

From: Caneparo Associates
To: LB Camden
Job Title: Hatton Square
Job No: 2014-1858
File Ref: P:\2014\1858 - Hatton Square Business Centre\N01-NB-Servicing Management Plan
Date: 15 March 2017

Subject: Hatton Square – Servicing Arrangements

Introduction

1. Caneparo Associates are retained by Workspace Group in relation to the redevelopment of the Hatton Square Business Centre in the London Borough of Camden.
2. A renewed consent for the site in July 2013 (2013/1086/P) represented a net increase in business space of 2,571sqm, with a loading bay provided as part of this scheme.
3. Following this a Section 73 application (2013/5404/P) allowed for minor extensions and changes to servicing arrangements and at the time transport officers confirmed that they were supportive of the changes, which involved an on-street loading bay and that there was no longer a policy requirement for off-street loading. A cycle storage area for 54 cycles (27 x 2 tier Josta stands) was included, with all refuse to be stored at ground floor level.
4. Taking account of the above, the baseline planning uses are as below:

A1	-	311 sqm
B1	-	3,974 sqm
B1c	-	499 sqm
B1c (jewellery)	-	1,155 sqm
Total Nett Lettable Area	-	5,939 sqm
Total Gross Internal Area	-	8,437 sqm

5. A change of use application is proposed which will alter the floor areas to those below:

A3	-	240 sqm
B1	-	4,025 sqm
B1c	-	0 sqm
B1c (jewellery)	-	1,155 sqm
Total Nett Lettable Area	-	5,820 sqm
Total Gross Internal Area	-	8,437 sqm

6. The consented/'existing' and proposed basement and ground floor plans are attached.
7. In summary the key changes are the shift from A1 to A3 use and the change of use from general B1c to jewellery use.

Service Area Location

8. As before it is intended that the Business Centre will be serviced from the nearby loading bay on Baldwin's Gardens.

Frequency of Servicing Movements

9. The main potential for change is in relation to the change from A1 to A3 use.
10. Based on a 2015 survey of non-food retail servicing activity at the Thomas Neal Centre in Sevendials, A1 retail units can be expected to generate of the order of 0.26 deliveries per 100sqm per day. The existing A1 use therefore can be expected to generate in the region of 1 delivery per day.
11. Based on TRICS/TRAVL servicing survey data (as attached) the A3 use would be expected to typically require 2 deliveries per day by car/transit van/box van.

Type of Service Vehicles

12. It is expected that majority of deliveries will be carried out using vehicles sized between a 3.5T to 4.6T van, with some infrequent deliveries by larger vehicles up to a 7.5T van expected. The refuse vehicle used in the area is an 8.3m long narrow access vehicle.
13. Given the nature of Baldwin's Gardens, occupiers will be informed that larger service vehicles should not be used.

Vehicle Routing

14. The site benefits from excellent access from the Transport for London Road Network (TLRN) and Gray's Inn Road, Clerkenwell Road, Farringdon Road and High Holborn are all close to the site, so service vehicles will be spread over a number of routes.
15. Due to the numbers and the nature of deliveries anticipated to/from the site coupled with the suitability of the road network to accommodate this traffic, it is not considered that any specific vehicle routing arrangements are required, except for suppliers to be informed that Leather Lane is one way southbound.

Management

16. Within the July 2013 Interim Travel Plan it was set out that:
 - the Occupiers at the Site will be encouraged by the Travel Plan Coordinator (TPC) to plan and distribute service vehicle arrivals/departures throughout the day to avoid peak periods;
 - the TPC will also encourage occupiers to minimise the number of deliveries through sourcing goods locally, wherever possible; and
 - the TPC will make Occupiers aware of the Freight Operator Recognition Scheme (FORS), which is a free, voluntary scheme operated by TfL aiming to improve the efficiency of freight distribution and servicing in London. The TPC will encourage Occupiers to use freight operators that are registered with FORS.

17. Deliveries will be managed to ensure that where possible deliveries occur outside the network peak periods and that deliveries are scheduled to ensure that, as far as possible, deliveries do not overlap.
18. Deliveries will be booked to ensure that deliveries are concluded before 6pm on weekdays and 1pm on Saturdays, with no deliveries on Sundays.
19. Suppliers will be encouraged, where possible, to use small and fuel efficient vehicles and will be advised that delivery vehicles should remain in the vicinity of the site for as little time as possible and that vehicle engines are switched off whilst goods are being loaded/unloaded (i.e. whilst vehicles are stationary).

Monitoring and Review

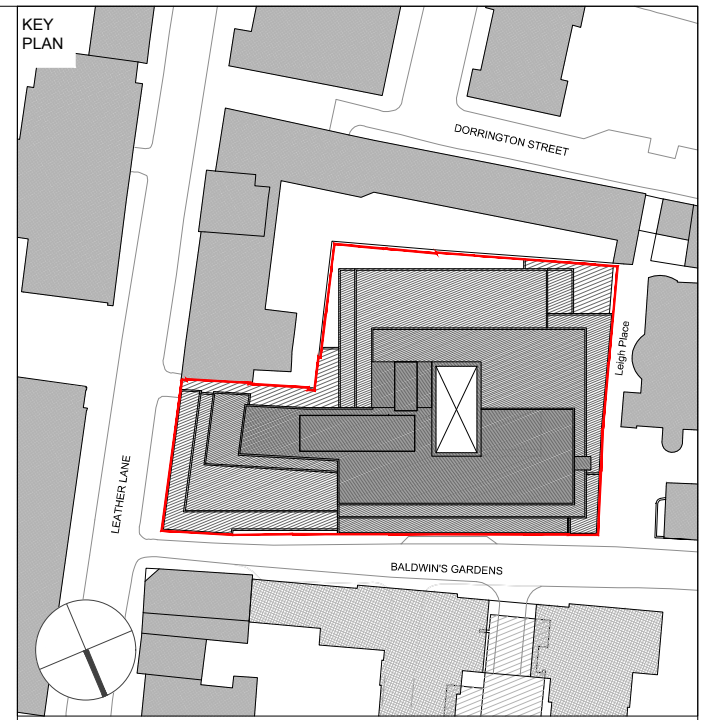
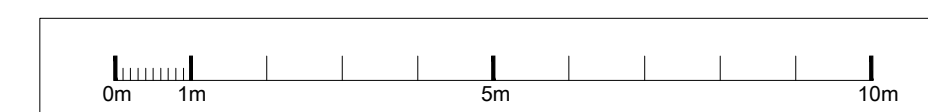
20. The Business Centre Manager will ensure that a record of servicing activity is kept for a week per year in order that the site's level of servicing can be reviewed, which will include the following information:
 - Day and Date;
 - Delivery slot booked;
 - Type of vehicle;
 - Goods carried;
 - Time of arrival;
 - Time of departure; and
 - Any other comments.
21. The agreed contents of this Servicing Management Plan must be complied with unless otherwise agreed with the Council. The building occupiers shall work with the Council to review this Delivery and Servicing Management Plan from time to time when necessary. Any future revised plan must be approved by the Council and complied with thereafter.

Refuse Collection

22. Refuse and recyclable materials will be stored on site until collection in the communal B1/B1c storage area provided at ground floor level, which is accessed from Leigh Place. Refuse operatives will be able to transfer Eurobins from the storage area to Baldwin's Gardens. As part of the restaurant fit out a separate refuse store will be provided within the restaurant unit.
23. The refuse vehicle used in the area is an 8.3m narrow access vehicle.

Summary

24. This document provides an outline of the proposed servicing schedule and operations for the Hatton Square Business Centre. It is not considered that the proposed changes, in particular the shift from A1 to A3 use will have any impact upon the operation of the surrounding highway network given that the additional servicing requirement is only expected to be of the order of one vehicle per day.

[illegible]

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NOTES

02	Use key & hatches updated	02.02.2017
01	Hatching amended, use key amended, scale bar added	03.05.2016
Rev	Reason for issue	Date

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PROJECT

Hatton Square
London Borough of Camden
London

	TITLE
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Existing
Basement Plan

DRAWING NUMBER
203_A_ P_110_00

02

STATUS

PLANNING

DATE _____

14/03/2016

PLOT DATE

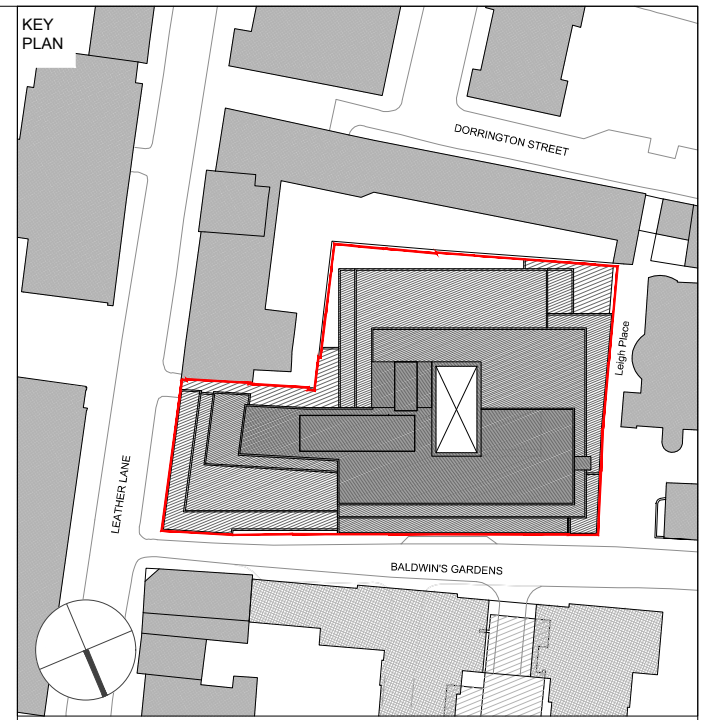
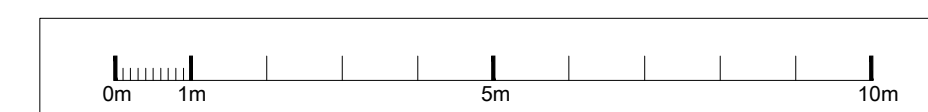
02/02/2017

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100

Architectural floor plan of the 1st floor of a building. The plan is bounded by grid lines 05 to 12 and A to H. Key features include:

- Rooms and Areas:**
 - B.01 B1c (Jewel) 47m²
 - B.02 B1c (Jewel) 36m²
 - B.03 B1c (Jewel) 64m²
 - B.04 B1c (Jewel) 37m²
 - B.06 B1c (Jewel) 34m²
 - B.08 B1c (Jewel) 31m²
 - B.10 B1c (Jewel) 25m²
 - B.11 B1c (Jewel) 15m²
 - B.09 B1c (Jewel) 26m²
 - B.07 B1c (Jewel) 26m²
 - B.05 B1c (Jewel) 26m²
 - B.15 B1c (Jewel) 45m²
 - B.14 B1c (Jewel) 37m²
 - B.13 B1c (Jewel) 37m²
 - B.12 B1c (Jewel) 37m²
 - MR 1 B1 (Bus) 35m²
 - MR 2 B1 (Bus) 21m²
 - MR 3 B1 (Bus) 35m²
 - MR 4 B1 (Bus) 21m²
 - B1c (Jewel) Corridor 113m²
 - B1c (Jewel) Corridor 23m²
 - PLANT / SERVICES
 - SERVICE RISER
 - PLANT / SERVICES
 - WC
 - WC
 - WC
 - AWC
 - TEA POINT
 - SERVICES/ SWITCH ROOM
 - WATER TANK ROOM
- Other Features:**
 - ROOFLIGHT/ SMOKE VENTS OVER
 - RISER CUP-BORD
 - LIGHTWELL
 - UP
 - PAVEMENT LIGHTS ABOVE
 - PAVEMENT LIGHTS ABOVE



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NOTES

[illegible]

02	Layout, use classes & hatching amended	02.02.2017
01	Hatching amended, use key amended, scale bar added	03.05.2016
Rev	Reason for issue	Date

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PROJECT

Hatton Square
London Borough of Camden
London

	TITLE
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Proposed
Basement Plan

DRAWING NUMBER	REVISION
203_A_P_110_10	02

STATUS	PLANNING
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DATE 14/03/2016	DRAWN BY TB	SCALE 1/100 @ A1
PLOT DATE 02/02/2017	CHECKED BY TB/KS	PROJECT NUMBER 203

Address:	Carluccio's Charter Quay Kingston KT1 1HT	Business	Restaurant
		Class	A3 - Restaurant
		Location	Outer
		Gross Floor Area (:	297
SurveyCode	343	PTAL	5
Survey Date	31/01/2002		

Car

Time	In	Out	% In	% Out
10:00-10:30	1	1	50 %	50 %
11:30-12:00	1	1	50 %	50 %
Total	2	2	100 %	100 %

Address:	Carluccio's 8 Market Place Oxford Circus W1W	Business	Café, Restaurant and Shop
		Class	A3 - Restaurant
		Location	Central
		Gross Floor Area (sq	420
SurveyCode	378	PTAL	6
Survey Date	25/02/2003		

Rigid 2 axles

Time	In	Out	% In	% Out
10:00-10:30	1	1	100 %	100 %
Total	1	1	100 %	100 %

Address:	Kensington Place Restaurant 207/9 Kensington Church Street Notting Hill Gate W8 7LX	Business	Restaurant
		Class	A3 - Restaurant
		Location	Inner
		Gross Floor Area (sq m)	186
SurveyCode	21	PTAL	6
Survey Date	14/02/1992		

Transit (Single rear tyre)

Time	In	Out	% In	% Out
11:30-12:00	1	1	100 %	100 %
Total	1	1	100 %	100 %

Address:	Lou Pescadou 241 Old Brompton Road Kensington SW5 9HP	Business	Restaurant
		Class	A3 - Restaurant
		Location	Central
		Gross Floor Area (:	120
SurveyCode	142	PTAL	5
Survey Date	13/06/1996		

Car

Time	In	Out	% In	% Out
12:00-12:30	1	1	17 %	17 %
13:00-13:30	1	1	17 %	17 %
Total	2	2	33 %	33 %

Transit (Single rear tyre)

Time	In	Out	% In	% Out
11:30-12:00	2	2	33 %	33 %
13:00-13:30	2	2	33 %	33 %
Total	4	4	67 %	67 %

Address:	Pizza Express	Business	Restaurant
	Red Lion Street	Class	A3 - Restaurant
	Richmond	Location	Outer
	TW9 1RE	Gross Floor Area (sq m)	279
SurveyCode	486	PTAL	6
Survey Date	22/09/2006		

Transit (Single rear tyre)

Time	In	Out	% In	% Out
11:00-11:30	1	1	50 %	50 %
12:00-12:30	1	1	50 %	50 %
Total	2	2	100 %	100 %