**Design & Access Statement**

**Change of Use of 1st, 2nd & 3rd Floors (Class B1) to three residential units (Class C3), replacement of windows, new external staircase to rear elevation and timber bin store enclosure**

**at**

**Upper Floors, 108 Kilburn High Road**

**London**

**NW6 4HY**

**On Behalf of**

**Palace Amusements (Kent) Limited**

**Prepared By**

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**DESIGN**

**Use**:

The property is located on the east side of Kilburn High Road and is a four-storey building with a basement. The current ground and basement floors are an established Inland Amusement Centre, to which alterations are proposed under a separate Planning Application.

The upper floors are vacant, but were formally used as a solicitors’ office, which does appear to be some time previously on viewing the current condition. The Applicants have only recently acquired the premises, which were vacant on their taking control of the property.

The property is located just outside of the Conservation Area and is not listed. On viewing the planning records, it would appear that the property has had various Planning Applications in the past for new shop fronts and the ground floor shop was converted to an Amusement Centre under an approval granted in July 1992.

The proposal is to convert the upper floors into three self-contained flat units, including replacement uPVC windows and a general upgrade to the property. The proposals will fully comply with Camden Housing Needs Study update 2008, the Local Development Framework (LDF) and Mayor’s London Plan 2008 (consolidated with alterations since 2004). The proposal will provide much needed residential accommodation to comply with the Local Authority requirements and also meet current government policy. The recent permitted development changes that came in May 2013 are encouraging the use of vacant upper floor offices within town centres into residential use. This proposal therefore fully complies with this government directive.

The proposals will also comply with the Local Plan requirements, particularly under Policies DP2 to maximise the supply of additional homes, along with DP5 and Core Strategy Policy CS6. This seeks to secure a mix and inclusive community and a range of self contained homes of different sizes. It is intended that the property would provide high quality housing in accordance with the Life Time Homes Criteria where possible (see following section) and will comply with the Mayor’s London Plan 2008.

The conversion of the vacant office accommodation, which is no longer sustainable, particularly relating to various employment requirements, in particular The Disability Discrimination Act. These upper floors are therefore no longer sustainable and under Policy DP13 would be more suitable for residential accommodation. This type of development will also add vibrancy to the town centre location, particularly after hours and provide the type of mixed usage required under Policy DP1 of the Local Plan.

The proposed use will also combine well with other similar upper floor uses within the location, complying with Policy DP26 and will have no adverse effect upon the surrounding properties.

It can therefore be concluded that the proposed conversion will fully comply with Camden Council’s current Planning Policy and Local Development Framework, combined with National Planning Policy.

**Amount**:

The site area is approximately 0.02 hectares. The proposal is to create 3 No. flats with a floor area as follows: First Floor Flat = 57m²; Second Floor Flat 47.5m; and Third Floor Flat 74m².

**Layout**:

The upper floors currently have a self-contained access from Kilburn High Road, which will be fully retained, combined with the current staircase access to the upper floors. Each floor will therefore be sub-divided to create a total of three flats, two of which will be two-bedroomed units and the middle unit being a one-bedroomed unit. Therefore creating a mixed use accommodation, with all floor areas fully complying with Planning Policy DP5 and Core Strategy Policy CS6 for dwelling sizes. There is a large flat roofed area to the rear of the property and it is proposed that a small steel staircase will be provided to this area to allow for a refuse area and which could also be used for possible bicycle storage. Due to the current layout of the building there is no current area for refuse storage and this conversion would provide this much needed facility. Particularly, as the current ground floor commercial unit occupies the entire site and therefore there is no space able to provide an external storage area.

The only external alterations proposed is the replacement of the windows in matching uPVC vertical sliding sash style windows throughout. This will be in-keeping with the current design and would reduce the heat loss from the building, which would be fully upgraded to current required thermal standards under the Building Regulations. It is noted that similar upper floor properties currently have replacement uPVC windows, many of which do not match those that are proposed with this development. Careful thought has been given on the type and design of the replacement windows. It is particularly evident that the first floor front windows will be replaced with new vertical sliding sash windows which will replace the current modern shop front to this first floor upper frontage. This new design will particularly match the adjoining properties and the original style of the property. The retention of the upper floor facia and associated pilasters will be in keeping. It is therefore evident that careful thought has been given upon the external appearance to the property.

The internal layout of the flats allows for the retention of much of the existing structure and have been designed so that the same room uses over are continuous throughout the property, which is normally required under planning design. The property will be fully upgraded for both thermal and sound requirements under the current Building Regulations. This will be combined with the Lifetime Homes Requirements.

**Scale**:

See section ‘Amount’ above. The frontage of the property is 6.52m and the overall depth of the upper floors is 12.3m.

**Landscaping**:

There are no external landscaped areas to the property. The proposal to form a bin storage area to the rear flat roof is subject to confirmation that the flat roof structure is strong enough. It will be enclosed by a 1.2m high close-boarded timber enclosure. The current air conditioning units to this flat roofed area are to be repositioned to avoid any potential disturbance to the residential units.

**Appearance**:

The replacement windows will be in white uPVC double glazed units being a vertical sliding sash style to match those that are to be replaced. These will also include a matching vertical centre bar within their design. The new rear door will be in a white composite finish. The ground floor doorway and shop fronts will remain as existing. Any infilled areas and making good will be in matching brickwork and materials.

**ACCESS**

**Vehicular and Transport Links**

The property is located within the main High Street and therefore there is a good road layout and public transport provisions. There is a bus stop immediately outside of the property and it is within two minutes walk of the London Tube System. There are no external areas or any parking provision with the property or any method in which to provide such parking provision. The suggestion for the provision of cycle storage to the rear flat roofed area could be considered as part of the Planning Consent, as required.

**Inclusive Access**:

It is proposed that the existing doorway to the front of the property which has a level door threshold and a sloping access will be retained along with the current staircase arrangement. All works will therefore be undertaken as far as is reasonable within the confines of the existing property to comply with disabled access and also the Lifetime Homes criteria.

Therefore every effort will be made to allow people to get to and move through the property on equal terms, regardless of age, disability, ethnicity or social grouping.

**LIFETIME HOMES REQUIRED STANDARDS**

Note:- refer to Application Drawing No. 050/13/02/Rev ‘A’. It should also be noted that this is an existing property and therefore limits on the requirements are restricted by the current layout and design of the property.

Criteria No. 1 - It should be noted that as there is no current or possibility to provide parking to the site, so this criteria is not relevant to the development (refer to Camden Development Policy DP18 Parking Standards). This policy particularly discourages parking provision within town centre locations.

Criteria No. 3. - The approach to the front entrance door is gently sloping and therefore this will comply with this criteria.

Criteria No. 4. - It is intended that the front entrance way will be fully illuminated. It is already inset within the shop front providing some weather protection and the external paving area provides the required landing area.

Criteria No. 5 - There is a current communal staircase to the upper floor offices which will be retained within the development. There are uniform risers to the staircase which will be retained, ensuring that handrails extend 300mm beyond top and bottom flights and these handrails being 900mm above stair nosings. The nosings to the staircase will also have contrasting brightness. It should be noted that due to the limitations of the property and the current commercial unit to the ground floor, there is no possibility to provide a lift access to the upper floors.

Criteria No. 6 - The flats have been designed to allow for wheelchair access with a minimum clear hallway widths of 900mm. All flat entrance doors will have a clear width of 800mm with a minimum 300mm clear nib to sides. Internal door widths approached head-on, will have a minimum clear opening of 750mm and if approached at 90 degrees, a minimum width of 900mm.

Criteria No. 7 - As indicated upon the layout plans there will be sufficient wheelchair circulation space with a minimum diameter of 1500mm within each flat to comply with this requirement.

Criteria No. 10 - As these are to be self-contained flats on the same floor, then entrance level WC and showering/washing accommodation is being provided within the bathroom areas.

Criteria No. 11 - Within the proposed bathrooms the new walls are to provide adequate fixings and support for future grab-rails and therefore are to be strengthened accordingly. These grab-rails are to be provided within a height band of 300 – 1800mm from the floor.

Criteria No. 12 - The current staircase will be upgraded as stated under Criteria No. 5. A full width of minimum 900mm will be maintained throughout all existing common staircases to enable future installation of seated stair lifts, as required. Due to the form of accommodation, there will be no potential for through floor lifts.

Criteria No. 14 - The proposed bathrooms have all been designed to comply with the minimum sizes set out under this criteria. This necessitates the requirement for the centre of the WC set a minimum 400mm off the wall and minimum 1000mm from this centre line to the bath. It also allows for a minimum 1100mm clear area to the front of the WC. All wash hand basins are not to project more than 200mm into this area. The provision of showering facilities over the bath will also be included within the conversion.

Criteria No. 15 - To enable people to have a line of sight from a seated position within the living rooms the window sills are to have a maximum 800mm sill height where possible and with a clear line of sight of minimum 400mm. This will also allow for furniture arrangement for an approach of a minimum width of 750mm to these windows. All window handles etc. to be no higher than 1200mm from floor level where possible.

Criteria No. 16 - Under this requirement and the Building Regulations, the location of all service controls should be within a height band of 450 – 1200mm from the floor and at least 300mm away from any internal corner.

**Important Note**: Any criteria omitted from the above are not applicable, due to this being an upper floor flat conversion to an existing building and not newly erected dwellings.