



## COUNCIL OF THE ISLES OF SCILLY

Planning & Development Department  
Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly, TR21 0JD  
01720 424350  
✉ [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

Trewin Design Architects  
1 Stanhope Square  
Holsworthy  
Devon  
EX22 6DR

12<sup>th</sup> August 2014

Dear Sirs,

**Re: P/14/009: Well Cross Yard, Well Cross, St Mary's;  
Conversion of existing stores into two no dwellings for rent**

I write regarding the Construction Plan and Waste Management Plan submitted by email to Craig Dryden on 11<sup>th</sup> August 2014 relating to the discharge of condition 7 of the above planning permission.

I can confirm that as long as the works are implemented in accordance with the details contained within the two plans, the requirements of condition 7 have been satisfied and are therefore discharged.

Please note that the development must be carried out in accordance with the approved document.

Yours sincerely

A handwritten signature in black ink, appearing to read 'CDryden'.

Craig Dryden

Senior Manager – Infrastructure & Planning



## King, Andrew

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**From:** King, Andrew  
**Sent:** 12 August 2014 14:46  
**To:** 'benjamin@trewin-design.co.uk'  
**Cc:** Dryden, Craig; 'matt@trewin-design.co.uk'; David Perry  
**Subject:** RE: FW: Well Cross at Isles of Scilly for Cornwall Rural Housing Association  
**Attachments:** P-14-009 Condition 7.pdf

Dear Ben,

Please find attached a letter discharging condition 7 of planning permission P/14/009.

The fee for the discharge of conditions is now due which is £97. This can be paid by cheque, card or BACS, please let me know if you wish to pay by means other than posting a cheque.

Regards,  
Andrew King  
Planning Administrator

Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly, TR21 OJD

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**From:** Ben Savage [<mailto:benjamin@trewin-design.co.uk>]  
**Sent:** 11 August 2014 10:10  
**To:** Dryden, Craig  
**Cc:** David Perry; Payne, Matthew  
**Subject:** Fw: FW: Well Cross at Isles of Scilly for Cornwall Rural Housing Association

REFERENCE EML-OUT/5484/K/186  
For the attention of Craig Dryden

Dear Craig,

Please find enclosed information for condition 7 on the above project for your consideration.

If you require any further information please don't hesitate to contact us.

Best Regards,

**Ben Savage BSc Hons ACIAT**  
*Architectural Technician*

Trewin Design Architects Ltd  
1 Stanhope Square  
Holsworthy  
EX22 6DR  
t: 01409 253 013  
[www.trewin-design.co.uk](http://www.trewin-design.co.uk)

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-----Original Message-----START

Forwarded by Ben Savage [[benjamin@trewin-design.co.uk](mailto:benjamin@trewin-design.co.uk)] on Mon 11th Aug 2014

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**From:** Samantha Quick [[samantha@quickandsons.co.uk](mailto:samantha@quickandsons.co.uk)]  
**Sent:** 8th Aug 2014 at 10:09 (GMT+01:00)  
**Received:** 8th Aug 2014 at 10:09 (GMT+01:00)  
**To:** Matt Payne [[Matt.Payne@trewin-design.co.uk](mailto:Matt.Payne@trewin-design.co.uk)]; Benjamin Savage [[Benjamin@trewin-design.co.uk](mailto:Benjamin@trewin-design.co.uk)]  
**Subject:** FW: Well Cross at Isles of Scilly for Cornwall Rural Housing Association  
**Attachments:** Construction Plan\_0002.pdf; Waste Management.doc;  
**Importance:** Normal

Dear Matt and Ben,

Please find enclosed our waste management and Construction Plan for Well Cross for Condition 7.

Kind regards,  
Samantha Quick

**S J Quick & Sons Ltd,**  
**Rospeath Industrial Estate,**  
**Crowlas,**  
**TR20 8DU**

**(01736) 740272**  
[www.quickandsons.co.uk](http://www.quickandsons.co.uk)

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**From:** Matt Payne [<mailto:Matt.Payne@trewin-design.co.uk>]  
**Sent:** 29 July 2014 21:48  
**To:** Peter Moore; David Perry; Martyn Middlewick; Samantha Quick  
**Subject:** Fwd: Well Cross at Isles of Scilly for Cornwall Rural Housing Association

Dear all,

Please see below for information.

I will look at this tomorrow and put action points/ comments.

Sam, I will need your input for condition 7

Thanks

Matt Payne TCIAT  
Director  
Trewin design architects  
Sent from my iPhone

Begin forwarded message:

**From:** "Dryden, Craig" <[cdryden@scilly.gov.uk](mailto:cdryden@scilly.gov.uk)>  
**Date:** 29 July 2014 18:35:54 BST

**S.J. Quick & Sons**

**Construction Health and Safety Plan**

**Well Cross**

**January 2014**

## **Introduction**

This Construction Phase Plan has been developed in accordance with the Construction (Design & Management) Regulations 2007, and is viewed as a working document that will be amended with relevant information throughout the project. This plan should be viewed in conjunction with our Health & Safety Policy, which outlines many of the systems and procedures we have in place to reduce construction risks and achieve our health and safety goals.

In order to develop a thorough Construction Phase Plan and minimise construction risks to our best ability, this construction phase plan has been developed based on the Pre-Construction Information supplied to us from the CDM Co-ordinator and Client, as required under the duties outlined in CDM 2007. On reviewing the Construction Phase Plan, please notify us of any other relevant information regarding the existing site that we have not been supplied with/is not included, to allow us to protect our employees, subcontractors and any other person affected by our operations.

As the project develops and further information becomes available then the contents of the plan will be updated accordingly.

**This document will be clearly displayed and made available to all persons working on / visiting the site.**

<b>1.</b>	<b>Project Details.</b>
<b>1.1</b>	<b>Project Description</b> Conversion of existing stores into two single storey dwellings
<b>1.2</b>	<b>Site Address</b> Well Cross Yard. Hugh Town IOS. TR21 OPS
<b>1.3</b>	<b>Period of Works</b> Commencing January 2014 for a period of 27 weeks
<b>2.</b>	<b>Project Responsibilities and Site Management.</b>
<b>2.1</b>	<b>Client.</b> Cornwall Rural Housing Association Ltd 1 Dreason Barns Bodmin Road, Bodmin. PL30 4BJ  Telephone: 01208 264530 Email: peter@crha.org.uk Contact: Peter Moore
<b>2.2</b>	<b>Contract Administrator / Quantity Surveyor</b> Wm.G. weller & Son Ltd. Trecarrel Drump Road, Redruth. TR15 1LU  Telephone: 01209 215621 Email: david@wmweller.co.uk Contact: David Perry
<b>2.3</b>	<b>CDM Co-ordinator</b> Wm.G. weller & Son Ltd. Trecarrel Drump Road, Redruth. TR15 1LU  Telephone: 01209 215621 Email: bill@wmweller.co.uk Contact: Bill Meldrum

2.4	<p><b>Principal Contractor</b>  S.J. Quick &amp; Sons Ltd  Rospeath Industrial Estate, Crowlas. Penzance. TR20 8DN</p> <p>Telephone: 01736740272  Email: sam@quickandsons.co.uk  Contact: Sam Quick</p>
2.5	<p><b>Party Wall Surveyor</b>  RTP Surveyors  12 Arwennack St, Falmouth. TR11 3JD</p> <p>Telephone: 01326 318599  Email: martyn@rtpsveyors.co.uk  Contact: Martyn Middlewick</p>
2.6	<p><b>Designers (Architectural)</b>  Trewin Design Partnership  1 Stanhope Square, Holsworthy. EX22 6YJ</p> <p>Telephone: 01409 253013  Email: matt@trewin-design.co.uk  Contact: Matt Payne</p>
2.7	<p><b>Structural Engineer</b>  M&amp;A Associates  9 Wheal Alfred Road, Hayle. TR27 5JT</p> <p>Telephone: 01736 759480  Email: design01@globalnet.co.uk  Contact: Mike Jenkins</p>
2.8	<p><b>Mechanical &amp; Electrical Design</b>  Davey &amp; Gilbert Ltd  Unit 1, Pensens  Rospeath Industrial Estate, Crowlas, Penzance. TR20 8DU</p> <p>Telephone: 01736 332749  Email:  Contact: Sam Strick</p>
3.	<p><b>The Existing Environment.</b></p>



3.1	<p><b>The Site &amp; Surrounding Land Uses.</b> Refer to the Pre-Construction Information Section 3</p>
3.2	<p><b>Existing Records &amp; Plans.</b> There is no existing health &amp; safety file for the existing buildings.</p>
3.3	<p><b>Existing Services to site.</b> No information has been provided on existing services to the site.</p>
3.4	<p><b>Asbestos</b> A demolition asbestos survey dated 8<sup>th</sup> October was undertaken. The presence of Asbestos Containing Materials have been identified. Refer to the Report (Appendix 7.6)</p> <p>The Surveyor has identified areas of the site that were not accessible as detailed in Section 3.2 and 5 of the report. The possibility of asbestos debris within the site cannot be discounted.</p>
3.5	<p><b>Significant Design &amp; Construction Hazards.</b> The construction processes involved with this project are standard in nature and will involve the normal range of hazards and risks. These items are identified in Section 4 of the PCI (See Appendix 7.6)</p>
3.6	<p><b>Specific Client Requirements.</b> These are detailed in Section 2 of the PCI (see appendix 7.6)</p>
4.	<p><b>Management of the Work.</b></p>
4.1	<p><b>Responsibilities. (S.J. Quick &amp; Sons)</b>  <b>Managing Director:</b> S. Quick 01736 740272  Responsible for managing the contract, ensuring that adequate resources are provided, appointing contractors and maintaining liaison with the Client, Designers and CDM Co-ordinator. Ensure that the provisions of the Construction Phase Plan are implemented and that the information is updated as appropriate.</p> <p><b>Site Manager:</b> M. Quick 07968 252477  Responsible for the supervision and co-ordination of activities on site, maintaining liaison with and directing appointed contractors  Updating the construction phase plan  Planning and managing temporary works  Day to day liaison with the client  Appointed Person, Arranging for emergency services to be summoned in the event of an accident and maintaining the first aid box.</p>

	<p>Ensuring that:-  Health &amp; Safety Standards are maintained.  Statutory inspections are undertaken and recorded  All persons working on site are suitably inducted  Fire precautions and procedures are maintained</p>
<b>4.2</b>	<p><b>Health &amp; Safety Goals.</b>  Our policy is to provide a place of work that is safe and without risks to the health and safety of employees and others who may be affected by our activities.</p>
<b>4.3</b>	<p><b>Monitoring and review of performance.</b>  We will regularly monitor compliance with site rules etc. and ensure that statutory examinations as required by the Construction (Design &amp; Management) Regulations 2007 and the Working at Height Regulations 2005 are undertaken. The Site Manager will carry out daily visual inspections and ensure that corrective action is taken when required.</p>
<b>4.4</b>	<p><b>Regular liaison with parties on site.</b>  The Site Manager will liaise with and co-ordinate the activities of all persons and contractors on site and when necessary or appropriate will arrange meetings with interested parties to ensure adequate co-ordination between all parties on site.. The Site Manager will also maintain regular liaison with the clients representative and architect.</p>
<b>4.5</b>	<p><b>Exchange of Design Information and Handling Design Changes</b>  The design and distribution of designer's information is co-ordinated by the CDM Co-ordinator. The site management team will liaise with the CDM Co-ordinator on design carried out during the construction phase, including any design undertaken by specialist contractors appointed by S.J. Quick &amp; Son.</p>
<b>4.6</b>	<p><b>Consultation with the workforce.</b>  Employees and contractors employees will be consulted on matters relating to their health and safety. The Site Manager will advise all persons on site of hazards and precautions as they arise. Any person who has safety concerns will be advised to bring these to the attention of the Site Manager</p>
<b>4.7</b>	<p><b>Selection and Control of Contractors.</b>  Not applicable for initial works</p>

4.8	<p><b>Site Security.</b> The site is bordered by existing properties and walls. Entrance to the site is via an arched gate. The entrance will be secured when the site is unoccupied and warning signs will be displayed.</p>
4.9	<p><b>Site Induction.</b> All persons before commencing work on site, will be made aware of the safety procedures (i.e. Fire Precautions, First Aid Arrangements), the site rules and any specific significant hazards/risks and precautions required. This information will be updated if required.</p>
4.10	<p><b>On site training.</b> Where a specific training need is identified to ensure that employees are competent to carry out tasks or operate equipment or plant then the Site Manager will ensure that this is provided.</p>
4.11	<p><b>Welfare facilities.</b> Facilities will be provided on site to provide welfare facilities including toilets, hot &amp; cold water and facilities for preparing and eating food.</p>
4.12	<p><b>First Aid Arrangements.</b> A First Aid Box will be provided on site. The Site Manager will act as the appointed person responsible for taking charge in the event of an accident or injury and summoning assistance as required.</p>
4.13	<p><b>Reporting of accidents.</b> An accident book is available in the offices of S.J. Quick and all persons on site will be required to record any injuries or work related instances of ill health. The injured persons employer (or the employing contractor for self employed persons) will be responsible for undertaking the statutory reporting.</p> <p>All persons on site are required to report any accidents or incidents that may have resulted in an injury, to the Site Manager. The Site Manager will investigate any such report, and review and revise the site safety arrangements if appropriate.</p>

4.14	<p><b>The production of risk assessments and method statements.</b> Risk assessments relating to the general activities and initial conditions on site have been undertaken. These will be amended and updated when necessary. Task specific assessments will be completed as the project progresses.</p> <p>Contractors will be required to produce risk assessments and / or method statements for work / activities of a hazardous nature, prior to work commencing. These will be vetted and monitored by the Managing Director and Site Manager.</p> <p>A written safe system of work will be produced where the level of risk is considered to be significant and / or the activity is complex and may affect other parties on site.</p>
4.15	<p><b>Site rules.</b> A copy will be available on site. All persons will be made aware as part of the site induction process.</p>
4.16	<p><b>Fire and Emergency Procedures.</b> An emergency procedure is provided and will be briefed to persons working on site as part of the site induction process. Fire extinguishers and a means of raising the alarm will be provided.</p>
5.	<p><b>Arrangements for controlling significant risks on site:</b></p>
5.1	<p><b>Delivery and Removal of Materials / Equipment.</b> Arrangements will be made with the island carriers for the delivery of materials &amp; equipment to / from the island. Deliveries arriving at the site will be supervised to ensure the safety of the public.</p>
5.2	<p><b>Services and Temporary Electrical Installations.</b> The utility services will be consulted and the site surveyed to identify existing services prior to work commencing. A temporary electrical supply will be installed by a competent person to provide for power and lighting on site, who will also ensure that adequate RCD protection is provided. Wherever possible, 110v or cordless equipment will be used. 240v tools and equipment will be protected with RCDs.</p>

5.3	<p><b>Accommodating Adjacent Land Use.</b> Residential and commercial properties border the site, where work activities could present a risk to the fabric and occupants of the adjoining properties the Site Manager will consider each work activity and assess the associated risks and implement measures to ensure that a safe system of working is in place.</p>
5.4	<p><b>Preventing Falls.</b> The Site Manager will be responsible for ensuring that all working at height equipment is suitable for the task, in good condition and used appropriately.</p>
5.5	<p><b>Working on or near fragile surfaces.</b> The roofs of the existing stores are considered to be fragile and will be removed as part of the demolition process. Where access to this roof is required then a suitable means of safe access will be provided dependant on the activity to be undertaken. (roof ladder or boards with rails)</p> <p>Where work on these materials is required safe access and fall protection will be provided as determined by a specific risk assessment.</p>
5.6	<p><b>Maintenance of Plant and Equipment.</b> The Site Manager will ensure that all significant plant and equipment used on site, provided or hired in by them, is properly serviced and maintained. Contractors will be responsible for the maintenance of their own plant and equipment.</p>
5.7	<p><b>Traffic routes and segregation of vehicles and pedestrians.</b> All deliveries and plant movements will be supervised to ensure that pedestrians and other road users are protected.</p>
5.8	<p><b>Storage of Materials &amp; Equipment.</b> All Bulk materials will be safely stacked or secured to prevent movement. Materials and equipment will be stored within the existing hall.</p>
5.9	<p><b>Manual handling.</b> Manual handling will be minimised wherever possible by ensuring that materials are stored as close to the site of work as possible, mechanical assistance or sufficient manpower is provided.</p>

<b>5.10</b>	<b>Use of hazardous substances.</b> Where the use of substances on site is likely to pose a risk to the health of employees or others, the appropriate precautions will be taken to control those risks. This may include the use of personal protective clothing, ventilation or fire precautions as appropriate.
<b>5.11</b>	<b>Reducing Noise and Vibration.</b> Where activities are likely to expose employees to excessive levels of noise or vibration, the staff involved and others who may be affected will be provided with the appropriate PPE and where necessary the working hours restricted by rotation.
<b>5.12</b>	<b>Asbestos Material.</b> Refer to the Asbestos survey and Paragraph 3.4. This material will be removed and disposed of in accordance with the procedures and precautions specified in the HSE Task Sheets extracted from "Asbestos Essentials". Refer to Appendix 7.3 for further details.
<b>5.13</b>	<b>Wells Disease</b> Persons working on site will be informed of the risk as part of the induction process.
<b>5.14</b>	<b>Other significant risks to Health and Safety.</b> The Managing Director & Site Manager will be responsible for liaising with contractors if any other significant risks are identified and ensuring that the appropriate control measures are implemented.
<b>6.</b>	<b>Health &amp; Safety File.</b>
<b>6.1</b>	<b>Contents</b> The information required for the health and safety file is detailed in the Pre Construction Information (Appendix 7.4). This information will be collated and forwarded to the CDM Co-ordinator. Contractors will be required to provide the appropriate information relevant to their activities.
<b>7.</b>	<b>Appendices</b>
<b>7.1</b>	<b>Program of Work</b>
<b>7.2</b>	<b>Site Induction Information &amp; Records</b>
<b>7.3</b>	<b>Risk Assessments &amp; Method Statements</b>
<b>7.4</b>	<b>Fire Risk Assessment</b>

<b>7.5</b>	<b>Contractors Risk Assessments &amp; Method Statements</b>
<b>7.6</b>	<b>Pre-Construction Information Asbestos Survey.</b>
<b>7.7</b>	<b>Completed Inspection Records</b>
<b>7.8</b>	<b>Forms</b>





## Site Waste Management Plan (SWMP)

The Contractor will work closely with the Client, Design Team and subcontractors to ensure that maximum resource efficiency and minimal waste production are achieved for the project. The Site Waste Management Plan Regulations 2008 have been repealed from 1 December 2013, hence there will be no requirement for the Contractors to develop a Site Waste Management Plan (SWMP) for the project. However it is the intention of the Client to request a similar document from the Contractor to monitor waste, for the purposes of this document we shall continue to refer to it as a Site Waste Management Plan (SWMP).

In the early stages of the project, the Contractors will capture the relevant information for inclusion in the SWMP, for example decisions taken during design that will reduce the amount of waste produced on site (e.g. standardisation of materials, fixtures, fittings, off-site manufacture, etc). The waste hierarchy will be applied to all stages of the project (prevent, reduce, reuse, recycle) to ensure maximum resource efficiency.

The Contractor will implement this site waste management plan to manage waste reduction and diversion from landfill.

Waste information (including permits, licences and exemption certificates will be held on site and kept for two years (three years for hazardous waste consignment notes).

## Site Waste Management Plan (SWMP)

**Project information**

Project name	Construction of two dwellings, Well Cross					
Project location	St Mary's, Isles of Scilly					
Project cost (estimated)*	£364,430.00					
Floor area (m <sup>2</sup> )	135 m <sup>2</sup>					
Project start date	Date	<input type="text" value="1"/>	Month	<input type="text" value="October"/>	Year	<input type="text" value="2014"/>
Project end date	Date	<input type="text" value="28"/>	Month	<input type="text" value="February"/>	Year	<input type="text" value="2015"/>
Site location description	The site area is enclosed bordering residences/retail businesses. Well Cross runs between Lower Strand which faces onto the sea front and Church Street. It is owned by the Cornwall Rural Housing Association Ltd and is proposed to be redeveloped to provide two affordable homes for the island.					
Client	Cornwall Rural Housing Association Ltd					
Principal Contractor	S J Quick & Sons Ltd					
Version Number and Date						

## Site Waste Management Plan (SWMP)

### 1. Responsibilities

Name	Company	Company Type (e.g. Client, Designer, Principal Contractor)	Contact details
Health and Safety Consultant, Keith Uren	S J Quick & Sons Ltd	Principal Contractor	01736 740272
Health and Safety Consultant, Keith Uren	S J Quick & Sons Ltd	Principal Contractor	01736 740272
Martin Quick	S J Quick & Sons Ltd	Principal Contractor	01736 740272
Peter Moore	Cornwall Rural Housing Association Ltd	Client	01208 892000

Who has drafted the SWMP?

Who is responsible for implementing the SWMP?

Who is the person in charge of the project?

Who is the client?

Where will this SWMP be kept? (a copy should be on site)

Electronic based document

Paper based document

**Declaration statement:** We agree that the 'Client' and the 'Principal Contractor' will take reasonable steps to ensure waste duty of care is complied with, materials are handled efficiently and waste is managed appropriately.

Signature

Print name

Date

With Contractor's head office.

Back up hard copy on site (printed monthly) and displayed on site SHE Monitoring Board

**The declaration will be confirmed prior to starting construction works**

Sam Quick

24<sup>th</sup> February, 2014

## Site Waste Management Plan (SWMP)

### 2. Waste minimisation

The table below records decisions taken before the plan was drafted on the nature of the project, design, construction methods and materials to plan waste minimisation i.e. reducing the amount of waste produced

Type	Waste Minimisation decision taken	By whom	Intended results
Recycling	Recycle existing stone from the Site (minimal).	Contractor	Sustainable process of re-using the islands natural materials
Waste - Asbestos	Removal waste from site, transport to mainland to licensed point of disposal	Contractor	No waste to island landfill.
Recycling	Inert spoil and arisings.	Contractor	Fill to designated areas on island.
Recycling/Waste	Timber products arising from demolition.	Contractor	Cut into manageable sections/lengths for fuel (if possible/viable). Excess to be disposed to mainland.
Recycling	Where appropriate and in the best long term interest of the islands consideration will be given to reusing salvaged materials. This is an island philosophy not to bring further materials to the island where existing resources can be utilised.	Contractor	No waste to island landfill.
<b>Further waste minimisation decisions taken during the design development and construction phase will be recorded in this section.</b>			

## Site Waste Management Plan (SWMP)

### 3. Forecast

Estimate the types and amounts of waste you expect to generate on this project.

Work Package (if known)	Type of waste (as a minimum this should be inert, non-hazardous)	Estimate amount (m <sup>3</sup> )	Work Package (if known)	Type of waste (as a minimum this should be inert, non-hazardous)	Estimate amount (m <sup>3</sup> )
Asbestos	Returned to mainland	tbc			
Wood/pallets	Returned to mainland	25			
Sundry plastic	Returned to mainland	1			
Plasterboard	Off-cuts returned to mainland	5			
Building boards	Returned to mainland	2			
Joinery	Returned to mainland	1			
Concrete	Returned to mainland	5			
Aggregate	Returned to mainland	10			
Masonry	Returned to mainland	10			
Electrical	Returned to mainland	2			
Mechanical	Returned to mainland	2			
Packaging	Returned to mainland	5			

The above waste forecast is based on current information. The forecast will be reviewed in conjunction with designers and supply chain during the course of the works.

## Site Waste Management Plan (SWMP)

### 4. Waste Management options

Waste type	Recycle (%)	Recover (%)	Dispose (%)	Container / equipment required	Waste Management contractor	Any relevant exemptions / permits
Asbestos			100	Sealed bags or skips		
Wood/pallets	90		10	Segregated waste		
Sundry plastic			100	Returned to mainland		
Plasterboard			100	Returned to mainland		
Building boards	100			Returned to mainland		
Joinery	100			Returned to mainland		
Concrete			100	Returned to mainland		
Aggregate	100			Returned to mainland		
Electrical			100	Segregated waste, returned to mainland		
Mechanical			100	Segregated waste, returned to mainland		
Packaging			100	Returned to mainland		

Wastes shown as 'recycle' will be segregated on site for off-site recycling. Wastes shown as 'recovery' will be sent to permitted waste transfer stations for recovery and recycling (details of recycling rates will be included in this plan). Wastes shown as 'disposal' will be sent to permitted landfill sites.

*Sections 1-4 are completed before construction work commences onsite.*

The following sections of the SWMP will be completed as construction works commence on site:

5. **Duty of care - to be completed before any waste is removed from site to registered points of disposal - will include details of all waste carrier and waste facilities including waste carrier registration certificates, environmental permits and licences**
6. **Waste Records - details of all waste collections from site to registered points of disposal will be recorded in the site waste management plan including carrier and waste facility**
7. **Waste Log - provides details of all waste movements to registered points of disposal**
8. **Training / communication - all subcontractors will be briefed regarding waste management requirements**
9. **Ongoing review of implementation - undertaken every three months to record progress against the plan**
10. **Actual versus forecast waste - shows details of waste generated against the initial forecast**
11. **Completion review (to be completed within 3 months of project close)**

This plan will be kept at either the Principal Contractor's place of business or at the site of the project for 2 years.