



THE HOLLY LODGE ESTATE

Holly Lodge Estate London N6

Builders' Code

1 Purpose

Most building projects on the estate are completed without significant disturbance to neighbours and the estate in general. This code has been developed to assist plot-owners in ensuring their project is one of the majority.

2 Types of Building Works

Building works vary widely, from minor, one day projects to some lasting many months. Typically the latter involve major remodelling of the property following grant of Planning Permission by Camden and often the plot-owners are not in occupation and don't experience the disturbance that the works create. Additional requirements may be imposed in such instances.

Throughout this document the terms Builder & Contractor are used interchangeably though generally builders are associated with smaller works.

3 All Plot-Owners

Show this to your builder, their compliance to these rules is your responsibility. It is recommended that these are included with the enquiry issued for the works.

Before starting works lasting longer than 5 days advise the Estate Manager of the works, their intended duration and the contact details of the main builder.

Any damage caused to the estate roads, footpaths, verges, etc, as a result of works is to be repaired at the plot-owner's expense. It is recommended that a photographic record of the surrounding areas is taken in conjunction with the HLEC prior to commencing if the work is of significant scope or duration.

4 Camden Guide & Considerate Constructors Scheme

Camden have produced a 'Guide for Contractors Working in Camden' which is available on their website; www.camden.gov.uk. All builders are expected to comply with this guide as a minimum when working on the HLE. In certain areas HLE requirements are more stringent, i.e. hours of work, and these should be observed.

Within the guide reference is made to the Considerate Constructors Scheme and although builders do not need to be members they are expected to follow the Code of Considerate Practice (App 1) and apply the Camden Code of Considerate Contractors Standards (App 2).

Any queries please contact the Estate Manager

5 General

No contractors sign boards should be erected as the estate is a conservation area, however a plain notice giving contact details in case of any problems may be erected and must be erected if the property is not occupied by the plot-owner during the works.

A maximum of 2 contractors' vehicles only may park outside the property and may use a Visitors' note if short term. Parking for periods longer than 2 weeks please apply to the Estate Manager or Foreman for a temporary permit.

Preferably no hoardings should be erected; the front of the construction site in most instances should be the front wall of the house. If deemed essential they should be set well back from the front of the plot and painted a dark green.

The site and surrounding area must be kept clean and tidy. No waste should be stored long term (>2 days) in locations visible from the footpath unless in a skip. Footpaths and roads must be kept clean. If a porta-loo is installed this should be discretely located and emptied at times agreed with neighbours, particularly during the summer months. If required a smoking area should be established within the plot and not be the footpath outside. Contractors should not take breaks using the verges / footpaths as rest areas.

6 Hours of Work

Work only within the acceptable working hours on the Estate which are;

08.00 to 18.00 Monday to Friday

09.00 to 13.00 on Saturday

No working is permitted on Sundays and Bank holidays.

7 Deliveries

All deliveries, including skip removals/replacements, are to be between the hours of 08.00 – 18.00 Monday to Friday and 09.00 – 13.00 Saturday

Make sure that any delivery, or skip movement, etc, causes the minimum congestion or nuisance on the roads. During school term time schedule deliveries after 09.00 wherever practical. Note that household waste is collected by Camden from the mansion blocks on Thursdays and from the houses on Fridays.

Materials must not be stored on the road unless space has been reserved by paying for parking bay(s) in accordance with Camden's published rates.

If the work is on one of the Avenues the road gates to Highgate West Hill and Swain's Lane can be opened. In these instances the plot-owner may borrow a key from the Estate Manager (£25 deposit) for use by the Contractor. It is the plot-

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owner's responsibility to ensure the gates are locked outside the permitted working hours.

If access is required from Highgate West Hill to Holly Lodge Gardens between the hours of 23.00 and 11.00 a remote control can be loaned on receipt of a £100 deposit.

8 Skips

8 yard skips may be placed on the estate roads upon payment of a license fee. See the separate HLE Skip Policy available on the HLE web site (www.hle.org.uk).

Skips greater than 8 yards may only be used on plot-owners property with the agreement of the Estate Manager. Due to the greater weight / size of vehicles required for these skips a condition survey of the crossover and local road surface will be undertaken by the Estate Manager and the plot-owner will be required to pay for any repairs necessitated by their works.

9 Work likely to cause disturbance

Good communications help alleviate issues often nipping them in the bud before they escalate into formal complaints. Builders should consult with neighbours about site activities that are likely to cause disturbance by virtue of noise, dust, vibration, etc, giving at least 7 days notice and adapting the schedule to meet neighbours reasonable requests if practical. Equally neighbours should advise the builder / plot-owner of any planned events that will require special consideration.

Although the Client (plot-owner) is generally excluded from the requirements of the Construction (Design & Management) Regulations the builder is not. In certain instances, where an activity is likely to affect other residents or impact on the common areas of the HLE the HLEC may request to see and comment upon the relevant risk assessment & method statement.

All activities should be in accordance with Best Practicable Means, this means dust should be suppressed; **piling must be by auger (not driven), etc.**

10 Work on the roads, verges, footpaths, etc

Work must not be carried out on the footpaths or verges (especially cement mixing) and materials should not be left overnight on the verges unless the Estate Foreman agrees that it is unavoidable and that due protection has been put in place.

If roadside space is required to be reserved for specific activities (concrete pumping, crane lifts, etc) this can be arranged through the Estate Manager and will incur charges in accordance with Camden's published rates for parking bays.

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Waste awaiting a grab lorry must not be stored on the roads (or crossovers) overnight and the road surface must be adequately protected using plywood or similar.

The timing of any crane activity must be agreed with the Estate Manager. A lift plan will be required and the company responsible must provide proof to the Estate Manager of £5M Public Liability insurance.

For any work required within the roads, verges, footpaths (i.e. new services connection) approval must be obtained from the Estate Committee. Depending on the scope of the works a Wayleave Agreement may be required.

11 Complaints

The Contractor must keep a log recording all complaints received, this log must be available for inspection by the HLEC or its representatives.

Complaints should first be directed to the builder and plot-owner of the site. If satisfaction is not forthcoming complaints may be escalated to either the HLEC (for roads, verges & footpaths including vehicle movements) or to Camden Environmental Health department (for noise, dust, vibration, hours of working, etc) with the HLEC being copied in.

Camden normally do not react to historical transgressions and may demand proof. On occasion, for repeated complaints, the HLEC may assist affected plot-owners in obtaining such proof.

12 Works requiring significant vehicle movements and/or of extended duration

The HLE Committee (HLEC) may require a construction plan from the plot-owner for significant works. Normally these works will require planning permission which forewarns the Committee.

Significant works are ones that extend beyond 12 months and/or involve excavation of basements, pools, etc. Often the plot-owner is not in occupation during the works.

The construction plan should identify

- Project duration broken down by major activities & milestones
- Details of management of air, noise, dust and other emissions of other pollutants and location of equipment
- Traffic management
- Contact details of the plot-owner and principal Contractors / Project Managers
- Communication routes with neighbours & the HLEC (newsletter, meetings, etc)

Any queries please contact the Estate Manager

13 Party Wall Agreements

The requirement for Party Wall Agreements is defined by legislation and outside of the scope of the HLEC. The Department for Communities & Local Government produces a pamphlet detailing the scope & requirements of the Party Wall etc Act 1996 which can be downloaded from the internet.

14 Administration

This policy is administered by the Estate Manager to whom all notifications for skip licences, parking bay suspensions, etc, should be addressed (manager@hle.org.uk) Additionally the Estate Foreman will make contact at frequent intervals and builders must discuss all potential issues with him and are expected to abide by his requests.

Any queries please contact the Estate Manager

Appendix 1

Considerate Constructors Scheme

Code of Considerate Practice

Considerate constructors seek to improve the image of the construction industry by striving to promote and achieve best practice under this code. They will:

Care about Appearance

Constructors should ensure sites appear professional and well managed

- *Ensuring that the external appearance of sites enhances the image of the industry*
- *Being organised, clean and tidy.*
- *Enhancing the appearance of facilities, stored materials, vehicles and plant.*
- *Raising the image of the workforce by their appearance.*

Respect the Community

Constructors should give utmost consideration to their impact on neighbours and the public

- *Informing, respecting and showing courtesy to those affected by the work.*
- *Minimising the impact of deliveries, parking and work on the public highway.*
- *Contributing to and supporting the local community and economy.*
- *Working to create a positive and enduring impression, and promoting the Code.*

Protect the Environment

Constructors should protect and enhance the environment

- *Identifying, managing and promoting environmental issues.*
- *Seeking sustainable solutions, and minimising waste, the carbon footprint and resources.*
- *Minimising the impact of vibration, and air, light and noise pollution.*
- *Protecting the ecology, the landscape, wildlife, vegetation and water courses.*

Secure everyone's Safety

Constructors should attain the highest levels of safety performance

- *Having systems that care for the safety of the public, visitors and the workforce.*
- *Minimising security risks to neighbours.*
- *Having initiatives for continuous safety improvement.*
- *Embedding attitudes and behaviours that enhance safety performance.*

Value their Workforce

Constructors should provide a supportive and caring working environment

- *Providing a workplace where everyone is respected, treated fairly, encouraged and supported.*
- *Identifying personal development needs and promoting training.*
- *Caring for the health and wellbeing of the workforce.*
- *Providing and maintaining high standards of welfare.*

The Code of Considerate Practice outlines the Scheme's expectations of all registered sites, companies and suppliers, describing those areas that are considered fundamental by the Scheme in helping improve the image of construction.

Appendix 2

Camden Code of Considerate Contractor Standards

<p>1 Considerate</p> <p>Consider the needs of everyone who is affected by the construction process and of its effect on the environment. You must give special attention to the needs of people with sight, hearing, or mobility difficulties.</p>	<p>2 Environment</p> <p>Be aware of the environment when choosing and using resources. You must pay particular attention managing waste, avoiding pollution, using local resources wherever possible, and keeping noise as low as possible.</p>
<p>3 Cleanliness</p> <p>Keep the site, footpaths and surrounding area affected by the work clear of mud, spillage, litter, and any unnecessary rubbish.</p> <p>Make sure that the site, hoardings, scaffolds, and other features are kept in a clean, tidy, and safe condition.</p>	<p>4 Good neighbour</p> <p>Consult with neighbours about site activity from before the work starts to the final handover.</p> <p>Provide site information and viewing facilities where practical.</p>
<p>5 Respectful</p> <p>Promote respectable and safe standards of behaviour and dress. You must not accept rudeness and must deal with poor behaviour using the strongest possible disciplinary action.</p>	<p>6 Safe</p> <p>Make sure all construction work and vehicle movements are carried out with care for the safety of passers-by, neighbours, and site personnel.</p>
<p>7 Responsible</p> <p>Be responsible for making sure everyone on site understands the scheme.</p>	<p>8 Accountable</p> <p>Be accountable (responsible for your actions) to the public by providing site contact details and being available to deal with their concerns and develop good local relations.</p>

Appendix 3

Map of the Holly Lodge Estate

