



# CONSTRUCTION MANAGEMENT PLAN

PROPOSED CONVERSION TO A 6-ROOM HOUSE IN MULTIPLE OCCUPATION  
(HMO) WITH RETENTION OF SELF-CONTAINED ANNEXE TO BE USED AS SEPEATE  
FLAT/APARTMENT DWELLING  
74 BIRCHWAY, HAYES, UB3 3PB

## **Construction Management Plan (CMP)**

### **Proposed Development:**

Loft conversion and change of use to a 6-room House in Multiple Occupation (HMO) with retention of a self-contained annexe to be used as a separate flat/apartment dwelling

### **Site Address:**

74 Birchway, Hayes, UB3 3PB

### **Local Planning Authority:**

London Borough of Hillingdon – Planning Department

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### **1. Introduction**

This Construction Management Plan (CMP) has been prepared in support of the planning application for the proposed loft conversion and change of use at 74 Birchway, Hayes. The purpose of the CMP is to demonstrate how construction activities will be managed to minimise disruption, safeguard residential amenity, ensure highway and pedestrian safety, and comply with the London Borough of Hillingdon's planning policies and guidance.

The plan will be implemented for the full duration of the construction works.

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### **2. Site Description and Surroundings**

The site comprises an existing residential property located within an established residential area of Hayes. The surrounding land uses are predominantly residential dwellings with on-street parking. Access to the site is via Birchway, a local residential road.

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### **3. Scope of Works**

The proposed works include:

- Loft conversion to provide additional habitable accommodation
- Internal alterations to facilitate change of use to a 6-room HMO
- Retention and internal refurbishment of an existing self-contained annexe to be used as a separate flat/apartment dwelling
- Associated building, roofing, insulation, and services works

No significant changes to the building footprint are proposed.

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#### **4. Construction Programme and Duration**

The anticipated construction period is approximately **16–20 weeks**, subject to contractor appointment and material availability.

Works will be undertaken in a phased manner:

1. Site setup and preliminary works
2. Structural and loft conversion works
3. Internal alterations and services installation
4. Finishing works and inspections

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#### **5. Construction Hours**

All construction works will be carried out in accordance with London Borough of Hillingdon guidelines:

- **Monday to Friday:** 08:00 – 18:00
- **Saturday:** 08:00 – 13:00
- **Sundays and Bank Holidays:** No construction works

Any works outside these hours will only take place with prior written agreement from the Local Planning Authority.

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#### **6. Site Access and Deliveries**

- Site access for operatives and deliveries will be from Birchway.

- Deliveries will be scheduled to avoid peak hours (08:00–09:00 and 15:00–16:00) where reasonably practicable.
- Delivery vehicles will be of an appropriate size for a residential street.
- No vehicle waiting or idling will take place on the public highway.

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## **7. Traffic, Parking and Highway Safety**

- Contractors will be instructed not to park on Birchway or obstruct neighbouring driveways.
- Where possible, operatives will use public transport or car-share.
- Materials will be unloaded within the site boundary where practicable.
- The public highway and footpaths will be kept clear at all times.

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## **8. Materials Storage and Waste Management**

- All materials will be stored securely within the site boundary.
- Waste will be segregated where possible and removed regularly.
- A licensed waste carrier will be used for all waste disposal.
- No burning of waste will take place on site.

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## **9. Noise, Dust and Vibration Control**

Measures to minimise disturbance include:

- Use of modern, well-maintained equipment
- Avoidance of unnecessary revving of engines
- Dust suppression measures such as damping down during dry weather
- Cutting and sanding carried out internally where possible

All works will comply with the Control of Pollution Act 1974 and relevant British Standards.

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## **10. Protection of Neighbours and Amenity**

- Neighbouring properties will be informed in advance of works commencing

- Site boundaries will be clearly defined and secured
- Any temporary scaffolding will be safely erected and removed as soon as practicable
- Contractors will be instructed to act respectfully at all times

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## **11. Site Security and Safety**

- The site will be kept secure when not in operation
- Tools and materials will be safely stored
- Health and Safety procedures will comply with the Construction (Design and Management) Regulations 2015
- A principal contractor will be responsible for site safety

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## **12. Emergency Procedures**

- Emergency contact details will be displayed on site
- Clear access will be maintained for emergency services at all times
- All operatives will be briefed on emergency arrangements

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## **13. Compliance and Review**

This CMP will be reviewed regularly and updated if required to reflect changes in construction methodology or programme. All contractors and subcontractors will be required to adhere to the measures set out in this plan.

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## **14. Conclusion**

This Construction Management Plan demonstrates that the proposed development at 74 Birchway, Hayes can be carried out in a manner that minimises impact on local residents, protects highway safety, and complies with the requirements of the London Borough of Hillingdon.

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