

London Borough of Camden  
Planning and Regeneration  
2nd Floor, 5 Pancras Square,  
c/o Town Hall,  
Judd Street,  
London,  
WC1H 9JE

## FAO Antonia Powell

03 June 2016

Dear Antonia,

## 7 Queen Square, London, WC1N 3AR

### Application for Planning and Listed Building Consent

On behalf of my client, University College London ("UCL"), please find enclosed an application for planning and listed building consent for:

---

*"Internal alterations and the addition of two ventilation fans on the west elevation and replacement fans at second floor roof level associated with the refurbishment of 7 Queen Square".*

The application has been submitted via the Planning Portal and includes the following documents:

- Application form and certificates prepared by Deloitte;
- Architectural drawings prepared by Hawkins Brown Architects (please refer to the drawing register for a full list of drawings submitted as part of this application) including:
  - Existing and proposed plans;
  - Existing and proposed elevations;
  - Site location plan;
  - Demolition plans; and,
  - Reflected ceiling plans.
- Planning Report prepared by Hawkins Brown Architects;
- Noise Report prepared by Lee Cunningham Partnership; and,
- Design Specifications for the two new ventilation fans on the rear elevation, replacement fans at second floor roof level and wall mounted unit ventilation unit.

A cheque for the planning application fee of £385 has been sent via separate cover.

## The Site

The Site is located on the west side of Queen Square. There are a number of UCL owned and occupied buildings within close proximity as can be seen on the location plan (1607\_7QS\_PL\_00\_100). The area is characterised by academic and medical / medical research uses such as the National Hospital for Neurology and Neurosurgery (NHNN) and Great Ormond Street Hospital. 7 Queen Square itself is used by UCL's Institute of Neurology (Use Class D1).

The Art Workers Guild occupy No. 6 Queen Square adjoining to the south of the building. Number 8-11 Queen Square, adjoined to the north of the building is occupied by the UCL Queen Square Imaging Centre. The Site overlooks Queen Square Park and Garden, which is protected under the London Square's Preservation Act 1931. To the rear of the Site there are some residential units alongside commercial floorspace, both of which are accessed from Southampton Row.

7 Queen Square is a Grade II listed building, and is located in Sub-area 11 of the Bloomsbury Conservation Area. The listed building description is as follows:

*"Terraced house. Late C18, altered early C19. Yellow stock brick with evidence of tuck pointing. Slated mansard roof with dormers. 4 storeys, attic and basement. 3 windows. Round-arched ground floor openings in shallow recesses with stucco architraves and impost bands. Doorway with radial fanlight and panelled door. Windows with margin glazing. Upper floor windows, gauged brick flat arches to recessed sashes; 1st floor with cast-iron balconies. Stucco bands at floor levels and 3rd floor sill level. Stucco cornice and blocking course. INTERIOR: not inspected. SUBSIDIARY FEATURES: attached cast-iron railings with urn finials to area. HISTORICAL NOTE: Martin Folkes, President of the Royal Society and of the Society of Antiquaries lived at No.6 until 1763 and at No.7 until 1765."*

The building was first listed in 1951, and last amended in 1999.

The adjoining property 6 Queen Square is also Grade II listed and the properties to the rear of the Site are identified as positive contributors to the Bloomsbury Conservation Area. A modern extension was added to the rear of the property in 1974. According to the Bloomsbury Conservation Area Appraisal and Management Strategy, this extension is not incorporated into the listing. Planning permission and listed building consent was granted in 2002 for maintenance works to 7 Queen Square, including the addition of air conditioning units (ref. LSX0104620).

## Application Context

UCL is London's leading multidisciplinary university, with over 11,000 staff and nearly 35,000 students. It was ranked seventh in the QS World University Rankings 2015 and provides excellence and leadership in teaching and research.

UCL has prepared an ambitious strategy for the University to 2034 (<http://www.ucl.ac.uk/ucl-2034>). This strategy aims to secure and improve on UCL's international standing. A central part of this strategy is for UCL to provide world class teaching and research facilities for its staff and students.

UCL is seeking to invest into its existing building stock to improve the working conditions and provide enhanced facilities. It is considered by UCL that significant improvements can be achieved through minor interventions.

7 Queen Square has been identified by its users as offering poor working conditions including poor office amenity, overheating in the summer, and a layout not conducive for a modern working environment. The existing floorspace, specifically on the ground, first and fifth floors, does not meet modern standards and therefore a small scale refurbishment programme with minor interventions is required to modernise and improve the facilities for continued use by the Institute of Neurology.

On 4 June 2015, a pre-application meeting was held with Camden planning officers on site. At this meeting, the acceptability of the proposals was discussed and the extent of the listed building consent was agreed.

## Proposals

The refurbishment proposals include alterations limited to the ground, first, second (roof level) and fifth floors. The proposals are summarised below; however, for a complete understanding of the works proposed, please refer to Section 3 of the 'Planning Report' prepared by Hawkins Brown and submitted as part of this application. Not all works listed below require listed building consent or planning permission. However, they have been included in the application for completeness and to provide a complete understanding of the refurbishment scheme of these floors of the property.

### ***Works Requiring Listed Building Consent and / or Planning Permission***

#### *Ground Floor*

- Repairs to existing sash windows where necessary;
- Replacement of existing lighting within G03 and G04 (original rooms) with suspended luminaires;
- Repair and redecoration of panelling where necessary;
- Installation of new floor box in Room G04 and G03 (400L x 300W x 85D);
- Installation of wall mounted ventilation unit in Room G04 (1050W x 238D x 290H);

#### *First Floor*

- Repairs to existing sash windows and rooflights where necessary;
- Installation of two ventilation heat recovery units to serve the new meeting room on the west façade of the 1974 extension at first floor level (the design specification for these fans has been included in the application);
- The floorboards in rooms 109 and 110 (original building) will need to be temporarily lifted to allow access to the floorvoids above Rooms G03 and G04 in which proposed new wiring for high level electrical services will be run;

#### *Second Floor (works at roof level)*

- There are no works proposed at this level that will require listed building consent;

#### *Fifth Floor*

- Relocation of one radiator within Room 509 to the east side of the room, other radiators to be retained. Any new or diverted pipework will run within the floorvoid of room 509;
- New cable trunking proposed to replace existing wiring and is proposed to run neatly around the perimeter of the room adjacent to the existing skirting;
- Replacement of existing lighting by new suspended luminaires; and,
- Repairs to existing sash windows and roof lights, where necessary.

### ***Works that do not Require Listed Building Consent or Planning Permission***

#### *Ground Floor*

- Removal of partitions in rear extension to allow for the creation of modern teaching spaces and tea point within rear extension;

- Creation of new office and skype room within rear modern extension;
- Removal of 1 redundant condenser unit within the lightwell;
- Re-carpeting and decorating of shared corridor / stair areas;
- Replacement of lighting in rear extension;
- Replacement of computer desking in rear modern extension;
- Removal of internal partition walls in rear modern extension;
- Repair of primary and secondary glazing in rear modern extension;
- Installation of partition walls within rear modern extension to create new skype and meeting room;

## *First Floor*

- Removal of partitions in rear extension to allow for the creation of modern teaching spaces within rear extension;
- Installation of new partition walls to create new office and meeting room within rear modern extension;
- Replacement of lighting in rear extension;
- Replacement of computer desking and shelving in rear modern extension;
- Re-carpeting and decorating of shared corridor / stair areas;
- Existing rooflights to be overhauled and repaired in rear modern extension;
- Installation of new perimeter trunking for power and data installed in Room 106.

## *Second Floor (works at roof level)*

- Replacement of existing roof light fans in modern extension to improve ventilation to the proposed teaching spaces in the first floor below (the design specification for these fans has been included as part of the application);
- Removal of one redundant ventilation service at roof level and associated ductwork in lightwell;
- Installation of temporary fall protection during construction works on roof of modern rear extension;
- Eight number roof light fans to be removed and replaced with new like for like models.

## *Fifth Floor*

- Removal of shelving and boxes within storage room;
- Refurbishment of existing staff offices; and,
- Refurbishment of existing storage room into office and skype room.

## *Method*

- To facilitate the refurbishment, temporary works are required to some elements of the historic fabric, such as the lifting of floorboards in order to access floor voids. However, such works will be carried out sensitively and will seek to match the retained fabric and finishes.

## **Planning Policy Designations**

The Site is located within the designated Central London Area. The Site and attached railings are Grade II listed and located within the Bloomsbury Conservation Area. The Site is located within the Designated View '5A.2 Greenwich Park Wolfe statue to Tower Bridge - Right Lateral Assessment Area', and the London Suburbs Archaeological Priority Area.

## **Planning Considerations**

The works are minor in nature and where required, interventions to the listed building will be carried out sensitively. More significant works are proposed in the modern extension, which have been discussed with Camden's Conservation Officer and agreed do not require listed building consent. The key planning considerations are outlined below.

## Heritage and Design

The NPPF states that in determining a planning application, local planning authorities should take into account the desirability of enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation (paragraph 126). London Plan Policy 7.8 deals with heritage assets and archaeology. The policy states that "*development should identify, value, conserve, restore, re-use and incorporate heritage assets, where appropriate*". Policy CS14 of the Camden Core Strategy and Policy DP25 of the Camden Development Policies document require development to preserve and enhance heritage assets and their settings.

### *Applicant's Response*

The refurbishment works are minor in nature, and will be carried out sensitively in recognition of the historical status of the building. Repair works will only be carried out to the original fabric, such as the sash windows and interior panelling, if necessary. Existing trunking in original rooms will be re-used and new wiring will run within the floor void.

Demolition within the original part of the building will be very limited, with an existing (non-original) modern water fountain on the first floor proposed to be removed, following which the wall will be made good. Only partition walls within the modern extension are proposed to be removed in order to open up the office and teaching space to improve circulation of air and people. It is considered that these internal partition walls do not hold historical significance and therefore their removal will not impact on the character and original fabric of the Listed Building. This was discussed and agreed with the Camden Conservation Officer on the site visit.

It is proposed that a new wall mounted ventilation unit is installed within original room G04. The existing room suffers from overheating and poor ventilation creating a poor working environment. The need for a ventilation unit was discussed with the Conservation Officer at pre-application stage. The location of the unit was agreed with the Officer during the site visit and can be seen on drawing 1607\_7QS\_PL\_35\_201 P1 'Ground Floor Ceiling Plan Proposed'. The location was chosen as it would minimise intervention to the original fabric of the building and limit the extent of pipework and cables needed within the room to accommodate this unit. Whilst it is recognised that there will be some intervention to the original fabric, it is considered that this will be minor and made good in the future if the unit is removed.

It is proposed that two recessed floor boxes are installed, one in Room G04 and one in Room G03. This will require a small area of the floorboards to be removed in each room. The dimensions for the proposed floorboxes are 400mm (long) x 300mm (wide) x 85mm (deep). The floorboxes will accommodate the necessary power requirements for the office equipment within these rooms and will enable the continued use of the space as office. It is acknowledged that this element of the proposal will cause some harm to the existing fabric, so it is proposed that the sections of floorboards removed are stored safely on site in perpetuity.

Some temporary measures to original fabric will also be required, such as the lifting of floorboards in order to access the floorvoids. Such works will be carried out sensitively and will seek to match the retained fabric and finishes.

To the external facades of the building, a small number of minor changes are proposed. Two small ventilation grill units are proposed to be fixed to the west elevation at first floor level. Again, this element of the building does not hold historical significance given that it is a modern extension. Furthermore, the installation of these units will improve the internal working environment for users of the building. One existing redundant condenser unit and associated ductwork serving the first floor is proposed to be removed

from the roof and lightwell at basement level. This will not be replaced, and the wall will be made good following its removal. It is considered that this will positively enhance the lightwell through decluttering. Overall, the changes to the external appearance of the building are minimal, and therefore it is not considered that the proposals will impact the character of the Bloomsbury Conservation Area.

The general appearance of the ground, first and fifth floors which are the subject of this planning and listed building consent application will be improved following the refurbishment works. The proposed aesthetic works include redecoration, revised lighting strategy, new carpeting where required and addition of new furnishings and furniture. A revised lighting scheme is proposed in original ground floor rooms G03 and G04, please refer to drawing 1607\_7QS\_PL\_35\_201\_P1. The ceiling rose in room G03 will be retained and will not be impacted by the revised lighting strategy.

Overall, the proposals will enhance the working environment for the current users of the building. This will secure the long term use of this listed building for academic use, which is supported by planning policy. It is therefore considered that, where minor interventions to the fabric of the listed building are required, these will be outweighed by the wider benefits of the scheme and be reversible.

## **Residential Amenity**

Policy DP28 'Noise and Vibration' states that the Council will only grant permission for plant or machinery if it can be operated without causing harm to amenity and does not exceed Camden's noise thresholds. Policy DP26 'Managing the impact of development on occupiers and neighbours' also resists development that will cause harmful effects on the amenity of occupiers and nearby properties. This includes visual outlook, noise and vibration. The proposals' impact on amenity and noise are discussed in turn below.

## ***Applicant's Response***

The external proposals are minor in nature and will not be visible from the street. Drawing 1607\_7QS\_PL\_00\_240 'Proposed Elevations' clearly demonstrates the proposed location for the two 270mm x 270mm ventilation grills, which are to be mounted on the west elevation of the modern extension. The proposed units will be visible from a limited number of high-level windows from taller buildings to the rear that overlook this elevation. However, it is considered that the insignificant size of the proposed units will have very limited impact to existing views onto the service yard.

One redundant piece of servicing equipment will be removed from the second floor roof level, decluttering this area and improving the visual amenity of overlooking buildings.

The two proposed ventilation grills and replacement fans at second floor roof level will produce minimal noise and are not considered to impact on residential amenity. Please refer to the Design Specifications for each of these ventilation units submitted as part of this application that set out the noise emission at 3m distance from the fans. For the two new units on the rear elevation, the noise level will be between 19 and 46 dB(A) depending on speed of the fan. For the replacement second floor roof level fans, the noise level will be a maximum of 42 dB(A) at 3 meters distance. It is considered that this level of noise is negligible given the CAZ location, where plant is common on surrounding buildings. It is also below the Camden Noise Threshold.

## **Summary**

UCL is seeking to invest into its existing building stock to improve working conditions and provide world class facilities for its staff and students.

7 Queen Square requires minor interventions as part of a refurbishment project to provide an enhanced and modern working environment. A number of the rooms currently suffer from poor internal climate control and both the rear extension and the ground floor office rooms suffer from poor internal configuration and are in need of general refurbishment.

The proposals seek to improve the energy performance and the working environment for the users of the building, through a series of aesthetic improvement works, general improvement and repair works, reconfiguration within the modern rear extension and the addition of two new fans. All proposed works are to be carried out in a sympathetic manner, given the Grade II listed status of the building and have been the subject of positive pre-application consultation with the Council's planning officers. Furthermore, the works proposed are minor in nature and are not considered to impact on the significance of the building or its historic fabric. The proposals are considered to conform with the relevant policies outlined within this letter.

I would be grateful if you could confirm once this application has been formally registered. In the meantime, if you have any questions in relation to the application, please contact Ellie Bird (020 7007 3891 / [ebird@deloitte.co.uk](mailto:ebird@deloitte.co.uk)).

Yours sincerely,

A large black rectangular redaction box covering the signature of the sender.

 Leonie Oliva  
Deloitte LLP

