



OPERATIONAL MANAGEMENT PLAN

London Film School, 39-41 Parker St

October 2023

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1. Introduction

1.1 This Operational Management Plan is submitted by London Film School to accompany an application for full planning permission for the change of use of the site, 39-41 Parker Street, Covent Garden, London, WC2B 5PQ ('the Site').

1.2 Full planning permission is sought for the following description of development (herein referred to as 'the Proposed Development'):

Change of use of part of the first floor and the second and third floors from office use (Class E) to a mixed education and office use (Sui Generis), together with incidental uses and associated works; and the change of use of part of the ground floor from office use to a mixed office and cinema/education use (Sui Generis).

1.3 The proposals have been the subject to pre-application discussions with Camden officers.

1.4 This Operational Management Plan has been prepared by London Film School and details the School's overall approach to managing operations including operating hours, deliveries and collections, staff and student numbers, waste management, etc in light of the Proposed Development.

1.5 London Film School (LFS) is the oldest film school in the UK. For more than 65 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The school offers three full-time MA programmes, a Ph.D. Film by Practice, and a full calendar of short courses. In December 2023 the LFS was awarded World-Leading Specialist Provider status by the Office for Students.

1.6 In the spring of 2024 the LFS intends to occupy part of the 1st floor, and the 2nd, and 3rd floors of 39-41 Parker St. The 1st floor will contain two film studios and associated camera, lighting, and sound equipment stores. The 2nd floor will have office and teaching facilities and the 3rd will have a split usage between editing and sound studios as well as teaching facilities. *Note about use of additional screen on the ground floor, operated by The Garden Cinema (for student screening etc).* 'Please refer to Existing and Proposed Floor Plans for further details regarding the layout and occupation of each floor'.

2. Entrance

2.1 The entrance to the LFS will be via the main public entrance of the building located on the north-west junction of Parker St and Newton St.

2.2 Staff and Students will be able to gain access to the LFS premises by presenting their allocated ID cards to a secure access system card reader in lift or via the doors that will lead to the associated floors: first, second and third.

- 2.3 Anyone wishing to gain access to the London Film School who isn't a member of staff or a student will be required to report directly to reception which is located on the ground floor of the building.

3. Teaching and Operating Hours

- 3.1 Starting at the end of September, there are three terms in an academic year each 13 weeks long with a break in-between (September - December, January – April, May – July).
- 3.2 During the 39 weeks of term time, the teaching hours are limited to:
Monday – Friday between 1000 and 1700

(As a consequence, most of the staff and students are onsite between 0930 and 1730 Monday - Friday)
- 3.3 During the 39 weeks of term time, our broader operating hours where the building will be open to staff and students are:
Monday – Sunday between 0800 and 2300 (excluding bank holidays).
- 3.4 The School's typical on-site activities include lectures, screenings, filming, and post-production (editing). Screenings, filming activity, and post-production will all take place in bespoke spaces (a cinema, studios, and post-production booths) built with acoustic separation and noise reduction in mind, minimising any noise impact on surrounding areas. Operation with regard to noise will not be dissimilar to that of the current office use.

4. Staff, Student and Visitor Numbers

- 4.1 Academic and Professional services staff numbers total to 85 excluding occasional visiting lecturing staff. Within term time, the typical daily total onsite is 40 (Monday – Friday).
- 4.2 Student numbers are a maximum of 300 at any given time. Within term time the typical daily onsite is 125 (Monday – Friday).
- 4.3 Visitor total average is 10 per day (Monday- Friday).
- 4.4 Typical weekday at LFS is: class 1000 – 1300, lunch break 1300 – 1400, class 1400 – 1700 (with some short tea breaks in-between).

5. Deliveries, collections, and loading

- 5.1 Currently, servicing associated with the office takes place on street with no formal loading or servicing area provided. Loading and unloading therefore typically takes place using a stretch of yellow line marking on Parker Street

which enables legal loading and unloading. The existing servicing arrangements will be retained, with vehicles stopping adjacent to the site on Parker Street and loading using the stretch of yellow line marking.

- 5.2 The estimated number of deliveries and collections on any given week during term time is likely to be 30.
- 5.3 Ad-hoc postal and courier collections deliveries will be made during teaching operating hours only 1000 – 1700, Monday - Friday via check-in at reception on the ground floor.
- 5.4 Any large vehicle deliveries or collections will happen between 0800 – 1800 Monday – Friday.
- 5.5 During loading/unloading, hi-vis vests will always be worn. Traffic cones will be used to mark out exclusion zones, if required.

6. Cleaning and Waste Management

- 6.1 LFS cleaning contractors will clean the premises 0600 – 0800 daily Monday - Saturday.
- 6.2 LFS uses First Mile: Recycling & Waste Management Services and has a current recycling rate of 50%. Daily waste and recycling collections will be made Monday – Saturday between 0700 – 0900 via the refuse area located in the basement car park and will require the use of Eurobins to take to waste collection truck.