



Shorts Gardens – Basement Management Plan

Ref: 15-088

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Use of space

Approved Uses - B1 / D1 / or Recreation use / Indoor Sports
(original Application)

Proposed Use – B1 (Office)

Size of space

Lower Basement – approximately 407.09 square meters
Upper Basement – approximately 219.37 square meters

Hours of operation

Approved Hours - Monday to Thursday – 0800 to 2230 hours
(original Application) Friday and Saturday – 0800 to 2330 hours
Sunday and Bank Holidays – 0800 to 1700 hours

Proposed Hours - General Office Hours Monday to Friday 0830 to 1830 hours
Saturday and Sunday 0900 to 1700 hours

General Office hours usually Monday to Friday, with a people that may stay slightly longer but will be leaving before 2230. Weekend offices generally closed with a few people may work extra hours within the time period given above

Capacity of people

Based on the drawings with seating provided – between 50-70 staff will be using the basement floor
Upper basement floor – meeting rooms –maximum possible at one time 30-50 people

Managing entry and exit

During hours of operation receptionist staff will be located on ground floor entrance to the basement.

Outside of opening hours, staff will have access through key lock entry system