

FORM	VERSION
DP	02



Appendix M – Deliveries Protocol

Deliveries at Graven Hill

1.0 INTRODUCTION

1.1 GHVDC ('Graven Hill'), through the Site Development Rules and requirements on their own contractors, must manage access to the Development in the interests of safety and logistics. This protocol contains the conditions by which **all** the specified Deliveries are to be booked and made. By making a booking you agree to all standard conditions and that Graven Hill may impose additional conditions, modify or cancel any booking made, as they see fit, in the interests of safety and logistics. Any loss or inconvenience that may arise from the operation of, or your failure to properly use or comply with, any aspect of the Delivery Protocol rests solely on the person or organisation seeking to make a booking. Examples include: failure to book within the specified time or cancellation of the slot by Graven Hill. It must be noted that the Development has residents, children and members of the public present and any Delivery must take that into proper consideration when planning the Delivery and its unloading.

2.0 RELEVANT DELIVERIES

2.1 The following deliveries require to be booked via the online Datascope system:

- A. Vehicles greater in length than 7m, or
- B. Excess of 7.5 tons, or
- C. Wider than 2.5m, or
- D. None of the above but in the intended parked position will obstruct passage of another vehicle up to articulated lorry size.
- E. All mobile cranes (delivery vehicles with integral cranes with a boom length not exceeding 8 metres are exempt).
- F. Ordinary stretched vans are therefore exempt, **all** rigid lorries require notification.

2.2 Please refer to Online Delivery Booking Guide for further details.

2.3 The following must be arranged directly with GHVDC:

- G. Any Drag trailers. Email Deliveries@gravenhill.co.uk at least 5 working days in advance with the vehicle dimensions, plot, date, time, slot duration sought. Most areas are unlikely to be suitable for such trailers.



FORM	VERSION
DP	02



H. Requests from Self-Build plots to undertake work activities from areas controlled by Graven Hill. These are to be submitted at least 5 working days in advance on the WARF form in the Development Rules to Notifications@gravenhill.co.uk and **not** via the online system.

3.0 STANDARD CONDITIONS – ALL DELIVERIES

- 3.1 The Plot Owner, Nominated Person or contractor, whichever is applicable, has ensured that any company undertaking the Delivery to the plot, of whatever nature, have been notified in advance of these conditions and have agreed to adhere to them. Only deliveries that have been correctly booked will be permitted onto the Development.
- 3.2 Prior to booking neighbouring properties that may be affected by a Delivery must be consulted.
- 3.3 Entry of the Delivery onto any part the Development is deemed to be acceptance by those booking and undertaking the Delivery of all Delivery Protocol conditions.
- 3.4 Maximum speed allowed on any area of the Development in a forward direction is **20 mph** and **5mph** in reverse.
- 3.5 Establishing whether a particular delivery vehicle can access its intended destination on the Development is the sole responsibility of those making the booking. The Delivery organisation should refer to the Plot Owner or Nominated Person in advance of making the booking to confirm safe access by road. No vehicle is permitted to mount kerbs, street furniture or landscaping during access, transit through, or exit from the Development.
- 3.6 If after entry onto the Development there is insufficient clear road for whatever reason (e.g. vehicle, material obstruction) Graven Hill **must** be contacted to discuss **unless** it can be resolved simply and without risk, or disruption, to others by the delivery driver, Plot Owner or On-Site Controller, liaising with persons present, who may be in control of the obstruction or able to contact those who can. Graven Hill have no liability for any losses that may result from an obstruction to any delivery.
- 3.7 A delivery slot time commences at the delivery location, not arrival at the entrance gate. Deliveries should arrive at least 5 minutes prior to the slot commencement.
- 3.8 The slot booked should so far as possible accurately reflect the actual delivery time and duration.
- 3.9 All deliveries must stop and check in at the Main Gate. The Gateman, or Graven Hill representative, may provide route information or give specific route or other logistical or



FORM	VERSION
DP	02



safety related instructions. For whatever reason, it may be necessary, at any time, to curtail or cancel the delivery, or otherwise rearrange it, and the directions must be followed without delay.

- 3.10 If the delivery does, or will reasonably foreseeably, overrun its allotted time the Gateman must in all circumstances be contacted no later than 10 minutes after expiry of the allotted delivery slot time. The Gateman, or other Graven Hill representative, will be able to advise if the vehicle can remain and if so on what conditions, which must be followed by the Deliverer.
- 3.11 The person/organisation undertaking the Delivery ('Deliverer') has sole responsibility for ensuring the Delivery is safely unloaded in compliance with all legal requirements and good practice. This may, for example require use of barriers, cones or tape. Note children and members of the public may, and are likely to, be present.
- 3.12 The Deliverer shall ensure at conclusion of the Delivery that no materials are deposited on the road or pavement unless written permission has been obtained from Graven Hill. The Deliverer agrees that in the event of materials being left in breach of this condition Graven Hill may arrange their removal and the cost will be recoverable from the Deliverer.
- 3.13 All reversing maneuvers will be banksman controlled.
- 3.14 Repeated, or, in our opinion, a single serious, breach of any of these requirements, may result in restriction or suspension of deliveries: (1) Book accurate times/durations, (2) Notify the Gateman as per para 8, (3) Cancel in good time bookings no longer required, (4) follow any Graven Hill instructions or these conditions.
- 3.15 Any costs of reinstating damage caused by a breach of any delivery condition, to any property which Graven Hill own or for which it has repairing responsibility, will be chargeable to the plot owner and recoverable from them, in addition to para 12.
- 3.16 The Deliverer is responsible for any loss or damage they may cause to any other person/organisation during an attempted Delivery.
- 3.17 Suppliers and/or drivers who fail to comply with these conditions may be temporarily or permanently refused future entry onto the Graven Hill Development.

4.0 STANDARD ADDITIONAL CONDITIONS – MOBILE CRANE LIFTS

- 4.1 All Lifts must be undertaken by suitably qualified persons using appropriate equipment in compliance with legislation, best practice guidance and relevant current British and European standards.



FORM	VERSION
DP	02



- 4.2 Applications must be made at least 5 working days in advance. No Lift may take place without Graven Hill direct approval in writing. Submitting a booking is not approval. Preparations made for a Lift which has not received approval from Graven Hill are at your sole risk.
- 4.3 An application cannot be submitted without providing, at the time of application, (1) a suitable and sufficient lift plan in compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), (2) a Risk Assessment and Method Statement, and (3) the other information required by Section 4 of this Protocol.
- 4.4 If, after submission of an application (whether approved or in the process of approval) there is a material change of circumstances, this will render the original application null and void. The applicant must bring the change directly to the attention of Graven Hill by:
- (1) if at least 3 clear days before lift date, email to Notifications@gravenhill.co.uk, or
 - (2) if less than 3 clear days, by email and telephone.
- No Lift can proceed without further information/clarification being submitted and considered by Graven Hill and a new consent given in writing. Should a previously approved Lift proceed without the applicant having disclosed the material change and Graven Hill subsequently, at any time, become aware, the crane company may be excluded from the Development temporarily or permanently.
- 4.5 Responsibility for meeting all legal requirements rests with those planning and carrying out the Lift. Graven Hill, by this approval procedure, do not warrant the requested Lift is in compliance with legislation or that it will be properly and safely carried out. Graven Hill do not in any way supervise any Lift. Those obligations are to remain solely with those organising and carrying out the Lift.
- 4.6 Should, at any time after an application has been approved, Graven Hill have concerns as to the sufficiency or accuracy of information supplied or the way the Lift is being carried out, Graven Hill may, at no liability to themselves: (1) suspend the approval pending receipt and consideration of such further information/clarification as Graven Hill, in their sole discretion, consider necessary, (2) cancel the approval, including if a Lift has commenced. No liability attaches to Graven Hill for refusal to grant permission for a Lift or the withdrawal of granted consent.
- 4.7 If approval is withdrawn after commencement of the Lift it must cease as soon as it safely can, and the crane must leave the Development immediately, unless any delay is agreed with Graven Hill in writing.
- 4.8 The Lift plan must reference compliance with current relevant legislation, specifically LOLER and the Health and Safety at Work Act 1974.



FORM	VERSION
DP	02



- 4.9 The Lift plan must reference to being planned and carried out to requirements & best practice of current BS 7121, including as at 6/2018 minimum:

BS 7121-3:2017. Code of practice for safe use of cranes. Mobile cranes

BS 7121-1:2016. Code of practice for safe use of cranes. General

BS 7121-2-3:2012. Code of practice for the safe use of cranes. Inspection, maintenance and thorough examination. Mobile cranes.

BS 7121-2-1:2012. Code of practice for the safe use of cranes. Inspection, maintenance and thorough examination. General

It is acceptable if the plan instead makes a general statement as follows:

'This plan has been prepared to the standards of, and will be implemented in accordance with, all current relevant parts of BS 7121'

- 4.10 The Lift plan must refer, in diagram form, to the proposed position of the crane and how this relates to any underground services.
- 4.11 If the thorough examinations of plant/accessories are done in-house, the Lift plan must include a statement from the crane company on compliance with LOLER ACOP paras 296-300. Acceptable wording:
- 'It is certified that the in-house arrangements for ensuring the competence, independence and impartiality of the examiner(s) and their recommendations are carried out in compliance with LOLER ACOP para 296-300 requirements'.
- 4.12 The Lift plan must also include a copy of the current competence certifications for those involved in planning and carrying out the Lift.
- 4.13 The Lift plan must also include a copy of in date thorough inspection certificates for the plant/accessories to be used on the dates the Lift is planned.
- 4.14 The Lift plan must also include a copy of the crane company's current public liability insurance to a minimum value of £5 million.
- 4.15 A copy of the plan and all certification shall be brought to site each day of the Lift.
- 4.16 The crane area **must** be segregated by crowd barriers. Cones and tape are **not** sufficient but may be used in conjunction with barriers. Note: the presence of public and children should be anticipated.



FORM	VERSION
DP	02



- 4.17 Point outrigger loading shall not exceed the following limits expressed as ton/m²: ordinary road 26, private road 18, footpath 5. These point loads shall not exceed 30 minutes in duration.
- 4.18 Footpaths must not be used unless there is no alternative.
- 4.19 All roads can be assumed to be of Oxfordshire County Council (OCC) adoptable standard.
- 4.20 Underground and overhead services must be fully accounted for in planning. Underground service diagrams are attached.



GH_SERVICES 1.pdf



GH_SERVICES 2.pdf



GH_SERVICES 3.pdf



FORM	VERSION
DP	02



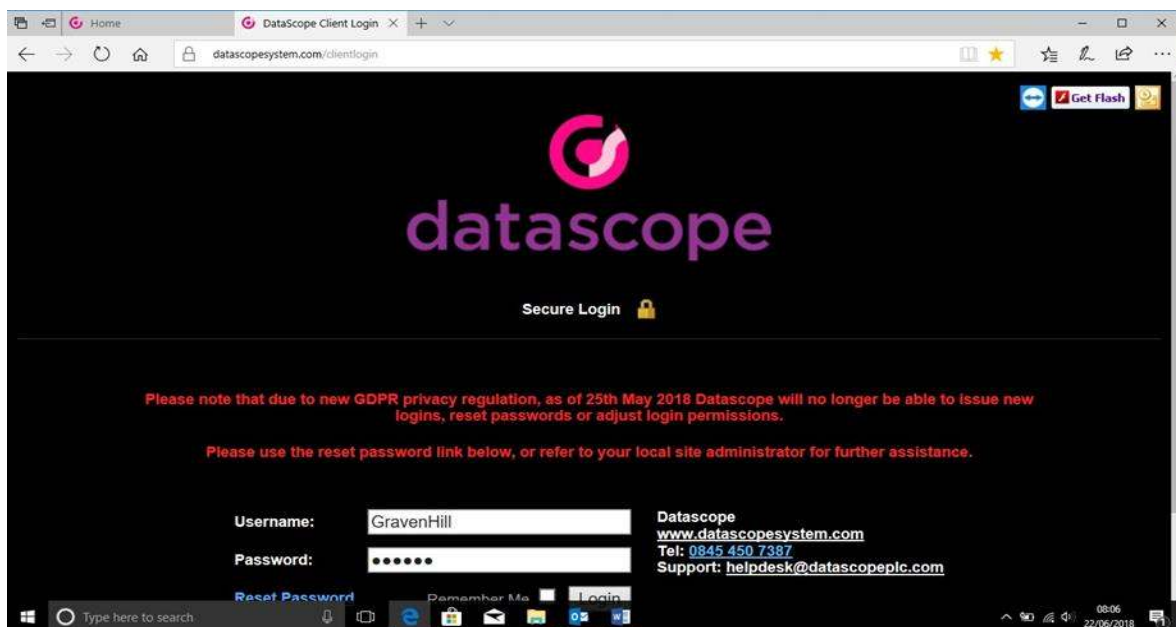
Appendix M1 - Online Delivery Booking Guide

1.0 Key User Information:

- 1.1 Bookings accepted by the Datascope hosted system for deliveries **more than 5 days** in advance are automatically approved. If GHVDC subsequently become aware of a logistical/safety reason that requires it be amended or cancelled, you will be advised as soon as possible. All deliveries, no matter when booked, may be amended or cancelled at any time by GHVDC.
- 1.2 Certain deliveries, **no matter how far in advance they are booked**, are treated as 'pending' i.e. they **require GHVDC approval** as they have more complex logistical or safety implications; Articulated lorries, vehicles over 12m long, cranes and trailers. Once such a booking is made, GHVDC will advise you normally within 2 working days if it is approved.
- 1.3 The online system is intuitive: A booking cannot be made without the relevant information input.

2.0 Steps for Booking an Online Delivery – Illustrative Example:

- 2.1 Login at <https://www.datascopeplc.com/clientlogin/> with your Username /Password.



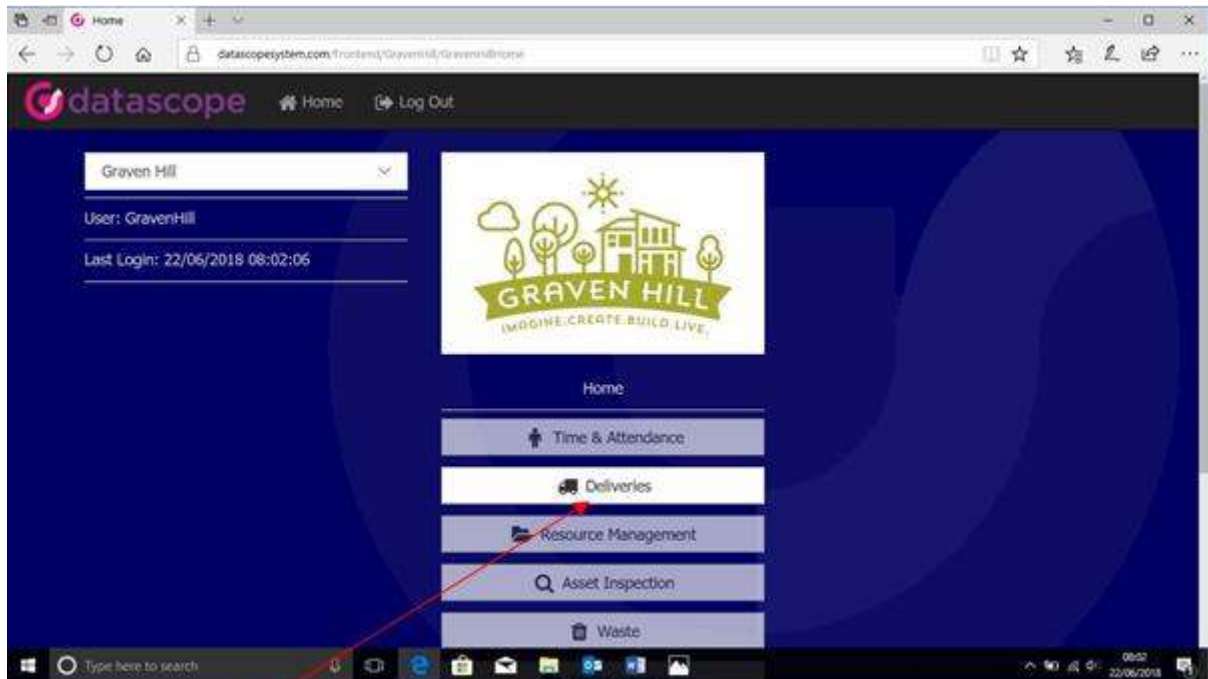
- 2.2 If difficulties are experienced or your log-in details are forgotten please contact the Datascope helpdesk only on **0845 450 7387**.



FORM	VERSION
DP	02

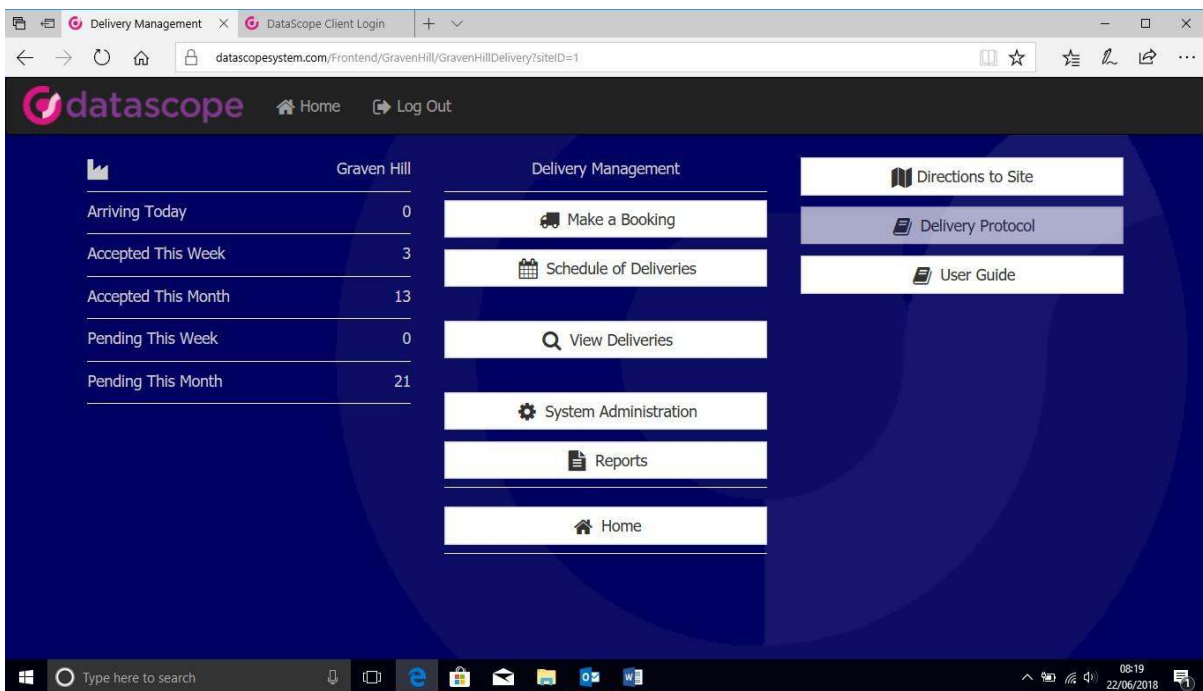


3.0 Home Screen



3.1 Click on 'Deliveries' – no other button is live.

4.0 Booking Screen



4.1 Click on 'Make a Booking'.

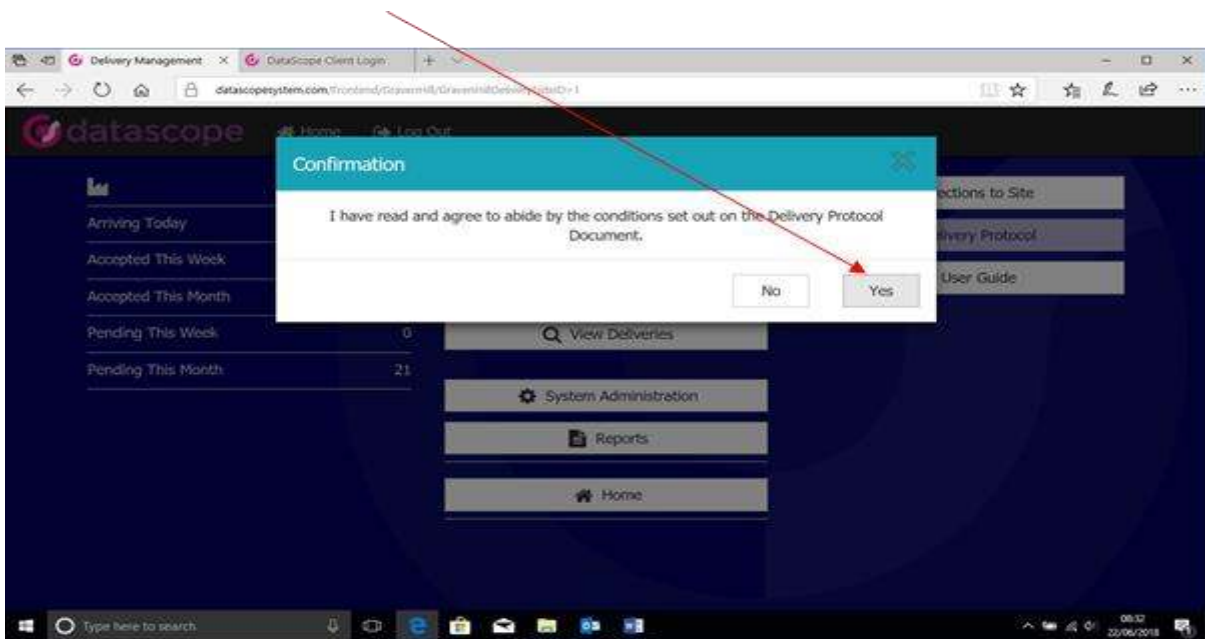
4.2 The Delivery Protocol can be viewed beforehand.



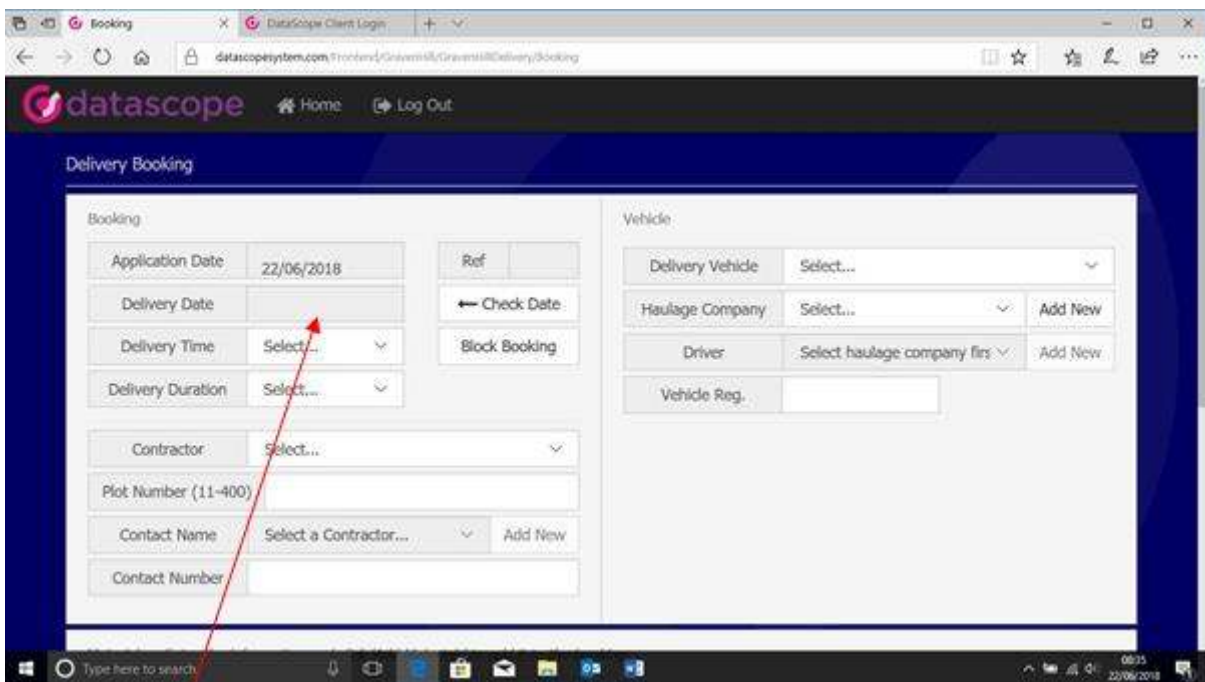
FORM	VERSION
DP	02



5.0 Accept the Protocol conditions. This is **mandatory**.



6.0 Booking Screen



6.1 Click on Delivery Date.

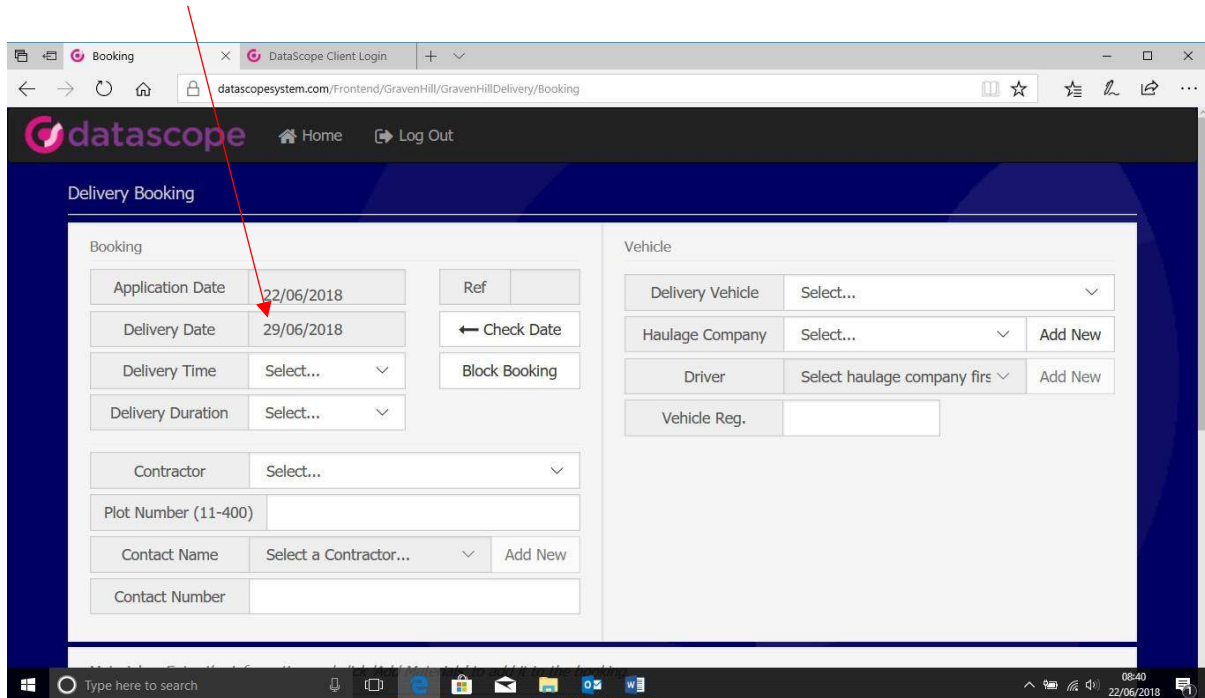
6.2 N.B. 'Block bookings' are not permitted without prior agreement from GHVDC.



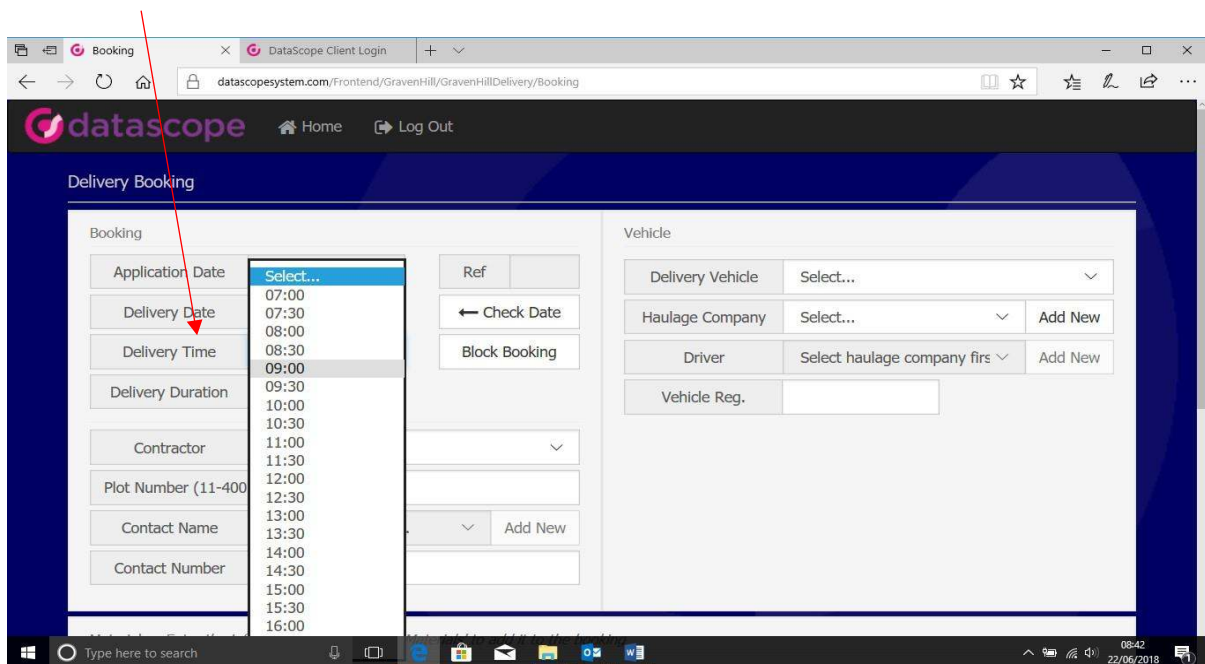
FORM	VERSION
DP	02



7.0 Select Delivery Date.



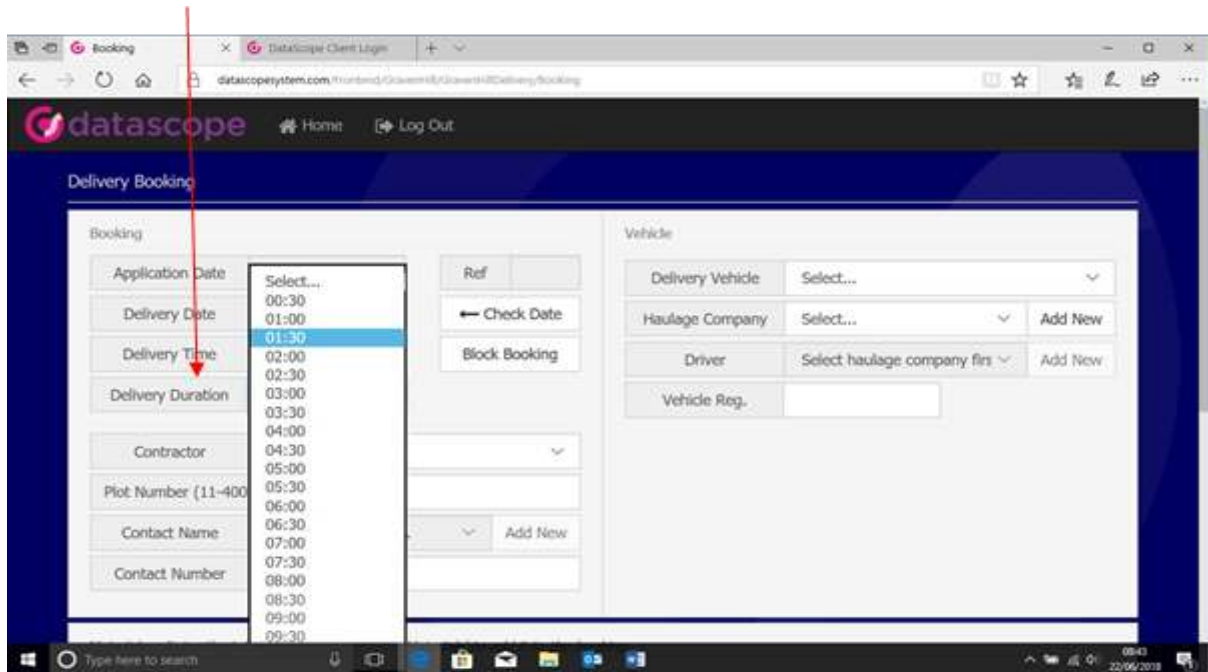
8.0 Select Delivery Time drop down menu, then select time for delivery to commence at plot.



FORM	VERSION
DP	02



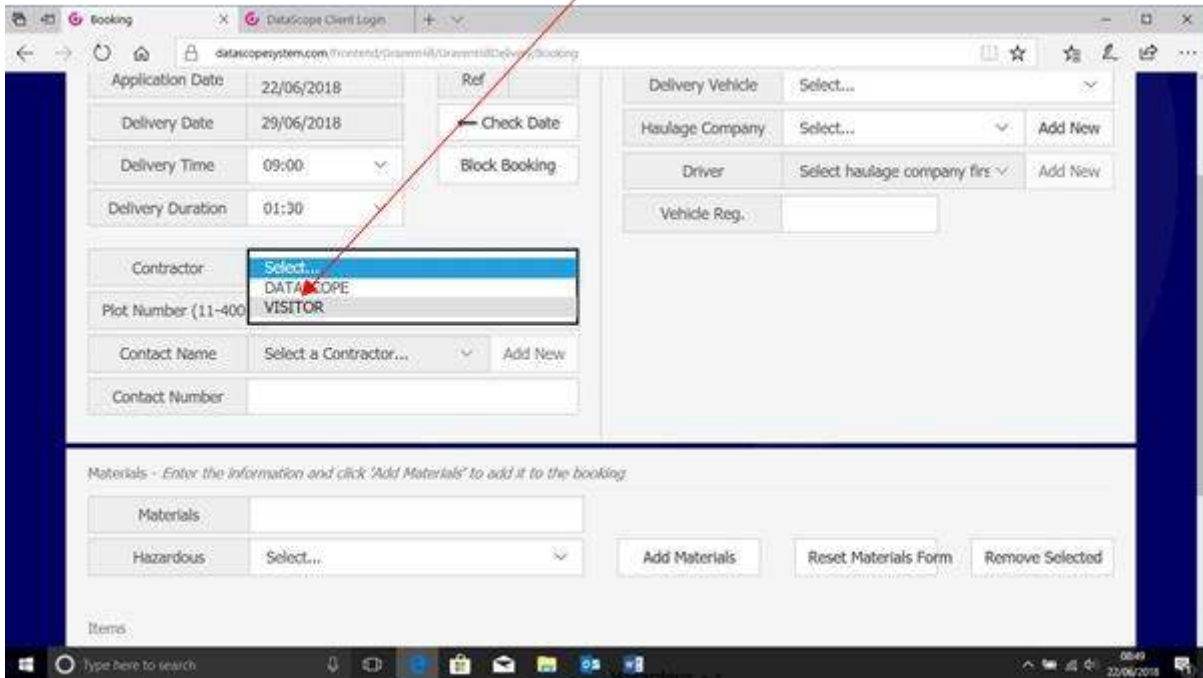
9.0 Select Delivery Duration and highlight desired duration of delivery slot. **Be realistic, but do not book speculative times. It is your responsibility to have agreed delivery times with suppliers, which should exit by 5pm.**



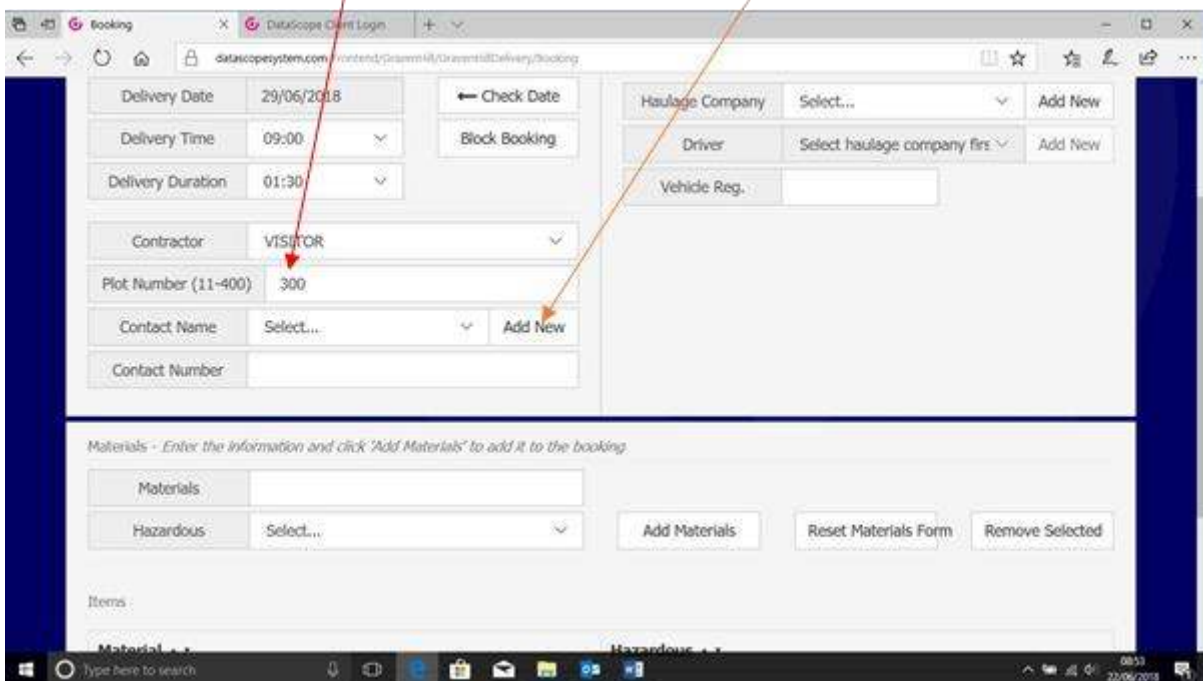
9.1 In this example seeking to book 90-minute slot from 9:00 am to 10:30 am. Realistic time slots must be booked, as overrun permission to remain must be obtained from Gateman or GHVDC representative.



10.0 From Contractor drop down menu select 'Visitor'.



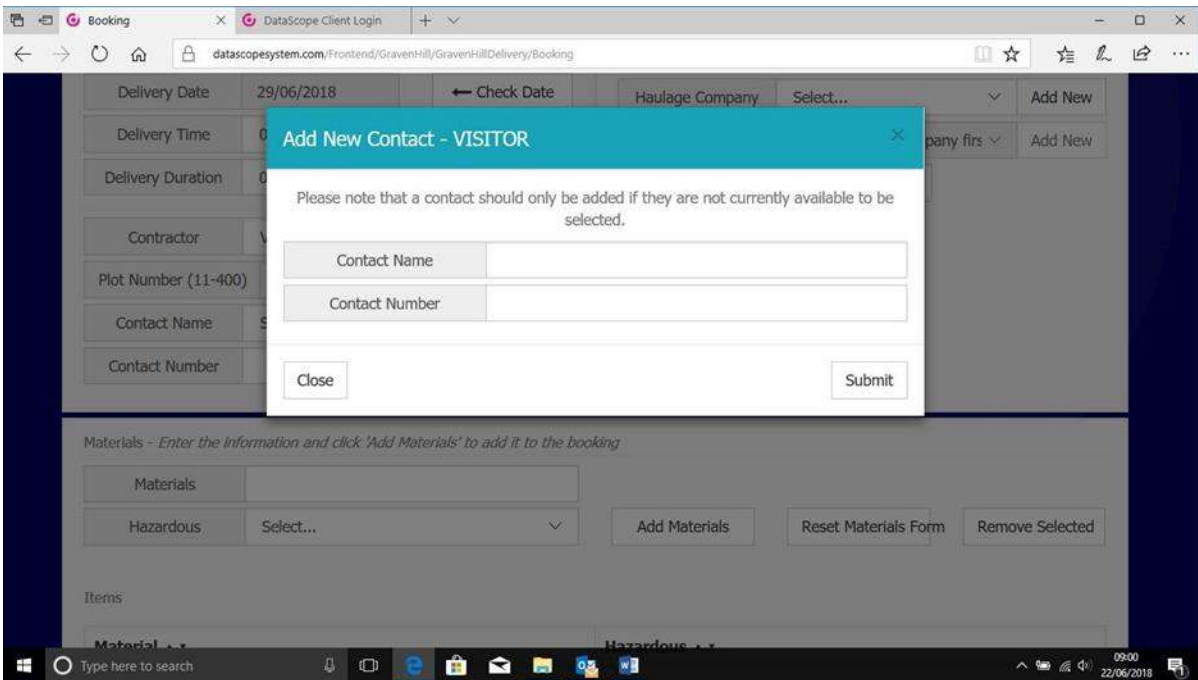
11.0 Type in Delivery Plot Number, then click on 'Add New' Contract Name.



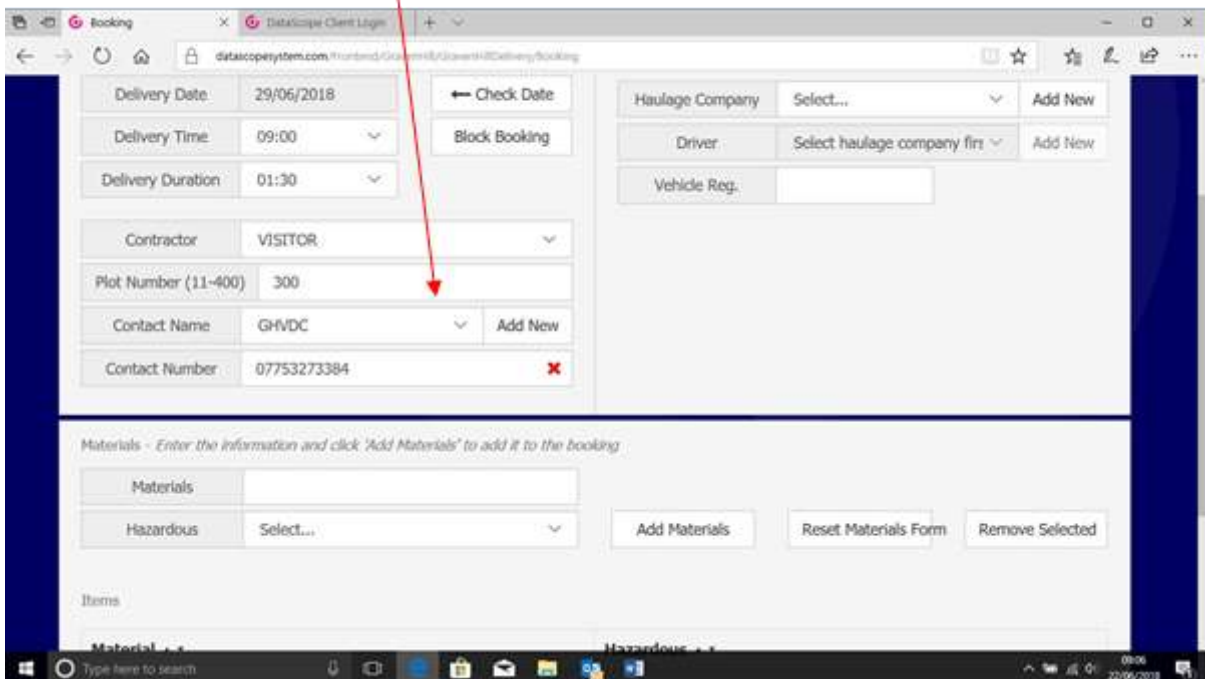
FORM	VERSION
DP	02



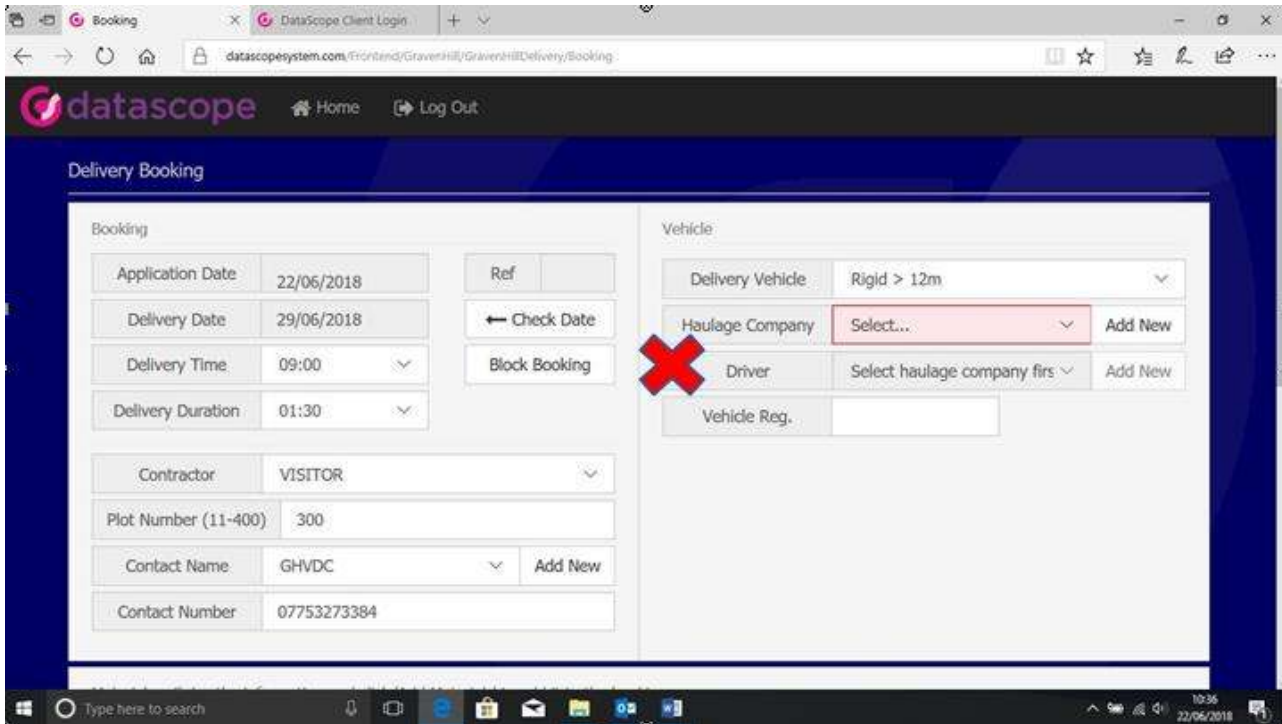
12.0 Add New Contact details: This could either be the particular delivery company or, typically, your Nominated Person, then click 'Submit'. Once added, it will be available from the dropdown list in the future.



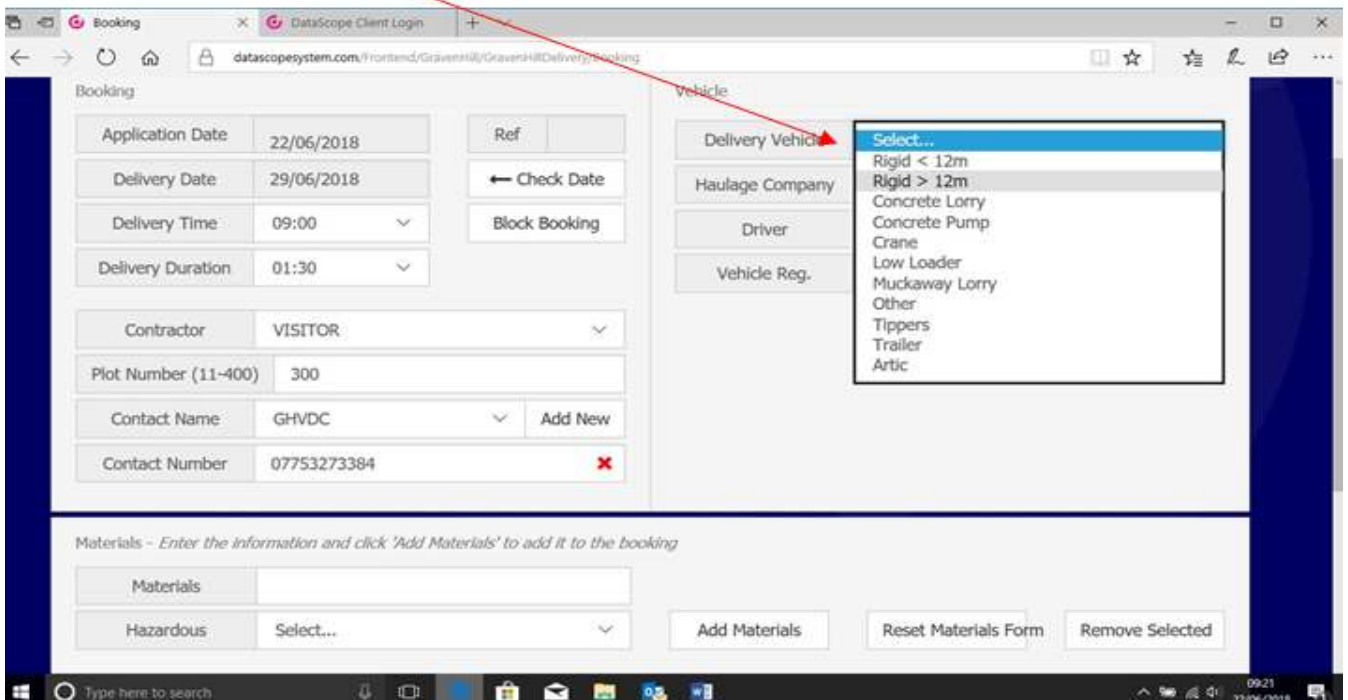
13.0 Select the Contact Name from the drop-down menu.



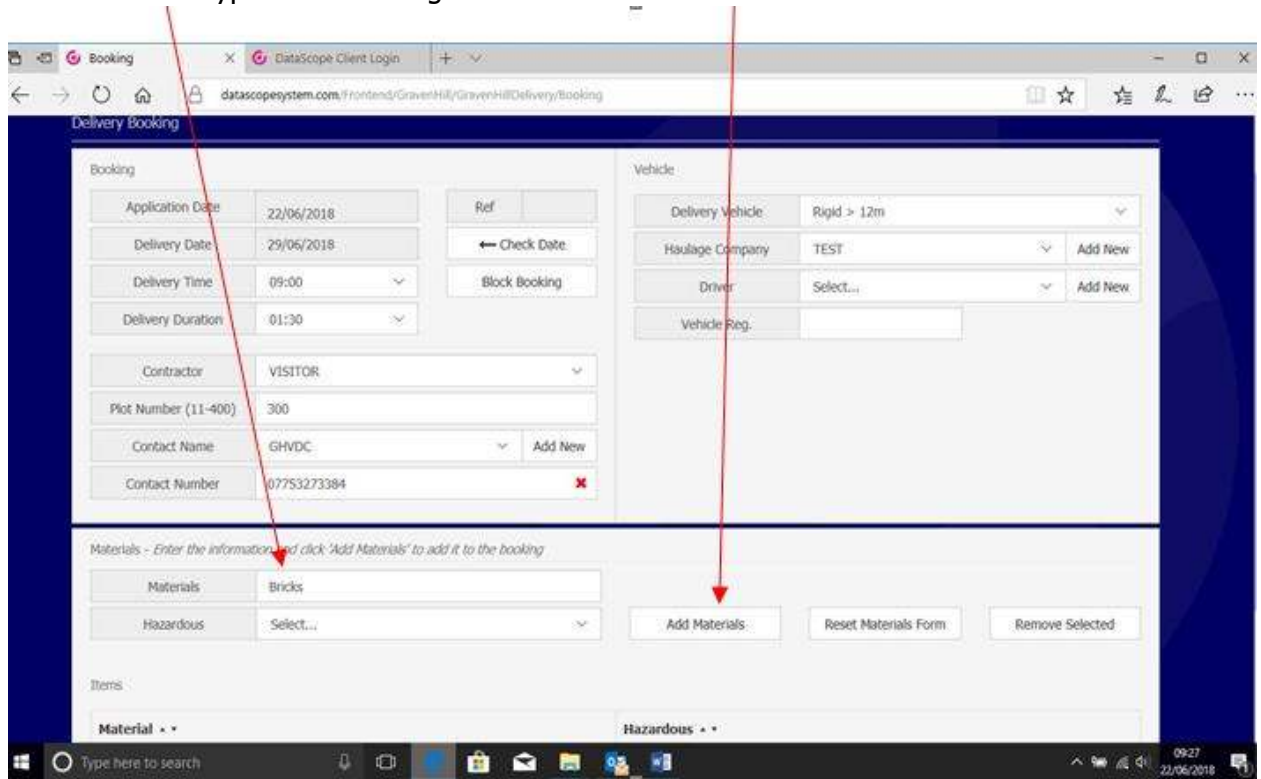
14.0 There **is no need** to add details on the Haulage Company, Driver or Vehicle Registration **and these should be left unaltered.**



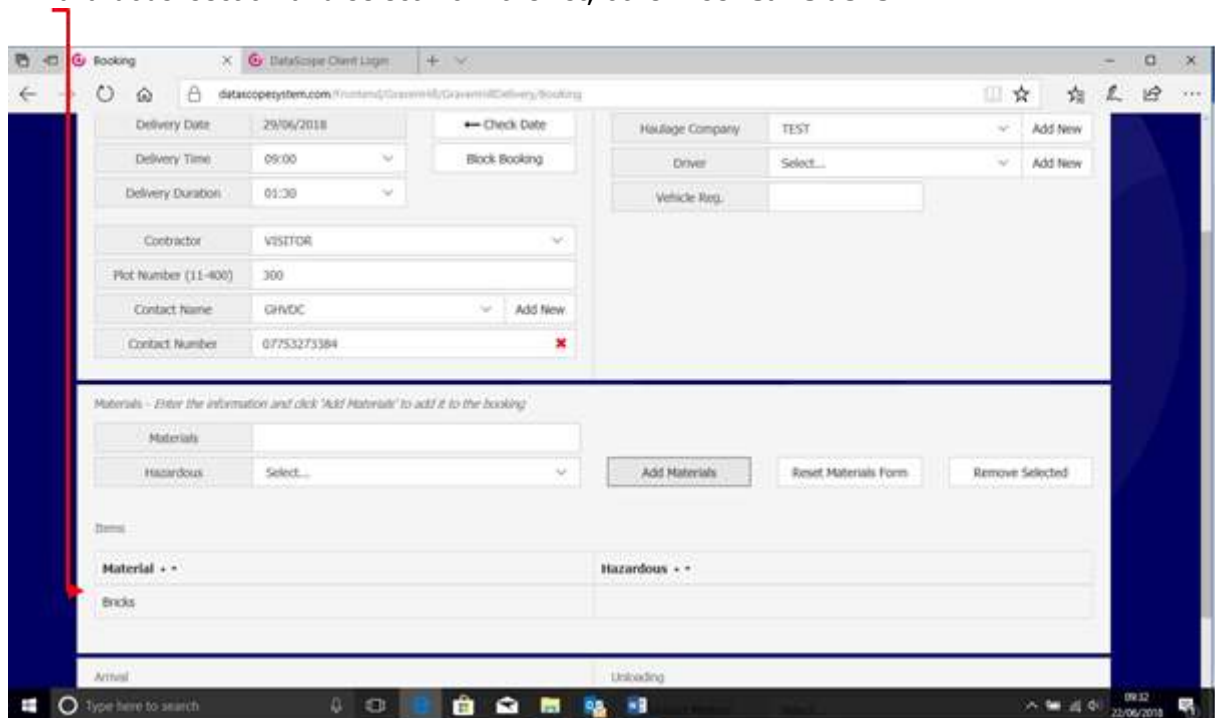
15.0 Select Delivery Vehicle type. **For Cranes go to step 26.**



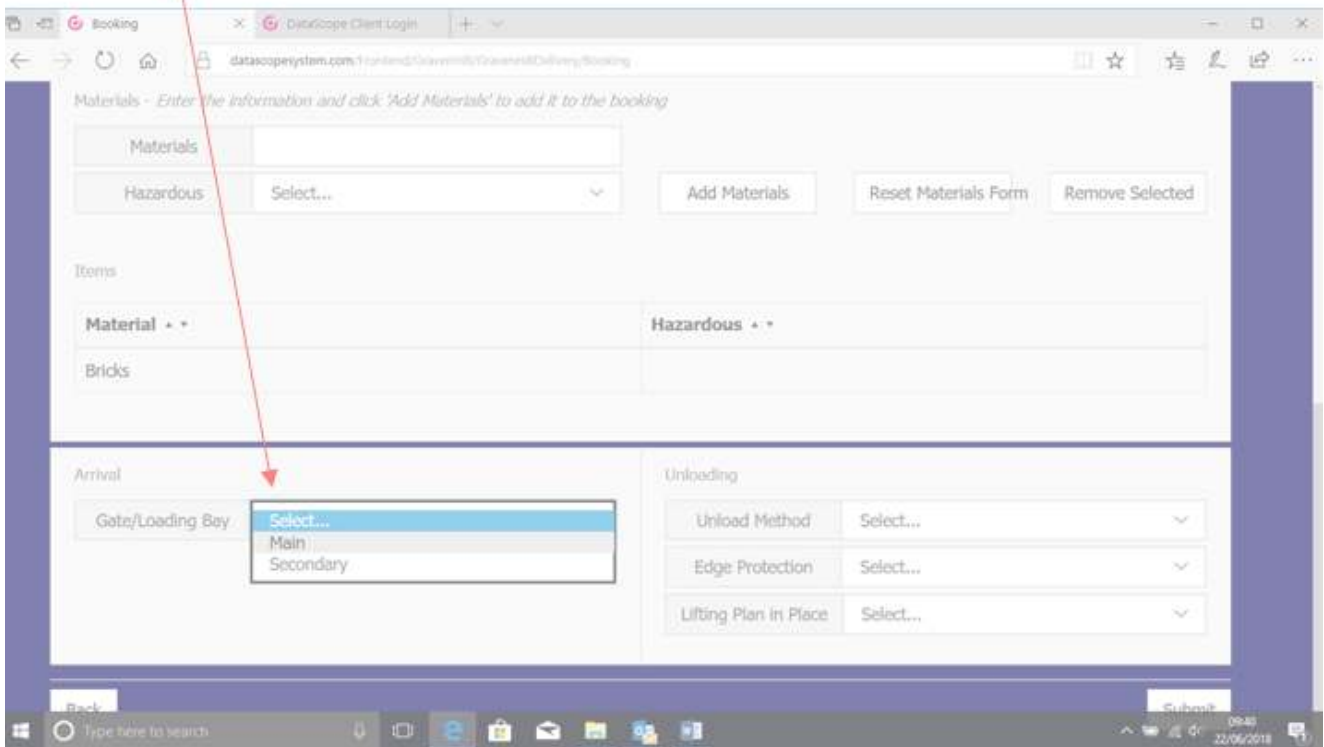
16.0 In 'Materials' type what is being delivered then click 'Add Materials'.



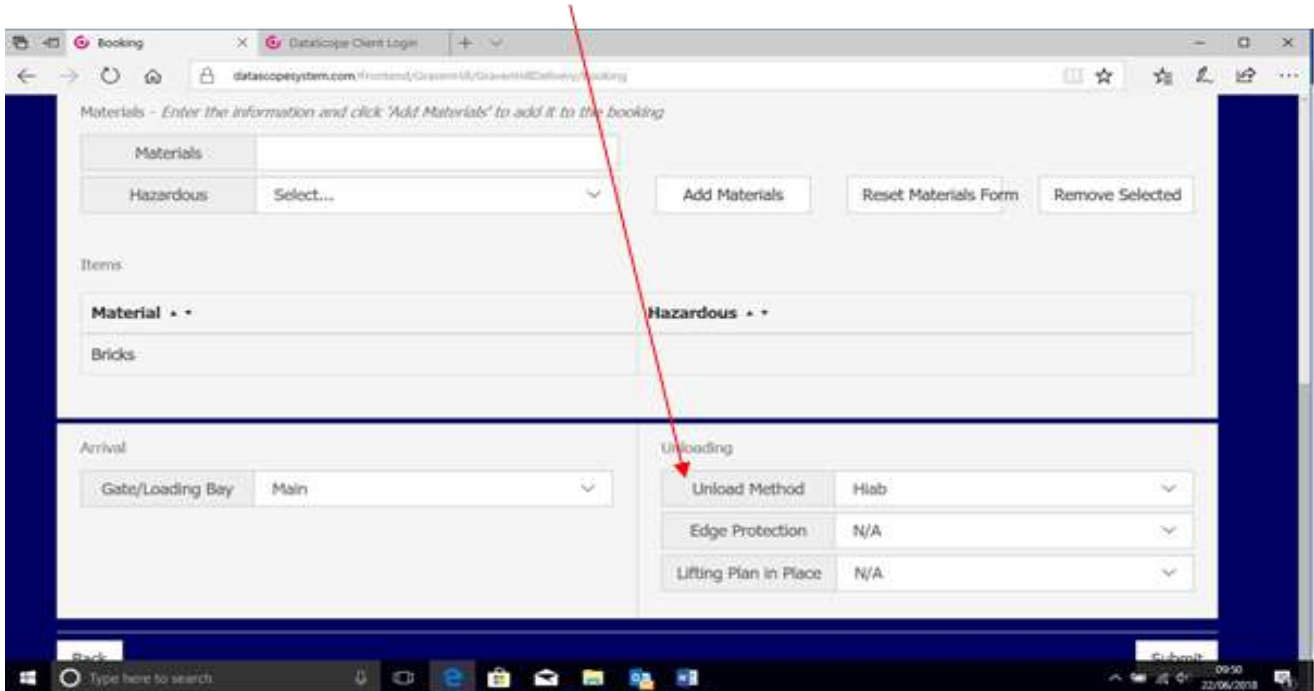
17.0 Material Type will transfer to lower screen. **Only if the material is hazardous** go into the 'Hazardous' section and select from the list, otherwise **leave as is**.



18.0 Select the Gate: Phase 1 = **Main**, Phase 0 = Secondary



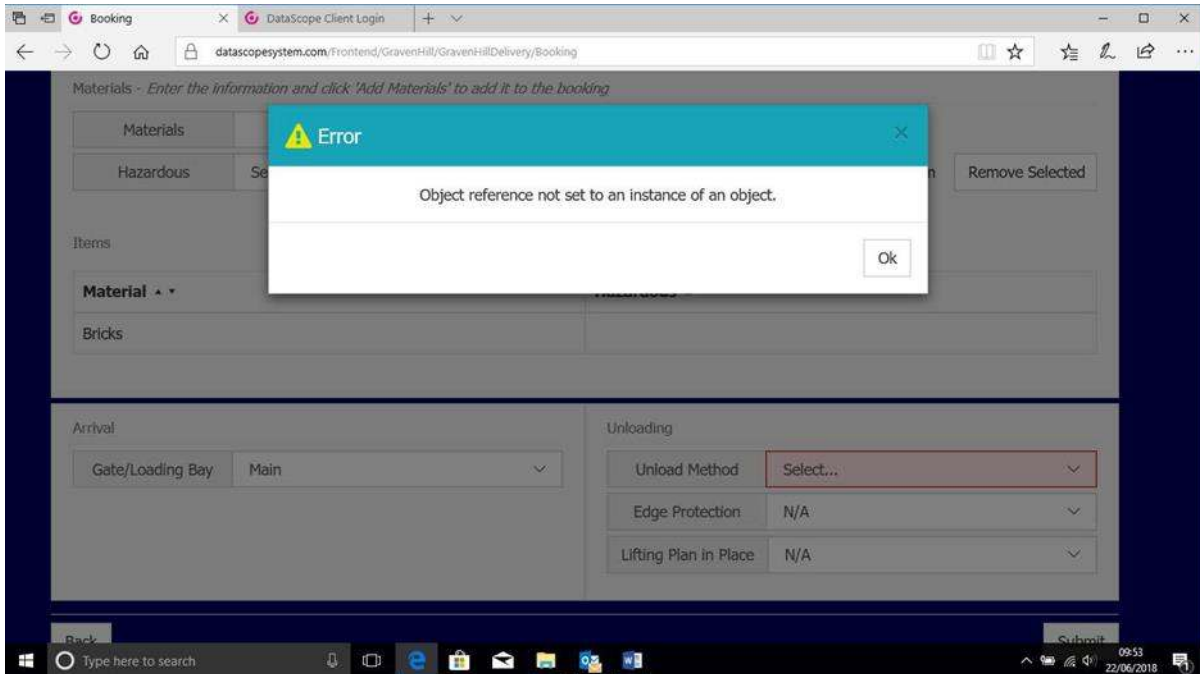
19.0 Select Unload Method and populate the Edge Protection controls and Lifting Plan in Place from the menus.



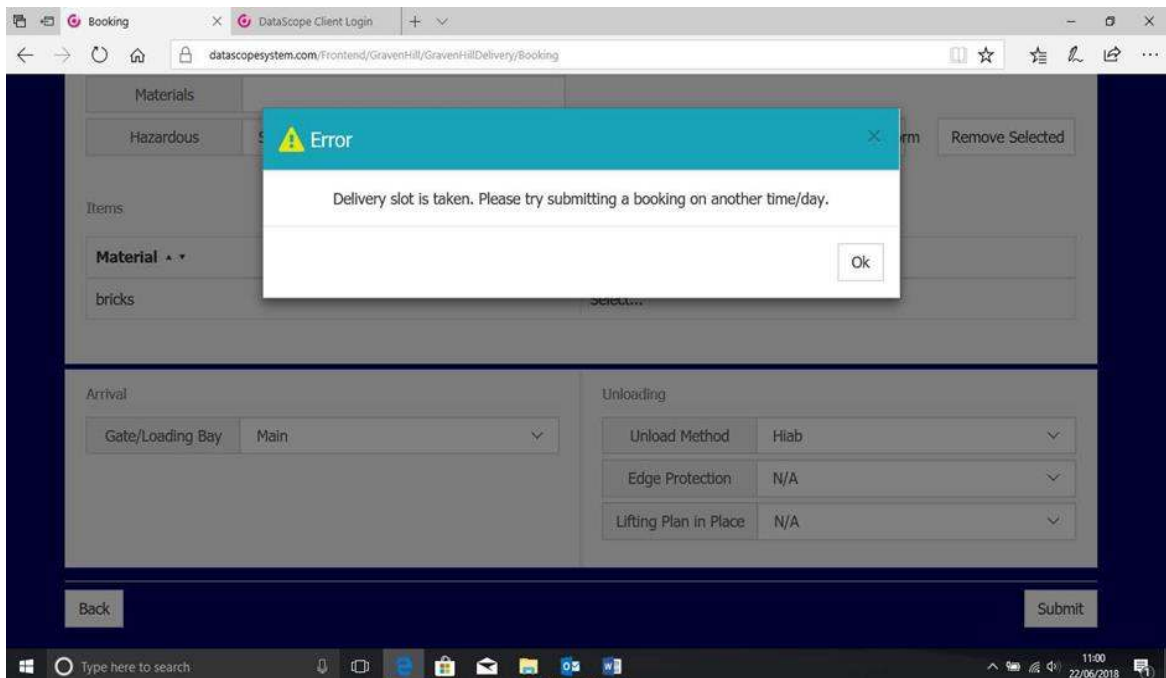
FORM	VERSION
DP	02



20.0 Press 'Submit' button. If there has been information omitted an error message will be received, press 'Ok' and complete the omitted information.



20.1 If your requested slot is already taken a booking cannot be made, and another slot will need to be selected.

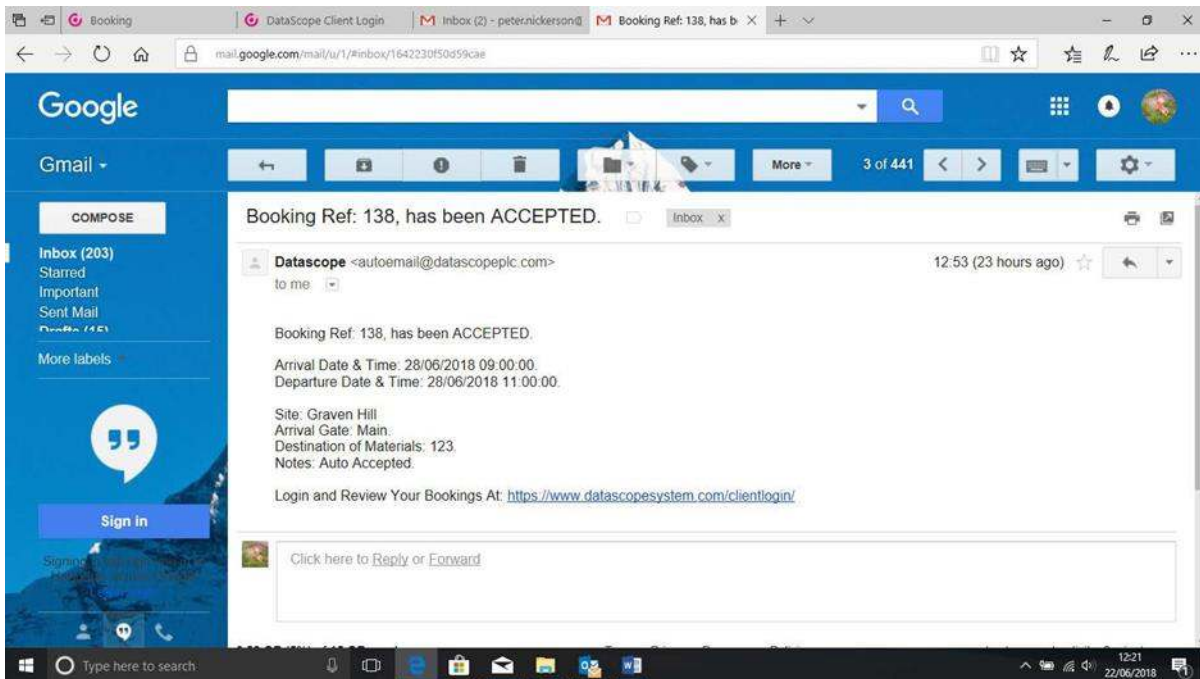


FORM	VERSION
DP	02

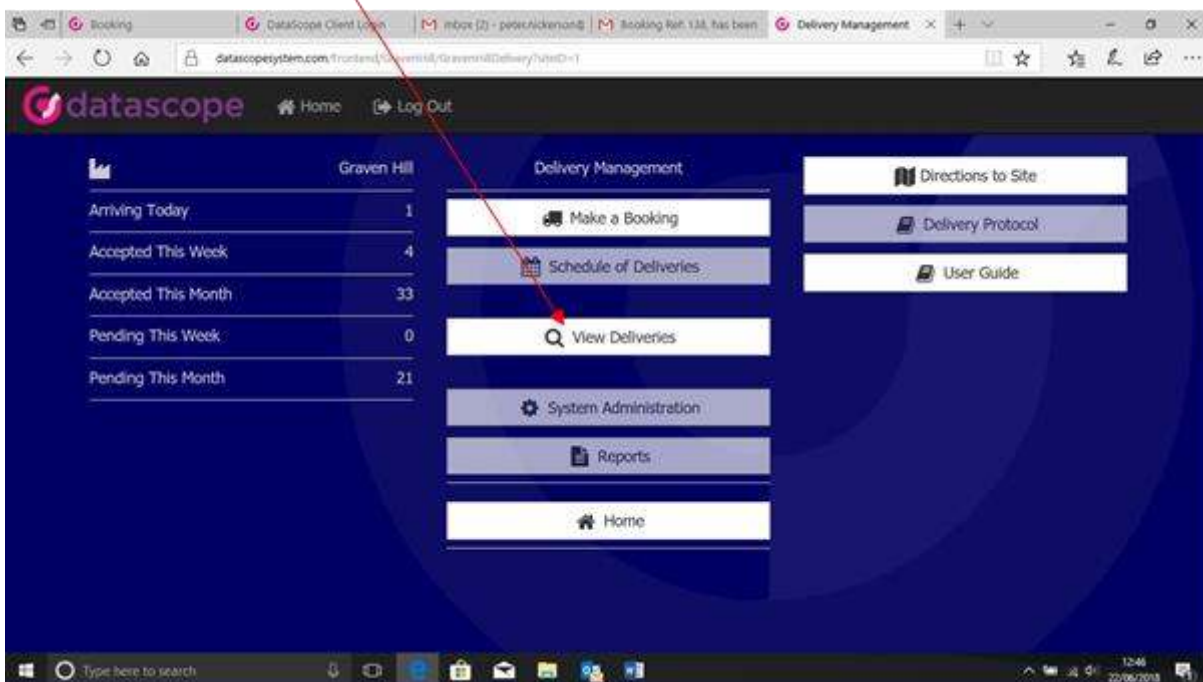


21.0 For successful bookings, an acknowledgement email will be sent.

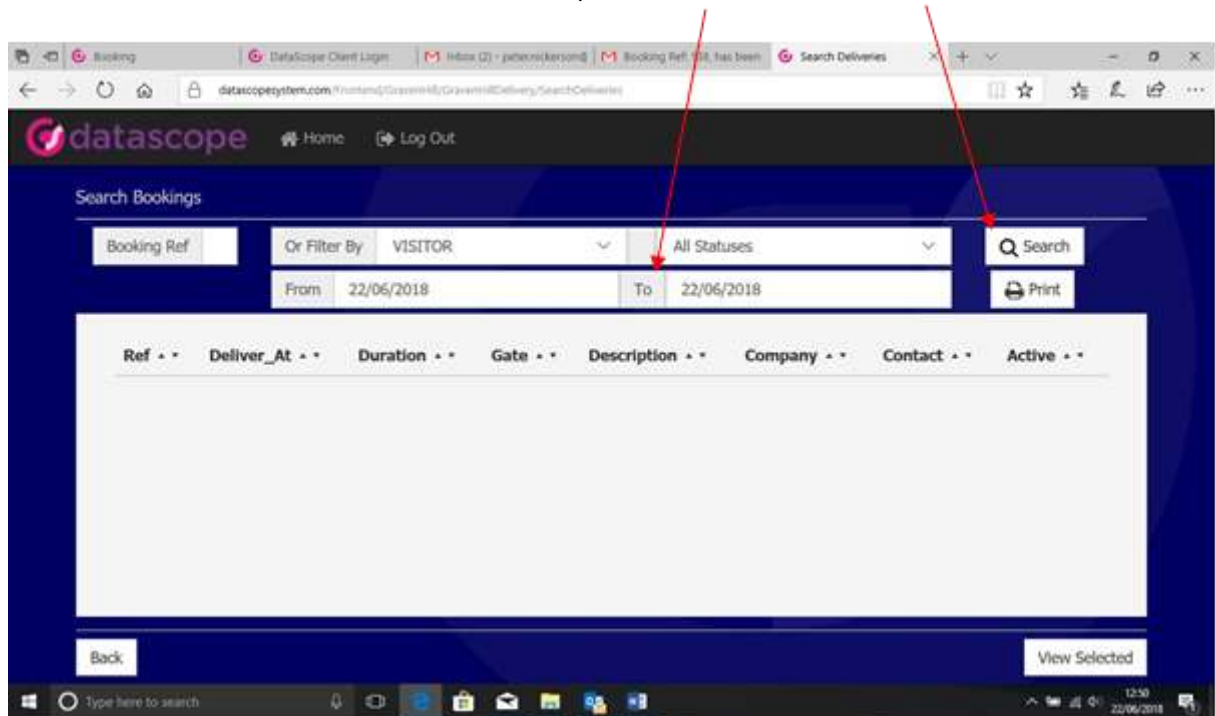
21.1 **It is your responsibility to ensure the details are correct, and to cancel a booking if not required or incorrect. Bookings cannot be amended.**



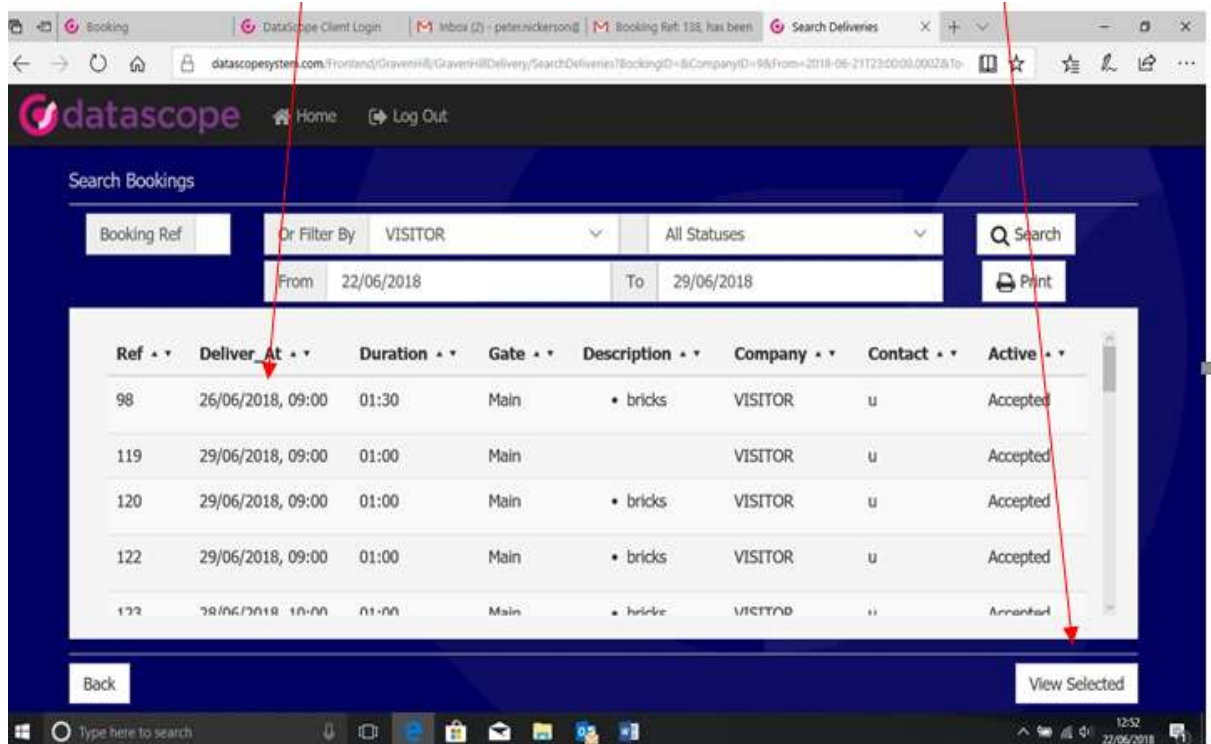
22.0 Viewing and amending your bookings.



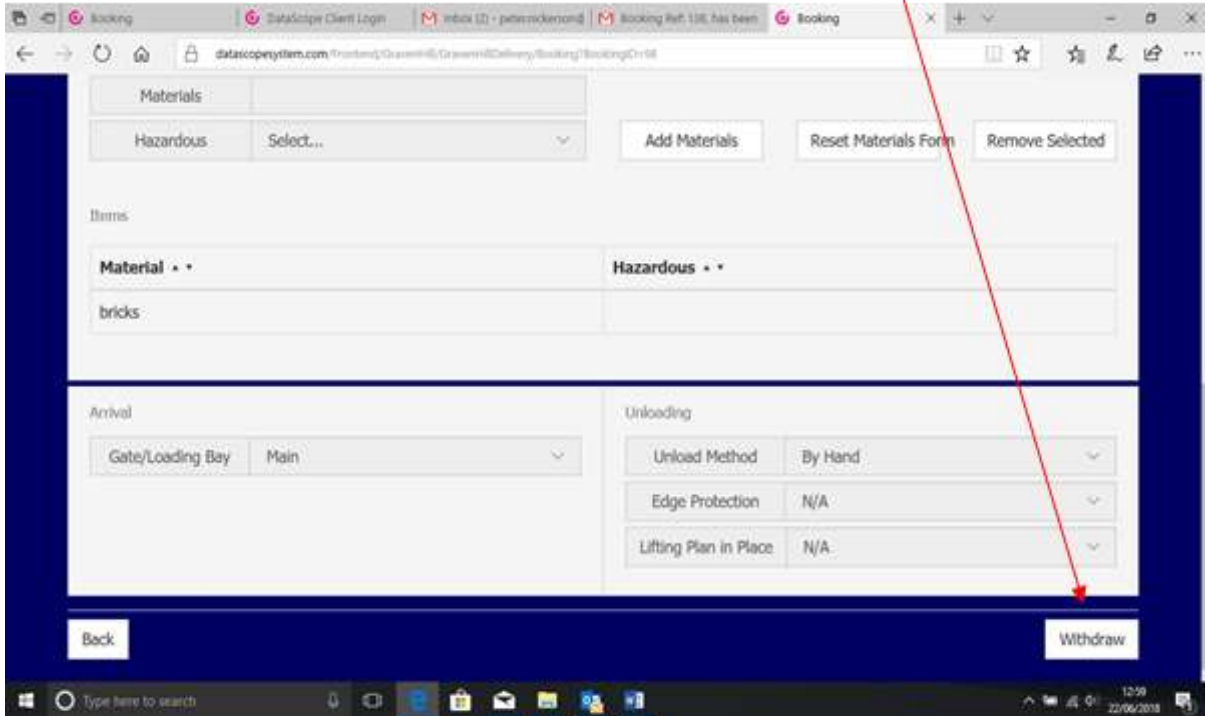
23.0 Search Screen is defaulted to current date, amend 'To' date then search.



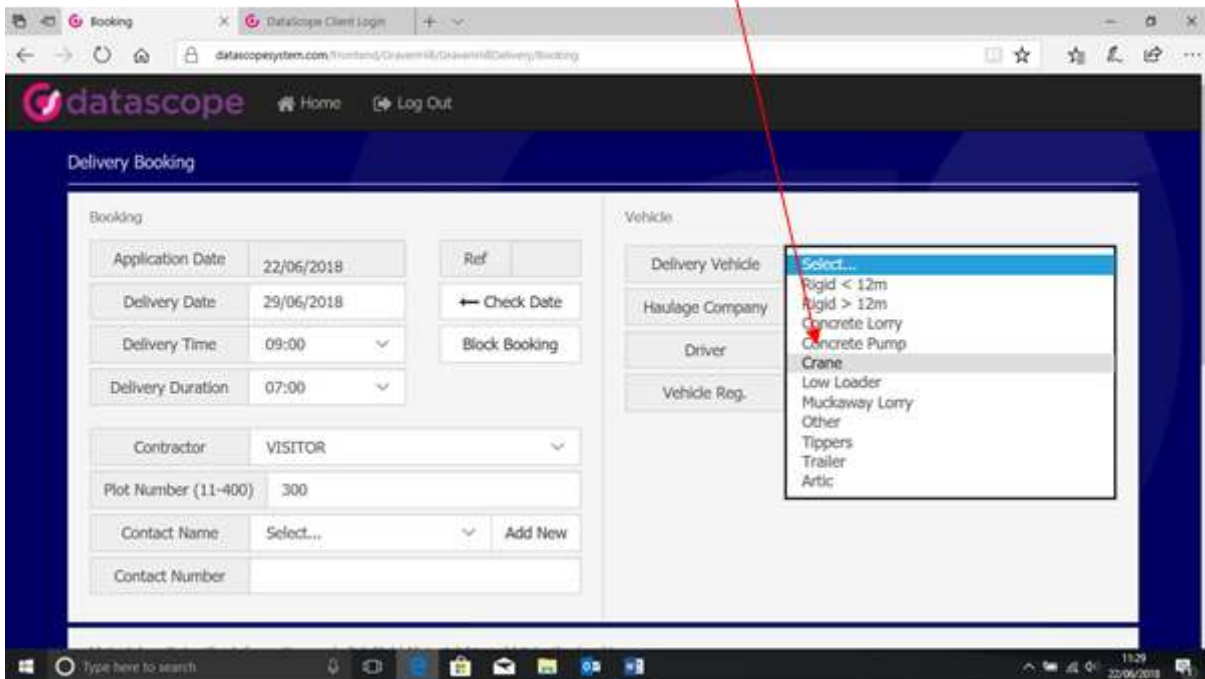
24.0 Your booked deliveries list - select one to be amended and then 'View Selected'.



25.0 The selected booking details will appear, scroll to bottom and 'Withdraw'.



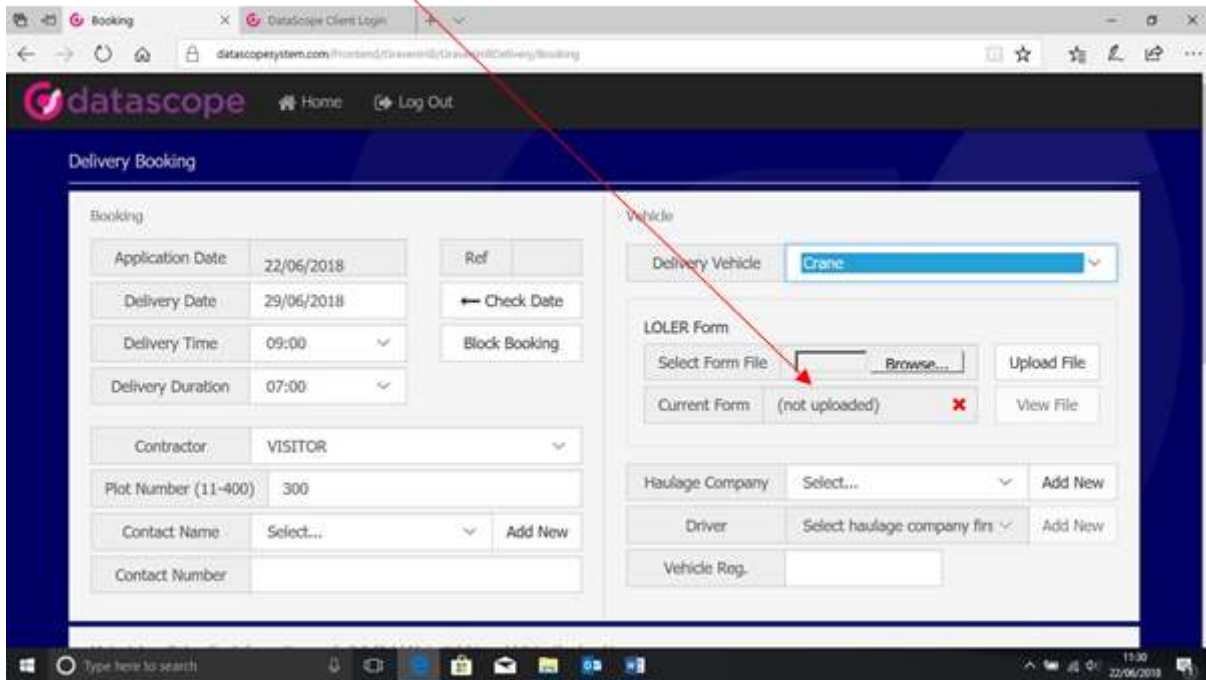
26.0 Mobile Crain. For crane booking, when at 'Select Delivery Vehicle', select 'Crane'.



FORM	VERSION
DP	02



27.0 Prompt to upload the LOLER documents required in the Delivery Protocol.



27.1 After uploading, continue with application as per previous instructions.

