

Anglia Square, Norwich Transport Assessment: Delivery and Servicing Plan

Dated March 2022

**Weston
Homes**





MARCH 2022

Delivery and Servicing Plan

Anglia Square, Norwich

Iceni Projects Limited on behalf of Weston Homes Plc

March 2022

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ON BEHALF OF WESTON
HOMES PLC

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Delivery and Servicing Plan
ANGLIA SQUARE, NORWICH

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1. INTRODUCTION

- 1.1 This Delivery and Servicing Plan (DSP) on behalf of Weston Homes Plc (the Applicant) in support of a hybrid (part full/part outline) planning application, (the Application), submitted to Norwich City Council (NCC) for the comprehensive redevelopment of Anglia Square and various parcels of mostly open surrounding land, (the Site), as shown within a red line on drawing 'ZZ-00-DR-A-01-0200'.
- 1.2 The Site is located in a highly accessible position within the northern part of Norwich City Centre and comprises a significant element of the Anglia Square/Magdalen Street/St Augustines Large District Centre, (the LDC). It is thus of strategic importance to the City, and accordingly has been identified for redevelopment for many years within various local planning policy documents, including the Northern City Centre Area Action Plan 2010, (NCCAAP), (now expired), the Joint Core Strategy for Broadland, Norwich and South Norfolk 2014, (JCS), and NCC's Anglia Square and Surrounding Area Policy Guidance Note 2017, (PGN). The Site forms the principal part of an allocation (GNLP 0506) in the emerging Greater Norwich Local Plan (GNLP).
- 1.3 This application follows a previous application on a somewhat smaller development parcel, (NCC Ref. 18/00330/F) made jointly by Weston Homes Plc as development partner and Columbia Threadneedle Investments, (CTI), the Site's owner, for a residential-led mixed use scheme consisting of up to 1,250 dwellings with decked parking, and 11,000 sqm GEA flexible ground floor retail/commercial/non-residential institution floorspace, hotel, cinema, multi-storey public car park, place of worship, and associated public realm and highway works. This was subject to a Call-in by the Secretary of State (PINS Ref. APP/G2625/V/19/3225505) who refused planning permission on 12th November 2020, (the 'Call in Scheme').
- 1.4 In April 2021, following new negotiations with Site owner CTI, Weston Homes decided to explore the potential for securing planning permission for an alternative scheme via an extensive programme of public and stakeholder engagement, from the earliest concepts to a fully worked up application. The negotiations with CTI have secured a "Subject to Planning" contract to purchase the Site, (enlarged to include the southeastern part of Anglia Square fronting Magdalen Street and St Crispins Road), which has enabled a completely fresh approach to establishing a redevelopment scheme for Anglia Square. This has resulted in a different development brief for the scheme, being to create a replacement part of the larger LDC suited to the flexible needs of a wide range of retail, service, business and community uses, reflective of trends in town centre character, integrated with the introduction of homes across the Site, within a highly permeable layout, well connected to its surroundings.
- 1.5 The new development proposal seeks to comprehensively redevelop the Site to provide up to 1,100 dwellings and up to 8,000sqm (NIA) flexible retail, commercial and other non-residential

floorspace including Community Hub, up to 450 car parking spaces (at least 95% spaces for class C3 use, and up to 5% for class E/F1/F2/Sui Generis uses), car club spaces and associated works to the highway and public realm areas (the Proposed Development). These figures are maxima in view of the hybrid nature of the application. This proposes part of the scheme designed in full, to accommodate 367 dwellings, 5,808 sqm non-residential floorspace, and 146 car parking spaces (at least 95% spaces for residential use, and up to 5% for non-residential use), with the remaining large part of the Site for later detailed design as a “Reserved Matters” application, up to those maxima figures.

- 1.6 This DSP provides NCC, and Norfolk County Council (NCoC) as the local highway authority, with the framework strategy to be put in place to manage delivery and servicing trips that will be made to the Proposed Development.
- 1.7 The DSP there provides information including likely timings of deliveries, frequency, type of delivery vehicle and servicing arrangements.
- 1.8 The occupiers / tenants for the proposed uses at the site are currently unknown and therefore this DSP aims to establish the policies and principles that these future occupiers must adhere to.
- 1.9 The DSP will be implemented prior to occupation of the units and will be regularly reviewed by future occupants, in conjunction with NCC / NCoC, to ensure it remains current. If it is deemed that a revised strategy is necessary, then an updated DSP will be provided.
- 1.10 This DSP is intended to be a living document, and the site occupants (both residents and commercial enterprises) will be made aware. The residents will be provided with the relevant information via the ‘Home Owners Manual’ given to each purchaser on completion of their purchase of the dwelling, and the occupiers of the commercial units will be provided with a copy of the DSP. A management company on-site will be able to both assist residents and commercial occupiers as well as enforce any procedures.

2. SERVICING STRATEGY

Site Location

- 2.1 The main site area (Anglia Square) is bounded by New Botolph Street and Pitt Street to the west, Edward Street to the north, Magdalen Street to the east and St Crispin's Road to the south. The Site comprises the entirety of the land within this area, except for a vacant two storey retail unit (the former Barclays Bank) site within the north-eastern corner of the site and the two storey Surrey Chapel site within the south-west frontage of the site (which are both in separate ownerships). In addition, the Site comprises a parcel of land to the northwest of New Botolph Street/west of Edward Street, and an area of land to the north of Edward Street and west of Beckham Place, both currently unsurfaced and used for surface level car parking.
- 2.2 A full description of the site location and local highway network / accessibility of the site is provided within the Transport Assessment which accompanies this application.

Surrounding Highway Network (Existing Situation)

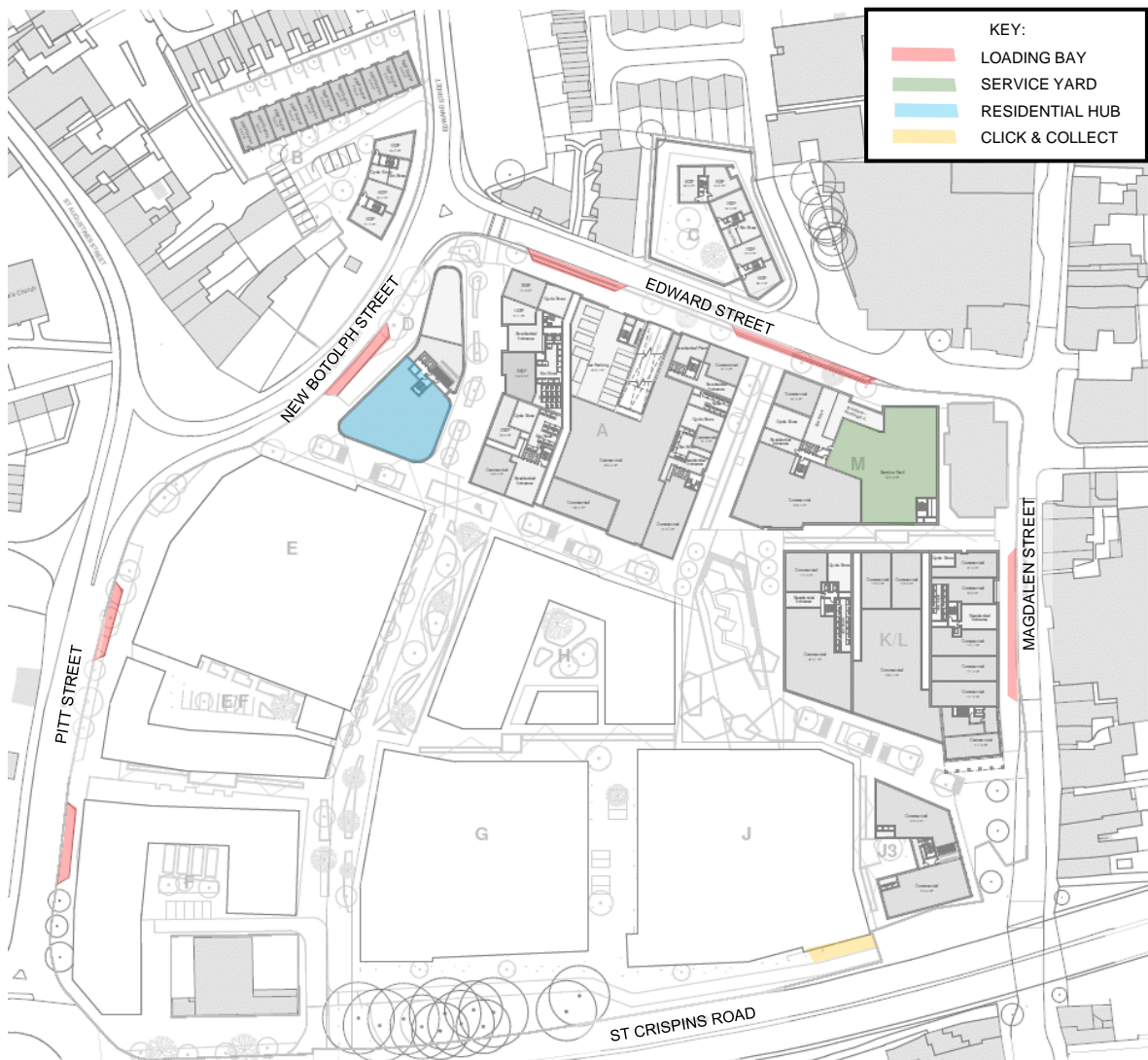
- 2.3 The local highway network predominantly consists of A and B classified roads, along with local roads.
- 2.4 The A147 St Crispins Road runs parallel to the Site along its southern frontage, and is a dual carriageway which forms part of the Norwich Inner Ring Road. St Crispins Road provides vehicular access to the Site via Botolph Street and Upper Green Lane, both of which are left-in only.
- 2.5 From St Crispins Road, Botolph Street continues one-way northbound across the Site, providing access to Cherry Lane, an internal service road, to parking associated with the Surrey Chapel and the units fronting onto Pitt Street, as well as to two surface car parks. Botolph Street then connects with New Botolph Street via a left turn only junction.
- 2.6 Likewise, Upper Green Lane takes access from St Crispins Road on the flyover and continues one-way northbound through the Site, providing access to the MSCP and the northern surface car park previously mentioned, before forming a two-way working priority junction with Edward Street.
- 2.7 Edward Street continues to run across the northern boundary of the Site (with the exception of the separate parcels of land previously mentioned) and then forms a 'left in left out' junction with Magdalen Street to the east, with the exception of buses / taxis which can turn right down Magdalen Street. To the west, Edward Street also forms a 'left in left out' junction with New Botolph Street, with Edward Street continuing northbound (i.e. the left in).

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- 2.8 Heading south of this junction, New Botolph Street connects with the A1402 Pitt Street, which bounds the Site to the west. This road has two lanes travelling southbound towards the roundabout junction with St Crispins Road / Duke Street, and one lane travelling northbound which becomes a one-way link to St Augustines Street at the junction with New Botolph Street. A1402 Pitt Street gives access to the Outer Ring Road and A140 Cromer Road to the north towards Norwich International Airport.
- 2.9 Magdalen Street bounds the Site to the east, and runs one-way northbound with a southbound bus and cycle only lane from the junction with Edward Street to the junction with Colegate to the south of the Site. To the north Magdalen Street gives access to A1151 Magdalen Road, which connects to B1150 Magdalen Road and A1151 Sprowston Road, both of which give access to A1402 Outer Ring Road.
- 2.10 All roads in the vicinity of Anglia Square are subject to a 30-mph speed restriction..

Proposed Servicing Strategy

- 2.11 Delivery and servicing associated with the Proposed Development is to be kept to the edge of the Site wherever possible, in order to keep the internal areas vehicle-lite and dedicated towards being pedestrian / cycle friendly spaces with associated landscaping and active frontages. It is therefore proposed to have several loading bays along the roads bounding the Site, as shown in **Figure 2.1**. However, there is also a dedicated internal servicing yard proposed in the north-eastern corner of the development, and two internal servicing routes in the southern section of the Site. The locations of the bays and internal servicing areas are shown in more detail at **Figure 2.1**.

Figure 2.1 – Proposed Delivering / Servicing Facilities



2.12 As can be seen, loading bays are proposed on Pitt Street (x2), New Botolph Street, Edward Street (x2) and Magdalen Street. These bays have been designed in accordance with the standards and have also been subject to a SPA assessment to ensure the necessary vehicles can enter and exit them in a forward gear – this is shown at **Appendix A1**.

2.13 To prevent abuse of the laybys, restrictions will be put in place to limit the amount of time a vehicle can set down here, and the associated use. In line with other loading bays within the vicinity, the restrictions are likely to be a 30-minute set down with no return within the hour for deliveries, but this can be discussed further should planning permission be granted.

2.14 For the bay on Edward Street adjacent to the service yard, it is proposed for this to predominantly serve as a bay for short stay parking, with a 20-minute restriction and no return within 4 hours. However, it is considered that it can also be used for refuse collection as necessary.

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- 2.15 The Proposed Development also includes a residential hub, located in Block D and adjacent to the loading bay on New Botolph Street. This residential hub will have storage area for parcels and will therefore be the focus of residential deliveries, hence why it benefits from a dedicated loading bay immediately to its frontage. This bay is therefore likely to be subject to higher use than the remainder of the bays and thus is designed to accommodate delivery / servicing vehicles at all times. For the remainder of the bays, it is proposed for them to be designed so that they can operate as footway when not in use, similar to the existing bay on St Augustines Street just north west of the Site.
- 2.16 In addition to the bays, Block M features a service yard at the ground floor level to serve the adjoining commercial units. This service yard has been designed to accommodate 3 10m Rigid Vehicles, and can also accommodate a 16.5m Articulated Lorry should it ever be required. SPA has been undertaken for this yard, which demonstrates these vehicles can enter and exit in forward gear, as shown at **Appendix A1**. There is also an area set out for 'click & collect' style vehicles to the front on Block J – further details on this will be provided at the reserved matters stage.
- 2.17 A description of the proposed strategy for each block is provided in the following paragraphs, although as mentioned for each of the blocks the residential units are expected to predominantly utilise the residential hub / associated loading bay.
- 2.18 For Block A, any delivery / servicing vehicles that need to serve these units directly will be able to do so from the loading bay provided on the western end of Edward Street.
- 2.19 For Block B, in the north western corner of the Site (separate land parcel), it is proposed for delivery and servicing vehicles to enter this parcel from Edward Street via the access, and they will be able to set down / turn within the car parking area to the rear. SPA has been undertaken to ensure that the required vehicles can undertake this manoeuvre. Block B will only comprise 25 residential units and therefore the associated delivery and servicing movements are expected to be minimal.
- 2.20 For Block C, the separate parcel of land adjacent to Beckham Place, delivery and servicing vehicles will be able to continue with existing practices where they turn at the end of Beckham Place, and will then be able to stop on the road to serve the site before exiting back to Edward Street in forward gear. Similar to Block B, this block only has 21 units so again will be the subject of a minimal number of delivery and servicing trips, especially when accounting for the residential hub.
- 2.21 Block D features the residential hub so all deliveries and servicing are expected to take place via that, making use of the bay on New Botolph Street.
- 2.22 Blocks E and F, on the western front of the Site, benefit from the proposed loading bays on Pitt Street. Block F also provides an internal turning head which allows a refuse vehicle to enter the Site and collect the refuse for this block internally, before exiting and turning in forward gear.

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- 2.23 For the blocks to the southern side of the Site, i.e. G, J (within the Outline parcel) and J3 it is proposed for delivery / servicing vehicles to enter the Site via the new St Crispins Road access and then route along the internal road running parallel to St Crispins Road, where they will be able to stop and serve the respective blocks. A turning head is provided between Blocks G and J which will allow the vehicles to exit the Site in forward gear.
- 2.24 Block H, which is located in the centre of the Site, will have a managed solution where vehicles will have to park at the alternative locations and then walk to the Block, or make use of the residential hub. For refuse / recycling, the management team will transfer the waste associated with Block H to an alternative block on collection days.
- 2.25 The commercial units with Block K / L will also be utilise this service yard, with a dedicated route between the units and the yard provided. For the residential units in these blocks, the proposed loading bay on Magdalen Street will be suitable to accommodate deliveries that are not made via the hub.
- 2.26 Access through the Site is also maintained for Alladins Cave, although this unit falls outside of the site demise.

Types, Times and Frequency of Delivery Vehicles

- 2.27 Both the residential and the commercial elements of the Proposed Development will generate a level of delivery and servicing trips. As part of the Call in Scheme, the Transport Assessment estimated that residential developments typically generate 8 to 9 deliveries per 100 dwellings, per day. This estimation was based on the TRICS database. Applying this to the Proposed Development of 1,100 dwellings, between 88 and 99 deliveries per day. Most of these deliveries will already be on the network delivering to existing residential properties within the local area.
- 2.28 The majority of these deliveries will be made by light goods vehicles (LGVs), typically a transit van or smaller. There will be the occasional larger vehicle i.e. a 7.5t box van, and on the rare occasion a larger vehicle such as a 10m Rigid.
- 2.29 Where possible, these residential deliveries should be requested outside of peak hours. The provision of the residential hub (and associated parcel storage space) should help facilitate this as it will allow residents to organise deliveries and then collect at a later time, and also greatly minimise aborted / repeated visits.
- 2.30 For the commercial element, it is difficult to predict the exact delivery and servicing characteristics given the flexibility of the planning application and, therefore, the future occupiers are not known. However, it should be noted that there is a significant level of extant commercial floorspace at the Site which generate a high number of servicing trips. The information provided by the on-site

management showed that with higher operation needs of Anglia Square, as it was in 2021, the dedicated loading areas provided within the Site accommodated a total of approximately 250 movements associated with deliveries and servicing on a typical day. For the Proposed Development, this number is expected to reduce given the decrease in quantum of floorspace.

- 2.31 Once occupied, the commercial units will be made aware of the servicing opportunities available to them – specifically the dedicated service yard in the north western corner which is adjacent to a number of the proposed commercial units.

3. SERVICING MANAGEMENT

- 3.1 As mentioned previously, the Site will benefit from internal servicing areas providing opportunities for services vehicles to load / unload off-street.
- 3.2 Further servicing management systems for both the commercial and residential elements are provided in the section below. Notwithstanding, if any problems are identified, the occupiers will work with the local authority and any necessary third parties to provide an appropriate solution.

Residential Use

- 3.3 The Proposed Development will benefit from a residential hub / concierge area, which will be the main facility for managing deliveries on-site. It is proposed the majority of deliveries will go via this hub, with the adjacent loading bay on New Botolph Street facilitating vehicle set-down. The hub will therefore act as a storage area for residents to collect from i.e. a delivery will take place to the hub during the day and the specific resident would collect this delivery from the hub when convenient (likely to be as they return back to their apartment after work). When the hub receives a delivery it will be stored and then the specified resident will be contacted to let them know they have a delivery to collect.
- 3.4 This management strategy is proposed to ensure that delivery vehicles predominantly have one central area to go to rather than each individual unit, thereby reducing their dwell time considerably.
- 3.5 Residents who move into the development will be provided with an information pack on their arrival day. This information pack will provide information on the delivery and servicing arrangements at the site. Residents will therefore let delivery drivers know the restrictions in place and the opportunities available for them to stop at the site i.e. the hub, or if necessary the alternative loading bays. Residents will also be encouraged to arrange for deliveries / servicing to take place at a convenient time i.e. outside of peak hours.
- 3.6 Any site maintenance style servicing trips will be pre-arranged where necessary, with the delivery time and duration agreed with the site management company to help minimise the impact upon the daily servicing requirements.

Commercial Use

- 3.7 For the proposed commercial units, the responsibility for the management of associated servicing will be with the individual unit, and coordinated with site management where it relates to the use of the service yard.

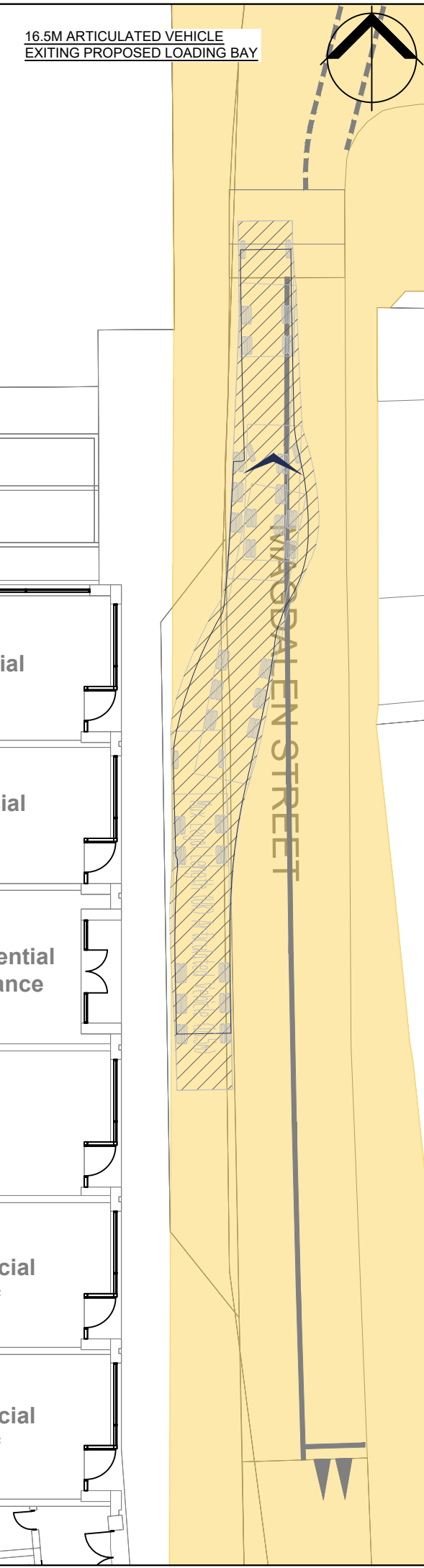
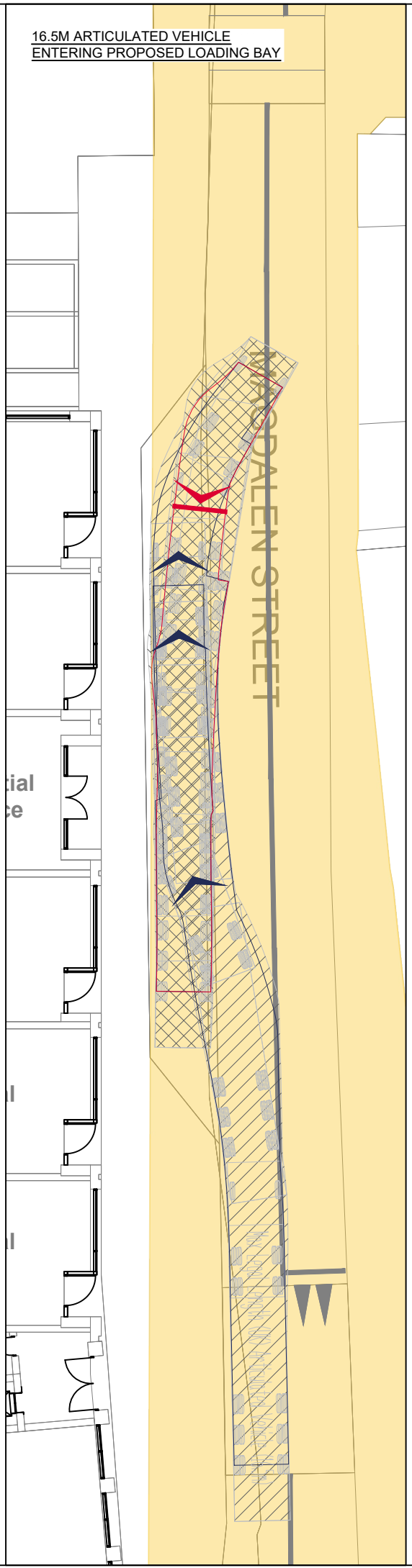
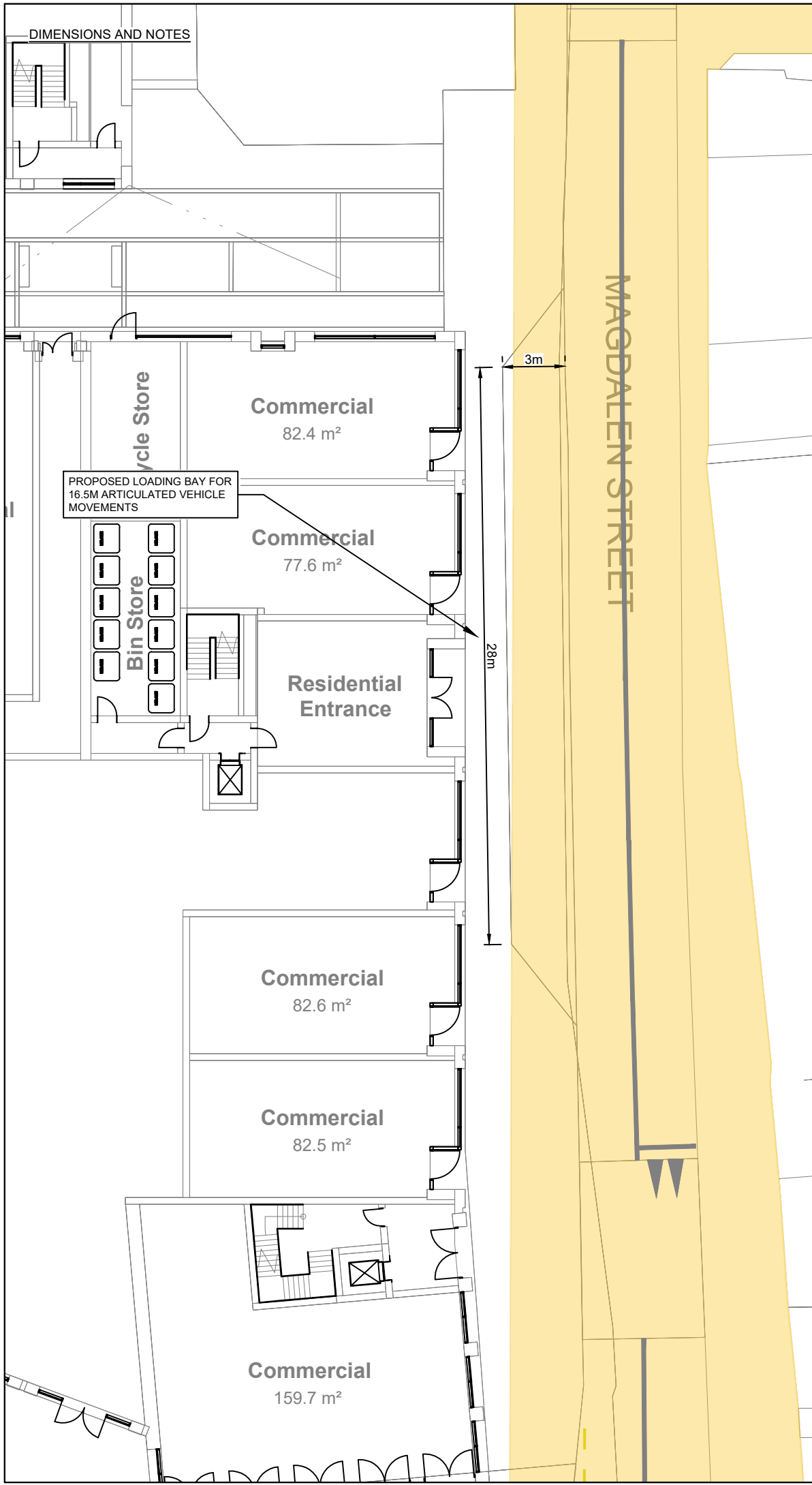
3.8 The following procedures will be put in place to manage the servicing and deliveries associated with the commercial units:

- The Manager will look to set up and manage a booking system by which all occupiers and suppliers should adhere to.
- Where possible, suppliers will book deliveries with the specific unit, and they will be asked to provide a delivery time slot. The manager will also ensure wherever possible that deliveries are undertaken outside of peak hours and will not be occurring within the same timeframes.
- If a servicing vehicle is expected to arrive earlier or later than planned, they will be expected to phone ahead in advance to alert members of staff, and follow subsequent instructions. They will be advised on the phone if a revised booking slot is available at their anticipated arrival time. If a revised booking slot is not available for when the supplier expects to arrive, they will be advised of the next available booking slot in advance of arriving at the site.
- Occupiers will be encouraged to re-load the delivery vehicles with waste packaging etc. where possible to both ensure that the number of vehicles serving the site is kept to a minimum, and improve sustainability.
- A formal letter will be provided to all potential unit occupiers to request deliveries are timed to adhere to the restrictions and inform which access route to take. An example letter is provided at **Appendix A2**.
- Where possible, drivers will be fully briefed on, and provided with, the routing strategy.
- The Manager will also provide a point of contact for any necessary external stakeholders, including NCC to discuss any matters relating to servicing at the Site.
- The Manager will monitor deliveries and servicing of the units and the management plan can be modified as appropriate to respond to any issues as they arise.

4. REFUSE COLLECTION

- 4.1 Significant consideration has been made to establish the most appropriate location for refuse storage and collection.
- 4.2 All refuse bins associated with the proposed development will be stored off the highway and not on the footway. The site benefits from dedicated refuse storage areas at the ground floor level which are strategically located close to the collection areas. The ground between the storage location for bulk bins and the loading position will be smooth, hard surfaced and without any kerbs.
- 4.3 No refuse will be moved, removed or placed outside of the designated areas prior to collection.
- 4.4 The scheme will provide traditional storage and collection methods in line with policy and existing practices currently employed within Norwich. Separate refuse services would serve the commercial and residential elements, with the residential served from the periphery of the Site.
- 4.5 Further detail on the refuse collection strategy to be employed will be provided at the reserved matters stage.

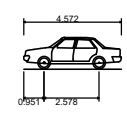
A1. SWEEP PATH ANALYSIS



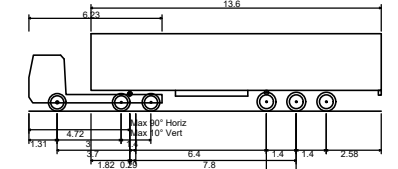
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VEHICLE PROFILE:



Skoda Octavia
 Overall Length 4.572m
 Overall Width 1.769m
 Overall Body Height 1.488m
 Min Body Ground Clearance 0.249m
 Max Track Width 1.713m
 Lock to lock time 4.00s
 Kerb to Kerb Turning Radius 5.100m



Max Legal Length (UK) Articulated Vehicle (16.5m)
 Overall Length 16.500m
 Overall Width 2.550m
 Overall Body Height 3.632m
 Min Body Ground Clearance 0.396m
 Max Track Width 2.500m
 Lock to lock time 6.00s
 Kerb to Kerb Turning Radius 6.870m

REV	DATE	AMENDMENTS	DRAWN	CHK	APP
D	29.03.2022	REVISED LAYOUT	AP	RJ	CB
C	24.03.2022	UPDATED SITE LAYOUT	AP	RJ	CB
B	14.03.2022	REVISED LAYOUT AND MINOR AMENDMENTS	AP	RJ	CB
A	18.01.2022	MINOR AMENDMENTS	AP	RJ	CB

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CLIENT _____

WESTON HOMES PLC

PROJECT _____

ANGLIA SQUARE

TITLE _____

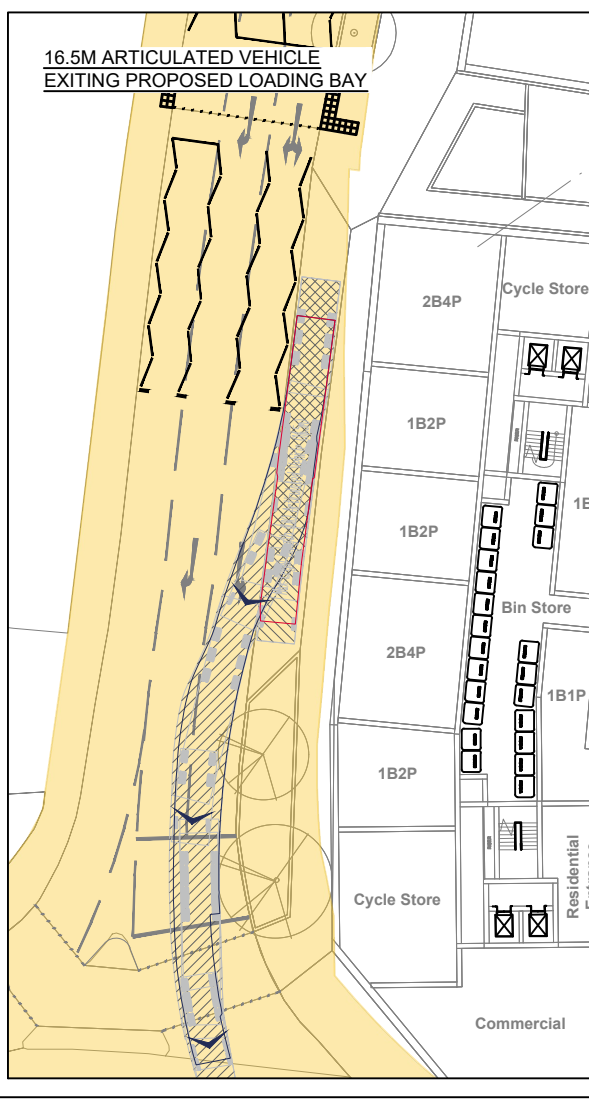
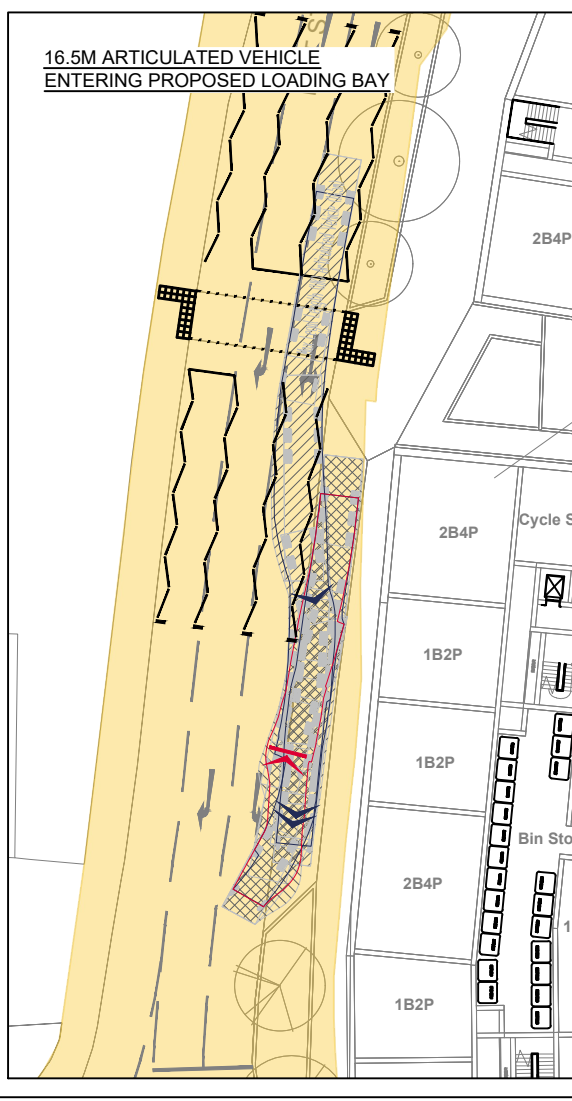
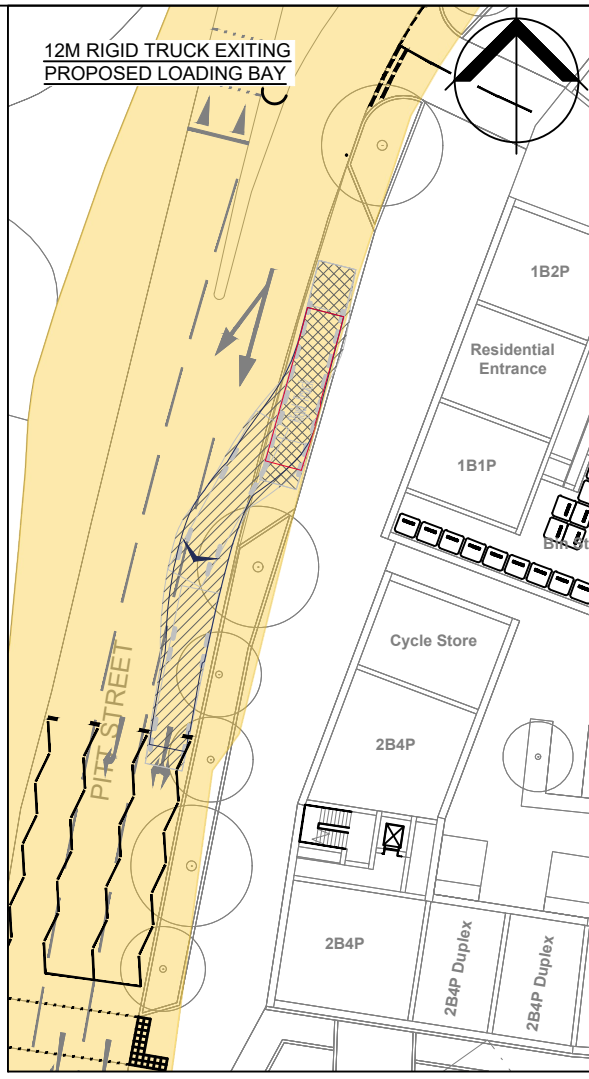
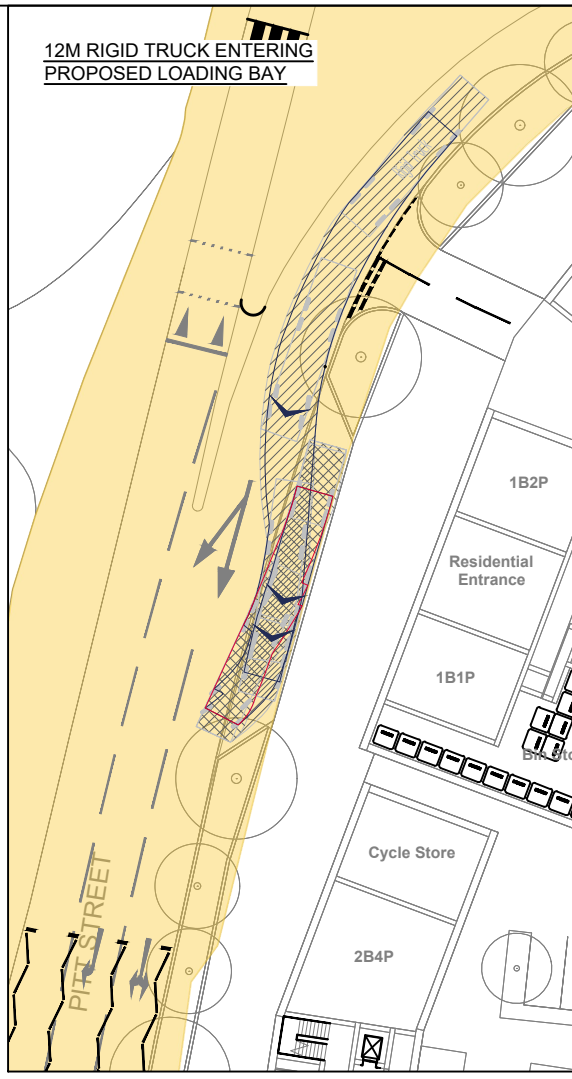
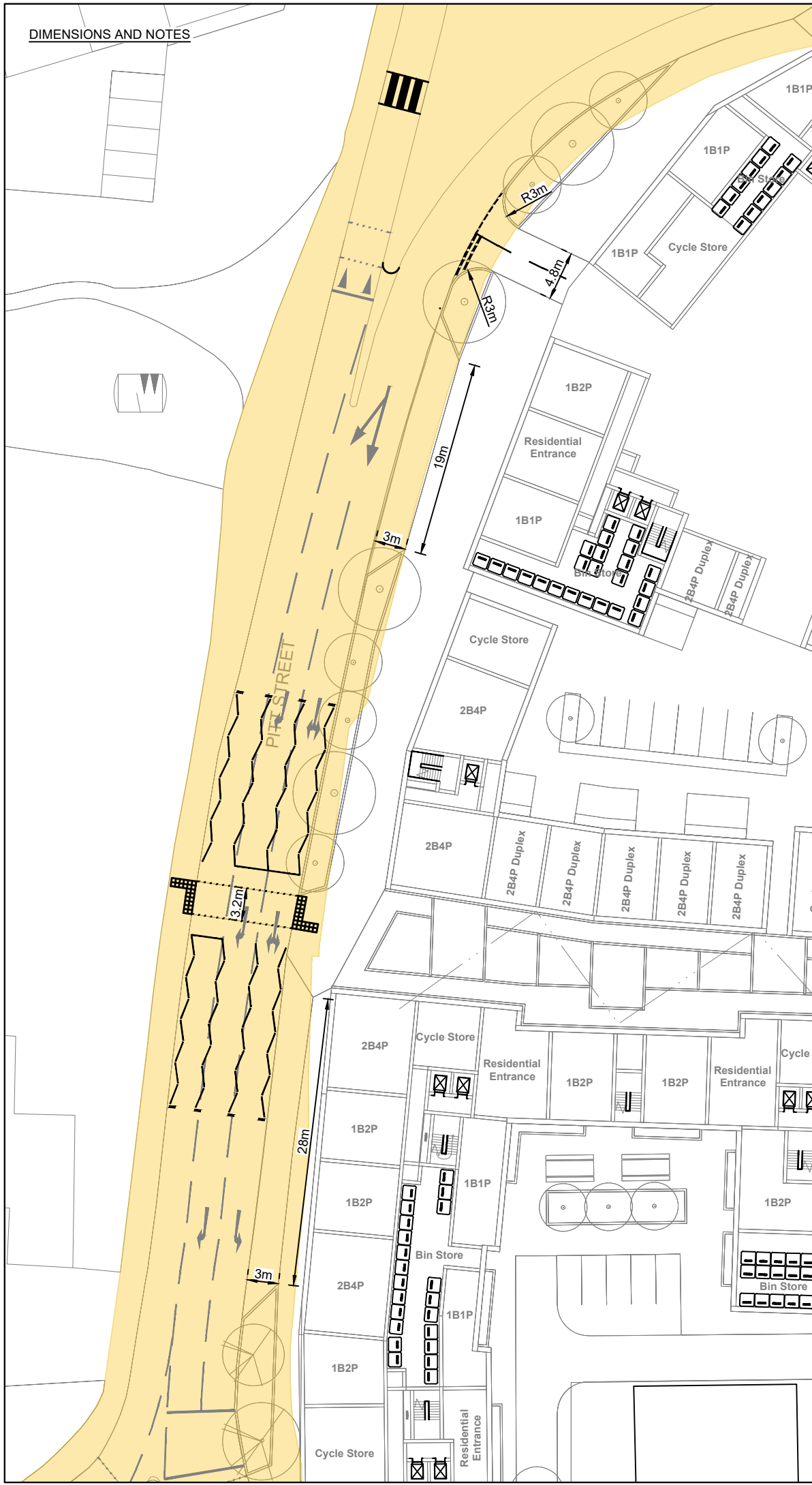
INITIAL HIGHWAYS WORKS

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	17.12.2021	17.12.2021

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
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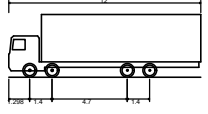
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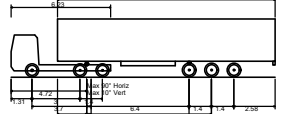


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VEHICLE PROFILE:

	Skoda Octavia	4.572m
	Overall Length	1.769m
	Overall Width	1.468m
	Overall Body Height	0.249m
	Min Body Ground Clearance	1.713m
	Max Track Width	4.93s
	Lock to lock time	5.100m
	Kerb to Kerb Turning Radius	

	Rigid Truck	12.000m
	Overall Length	2.500m
	Overall Width	3.925m
	Overall Body Height	0.412m
	Min Body Ground Clearance	2.471m
	Track Width	6.00s
	Lock to lock time	11.900m
	Kerb to Kerb Turning Radius	

	Max Legal Length (UK) Articulated Vehicle (16.5m)	16.500m
	Overall Length	2.550m
	Overall Width	3.532m
	Overall Body Height	0.396m
	Min Body Ground Clearance	2.500m
	Max Track Width	6.00s
	Lock to lock time	6.870m
	Kerb to Kerb Turning Radius	

REV	DATE	AMENDMENTS	DRAWN	CHK	APP
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C	24.03.2022	UPDATED SITE LAYOUT	AP	RJ	CB
B	14.03.2022	REVISED LAYOUT AND MINOR AMENDMENTS	AP	RJ	CB
A	18.01.2022	MINOR AMENDMENTS	AP	RJ	CB

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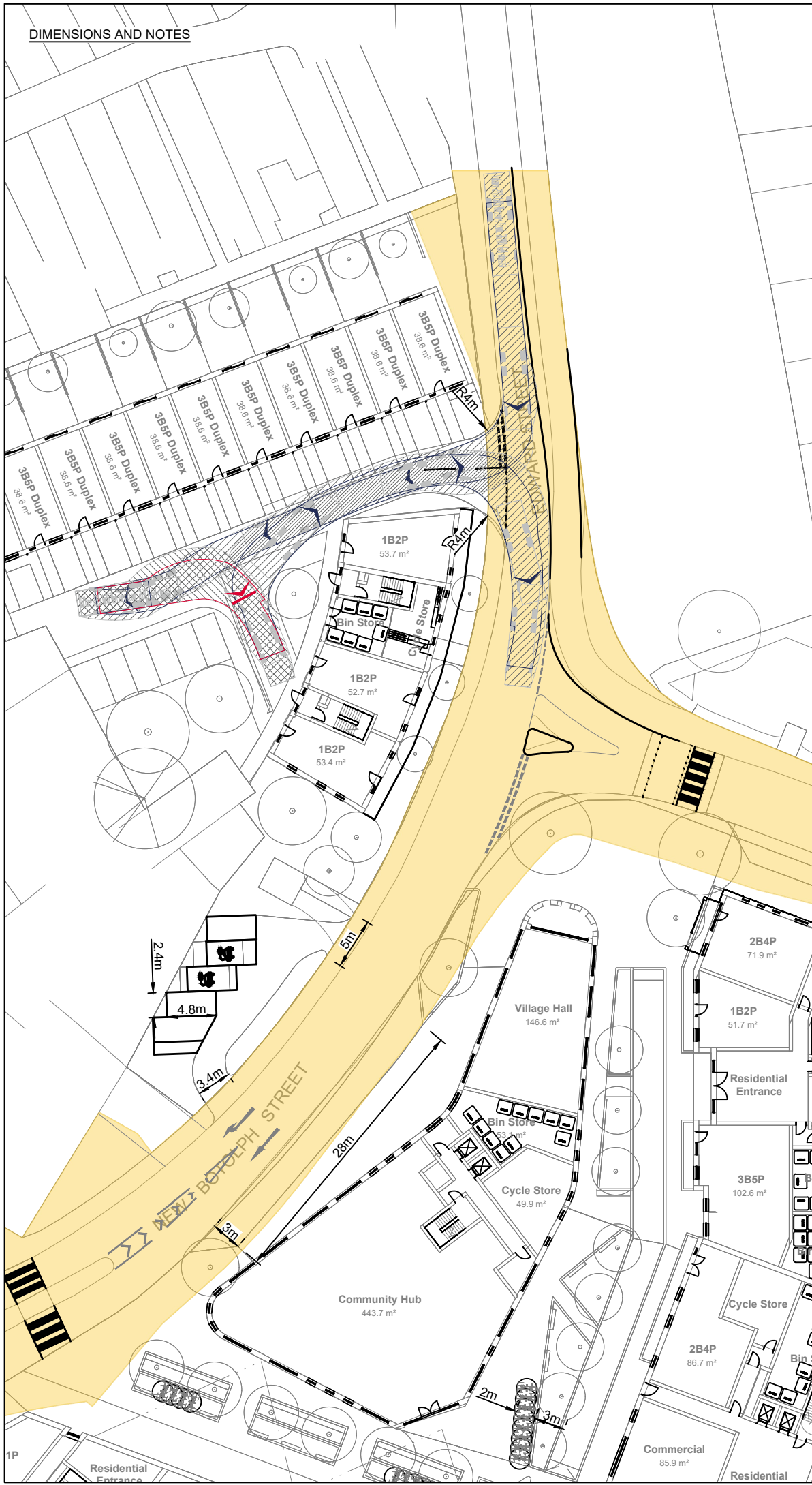


CLIENT: WESTON HOMES PLC
 PROJECT: ANGLIA SQUARE
 TITLE: INITIAL HIGHWAYS WORKS

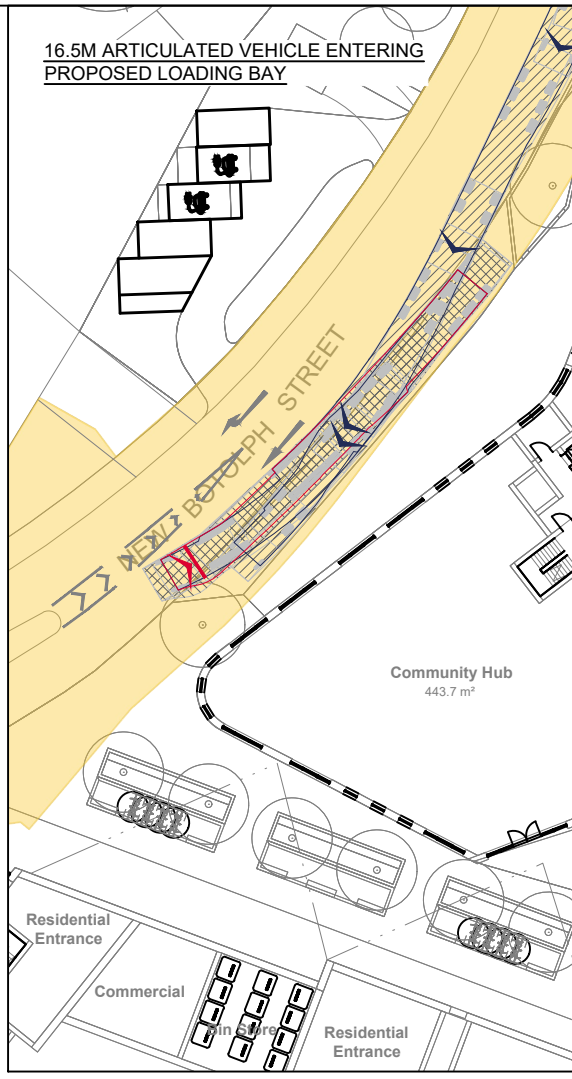
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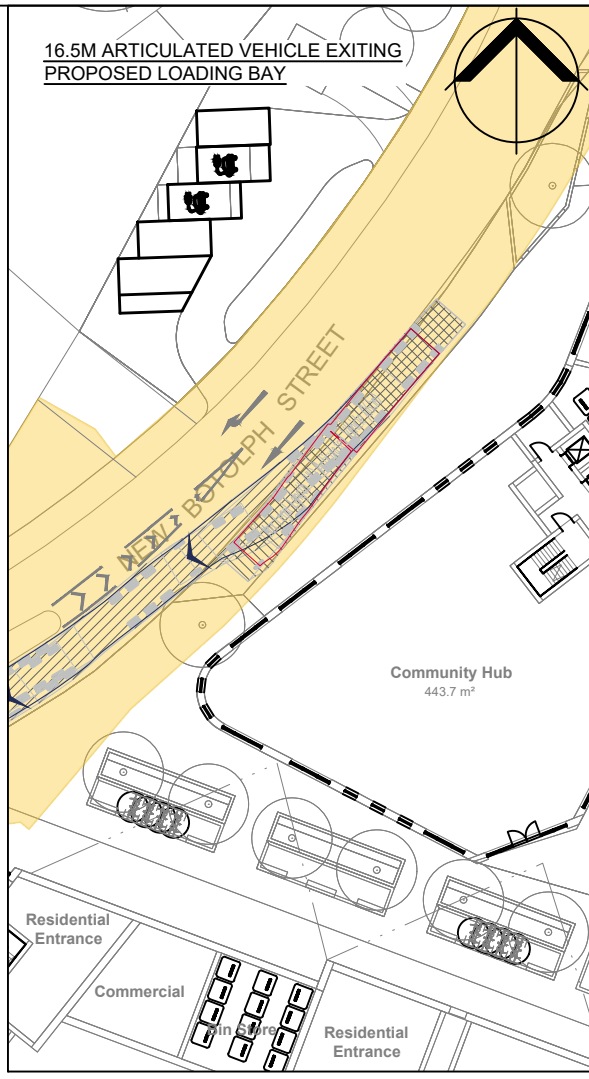
DIMENSIONS AND NOTES



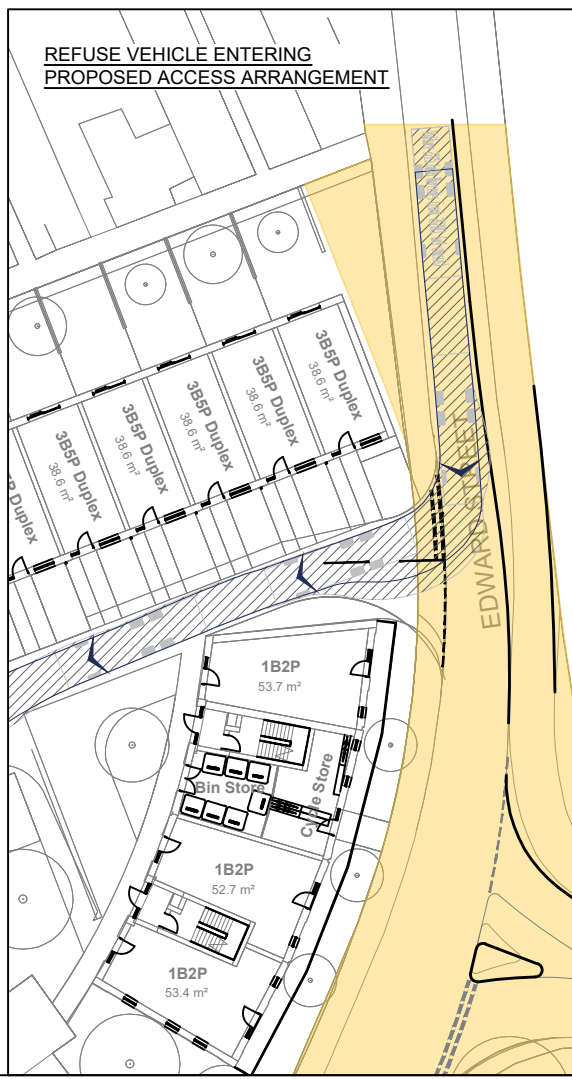
16.5M ARTICULATED VEHICLE ENTERING PROPOSED LOADING BAY



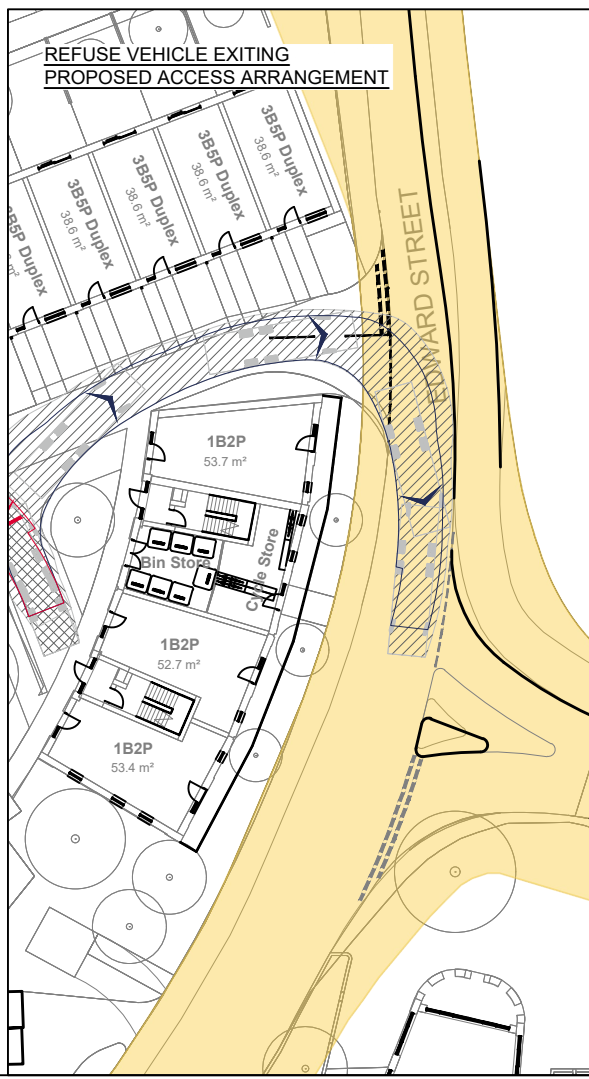
16.5M ARTICULATED VEHICLE EXITING PROPOSED LOADING BAY



REFUSE VEHICLE ENTERING PROPOSED ACCESS ARRANGEMENT

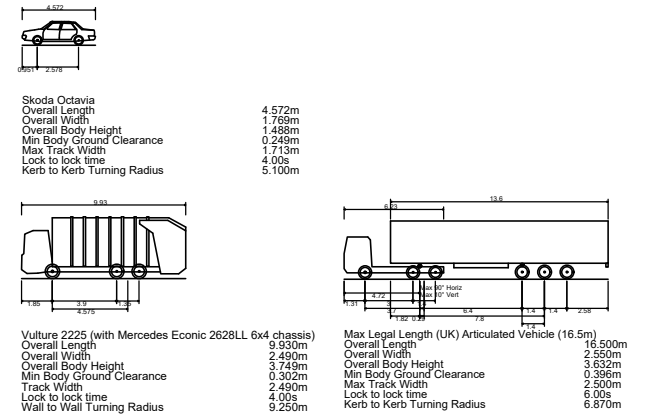


REFUSE VEHICLE EXITING PROPOSED ACCESS ARRANGEMENT



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VEHICLE PROFILE:



REV	DATE	AMENDMENTS	DRAWN	CHK	APP
D	29.03.2022	REVISED LAYOUT	AP	RJ	CB
C	24.03.2022	UPDATED SITE LAYOUT	AP	RJ	CB
B	14.03.2022	REVISED LAYOUT AND MINOR AMENDMENTS	AP	RJ	CB
A	18.01.2022	MINOR AMENDMENTS	AP	RJ	CB

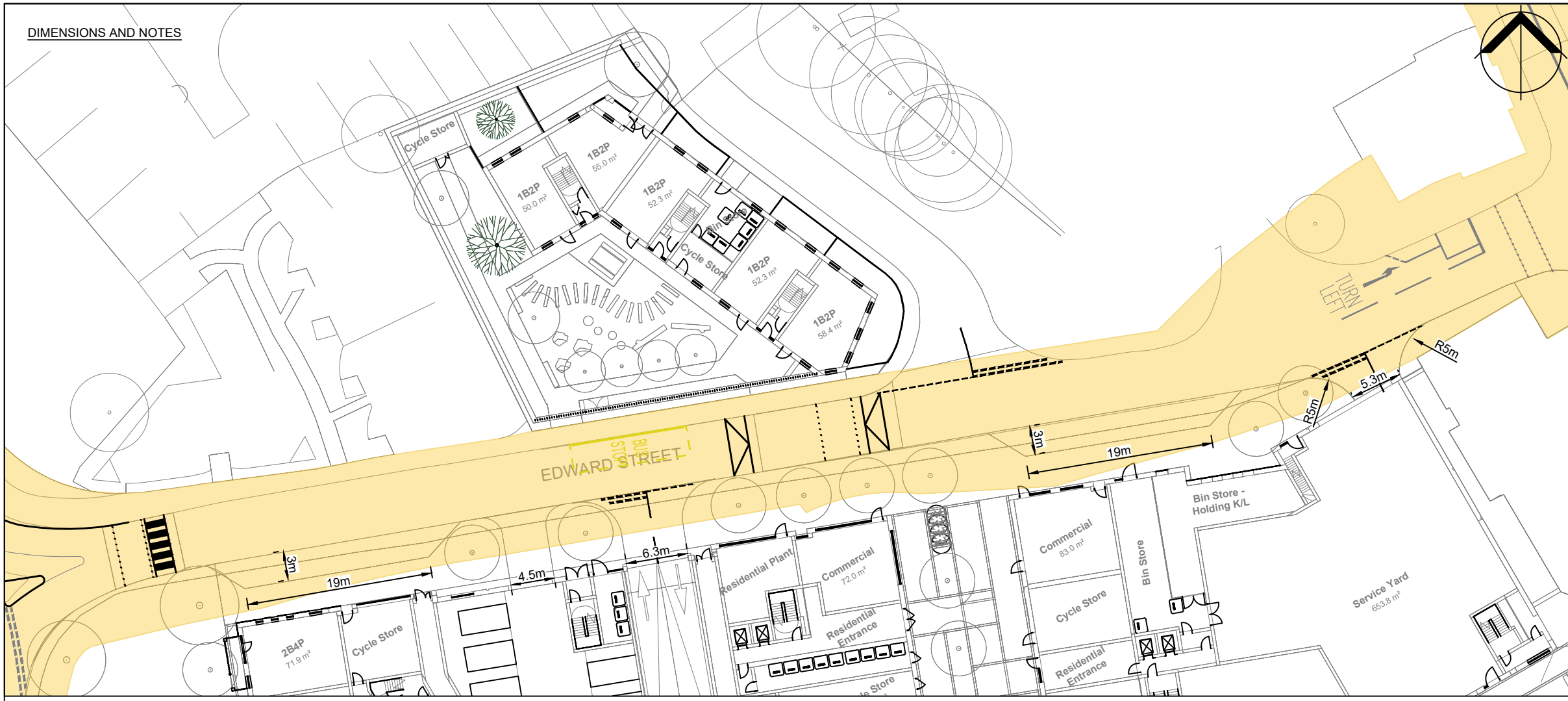
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 DA VINCI HOUSE
 44 SAFFRON HILL
 LONDON
 EC1N 8FH
 T 020 3640 8508
 mail@iceniprojects.com



CLIENT	WESTON HOMES PLC		
PROJECT	ANGLIA SQUARE		
TITLE	INITIAL HIGHWAYS WORKS		
DRAWN BY	CHECKED BY	APPROVED BY	
AP	RJ	CB	
SCALE @ A3	DATE		
1 : 500	17.12.2021	17.12.2021	
PROJECT NO.	DRAWING NO.	REV.	
21-T123	14 (SHEET 3 OF 5)	D	

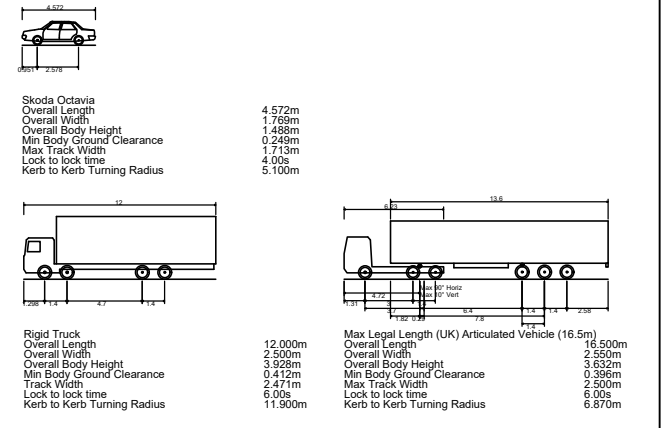
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DIMENSIONS AND NOTES



NOTES:
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VEHICLE PROFILE:



REV	DATE	AMENDMENTS	DRAWN	CHK	APP
D	29.03.2022	REVISED LAYOUT	AP	RJ	CB
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CLIENT

WESTON HOMES PLC

PROJECT

ANGLIA SQUARE

TITLE

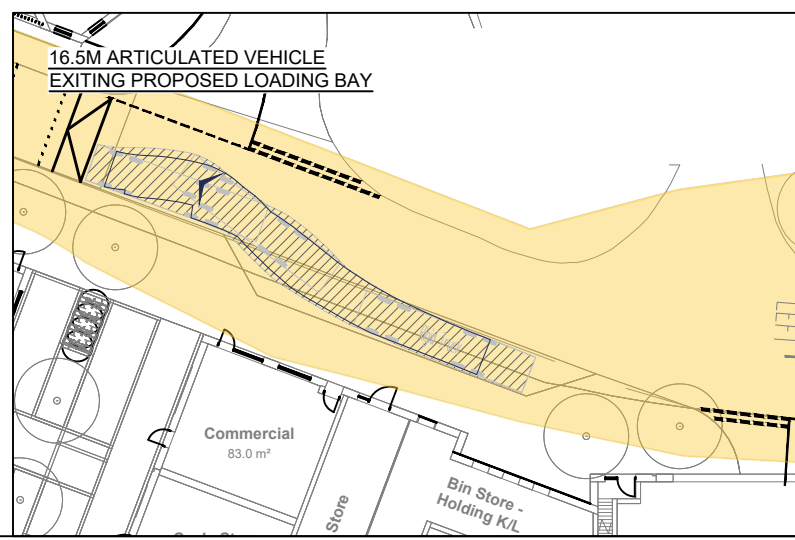
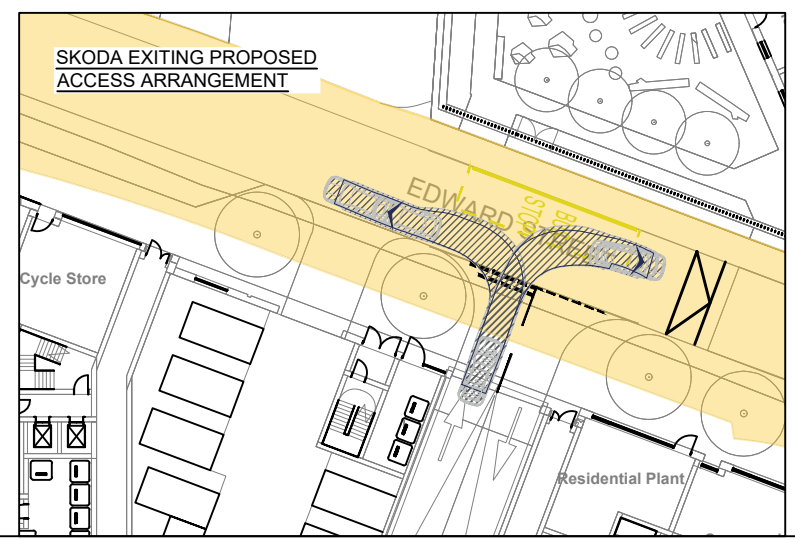
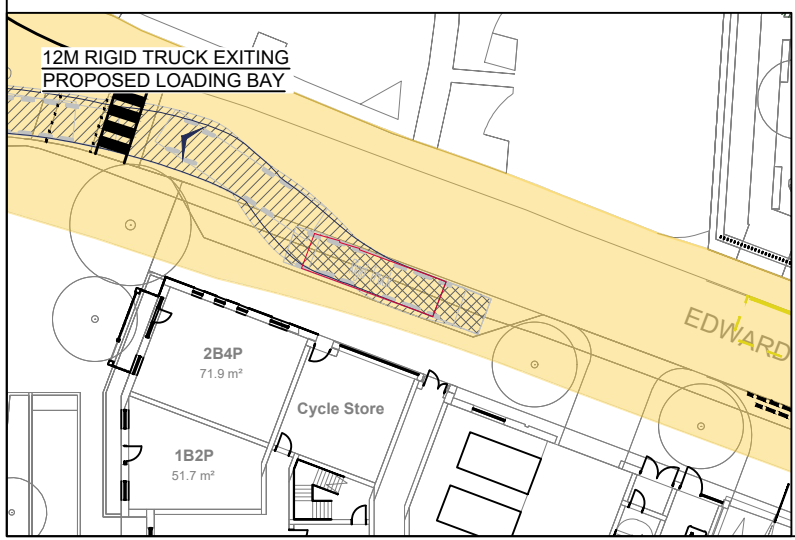
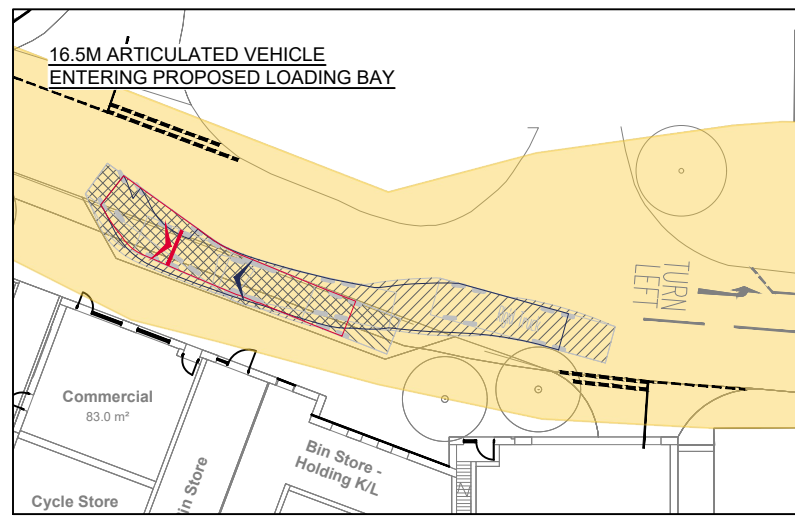
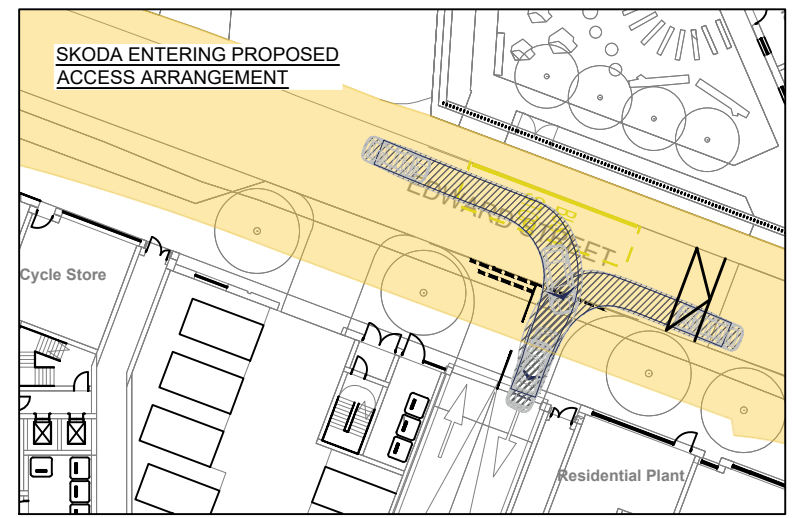
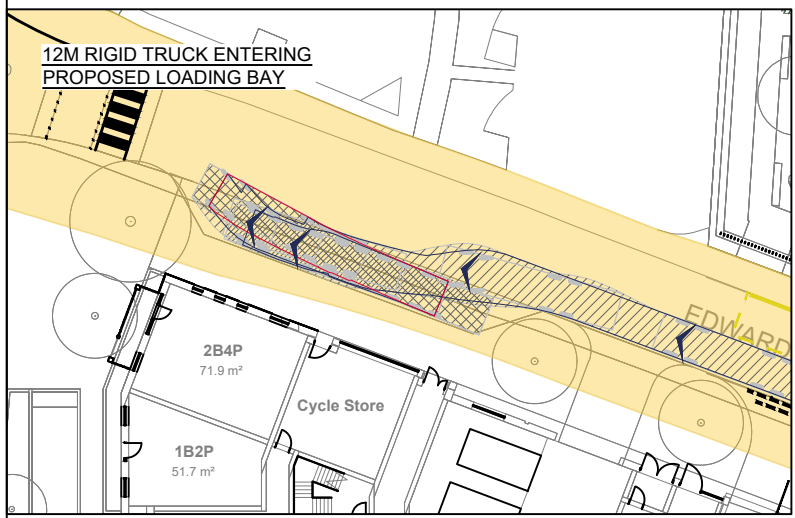
INITIAL HIGHWAYS WORKS

DRAWN BY AP	CHECKED BY RJ	APPROVED BY CB
	17.12.2021	17.12.2021

SCALE @ A3 1 : 500	DATE 17.12.2021
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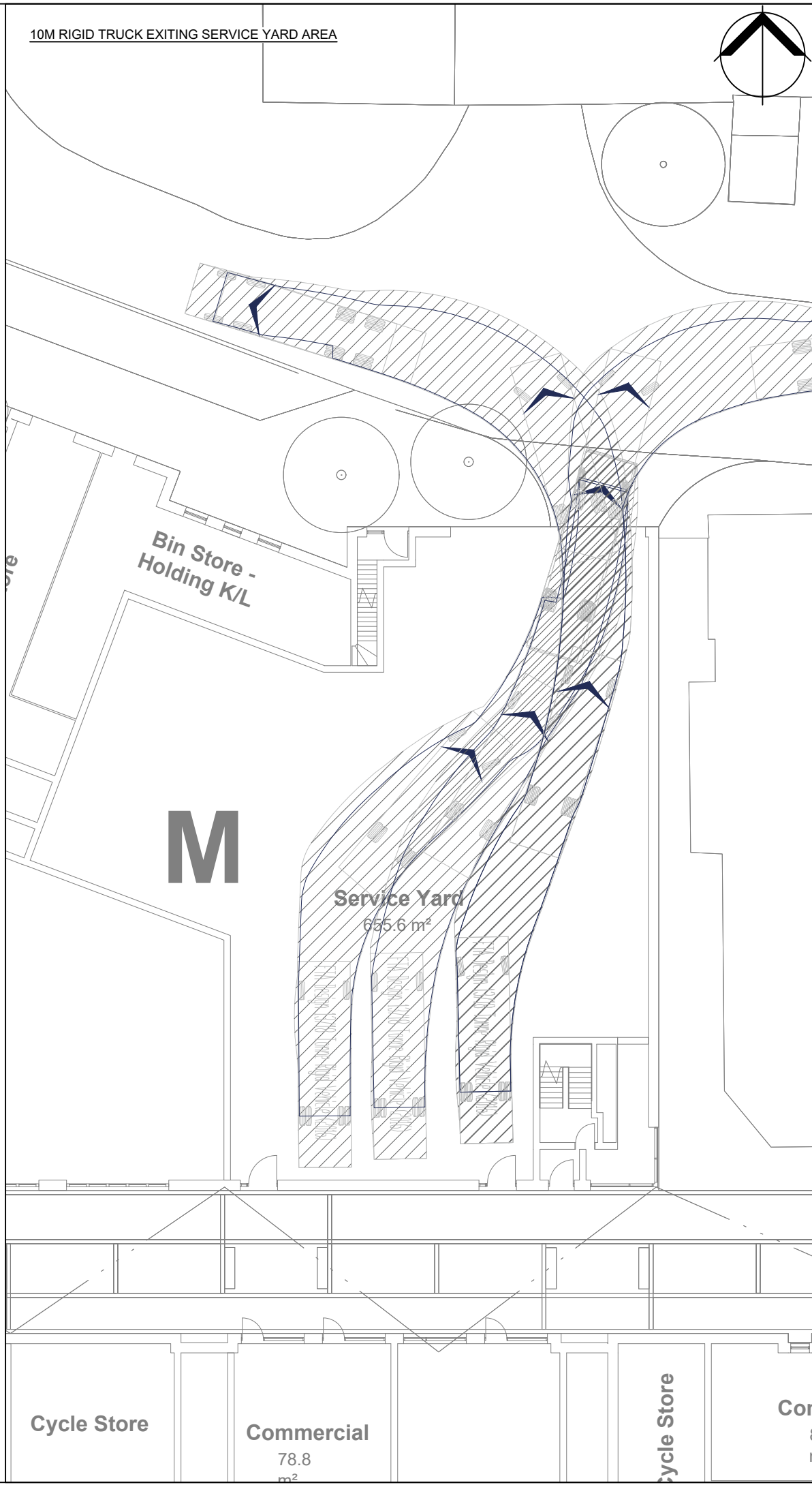
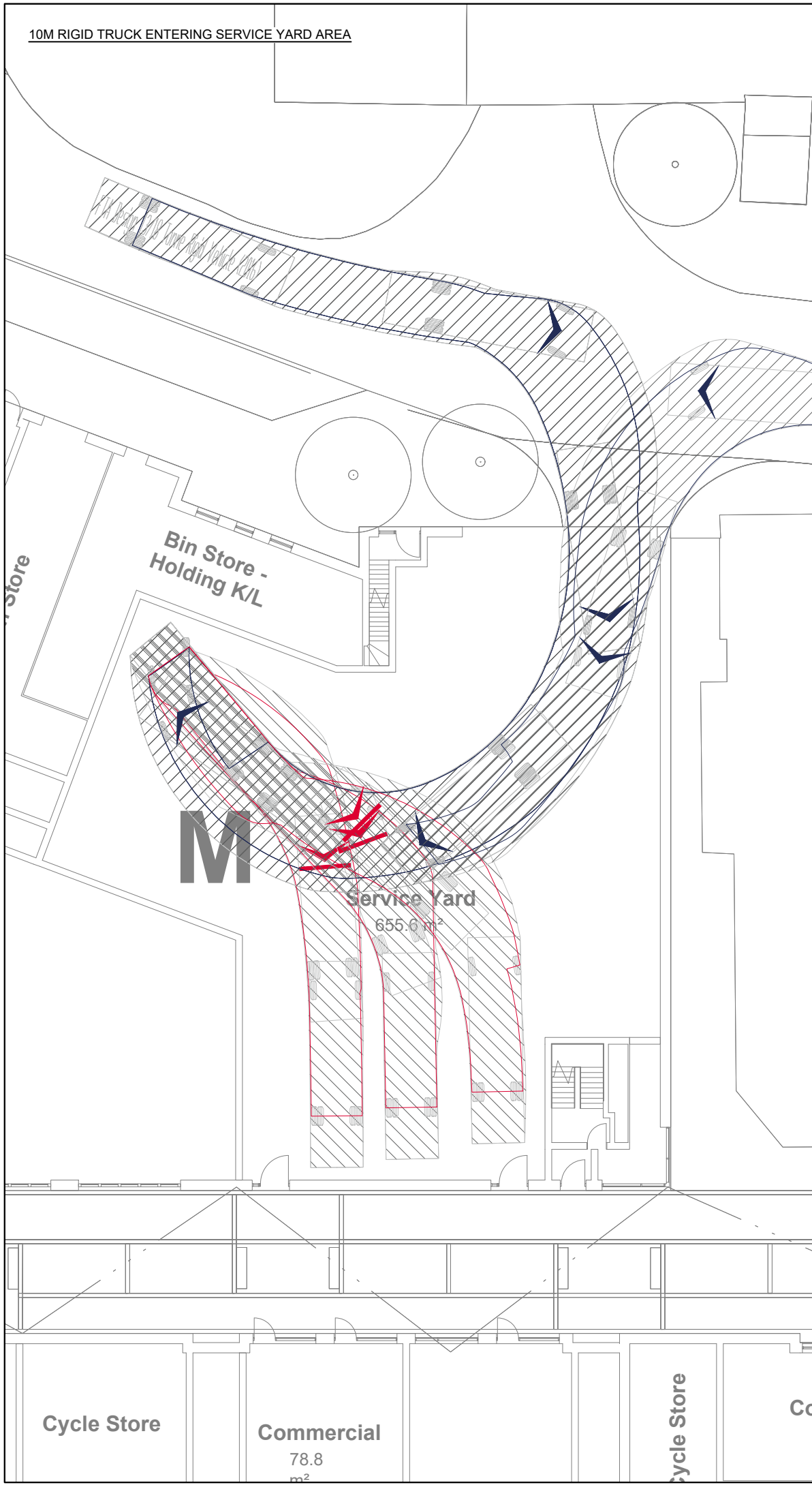
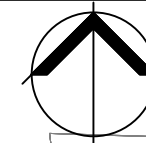
PROJECT NO. 21-T123	DRAWING NO. 14 (SHEET 4 OF 5)	REV. D
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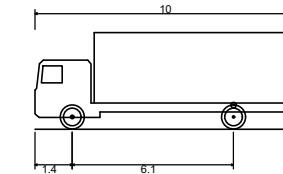
10M RIGID TRUCK ENTERING SERVICE YARD AREA

10M RIGID TRUCK EXITING SERVICE YARD AREA



- NOTES:
1. THIS DRAWING IS INDICATIVE AND SUBJECT TO DISCUSSIONS WITH LOCAL & NATIONAL HIGHWAY AUTHORITIES. THIS DESIGN IS ALSO SUBJECT TO CONFIRMATION OF LAND OWNERSHIP, TOPOGRAPHY, LOCATION OF STATUTORY SERVICES, DETAILED DESIGN AND TRAFFIC MODELLING.
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VEHICLE PROFILE:



FTA Design 13/18 Tonne Rigid Vehicle (2016)	10.000m
Overall Length	2.550m
Overall Width	3.645m
Overall Body Height	0.440m
Min Body Ground Clearance	2.470m
Track Width	3.00s
Lock to lock time	11.000m
Kerb to Kerb Turning Radius	

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CLIENT _____

WESTON HOMES PLC

PROJECT _____

ANGLIA SQUARE

TITLE _____

SITE LAYOUT REVIEW
 (BLOCK M SERVICE YARD)

DRAWN BY AP	CHECKED BY RJ	APPROVED BY CB
	DATE 29.03.2022	DATE 29.03.2022

SCALE @ A3 1 : 250	DATE 29.03.2022
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PROJECT NO. 21-T123	DRAWING NO. 34	REV. -
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A2. EXAMPLE COMMERCIAL LETTER

INSERT LOGO HERE

TYPE OCCUPIER ADDRESS HERE

INSERT DATE HERE

Dear [Addressee name],

[Operator name] has adopted a Delivery and Servicing Plan to address matters concerning the number and timings of deliveries, the routes taken by vehicles and to look at potential operational practices to be put in place by [Operator name] to ensure the safe and efficient movement of all vehicles within the area.

The site benefits from a number of servicing areas, which should therefore be utilised when delivering to the site. Please can you deliver to [INSERT APPROPRIATE SERVICING LOCATION]. Please can you ensure that the plan is carefully reviewed to ensure you are undertaking deliveries in accordance with the guidelines set out.

Yours sincerely,