

Construction Traffic Management Plans (CTMP)

This information sheet presents what is required in a CTMP. It has been referred to in the past as a Construction Vehicle and Pedestrian Plan of Management (CVPPM). They are the same.

Why a CTMP is required

A CTMP is required for certain types of development to ensure that traffic is safely managed during the demolition, excavation, and construction phases of the project. A CTMP is reviewed by Council and approved with conditions. Most of these conditions are standard.

CTMPs are not complex documents. They present your plan of how you propose to manage materials delivered to or removed from your building site whilst maintaining safety for workers on the site and surrounding residents.

A hardcopy of your CTMP and the CTMP approval must be kept on site. An individual on site must be assigned the task of ensuring it is complied with.

CTMP categories

Developments generally fall into one of three categories:

- Type A – Low density residential development (1 to 2 dwellings).
- Type B – Medium density development (up to 20 dwellings and/or small shops).
- Type C – High density or commercial development (greater than 20 dwellings or 300 m² GFA).

CTMP template

A CTMP (word document) is available on Council's website for use on Type A developments. Type B and C developments require additional details, particularly in relation to traffic control. CTMPs for Type B and C developments are usually prepared by a consultant with expertise in traffic management.

Type A CTMP – Low density residential development

Low density residential developments include:

- Single dwelling houses
- Alterations and additions to existing buildings
- Dual occupancies
- Semi-detached dwellings or secondary dwellings

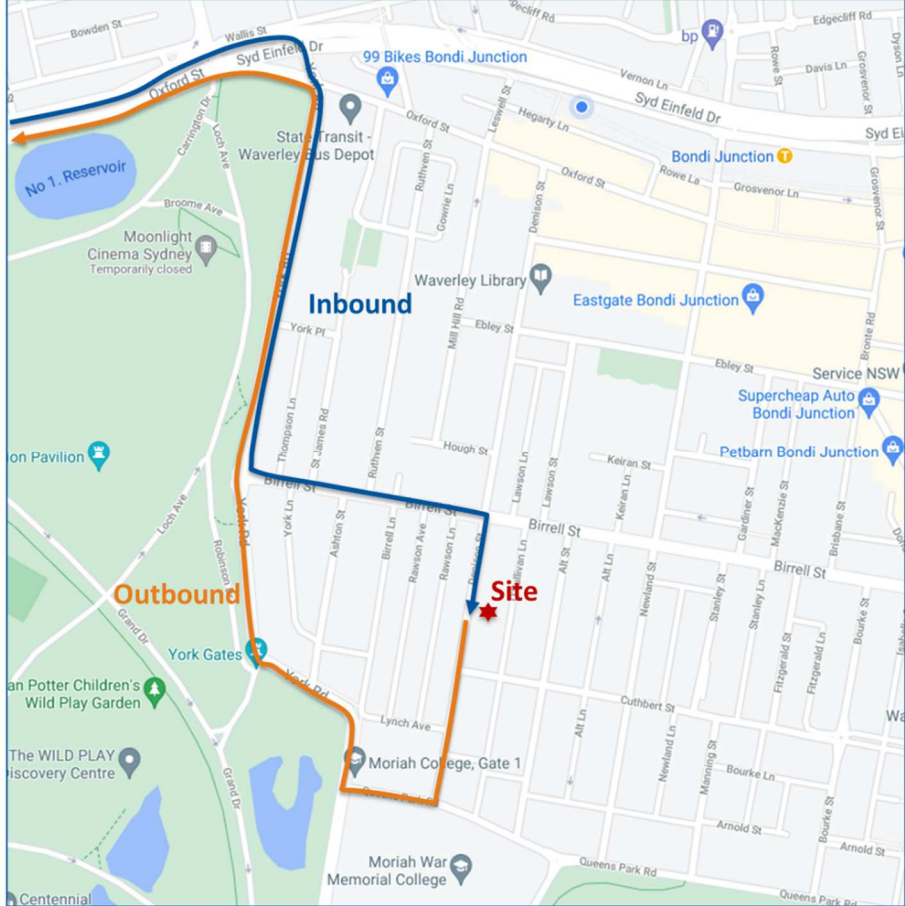
A Type A CTMP can be done by anyone. It is a document / letter that includes the information in the table below.

Type A CTMP requirements	Notes
1. Project Summary	<p>In this section you should provide:</p> <ul style="list-style-type: none"> • Site address • Development Application (DA) Number • Condition number • Author of the CTMP • Date • Brief information regarding the approved development works. Just copy the description of the development contained in the consent. <p>A typical response would be:</p> <p>No. xx Church Street DA-373/2021 Condition 13 – Construction Traffic Management Plan Prepared by PC Building Pty/Ltd 16 June 2020</p> <p>Demolition of dwelling and construction of a two-storey attached dual occupancy with integrated basement parking, swimming pool at rear and strata subdivision.</p>
2. Contact Details	Provide contact details for the on-site contact and project manager.
3. Project Schedule	<p>In this section you should provide a construction schedule for each phase of the development work.</p> <p>A typical response would be:</p> <ul style="list-style-type: none"> • Site establishment – 2 to 3 days • Demolition and excavation – 1 to 2 weeks • Construction – 3 to 6 weeks

Type A CTMP requirements	Notes
4. Construction Hours	<p>Copy from consent condition. Typically:</p> <p>Demolition and building work will only be undertaken between the hours of 7am and 5pm on Mondays to Fridays and 8am to 3pm on Saturdays with no work to be carried out on Sundays and public holidays.</p> <p>Excavation works involving the use of heavy earth movement equipment including rock breakers and the like will only be undertaken between the hours of 7am and 5pm on Mondays to Fridays with no such work to be carried out on Saturday, Sunday, or a public holiday.</p> <p>Noise from construction activities shall comply with the Protection of the Environmental Operations (Noise Control) Regulation 2017.</p>

Type A CTMP requirements	Notes
5. The size / type of trucks expected	<p>A typical response would be:</p> <ul style="list-style-type: none"> • Site establishment - utility vehicles • Demolition & excavation - trucks up to 10 metres, utility vehicles • Construction - skip bin, steel, concrete and materials delivery trucks up to 10 metres long, utility. <p>Trucks servicing the site will only enter and exit the street during the approved construction hours.</p> <p>Trucks servicing the site are less than 10 metres in length. A separate application will be submitted to Council for vehicles longer than 10 metres to be used on specific dates.</p> <p>Trucks longer than 10 metres will not be permitted for general site access. A smaller truck may be specified if your site is difficult to reach. This is required to reduce the chance that trucks damage the public domain (kerbs, tree branches, nature strip etc.).</p> <p>10 metres is the length of Council’s waste vehicles.</p> <p>You may need a larger truck for a particular activity (e.g. delivery of an excavator, crane or a concrete pour). Note it in your CTMP. It will be subject to a separate application if and when required.</p> <p>Satisfaction of your CTMP Consent Condition does not require approval of an application to use a larger truck for a specific activity. You just note that you may need access for a larger vehicle.</p> <p>Approval of delivery using a longer vehicle simply requires a request to Council’s traffic and transport team. If O.K. an approval is issued, possibly with conditions.</p> <p>More detail is required if you need to occupy the road or footpath for an extended period of time. The application form for activities where you need to occupy the road is located here:</p> <p>https://www.waverley.nsw.gov.au/building/application_forms_and_certificates/application_forms/public_domain_applications</p> <p>Click on: “Application for a Crane Permit”.</p> <p>The fees can be significant. Contact Council’s traffic and transport team if you have any queries.</p>

<p>6. Truck access</p>	<ol style="list-style-type: none"> 1. Trucks servicing the site shall enter/exit X Street during the approved construction hours only. (Identify the streets that will be used for direct access to the site. This may be the site address and/or a laneway at the rear). 2. Truck access to and from the site shall be as per the Construction Traffic Management Plan. 3. Truck layover <ol style="list-style-type: none"> a. Trucks not able to enter the site or a Council approved Construction Zone immediately shall wait remote from the site in legal parking spaces and enter the street only when the area is clear for access. b. Trucks waiting in a layover location remote from the site shall not do so until after 6.30 am if parked outside residential premises. c. Trucks waiting at or near the site or in a layover location shall have their engines turned off for the duration of the stay. 4. Vehicles reversing into or out of the site shall be controlled by accredited traffic controllers. <p>Show the route to be taken by the construction trucks when gaining access to and from the site. Council will assess the proposed route and advise if it needs to be modified due to constraints such as narrow roads, load limits etc.</p> <p>The route map is to be used by the site manager to direct truck drivers how to get to and from the site.</p> <p>Mark it up on a map. You can use an extract on Google Maps, Six Maps, or another image and draw the routes on it.</p> <p>Whilst this may seem to be self-evident you need to consider the most appropriate route that avoids impacts on others, particularly pedestrians (including school children walking to and from school).</p> <p>A typical response would be:</p> <ol style="list-style-type: none"> 1. Trucks servicing the site shall enter/exit streets of site location during the approved construction hours only. 2. Truck access to and from the site shall be as per the Construction Traffic Management Plan. 3. Truck layover <ol style="list-style-type: none"> a) Trucks not able to enter the site or a Council approved Construction Zone immediately shall wait remote from the site in legal parking spaces and enter the street only when the area is clear for access. b) Trucks waiting in a layover location remote from the site shall not do so until after 6.30 am if parked outside residential premises. c) Trucks waiting at or near the site or in a layover location shall have their engines turned off for the duration of the stay.
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Type A CTMP requirements	Notes
	<p data-bbox="561 277 1505 344">4. Vehicles reversing into or out of the site shall be controlled by accredited traffic controllers.</p> <p data-bbox="561 365 1235 398">A map of routes to be taken by truck drivers is included.</p> 

Type A CTMP requirements	Notes
7. Construction zone requirements	<p>Typical response 1: A construction zone is not proposed at this stage.</p> <p>Typical response 2: A 10 metre long construction zone is anticipated in front of the site as shown in Figure X.</p> <p>Council leaves it up to the owner/builder to determine whether they require a construction zone unless there are site specific circumstances that make it mandatory. Developments larger than single or dual occupancy dwellings are more likely to require a construction zone.</p> <p>The CTMP approval does not approve the construction zone. It just acknowledges the intent.</p> <p>Council guideline for Construction zone guidelines and the application form are located here: https://www.waverley.nsw.gov.au/building/application_forms_and_certificates/application_forms/public_domain_applications</p> <p>The fees can be significant. Contact Council’s traffic and transport team if you have any queries.</p> <p>If you apply for a construction zone but then elect not to have it you pay the application fee only.</p>

Type A CTMP requirements	Notes
8. Parking of light vehicles	<p>State how you plan to manage parking of workers vehicles. This can be difficult if your development is within a time restricted zone.</p> <p>Typical response 1: Some light vehicles will be accommodated within the planned construction zone when it is not required for trucks. Other light vehicles will be accommodated on-street.</p> <p>Typical response 2: Light vehicles will be accommodated on-street.</p>
9. Storage and Skip Bins	<p>Typical response 1: No materials shall be placed, dumped or left on any Council road or footpath area at any time. Skip bins are not anticipated to be required.</p> <p>Typical response 2: No materials shall be placed, dumped or left on any Council road or footpath area at any time. Skip bins are anticipated to be required. Applications for placement of bins will be subject to a separate application.</p> <p>No materials shall be placed, dumped or left on any Council road or footpath area at any time.</p> <p>Use of storage or skip bins will be subject to a separate application if and when required.</p> <p>Satisfaction of your CTMP Consent Condition does not require approval of an application to place a skip bin. You can apply to place a skip bin at any time.</p> <p>The application form for use of skip bins is located here: https://www.waverley.nsw.gov.au/building/application_forms_and_certificates/application_forms/public_domain_applications</p> <p>Click on: "Application to Stand Storage Unit / Container / Skip Bin on Public Road".</p>

Type A CTMP requirements	Notes
10. Neighbours	<p>A statement is required on how and when occupants of neighbouring properties will be advised of excavation and construction activities.</p> <p>Minimum requirement for neighbour notification:</p> <ul style="list-style-type: none"> • 2 properties on either side of the subject site. • 3 properties opposite to the subject site. • 3 properties adjacent to the rear of the site (if applicable). • any other properties abutting the site. <p>Typical response:</p> <p>The following addresses will be notified by letterbox drop prior to the start of construction activities of the programmed timing of works:</p> <ul style="list-style-type: none"> • 32 and 34 Buckley Street – adjacent to the site • 31, 33, and 35 Buckley Street – opposite the site • 10, 12 and 14 Homer Street – at the rear of the site
11. Pedestrians	<p>Typical response:</p> <p>Pedestrians will not be affected. There will be no blocking of footpaths.</p> <p>Pedestrians should be accommodated. The footpath should not be closed. Instead, pedestrians should be assisted by traffic controllers when potential conflicts could occur.</p> <p>A concrete pour using a concrete line pump will require the provision of a pedestrian.</p>
12. Miscellaneous	<ol style="list-style-type: none"> 1. Removed or damaged parking signs shall be replaced immediately. 2. Damaged trees shall be repaired / replaced to the satisfaction of Council. 3. Traffic and pedestrian control shall be in accordance with the TfNSW Traffic Control at Work Sites Technical Manual and Australian Standard AS1742.3 – Manual of uniform traffic control devices - Part 3 Traffic control for works on roads. 4. Reserving of on-street parking shall not occur without prior Council approval. All on street parking spaces outside the site are to remain available for the use by the general public during the approved work hours unless Council signage is installed to the contrary. 5. Barricades, delineators (including bollards, witches hats, barrier boards etc.) shall not be placed in the kerbside parking lane outside or adjacent to the site to reserve on street parking spaces without the prior approval of Council. 6. A separate application to and approval from Council is required for occupation of any road related area (traffic and parking lanes, verge, footpath etc.) even if it is included in the approved CTMP. Fees may apply.
13. Traffic Guidance Schemes	<p>Up to recently a “Traffic Guidance Scheme” (TGS) was called a “Traffic Control Plan” (TCP). They are the same thing.</p>

Type A CTMP requirements	Notes
	<p>Traffic Guidance Schemes show how traffic and pedestrians around the work site will be managed.</p> <p>These plans are usually attached or included as an appendix. They need to be available on-site so that workers know how traffic management is to be implemented.</p> <p>Council has prepared sample traffic guidance schemes for you to use (see attachments at the end of this guide). They may be annotated to suit your site and used as part of the report.</p> <p>Amended or new traffic guidance schemes must be prepared by a TfNSW accredited person.</p>

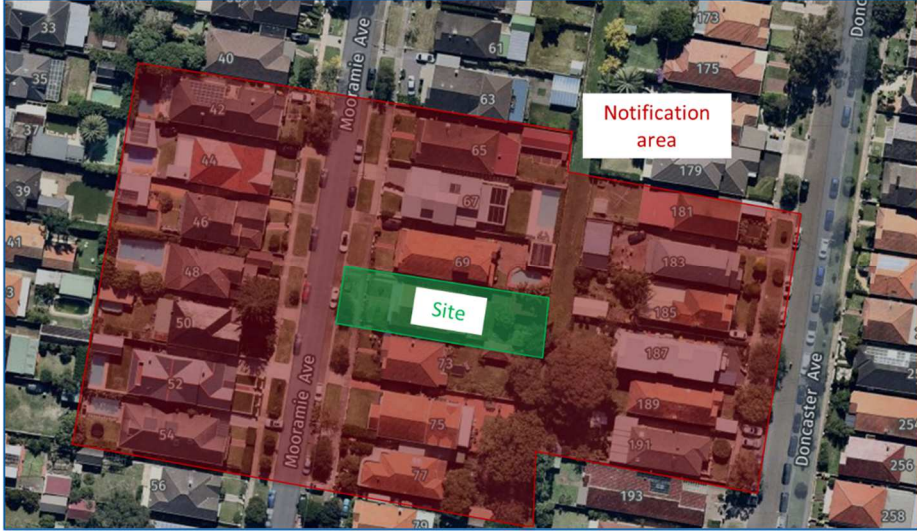
Type B, CTMP – Medium density residential development

Medium density residential development includes:

- Multi dwelling houses
- Residential flat buildings
- Boarding/manor houses
- Serviced apartments
- Shop-top housing
- Group homes/seniors housing

A Type B CTMP should be prepared by your builder, traffic control contractor, or an experienced traffic engineer. It typically includes additional information than a Type A CTMP. This is summarized below.

Type B CTMP additional requirements	Notes
14. Location of any truck holding areas	<p>You will need to provide the proposed location of any truck holding areas (if required). Truck holding areas are typically used for trucks collecting excavated materials.</p> <p>Council generally does not permit truck holding areas in local streets due to impacts on local residents, particularly noise and early morning disruptions.</p> <p>If you do require a truck holding area this should be noted in your report. In some cases, you may need to liaise with TfNSW for the use of parking lanes on state roads such as Oxford Street and Carrington Road.</p>

Type B CTMP additional requirements	Notes
15. Neighbours	<p>A statement is required on how and when occupants of neighbouring properties will be advised of excavation and construction activities. There will be higher levels of construction activity at times during your comparted to a single or dual dwelling.</p> <p>Notification a bit further afield than for a Type A development is in your interest.</p> <p>Typical response:</p> <p>Neighbours from the properties highlighted in the map below will be notified 7 days prior of:</p> <ol style="list-style-type: none"> 1. Dates that excavation and removal of materials occur. 2. Dates when parking control may be in place for activities such as concrete pours. 3. Date of a crane install. <p>Minimum requirement for neighbour notification:</p> <ul style="list-style-type: none"> • 3 properties on either side of the subject site. • 7 properties opposite to the subject site. • 6 properties adjacent to the rear of the site (if applicable). <p>A map is provided below:</p> 
16. Traffic Guidance Schemes (TGS)	<p>The example TGSs attached may not provide enough details for a medium density development. You will need to engage a person who has a valid traffic control qualification (TfNSW accreditation).</p> <p>Some examples for the need for a TGS include:</p> <ul style="list-style-type: none"> • Demolition and excavation – traffic control during removal of materials. • A concrete pour. • Day to day activities (loading and unloading).

Type C, CTMP – High density residential or commercial development

High density developments include:

- Buildings with 20 or more apartments.
- Commercial and/or mixed use developments greater than 300 m² GFA.

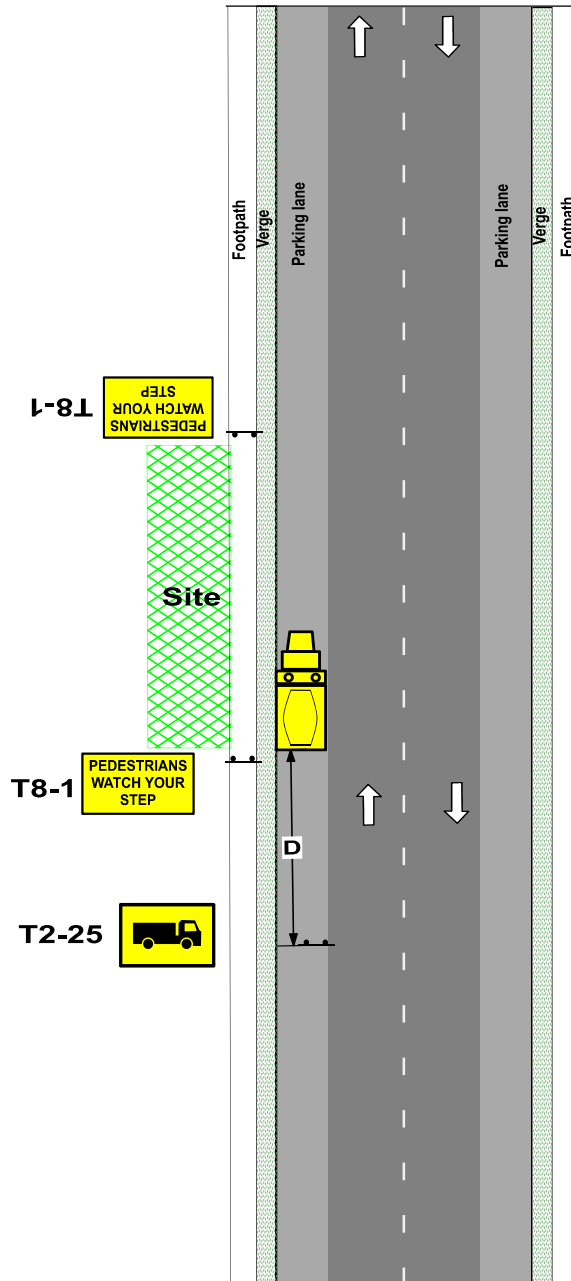
A Type C CTMP should be prepared by your builder, traffic control contractor, or an experienced traffic engineer. It includes information in addition to that required for a Type A and B CTMP.

Type C CTMP additional requirements	Notes
<p>17. Other affected stakeholders</p>	<p>You need to provide additional information regarding any third-party stakeholders that may be affected as part of the building work.</p> <p>Some of the affected stakeholders may include:</p> <ul style="list-style-type: none"> • TfNSW (works adjacent to state roads and works within 100 metres of signalized intersections). • NSW Police (road occupancy). • Taxi Services (Taxi zones). • Bus Services (Bus stops and zones). • Car/Ride share services (car share spaces). <p>All proposals to change existing traffic and parking arrangements will need to be agreed with Council in consultation with the relevant authority or organization. This must be sought prior to CTMP approval.</p>
<p>18. Additional supporting information</p>	<p>In this section you should provide any other information that will help your CTMP report being approved.</p> <p>Some of the additional information that may be required:</p> <ul style="list-style-type: none"> • Swept path wheel drawings for your construction trucks. • Description of a tower crane proposed if required. Note that installation of the crane will require a separate approval.

Attachments – Sample Traffic Guidance Schemes (TGSs) / Traffic Control Plans (TCPs)

Traffic Guidance Scheme (TGS/TCP) Template

Short term work / loading & unloading



Local roads in Waverley LGA:
 Speed Limit = 40 - 50 km/h
 Average Speed = 35 - 45 km/h
 Sign Spacing (D) = 15 metres

Signs and devices shall be positioned and erected so that they:

- are properly displayed and securely mounted;
- are within the line of sight of the intended road user;
- are not and cannot be obscured from view (e.g. by vegetation or parked cars);
- do not obscure other devices from the line of sight of the intended road user;
- do not become a possible hazard to workers, pedestrians, people with disabilities (e.g. trip hazards for people with vision impairment), cyclists or vehicles;
- do not direct pedestrians, cyclists or vehicles into an undesirable path;
- do not restrict sight distance for drivers entering from side roads or streets, or private driveways; and
- are not installed using supports that could be a hazard if struck by a vehicle.



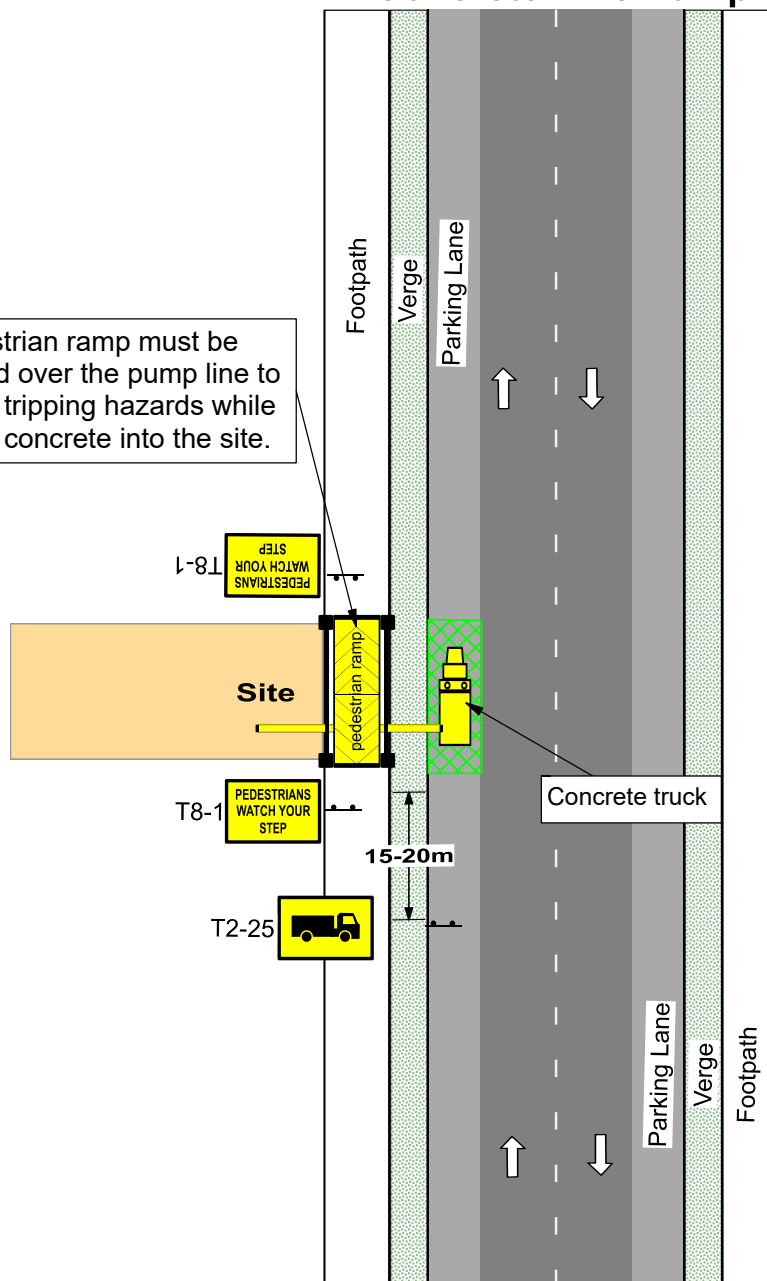
Date: 03/02/2022

Comments:
 Designed by: Paul Cai
 Prepare a Work Zone Traffic Management Plan
 Card Number: 0051553748



Traffic Guidance Scheme (TGS/TCP) Template Concrete Line Pump

A pedestrian ramp must be provided over the pump line to prevent tripping hazards while pouring concrete into the site.



Local roads in Waverley LGA:
 Speed Limit = 40 - 50 km/h
 Average Speed = 35 - 45 km/h
 Sign Spacing (D) = 15-20 metres

Signs and devices shall be positioned and erected so that they:

- are properly displayed and securely mounted;
- are within the line of sight of the intended road user;
- are not and cannot be obscured from view (e.g. by vegetation or parked cars);
- do not obscure other devices from the line of sight of the intended road user;
- do not become a possible hazard to workers, pedestrians, people with disabilities (e.g. trip hazards for people with vision impairment), cyclists or vehicles;
- do not direct pedestrians, cyclists or vehicles into an undesirable path;
- do not restrict sight distance for drivers entering from side roads or streets, or private driveways; and
- are not installed using supports that could be a hazard if struck by a vehicle.



Date: 16/02/2022
Comments:
 Designed by: Paul Cai
 Prepare a Work Zone Traffic Management Plan
 Card Number: 0051553748