



**Re:**  
**Installation of a new  
bathroom on the second  
floor of no. 4 Holly Place**  
3-4 Holly Place  
Holly Walk  
London NW3

**Design & Access  
Statement**

**Date:**  
**30/05/2023**

**Ref.:**  
**2023\_0530\_STMH\_DAS**

Pages: 01/04

**Listed Building Consent Application / 3-4 Holly Place, Holly Walk, London NW3**

We write on behalf of the Roman Catholic Parish of St Mary Hampstead, to submit an application for Listed Building Consent with respect to the proposals for minor alterations to second floor level at no. 3 Holly Place, Holly Walk, Hampstead NW3.

The application is supported by the following documents which should be read in conjunction with this covering letter:

- This Design & Access Statement prepared by Emergent Design;
- Reference images prepared by Emergent Design;
- Planning Drawings prepared by Emergent Design;
- Heritage Statement by Michael Copeman;

**Background**

The site comprises nos. 3 and 4 Holly Place, two terraced houses serving as the Presbytery to the adjacent St Mary's Church Hampstead.

Built in 1816, they are part of an original terrace comprising St Mary's Roman Catholic Church with four houses on each side (1-8 Holly Place), see figs. 01-02. The site is within London Borough of Camden's Hampstead Conservation Area.

The houses have been arranged to accommodate the Parish's offices, function rooms and ancillary areas (including a kitchenette and toilets) at Ground Level. The lower ground level at no.3 and the combined first and second levels (both houses) comprise accommodation for the Parish's working, retiring and visiting priests.

The existing accommodation for retiring priests in no.3 at second level retains the original two-room plan, although in terms of heritage value - only the window and door joinery and skirting boards appear to be primary. The chimney pieces have been removed, the hearths blocked and the cornices are modern (see figs. 04-05). The only bathroom and WC facilities available in no.3 are located two levels below, in the Ground Floor Level landing.



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**Relevant planning applications**

2016/2724/T The Presbytery 3 Holly Place London NW3 6QU  
FRONT GARDEN: 1 x Holly - Remove  
FINAL DECISION 16-05-2016 No Objection to Works to Tree(s) in CA

E6/13/E/HB258  
Alterations and redecorations at No 3/4 Holly Place NW3  
FINAL DECISION 21-01-1971 Conditional

E6/13/E/I0313  
Erection of a single storey addition at basement level at the rear of Nos 3/4 Holly  
Place NW3  
FINAL DECISION 08-01-1971 Conditional

**Design Proposals / Access**

The proposed development comprises the installation of a new bathroom and WC in the front bedroom on the second floor of no. 3 Holly Place.

A study was undertaken to accommodate the new bathroom and WC in other rooms and areas of the first and second floors at no.3 Holly Place. We note that generally no.3 retains more of its interior features - with is the original double reception room and two-room configuration at first & second levels respectively and the original staircase (see fig. 06). Therefore given the front bedroom's larger proportions and single window configuration, its front corner area seems to be the only available option for the location of sanitary facilities at this level - without substantially altering the historical, primary layout. The new bathroom enclosure would remain largely secondary to the original layout of the room.

In addition to the above, the practicality of the proposed bathroom and WC been located the same level as the bedroom appears to be the only feasible solution addressing the needs of a retired priest, particularly with the only other facility being located in the ground level stair landing.



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**Design Proposals / Access (continued)**

The main focus of the proposed addition is to remain minor and be fully reversible. The original layout configuration at second floor in no. 3 will be retained, with the proposed bathroom enclosure remaining subordinate to the larger room.

To this end, the proposed bathroom and WC enclosure will be formed with light-weight plasterboard partition construction, primarily protecting the existing original skirting boards and avoiding any loss of historic fabric (see figs. 04-05).

As indicated in the appended drawings - drainage and ventilation will be directed below the floor (joists run parallel to the party wall), through the party wall and enclosed at high level along the first floor corridor of no. 4, to connect with existing drainage to the rear of the property, as indicated in the enclosed photographs. We note that the existing corridor at no. 4 has modern finishes with no historic features (see fig. 07) and also that the existing drainage pipe work to the rear has been largely replaced and altered to date (see fig. 03). Therefore no external changes or other internal alterations are proposed with no impact on the conservation area or the setting of any listed buildings.

Access to and from the property will not be altered as a result of the proposals.

**Conclusion**

The proposals will substantially improve the practical use of the Presbytery, in particular by accommodating the essential needs of retired priests.

We aim for any potential harm to the special architectural or historic/ heritage significance of the listed building to be minor, in relation to the benefits presented.



**Emergent Design Studios**  
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We trust the above and attached documentation is sufficient to enable this submission to be registered, and we look forward to discussing these proposals with you further as necessary. Should you require any further details in respect of this application please contact us.

Sincerely,

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**Marco Ortiz RIBA ARB**  
Director  
Emergent Design



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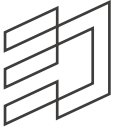
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Fig. 01



Fig. 02



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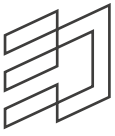
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Fig. 03



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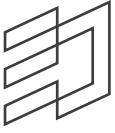
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Fig. 04



Fig. 05



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Fig. 06

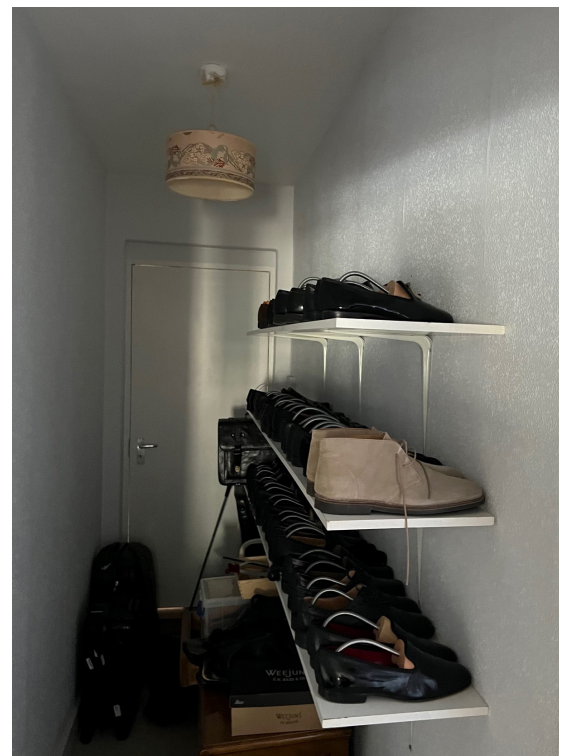


Fig. 07