sup>
<b>Total GEA Area</b>	<b>16,102 ft<sup>2</sup></b>	<b>1,496 m<sup>2</sup></b>

UNIT 220 GIA		
Warehouse Area	15,029 ft <sup>2</sup>	1,396 m <sup>2</sup>
Ground Floor Core	805 ft <sup>2</sup>	75 m <sup>2</sup>
First Floor Office	2,032 ft <sup>2</sup>	189 m <sup>2</sup>
<b>Total GIA Area</b>	<b>17,866 ft<sup>2</sup></b>	<b>1,660 m<sup>2</sup></b>

UNIT 220 GEA		
Warehouse Area	15,712 ft <sup>2</sup>	1,460 m <sup>2</sup>
Ground Floor Core	715 ft <sup>2</sup>	66 m <sup>2</sup>
First Floor Office	2,295 ft <sup>2</sup>	213 m <sup>2</sup>
<b>Total GEA Area</b>	<b>18,722 ft<sup>2</sup></b>	<b>1,739 m<sup>2</sup></b>

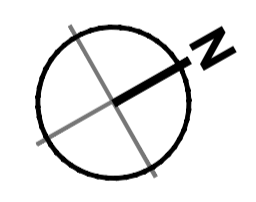
<b>Total Area GIA</b>	<b>191,812 ft<sup>2</sup></b>	<b>17,820 m<sup>2</sup></b>
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<b>Total Area GEA</b>	<b>197,741 ft<sup>2</sup></b>	<b>18,371 m<sup>2</sup></b>
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<b>Northern Boundary</b>	<b>2.66 Acres</b>	<b>1.07 Hectares</b>
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<b>Southern Boundary</b>	<b>6.56 Acres</b>	<b>2.65 Hectares</b>
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<b>Application Boundary Total</b>	<b>9.22 Acres</b>	<b>3.72 Hectares</b>
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F	Drawing revised inline with topographical survey.	LAH	MT	12.04.22
E	Drawing revised inline with planning comments.	LAH	MT	05.04.22
D	Drawing revised inline with Mode Transport drawing 326431_PS-002.	LAH	MT	24.03.22
C	Mode transport planning coordinated.	LAH	MT	22.03.22
B	Mode transport planning coordinated.	LAH	MT	21.03.22
A	Initial Issue	LAH	MT	10.03.22
rev	amendments	by	ckd	date

Weybridge Business Park, Weybridge

Site Layout



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RIBA PoW Stage:	2 - Concept Design
Document Suitability:	S1
Drawn / Checked:	LAH / MT
Date:	09.03.22
Scale:	1:500 A1
UMC Project Number:	21490
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Revision:	F

Site Layout  
 Scale 1:500



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