



*Town Planning Consultants
Development Advocacy*

DELIVERY MANAGEMENT PLAN

**TESCO EXPRESS
126 FELPHAM ROAD
BOGNOR REGIS
PO22 8QW**

JULY 2018

Background

1. This Statement is submitted pursuant to Condition 2 of planning permission reference FP/161/17/PL which states that *“a Delivery Management Plan (including details of delivery procedures and measures to prevent customer vehicles parking in the delivery area) shall be submitted to the local planning authority”*.
2. This Statement thus provides details of the proposed delivery arrangements for the site and how these will operate. The occupier will be responsible for ensuring implementation of the Plan and adherence to the procedures therein.
3. Condition 2 was imposed to *“safeguard the operation of the public highway”*. The measures set out in this Plan thus ensure the continued operational safety of the highway by setting out the various procedures that will be put in place for each delivery at the site, from the notification of deliveries to arrival, unloading and loading, and departure.

Notification of Deliveries

4. Tesco logistics are to notify store staff with plentiful notice of an incoming delivery enabling store staff to be suitably aware of its incoming arrival.

Prior to Arrival

5. The ‘Delivery Area’ is indicated by a green dashed line on the plan at Appendix 1. The ‘Delivery Area’ is sufficiently large to accommodate a long wheelbase delivery lorry and sufficient standoff for the tail lift and working area.
6. Members of store staff will be required to monitor this area from time to time once notified of a delivery. Any customer parking in this location will be requested to move their vehicle should store staff notice such an occurrence.

CCTV monitoring is also to be utilised to deter customers from parking in this location.

7. Upon notification of a delivery, store staff are to place cones around the perimeter of the 'Delivery Area' to ensure the vehicle is directed swiftly into a safe and suitable location. This will also prevent customers from attempting to park in the designated location.
8. Store staff, in anticipation of a delivery vehicle arriving, will prepare empty, recycling and returns cages that the lorry will be taking away, so these are waiting upon arrival. This will ensure that the whole operation is completed as efficiently as possible.

Arrival and Unloading/Loading

9. Upon arrival, a member of store staff will be waiting to act as banksman, though the in/out arrangement of the site ensures that delivery vehicles enter and depart in forward gear without the need for manoeuvres within the car park.
10. Once parked, the driver will be assisted by store staff to ensure the period in which the delivery vehicle remains on site is kept to a minimum.
11. A member of store staff shall remain with the vehicle at all times during the loading and unloading process to ensure the safety of the site for staff and customers.

Departure

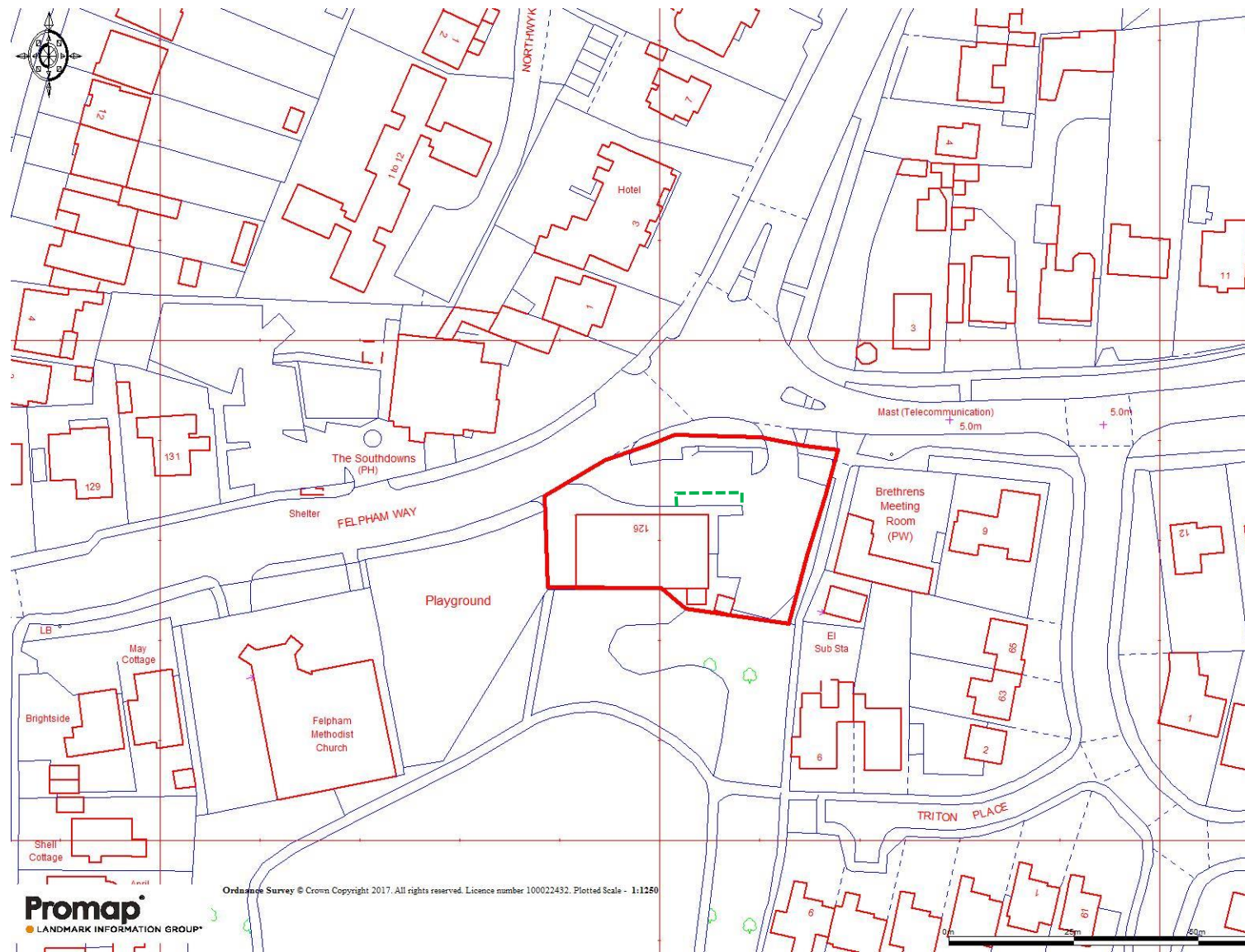
12. Once the process is completed, the delivery is to be logged and the driver departs.
13. A member of store staff removes the cones and stores them in anticipation of the next delivery notification.

Measures to Prevent Customer Vehicles Parking in the Delivery Area

14. As set out above the following measures will be implemented:
- store staff are to monitor the 'Delivery Area' upon notification of deliveries and request customers move their cars should they park in this area
 - include CCTV signage in the area to deter customers from parking
 - upon notification of a delivery, store staff are to place cones around the perimeter of the 'Delivery Area'

Summary

15. This Delivery Management Plan has been prepared pursuant to the discharge of Condition 2 of permission FP/161/17/PL. It sets out the procedures that will be put in place for deliveries at the site and the measures that will be implemented to deter customers from parking in the delivery area. The implementation of these procedures and measures will ensure the continued operational safety of the highway.



MRPP
**MARTIN ROBESON
PLANNING PRACTICE**
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Title: Site Location Plan indicating
location of 'Delivery Area'

Job No: 2875

Job: Tesco
Express

Plan: MRPP3

Scale:1:1250 @A4

Date: July 2018

Drawn by: JF

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