





Bridge UK Properties 7 LP

Bridge Point Weybridge, Weybridge

Delivery and Servicing Plan

October 2022







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Delivery and Servicing Plan

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PROJECT NO:

J326431

October 2022

REPORT No: FILE NAME PREPARED: DATE OF ISSUE: STATUS: **AUTHORISED:** 221018 J326431 RL 18 October 2022 Final

DSP V1.3.docx

CHANGE LOG

V1.0 19 April 2022 First Issue

V1.1 22 April 2022 Minor Amendments

V1.2 14 October 2022 **Drawing Reference Amendments**

V1.3 Minor Amendments

Delivery and Servicing Plan



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Delivery and Servicing Plan



1. Introduction

1.1 Overview

- 1.1.1 This Delivery and Servicing Plan (DSP) has been prepared by mode transport planning (mode) on behalf of Bridge UK Properties 7 in relation to the proposed redevelopment of land at Weybridge Business Park, Addlestone Road, Weybridge.
- 1.1.2 The development proposals seek 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.
- 1.1.3 The breakdown of the three units GIA are as follows:
 - Unit 100 13,859m²
 - Unit 210 1,493m²
 - Unit 220 1,655m²
- 1.1.4 This DSP has been updated to reflect alterations to the proposed site layout, a summary of the changes are provided within a Transport Assessment Addendum which accompanies the planning submission.

1.2 Purpose of the Document

- 1.2.1 The purpose of the DSP is to ensure that all delivery and servicing activity associated with the development proposals can take place in a safe, efficient, and sustainable manner. It has been developed in accordance with best practice guidance and national and local policies.
- 1.2.2 The DSP identifies the following aspects in relation to the future site operation:
 - Types of servicing vehicles accessing the site;
 - On-site servicing arrangements;
 - Frequency and timing of servicing activity;
 - Proposed service vehicle routing; and
 - On-site management mechanisms to ensure efficient and safe servicing activity occurs at the site.
- 1.2.3 The DSP has been developed in accordance with the policies set out within:
 - SCC Travel Development Planning Good Practice Guide (2017) and,

Delivery and Servicing Plan



• The Runnymede Local Plan (2030).

1.3 Structure of the Document

- 1.3.1 The remainder of this report is structured under the following chapter headings:
 - Chapter 2 Local Context;
 - Chapter 3 Servicing Strategy;
 - Chapter 4 Policy and Good Practice Guidance; and
 - Chapter 5 Monitoring and Review.
- 1.3.2 This DSP is applicable to all delivery vehicles servicing the site. Compliance and implementation of the DSP will be monitored and reviewed by the management of the site.

Delivery and Servicing Plan



2. Local Context

2.1 Site Location

- 2.1.1 The site is located on land south of the A317 Weybridge Road and distributed to the north and south of Addlestone Road. The site currently comprises of seven B1 office buildings making up Weybridge Business Park.
- 2.1.2 The existing parcel of land to the south of Addlestone Road is currently accessed via two vehicular access points off Addlestone Road and a further to the west off Hamm Moor Lane. The eastern of the two existing access points off Addlestone Road will be stopped up, and the access off Hamm Moor Lane. The eastern existing access is to be retained to provide access for the southern parcel, while a new access will be implemented approximately 40m to the east of the roundabout junction on Addlestone Road. The northern site has a singular access off Addlestone Road over a bridge which will be retained.

2.2 Existing Highway Network

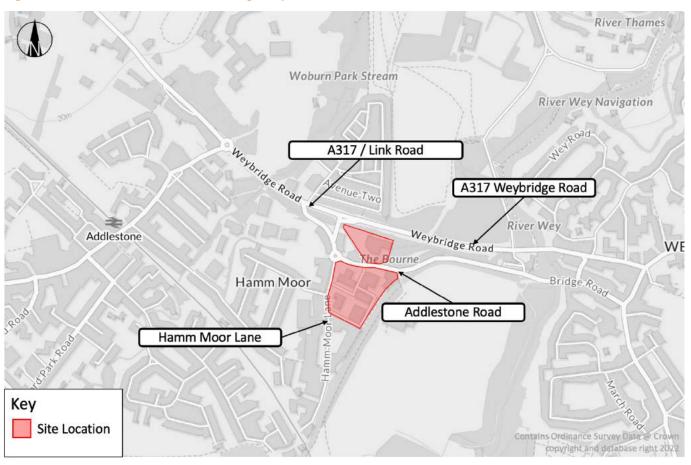
- 2.2.1 The location of the site in the context of the local highway network is shown on Figure 2.1 with vehicular access being provided off Addlestone Road to the northern site and off Addlestone Road and Hamm Moor Lane for the southern site.
- 2.2.2 Addlestone Road is a single carriageway road subject to a speed limit of 30mph. Addlestone Road has traffic calming measures in the form of speed humps within proximity to the site accesses.
- 2.2.3 Addlestone Road runs from the Addlestone Road/Link Road/Hamm Moor Lane roundabout to the west to the Heath Road/Addlestone Road priority junction to the east.
- 2.2.4 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".
- 2.2.5 Hamm Moor Lane runs southwards from the Addlestone Road/Link Road/Hamm Moor Lane roundabout and ends to the north of the railway line. Hamm Moor Lane provides access to further industrial units located to the west including Borne Business Park. Hamm Moor Lane is a single carriageway which is subject to a 30mph speed limit, and benefits from a footway on both sides of the carriageway.
- 2.2.6 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.

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2.2.7 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 A317 benefits from a segregated cycle path, namely National Cycle Network (NCN) Route 4, which runs along the footway on both sides of the carriageway.

Figure 2.1 Site Location and Local Highway Network



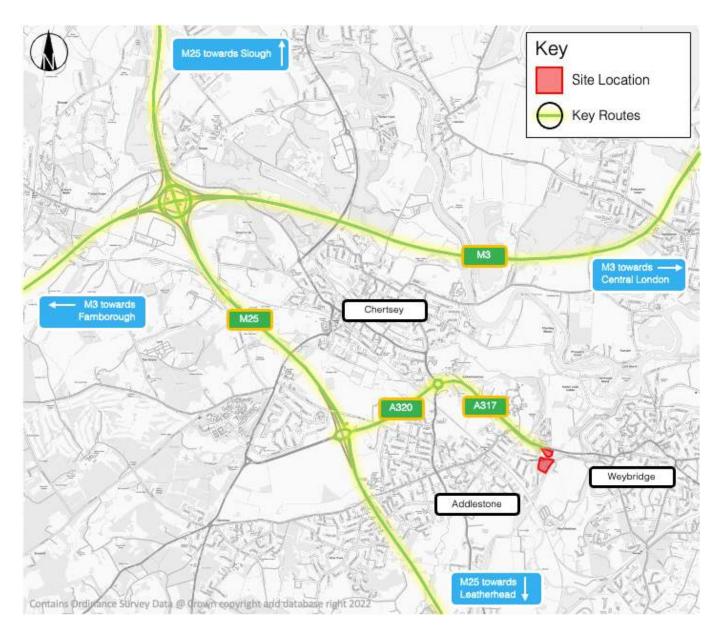
2.3 Servicing Routes

- 2.3.1 Deliveries to the site may originate from across the country and will make use of the permitted road network in the area surrounding the site. The most direct route to the site is the A317 Weybridge Road which links westward towards junction 11 to the M25 via St Peter's Way. The M25 Orbital provides access to routes in London from across its border. As well as to adjoining strategic road networks such as the M3, which provides a route to central London to the east and Farnborough to the west.
- 2.3.2 The major delivery routes to and from the site are demonstrated on Figure 2.2.

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Figure 2.2 Access route for Delivery and Servicing Vehicles



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3. Servicing Strategy

3.1 Development Site

- 3.1.1 The proposed development seeks to deliver a flexible E(g)(ii), E(g)(iii), B2 and B8 land uses, totalling a floor area of 16,925m² Gross Internal Area (GIA).
- 3.1.2 The existing parcel of land to the south of Addlestone Road is currently accessed via two vehicular access points off Addlestone Road and a further to the west off Hamm Moor Lane. The western of the two existing access points off Addlestone Road will be stopped up, while the eastern existing access is to be retained to provide access for the southern parcel, and the Hamm Moor Lane access will be retained to provide access to car parking. The northern site has a singular access off Addlestone Road over a bridge which will be retained.
- 3.1.3 The servicing arrangements outlined within this report have been updated to reflect the most recent site layout revisions to reflect comments from RBC and the Environment Agency (EA).

3.2 Servicing Arrangements

- 3.2.1 The development proposals are to provide servicing / loading bays on site with access from Addlestone Road to the southern site and for the northern site.
- 3.2.2 Based on the use class of the proposed development being either E(g)(ii), E(g)(iii), B2 and B8 land uses, the largest vehicle that is expected to enter and egress from the southern site is a 16.5m Articulated Vehicle, with swept path assessments for the design vehicle appended to this report as Drawing J32-6431-PS-005 Rev D and Drawing J32-6431-AT-E01.
- 3.2.3 The Hamm Moor Lane access which will be retained will only provide access to car parking, as such the swept paths do not provide turning movements for HGVs.
- 3.2.4 As for the northern site, day-to-day servicing is expected to be limited to rigid trucks, as demonstrated on Drawing J32-6431-AT-C01. This is on the basis that the proposed units will not be provided with dock loaders for vehicles larger than a 12m rigid truck. Whilst it will be possible for larger vehicles to access the site, this is generally not expected where businesses will be anticipated to occupy units on the basis of servicing provision available.
- 3.2.5 Drawing J32-6431-AT-C03 and Drawing J32-6431-AT-C04 shows the northern site's servicing bays being accessed by two 10m rigid vehicles.

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3.3 Vehicle Routing

- 3.3.1 HGV vehicles to the site could originate from across the country and will make use of the permitted road network in the surrounding area. The closest route to the site is the A317 Weybridge Road which provides a route westward towards junction 11 to the M25 via St Peter's Way. The M25 provides a link to the M3 to the north of site. The M25 provides route to wider London, while the M3 provides a route to central London to the east and Farmborough to the west.
- 3.3.1 Vehicle routing plans showing the paths that vehicles will take to service the site and egress from the site have been included below in Figures 3.1 and Figures 3.2.

Figure 3.1 Vehicle Servicing Routing Plan (Access)

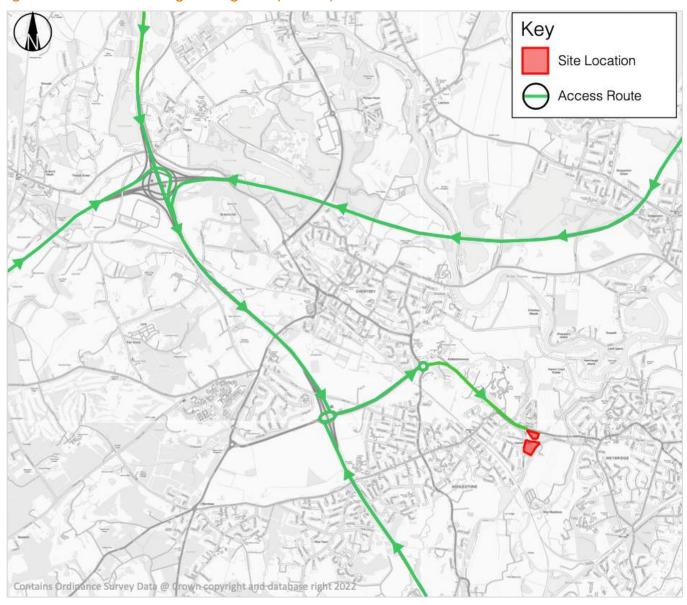
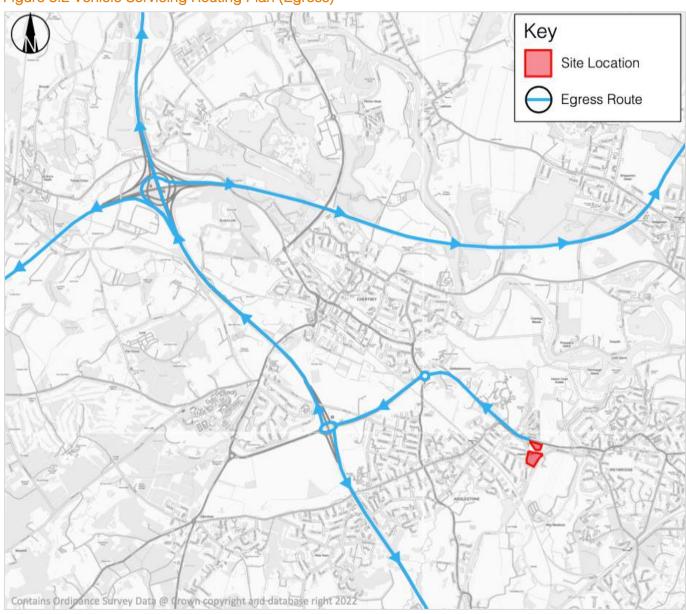




Figure 3.2 Vehicle Servicing Routing Plan (Egress)



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4. Policy and Good Practice Guidance

4.1 National Policy

- 4.1.1 The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied.
- 4.1.2 The NPPF presumes in favour of sustainable development and is a material consideration in planning decisions. Twelve core land-use planning principles are put forward to underpin both plan-making and decision-taking, one of which is to "actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable."
- 4.1.3 Paragraph 35 of the NPPF states that plans should be designed to "accommodate the efficient delivery of goods and supplies".

4.2 Local Policy

Runnymede 2030 Local Plan

- 4.2.1 The Runnymede 2030 Local Plan (LP) was adopted by Runnymede Borough Council on the 16th July 2020 replacing the Runnymede Local Plan 2001. The LP sets out key planning policies which determine the location, scale and timing of new development in the borough in the period up to 2030. This includes the spatial development strategy, allocations for housing, employment and retail development and protection of the environment.
- 4.2.2 In regard to servicing and access arrangements the Local Plan presents Policy SD4: Highway Design Considerations states that "The Council will support development proposals which maintain or enhance the efficient and safe operation of the highway network and which take account of the needs of all highway users for safe access, egress and servicing arrangements."

SCC Travel Development Planning Good Practice Guide

- 4.2.3 The Transport Development Planning Good Practice Guide was published by SCC and describes the highways and transportation matters for development proposals in Surrey. The document outlines the SCCs sustainability agenda, and the councils sustainable transport policies.
- 4.2.4 The Good Practice Guide outlines the requirements on Vehicle Operators Licenses (VOLs) which is a permission granted by a Traffic Commissioner that enables people to operate lorries from an operating centre where the vehicles are normally kept.

"The council can make objections to VOL applications on highway safety, capacity and environmental grounds."

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- 4.2.5 The VOL's Assessment are completed every fortnight by the Local Traffic Area Office and new proposals are checked. The VOL applications must ensure that they meet the following highway safety and environmental criteria:
 - Have suitable access onto the public highway, and
 - Join onto roads that are environmentally suitable for the proposed licensed vehicles, and
 - Include space to park the vehicles off the public highway, and
 - Have space in the operating centre to turn vehicles so they can enter and leave the public highway forwards.
 - Are in an environmentally suitable area, and
 - Do not create noise, pollution, vibration, and visual intrusion problems.
- 4.2.6 The guide states that "new operating centres are acceptable in established industrial areas' which corresponds with the proposed development which is allocated land within the Runnymede 2030 Local Plan for employment, while the surrounding area is populated with the existing Weybridge and Bourne Business Parks.

4.1 Good Practice Guidance

- 4.1.1 The Quiet Deliveries Good Practice Guide published by DfT in February 2015, covers the key problems for retailers, freight operators, local authorities and community stakeholders, reducing congestion and delays that affect freight and retail business, as well as local communities, particularly residents. This guidance is based on lessons learnt from Quiet Deliveries trials held by DfT, Freight Transport Association (FTA) and Noise Abatement Society (NAS) in 2010-11 and from the experience during the London 2012 Games.
- 4.1.2 The Core principles of the DfT document on quiet deliveries is:
 - "about enabling businesses and organisations to make and receive deliveries outside the main working day. The flexibility will generate multiple benefits for all affected parties, such as reduced congestion, lower emissions and business efficiency."
- 4.1.3 Through pilot schemes and case studies it was found that:
 - "If delivery times are extended into the evenings/night-time periods in a well-managed manner, that schemes can work effectively with minimal or negligible disturbance to residents and surrounding communities."

4.2 Construction Logistics and Community Safety (CLOCS) Standards

4.2.1 The CLOCS standard applies to all commercial vehicles over 3.5 tonnes gross vehicle weight. This includes abnormal indivisible loads and engineering plant.

Delivery and Servicing Plan



4.2.2 For vehicle operators, complying with the CLOCS standard:

- Ensures all journeys meet the requirements described as Silver in the FORS Standard (by addressing key management, driver, vehicle and operations issues)
- Provides acceptable evidence of compliance as defined/specified by each procurer through formal accreditation through FORS or equivalent
- Amongst other issues it:
 - o provides evidence of a quality fleet operation
 - helps with selection of the most effective safety equipment
 - o ensures drivers receive appropriate supplementary training
 - requires the collection and reporting of collision data to inform 'lessons to be learned' –
 reporting to clients / principal contractors where procured to do so.
 - o reduces risk to protect drivers and commercial reputation
 - o provides competitive advantage when bidding for work and opportunity to influence client procurement.

Delivery and Servicing Plan



5. Measures and Initiatives

5.1 Overview

5.1.1 This section of the DSP outlines the specific management measures to be implemented at the centre. The measures aim to manage the impact the delivery and servicing activity.

5.2 Management of the Plan

- 5.2.1 A member of staff will be appointed to oversee the management, development and monitoring of the DSP. The DSP principles and measures will be promoted to staff and delivery drivers. Upon, request the contact details of the appointed DSP manager will be provided.
- 5.2.2 The key principles of DfT Quiet Deliveries Good Practice Guide would be adopted which would include:

General Servicing Best Practice:

- Making sure all equipment (vehicles and servicing area) are in good working order and are well-maintained to minimise noise;
- Identify timings for deliveries in advance so both driver and store operatives are prepared for the arrival;
- Seek to ensure that delivery vehicles spend as little time possible attempting to access the service area; and
- Ensure all staff are briefed and trained and follow the company code of practice.

Operation of the Servicing Area:

- Avoid where possible caging banging together or against servicing equipment; and
- Turn-off service vehicle engines when not manoeuvring to prevent idling.
- 5.2.3 The above list is not exhaustive, and the DSP can be updated as necessary. Nevertheless, the above provides an indication of the measures that would be put in place. Potential measures that could be considered to manage deliveries include:
- 5.2.4 Liaising with the collectors of the bins to ensure deliveries do not conflict with the emptying of the bins.

Delivery and Servicing Plan



6. Monitoring and Review

6.1 Monitoring

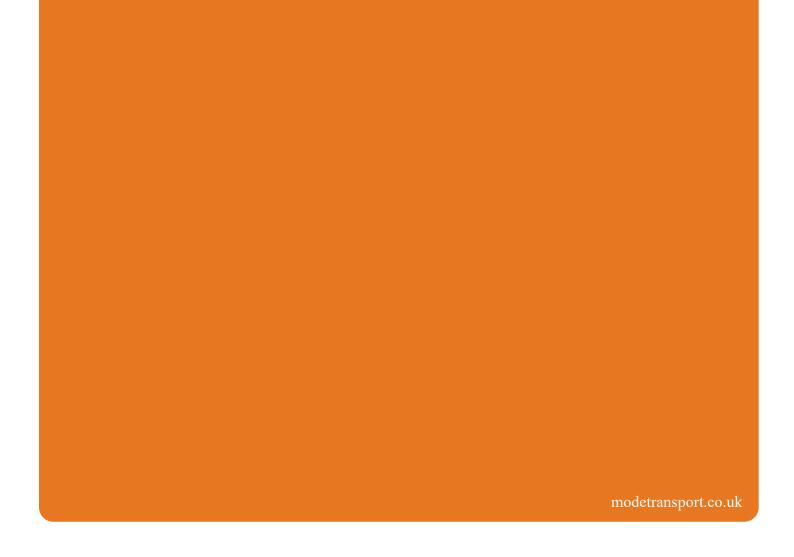
- 6.1.1 The appointed member of staff will be responsible for the ongoing monitoring of the DSP.
- 6.1.2 The monitoring process will generate information by which the success of the DSP can be evaluated. The monitoring process will enable the DSP to be modified as appropriate to respond to any issues as they arise.
- 6.1.3 A record will be kept of any incidences, comments or feedback from staff or delivery drivers.

6.1 Review

6.1.1 The end occupiers will undertake an annual review of the DSP and will make any necessary changes or alterations as a result of this review. Stakeholders will be consulted where appropriate.



APPENDICES



Bridge UK Properties 7 LP

Bridge Point Weybridge, Weybridge

Delivery and Servicing Plan



APPENDIX A

Masterplan



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

Total Area GIA	182,182 ft ²	16,925 m²
		7
Total GEA Area	18,759 ft ²	1,743 m²
First Floor Office	2,242 ft ²	208 m ²
Ground Floor Core	778 ft ²	72 m ²
UNIT 220 GEA Warehouse Area	15,739 ft ²	1,462 m ²
TOTAL GIA Area	17,81011	1,055 M²
Total GIA Area	2,066 ft ²	1,655 m ²
Ground Floor Core First Floor Office	2,066 ft ²	192 m ²
	15,055 ft ² 689 ft ²	1,399 m ²
UNIT 220 GIA Warehouse Area	15 OEE 5+2	1,399 m ²
Total GEA Area	16,072 ft ²	1,493 m ²
First Floor Office	1,747 ft ²	162 m ²
Ground Floor Core	778 ft ²	72 m ²
Warehouse Area	13,547 ft ²	1,259 m ²
UNIT 210 GEA		
Total GIA Area	15,192 ft ²	1,411 m²
First Floor Office	1,601 ft ²	149 m²
Ground Floor Core	689 ft ²	64 m ²
Warehouse Area	12,901 ft ²	1,199 m²
UNIT 210 GIA	40.000.00	4 465 2
Total GEA Area	153,470 ft ²	14,258 m ²
Transport Office Second Floor	1,697 ft ²	158 m²
Transport Office First Floor	1,697 ft ²	158 m ²
Second Floor Office	8,099 ft ²	752 m ²
First Floor Office	8,099 ft ²	752 m ²
Escape Core	546 ft ²	51 m ²
Ground Floor Core	2,758 ft ²	256 m ²
UNIT 100 GEA Warehouse Area	130,573 ft ²	12,131 m ²
Total GIA Area	149,180 ft ²	13,859 m²
Transport Office Second Floor	1,563 ft ²	145 m ²
Transport Office First Floor	1,563 ft ²	145 m ²
Second Floor Office	7,538 ft ²	700 m ²
First Floor Office	7,538 ft ²	700 m ²
Escape Core	459 ft ²	43 m ²
Ground Floor Core	2,476 ft ²	230 m ²
	1200000000	
Warehouse Area	128,043 ft ²	11,895 m ²

٧	Boundary line re-profiled.	LAH	AJL	13.10.22
U	Mode Transport coordinated / Boundary line re-profiled.	LAH	AJL	12.10.22
Т	Substation and parking relocated to suit easement.	LAH	AJL	07.10.22
S	Mode Transport & AAC coordinated.	LAH	AJL	30.09.22
rev	amendments	by	ckd	date

Weybridge Business Park, Weybridge

Proposed Block Plan

III BRIDGE



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	2	
RIBA PoW Stage:	2 - Concept Design	_
Document Suitability:	S1	
Drawn / Checked:	LAH / MT	
Date:	30.09.22	
Scale:	1:500 A1	
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Document Reference:	Drawing no: Revision:	
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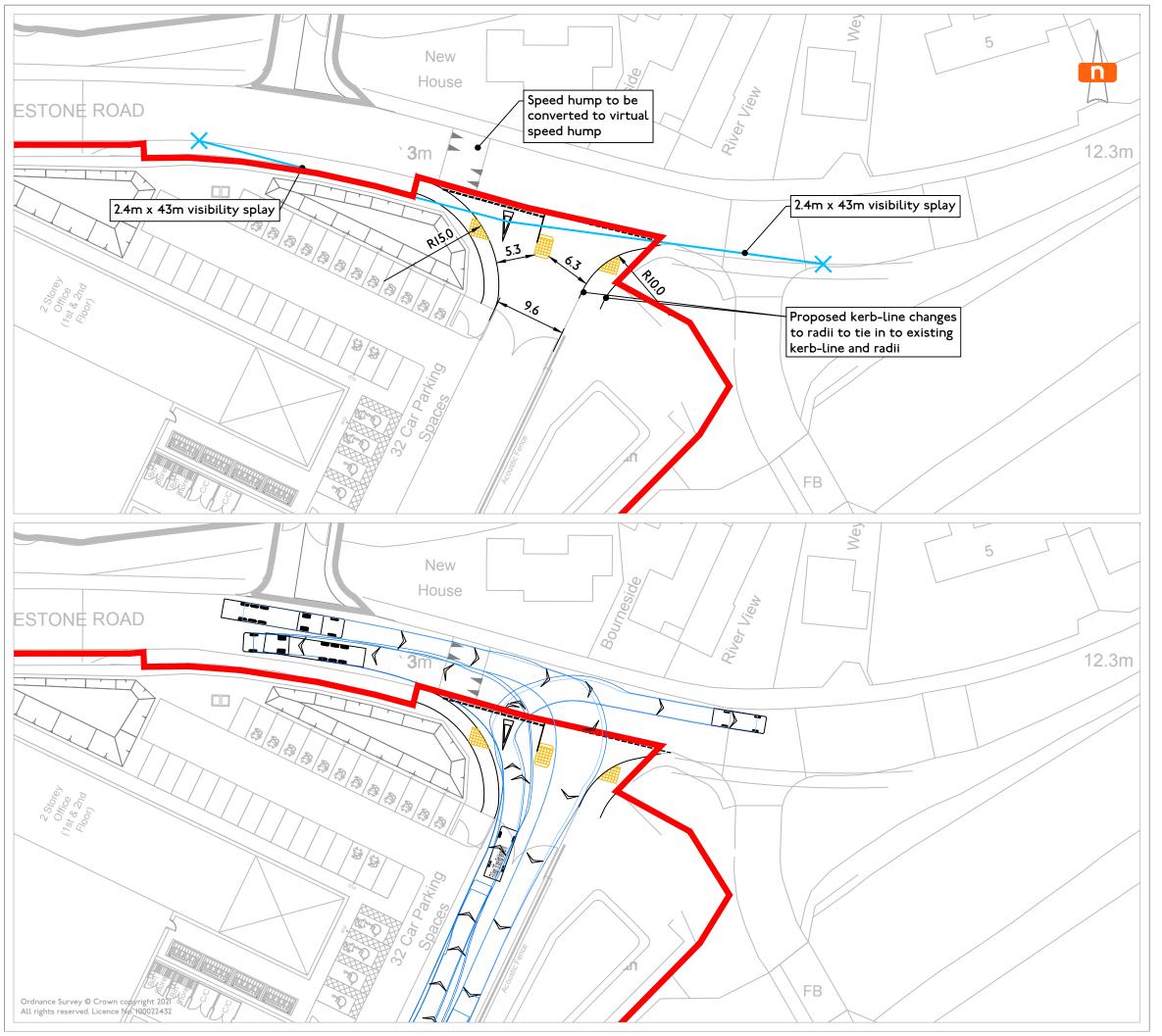
Bridge UK Properties 7 LP
Bridge Point Weybridge, Weybridge

Delivery and Servicing Plan

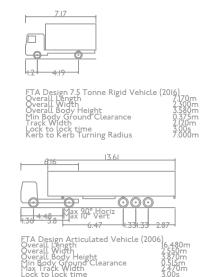


APPENDIX B

Swept Path Analysis



- This drawing is indicative and subject to discussions with local & national highway authorities. This design is also subject to confirmation of land ownership, topography location of statutory services, detailed design and traffic modelling.
- Road markings & traffic signs are to be in accordance with "The Traffic Signs Regulations and General Directions 2016".
- $\ensuremath{\mathtt{3}}.$ $\ensuremath{\mathtt{Do}}$ not scale from this drawing. Work from figured dimensions only.
- 4. All dimensions are shown in metres unless noted otherwise.



D	14.10.2022	Layout updated
С	11.10.2022	Kerb-line updated
В	22.09.2022	Layout Updated Following RSAI
Α	16.09.2022	Layout Updated
-	09.09.2022	Initial Issue
REV	DATE	REMARKS

CLIENT

Bridge UK Properties 7 LP

JOB TITLE

Weybridge Business Park

Southern Car Park Site Access (Addlestone Road)

DRAWING NO.

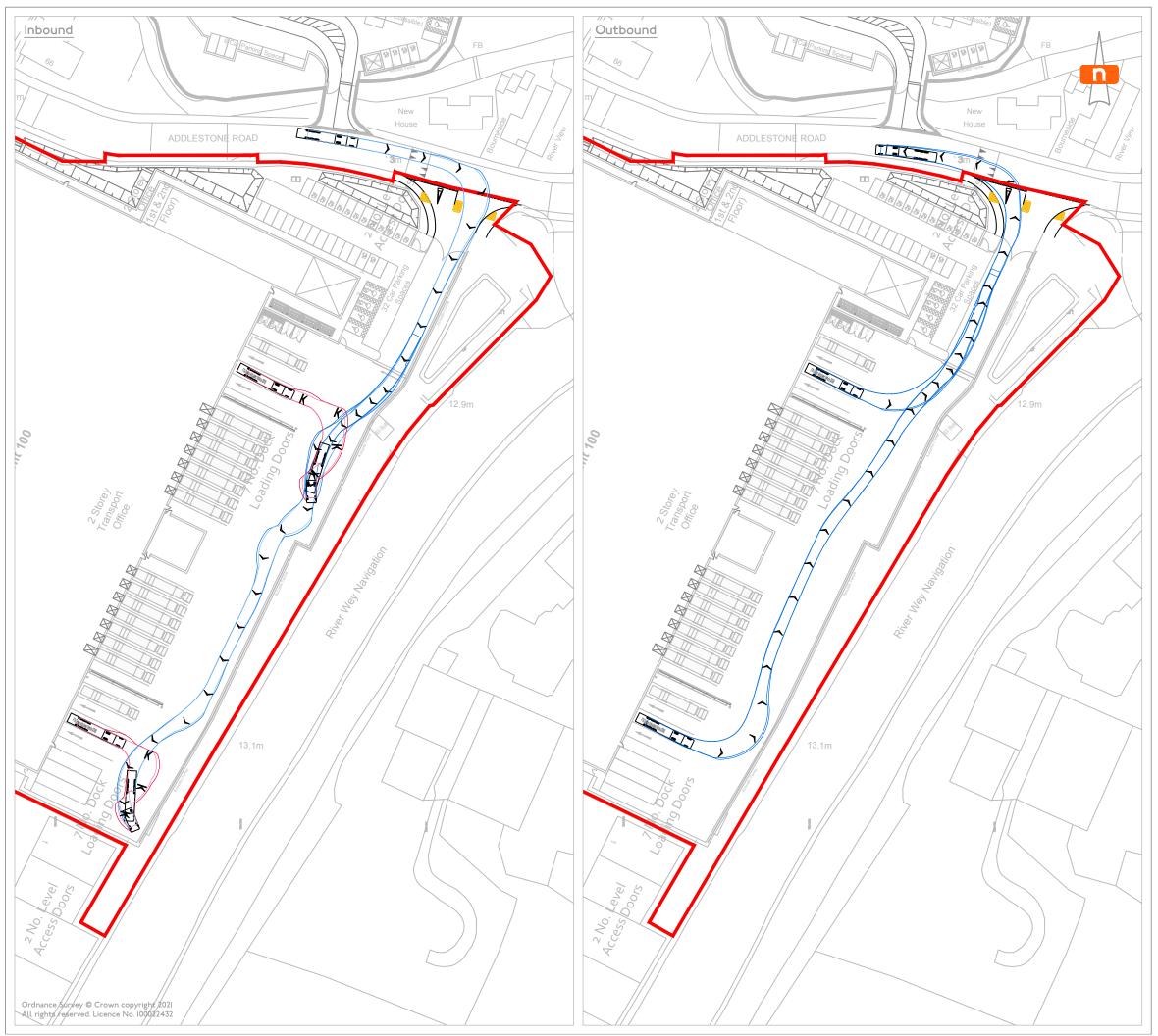
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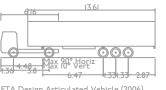
mode transport planning
LABS Markeley Lock
Hiber Gaty Biblishar Farner
CWalther FarameRoad London NWI 8A⊠



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-	14.10.2022	Initial Issue
REV	DATE	REMARKS

CLIENT

Bridge UK Properties 7 LP

JOB TITLE

Weybridge Business Park

DRAWING TITLE

Swept Path Analysis
Southern Site - Servicing - Outbound
16.5m Articulated Vehicle

DRAWING NO.

J32-6432-AT-E01

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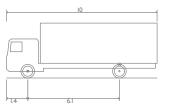
mode transport planning
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CWalther FarameRoad



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FTA Design 13/18 Tonne Rigid Vehicle (2016) Overall Length Overall Width Overall Body Height Min Body Ground Clearance Track Width Lock to lock time Kerb to Kerb Turning Radius

10.000m 2.550m 3.645m 0.440m 2.470m 3.00s 11.000m

Е	14.10.2022	Layout updated
D	22.04.2022	Client name updated
С	19.04.2022	Layout updated
В	19.04.2022	Updated to suit RSA comments
Α	05.04.2022	Layout updated
-	18.03.2022	Initial Issue
REV	DATE	REMARKS
	D C B A	D 22.04.2022 C 19.04.2022 B 19.04.2022 A 05.04.2022 - 18.03.2022

CLIENT

Bridge UK Properties 7 LP

JOB TITLE

Weybridge Business Park

DRAWING TITLE

Swept Path Analysis Northern Site - Site Access Option Addlestone Road

DRAWING NO.

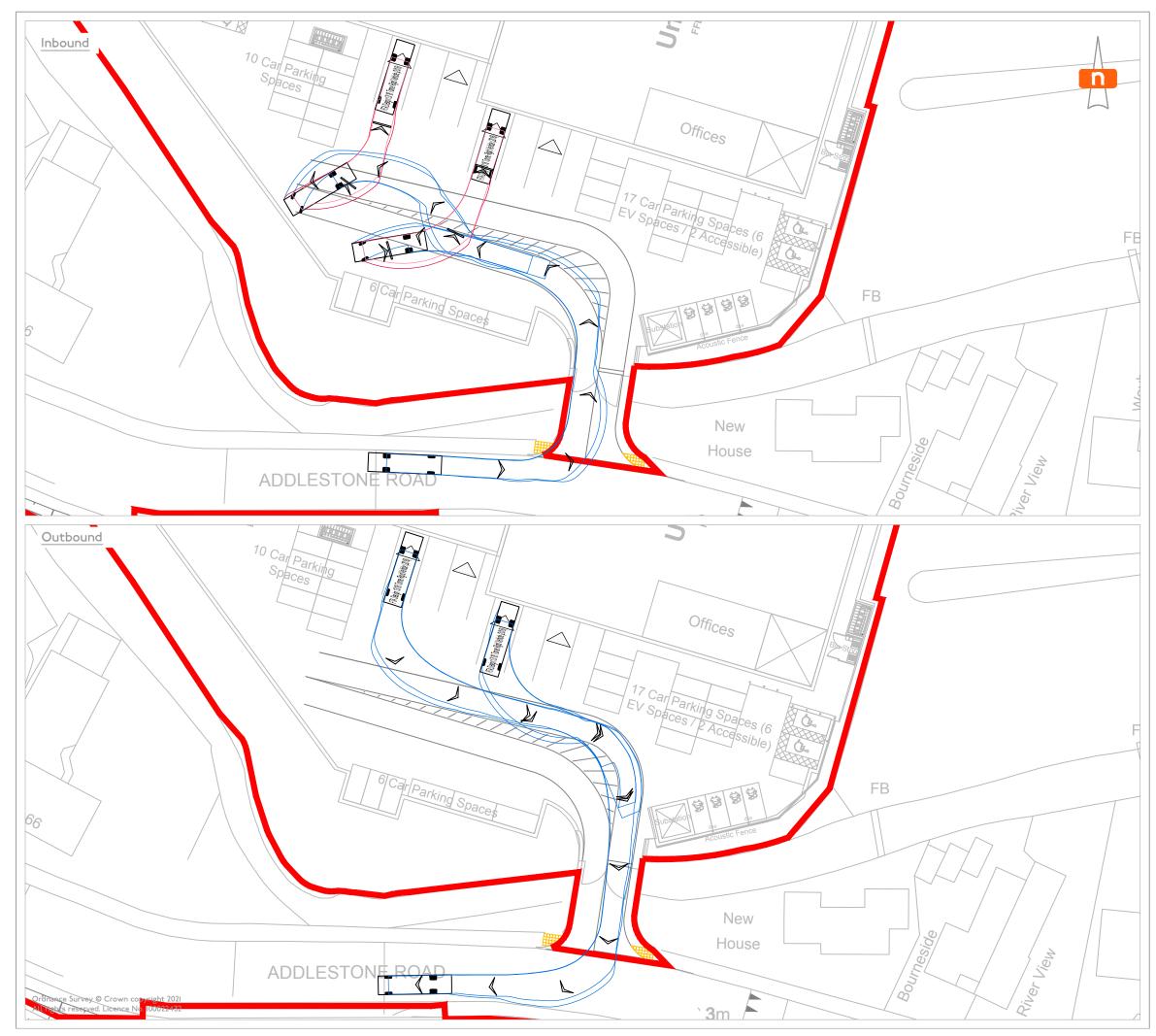
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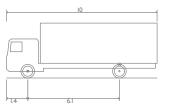
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mode

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FTA Design 13/18 Tonne Rigid Vehicle (2016) Overall Length Overall Width Overall Body Height Min Body Ground Clearance Track Width Lock to lock time Kerb to Kerb Turning Radius

10.000m 2.550m 3.645m 0.440m 2.470m 3.00s 11.000m

Α	14.10.2022	Layout updated
-	22.04.2022	Initial Issue
REV	DATE	REMARKS

CLIENT

Bridge UK Properties 7 LP

JOB TITLE

Weybridge Business Park

DRAWING TITLE

Swept Path Analysis Northern Site - Servicing 10m Rigid Vehicle

DRAWING NO.

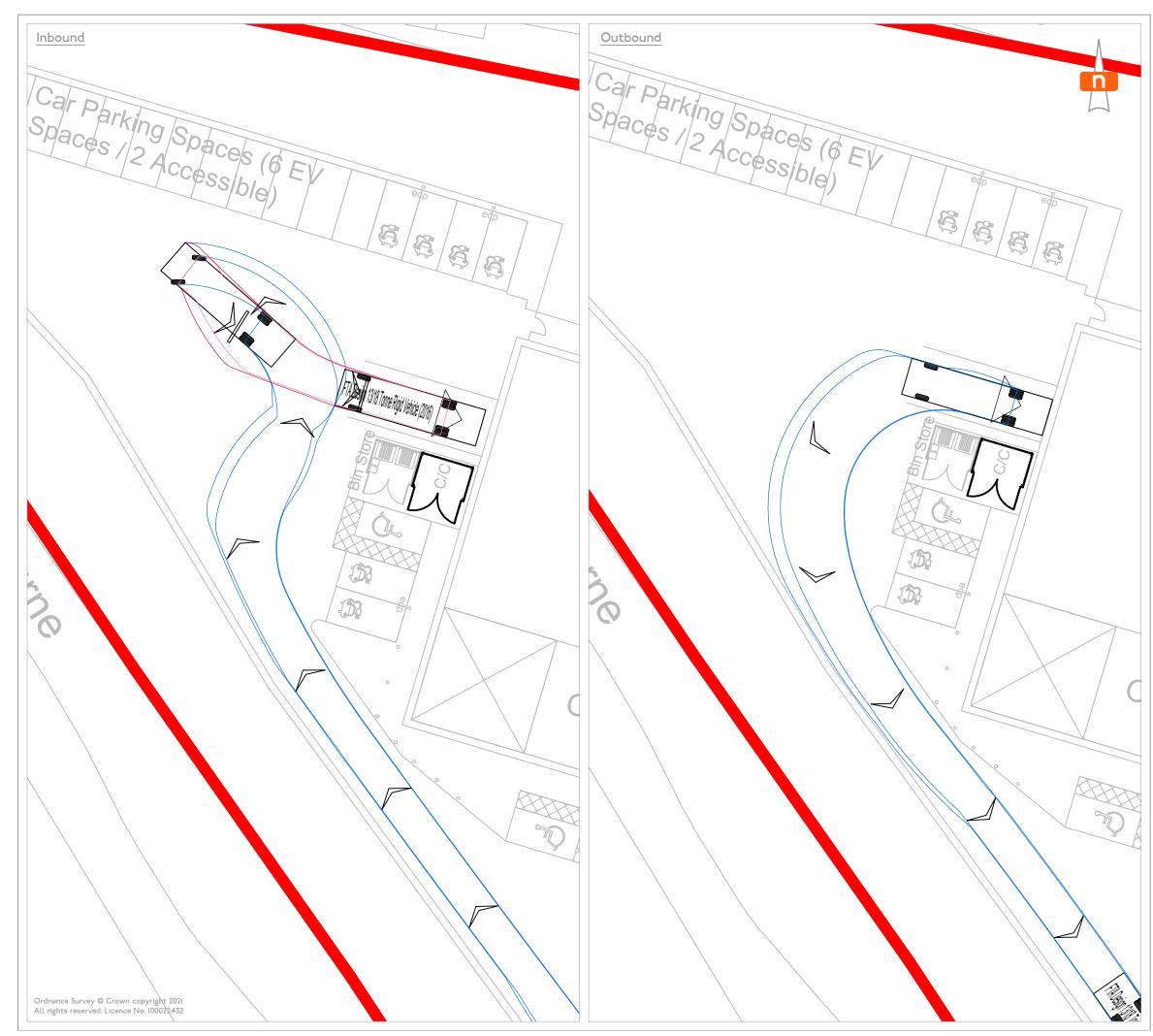
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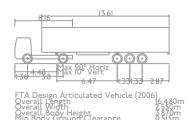
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- This drawing is indicative and subject to discussions with local & national highway authorities. This design is also subject to confirmation of land ownership, topography location of statutory services, detailed design and
- Road markings & traffic signs are to be in accordance with "The Traffic Signs Regulations and General Directions 2016".
- ${\tt 3.}~~{\tt Do}~{\tt not}~{\tt scale}~{\tt from}~{\tt this}~{\tt drawing}.$ Work from figured dimensions only.
- 4. All dimensions are shown in metres unless noted otherwise.



Α	14.10.2022	Layout updated
-	22.04.2022	Initial Issue
REV	DATE	REMARKS
CLIENT		

Bridge UK Properties 7 LP

JOB TITLE

Weybridge Business Park

DRAWING TITLE

Swept Path Analysis

Northern Site - Servicing - Unit 210 Northern Bay 10m Rigid Vehicle

DRAWING NO.

J32-6432-AT-C04

DRAWN	CHECKED MF
CREATED Oct '22	I:250 at A3

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