

48-54 Charlotte Street, London W1T 2NS – Operational Management Statement

Introduction

1. This document has been prepared by Bourne Office Space CS Limited, the Applicant, to explain how the proposed roof terraces associated with the existing office building would function and be managed on a day-to-day basis once built, should planning permission for these proposals be granted. It sets out the overarching principles which would determine how the terraces would be used and the controls which would be placed upon them to ensure that nearby amenity would be protected.
2. Having access to outdoor space is something which a growing number of tenants consider essential when looking for new office premises within the West End, to help promote the well-being of their staff.
3. The terraces would only be able to be used by office tenants within the building to provide break out space for work purposes.
4. Three external terrace areas are proposed. One at the main roof, which would measure 144 sqm, a terrace at the rear of the third floor, which would measure 26 sqm, and a small terrace at the first floor which would measure 8 sqm.

Hours of Operation

5. The use of the roof terraces would be between the hours of 08:00 and 21:00 Mondays to Fridays, apart from in case of emergency.

Capacity

6. The cumulative capacity of the roof terraces at any one time would be restricted to 140 people, 100 at the main roof terrace, 30 at the third floor terrace and 10 at the first floor terrace.
7. Access to the terraces would be provided by lift and stairs.

Music

8. Amplified sound at the roof terraces will be prohibited at all times and no live music would be able to be played on the terrace.

No Smoking

9. Smoking would be prohibited on the roof terraces. The building management team would monitor to ensure that this is adhered to.

No External Hire

10. The roof terraces would be exclusively used by office tenants within the building. They would not be available for private hire or accessible to any other users.

Greening

11. Long-term fixed planting and sedum roofing is proposed to ensure the quality of amenity for users of the roof terraces and neighbours. This would always remain in place to ensure that an improved roofscape is provided.

Lighting

12. The roof terraces would be used mainly during daylight hours though external lighting would be provided. All external lighting would be turned off when the terrace is not in use.

Cleaning

13. The roof terraces would be inspected by the building management team each evening to ensure that they remains tidy and that there is no spread of litter.

Management

14. The provisions set out within this Operational Management Statement would be included in tenant leases as requirements to be accorded with. The building management team would ensure that these measures are always complied with. The management team would also be able to monitor the terrace via CCTV.