



PENLANE LTD: PREMISES TO REAR OF NO. 115 HAMPTON ROAD, BRISTOL, BS6 6JG
OFFICE MANAGEMENT PLAN DECEMBER 2025 Rev A

1. The office premises will not be used outside the following hours:
 - Monday - Friday: 07.45 - 16.00 hours
2. The office premises will be used by no more than 5 personnel at any one time;
3. No construction activities will take place at the office premises;
4. No staff/contractor vehicles will park outside the office premises, unless for temporary loading/unloading;
5. Refuse and recycling collection from the office premises will be via private collection off Auburn Road. Collection will be scheduled to avoid conflict with local authority collections. No construction/building materials will be disposed of from the premises; and,
6. Penlane Ltd. will make contact details (telephone number and email address) for the maintenance manager to be publicly available, so that any unforeseen office management/operational issues can be addressed as swiftly as possible.

call [REDACTED]
email [REDACTED]
visit www.planningventures.co.uk

Planning Ventures Ltd
Registered in England and Wales
Company Number 8820095



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