

Servicing and Delivery Management Plan

Property: 24 Sherborne Street, Manchester M3 1FE

Use: Café (Class E) – Upper Floor

1.

Overview

Servicing for the café will be minimal and efficiently managed to reduce disruption to the local area. The business model is based on light goods use and low-volume, high-frequency footfall, resulting in minimal delivery and servicing needs.

2.

Type of Vehicle

- All deliveries and waste collections will be made using a small van, typically no larger than 1m wide and 4.5m in length (e.g., a Ford Transit Connect or similar).
 - No large HGVs or rigid lorries are required or expected for any operations.
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3.

Frequency and Timing

- Deliveries: 2x weekly (e.g., Monday & Friday mornings between 10:00 AM – 12:00 PM).
 - Waste Collection: Once weekly, by a private commercial waste contractor, scheduled outside of peak traffic hours (e.g., mid-morning or early afternoon).
 - Maintenance Visits: Ad hoc and infrequent, with advance scheduling to avoid overlap with deliveries or busy times.
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4.

Servicing Location & Access

- Servicing will take place from Sherborne Street, which has sufficient curbside space to safely accommodate a small van for a brief stop (10–15 minutes).
 - There is no need for reversing or complex manoeuvring, as the street allows for simple pull-in and pull-out access.
 - Delivery personnel will manually transfer goods via the building's main entrance staircase to the upper-floor unit. All deliveries are light (e.g., coffee, pastries, dry goods), with no need for trolleys or mechanical lifting.
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5.

Operational Controls

- All servicing will be done by appointment, coordinated by staff to prevent overlap or disruption.
- A record will be kept of delivery and collection times to ensure compliance and track issues if they arise.
- Staff will ensure the street is kept clean and clear immediately after servicing, and no packaging or refuse will be left outside the premises.

6.

Plan Demonstrating Servicing Operation

A simple site plan or servicing diagram can be included here, showing:

- Sherborne Street curbside stopping location.
- Access route into the building.
- Internal stairs to café unit.