



Delivery Management Plan

**Change of Use from Office Building to Residential
Apartments and Associated Alterations, Batley, WF17 6AR**

Prepared for Unitech Industries Group

September 2025

1. Introduction

This Delivery Management Plan (DMP) has been prepared for Unitech Industries Group and is submitted to support of application 2025/70/91841/E.

1.1 Existing Layout.

The site is in the Kirklees Borough of Batley; it is in an area that compromises residential and commercial use.

The development site is located within the commercial grounds of Stellex Batley on Grafton Street, Batley. Grafton Street connects to Bradford Road A652 and Warwick Road with a 30mph speed limit. To the rear of the premises there is a small vehicle repair shop.

The site access road may be restricted with parked vehicles from the neighbouring community, there is a left hand turn into Grafton Street just before the turning on the left into Stellex yard,

2. Delivery Management Plan

This Delivery Management Plan main objective is to safely receive, and store materials required for the project without damage to the existing structures/services and without injury to persons.

Deliveries will take place with the vehicles unloading in the yard area of Stellex Batley as demonstrated in Appendix A.

On occasion unloading may be made as a kerb-side delivery as per Appendix B. In these circumstances goods will be moved into the service area by the Principal Contractor without undue delay.

It is proposed that deliveries are grouped to reduce the frequency of these. Deliveries will be made by a maximum 18-tonne heavy goods vehicle.

Intensification of use:

The use of machinery for unloading building materials is all within the site, not on the public highway. The intensification of use should not occur in the shared access. We have an unloading space at the rear of the building which will later become the parking for the apartments. This is a fenced off area.

Public highways and safety:

The only unloading on the public highway will be for the likes of scaffolders who do not use machinery, or for domestic deliveries such as carpet fitters who will be required to use the front door once the shell is complete. There is no way around this. This is no different to any dwelling replacing their carpets, kitchen etc and again, no machinery is anticipated.

2.1 Service Deliveries

As outlined in application 2025/70/91841, Unitech Industries and Principal Designer / Contractor intend to operate deliveries to the project up until 18:30 Monday to Friday and 13:00 Saturday, with no working Sunday or Public Bank Holidays.

- Deliveries to the site should follow a sequence and adhere to a site works program along with established leads times for delivery, to ensure that the quantity of materials are kept to a minimum. This will be managed by the Principal Contractor/Designer.
- Designated storage areas for materials will be established and ready for use (including hard standing, fencing and constructed shelters) before work commences.
- The site area is to be defined with site hoardings.

2.2 Use of Bankmen

- A banksman will be on hand to intercept and guide large delivery vehicles, and to ensure that existing structures are not damaged and that persons are warned of vehicle movements.
- Forklifts / telehandlers / crane will be under the supervision of the banksman; forklifts are to have reverse warning signals and flashing lights. If telehandlers / cranes are to be used to unload materials then clear communication between the driver, the rigger and the banksman will be established, this can be visual using hand signals or two-way radios.
- All machinery will be within the site compound and will not be operating on the Public Highway.

3. Good Neighbour and Operational Safety Practices.

Material deliveries is a one-man function carried out by the driver, the standard delivery period is 15 minutes, and road closures or diversions are not anticipated as a result of these operations. .

The following practice will be implemented:

- Keep noise to a minimum.
- Switch off engine and radio.

- The considerate of closing of doors (do not slam).

The standard of safety practices for both the driver and banksman will be observed. These include.

- All relevant PPE is always worn (safety footwear, high visibility clothing, head protection).
- Audible and visible warning devices to be used.
- High visibility clothing to be always worn in all areas.
- Only trained persons to be involved.
- An awareness of the risks (a risk assessment).

4. Training and Management

4.1 The following training and management measures will be implemented to ensure compliance with this DMP.

- Banksman training will be undertaken by nominated colleagues from Stellex, to ensure safe vehicle movement on and off site.
- The Principal /Contractor will liaise with Stellex Batley management team to co-ordinate deliveries to site.
- The Site manager will undertake regular checks to ensure the DMP is being adhered to during the hours of 8am-5pm. Details of regular checks will be recorded on the checklist form and kept available for inspection by the local authority should a complaint be raised.
- Stellex colleagues will undertake unannounced checks on an ad-hoc basis to ensure the DMP is being adhered to.

Appendix A

Delete which layout is not applicable to delivery

