

YMCA, 184 TOTTENHAM LANE OUTLINE DELIVERY AND SERVICING PLAN

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Velocity Transport Planning Ltd

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TABLE OF CONTENTS

1	INTRODUCTION	3
2	PLANNING POLICY	6
3	AIMS AND OBJECTIVES.....	9
4	SERVICING DEMAND	10
5	SERVICING STRATEGY.....	11
6	SERVICING MANAGEMENT AND MEASURES.....	14
7	CONCLUSION.....	16

FIGURES

FIGURE 1-1: SITE LOCATION.....	3
FIGURE 1-2: PROPOSED GROUND FLOOR LAYOUT	5
FIGURE 5-1: PROPOSED HIGHWAY LAYOUT	12

1 INTRODUCTION

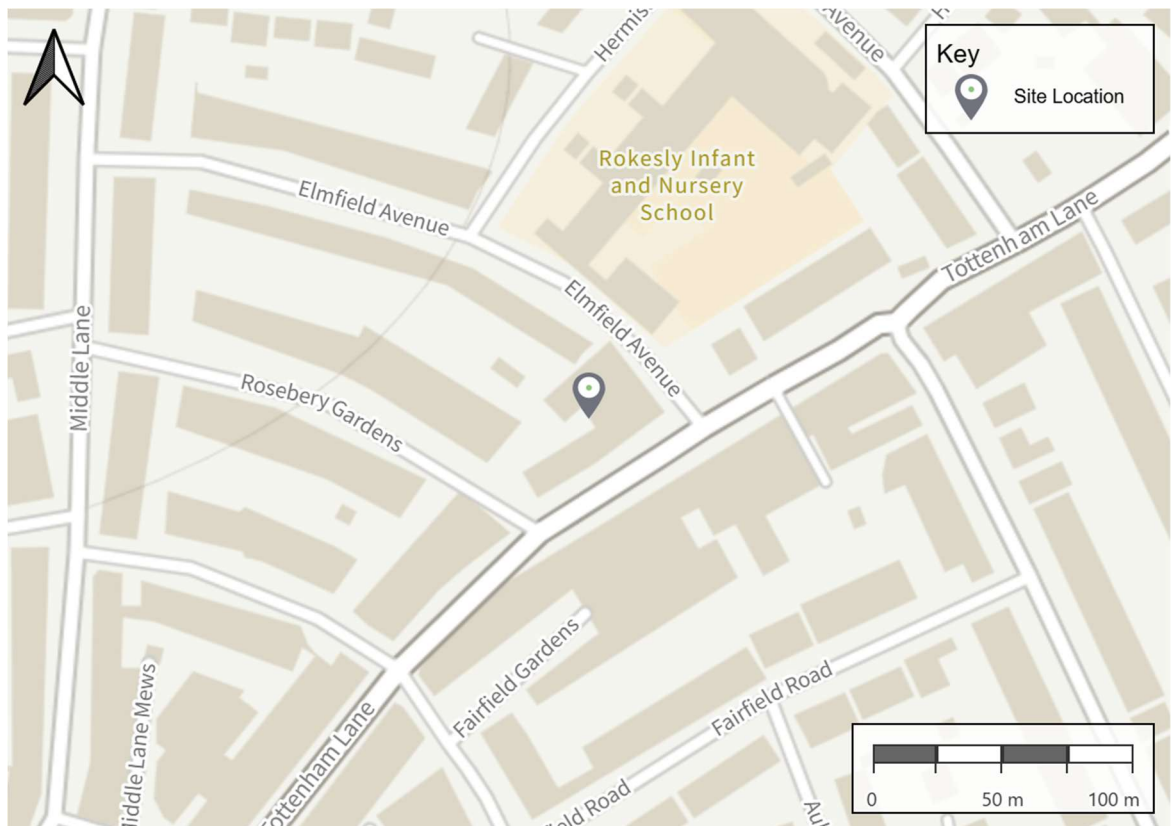
1.1 INTRODUCTION

- 1.1.1 Velocity has been appointed by YMCA London City and North (the Applicant) to prepare this outline Delivery and Servicing Plan (DSP) in relation to the Proposed Development at YMCA, 184 Tottenham Lane, London, N8 8SG (the Site).
- 1.1.2 The Site is located within the administrative boundary of the London Borough of Haringey (LBH), which is both the Local Planning Authority and the Highway Authority.
- 1.1.3 This DSP accompanies the Transport Statement (TS), Travel Plan (TP), Operational Waste Management Plan (OWMP) and Outline Construction Logistics Plan (CLP), which have been prepared in support of the planning application.

1.2 SITE LOCATION

- 1.2.1 The Site is located in Crouch End and sits at the junction of the A103 Tottenham Lane, Elmfield Avenue and Rosebery Gardens. The Site is bounded by the A103 Tottenham Lane to the south, Elmfield Avenue to the east, Rosebery Gardens to the west, and residential properties and their rear gardens to the north.
- 1.2.2 **Figure 1-1** shows the site location.

Figure 1-1: Site Location



- 1.2.3 Pedestrian access to the YMCA part of the Site is provided from the southern boundary via the northern footway of the A103 Tottenham Lane. A rear service yard is accessed from the north-western corner via Rosebery Gardens. Access to the Crouch End Fitness Centre is provided from the eastern boundary via the western footway of Elmfield Avenue.
- 1.2.4 Elmfield Avenue operates as a School Street for Rokesly Primary and Infant Schools. Motor vehicle access is restricted during the designated school drop-off and pick-up periods to reduce traffic and provide a safer environment for children walking, cycling and scooting to school. Outside these periods, the street operates as part of the local highway network, subject to the existing parking and access restrictions.
- 1.2.5 TfL's online WebCAT planning tool indicates that the Site has a PTAL score of 3, which reflects a moderate level of public transport accessibility.

1.3 SITE CONTEXT AND EXISTING SITE USE

- 1.3.1 The YMCA operates three accommodation sites across Hackney, Haringey and Islington. Collectively, these provide safe and stable accommodation for around 600 young people each year. The accommodation supports young people aged 16 to 25 who are homeless or in housing need, helping them to transition towards independent living. In addition to food and affordable accommodation, the YMCA provides residents with access to training, personal development, guidance and job search support.
- 1.3.2 The Site currently provides hostel accommodation comprising 155 single-occupancy bedrooms with associated communal areas, including meeting rooms, storage areas and a canteen with adjacent kitchen, together with reception and staff facilities. The Site also includes a fitness centre.
- 1.3.3 YMCA has advised that the existing operation includes an in-house maintenance team, with external contractors used as required for specialist servicing, along with a housing and reception team, contract cleaners and in-house catering for residents.

1.4 PROPOSAL CONTEXT

- 1.4.1 The Proposed Development seeks to redevelop the existing hostel accommodation to provide improved, fit-for-purpose accommodation. This comprises a new-build scheme providing 174 bedrooms.
- 1.4.2 The proposals are intended to move away from shared bathroom arrangements, with bedrooms provided as en-suite accommodation within shared cluster arrangements, supported by communal kitchen and amenity space. The Proposed Development also includes wheelchair-accessible or adaptable accommodation at around 10% of the overall provision, together with a proportion of move-on accommodation.
- 1.4.3 The proposed ground floor layout is shown in **Figure 1-2**.

Figure 1-2: Proposed Ground Floor Layout



1.5 SCOPE OF PLAN

- 1.5.1 This DSP has been prepared to set out the principles associated with servicing of the Proposed Development. It demonstrates how deliveries, servicing and refuse collection can be safely and efficiently accommodated at the Site, having regard to the retained access strategy, local highway controls, and the operational requirements of the accommodation use.
- 1.5.2 The DSP aims to ensure that servicing at the development can be carried out sustainably and efficiently, minimising the impact of servicing activity on the surrounding highway network and on residents, pedestrians, cyclists, bus operations, and neighbouring residential streets.
- 1.5.3 This DSP is submitted with the planning application and should be read in conjunction with the TS, TP, OWMP, and CLP prepared in support of the application.

1.6 DOCUMENT STRUCTURE

- 1.6.1 The remainder of this DSP is structured as follows:

- ⦿ **Section 2** - reviews relevant transport planning policy;
- ⦿ **Section 3** - provides the aims and objectives of the DSP;
- ⦿ **Section 4** - provides details of the servicing demand;
- ⦿ **Section 5** - summarises the servicing strategy; and
- ⦿ **Section 6** - provides a description of servicing management and measures.

2 PLANNING POLICY

2.1 INTRODUCTION

- 2.1.1 Relevant national, regional and local planning policy and guidance has been reviewed to provide context for deliveries and servicing in relation to the development proposals.

2.2 NATIONAL PLANNING POLICY FRAMEWORK

- 2.2.1 Specific reference is made to paragraph 116 of the NPPF, which states: *“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.”*
- 2.2.2 The servicing strategy for the Proposed Development has therefore been developed to retain safe and practical servicing arrangements, manage delivery activity, and avoid any unacceptable impact on highway safety or the operation of the surrounding road network.

2.3 THE LONDON PLAN (2021)

- 2.3.1 The London Plan was adopted in March 2021 and provides the strategic plan for London. Policy T7 covers deliveries, servicing, and construction.
- 2.3.2 Part G of Policy T7 states that development proposals should facilitate safe, clean, and efficient deliveries and servicing. Provision of adequate space for servicing, storage and deliveries should be made off-street, with on-street loading bays used only where this is not possible. Delivery and servicing plans should be developed in accordance with Transport for London (TfL) guidance and in a way that reflects the scale and complexity of the development.
- 2.3.3 Part H of Policy T7 states that developments should be designed and managed so that deliveries can be received outside peak hours and, where appropriate, in the evening or night-time. Appropriate facilities should be provided to minimise additional freight trips arising from missed deliveries and to facilitate efficient online retailing.

2.4 DRAFT LONDON PLAN (2026)

- 2.4.1 The Draft London Plan was published for consultation in July 2026 and is an emerging policy document that currently carries limited weight in decision-making. Policy MBUL5 seeks to support London’s growth through sustainable transport and requires development to encourage walking, cycling and public transport while minimising effects on congestion and road safety. It also requires delivery and servicing activity to be reduced, remoded and retimed where possible, with appropriate provision for consolidation, cargo cycles and parcel storage. Although the adopted London Plan (2021) remains the statutory development plan, the draft provides useful context for the assessment of the proposed transport, delivery and servicing arrangements.

2.5 TFL DELIVERY AND SERVICING PLANS GUIDANCE

- 2.5.1 Tfl guidance identifies that a DSP provides a framework for ensuring servicing and freight activity is effective and efficient. DSP measures can reduce, re-time, and consolidate delivery activity, redefine building operations, and ensure procurement activities account for vehicle movement and emissions.
- 2.5.2 The Tfl guidance identifies the following strategies to effectively manage delivery and servicing.

MANAGING DELIVERIES

- ⦿ Inform suppliers of the delivery location and where loading and unloading should take place.
- ⦿ Implement a delivery booking system, where appropriate, to manage the timing of arrivals and minimise peak demands and congestion.
- ⦿ Move deliveries outside peak periods, where practicable and where staff are available to receive goods.
- ⦿ Reduce the time spent on-site by suppliers by providing defined delivery instructions and locating delivery areas close to building entrances.
- ⦿ Ensure servicing areas are kept clear of staff parking, storage, or other unintended uses.

REVIEWING SUPPLY CHAIN OPERATIONS

- ⦿ Reduce delivery, servicing and collection frequencies by consulting with suppliers and consolidating delivery streams.
- ⦿ Establish centralised ordering procedures where practicable to reduce duplicate orders and repeat deliveries.
- ⦿ Use procurement processes to encourage safe, lawful, and efficient freight operation.
- ⦿ Review waste management processes to minimise the number of collection vehicle movements.

WORKING WITH SUPPLIERS

- ⦿ Promote the use of low- or zero- emission vehicles and cargo cycles for smaller items.
- ⦿ Promote the use of legal loading locations and the agreed servicing arrangements.
- ⦿ Encourage best-practice scheme membership among suppliers, such as Tfl's Freight Operator Recognition Scheme (FORS).

2.6 HARINGEY LOCAL TRANSPORT AND PLANNING POLICY

- 2.6.1 The Haringey Local Plan Strategic Policies and Development Management Development Plan Document (DPD) seek to ensure that development supports sustainable travel, manages transport impacts, and provides safe and appropriate arrangements for access, deliveries, servicing and refuse collection.
- 2.6.2 LBH requested that deliveries and servicing arrangements are clearly set out, including the expected nature and frequency of delivery and service trips and the means by which vehicles would access the rear servicing area. LBH also requested details of refuse and recycling storage and collection arrangements, including collection vehicle requirements and confirmation that proposals align with the Borough's standards. This DSP responds to those matters and sets out the proposed operational management measures.

2.7 KERBSIDE AND FREIGHT MANAGEMENT

- 2.7.1 Kerbside controls in the vicinity of the Site, including waiting and loading restrictions on the A103 Tottenham Lane, Rosebery Gardens and Elmfield Avenue, support the safe and orderly management of loading and servicing activity. These controls inform the servicing arrangements set out in this DSP.
- 2.7.2 The servicing strategy promotes scheduled, consolidated and, where practicable, low-emission deliveries that reduce the number and impact of servicing vehicle movements to and from the Site.

3 AIMS AND OBJECTIVES

- 3.1.1 The DSP is intended to outline the principles associated with servicing of the Proposed Development and establish management measures that will be implemented to ensure that activity associated with deliveries, servicing and refuse collection does not give rise to adverse impacts.
- 3.1.2 The aims of this DSP are as follows:
- ④ Ensure adequate arrangements are made for deliveries and servicing at the Site, and that the plan protects the amenity of existing and future residents; and
 - ④ Assist in the management of refuse, delivery and servicing activities at the development by improving the efficiency of these activities and reducing the impact of the development on the local road network.
- 3.1.3 The objectives are:
- ④ To ensure that there is minimal disruption to the local highway network;
 - ④ To ensure that servicing activity is accommodated in a safe and legible manner;
 - ④ To minimise conflict between servicing vehicles, pedestrians, cyclists, residents, staff, visitors and bus operations; and
 - ④ To reduce environmental impacts associated with delivery and servicing operations, including noise, emissions and unnecessary vehicle mileage.
- 3.1.4 The intended benefits of the DSP are as follows:
- ④ For residents, staff and suppliers - reduced operating costs and improved reliability of deliveries;
 - ④ For Site users and the local community - reduced risk of conflict and reduced congestion on the roads surrounding the Site; and
 - ④ For the local community and wider environment - reduced carbon dioxide emissions, reduced air pollutant emissions and reduced noise impacts.

4 SERVICING DEMAND

- 4.1.1 The number of additional delivery and servicing trips associated with the Proposed Development is expected to be minimal. The proposals would provide an uplift of 19 bedrooms, while removing the existing fitness centre use. The servicing strategy would therefore broadly reflect the existing operational arrangements at the Site, with servicing demand expected to remain low and comparable to the existing YMCA use.
- 4.1.2 The existing YMCA accommodation currently generates a low level of servicing activity associated with maintenance, catering, cleaning, refuse collection, parcel deliveries and contractor visits. YMCA has advised that the existing operation includes an in-house maintenance team, with external contractors used as required for specialist servicing, along with a housing and reception team, contract cleaners and in-house catering for residents.
- 4.1.3 The TS identifies that existing delivery, and servicing demand is in the order of one to five trips per day, and that this level of activity is expected to be retained under the Proposed Development. The net change in daily delivery and servicing demand is therefore expected to be negligible.
- 4.1.4 Day-to-day servicing activity is expected to comprise parcel and courier deliveries, supermarket deliveries, small van deliveries, maintenance visits, refuse collection and ad hoc contractor visits. Refuse collection is expected to be undertaken in accordance with the agreed collection arrangement, with bins presented and returned by the on-site management team.
- 4.1.5 The existing and proposed delivery and servicing frequencies are shown in **Table 4-5**:

Table 4-5: Expected delivery and servicing

ACTIVITY	EXISTING / PROPOSED FREQUENCY	VEHICLE TYPE	LOCATION	MANAGEMENT
Refuse collection	2 per week	RCV / private refuse vehicle	agreed collection point on Elmfield Avenue	Managed by site staff
Facilities Management	ad hoc	small van	operational space on site	Managed by reception
Parcel / courier deliveries	3-5 daily / ad hoc	van / cargo bike	Rosebery Gardens	Short dwell time

- 4.1.6 On-street servicing would be managed by the YMCA operator to ensure that vehicles do not obstruct the operation of the public highway. Servicing activity would be directed away from locations where loading is prohibited.
- 4.1.7 Rosebery Gardens is considered the most appropriate location for short-stay servicing activity, given its proximity to entrances and the existing pattern of YMCA operations.
- 4.1.8 On this basis, the on-street servicing arrangements would not materially increase servicing activity when compared with the existing use and would be subject to operator management controls to minimise highway impact.

5 SERVICING STRATEGY

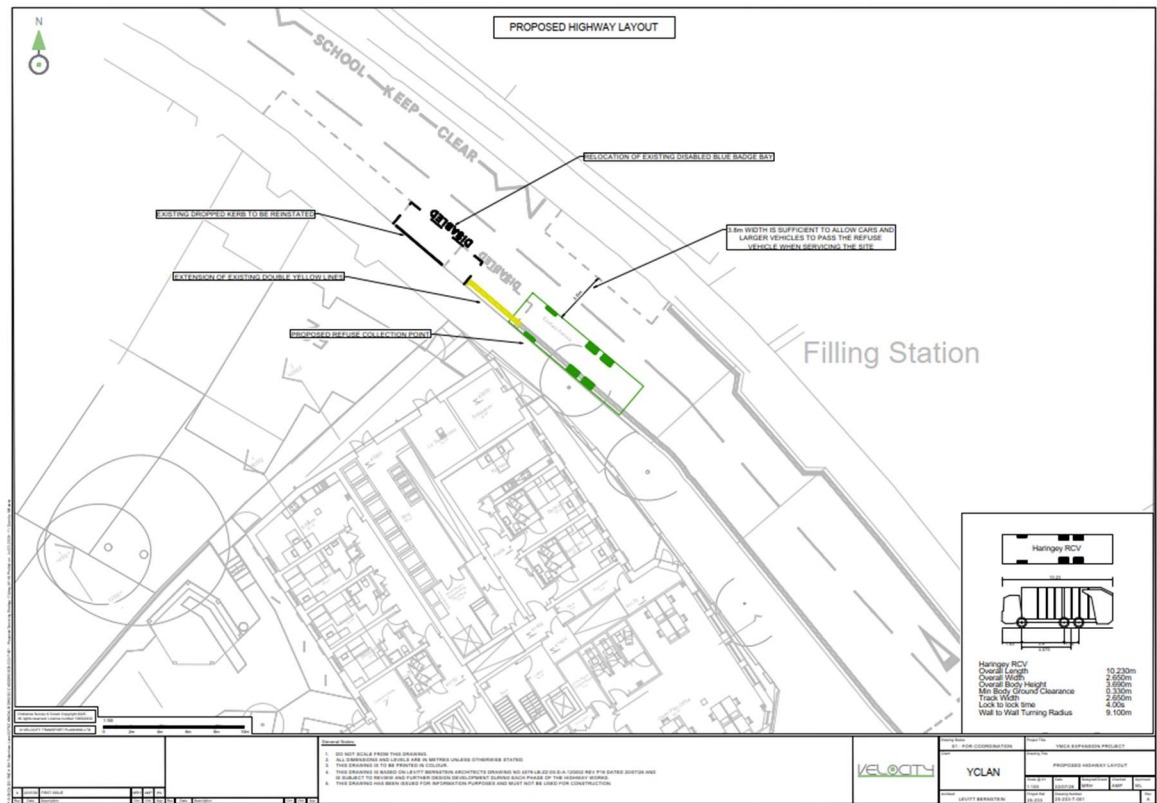
- 5.1.1 The majority of day-to-day servicing activity would comprise small van deliveries, maintenance visits, courier deliveries, supermarket deliveries and ad hoc contractor attendance. These service trips would generally be short duration in nature and would be accommodated on street, as currently occurs, using available kerbside space on Rosebery Gardens and, where appropriate, A103 Tottenham Lane, subject to the waiting and loading restrictions.
- 5.1.2 On-street servicing would be managed by the YMCA operator to ensure that vehicles do not obstruct the operation of the public highway. Servicing activity would be directed away from locations where waiting or loading is prohibited, including double yellow line / double kerb-blip areas, school keep-clear markings and pedestrian crossing areas. Deliveries would also be managed, where practicable, to avoid local highway peak periods and school pick-up and drop-off periods.
- 5.1.3 Rosebery Gardens is considered the most appropriate location for short-stay servicing activity as per existing situation. On this basis, the on-street servicing arrangements would not introduce a new servicing pattern and would not materially increase servicing activity when compared with the existing use and would be subject to operator management controls to minimise highway impact. The strategy is therefore considered acceptable in highway terms.

5.2 REFUSE COLLECTION

- 5.2.1 Refuse storage will be provided at ground floor level within a dedicated refuse store accessed from Elmfield Avenue, as shown in **Figure 1-2**. The refuse arrangements will be managed in accordance with the Operational Waste Management Plan (OWMP), with the on-site management team responsible for coordinating collections and ensuring that bins are available when required.
- 5.2.2 Elmfield Avenue forms part of the School Street serving Rokesly Infant and Primary Schools. During the signed morning and afternoon restriction periods, Monday to Friday during school term time, motor vehicles are prohibited from entering the School Street unless exempt. Refuse collections associated with the development will comply with these restrictions and will be scheduled outside the School Street operating periods.
- 5.2.3 Refuse collections will take place during normal daytime hours and will avoid restriction times (8:15-9:15am and 2:45-3:45pm). The collection schedule will be agreed with the appointed waste contractor and controlled by the on-site management team.
- 5.2.4 It is anticipated that refuse collections will take place up to twice per week. On each occasion, the refuse vehicle would stop on Elmfield Avenue for only the short period required to empty the bins, anticipated to be a few minutes. Bins will be transferred directly between the refuse store and the collection vehicle and returned immediately following collection.
- 5.2.5 **Figure 5-1** shows the proposed rearrangement of the highway layout on Elmfield Avenue, also provided in **APPENDIX A**. The proposed layout includes:
- ⦿ Reinstated kerb
 - ⦿ Relocation of existing Blue Badge space
 - ⦿ Extension of double yellow lines

5.2.6 The layout retains sufficient carriageway width alongside the refuse vehicle stopping position to allow other vehicles to pass. Refuse collection would therefore not block Elmfield Avenue or prevent access to neighbouring properties. The on-site management team will also ensure that the collection area remains clear and that bins and collection activity do not obstruct the footway or pedestrian routes.

Figure 5-1: Proposed Highway Layout



5.2.7 Through the restriction of collections to appropriate daytime periods, coordination with the waste contractor and active management by the on-site team, refuse collection will avoid conflict with pupils and parents, comply with the School Street restrictions and minimise disturbance to neighbouring residents. The arrangements will therefore not have an adverse impact on highway safety, residential amenity or the operation of Elmfield Avenue.

5.3 WASTE STRATEGY

5.3.1 Waste storage facilities are provided at ground floor level and can be readily accessed by building management and collection operatives. Details of the proposed waste storage and collection strategy are provided in the OWMP submitted with the application.

5.4 SERVICING LOGISTICS

5.4.1 The development will explore measures to facilitate efficient deliveries and minimise vehicle movements to and from the Site. The specialist accommodation use, staffed reception, and on-site management arrangements provide opportunities to coordinate deliveries and reduce failed delivery attempts.

5.4.2 A booking process will be implemented for larger deliveries, move-in and move-out activity, furniture deliveries and planned maintenance visits, where required. Delivery companies and contractors will be made aware of the access arrangements, agreed loading locations and operating procedures in advance.

5.4.3

Delivery management measures may:

- ① Reduce the likelihood of failed deliveries and thus return trips;
- ① Alert residents or staff when a delivery is received;
- ① Enable consolidation of parcel deliveries via reception or managed storage arrangements; and
- ① Reduce the need for residents to make additional trips to collect missed deliveries.

6 SERVICING MANAGEMENT AND MEASURES

6.1 INTRODUCTION

- 6.1.1 This DSP has been developed in consideration of LBH and TfL best-practice and guidance to provide an effective framework for the management of deliveries, servicing and refuse collection at the Proposed Development.

6.2 MANAGEMENT AND MEASURES

- 6.2.1 This section outlines the management measures to be undertaken by the YMCA and the on-site management team.

RESIDENTS AND STAFF

- 6.2.2 The on-site management team will coordinate residential and staff deliveries and servicing so that loading and unloading occur at agreed locations and times set out in this DSP.
- 6.2.3 Wayfinding and clear instructions will direct delivery drivers to the correct access points, reception, refuse stores and service areas.
- 6.2.4 Before occupation, residents will be issued with information describing the delivery and servicing arrangements, contact details for Site management, refuse procedures and the process for larger deliveries or move-in and move-out activity.
- 6.2.5 Bicycle deliveries can be accommodated. Cycle couriers can use the short-stay cycle parking provided near the building entrance, subject to the final management arrangement.
- 6.2.6 Waste will be collected in accordance with the agreed collection schedule and OWMP.

SUPPLIERS AND CONTRACTORS

- 6.2.7 Suppliers and contractors will be provided with clear instructions setting out delivery procedures, access locations and servicing areas.
- 6.2.8 To make deliveries as efficient and safe as possible, the following measures will be implemented where practicable:
- ④ Issuing instructions to suppliers setting out delivery procedures, access locations and servicing areas;
 - ④ Encouraging suppliers to schedule deliveries outside morning and afternoon peak hours, where practicable;
 - ④ Informing drivers that vehicle engines should be switched off when stationary;
 - ④ Maintaining a logbook to record servicing issues, complaints, accidents and near misses;
 - ④ Encouraging the use of shared suppliers and consolidated deliveries where practicable; and
 - ④ Encouraging cargo bicycle deliveries and electric servicing vehicles through the procurement process where available.

6.3 VEHICLE FLEET

- 6.3.1 The vehicles making deliveries to the Site are expected to comprise small vans, 3.5t panel vans, courier vehicles, occasional contractor vehicles and refuse collection vehicles.
- 6.3.2 Encouraging servicing activity to shift towards more sustainable vehicle types can reduce the impacts of servicing through reduced emissions and noise. The on-site management team will encourage suppliers and contractors to use low- or zero- emission vehicles where practicable.
- 6.3.3 A gradual electrification of delivery and servicing fleets is expected during the operational phase of the Proposed Development, which will help minimise noise and emissions.

6.4 MONITORING

- 6.4.1 The Proposed Development will be managed in accordance with this Outline DSP and any subsequent Detailed DSP approved by LBH. Monitoring data will be retained by the on-site management team and made available to LBH upon request.
- 6.4.2 Should monitoring identify that the aims and objectives of the DSP are not being met, the on-site management team will review delivery types, delivery timings, contractor instructions and management procedures. Additional measures will be implemented where necessary.
- 6.4.3 The strategy presented in this Outline DSP will be subject to further discussion with LBH. A Detailed DSP can be prepared and submitted prior to occupation, secured by an appropriately worded planning condition where required.

7 CONCLUSION

- 7.1.1 This DSP demonstrates that the Proposed Development can be serviced safely and efficiently, having regard to the retained access arrangements, local kerbside controls and the operational requirements of the accommodation use.
- 7.1.2 The Proposed Development would result in a modest uplift of 19 bedrooms and the removal of the existing fitness centre. Delivery and servicing activity is expected to remain low and comparable to the existing YMCA operation, with no material change in daily servicing trips.
- 7.1.3 Servicing activity will be managed by the YMCA operator and on-site management team through clear supplier instructions, coordination of larger deliveries, appropriate use of agreed loading locations, refuse management procedures and monitoring. On this basis, the servicing arrangements are considered appropriate and would not give rise to a material impact on highway safety or the operation of the surrounding highway network.

APPENDIX A

PROPOSED HIGHWAY LAYOUT



PROPOSED HIGHWAY LAYOUT

SCHOOL — KEEP — CLEAR —

RELOCATION OF EXISTING DISABLED BLUE BADGE BAY

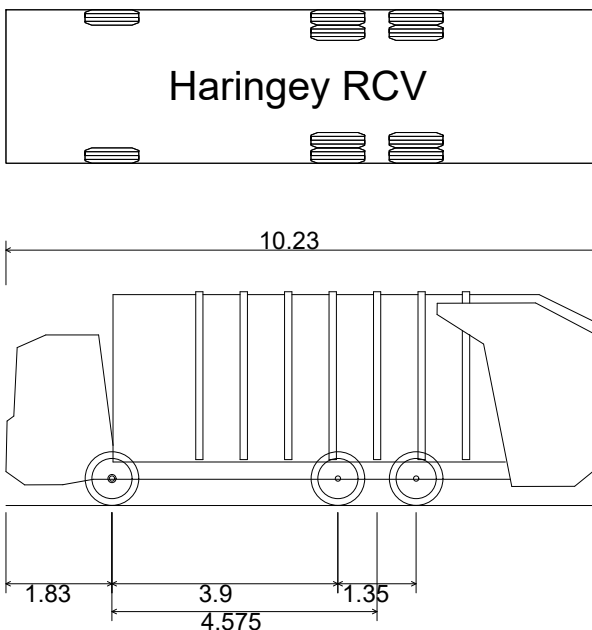
EXISTING DROPPED KERB TO BE REINSTATED

EXTENSION OF EXISTING DOUBLE YELLOW LINES

PROPOSED REFUSE COLLECTION POINT

3.8m WIDTH IS SUFFICIENT TO ALLOW CARS AND LARGER VEHICLES TO PASS THE REFUSE VEHICLE WHEN SERVICING THE SITE

Filling Station



Haringey RCV	10.230m
Overall Length	2.650m
Overall Width	3.690m
Overall Body Height	0.330m
Min Body Ground Clearance	2.650m
Track Width	4.00s
Lock to lock time	9.100m
Wall to Wall Turning Radius	

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1:100

0 2m 4m 6m 8m 10m

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Drawing Status		Project Title				
S1 - FOR COORDINATION		YMCA EXPANSION PROJECT				
Client		Drawing Title				
		PROPOSED HIGHWAY LAYOUT				
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