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## **CROSSRAIL PLANNING FORUM NOTE 1**

### **CONTENT OF SUBMISSIONS AND STANDARD TEMPLATES**

#### **Introduction**

1. Schedule 7 to the Crossrail Bill requires the submission of 'plans and specifications' and 'construction arrangements' in respect of the works specified in the relevant tables. Paragraph [10.1] of the draft Planning Memorandum, which all Qualifying Authorities will have signed and accord with, states: *'The nominated undertaker shall submit requests for approval of construction arrangements, plans and specifications, and mitigation schemes in compliance with guidelines on standardised proforma, plans processing and handling of amendments to be drawn up by the Forum, subject to the agreement of the Department For Transport and the Department of Communities and Local Government.'*
2. This note provides details on the content of submissions to be made under the planning regime established by Schedule 7 to the Bill and includes templates for three of the documents that will make up requests for approval and for an associated letter.

#### **Submission Contents**

3. There are two types of detailed approval required under Schedule 7 to the Crossrail Bill to which this note applies – plans and specifications (permanent works) and construction arrangements (temporary works). The content of the two types of submission will be as follows:

<i>Plans and Specifications</i>
<ol style="list-style-type: none"> <li>1. Submission Letter</li> <li>2. Plans and Specifications Proforma</li> <li>3. Plans</li> <li>4. Samples of materials/finishes, where appropriate</li> <li>5. Written Statement (for information)</li> <li>6. Design and Access Statement, where appropriate (for information)</li> </ol>
<i>Construction Arrangements</i>
<ol style="list-style-type: none"> <li>1. Submission Letter</li> <li>2. Construction Arrangements Proforma</li> <li>3. Construction Arrangements</li> <li>4. Supporting Information (for information): <ul style="list-style-type: none"> <li>- Written Statement</li> <li>- Supporting Environmental Material (where required)</li> <li>- Construction sites plan</li> </ul> </li> </ol>

#### **Templates**

4. The following sections provide details of the format and content of the standardised proforma and submission letters (plus a statutory consultee letter, which does not actually form part of the submission, but is an important parts of the process). Templates of these documents are also attached as appendices to this Note.



### **Proforma**

5. The submission proforma will act as a simplified planning application form. Separate proformas have been created for plans and specifications and construction arrangements submissions. The proformas for plans and specifications approvals and construction arrangement approvals are appendices A and B to this note respectively.

### **Letters**

#### *Submission Letters (see appendix C)*

6. The submission letters will use standard wording, where possible, to emphasise that the application is being made under the Crossrail Act and not the normal Town and Country Planning Act (TCPA) legislation. The letters will introduce the submission, but will not contain too much specific information relating to the application, as this will be covered in the Written Statement and other accompanying documents.

#### *Statutory Consultee Letters (see appendix D)*

7. Statutory consultee letters will use standard wording to emphasise that the application is being made under the Crossrail Act and not the normal TCPA legislation. The letter will include a reference to the relevant paragraph in the Bill identifying the grounds on which the planning authority may consider and determine the request for approval which will be included as a means of helping ensure that the comments received will be relevant to the works

This letter will only be relevant if the local planning authority agrees for the nominated undertaker to send consultation letters on its behalf.



**Appendix A – Plans & Specifications Proforma**

CROSSRAIL ACT 2007

Request for approval of  
**PLANS & SPECIFICATIONS**

QUALIFYING AUTHORITY REF:	
DATE RECEIVED:	
VALIDITY CHECK COMPLETED:	

**QUALIFYING UNITARY AUTHORITY:**

**[insert]**

In accordance with the requirements of Section 10(5) and paragraph 6 of Schedule 7 of the Crossrail Act 2007, the nominated undertaker hereby requests approval of PLANS AND SPECIFICATIONS relating to the following development authorised by the Act.

1. Nominated undertaker's submission reference number:

\_\_\_\_\_

2. Brief Description of the proposed development:

3. Location at which the development is to be undertaken:

4. Location Reference:

\_\_\_\_\_

5. The development consists of the following operations or works for approval, which are not of a temporary nature, in accordance with the table within Paragraph 6 of Schedule 7:

1. Construction works: Yes or



- |  |              |
|--|--------------|
| (a) The erection, construction, alteration or extension of any <b>building*</b> (except for anything within item (b) or (c) or item, 2 or 4) or <b>road vehicle park</b>             | No           |
| (b) The construction, alteration or extension of any <b>terracing, cuttings, embankments or earthworks</b>   | Yes or<br>No |
| (c) The erection, construction, alteration or extension of <b>any fences, walls or other barriers</b> (including bunds) for visual or noise screening or dust suppression            | Yes or<br>No |
| 2. Minor Construction Works:<br>The erection, construction, alteration or extension of any <b>transformers, telecommunications masts or pedestrian accesses to the railway lines</b> | Yes or<br>No |
| 3. Fences and Walls:<br>The erection, construction, alteration or extension of any fences, walls (except for anything within item 1(c))  | Yes or<br>No |
| 4. Artificial Lighting<br>The erection, construction or installation of lighting equipment   | Yes or<br>No |
| 5. Waste and Spoil Disposal<br>The disposal of waste or spoil  | Yes or<br>No |
| 6. Borrow Pits<br>The excavation of bulk material from Borrow Pits   | Yes or<br>No |
- \*building includes any structures other than:
- (i) anything in the nature of plant or machinery
  - (ii) any gate, fence, wall or other means of enclosure
  - (iii) any tunnel, earthwork or railway track bed
- Also, does not include anything temporary or underground (the exception to this being anything underground that forms part of a station for members of the public without a ticket or other permission to travel).

#### 6. Documents submitted for approval:

*Plans:*

*Other:*

#### 7. Documents submitted for information:

*Plans:*



*Other:*

**8. Other information relevant to the submission:**

**9. Signed by/on behalf of the nominated undertaker:**

*Name:*

*Position:*

*Address:*

*Please return all correspondence to the following address.*

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**Appendix B – Construction Arrangements Proforma**

CROSSRAIL ACT 2007

Request for approval of  
**CONSTRUCTION ARRANGEMENTS**

QUALIFYING AUTHORITY REF:	
DATE RECEIVED:	
VALIDITY CHECK COMPLETED:	

**QUALIFYING UNITARY AUTHORITY:**

**[insert]**

In accordance with the requirements of Section 10(5) and paragraph 7 of Schedule 7 of the Crossrail Act 2007, the nominated undertaker hereby requests approval of the ARRANGEMENTS relating to the following development authorised by the Act.

1. Nominated undertaker's submission reference number:

\_\_\_\_\_

2. Brief Description of the proposed development:

3. Location at which the development is to be undertaken:

4. Location Reference:

\_\_\_\_\_

5. The arrangements are in respect of the following matters:

- |   |           |
|---|-----------|
| 1. Road Transport                           | Yes or No |
| 2. Handling of re-usable spoil and top soil | Yes or No |
| 3. Storage sites                            | Yes or No |



- |                        |           |
|------------------------|-----------|
| 4. Construction camps  | Yes or No |
| 5. Screening           | Yes or No |
| 6. Artificial lighting | Yes or No |
| 7. Suppression of dust | Yes or No |
| 8. Mud on highway      | Yes or No |

**6. Documents submitted for approval:**

*Plans:*

*Other:*

**7. Documents submitted for information:**

*Plans:*

*Other:*

**8. Other information relevant to the submission:**

**9. Signed by/on behalf of the nominated undertaker:**

*Name:*

*Position:*

*Address:*





*Please return all correspondence to the following address:*

[insert]

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**[insert] Appendix C: Submission Letter**

**[Insert Date]**

Our Ref: **[Insert Document Reference]**

**[Insert Address]**

For the attention of: **[Insert Name]**

Dear **[Insert Name]**,

**CROSSRAIL ACT 2007  
ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PACKAGE 2:  
MAIDENHEAD STATION SIDINGS  
SUBMISSION No. WIN/2/1 – MAIN DESIGN SUBMISSION (PLANS &  
SPECIFICATIONS)  
SUBMISSION No. WIN/2/2 – TEMPORARY WORKS (CONSTRUCTION  
ARRANGEMENTS)**

---

Further to our discussions, we submit here with the original and ten copies of a request for the approval of both plans and specifications and construction arrangements for the above work under Schedule 7 to the Crossrail Act 2007.

The submission for approval of plans and specifications comprises the following documents **[to be added to/deleted as appropriate]**:

1. Plans and Specifications Proforma
2. Plans and Specifications drawings (as listed on the proforma)
3. Written Statement (submitted for information)
4. Design and Access Statement (submitted for information)

The submission for approval of construction arrangements comprises the following documents **[to be added to/deleted as appropriate]**:

1. Construction Arrangements Proforma
2. Construction Arrangements for approval
3. Written Statement (submitted for information)



4. Supporting Environmental Information (where appropriate) (submitted for information)
5. Construction Sites Plan (submitted for information).

A cheque for **[insert]** is included to cover the planning fee in accordance with the Crossrail Planning Fee Regulations 200X .

Copies of the full submission are being sent to the following consultees along with a request that they advise you of their comments on the proposal within 21 days of their receipt of their copy:

**[Insert Names of Relevant Consultees]**

This application, submitted by **[Insert Name]** on behalf of the Nominated Undertaker, lies within the area designated for consultation under the Safeguarding Directions **(NB: to be confirmed)** for Crossrail issued by the Secretary of State for Transport **[Insert Date]**. The application need not be referred to Cross London Rail Links Ltd for consultation for the purposes of the Directions. Should you have a query or require further guidance on safeguarding, please do not hesitate to contact the Safeguarding Manager **[Insert Name and Contact Number]**.

We trust the above gives you sufficient information to determine the request for approval. Should you wish to discuss this matter further, please contact **[Insert Name and Contact Number]**.

Yours faithfully,

**[Insert Name]**  
**[Insert Job Title]**

enc.  
cc.



**Appendix D – Statutory Consultee Letter**

**[Insert Date]**

Our Ref: **[Insert Document Reference]**

**[Insert Address]**

For the attention of: **[Insert Name]**

Dear **[Insert Name]**,

**CROSSRAIL ACT 2007  
ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PACKAGE 2:  
MAIDENHEAD STATION SIDINGS  
SUBMISSION No. WIN/2/1 – MAIN DESIGN SUBMISSION (PLANS &  
SPECIFICATIONS)  
SUBMISSION No. WIN/2/2 – TEMPORARY WORKS (CONSTRUCTION  
ARRANGEMENTS)**

---

The Crossrail Act 2007 establishes the principle and alignment of Crossrail. There are, however, a number of outstanding matters which need approval from the local planning authorities.

The purpose of this letter is to invite your comment on a submission relating to the construction of Crossrail that has recently been lodged with the Royal Borough of Windsor and Maidenhead.

For submission WIN/2/1, paragraph 15 of Schedule 7 to the Crossrail Act 2007 sets out the grounds on which the planning authority may consider and determine this submission for plans and specifications approval. The grounds are set out in the right hand column of the table in subparagraph 4 of paragraph 15.

For submission WIN/2/2, paragraph 16 of Schedule 7 to the Crossrail Act 2007 sets out the grounds on which the planning authority may consider and determine this submission for construction arrangements approval. The grounds are set out in the right hand column of the table in subparagraph 2 of paragraph 16.

Under paragraph **[26 or 27 as appropriate]** of Schedule 7 to the Crossrail Act 2007, we enclose one copy of the submission on behalf of the above planning authority which will be pleased if you will forward any observations you may wish to make to it within 21 days of the date of receipt of this letter. Unless the case officer hears to the



contrary within this timescale it will be assumed that you have no comments to make.  
The case officer is:

**[Insert Name of Case Officer]**

**[Insert Address]**

Yours faithfully,

**[Insert Name]**

**[Insert Job Title]**

enc.

cc.

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## **CROSSRAIL PLANNING FORUM NOTE 2**

### **DRAWINGS FOR PLANS AND SPECIFICATIONS APPROVALS**

1. This note sets out the drawings that will be submitted to planning authorities for approval of plans and specifications under the planning regime established by Schedule 7 to the Crossrail Bill. The drawings will together present three dimensional information as to the nature, form and content of all specific works.
2. The drawings will provide the basis for all plans and specifications submissions to planning authorities and other consent granting bodies.
3. Generally, apart from location or general site layout plans which are likely to be at A3 size, drawings will be standardised at A1.
4. The scales of the drawings to be included in submissions will be selected appropriately and will vary according to the nature of the works for which consent is being sought. The table below indicates the likely scale of drawings for the different submission types.
5. Perspective drawings and photomontages will be provided for information where appropriate.

<b>Submission Type</b>	<b>Works</b>	<b>Plan</b>	<b>Suggested Scale*</b>
<b>Generic</b>	-	Location Plan (for information)	1:1250 – 1:10,000
<b>Plans and Specifications</b>	Structures (including bridges)	General Arrangements / Plan	1:50 – 1:1000
		Elevations	1:25 – 1:250
		Cross Sections	1:100 – 1:250
		Bridge Parapets Elevations and Details	1:5 – 1:50
	Stations	Plan and Profile	1:1000
		Elevations	1:25 – 1:250
		Cross Sections	1:100
		Floor plans / Internal layout	1:50 – 1:100
	Earthworks	General Arrangements / Plan and Profile	1:1,250 – 1:2,500
	Materials and finishes	Description of Concrete Surfaces to be used on Crossrail	1:5 – 1:50 (and samples where appropriate)

\* The suggested scales of plans are provided as guidance only. The exact scales of plans will be appropriate to the specific circumstance.

## **CROSSRAIL PLANNING FORUM NOTE 3**

### **VALIDATION CHECKLISTS**

#### **Introduction**

1. In order to expedite the handling of requests for approval under the Crossrail planning regime validation checklists have been prepared, one each for Plans and Specifications (appendix 1) and Construction Arrangements (appendix 2) requests for approval. The relevant validation checklist will be completed by or on behalf of the nominated undertaker and will accompany each request for approval. The completed checklists will assist the staff at planning authorities in ensuring that all the material required for Schedule 7 requests for approval has been supplied.

#### **Scope and Content**

2. Planning Forum Note 1 sets out the items that will comprise requests for approval under the Crossrail planning regime. These are the items that are contained in the validation checklists, together with the addition of an entry for the correct fee.
3. The Plans and Specifications validation checklist does not specify the drawings that are required in a request for approval. These are already specified in Planning Forum Note 2: Drawings for Plans and Specifications Approvals, and when completing the validation checklist the nominated undertaker will ensure that the requirements of Planning Forum Note 2 are met.
4. Where a voluntary agreement on payment of local planning authority costs has not been entered into between the nominated undertaker and the authority, a fee regulation will apply. In such a case the authority shall not delay or seek to delay the consideration of a request for approval pending payment by the nominated undertaker of the fee calculated in accordance with the fee regulations, although the nominated undertaker will seek to submit the fee at the time of submission.

**Validation Checklist for Plans and Specifications Requests for Approval**

CROSSRAIL ACT 200X

**SCHEDULE 7 – VALIDATION CHECKLIST  
PLANS & SPECIFICATIONS**

Please use the list to check that your Schedule 7 application has been completed correctly:

**Core Information**

- Submission letter
- Plans and Specifications Proforma
- Plans and Drawings: Correct number of all drawings required by Planning Forum Note 2
- Correct Fee
- Site Location Plan

**Supporting Information**

- Written Statement
- Sample of materials / finishes (as appropriate)
- Design and Access Statement (as appropriate)

**Signed by/on behalf of the nominated undertaker:**

Name:

Position:

Address:

Please return all correspondence to the following address:

[insert]



**Validation Checklist for Construction Arrangement Requests for Approval**

CROSSRAIL ACT 200X  
SCHEDULE 7 – VALIDATION CHECKLIST  
**CONSTRUCTION ARRANGEMENTS**

Please use the list to check that your Schedule 7 application has been completed correctly

**Core Information**

- Submission letter
- Construction Arrangements Proforma
- Construction Arrangements for approval
- Correct Fee

**Supporting Information**

- Written Statement (site location, description of works, construction method, environmental issues, indicative programme)
- Supporting Environmental Material (to cover environmentally sensitive worksites as appropriate)
- Construction Site Plan

**Signed by/on behalf of the nominated undertaker:**

Name:

Position:

Address:

Please return all correspondence to the following address:

[insert]

## **CROSSRAIL PLANNING FORUM NOTE 4**

### **APPROVAL OF CONSTRUCTION ARRANGEMENTS**

#### **Introduction**

1. Construction arrangement submissions will be submitted for approval in text form, the exceptions to this are screening and construction camps which will generally be accompanied by plans. The text will describe how the nominated undertaker will manage the specified matters under Schedule 7 (para. 7 column 1) during construction.

#### **Scope and Content**

2. The text that will be submitted for approval will be taken from, or reflect, the Crossrail Construction Code; where appropriate text will be tailored to the specific issues at the worksite.
3. The content of construction arrangements submissions (as set out in Crossrail Planning Forum Note 1) will be:
  - Submission Letter
  - Construction Arrangements Performance
  - Construction Arrangements for approval
  - Supporting Information (for information):
    - Written Statement (site location, description of works, construction method, environmental issues, indicative programme);
    - Supporting Environmental Material (where appropriate); and
    - Construction site plans.

## **CROSSRAIL PLANNING FORUM NOTE 5**

### **DESIGN AND ACCESS STATEMENTS**

#### **Introduction**

1. A design and access statement (DAS) will accompany, for information the main Plans and Specifications requests for approval under Schedule 7 for :
  - new stations and stations that are largely rebuilt;
  - structures related to shafts;
  - the depot.

#### **Scope and Content**

2. The design and access statements will generally follow the structure set out below. The contents of the DAS submitted with requests for approval will address issues related to the relevant grounds specified in Schedule 7 (para. 6, column 2). The structure will be as follows:-

##### Executive Summary

##### 1.0 Introduction

##### 1.1 Scope of the Statement and relationship with the Crossrail Planning Regime

##### 1.2 Crossrail Project Introduction

##### 2.0 Design Issues

##### 2.1 Layout - above ground and non-paying side layout at stations

##### 2.2 Scale of Buildings

##### 2.3 Appearance

##### 2.4 Landscaping [as appropriate]

##### 3.0 Access Issues

##### 3.1 External Access

##### 4.0 Conclusions

## Planning Forum Note 6: Written Statements

### WRITTEN STATEMENTS

1. Planning Forum Note (PFN) 1 set out the content of submissions under Schedule 7 of the Crossrail Act (the Act). Paragraph 3 of PFN 1 indicated that a written statement would accompany all requests for approval. This written statement will be provided for information only and will contain descriptive text to help the local planning authority to determine the submission.
2. The purpose of this note is to establish the structure and contents of the written statements that will accompany main Schedule 7 requests for approval.

#### Content of Schedule 7 Written Statements

3. Plans and Specifications and Construction Arrangements submissions will often be made concurrently for the same work. Separate written statements will be produced for each.
4. Certain sections of the text to be included in the written statements will be standard for all requests for approval in particular the text within the introduction, some of the programming (i.e. project-wide information) and design criteria. Where a design and access statement is to be submitted, architectural design criteria and rationale will not be included in the Written Statement as this will be included in the design and access statement.

#### Plans and Specifications

5. The following table sets out the structure and contents of a written statement for a Plans and Specifications request for approval under Schedule 7:

Section	Content
Introduction	<ul style="list-style-type: none"> <li>▪ Introduces the Project, the Crossrail approvals regime under Schedule 7 and the requirements placed on the nominated undertaker.</li> <li>▪ Outlines the purpose of the document, the submission it is part of, and the works for approval.</li> <li>▪ Sets out the statement's structure.</li> </ul>
Location and characteristics of the area	<ul style="list-style-type: none"> <li>▪ Description of land uses, main geographical features, main environmental characteristics, highway network</li> </ul>
Description of the Works	<ul style="list-style-type: none"> <li>▪ Outlines the works, description of the main features, lists the works for approval under the relevant section of the Act.</li> </ul>
Design Criteria and Rationale	<ul style="list-style-type: none"> <li>▪ Outlining of the design options analysed during the production of the design.</li> <li>▪ Explanation to support the design option(s) chosen.</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>▪ List of constraints, brief description of their impact, and how the impacts have been dealt with.</li> </ul>

Section	Content
Programme and Sequence of Works	<ul style="list-style-type: none"> <li>Construction programming scheduling of individual works.</li> <li>Relation to timing of other Crossrail works.</li> </ul>
Other Consents Approvals and Notifications	<ul style="list-style-type: none"> <li>Relationship with highways &amp; traffic, and environmental consents, requests for approval and notifications.</li> </ul>

### Construction Arrangements

6. The following table sets out the structure and contents of a written statement for a main Construction Arrangements request for approval under Schedule 7. Where, as set out in PFN1, Supporting Environmental Material is submitted with a request for approval of Construction Arrangements the contents of the written statement will be adjusted to avoid duplication.

Section	Content
Introduction	<ul style="list-style-type: none"> <li>Introduces the Project, the consent regime under Schedule 7 and the requirements placed on the nominated undertaker</li> <li>Outlines the purpose of the document, the submission it is part of, and the arrangements for approval.</li> <li>Sets out the statement's structure.</li> </ul>
Location and characteristics of the Area	<ul style="list-style-type: none"> <li>Description of land uses, main geographical features, main environmental characteristics, highway network.</li> </ul>
Description of the Construction Arrangements	<ul style="list-style-type: none"> <li>Outlines the arrangements, description of the main features, lists the arrangements for approval under the relevant section of the Act.</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>List of constraints.</li> </ul>
Programme	<ul style="list-style-type: none"> <li>Construction programming.</li> <li>Relation to timing of other Crossrail works.</li> </ul>
Other Consents Approvals and Notifications	<ul style="list-style-type: none"> <li>Relationship with highways &amp; traffic, and environmental consents, requests for approval and notifications.</li> </ul>

## **Planning Forum Note 7: Consultation on Requests for Approval under Schedule 7**

1. Schedule 7 (paras. 26 and 27) to the Crossrail Bill defines the instances when three statutory bodies: Environment Agency, the Historic Buildings and Monuments Commission for England (English Heritage) and Natural England will be invited to comment on requests for approval.
2. If the local planning authority (LPA) has agreed, the nominated undertaker will on the LPA's behalf, as schedule 7 requests for approval are made, send a letter to these consultees listed in table 1 informing them that a request for approval has been made together with a copy of the request for approval. This letter will invite them to make any representations to the relevant LPA or to inform the LPA that they have no representations to make.
3. The table below (Table 1) identifies which type of requests for approval are likely to be referred to the statutory bodies (any request for approval beyond those identified in the table that meets the criteria in Schedule 7 para 26 and 27 will also be referred to the relevant body). The table also includes other consultees, to whom it is proposed to send copies of requests for approval.

**Table 1: Consultees to which copies of Schedule 7 requests for approval will be sent and the type of requests for approval likely to be sent**

Requests for Approval	EA	EH	Natural England	Town / Parish / District <sup>1</sup> Councils	Complaints Commission	TfL	Access Groups	Highway Authority (where not LPA)
<b>Plans and Specs</b>	Where appropriate	Where appropriate	Where appropriate	Yes	Yes	Where appropriate	Where appropriate	Where appropriate
<b>Lorry Routes</b>	N/A	N/A	N/A	Yes	Yes	Where appropriate	N/A	Yes
<b>Construction Arrangements</b>	Yes	N/A	Where appropriate	Yes	Yes	N/A	N/A	N/A
<b>Site Restoration</b>	N/A	N/A	Where appropriate	N/A	Yes	N/A	N/A	N/A

Regarding the use of the term '**where appropriate**' in the above table 1 – the following defines the circumstances when these bodies will be consulted:

- a) *Environment Agency*: requests for approval of Plans and Specifications will be sent to the Environment Agency when they meet the criteria in paragraph 27(1) of Schedule 7.
- b) *English Heritage*: requests for approval of Plans and Specifications will be sent to English Heritage when they meet the criteria set out in paragraph 26(1)c of Schedule 7.
- c) *Natural England*: requests for approval of Plans and Specifications will be sent to Natural England when they meet the criteria in paragraph 26 of Schedule 7.
- d) *Transport for London*: Transport for London (TfL) will be sent requests for approval of Plans and Specifications that could affect the Transport for London Road Network (TLRN), the Strategic Road Network (SRN) or public transport services within TfL's remit.

<sup>1</sup> District Councils will be consulted on requests for approval made to the relevant County Council



Lorry route approval requests, required for lorry routes that will apply between certain worksites and the main road network, will also be sent to TfL where the proposed lorry route includes any road within a London LPA which is also a designated part of the SRN.

- e) *Access Groups*: where authorities identify any such groups these will be sent requests for approval of Plans and Specifications that will alter or create new public accessible spaces in and around stations.
- f) *Highway authority when it differs from the planning authority*: will be sent requests for approval of Plans and Specifications that could affect the road network.

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## **Planning Forum Note 8: Lorry Management Plans**

### **Introduction**

1. Following Royal Assent and funding approval, the Nominated Undertaker will make submissions to local planning authorities (LPAs) for detailed approvals under Schedule 7 of the Crossrail Act. The two main types of submissions under Schedule 7 are for plans and specifications and for construction arrangements.
2. Construction arrangements submissions address one or more of the following matters:
  - Road transport;
  - Handling of re-usable spoil and top soil;
  - Storage sites;
  - Construction camps;
  - Screening;
  - Artificial lighting;
  - Suppression of dust; and
  - Mud on highway.
3. The submission in relation to road transport, seeks approval for routes by which anything is to be transported on a highway by a large goods vehicle (i.e. lorries over 7.5 tonnes) to a working or storage site, a site where it will be re-used or a waste disposal site where there are more than 24 large vehicle movements on any day. These road transport routes may be more commonly referred to as 'lorry routes'. In accordance with the provisions of Schedule 7 the submission will not include any routing on Motorways or Trunk Roads.
4. It is intended that for each LPA there will be one initial road transport submission seeking approval of all the relevant lorry routes associated with all the worksites in that LPA's area. This will probably be submitted before any other construction arrangements submissions are made for single sites and will allow the LPA to view all the proposed lorry routes in context when considering whether to grant approval. A Lorry Management Plan (LMP) will be provided with that initial road transport submission. LMPs will be for information only and will not form part of the submission.
5. Any subsequent road transport (lorry route) construction arrangement submissions (most likely made due to the need for a variation) will address only the proposed new/variant lorry route, and no further LMPs will be submitted (see paragraph 10 below).



## Structure and Content

6. LMPs will generally follow the structure set out below:

Lorry Management Plans
Executive Summary
1.0 Introduction
1.1 Scope of the LMP and relationship with the Crossrail Planning Regime
1.2 Proposed lorry routes
1.3 Lorry holding areas
1.4 Lorry route signing
1.5 Lorry route monitoring
1.6 Estimated lorry movements
1.7 Plan of lorry routes

7. An LMP will cover all the proposed lorry routes to the worksites within an LPA's area for which the Schedule 7 submission is being made. These will generally be the routes included in the main Environmental Statement (ES) which were discussed with local authorities prior to its publication in February 2005. In some cases, however, there have been modifications to these routes as a result of Amendments to the Bill, Supplementary ESs or further consultation with local authorities.
8. The LMP will also outline the proposed approach to the signing of lorry routes and the monitoring of lorry movements during the works. The schedule of highways and sections of highways for approval as lorry routes which forms part of the Construction Arrangements submission under Schedule 7 will be repeated in the LMP with additional information on estimated Crossrail lorry movements during peak and non-peak construction periods.
9. The LMP will identify proposed Lorry Holding Areas. The purpose of these areas is to facilitate the efficient management of deliveries, particularly where the working space available at worksites is restricted. When necessary, lorries will be directed to these areas and then called forward when the worksite can accept delivery.

### Variations to Proposed Lorry Routes

10. Variations to the proposed lorry routes maybe required during construction, for example where temporary road closures necessitate a variance to a route. Any such variation will be subject to discussion with the local authority prior to submission of a variation to the Schedule 7, by the nominated undertaker, for approval by the local planning authority.



## **CROSSRAIL PLANNING FORUM NOTE 9:**

### **MODEL CONDITIONS**

1. Paragraphs 6(8), 15(7) and 21(7) of Schedule 7 of the Crossrail Act gives Qualifying Authorities the scope to attach conditions to their approval of planning submissions in relation to permanent works made under that schedule providing that the conditions relate to the grounds specified in column (2) of the relevant table. Also, conditions must not be attached that replicate requirements imposed on the Crossrail Project elsewhere in the Act, namely:
  - Mitigation (landscaping), Paragraphs 9(3) and 17(3).
  - Restoration, Paragraphs 11(2), 19(2) and 23(1).
2. In relation to construction arrangements, conditions may only be applied by the local planning authority with the agreement of the nominated undertaker (paragraph 7 (5)).
3. The purpose of this note is to present some model conditions that a local planning authority may apply when granting consents under schedule 7.

### **Model Conditions**

#### ***Plans and Specifications***

Artificial Lighting      *'The lighting hereby approved shall be designed and installed to minimise spillage of light beyond the site in terms of luminosity and direction.*

Or, alternatively, when lighting will only be used occasionally, the wording above could be altered/supplemented to reflect this:

*'The lighting shall only be activated when the site is occupied for maintenance or emergency [or other – insert as appropriate] purposes*

#### ***Construction Arrangements***

Storage Sites      *The storage of [insert material] shall not take place [insert location within construction site, or minimum distance from edge of site]*

*The [insert name] construction/working site shall only be used for the storage of [insert name of material]*

*Stockpiles of [insert material] shall not exceed X metres in height anywhere within the [insert name] construction site*

Screening      *Type X screening shall be provided at [insert location/name of construction site boundary] to a height of X metres, and shall be maintained throughout the duration of the construction works unless otherwise agreed in writing with the local planning authority*

*The screening shall be maintained to a safe, sound and (if it is on external façade) clean condition*



- Dust                    The site haul roads shall be surfaced using [insert material] between points [insert locations] in order to reduce the impact of dust of the surrounding environment
- Lighting                The mobile lighting equipment approved shall be located and directed so as to minimise spillage outside of the construction site boundaries, in particular, for the benefit of local residents of [insert location]

### ADDITIONAL DETAILS

The Crossrail Act also gives Qualifying Authorities the scope to request additional information under separate provisions (Paragraphs 6(2), 15(2) and 21(2)), which again must be directly related to the grounds specified in column (2) of the relevant table. Some suggested standard conditions are set out as follows:

Plans and specifications            *Under the terms of (paragraphs 6(2), 15(2) and 21(2)), [delete as appropriate] of Schedule 7 the Crossrail Act 2008, the following additional details are required to be submitted to, and approved in writing by the local planning authority prior to their installation:*

- samples of materials and finishes to be used at [insert name of structure]

or

*Prior to the installation of [insert name of structure], details of the external finish shall be submitted to and approved in writing by, the local planning authority, in accordance with (paragraphs 6(2), 15(2) and 21(2)) [delete as appropriate] of Schedule 7 the Crossrail Act 2008*

## **CROSSRAIL PLANNING FORUM NOTE 10**

### **CONSTRUCTION ARRANGEMENTS: TEXT FOR APPROVAL**

1. It was agreed through Planning Forum Note 4 that construction arrangement submissions will be submitted for approval in text form. The text will describe how the nominated undertaker will manage the specified matters under Schedule 7 during construction. The text that will be submitted for approval will be taken from, or reflect, the Crossrail Construction Code; where appropriate text will be tailored to the specific issues at the worksite. This note sets out the text that will be submitted for approval.

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## 1.0 ROAD TRANSPORT

### Matters to which the arrangements relate

*'Routes by which anything is to be transported on a highway by large goods vehicle to a working or storage site, a site where it will be re-used, or a waste disposal site'.*

### General Arrangements

The following routes will be used by construction traffic which comprises of large goods vehicles:

[Insert road names]

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## 2.0 HANDLING OF RE-USABLE SPOIL AND TOP SOIL

### Matters to which the arrangements relate

*'Handling during removal, storage and re-use of any spoil or top soil removed during the course of carrying out the development'.*

The nominated undertaker and contractors will seek to reuse as much excavated material as practicable within the Project area, and on or near sites where it will be generated. They shall use the national hierarchy for sustainable waste management for surplus materials management, as set out in Section 9.2 of the Crossrail Construction Code.

Suitable projects or other opportunities for reuse of the excavated material will be identified as the detailed construction planning of Crossrail progresses.

Reusable spoil will be handled in an appropriate manner to ensure it is of sufficient quality to be used for either structural embankments or in landscape mitigation earthworks. Appropriate construction good practice in handling all material for re-use will be followed, and the controls set out in Sections 6.3 and 10.3 of the Construction Code will apply.

Soil will be kept in accordance with British Standard BS3882:2007, as far as reasonably practicable.

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### 3.0 STORAGE SITES

#### Matters to which the arrangements relate

*'Sites on land within relevant limits at which:*

- a) *minerals, aggregates or other construction materials required for the development, or;*
- b) *spoil or top soil*

*are to be stored until used or re-used in carrying out the development or disposed of as waste'.*

#### Details

Storage of construction materials and spoil will take place at certain areas within the working sites and/or construction sites. Storage sites will be located to limit environmental effects, as far as is reasonably practicable, and having due regard to neighbouring accommodation, as far as allowed by the constraints of the site (section 3.3.1 of the Construction Code).

The following controls will apply to storage of materials, including spoil and top soil, on the construction sites:

- (a) seed or seal medium or long term excavated material and soil stockpiles;
- (b) ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling during delivery;
- (c) store materials with the potential to produce dust away from site boundaries where reasonably practicable;
- (d) ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out;
- (e) minimise the amount of excavated material held on site;
- (f) sheet, seal or clamp down unavoidable stockpiles of excavated material held on site, where required; and
- (g) avoid double handling of material wherever reasonably practicable.

#### **4.0 CONSTRUCTION CAMPS**

##### **Matters to which the arrangements relate**

*'Sites on land within the relevant limits which are to be used for the residential accommodation of persons engaged in carrying out the development'.*

##### **Details**

No construction camps are required. This element is therefore not for approval.

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## 5.0 SCREENING

### Matters to which the arrangements relate

*'Provision where necessary on land within the relevant limits of any screening for working sites on such land required for the purpose of carrying out the development'.*

### Details

The nominated undertaker will adhere to the principles set out in Section 3.3 of the Construction Code and ensure, as far as reasonably practicable and appropriate, that the site layout and appearance will be designed using the following principles:

- a) sites at prominent locations will be screened;
- b) all sites will be fully secured;
- c) existing features will screen the sites where appropriate.

Hoarding or fencing will vary from location to location but will accord with the following principles (as set out in Section 3.3.4 – 6 of the Construction Code):

- a) at [insert site] the standard hoarding will be 2.4m in height and will be raised to 3.6m and possibly altered in form to enhance acoustic performance for specific locations. It will be plywood faced, timber framed hoarding suitably painted;
- b) suitable measures will be used for tree protection as set out in Section 10.4 of the Construction Code;
- c) where reasonably practicable existing walls, fences, hedges and earth banks will be retained;
- d) notices will be displayed on all site boundaries, where appropriate, to warn of hazards on site such as deep excavations, construction access, etc;
- e) appropriate sight lines/visibility splays will be maintained to ensure safety of both vehicles and pedestrians is preserved; and
- f) temporary fences may be used in certain areas, such as for short term occupation of sites or at more remote locations.

## 6.0 ARTIFICIAL LIGHTING

### Matters to which the arrangements relate

*'The use of artificial lighting on land within the relevant limits for the purpose of carrying out the development'.*

### Details

The extent of the area to be lit will vary during the different stages of construction according to area of construction, security and health and safety requirements, as set out in Section 3.4 of the Construction Code.

Site lighting will be provided to ensure the safety and security of the construction sites and will be at the minimum luminosity necessary. Where appropriate, lighting to site boundaries will be provided and illumination will be sufficient to provide a safe route for the passing public. In particular, precautions will be taken to avoid shadows cast by the site hoarding on surrounding footpaths, roads and amenity areas.

Appropriate industry standard procedures will be implemented at all construction sites for site lighting. Lighting will also be designed, positioned and directed so as not to unnecessarily intrude on adjacent buildings, wildlife sites and land uses and so as not to prevent interference with local residents, railway operations, road traffic signals and signing, passing motorists or navigation lights for air or water traffic. This provision will apply particularly to sites where night working will be required. In addition, at construction sites where potentially significant impacts are identified, a lighting management plan will be prepared and implemented.

The lighting will also be designed to comply with the provisions of BS5489, Code of Practice for the Design of Road Lighting, where applicable. Further guidance is contained within Guidance Notes for the Reduction of Light Pollution, 2000, published by the Institute of Lighting Engineers.

## 7.0 SUPPRESSION OF DUST

### Matters to which the arrangements relate

*'The suppression of dust caused by construction operations carried out on land within the relevant limits for the purpose of carrying out the development'.*

### Dust Control

Dust management plans will be prepared and implemented for each worksite, including controls to limit dust emissions. Three levels of control for dust impacts are planned, with the standard level, Tier 1, as the minimum that will be implemented on any site. A risk-based approach will be used to identify construction sites with potential to generate significant quantities of dust near sensitive receptors and which require additional levels of control, Tier 2 or 3. The nominated undertaker will employ techniques detailed in the following paragraphs. The techniques are cumulative, which means that for Tier 3 control, all of the techniques from Tiers 1 to 3 will be required. These techniques are in line with the Greater London Authority 'The Control of Dust and Emissions from Construction and Demolition; Best Practice Guidance (2006) and the Building Research Establishment's publication 'Controlling particles, vapour and noise pollution from construction sites' (2003), which will be used as references for dust control on site.

Emergency control arrangements will be adopted in the event of a pollution incident arising from dust. This will include appropriate liaison with the Local Authority Environmental Health Officer.

All of the [insert site] worksites have been identified as medium risk<sup>12</sup>, and consequently tier 1 and tier 2 dust control procedures (as set out in tables below) will be implemented where appropriate.

**Table 1. Tier 1 measures controlling the emissions from dust from worksites.**

ensure no burning of waste materials takes place on site;
ensure an adequate water supply on the site;
ensure disposal of run-off water from dust suppression activities, in accordance with the appropriate legal requirements;
maintain all dust control equipment in good condition and record maintenance activities;
keep site fencing, barriers and scaffolding clean using wet methods;
provide easily cleaned hardstanding for vehicles;
ensure regular cleaning of hardstandings using wet sweeping methods;
not allow dry sweeping of large areas;
provide and ensure the use of wheel-wash facilities near the site exit wherever there is a potential for carrying dust or mud off the site;
fit wheel-washes with rumble grids to dislodge accumulated dust and mud prior to leaving the site wherever there is a potential for carrying dust or mud off the site and where reasonably practicable;
ensure there is an adequate area of hard surfaced road between the wheel wash facility and the site exit, wherever site size and layout permits;
install hard surfaced long term haul routes, which are regularly damped down with fixed or mobile sprinkler systems and regularly cleaned;

<sup>1</sup> Crossrail Specialist Technical Report on Air Quality

<sup>2</sup> This text is for the example of all worksites as medium risk and would be suitably amended where only low risk worksites are involved.

**Table 1. Tier 1 measures controlling the emissions from dust from worksites.**

inspect haul routes for integrity and instigate necessary repairs to the surface as soon as reasonably practicable;
record all inspections of haul routes and any subsequent action in a site log book which may be in hard or electronic format;
ensure that un-surfaced haul routes and work areas are regularly damped down in dry conditions;
routinely clean public roads and access routes using wet sweeping methods;
ensure vehicles working on site have exhausts positioned such that the risk of re-suspension of ground dust is minimised (exhausts should preferably point upwards), where reasonably practicable;
impose and signpost maximum speed limits of 5 mph on un-surfaced haul routes and work areas and 10 mph on surfaced haul routes and work areas (if long haul routes are required these speeds may be increased with suitable additional control measures provided, subject to the approval of London Underground Ltd and with the agreement of the local authority, where appropriate);
ensure all vehicles carrying loose or potentially dusty material to or from the site are fully sheeted;
store materials with the potential to produce dust away from site boundaries where reasonably practicable;
minimise the amount of excavated material held on site;
sheet, seal or damp down unavoidable stockpiles of excavated material held on site where required;
avoid double handling of material wherever reasonably practicable;
ensure water suppression is used during demolition operations;
ensure that any crushing or grinding plant used on the site, which falls within the definition in Section 3.5 Chapter 3 of the Pollution Prevention and Control (England and Wales) Regulations 2000 SI 1973, has an appropriate permit issued and is maintained according to the procedures set out in the Pollution, Prevention and Control Act 1999;
ensure that any plant, identified above, is operated in accordance with the conditions set out in the permit and a copy of the permit is held on site;
use enclosed rubble chutes and conveyors where reasonably practicable or use water to suppress dust emissions from such equipment;
always use enclosed conveyors where crossing roads, other public areas and property which is not in the ownership or control of London Underground Ltd;
sheet or otherwise enclose loaded bins and skips;
minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate;
only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction;
carry out site inspections regularly to monitor compliance with dust control procedures set out above and record the results of the inspections, including nil returns, in the log book detailed;
increase the frequency of site inspections when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions;
record any exceptional incidents causing dust episodes on or off the site and the action taken to resolve the situation in the log book detailed in above.

**Table 2. Tier 2 measures controlling the emissions from dust from worksites.**

strip inside of buildings, as far as reasonably practicable, before demolition;
bag and remove biological debris (such as birds nests and droppings) or damp down such material prior to demolition;
where reasonably practicable, retain walls and windows while the rest of the building is demolished to provide a screen against dust;
screen buildings, where dust producing activities are taking place, with debris screens or sheeting;
avoid carrying out earthworks during dry weather if reasonably practicable having regard to programme and contracting arrangements for the relevant works or provide and ensure appropriate use of water sprays to control dust;
ensure slopes on stockpiles are no steeper than the natural angle of repose of the material and maintain a smooth profile;
ensure equipment is readily available on site to clean any spillages and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods;
where appropriate use increased hoarding height to protect receptors; and
consider full enclosure of sites or specific operations where there is a high potential for dust production and the site is active for an extensive period.

Tier 3 sites will... [to be inserted if appropriate]

### Dust Monitoring

[If the site is a medium risk site insert text:] The [insert site] Worksites are medium risk sites, and consequently the dust monitoring will comprise passive deposition monitoring techniques (glass slides/Frisbee gauges/sticky pads) at locations on site boundaries or near to local receptors. Results will be filed and will be available for inspection upon request.

Dust monitoring will be continued at a medium or high-risk site until the site has a risk score that assigns it to the low risk category (as set out in Section 6.3.15 of the Construction Code).

Tier 3 sites will... [to be inserted as appropriate]

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## 8.0 MUD ON HIGHWAY

### Matters to which the arrangements relate

*'Measures to be taken on land within the relevant limits to prevent mud being carried onto any public highway as a result of carrying out the development'.*

### Details

All reasonably practicable measures will be put in place to avoid/limit and mitigate the deposition of mud and other debris on the highway, as set out in Section 4.4 of the Construction Code. These measures will have regard to the nature and use of the site(s) in question, and could include

- hardstanding at the access and egress points will be cleaned at appropriate intervals;
- vehicle wash down points to clean vehicle wheels at each exit point onto the highway;
- the correct loading of vehicles and sheeting of loads where necessary to avoid spillage during their journeys;
- appropriate wheel cleaning measures will be employed to prevent the transfer and accumulation of mud and other granular deposits on the public highway;
- the use of mechanical road sweepers combined with water sprays for the suppression of dust to clean hardstandings, roads and footpaths in the vicinity of the site; and
- the flushing of gullies in the vicinity of the site

After completion of any works affecting a highway, all surplus materials arising from the works will be cleared from the highway, leaving it in a clean and tidy condition in accordance with the reasonable requirements of the highway authority.

## **CROSSRAIL PLANNING FORUM NOTE 11**

### **BRINGING INTO USE**

#### **Introduction**

1. Paragraphs 9 and 17 of Schedule 7 to the Crossrail Act state that *“No work to which this paragraph applies shall be brought into use without the approval of the local planning authority.”* This requirement applies to all scheduled works (i.e. those identified in Schedule 1 to the Act) except stations, depots and so much of any work in a tunnel more than 9 metres below ground.

#### **Purpose and Scope**

2. The purpose of this note is to set out the purpose of a bringing into use approval, the form of submission and the timing of such approval, including the circumstances where an early bringing into use approval may be submitted to a local authority.

#### **Bringing into Use Approvals**

3. The purpose of these ‘Bringing into Use’ approvals is to ensure that the nominated undertaker for the work has taken all reasonably practicable permanent measures for the mitigation of the effects of the work.
4. Paragraphs 6, 15 and 21 of Schedule 7 to the Act specify the details of the operations or works (plans and specifications) that will be submitted to local authorities for approval. The design of Crossrail will seek to blend the operational infrastructure into the landscape and townscape and to generally reduce the effect on the environment. Some works, such as permanent noise barriers and planting and seeding, will be purely for mitigation. To a large extent, therefore, the mitigation will be an integral part of the design rather than a separate element and have previously been approved by the local authority under paragraphs 6, 15 and 21 of Schedule 7.

#### **Form of Submission**

5. Bringing into use submissions, will consist of a letter in which will be listed all the relevant plans numbers and submissions in relation to the approval received under paragraphs 6, 15 and 21 of Schedule 7. In most instances it will not be necessary to submit further drawings, because as outlined above the mitigation will have been integrated into the design already. However, if it is necessary further drawing will be included in the submission.

#### **Authority-Wide Bringing Into Uses**

6. The appropriate point at which to submit the bringing into use request for approval is when the nominated undertaker has completed relevant scheduled works within a local authority area. A borough-wide bringing into use request for approval will be made for the bringing into use of all relevant scheduled works.

### **Early and Temporary Scheduled Works**

7. There a number of scheduled works that will need to be used prior to the opening of the railway. These works will be undertaken early in the construction programme, and include for example major sewer diversions and tempoarary conveyers. The Act requires that a bringing into use approval is obtained prior to their being used.
8. Therefore when a scheduled work needs to be brought into use in advance of the completion of main works in a local authority an individual request will be made to bring that work into use as required. The submission will be made immediately prior to the end of construction of the work to enable the work to be brought into use as soon as possible, to ensure maintenance of the construction programme.

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## PLANNING FORUM NOTE 12:

### CONSTRUCTION SITE SCREENING

#### Introduction

1. As outlined in Planning Forum Note 10 Construction Arrangements Text for Approval, the nominated undertaker will adhere in screening work sites to the principles set out in Section 3.3 of the Construction Code (attached as Annexure).

#### Scope and Purpose

2. The purpose of this note is to set out the principles in relation to the provision of information to the public and community involvement in the screening of work sites.

#### Information

3. Information on site screening:
  - a) Notices will be displayed on all site boundaries, to warn of hazards on site such as deep excavations, construction access, etc.
  - b) Any information sheets distributed in the area to explain works will also be displayed.
  - c) The CLRL public helpdesk number will be displayed.
  - d) Viewing panels will be provided, subject to security/screening requirements.
  - e) As appropriate the hoarding may carry information explaining that local businesses or facilities remain open and accessible.

#### Community involvement

4. The nominated undertaker will discuss with local authorities effective ways to involve communities and local groups (in particular, schools and youth groups) in the illustration of sections of hoarding.

#### Materials

5. In consultation with local authorities sustainable materials may be used for hoarding.

## Annexure A: Section 3.3 of the Crossrail Construction Code

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### 3.3 Site Layout and Facilities

- 3.3.1 The nominated undertaker will ensure, as far as reasonably practicable and appropriate, that the site layout and appearance will be designed using the following principles:
- (a) sites at prominent locations will be screened;
  - (b) all sites will be fully secured;
  - (c) existing features will screen the sites where appropriate;
  - (d) storage sites, fixed plant and machinery equipment and temporary offices will be located to limit environmental impacts, as far as reasonably practicable, and having due regard to neighbouring accommodation, as far as allowed by the constraints of each site;
  - (e) site lighting will be located and directed so as not to intrude into occupied residential properties, on sensitive areas or constitute a road or rail hazard;
  - (f) security cameras will be sited and directed so that they do not intrude into occupied residential properties; and
  - (g) site plant and facilities will be powered from mains electrical sources.
- 3.3.2 The nominated undertaker will ensure, as far as reasonably practicable, that the visual intrusion of construction sites on nearby residents and users of local facilities and amenities is contained and limited. The nominated undertaker will ensure that, where appropriate, construction activities will be screened to protect nature conservation sites and the amenity value of recreational facilities.
- 3.3.3 The nominated undertaker will display a contact name, telephone number and address, and the Helpline number at appropriate locations on the boundaries of the site.
- 3.3.4 The type of hoarding or fencing used will vary from location to location but will accord with the following principles:
- (a) the standard hoarding will be 2.4 m minimum height, plywood faced, timber framed hoarding suitably painted;
  - (b) the hoarding will be increased in height and possibly altered in form to enhance acoustic performance for specific locations ;
  - (c) a 1.8 m high chainlink fencing may be used at more remote locations;
  - (d) suitable measures will be used for tree protection (see Chapter 10);
  - (e) where reasonably practicable existing walls, fences, hedges and earth banks will be retained;
  - (f) notices will be displayed on all site boundaries, where appropriate, to warn of hazards on site such as deep excavations, construction access, etc;
  - (g) appropriate sight lines/visibility splays will be maintained to ensure safety of both vehicles and pedestrians is preserved; and
  - (h) temporary fences may be used in certain areas, such as for short term occupation of sites or at more remote locations.
- 3.3.5 The extent and height of hoarding or fencing at a particular location will be selected to maintain effective security and achieve appropriate noise attenuation and visual screening.



- 3.3.6 Hoarding will be painted and may include a Crossrail Logo and/or that of the nominated undertaker. Hoarding will be maintained in good condition.
- 3.3.7 All vehicle access and egress points will have gates positioned such that no gate will be permitted to open out onto the highway. As far as reasonably practicable, gates will be located to allow vehicles to drive clear of any public highway. Where provided for noise control, gates will be of a similar material and construction to the boundary in which they are situated and will be closed except when being used for access.
- 3.3.8 The nominated undertaker will promote and enforce a “good housekeeping” policy on all the construction sites to ensure that clean, tidy and safe sites are provided. Arrangements will be implemented to provide effective preventative pest control and prompt treatment of any pest infestation.
- 3.3.9 The nominated undertaker will ensure that appropriate welfare facilities are provided at all major sites. The facilities will include canteens, toilets, showers, locker rooms and first aid posts. The facilities will be connected to mains services and drainage, where reasonably practicable.

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## Planning Forum Note 13

### Additional Consultation on Requests for Approval under Schedule 7

Planning Forum Note 7 identifies which type of requests for approval are likely to be referred to the statutory bodies under the Crossrail Act 2008 (English Heritage, Natural England and the Environment Agency) and identifies other consultees, to whom it is proposed to send copies of requests for approval. These include the Crossrail Referee, Transport for London (TfL), Access Groups, and the Highway Authority where it differs from the Local Planning Authority (LPA).

If an LPA has so requested, the nominated undertaker will, as schedule 7 requests for approval are made and where agreed between the LPA and the nominated undertaker, send copies of the submission to certain amenity groups, interest groups and neighbouring local authorities. The nominated undertaker will, when making schedule 7 submissions inform the LPA as to which groups have been notified. The nominated undertaker will not send copies to land owners or development groups.

In addition, the nominated undertaker will, where requested by a LPA and agreed between the LPA and the nominated undertaker, send a letter of notification to certain amenity groups, interest groups, voluntary organisations and emergency services informing them that a submission has been made. The nominated undertaker will not send letters of notification to land owners or development groups which, if they have material interest in the submission will be notified through the LPA's neighbourhood notification. The standard letter of notification that will be used is attached as Appendix A.

Neighbourhood notification will be carried out by the LPAs and they may send copies of requests for approval to other consultees and further copies of the requests for approval to the consultees set out in Planning Forum Note 7 should they wish to do so.



**Appendix A: Notification Letter**

[Insert Date]

XXXXXXXXXX

For the attention of: XXXXXXXXXXXX

Dear XXXXXXXXXXXX,

**CROSSRAIL ACT 2008**

**[Insert Local Planning Authority, Package Title and reference]**

The Crossrail Act 2008 establishes the principle and alignment of Crossrail. There are, however, a number of outstanding matters which need approval from the local planning authorities.

As requested by the **[insert local planning authority]** we hereby notify you that the above submission was made to the **[Borough/County/District/City Council]** on **[Insert Date]**. Should you wish to view the application it is available at **[to be agreed with local planning authority]**.

For your information the case officer at **[insert local planning authority]** is:

**[Insert Name]**  
**[Insert Job Title]**  
**[Insert Address]**

Yours faithfully,

**[Insert Name]**  
**[Insert Job Title]**