

CONSTRUCTION TRAFFIC MANAGEMENT PLAN (CTMP)

Please complete & return to roadpermits@edinburgh.gov.uk (for sites requiring Road Construction Consent, also email to rcc@edinburgh.gov.uk).

Please attach any relevant, drawings, plans or documents and reference these in the appropriate box.

Introduction

A Construction Traffic Management Plan (CTMP) is aimed at minimising impacts of a site on neighbouring communities and ensuring that construction activities are managed safely. Developing a CTMP must consider site traffic routes, potential risks and mitigation measures.

Implementing a considered CTMP will also assist the Council in coordinating sites and managing the road network within a busy city.

It should be noted that submission and acceptance of a CTMP does not remove the requirement to apply for road occupation and other licences and approvals, nor does it remove the requirements of the [Construction \(Design and Management\) Regulations 2015 \(CDM Regs\)](#).

1	RESPONSIBLE CONSTRUCTION CODE OF CONDUCT	
	I have read and understand the Council's Code of Conduct for Responsible Construction	

2	PROJECT INFORMATION	
	a	Full postal address of site
	b	Planning reference
	c	Road Construction Consent reference
	d	Brief description of works
	e	Expected start date
	f	Expected completion date

3	CONTACT DETAILS OF PERSON COMPLETING THE CTMP FORM	
	a	Name
	b	Company
	c	Postal address
	d	Email
	e	Phone

4	CONTACT DETAILS OF PERSON WITH DAY-TO-DAY RESPONSIBILITY FOR CTMP (IF DIFFERENT)	
	a	Name
	b	Company
	c	Postal address
	d	Email
	e	Phone

5	NEIGHBOUR LIAISON	
	Tick if none	
	Details of neighbour involvement in the development of the CTMP	
	Details of Residents Association/ Community Council consultation	

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TRAFFIC

a	Type of construction vehicles required including abnormal loads if any	
b	Proposed construction vehicle routes (please attach map)	
c	Proposed construction traffic hours	
d	Site access details and plan, including temporary crossover	
e	Delivery hours, days, type and numbers	
f	Vehicle call-up process	
g	Pedestrian protection details particularly for children and vulnerable road users	

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PERMITS

a	Details of licences and permits required, e.g. skip, crane, hoarding (Road Occupation Permits)	
b	Proposed road and footway closures (nb: the Council's expectation is that all construction activity will take place within the site and will not involve road and footway closures)	
c	Parking, waiting and loading suspensions, temporary traffic orders	
d	Site specific issues, e.g. schools, bus routes, Traffic Sensitive Streets	
e	Debris overspill and run off prevention	

SIGNATURE OF PERSON COMPLETING THE CTMP FORM	DATE