

DESIGN & ACCESS STATEMENT

**HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND
12th FLOOR, CENTRE POINT
101-103 NEW OXFORD STREET, LONDON
WC1A 1DD**

PROPOSAL:

PROPOSED INTERNAL OFFICE FITOUT TO LEVEL 12, CENTREPOINT (LONDON)

1 APPLICATION SITE

- 1.1 Centre Point is an existing high rise building located in the centre of London's West End, overlooking Oxford Street and Charing Cross Road junction. The building accommodates 35 stories of office / restaurant space and is listed as a Grade Two building. The structure consists mainly of precast concrete sections and glass. The scope of works for this project will include only the 12th floor, which is to undergo a refurbishment for occupation by the Higher Education Funding Council (HEFCE). The existing offices of the HEFCE are currently located on the 28th floor of Centre point.

2 APPLICATION HISTORY

- 2.1 This Design & Access Statement is prepared in support of a new Planning Application being made for the refurbishment of the 12th floor, Centre Point, WC1A 1DD.

3 USE

- 3.1 The remaining 34 floors at Centre Point are currently used for office space. The HEFCE will be using this space as an additional office to their Bristol head office, for meetings with staff and other visitors. Their current London office is located on the 28th floor where the permanent staff compliment comprises three members. Facilities to be provided will include a video conferencing room, facilities such as work stations for visiting members of staff, an increased number of informal and formal meeting rooms, offices for directors' use and a sizeable boardroom with suitable facilities for conferencing.

4 AMOUNT OF DEVELOPMENT

- 4.1 The amount of development will not include any structural changes to the building. Fittings and finishes to the existing 12th floor lobby areas will be retained, although signage will possibly be applied to the walls and or doors of the lobby area. The existing suspended tile ceilings will be retained throughout the office space, although the lighting panels may need to be moved at certain points where ceiling height partitions are to be installed. Recessed downlights and additional decorative lighting to be installed at bulkheads in the reception, boardroom and meeting areas, as these are the rooms which will project the desired corporate image of the HEFCE. Glass and

standard partitions and screens at various heights to be installed. New floor and wall finishes to be installed. New built-in storage cupboards to be accommodated. Video conferencing equipment and projection screens in the boardroom to be fitted within ceiling void. Laminate wood flooring to be installed at reception and breakout areas. New carpet elsewhere.

5 LAYOUT

- 5.1 The proposed floor plan has been planned in such a way as to maximise circulation space without limiting the circulation to a central pathway spanning the distance between the two exits. The proposed layout complies with the existing movement areas through the 12th floor between the exits.

6 SCALE

- 6.1 The size of the 12th floor office area is 408 Sq.m. The full floor area will be utilised for the proposed refurbishment. The areas shown are ideal, as the layout includes all the desired office areas and spaces required by the brief, which is identical to the amount of area currently used on the 28th floor. An appropriate level of accommodation has been used according to the brief and the conference room will be located on the side where natural light and external views will be ideally maximised.

7 LANDSCAPING

- 7.1 Landscaping will not be affected or included in this design, as it will be for the sole purpose of interior use of office space. The existing landscaping will be visible from the office space.

8 APPEARANCE

- 8.1 The finishes and materials used will contribute to a general ergonomically designed space to maximise natural light and efficient use of space. Materials used will include glass screens, glass, brushed metal and brightly coloured furniture to contribute to a streamlined working environment, as it will only be used as a temporary working venue. The use of limited elements of timber finishes will include a more natural feel in some areas. Contrast materials and colours will be used in all areas as per DDA requirements.

9 ACCESS

- 9.1 Lift access is available at both ends of the floor. There is a very slight existing ramp between the lobby and main office floor at each end of the office for wheelchair users, which is well within Part M requirements. A new disabled toilet will be installed close to the entrance to improve accessibility for less able users. Circulation spaces have been set out to widths that are comfortable for all users. All doors have a minimum opening of 926mm. A goods lift is available to suppliers and workers to offload components for installation. Colours will be contrasting for visually impaired users.

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10 **CONCLUSION**

- 10.1 The provisions proposed as part of this application are intended to minimise the impact that the proposed refurbishment of the 12th floor will have on the surrounding environment and the provisions for access provided ensure safe access and working environment for users of these items.
- 10.2 The proposed scope of works will not have any adverse effects on the environment surrounding the building. Access for deliveries and installations will be possible from the existing lifts and stair facilities.