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Appendix N – Access Protocol

1.0 INTRODUCTION

- 1.1 Once you have taken legal completion of your self-build plot or your finished (completed) dwelling (both described below as 'Home') then you, your visitors, your deliveries and your contractors will be able to access the Graven Hill development by the roads and footways which provide access routes to your Home, although these routes may be varied from time to time.
- 1.2 Graven Hill is a unique development and the first large scale self-build community in the United Kingdom, therefore it will be different to a more traditional development. It will be the case that more deliveries are evident as Self-Builders deliver their Homes, but these will be subject to certain controls as set out below.
- 1.3 These access arrangements apply to both Self-Builders and Occupiers of finished dwellings. However:
- **If you are an Occupier of a Completed Home**
You are required to comply with this Access Protocol but with the exception of moving in you will be unlikely to have deliveries that would require to be notified and you are not required to comply with the Development Rules.
 - **If you are a Self-Builder**
You are required to comply with this Access Protocol and you are also required to comply with the Development Rules.
 - **Areas Subject to Graven Hill Village Management Company Control**
In addition to the above you may also be required to comply with rules imposed by the Graven Hill Village Management Company.
- 1.4 In order that Home owners can safely access their land it is important that access for notifiable deliveries (as defined below) be properly regulated. Therefore, all notifiable deliveries must be notified in writing, at least full working 5 days in advance and comply with requirements within the Development Rules. Please note these requirements apply to homes under construction and homes which are occupied. Therefore, home moving vehicles or deliveries of landscaping materials are likely to require to be notified.

Notifiable Deliveries are those which are:

- Larger than 7.5 tons in weight.
- 7m long or over.
- 2.5m wide or over.
- Smaller than any of the above criteria, but, are planned to be stationary on the



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highway and would in the proposed location prevent passage of a standard size HGV.

- all mobile crane lifting operations whether on or off your plot (excludes delivery vehicles with integral cranes with a boom length not exceeding 8 metres).
- 1.5 The Graven Hill Village Development Company (GHVDC) are the point of contact for all matters relating to the logistics of site access. Notifiable deliveries as defined above are to be requested via the Online Delivery System, or if necessary, the 'Delivery Notification Form' specified in the Development Rules using the e-mail address Deliveries@gravenhill.co.uk.
 - 1.6 Should you have any specific queries contact Peter Nickerson on 07753273384/Office Manager at GHVDC on 01869 396066 and they will ensure your request is acknowledged and provide a full response within 2 business days. Please do not contact any contractor working for GHVDC directly unless specifically requested to do so.
 - 1.7 It is the intention to maintain, so far as is reasonably practical, continuous vehicular access to your Home. However, there may be occasions when this may be interrupted or access by alternative routes is necessary, to accommodate large deliveries and cranes. Self-Builders seeking to arrange deliveries or crane access should consider that it may not be possible to accommodate a specific date or time due to potentially conflicting requirements with adjoining Home owners. Such conflicts will be managed fairly and in good faith. Nevertheless, there will be occasions when it will not be possible to accommodate a delivery or activity (e.g. a Crane) on a desired date.
 - 1.8 Self-Builders can minimise the potential for disappointment and disruption by discussion with their neighbours first and only then notifying their deliveries, crane requirements and any work activities outside their plot as far in advance as possible. It is recognised there will be occasions when less time than specified in the Development Rules is available to give notice. However, these should be exceptional and are far less likely to be able to be accommodated.
 - 1.9 It is the Home owner's responsibility to ensure all your visitors, contractors and suppliers comply with this Access Protocol: serious or repeated breaches could result in that person or company being refused vehicular access. Graven Hill is a unique community and for the benefit of all in that community following the Development Rules is necessary.
 - 1.10 Between 0700 and 1700 hours, Monday to Friday, the access gate to the Site will be manned by GHVDC to regulate and direct notifiable deliveries, other deliveries, Home owners, their visitors and their contractors. Outside of these hours, security on the access gate will be provided by our contractor. Notifiable deliveries will not be allowed access out of hours. Your cooperation is expected in being able to identify you and your visitors as legitimate. This can best be achieved by the Home owner providing a photograph and mobile contact number to us, for use by the person on the gate and by Carey for use by their security personnel. If you



provide such information, it is on that consent basis. Please comply with any guidance or information provided by the gate person.

- 1.11 To assist Self-Builders two parking areas are provided for their use, their visitors use and their contractors. No parking in these areas is permitted by the general public or those whose homes are completed, their visitors or contractors. The detailed conditions of use are contained in Appendix 1 'Parking Protocol: Car parks at Graven Hill, Conditions of use'.
- 1.12 It should be understood **that many areas of Graven Hill remain construction sites or have not yet been cleared for access for reasons of safety or ecology**. Access to Homes must only be made over the designated roads and footways which do not remain as construction areas.

Event	Requirements			Timescale
Persons wishing to access the Development (by foot or vehicle)	Who	When	Action	No notice required
	Home owner and their accompanied visitors	Monday -Friday 0700 - 1700	Turn up at the gate. Either follow the vehicle route directions or use the designated walkways. Park only in accordance with Rule 2.25: On your plot In public bays. Your car must display a visible notice of your Plot number and a contact name and mobile phone number of the driver. In GHVDC provided areas according to the Parking Protocol <i>Note:</i> There will be NO ENTRY to any areas or land belonging to GHVDC without prior agreement.	
	Home owner and their accompanied visitors	All other times	Check in with security at the gate	



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Deliveries	<p>All notifiable deliveries must arrive and exit during working hours (Mon-Fri 0700 - 1700). Bank and public holidays excluded.</p> <p>Notification arrangements to be as per GHVDC Development Rules, using the specified forms/ Online Delivery Management System.</p> <p>5 working days' notice is required for all notifiable deliveries. Where this is not possible, you must notify GHVDC as soon as possible. Unnotified deliveries will be turned away. However, should the Home owner be on their plot and contactable, it may be possible for them to validate a delivery which has not been properly notified.</p> <p>Any delivery may, for safety or logistical reasons, be refused access</p>	Minimum 5 working days
Event	Requirements	Timescale
Contractors	<p>As per plot owners.</p> <p>Park only in accordance with Rule 2.25:</p> <p>On the Home owner's plot In public bays. Vehicle must display a visible notice of the Plot number and a contact name and mobile phone number of the driver. In GHVDC provided areas according to the Parking Protocol</p>	No notice required
Any person who is outside their plot/Home e.g. accessing Home/transiting to car park	<p>Access by public walkways only.</p> <p>Do not access without permission:</p> <p>Any GHVDC land, fenced or unfenced Contractor areas, Self-Build plots</p>	N/A

