

# TRAVEL AND VEHICLE MOVEMENT MANAGEMENT STATEMENT

**25 Heathfield Road  
BL9 8HB**

*Certificate of Lawfulness of Proposed Use*

Prepared in support of the proposed use of the existing dwellinghouse as a small family-style children's home for  
one child or young person

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## **1.0 Purpose and Status of the Statement**

### **1.1 Introduction**

This Travel and Vehicle Movement Management Statement has been prepared in support of an application for a Certificate of Lawfulness of Proposed Use under section 192 of the Town and Country Planning Act 1990 relating to 25 Heathfield Road, BL9 8HB.

The application seeks confirmation that the proposed use of the existing dwellinghouse as a small, family-style children's home falling within Use Class C2 would not amount to a material change from the existing lawful Class C3 dwellinghouse use.

The purpose of this statement is to define how staff travel, staff handovers, child-related journeys, professional visits and other vehicle movements would be planned and managed so that the proposed use remains small-scale, predictable and residential in character.

This is not a Transport Assessment and does not seek to demonstrate a guaranteed level of parking availability. It is a proportionate operational statement for a single-child home and should be read alongside the Planning Statement, Materiality Position Statement, Operational Summary, Good Neighbour Policy, Needs and Demand Statement and submitted floor plans.

### **1.2 Relationship to the Certificate of Lawfulness**

The commitments within this statement form part of the factual and operational circumstances upon which the Certificate of Lawfulness is sought. Any future operator would be required to remain within the certified planning envelope. A subsequent site-specific Management Plan may provide additional operational detail but would not authorise an increase in occupancy, staffing, handover frequency, visitor activity or vehicle intensity beyond the parameters stated in this document.

## **2.0 Proposed Use and Fixed Operational Envelope**

### **2.1 Proposed Use**

The proposal is for a small family-style children's home providing planned residential care accommodation for one child or young person aged 7-18 years only. Care would be provided by non-resident staff working on a rota basis.

The child would live at the property as their home and would participate in ordinary domestic routines including education, meals, leisure, appointments, family contact where appropriate and community activities. The property would not operate as a hostel, HMO, crisis facility, public-facing service, staff base or institutional facility.

### **2.2 Fixed Operational Parameters**

- Maximum occupancy of one child or young person only.
- Planned and appropriately matched placements only.
- No emergency, crisis or short-notice placements.
- Non-resident care staff working on a rota basis.
- Normally two care staff supporting the child.
- A maximum of three staff or carers present at the property at any one time, inclusive of all management attendance and temporary handover.
- One principal staff handover each day, undertaken internally and sequentially.
- No routine evening or overnight shift change.
- Professional visits arranged in advance and coordinated to avoid unnecessary overlap.
- No public access, customer traffic, commercial servicing or organisational meetings.
- No alteration to the existing access arrangements and no parking works proposed.

## **3.0 Existing Access and Parking Context**

25 Heathfield Road is an existing semi-detached dwellinghouse within an established residential street. The application does not propose any new access, crossover, parking area, marked parking bay or other highway works.

The proposed use would rely upon the existing lawful access and parking arrangements applicable to the dwelling and the surrounding highway network. No claim is made that a particular space will always be available, and no space would be reserved or guaranteed for staff or visitors.

The management approach is therefore based on controlling the timing and number of vehicle movements, avoiding unnecessary overlap and requiring all staff and visitors to park lawfully and considerately. The relevant comparison is not whether the use would generate no vehicle activity, but whether its pattern and planning consequences would remain within the broad range capable of arising from residential occupation.

## 4.0 Staffing, Handover and Staff Travel

### 4.1 Staffing Model

The home would normally operate with two Residential Care Staff supporting one child. A Registered Manager, Duty Manager or senior staff member may attend where required, provided that the absolute maximum of three staff or carers at the property is not exceeded. The maximum includes care staff, management attendance, senior staff attendance and any temporary handover overlap.

Staffing would remain ancillary to the child's residential occupation. The property would not be used as a general staff base, training venue, recruitment location or office for the wider operator.

### 4.2 Example Staffing and Handover Pattern

The following table demonstrates how the home may operate at the highest proposed staffing level. The detailed rota may be adjusted to meet the child's assessed needs, but no variation would permit more than three staff or carers at the property at any one time or more than one routine daily handover.

| Time Period | Example Staffing Arrangement at Highest Level                                                                                                                                                                     | Operational and Vehicle Management Note                                                                                                                                      |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07:00-09:00 | Two Residential Care Staff present, supporting the child's morning routine, breakfast, preparation for education and any planned appointments.                                                                    | Maximum staff present: 2. Routine domestic morning activity. No public-facing activity.                                                                                      |
| 09:00-09:30 | Sequential internal handover between the two outgoing and two incoming Residential Care Staff. One incoming staff member would arrive before one outgoing staff member departed, followed by the second exchange. | Maximum staff present: 3 at any one time. Handover would take place inside the property, remain brief and avoid staff gathering outside. Vehicle overlap would be minimised. |
| 09:30-17:00 | Two Residential Care Staff present. A Registered Manager, Duty Manager or senior staff member may also attend where required.                                                                                     | Maximum staff present: 3, inclusive of all management attendance. Management visits would be planned and normally arranged outside the handover period.                      |
| 17:00-22:00 | Two Residential Care Staff present, supporting the child's evening meal, homework, recreation, family-style routines and bedtime preparation.                                                                     | Maximum staff present: 2. Ordinary domestic evening activity. No routine staff change during this period.                                                                    |
| 22:00-07:00 | Two Residential Care Staff may remain present overnight where required by the child's assessed needs and care plan. One may use the designated sleep-in room while the second undertakes waking-night duties.     | Maximum staff present: 2. No routine night-time handover, repeated vehicle movements or public-facing activity.                                                              |

### 4.3 Handover Management

The principal daily handover would take place between 09:00 and 09:30. It would be undertaken sequentially rather than by all incoming and outgoing staff meeting at the property simultaneously. This arrangement maintains continuity of care while ensuring that the three-person maximum is not exceeded.

- Handover would take place inside the property.
- The exchange of information would be kept brief and proportionate.
- Staff would not gather or hold conversations outside the property.
- Vehicle engines would not be left idling.
- Management attendance and professional visits would normally be arranged outside the handover period.
- There would be no routine evening or overnight handover.

#### **4.4 Staff Travel Expectations**

The future operator would manage staff travel through rota planning and staff induction. Staff would be encouraged to use walking, cycling, public transport, car sharing, drop-off arrangements or other appropriate travel options where practical and safe. These measures would be encouraged rather than relied upon as an absolute requirement.

#### **5.0 Child-Related Journeys**

Vehicle movements connected with the child would be those ordinarily associated with living in a residential home. They may include journeys to education, healthcare appointments, therapeutic appointments, family contact, leisure activities, shopping and community-based activities.

Journeys would be planned around the child's assessed needs and daily routine. Wherever practical, multiple purposes would be combined within one journey and unnecessary return trips would be avoided. Walking, cycling and public transport may be used where appropriate to the child's age, needs, safeguarding arrangements and level of independence.

The home would not accept emergency placements. This removes short-notice admission journeys, crisis-led professional attendance and rapid turnover that could otherwise create an unpredictable pattern of vehicle movements.

#### **6.0 Professional, Family and Regulatory Visits**

The child may receive occasional visits from social workers, education professionals, healthcare professionals, therapists, independent reviewing officers, placing authority representatives, Ofsted or other regulatory representatives and family members where planned and appropriate.

Visitor attendance would be managed in accordance with the following principles:

- Visits would be arranged in advance wherever possible.
- Professional appointments would normally be arranged outside the principal staff handover period.
- Appointments would be coordinated to avoid unnecessary overlap.
- Where practicable, only one professional appointment would take place at the property at a time.
- Family contact would be planned and would not occur on a drop-in basis.
- The property would not be used for general multi-agency meetings, staff meetings, training or organisational gatherings.
- Visitors would be required to park lawfully and considerately.

Visits directly related to the care of the resident child would remain modest, pre-arranged and ancillary to the residential use of the property.

#### **7.0 Deliveries, Maintenance and Other Attendance**

Deliveries would be limited to ordinary household deliveries comparable to those received by other dwellings, including groceries, parcels and household supplies. The home would not require commercial servicing, bulk deliveries, customer collections or routine organisational deliveries.

Maintenance contractors would attend by appointment and, except in genuine emergencies, during reasonable daytime hours. Appointments would be coordinated to avoid the principal handover period and unnecessary overlap with professional visits.

Emergency service attendance cannot be predicted or controlled and would be managed in the same manner as at any residential dwelling. The proposed operation is not an emergency placement facility and would not generate routine emergency admission traffic.

## **8.0 Parking Conduct and Sustainable Travel Measures**

### **8.1 Parking Conduct**

All staff and visitors would be required to park lawfully and with due consideration for neighbouring residents and other highway users. Staff induction and visitor instructions would include the following requirements:

- Do not obstruct neighbouring driveways, access points or dropped kerbs.
- Do not park on or obstruct pedestrian footways.
- Do not park close to junctions or in a manner that affects visibility or highway safety.
- Maintain access for emergency and service vehicles.
- Observe all waiting restrictions and highway markings.
- Avoid engine idling, loud conversations and unnecessary door slamming.
- Do not reserve spaces using cones, bins or other objects.
- Avoid unnecessary vehicle overlap through planned arrival and departure times.

### **8.2 Sustainable and Efficient Travel**

The future operator would encourage staff and visitors to reduce unnecessary private car use where this is practical and safe. Measures may include car sharing, public transport information, walking or cycling for suitable journeys, remote professional meetings where attendance at the property is not necessary, and combining child-related journeys where appropriate.

These measures would be implemented proportionately and would not compromise safeguarding, the child's care plan or staff safety.

## **9.0 Management, Monitoring and Neighbour Liaison**

### **9.1 Management Responsibility**

The Registered Manager, Duty Manager or nominated responsible person would oversee compliance with this statement. Their responsibilities would include rota planning, coordination of handovers and appointments, staff induction, review of vehicle-related concerns and ensuring that the home remains within the certified planning envelope.

### **9.2 Staff Induction and Records**

All staff would receive instruction on the three-person maximum, sequential handover procedure, parking conduct, neighbour expectations and restrictions on staff meetings or training at the property. The operator may maintain proportionate records of rota arrangements, management visits and any vehicle-related complaints to support review and corrective action.

### **9.3 Neighbour Concerns**

The operator would provide a contact route for non-emergency operational concerns. Any concern relating to parking, staff arrival or departure, engine idling, obstruction or visitor activity would be recorded and considered by the manager. Where appropriate, corrective action could include staff reminders, revised appointment times, changes to handover sequencing or additional travel guidance.

Any operational review would remain subordinate to the Certificate of Lawfulness and would not authorise an increase in staffing, occupancy, handover frequency or intensity of vehicle activity.

## **10.0 Fixed Travel and Vehicle Management Commitments**

The applicant confirms that the proposed use would operate in accordance with the following fixed commitments:

1. The home would accommodate one child or young person aged 7-18 years only.
2. Only planned placements would be accepted; there would be no emergency placements.
3. Normally two care staff would support the child.
4. No more than three staff or carers would be present at any one time, inclusive of management attendance and temporary handover.

5. There would normally be one principal daily staff handover, undertaken internally and sequentially.
6. There would be no routine evening or overnight shift change.
7. Management attendance and professional visits would be planned to avoid unnecessary overlap with handover.
8. The property would not be used as a staff base, training venue or organisational meeting location.
9. Staff and visitors would park lawfully and considerately and would not obstruct driveways, footways, junctions or emergency access.
10. The operator would encourage appropriate active travel, public transport and car sharing where practical and safe.
11. No new access, crossover, parking area or highway works are proposed.
12. The use would not generate customer traffic, public access, commercial servicing or emergency-placement movements.
13. Any future Management Plan would remain within these commitments and the wider certified planning envelope.

### **11.0 Conclusion**

The proposed travel and vehicle arrangements arise from the residential care of one child within an existing dwellinghouse. The principal movements would comprise one daily staff handover, child-related journeys, occasional professional or family visits, ordinary household deliveries and maintenance attendance by appointment.

The one-child restriction, exclusion of emergency placements, absolute three-person staffing maximum, sequential handover arrangement and absence of routine evening or overnight shift changes provide a clear and predictable operational framework. Staff and visitor travel would be actively managed to minimise unnecessary overlap, protect highway safety and respect neighbouring residents.

The proposal would not generate customer traffic, public access, commercial servicing or vehicle activity characteristic of a larger institutional use. When considered as a matter of fact and degree, the nature and pattern of vehicle movements would remain ancillary to the child's occupation of the property as their home and compatible with the continued residential character of the planning unit.