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**UK Greetings Ltd
Unit 800
Bretton Park Industrial Estate
Bretton Park Way
Dewsbury
WF12 9BS**

**Construction Method Statement
Environmental Management Plan**

Application No 2025/62/91202/E

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1.0 INTRODUCTION

1.1 *Brief*

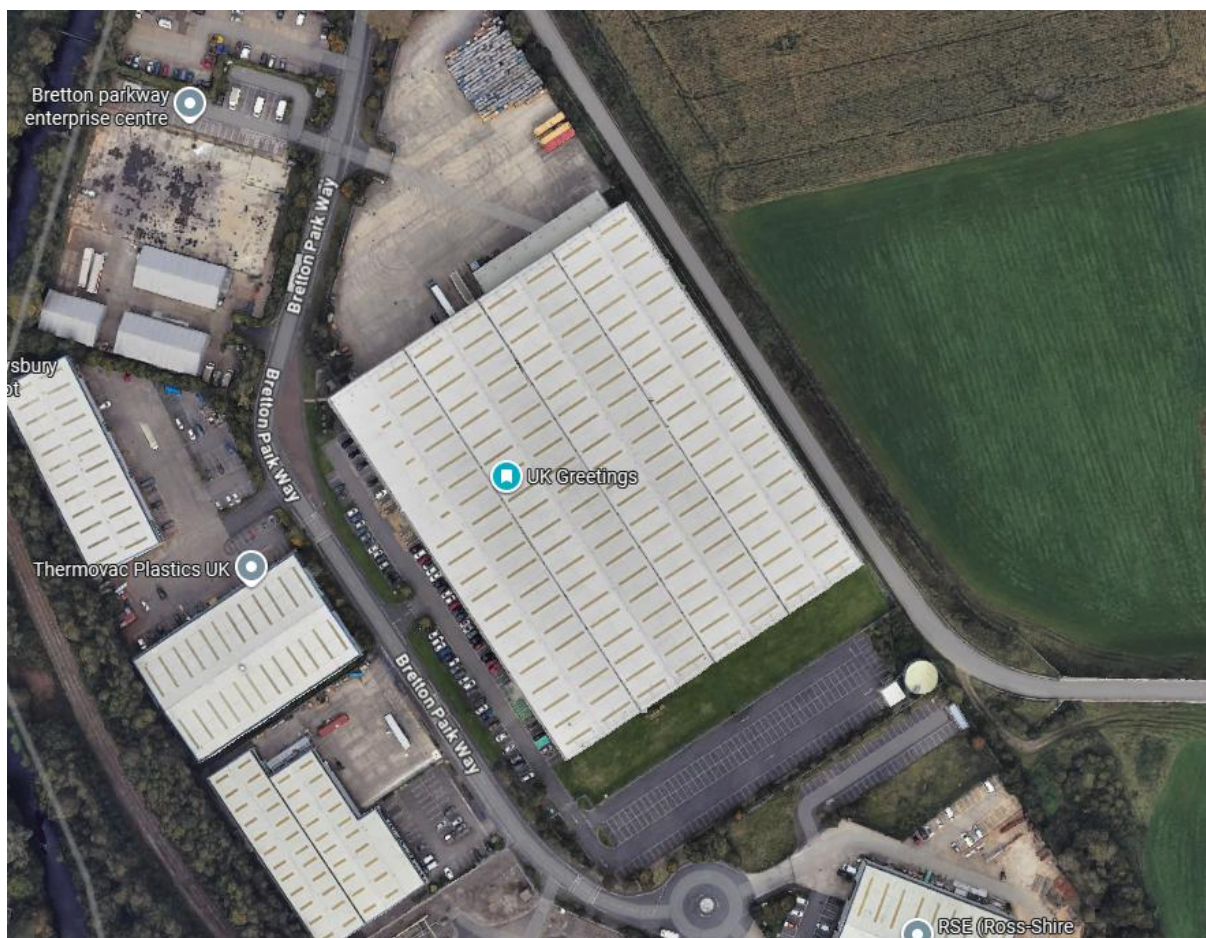
1.1.1 This Construction Method / Environmental Plan (CMEP) has been prepared in support of the planning application **2025/62/91202/E**

1.1.2 This CMEP is in relation to the erection of three-story office extension, alteration of hard surfaced area to car park, with associated works including landscaping.

This document looks to satisfy the above-named planning condition

1.1.3 **Figure 1.1** illustrates the site location.

Figure 1.1: Site Location



- 1.1.4 The purpose of the CMEP is to demonstrate the arrangements that are to be set in place for the management of construction, traffic, access, and safety on site throughout the construction phase of the project.
- 1.1.5 The CMEP provides details of environmental mitigation measures to be employed at the site, along with details for traffic management relating to the construction process
- 1.1.6 The CMEP provides information on the planned HGV routes to the construction site and the associated traffic management proposals required to ensure the existing public road infrastructure is maintained in an acceptable condition.
- 1.1.7 This document is also intended to provide clear guidance to all staff, site users and material suppliers regarding access routes to the site, maintenance requirements for the existing public road and restrictions to vehicle access.

1.2 Legal Compliance

- 1.2.1 Prior to commencing on site, all relevant legislation, including requirements for licenses, and/or consents shall be identified, and confirmation of full compliance obtained and kept on site. The following environmental legislation is applicable to the

Legislation	Reference
Environment Act 1995	General
Environmental Protection Act 1990	General
Water Resources Act 1991	General
Control of Pollution (Oil Storage) Regulations 2001	General
Health and Safety Work Act 1974	General
The Control of Pollution Act 1974	General
Conservation Regulations (1994)	General
The Wildlife and Countryside Act 1981	s.1
Control of Pollution (Amendment) Act 1989	General
COSHH Regulations 2002	General
Waste (England and Wales) Regulations 2011	General
Noise Act 1996	General
Control of Pollution Act (1974)	s31

site.

2.0 CONTROL OF THE CONSTRUCTION PROCESS

2.1 Roles and Responsibilities

- 2.1.1 It is the responsibility of the on-site manager to ensure that a copy of the CMEP is always held at the Contractors administration office and that all the site operatives (including sub-contractors) are fully aware of the requirements set out within the document.
- 2.1.2 The CMEP is to be reviewed by the site manager every week and any changes to procedures, accidents, incidents, or non-compliance recorded by way of an addendum / diary.
- 2.1.3 The Local Planning Authority and Environment Agency (if relevant) will be notified as soon as possible following the detection of:
- Any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution.
 - any significant adverse environmental effects.
- 2.1.4 Written confirmation of actual or potential pollution incidents and breaches of emission limit shall be submitted within 24 hours.
- 2.1.5 In the event of a reportable environmental incident the site manager will be responsible for recording and reporting the event to the Local Planning Authority and Environment Agency. Environmental incidents will be recorded in the site diary.

Principle Contractor

- 2.1.6 For the development works the Principal Contractor will use its own direct resources supplemented by the appointment of external specialist consultants and subcontractors. The CMEP will be implemented through contractual arrangements with its Sub-contractors.
- 2.1.7 The Principal Contractor will hold overall responsibility for the implementation of the CMEP and oversee any environmental issues.
- 2.1.8 The Site Manager will be an employee of The Principal Contractor. The role of the Site Manager will be to:
- Verify that Contractor and Subcontractors have allocated sufficient resources to allow delivery of the CMEP
 - Participate in communication with the Local Planning Authority (LPA) and other third parties as required.
 - Regularly review the findings of the monitoring programme or those delegates with environmental responsibility.
 - Arrange for periodic review and update of the CMS; and,
 - Provide specific responsibilities for those who will be employed on the scheme.

2.2 Health and Safety Management

- 2.2.1 The Principal Contractor must be committed to promoting a positive safety culture.
- 2.2.2 The Health and Safety of the local community and all personnel involved in the project is of the highest importance. Specific risk assessments and supplementary method statements will be produced and developed by the Principal Contractor, as appropriate, prior to the onset of the work.
- 2.2.3 The enforcing authority for Health & Safety on construction sites is the Health & Safety Executive who will be notified of this project, which is a legal obligation. The site will also be managed in full compliance with the current Construction Design and Management Regulations (CDM).

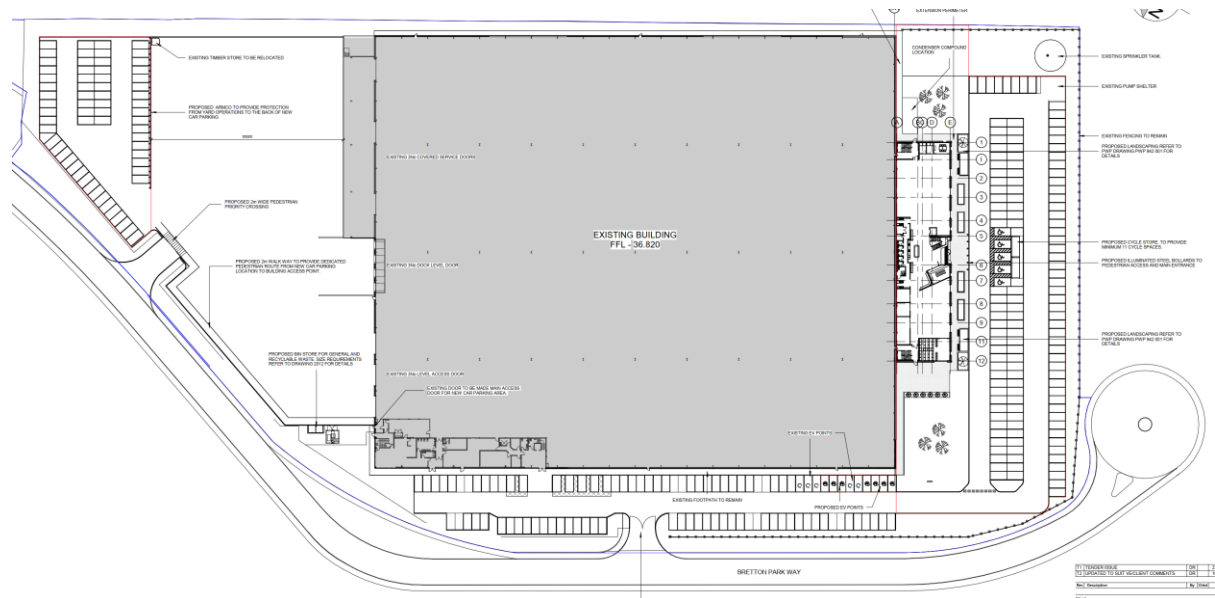
2.3 Management of Unforeseen Incidents

- 2.3.1 The site manager will be responsible for ensuring suitable controls are applied at all times. The site manager will liaise with the Planning Authority and Environment Agency during the work as necessary and will ensure that, in the unlikely event of any nuisance-related issues, they are dealt with effectively and promptly.
- 2.3.2 In the event of a complaint or evidence of pollution of controlled waters, the Contractor will review the incident as follows:
- The cause will be immediately investigated.
 - relevant operations will be suspended.
 - Corrective measures will be applied, and relevant operations will recommence.
 - if corrective measures are not effective, the relevant operations will be suspended, and further controls applied; and
 - actions undertaken will be recorded in the Site Diary.

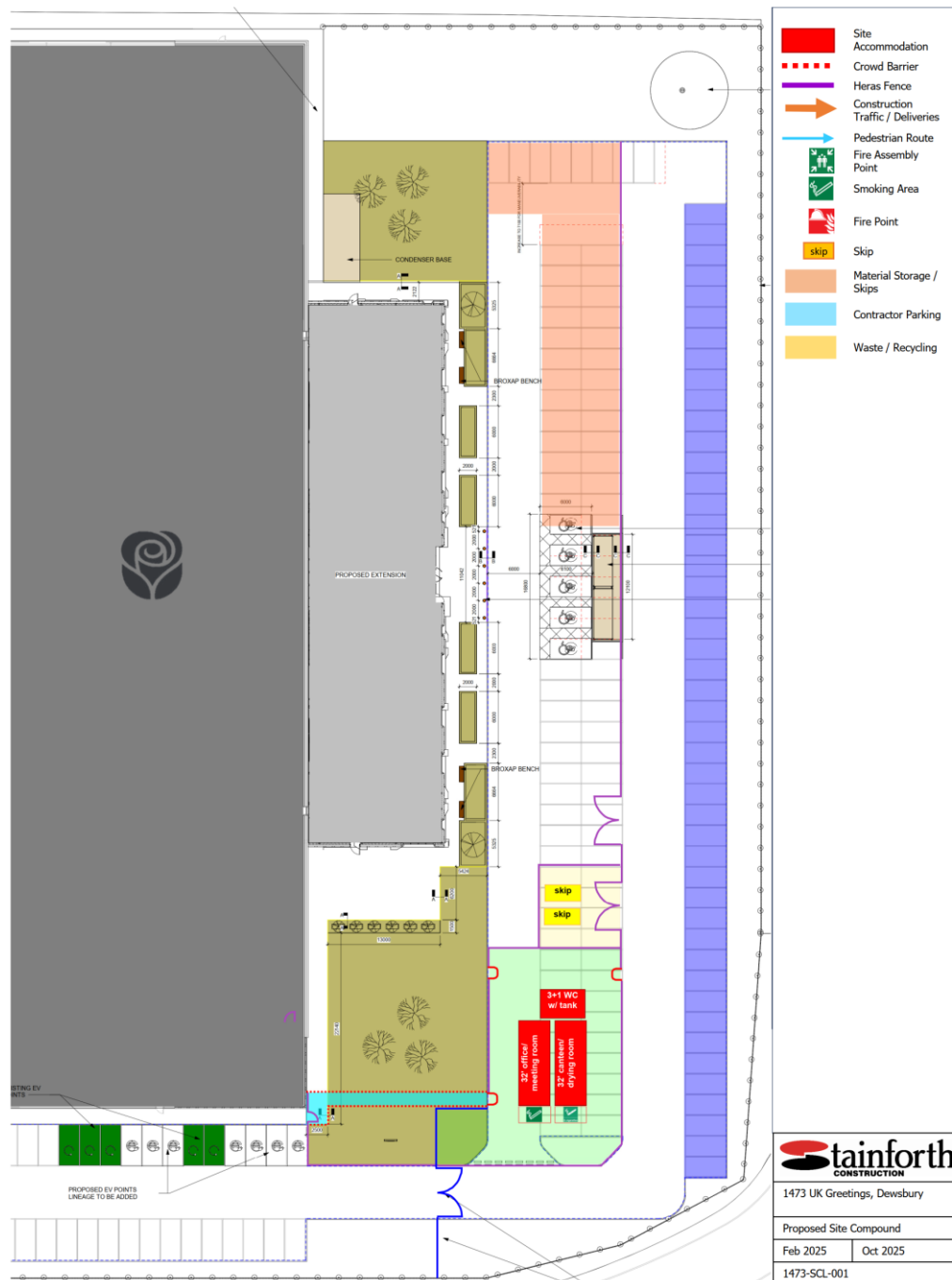
3.0 SITE OPERATION

3.1 *Proposed Development*

Proposed Site Layout



Proposed Compound Layout



3.2 Access Arrangement

- 3.2.1 During construction, access to the site for construction vehicles will be via Bretton Park Way, through the existing car park for the Unit
- 3.2.2 A pedestrian access will be provided from inside the site and managed through some existing palisade fencing. Then managed inside the site via pedestrian barriers mitigate pedestrian clashing with site traffic.

- 3.2.3 Separate vehicle/ plant and pedestrian access and egress will be provided to the works area to create segregation of persons and vehicles.

3.3 *Parking of Site and Staff Vehicles*

- 3.3.1 The site compound area (is noted on the phasing plans 3.1)
- 3.3.2 A compound area is proposed within the site with an office, stage storage and car parking area. Wheel washing facilities will be required at all times.
- 3.3.3 The car park will be used by site staff and visitors. There will be no permitted offsite parking along the main road.
- 3.3.4 Temporary power and water will be applied for and situated within the site compound. Until new supplies have been energized

3.4 *Laydown and Storage*

- 3.4.1 Space will be allocated for laydown and storage of construction materials within proximity to the building to avoid multiple handling and travel distances. These areas will be shown on the site layout drawing which will be displayed in the site offices and discussed in each induction.
- 3.4.2 All contractors will be assigned specific locations for their equipment, and the site will introduce a strict just-in-time policy to optimize the space. At no time will materials be stored or laid down in external or unauthorized areas.
- 3.4.3 All laydown and storage areas will be suitably signed

3.5 *Site Access and Security*

- 3.5.1 The existing unit has a full palisade fence to the perimeter which will be maintained throughout the project and thereafter, thus providing a secure boundary. On site Security for UK Greetings will be present on site throughout the duration.
- 3.5.2 Segregation will be provided by Heras fencing within the site to demarcate vehicle and pedestrian routes. The fencing will be maintained and kept free from non-authorized signs. Signed will be used to warn of construction works and provide information to the public. CCS posters will be in place to confirm who to contact if there is a problem.
- 3.5.3 The Contractors will ensure the site, remains safe and secure at all times, including outside working hours (if needed). Signage will be displayed indicating that there is no access for unauthorized people. It will also signify the entry requirements, i.e., Induction, Method Statement Risk Assessment Approval, and Personal Protective Equipment and face mask always.
- 3.5.4 In addition, all people engaged in the project will undertake a project specific induction which will be delivered by the Site Manager.
- 3.5.5 The competency requirements of the Contractors will be verified during the pre-qualification stage and again on arrival to site. Full compliance with CSCS and affiliated schemes is mandatory for all parties.

3.5.6 Persons authorized to use plant and equipment are to ensure guards are in position and that any other safety devices, e.g., emergency stops, are in working order.

3.5.7 All operatives are to be trained, competent and authorized to operate plant and equipment, ensuring the equipment is compliant with UK legislation i.e., full statutory inspections and maintenance records in place. Fire extinguishers are to be provided in the work areas as required by the hot works procedure.

3.6 Programme of Works

4.6.1 The construction period is estimated to be approximately 48 Weeks. Start on site 23 March 2026

3.7 Traffic Management

3.7.1 The site working hours will be 07:30 hrs. to 16:00 hrs Monday to Friday and 08:00 to 14:00 Saturdays. These hours will apply to all operations including HGVs entering and leaving the site.

3.7.2 In exceptional circumstances, for safety and operational reasons, it may be necessary to work outside of these hours i.e., Sundays and Bank Holidays. Where this occurs, the hours and duration of work will be subject to consultation with the Local Planning Authority.

3.8 Documentation

3.8.1 All vehicles delivering materials will provide an appropriate delivery ticket which will include the following details:

- Driver's name and vehicle registration.
- Quantity of material being delivered.
- Origin (site) of material.

4.0 CONSTRUCTION METHOD STATEMENT

4.1 Introduction

4.1.1 The following statement will cover items relating to Condition 3

4.2 Items to review.

Prior to the works commencing a letter drop will be issued to all residents and businesses to advise of the works and the potential for noise and vibration during the works.

Any complaints relating to noise or vibration will be recorded within the Site Diary. The Site Manager will be responsible for addressing any noise-related problems, including liaison with the complainant. The actions taken to address the issue will also be recorded to avoid a recurrence and so that lessons can be learnt for the future.

4.2.1 Dust

- Vehicles accessing a site are often a primary source of airborne dust. Vehicles would therefore be subject to an on-site speed limit of 10mph and all vehicles delivering materials to the site would be sheeted.
- Access roads will be suitably maintained and kept clear of debris. This will ensure that levels of dust associated with vehicles driving through the site are kept to a minimum. Haul roads and operational areas will be dampened down during dry weather. Areas of bare earth and material stockpiles would also be kept dampened down to minimize the potential for any windblown dust from surfaces.
- Vehicle exhaust can cause surface dust to become airborne. It is therefore proposed that any vehicles or plants based at the site do not have their exhaust pointing in a downward direction.
- Weather conditions can cause considerable problems with operations such as those proposed in terms of airborne dust and mud being tracked onto the public highway. It is therefore proposed to ensure that the Site Manager monitors weather conditions frequently and that action is taken to suspend operations, if necessary, until weather conditions allow. The Site Manager will monitor and log the weather conditions within the Site Diary.
- Any complaints relating to dust emissions will be recorded within the Site Diary. The Site Manager will be responsible for addressing any dust-related problems, including liaison with the complainant. The actions taken to address the issue will also be recorded to help avoid future recurrences.
- On site monitoring of dust levels will be carried out to make sure the PM (particulate matter) is below the required level.
- In summary, it is proposed that dust is managed through several mitigation measures which would include, but not be limited to the following:
 - Frequent monitoring of weather and site conditions by the Site Manager.
 - Ensuring that all HGVs leaving the site transporting excavated engineering materials are sheeted to prevent dust.
 - Enforcement of a 10mph speed limit on site to minimize dust arising from vehicle movements.
 - Good housekeeping measures to promote a clean and tidy site particularly within the surfaced site reception area.
 - Temporary closure of site during exceptionally windy conditions, if considered necessary by the Site Manager.

- Additional guidance if required to manage dust on site can be found in the following documents
 - *IAQM document, guidance on the assessment of dust from demolition and construction, January 2024 (V.2.2)*
 - *Guidance on Monitoring in the Vicinity of Demolition and Construction Sites, October 2018*
 - *The Local Air Quality Management (LAQM) Technical Guidance (TG22), August 2022*

4.2.2 Noise

- The construction works have the potential to give rise to noise. The following operational procedures will be implemented to reduce the potential for noise and to ensure that it does not result in an unacceptable effect on local amenities, including neighbors and other site users:
 - All noise generating activities, including soil stripping, soil movement and stockpiling, placement of inert materials, restoration and seeding, will be confined to the operating hours permitted in the Planning Permission, except for emergency repairs of mobile plant and equipment.
 - All plant and machinery will have effective silencers and be maintained in accordance with the manufacturer's requirements.
 - All equipment, when not in regular use, will be switched off.
 - Working hours will be limited to recommended guidelines from the environmental agency.
 - Use of Generators will be kept to the minimum and site cabins will be supplied from a temporary electric supply. The siting of generators will be in such a location as to reduce the impact on surrounding residents and offices.
- When noisy activity is to be carried out on site monitoring will be carried out to assess the noise levels as noted below. If the levels are exceeded, then additional controls will need to be put in place to reduce the noise and further monitoring carried out
 - outside the nearest window of the occupied room closest to the site boundary should not exceed: 75 dB (LAeq 1hr) in urban areas near main roads or in heavy industrial areas.
- Any complaints relating to noise will be recorded within the Site Diary. The Site Manager will be responsible for addressing any noise-related problems, including liaison with the complainant. The actions taken to address the issue will also be recorded to avoid a recurrence and so that lessons can be learnt for the future.

4.2.3 Vibration

- Any work that could create / cause vibration will be assessed prior to commencement to see if the works can be carried out in such a way as to reduce the impact on adjacent sites and properties
- Vibration equipment will be set up at the boundary of the site to monitor and record any vibration at the site perimeter
- If vibration limits exceed the permitted levels, then work will be stopped immediately and alternative / different means of carrying out the work will need to be reviewed.
- Location of plant that may cause vibrations that can be located away from another establishment must be considered within the site set up plan.
- All plant must be maintained to reduce the risk of causing additional vibration

- All works that might cause vibration must follow site permitted working hours

4.2.4 Loading and unloading of plant and materials

- No loading or unloading of plant will be permitted outside the site boundary
- Signage will be installed to the site fencing at all access gates clearly stating no parking / no waiting of delivery vehicles and no unloading
- All stakeholders will be notified of the site hours and the restrictions with respect to off-site parking and unloading with all orders issued.

4.2.5 Storage of plant & Materials

- Storage of plant and materials will be stored on site in designated areas within the laydown area.
- Laydown area indicated on the site plan 3.1
- Laydown area indicated on the site plan will be updated as the project progresses and scope of works changes.

4.2.6 Construction Waste

- All on site construction waste will be segregated into individual skips to enable maximum recycling to be achieved.
- All excavated material will be WAC tested to evaluate its level of hazered
- All material / waste removed from site will be by a registered carrier.
- Excavated materail will be segregated on site and any material that can be reused will be stored untill required.
- Where possible reclaimed aggrigated will be used with in the construction proses.
- All waste consiments must be fully documented and recorded.
- Any hazardust waste must be segregated and preventet from entraing the drainage /water system.
- All ordering of material must be checked so as not to overorder increasing waste on site.

4.2.7 Pests

- All site waste that will attract pest must be stored in covered / sealed containers.
- Daily colloletions of canteen waist must be carried out and deposited in the propreat cotaners
- No food products should be left outside at any times
- If pest become apprant on site action will be taken to mittigate the problem

4.2.8 Parking

- See Section 3.2

4.2.9 Signage

Signage to be displayed at:

- Site entrances
- Refueling and fuel storage areas
- Chemical and hazardous substance storage areas
- Waste segregation and storage areas
- Near surface water drains and watercourses

- Temporary stockpile areas
- Site compound and welfare areas

Locations will be identified on the Site Layout Plan

- All signage will be clearly visible, weather-resistant, and securely fixed.
- Signs will comply with relevant safety and environmental standards
- The Site Manager / Environmental Manager will inspect signage weekly.
- Damaged, defaced, or missing signs will be replaced promptly.
- Temporary signage will be installed for short-term activities (e.g., concrete pours, fuel deliveries).

4.3 Procedures

4.3.1 All points noted in 4.2 will be noted within the CCP issued to site.

4.3.2 All points noted in 4.2 will be covered with in the site induction.

