

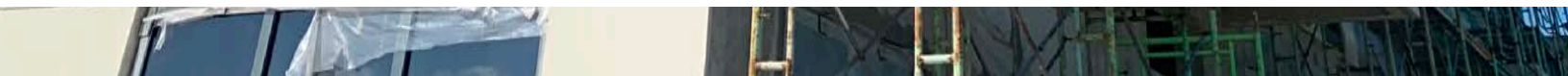


Construction Operations Plan **GUIDELINES**



DEPARTMENT OF PLANNING
Cayman Islands Government

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Contents

A. Introduction	p.2
1. What is a Construction Operations Plan?	p.2
2. Purpose of a Construction Operations Plan	p.2
3. Elements of a Construction Operations Plan	p.2
4. Central Planning Authority (CPA) Powers	p.3
5. Which projects require the completion of a COP?	p.3
B. How should the Construction Operations Plan Guidelines be used?	p.4
1. What consultation does the applicant need to undertake?	p.4
2. Does the COP process cover Occupational Health and Safety procedures?	p.4
3. Where can I get further information about the COP Process?	p.4
1. Element 1: Public Safety, Amenity and Site Security	p.5
2. Element 2: Noise & Vibration Controls	p.9
3. Element 3: Air and Dust Management	p.10
4. Element 4: Stormwater and Sediment Control	p.11
5. Element 5: Waste and Materials Reuse Management	p.13
6. Element 6: Traffic Management	p.14

A. Introduction

1. What is a Construction Operations Plan?

The Department of Planning requires careful management of excavation, demolition and building work within the Cayman Islands. To achieve this, the Department requires many builders and developers to prepare a Construction Operations Plan (COP) that takes into account all relevant aspects of demolition or building work.

The need for a Construction Operations Plan depends on the nature of work, likelihood of disruptions, impact on local amenity, dangers or risks involved, traffic management or any other relevant issue required to be addressed under the Planning Permit. A COP must be submitted to fully address each new stage of construction.

The COP must address in detail a range of health, safety, traffic management, amenity and nuisance (nuisance as defined by the Penal Code (2019 Revision)) issues relating to the construction site and adjoining community. It must also consider broader obligations including recycling, waste management and environmental initiatives.

2. Purpose of the Construction Operations Plan

This Construction Operations Plan Guideline provides advice for builders and developers when completing the Department of Planning’s COP template or when formulating their individual COP for demolition, building or excavation work throughout the Cayman Islands.

COPs are necessary to ensure construction, demolition and excavation sites do not adversely affect health, infrastructure, safety, amenity, traffic or the environment in the surrounding area.

Approved COPs are a contract between the developer and the Department of Planning addressing the temporary site management issues that are relevant during building activity. The requirement to prepare a COP may be specifically stated in the planning approval for a site, or otherwise required by the CPA due to the nature of the work or locality, or disruption to amenity.

The Department of Planning is obliged to manage these temporary site issues for the benefit of the wider community. The COP allows for detailed construction information to be provided after the planning permit is issued, which is more compatible with detailed site project planning.

3. Elements of the Construction Operations Plan

The builder or developer must identify the specific requirements for each site to ensure that the work is undertaken in a safe and effective manner.

Element 1	Public Safety, Amenity and Site Security
Element 2	Noise and Vibration Controls
Element 3	Air and Dust Management
Element 4	Stormwater and Sediment Control
Element 5	Waste and Materials Re-use
Element 6	Traffic Management

4. Central Planning Authority (CPA) Powers

Under S.15(1) of the Development and Planning Act (2021 Revision) the Central Planning Authority may grant permission to develop land subject to such conditions as it thinks fit, which may include the requirement to submit a Construction Operations Plan.

5. Which projects require the completion of a COP?

The planning approval letter will determine whether the approved project is required to complete a COP. Minor projects (such as fences, walls, sheds) are unlikely to require a COP.

Larger-scale projects are likely to require a COP although the scope and extent of the COP will depend upon the type of project, as follows:

- **Houses and Duplexes**

Will be required to complete elements of the COP relating to

- o Public Safety, Amenity and Site Security
- o Noise and Vibration Controls
- o Air and Dust Management
- o Stormwater and Sediment Control
- o Waste and Materials Re-use

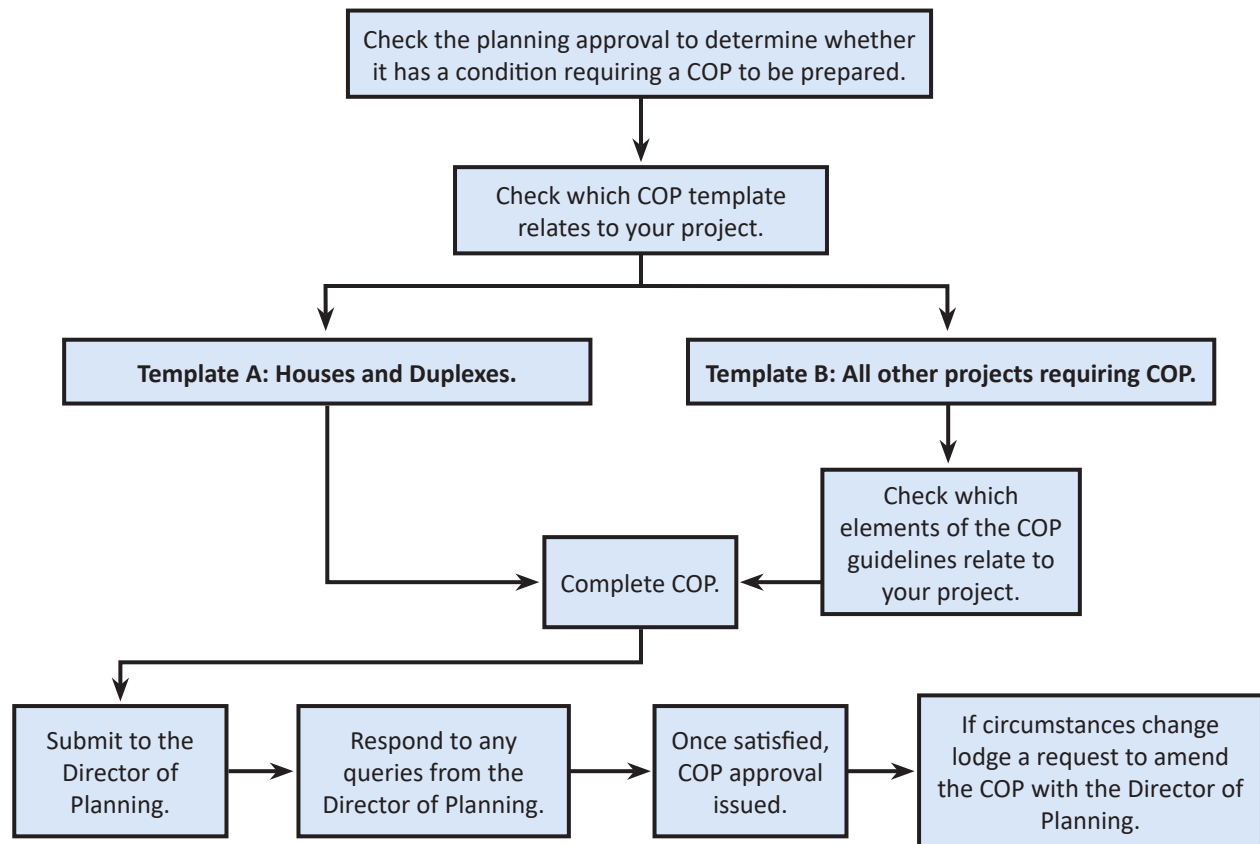
See COP Template A.

- **‘Major projects’ [all other projects requiring COP]**

Will be required to complete all elements of the COP.

See COP Template B.

B. How should the Construction Operations Plan Guidelines be used?



1. What consultation does the applicant need to undertake?

All builders and developers intending to undertake work in the Cayman Islands may be required to notify neighbouring and affected properties of a site as part of the planning approval process.

Depending on the scale and likely disruption of construction developers may also be required to undertake additional consultation before and during the construction period to keep local residents and stakeholders informed of the type and nature of works and their potential impact on the local area. Successful methods include the production and distribution of project updates and newsletters along with posters and/or signs at the construction site.

This additional consultation ensures residents are kept informed of upcoming activities and the impact this will have on local amenity and gives the community a sense of ownership of the project. Typically, projects with informed and satisfied communities run smoother.

For some building sites there may also be a 'notification requirement' for specific elements in the COP, or any variation to COP conditions that impact on the local community.

2. Does the COP process cover Occupational Health and Safety procedures?

No, the COP does not set out the requirements needed for Occupational Health and Safety (OH&S) approval. OH&S procedures need to be documented for the site.

3. Where can I get further information about the COP process?

More information about the COP process can be obtained from www.planning.ky or by contacting the Department of Planning on (345)244-6501.

1. Element One: Public Safety, Amenity & Site Security

1.1 Objectives

To ensure that:

- the general public is adequately protected from activities occurring on buildings sites;
- the developer has documented strategies to provide a safe and secure job site; and
- the building site kept neat and tidy to maintain public safety and local amenity.

Consultation must be undertaken with relevant stakeholders in the area as to what impact, if any, the proposed works will have on their rubbish/waste collection services. Should the removal of stakeholder waste be adversely affected, alternative arrangements must be agreed upon before a permit will be issued.

1.2 When must this COP element be addressed?

Applicable to all building sites for which a COP has been required (using either COP template A or B)

1.3 Matters for consideration

Fencing of site

- 1.3.1 The site should be secured by a fence, hoarding or other suitable barrier.
- 1.3.2 Ensure hoardings, perimeter fencing or other site barrier systems do not allow climbing or unauthorised entry.
- 1.3.3 Before and during building work, all excavations must be fenced so that they do not pose a danger to life or property to the satisfaction of the relevant building surveyor.
- 1.3.4 Hoardings, barriers and other perimeter fencing must be suitably lined to limit public viewing to designated viewing areas. This will ensure pedestrian flow is not impeded and adequate site-public interaction is accommodated.



Safety and Security

- 1.3.5 Ensure adequate lighting, safety signage and traffic controls are provided in accordance with National Roads Authority (NRA) and Caribbean Utilities Company (CUC) guidelines and requirements.
Any temporary or permanent changes to street lighting shall first be approved by NRA/CUC and changes shall be at the applicant's cost. Any temporary lighting shall provide an even lighting level and must match or better existing lighting levels.
- 1.3.6 For refurbishments, renovations and additions, occupants of existing buildings must be prevented from accessing the building site through adequate security measures to the satisfaction of the relevant building surveyor.
- 1.3.7 Security measures must be in place at all times when the site is not in operation. This may include: perimeter barriers, locks, surveillance systems, security lighting and motion detectors.
- 1.3.8 Where a building site cannot be fully secured, consideration must be given to the use of a security service to prevent unauthorised access.
- 1.3.9 Security measures must be provided to prevent construction work or protective measures from facilitating unauthorised access to an adjoining building(s) and to safeguard site materials and equipment.

- 1.3.10 All dangerous chemicals need to be properly stored in secure areas located away from emergency exits. Required quantities of chemicals need to be nominated and procedures put in place for the location of storage facilities, secure access and spillage procedures.
- 1.3.11 Safety measures must be in place to ensure that loose materials and equipment are secured / tied-down prior to a storm.

Signage

- 1.3.12 Signage specifying any security measures and key contact details shall be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding). A 24 hour contact name and phone number must be provided.

During active construction of an approved development, signs may be placed on site to identify the future use of the property as well as the relevant businesses involved in the construction, in accordance with the Cayman Islands Sign Guidelines, 2014. The signs should be grouped in one location and not exceed a total area of six (6) square feet each. While planning permission is not required for these signs, all such signs must be removed at the completion of construction. The signs should be removed within seven (7) days after the issuance of a Final Certification (of Occupancy). Signs should not be animated or internally-illuminated.

Any sign, road marking, street furniture etc affected by the works shall be relocated or protected and/or kept in good repair. When installing hoardings, attention shall be paid to the effects that such items may have on pedestrian travel paths. This may mean installing temporary pedestrian ramps etc.



- 1.3.13 Real estate signs for commercial development are permitted where they are up to sixteen (16) square feet and carry information and representation of the development being built.
- Standard 'For Sale' signs for residential development are permitted where they are up to six (6) square feet and located on owners property. Multiple signs should be neatly stacked to avoid a cluttered appearance.

Public Realm

- 1.3.14 Any damage to the footpath, road, kerb, stormwater drains and street furniture that results from excavation, demolition and building work is the responsibility of the builder or developer. Any damage which may impact on pedestrians, cyclists and motorists' safety shall be repaired immediately.
- 1.3.15 Bicycle paths must be maintained where existing bicycle access is provided adjacent to a construction site.
- 1.3.16 Developers and builders must ensure there are no tripping hazards from the hoarding or perimeter fencing on nearby footpaths. Electrical, plumbing and other services extending over footpaths and roads must be covered over, and pedestrian and disability access facilitated by a ramp.
- 1.3.17 The general public must be protected from construction activities including vehicle loading and off-loading within the public domain. Precautions must be fully specified and include the following measures:
- The use of spotters and traffic controllers
 - Restriction on the hours of operation of these activities (non peak hours)

- Restriction on the type of work being carried out (welding etc)
- Machinery to be used
- Security mesh or barriers to separate the public from the work area
- Site access, such as gates and fences, should swing inward to prevent interference with the roadway and pedestrian movement

1.3.18 When using skips or rubbish bins, take the following steps to prevent disruption to public areas:

- Place skips, dumpsters, rubbish bins and containers away from public thoroughfares, pedestrian and bicycle access areas
- Specify times and methods for loading and unloading of bins or skips
- Indicate location and height of chutes (if proposed)
- Protect pavements and streets and conduct dilapidation surveys before and after works have taken place.

1.3.19 When using cranes or mobile lifting equipment, take the following steps to prevent disruption to public areas:

- Ensure equipment does not restrict public thoroughfares and pedestrian access or, where restricted access is unavoidable, use gantries or other overhead protection.
- Determine lifting/exclusion zones for medium to long term use of the equipment
- Protect pavements and streets and conduct dilapidation surveys before and after works have taken place
- Implement procedures and lifting techniques to ensure safety on adjoining streets and footpaths
- Use traffic management controls and signage.

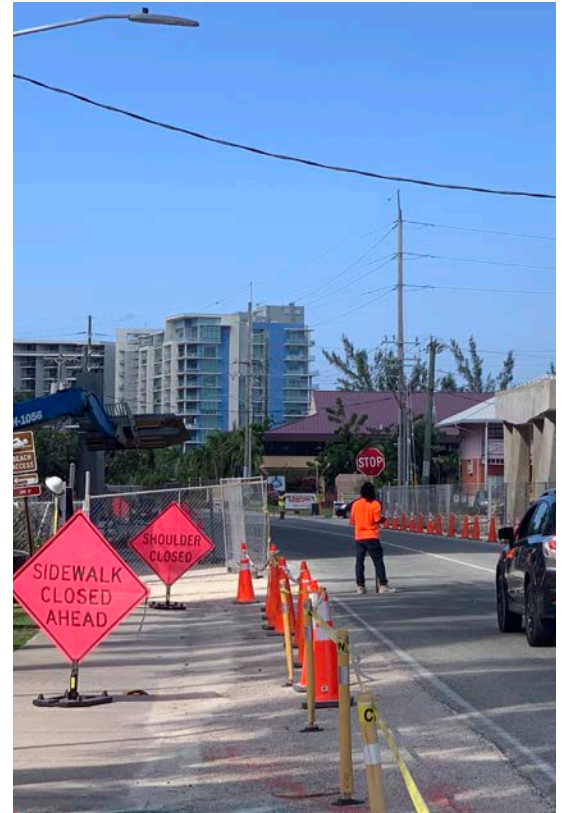
1.3.20 Unless otherwise permitted, an obstruction must not protrude from premises causing it to interfere with pedestrians or traffic in a public place, including private properties.

1.3.21 Unless otherwise permitted, all construction materials must be stored onsite and not in the street, on public space or on nearby properties.

1.3.22 When a crossover is required for vehicular access to the site, consider:

- The type and size of trucks entering the site
- The loading and potential for damage to the existing crossover and footpath
- The nature of protection of crossover and pavements
- The need for a dilapidation survey of the footpath before and after works have taken place.

1.3.23 In the event that works may disrupt parks and facilities managed by the Recreation, Parks and Cemeteries Unit (RPCU), consultation and approvals including park protection methods, ongoing maintenance requirements and reinstatement methods will be required.



Street Space Occupation

- 1.3.24 All necessary permits must be obtained from the National Roads Authority (NRA) to occupy and use space on public highways and footpaths, and permission from the landowners in the case of private roads.
- 1.3.25 Adequate barriers must be installed to prevent the public from accessing the construction area. Any occupation or activity presenting a hazard to the public must be provided with suitable barriers.
- 1.3.26 Pedestrian access areas must have a minimum width of 6ft clear on footpaths.

Excavation

- 1.3.27 The location and extent of excavations on a site must be specified and the means of containing sediment, especially in wet weather, must be detailed. The area of land to be cleared must also be minimised and stripping and excavating the site should be avoided until a building is about to start.
- 1.3.28 Excavations adjacent to existing adjoining buildings must comply with the requirements of the Building Regulations to the satisfaction of the relevant building surveyor.

Demolition

- 1.3.29 A Demolition Permit is required for the removal of two (2) or more structural members coupled with the removal of the exterior envelope of a structure, or the removal of an entire Residential or Commercial Building. A Guidance Note to aid with the submission for a Demolition Permit is available at the Department of Planning website (www.planning.ky).

Prevent Unsightly Premises

- 1.3.30 Raw materials stored on the site must be adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and public areas (streets and footpaths) and nearby properties.
- 1.3.31 Trucks leaving the site must be adequately cleaned to ensure soil, mud and other site debris is prevented from spilling onto adjoining roads and footpaths. Roads and footpaths should be cleaned on a regular basis with consideration to water efficiency.
- 1.3.32 Hoardings must be designed to reduce the likelihood of unauthorised bill postings and graffiti through the use of wire mesh guards, warning notices etc.
Any graffiti, posters or stickers on hoardings and fences must be removed as soon as possible.

General Management

- 1.3.33 Trees must be protected where they are near the proposed demolition, excavation and construction works.
- 1.3.34 Pedestrian signs must not be damaged, defaced, removed or altered in any way. New pedestrian signs must not be installed without NRA approval.

1.4 Applicable legislative references, laws, policies and guidelines etc

- a. Building Code Regulations (2022 Revision)
- b. Development and Planning Act (2021 Revision)
- c. Development and Planning Regulations (2022 Revision)
- d. Labour (Occupational Safety and Health)(Construction Industry) Regulations 2008
- e. Roads Law (2005 Revision)

2. Element Two: Noise and Vibration Controls

2.1 Objectives

- To minimise the impact of noise and vibration on the immediate neighbourhood.
- To minimise the likelihood of damage to adjacent buildings and structures.

2.2 When must this COP element be addressed?

Applicable to all building sites for which a COP has been required (using either COP template A or B)

2.3 Matters for consideration

- 2.3.1 A plan for addressing noise and vibration issues must be included in the Construction Operations Plan. It should consider the impacts of noise and ground borne vibration on sensitive zones surrounding the construction site (such as residential areas). The plan should state the time and duration of proposed construction activities. In order to ensure a reasonable noise level for residential areas, building sites should seek to locate noise source points at least 120ft from surrounding residential areas.
- 2.3.2 To enable noise and nuisance complaints to be managed onsite in the first instance, signage specifying any security measures and key contact details must be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding). A 24 hour contact name and phone number must be provided. The signage should indicate *“For any enquiry, complaint or emergency relating to this site at any time please contact...”*.

2.4 Applicable legislative references, laws, policies and guidelines etc

- a. Building Code Regulations (2022 Revision)
- b. Development and Planning Act (2021 Revision)
- c. Development and Planning Regulations (2022 Revision)
- d. Public Health Act (2021 Revision)
- e. Town and Communities Law (1995 Revision)

3. Element Three: Air and Dust Management

3.1 Objective

That air quality (airborne dust and pollutants) in and around a construction site is maintained at acceptable levels throughout the construction period.

3.2 When must this COP element be addressed?

Applicable to all building sites for which a COP has been required (using either COP template A or B).

3.3 Matters for consideration

3.3.1 Provide details of any equipment and activities that may cause excessive dust or otherwise effect air quality. Dust suppression techniques / equipment may be required depending upon the following:

- Weather and wind conditions
- Exposure / proximity to the public and surrounding buildings
- Proximity to air intake vents on adjacent buildings. Intake from these vents must be prevented through the installation of adequate filters or other approved measures



3.3.2 Minimise dumping of loose materials on a site. If dumping of loose material is unavoidable, detail methods for preventing dust and other airborne matter impacting on the surrounding area. Ensure these measures are adequate when the site is unattended.

3.3.3 Minimise airborne dust arising from trucks and other vehicles entering and leaving the site by providing details on the method and frequency of watering down driveways and trucks with consideration to water efficiency.

3.3.4 Specify materials to be stored on site and their exposure to wind and the weather elements. Detail methods for preventing loose materials from becoming airborne.

3.3.5 Perimeter fencing must be designed to minimise the impact of dust on the public and adjacent areas.

3.3.6 Equipment powered by internal combustion engines must be properly maintained and regularly serviced to prevent the discharge of excessive pollutants, including smoke and/or toxic fumes or odours, and must meet acceptable noise levels.

3.3.7 Exhausts and ductwork from equipment must be located away from air intakes, windows, enclosed areas and public areas.

3.3.8 Materials can only be cut in designated areas set away from boundaries and public areas, which adequate dust (and noise) suppression. Where cutting needs to occur in situ, localised dust suppression measures must be utilised.

3.4 Applicable legislative references, laws, policies and guidelines etc

- a. National Conservation Law (2013)

4. Element Four: Stormwater and Sediment Control

4.1 Objectives

- Prevent stormwater entering adjoining properties
- Ensure sediment from the building site is retained on-site during construction work
- Prevent contamination of, or damage to, stormwater drains and waterways

4.2 When must this COP element be addressed?

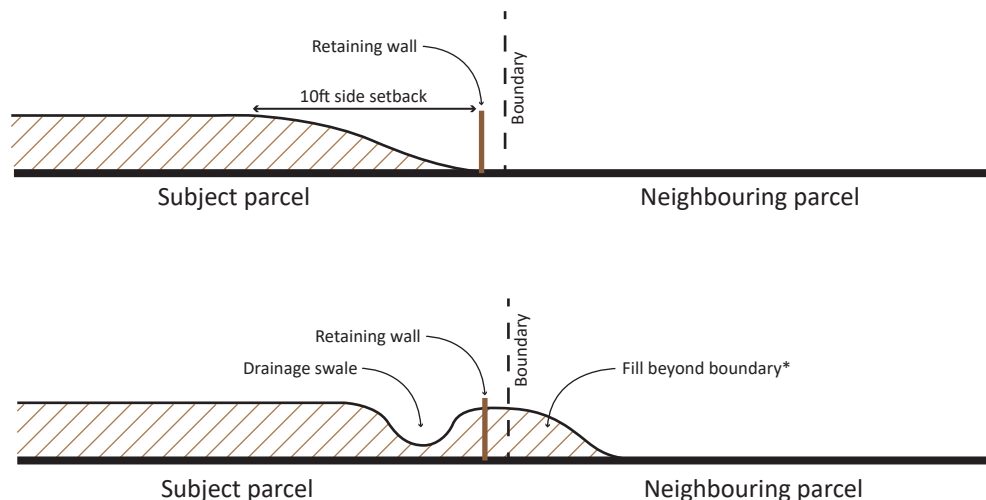
Applicable to all building sites for which a COP has been required (using either COP template A or B)

4.3 Matters for consideration

Stormwater

4.3.1 A stormwater plan must be developed detailing the following:

- Site water retention will not cause structural damage to excavations or retaining walls
- Drainage of the site to the legal point of discharge throughout construction
- Prevention of stormwater entering adjoining properties or into the sewerage system
- Capture and filtering of stormwater in sediment control points before entering the legal point of discharge
- Incorporation of drainage swales and/or retaining walls where subject property is filled to a higher grade than adjacent



Potential drainage solutions for preventing stormwater entering adjoining properties, where subject parcel is filled at higher grade than neighbouring property

- 4.3.2 Provide grated drains at stormwater exit points from the site to prevent uncontrolled run-off.
- 4.3.3 Wherever possible, natural vegetation must be retained to absorb water flows and minimise dust. Re-vegetation should occur as soon as possible after the completion of works.
- 4.3.4 Specify the location of site entries and traffic paths to, from and around the site. Ensure the site entry and traffic routes are stabilised with crushed rock, bitumen or similar. Install rumble grids or similar to collect mud from the wheels of trucks leaving the site. Rumble grids must be cleaned daily with consideration given to water saving measures including recycling.

Sediment Control

- 4.3.5 Natural rainwater run-off must be controlled to prevent sediment draining into the stormwater system. Upslope water must be diverted to prevent it from travelling through the site. Downpipes must be connected as soon as a roof is installed on the site.
- Identify natural falls of the site and provide sediment filters (such as gravel surface barriers, sandbags, pit baskets or geo-textile mesh screens at runoff points).
- 4.3.6 Sediment traps or filters must be placed around any drain affected by construction works to prevent sediment entering the stormwater system. Sediment controls are often moved during construction works and should be checked daily to ensure they are put back in place properly.
- 4.3.7 Specify the proposed storage locations for loose materials such as soil, sand and gravel and provide details of precautions to prevent displacement. Sediment barriers may be required for fine materials.
- 4.3.8 Depending on the size/frequency of truck movements, the surface materials and site location, designated truck/vehicle/ equipment wash down areas may be required. Wash down areas must be located near the site entrance and be designed to capture and treat water prior to discharge into the stormwater system.
- 4.3.9 Pump out any water collected at the bottom of excavation sites and from drilling activities. If the water contains only sediments, it can be filtered and pumped to stormwater. Polluted water must not enter the stormwater system and, where possible, may be pumped to the sewer system with the appropriate approvals from the Water Authority. In some circumstances, a liquid waste company may be required to collect the contaminated water for disposal at a licensed treatment facility.
- 4.3.10 Waste material, including liquid wastes such as paint, concrete slurries and chemicals, must not be discharged into a stormwater drain. Specify facilities to enable paint brushes, rollers and spray equipment to be cleaned without any discharge of by-product into the stormwater system.

4.4 Applicable legislative references, laws, policies and guidelines etc

- a. National Conservation Law (2013)

5. Element Five: Waste and Materials Reuse Management

5.1 Objectives

- Maximise the re-use and/or recycling of construction materials.
- Waste material to be collected and stored on site until removed.

5.2 When must this COP element be addressed?

Applicable to all building sites for which a COP has been required (using either COP template A or B)

5.3 Matters for consideration

- 5.3.1 Applicants must develop a resource recovery and waste management plan, detailing the following:
- Efforts to minimise waste on site by avoiding over-estimation of purchasing requirements, minimising packaging materials, and buying environmentally approved products
 - Procedures for the collection and sorting of recyclable construction materials
 - The type and quantity of materials that are to be re-used or recycled
 - Provision of containers for recyclable materials including cardboard, glass, metal, plastic and green waste
 - The re-use of timber, glass and other materials
 - The recycling of asphalt, metal, bricks, tiles, masonry, concrete, plasterboard, plastic, batteries, cardboard, carpet and other materials
 - Provisions for collection of daily rubbish from workers
 - Procedures for removal of waste (materials that cannot be reused or recycled) from the site
 - Procedures for removal of hazardous or dangerous materials from the site.
 - Buy environmentally approved and recycled content products.
- 5.3.2 Removal of hazardous or dangerous materials from the site must be in accordance with Department of Environmental Health requirements and processes.
- 5.3.3 Waste collection shall only occur during permitted hours.
- 5.3.4 For outside bins, self-closing lids must be installed to ensure waste does not become airborne.
- 5.3.5 Litter and debris 'trapped' against site fencing must be regularly cleaned.
- 5.3.6 On-site burning of materials is prohibited.

5.4 Applicable legislative references, laws, policies and guidelines etc

- a. Public Health Act (2021 Revision)
- b. Labour (Occupational Safety and Health)(Construction Industry) Regulations 2008

6. Element Six: Traffic Management

6.1 Objective

Minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities to ensure the safety of all road users.

6.2 When must this COP element be addressed?

Applicable to all 'major' building projects (using COP template B) that have an impact on vehicle, waste collection, cyclist and/or pedestrian flows.

6.3 Matters for consideration

- 6.3.1 Specify the extent to which works will affect pedestrian and cycling access around the site and traffic on adjoining roads. This may include the location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones, and management of construction vehicles to prevent queuing on roads.

The Traffic Management Plan (TMP) should cover all vehicle, pedestrian and cyclist access around the site and all other roads where the impact of the construction work will be felt.

The TMP must acknowledge that public roads are managed by the National Roads Authority (NRA). All works on these roads and footpaths require approval from the NRA in accordance with the Roads Law (2005 Revision).



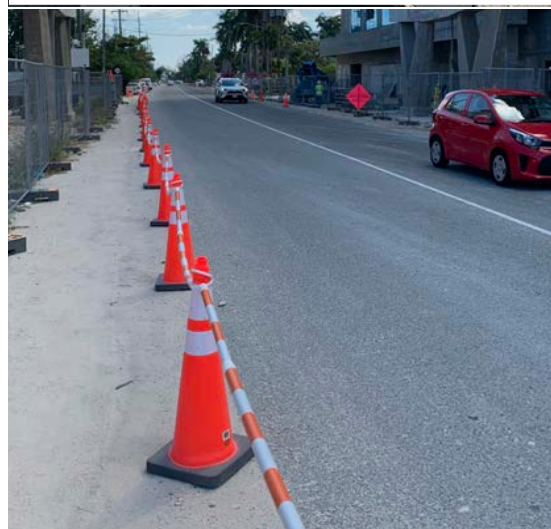
- 6.3.2 TMPs shall be based on site conditions determined by inspections. Day and night time inspections are required to gain an understanding of all traffic conditions on the site and in surrounding roads and public spaces.

TMPs must be written after discussion with the NRA regarding existing traffic volumes and proposed Traffic Management Plans for surrounding areas.



- 6.3.3 In preparing a TMP the following details need to be specified:

- Location and extent of the proposed works
- Staging and timing of the proposed works
- Requirements of any Site Security and Safety Plan
- Emergency arrangements
- Public transport
- Traffic flows and movements
- Road safety issues
- Speed zones (including times)
- Pedestrian access and crossings
- Site and adjoining access
- Access to existing bins and skips by waste collection contractors
- Necessary special traffic control devices



- Special audit/inspection provisions and/or recording methods requirements
 - Methods for advising the general public of the impending changes (e.g. fixed signage, radio, newspaper, leaflet or community liaison meeting) and required timing
 - Provisions for special events such as increased traffic during holiday periods and sporting events.
- 6.3.4 Specify when persons will be required to coordinate traffic flow around the site and the surrounding roads and footpaths.
- 6.3.5 TMPs can be amended if there is a demonstrable need arising from:
- A change in traffic conditions
 - A change in land use in the vicinity
 - Public health or safety arising from changes to waste collection access
 - Amendments to the building design
 - Change in construction methodology
 - Change in builder/developer of the site.
- 6.3.6 Parking and traffic controls around building sites must be complied with. Adequate provisions need to be made for contractor/worker vehicles in a manner that minimises disruption to traffic.
- 6.3.7 Access to existing waste bins or skips by waste collection contractors will need to be maintained. Where access for waste collection vehicles cannot be maintained, assistance may need to be provided by relocating bins and skips to an accessible area or moving bins at time of collection.

6.4 Applicable legislative references, laws, policies and guidelines etc

- a. Roads Law (2005 Revision)

Disclaimer

This guide has been developed to provide general guidance in relation to the requirements for Construction Operations Plans. It is not extensive and the Cayman Islands Government Department of Planning hereby expressly disclaims all liability for errors and omissions of any kind whatsoever whether negligent or otherwise for any loss, damage, injury or other consequences that may arise from any reliance on this publication. The use or representation of any product or system is not to be taken to imply approval or endorsement of the same.

References

This guide has been prepared and adapted for the Cayman Islands with reference to, and using material from, the following sources:

- City of Melbourne Construction Management Plan Guidelines; and
- Manningham City Council Construction Management Guidelines.

**The Department of Planning
Cayman Islands Government
PO Box 113
Grand Cayman KY1-9000
CAYMAN ISLANDS**

February 2023



DEPARTMENT OF PLANNING
Cayman Islands Government



**CAYMAN ISLANDS
GOVERNMENT**