

## DESIGN AND ACCESS STATEMENT

CHANGE OF USE TO FORM A NEW B1 OFFICE UNIT, ALTERATIONS TO THE STREET ELEVATION AND NEW REAR EXTENSION\_67 BELSIZE LANE, LONDON, NW3 5AU



Information and documentation in support of an application for Full Planning Permission for the change of use of a portion of the existing D1 Workshop Space to form high quality B1 Office Space with new fenestration to the front elevation, a dedicated street entrance door and new rear extension.

### 67 Belsize Lane Change of Use to form a new B1 Business Office, Alterations to the Street Elevation and New Single Storey Rear Extension:

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Proposed changes to the front street elevation to form tall windows and a dedicated entrance door to the new office space. The door and windows retain the width and height of the three existing windows, with high level inward opening panels echoing the proportions of the original openings.

### 1. Introduction

This Design and Access Statement has been prepared in accordance with the guidelines set out in the Commission for Architecture and the Built Environment (CABE's) Design and Access Statements (2006) and the criteria outlined in the 'Historic Environment Good Practice Advice' suite of documents (2015), as issued by Historic England with reference to the National Planning Policy Framework (NPPF) and related guidance given in the Good Practice Advice notes 1, 2, 3 and Advice Note 2. The report accompanies an application for Planning Permission for alterations to the street elevation to 67 Belsize Lane, the addition of a new rear extension and the change of use of a portion of the existing ground floor D1 workshop space to form a separate B1 office space with dedicated street entrance.

The proposed changes to the front elevation and new rear extension have been designed to harmonise with the proportions and character of the existing building and surrounding Conservation Area. The rear elevation has been designed to ensure that the alterations do not result in overlooking, loss of privacy or overshadowing to neighbouring properties, whilst creating light and flexible commercial office space in this key location.

### 2. Context & Site Analysis

67 Belsize Lane is a two storey late Victorian coach house, currently comprising a Residential C3 flat over the first floor, and D1 Workshop Space to the ground floor. The ground floor workshop functions as a sewing studio catering for children, families and adults with classes throughout the day and after school.

The building is located to the east side of Belsize Lane, within the Belsize Conservation Area, half way between Belsize Park tube Station and Finchley Road.

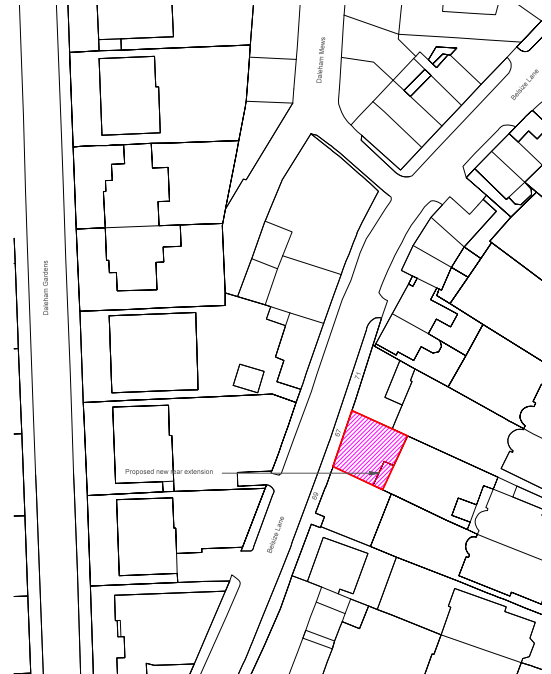
The property underwent complete refurbishment in 2010, upgrading and extending the first floor flat and opening up the ground floor workshop to form a large open plan studio with office and wc to the rear.

The front elevation meets the pavement directly, with no forecourt to the Public Highway, and the rear boundary overlooks the garden to number 32 Belsize Park. There is a small yard to the rear, which is the location of the proposed single storey extension.

### 3. Historic Assessment & Site Photographs

The building is part of a small terrace of two and three storey houses that run along Belsize Lane both towards Belsize Village to the north and Swiss Cottage to the south. It is an attractive London stock brick built warehouse style building, in keeping with the eclectic character of the street, and of the shops, houses and businesses of Belsize Village.

From the front elevation it is possible to see that the original building (with the gable facade) has been extended to the side with a flat roof at a later date. Whilst many of the small mews style buildings (typical of this southern end of Belsize Lane) have been refurbished to form residential houses and flats, or completely redeveloped for new housing, there are still many diverse uses and typologies located in close proximity on both sides of the road.



Street elevation showing the neighbouring 2 storey houses at 65 & 69 Belsize Lane to either side of the subject property at number 67.



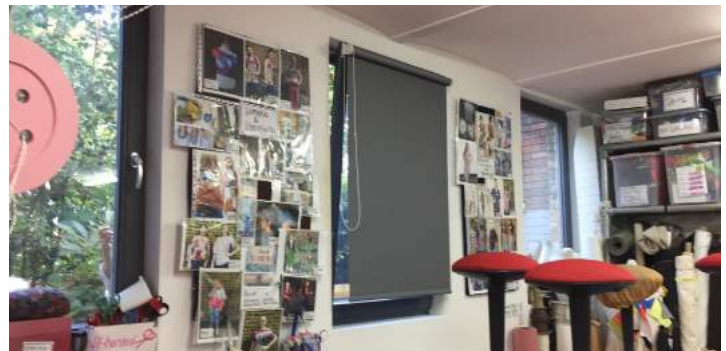
Existing street elevation to 67 Belsize Lane looking south towards the neighbouring house at number 69.



Existing street elevation showing the original older section of the building.



Interior view of existing ground floor workshop looking towards the front entrance hall.



Interior view of existing ground floor workshop looking towards the rear windows and yard - proposed to form openings to the new extension.



Existing rear yard space with workshop windows to the right.



First floor flat above workshop office.



View of Belsize Lane and the heart of Belsize Village a few steps up the road from the subject property, with the eclectic mix of small shops, cafes, houses and business premises. The square has a plentiful allocation of cycle parking, and pay on street car parking.



There are mix of architectural styles including new developments under construction and small scale historic buildings.



Atmospheric interior view of new flexible office interior with new extension to the rear, exposed vaulted ceiling and new glass doors linking to the remaining Little Hands Design sewing school studios.

#### 4. Proposed Development

##### 4a. Internal Works & Change of Use

The proposed works to the interior are focused on the division of the existing D1 workshop space to create a new B1 office space with dedicated separate entrance, new wc and new extension to the rear.

The proposed design retains approximately half of the existing ground floor area under the current designation as D1 teaching space, with fire rated internal glass doors connecting the two spaces to allow future interaction between the two spaces, and to share as much day light as possible.

The current owner will continue to run a downsized version of the existing Little Hands Design sewing school, with the option to lease out the office space as a separate premises.

An ongoing concern with regards to the current use is that the existing ground floor workshop accommodation is dark and lacks connection with the street. The new office space will benefit from the light and visual interaction with the street provided by the proposed alterations to the front elevation, and by the addition of the roof light and rear obscured glazing to the new extension.

### 4b. External Works to the Front Elevation

The proposed changes to the front elevation are designed to carefully retain the character and proportions of the existing building facade, whilst introducing daylight to the interior, creating a separate entrance door and providing a more active street frontage in keeping with many of the neighbouring premises along Belsize Lane and throughout Belsize Village.

The 3 existing high level windows and splayed lintels are to be retained and the openings deepened to form two new windows and a glazed entrance door. Brick work to the window reveals are to match the existing brick window openings, and new sills to the windows are to match the existing window sills.

New window frames are to match the existing elevation windows, with grey paint finish timber frames and double glazing. The upper section to each opening will be fitted with a bottom hung inward opening hinged casement, keeping the proportions of the 3 existing windows within the new elevation.

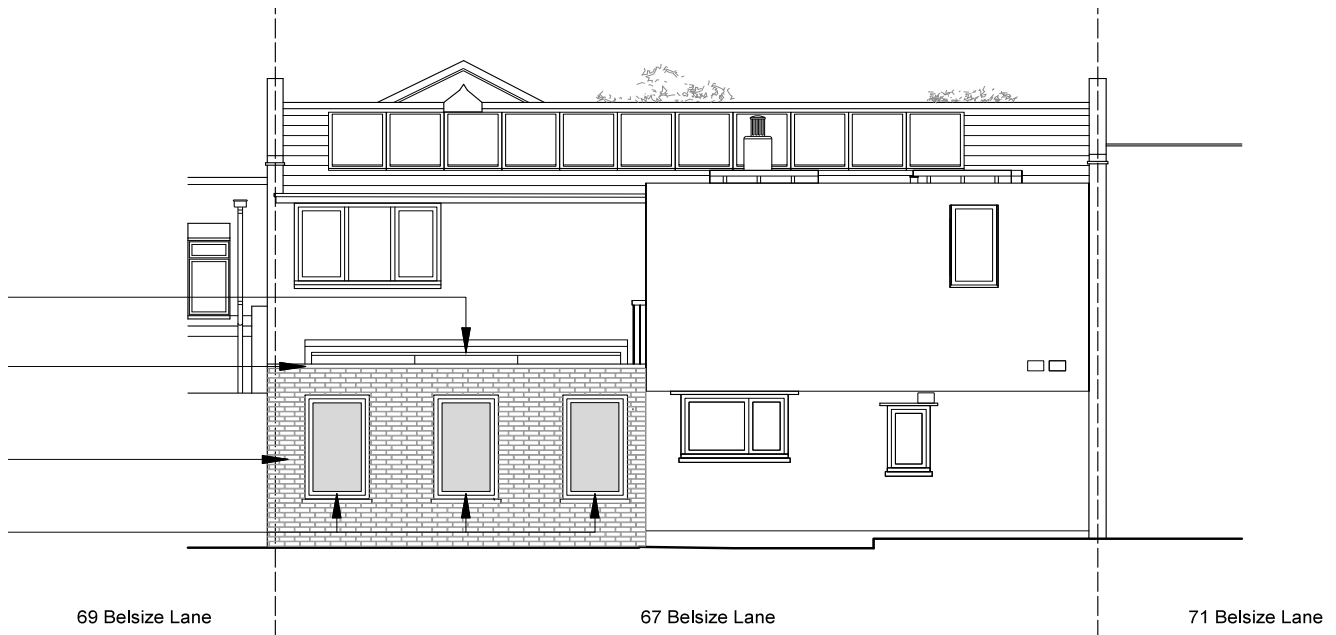
With regard to overlooking and impact on neighbouring houses, the property opposite the subject site is set back on Daleham Gardens, with a high brick garden wall to Belsize Lane. The nearest properties opposite the subject site are 102 and 104 Belsize Lane, located diagonally across the road and further separated from the subject building by an adjoining garage. The development will have no impact on the outlook or amenity of these properties, and will make a positive contribution to the street scene.

The fundamental idea of opening views in and out, from and to the street, will greatly enhance the role of this commercial space within the context of the Belsize Village community. The tall windows and glazed entrance door will transform the narrow pavement and invite valuable activity to this stretch of the unique local high street.



Existing and proposed views towards 67 Belsize Lane showing the integration of the existing window openings and brick lintels in the new arrangement of windows and entrance door, and the positive impact of the active street frontage.





Proposed rear elevation showing new brick work to match the existing London stock brick rear elevation and new obscured glass windows to match the size and position of the existing workshop windows.

#### 4c. External Works and Extension to the Rear Elevation

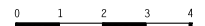
The proposed new extension to the rear is designed to fill in the small yard area to the rear of the existing workshop space. The addition is subordinate in scale and in keeping with the materiality and proportions of the existing building.

The outside space currently provided by the yard area is too small to be of significant benefit as a garden space, is not currently used as part by the sewing school and has limited accessibility from the interior spaces. With regards to the provision of exterior amenity space, the first floor flat benefits from a substantial accessible roof terrace, whilst the D1 workshop and proposed B1 Office have no requirement for an additional outside space.

The proposed extension will substantially enhance the new office space, giving additional back of house floor area naturally divided off from the main open plan space to create a kitchenette and space for printing or similar, as well as bringing in light and visual depth to the existing space.

To the exterior, the rear elevation wall will be constructed to match the existing London stock brick rear elevation walls, with reconstituted stone coping over a low parapet to hide a grey fibreglass warm flat roof.

To the interior and mirroring the front elevation, the 3 existing high level windows to the rear elevation will be retained and opened up to create full height openings, keeping the existing structural brick piers to help divide the space. Due to the levels of the first floor flat, the ceiling to the new extension will be lower than the main space, the change in ceiling levels mediated by a long rooflight along the back wall of the existing building.



Section drawings showing the proposed office space and new rear extension.

The 3 existing rear elevation windows will be recreated with obscured glazing (up to 1800mm from floor level) to the new rear extension wall, with grey painted timber frames and double glazing to match existing.

Although these new windows overlook the neighbouring private gardens to the rear, the distance between 67 Belsize Lane and the facing rear elevation windows to 32 Belsize Park is more than 18 metres (across back garden), and there are a number of existing windows to the rear boundary elevation to both ground floor workshop and first floor residential accommodation. Obscured glazing up to eye level will ensure privacy is retained for both properties.

In addition to the reduced height of the proposed extension and the distance between the subject building and properties to the rear, there are mature trees and foliage screening artificial light and possibilities for overlooking. The proposals will have no impact on the rear elevations to adjacent properties on Belsize Lane to either side of the subject property.

The addition will provide an additional usable area with a total GIA of 9.6m<sup>2</sup>, and the entire office a GIA of 57.4m<sup>2</sup>. The remaining D1 workshop space has a total GIA of 51.2m<sup>2</sup>.



Proposed section and floorplan showing the proposed B1 office space, remaining D1 workshop space and first floor C3 residential flat above.



Proposed interior perspective view from the new entrance door looking towards the proposed rear extension.

### 5. Access

Pedestrian access to the first floor flat and remaining ground floor workshop area will be via the existing front street entrance and communal hallway. The proposals will have no impact on the existing access arrangements for these areas of the building. The new office space will be accessed via the new dedicated street entrance door.

### 6. Parking & Public Transport

The site is extremely well located for access to public transport with Belsize Park and Swiss Cottage underground stations and bus routes a short walk in either direction. Whilst the proposals will not have any impact on the current parking arrangements, the congestion currently caused by large groups of parents picking up and dropping off pupils to classes by car, particularly to morning and after school sessions, will be greatly reduced. The office space will require no dedicated car parking spaces.

### 7. Cycle Storage

There is on street cycle parking in the square at Belsize Village some 20 metres away, and space to the rear of the existing workshop and new office for one or two bicycles depending on how the space is allocated.

### 8. Bins & Recycling

Commercial bins in paid sacks are collected from the pavement, put out once per week. There is ample storage in the kitchenette area for food and kitchen waste to be stored in the kitchen bin and emptied once per week. Paper and textile recycling is collected separately in paid sacks.

### 9. Planning Policy Review

The proposed development has been carefully considered and designed in relation to national and local guidance and planning policy. The following excerpts are listed in support of the application, and as evidence of the design process and context:

#### National Planning Policy Framework 2012

The Government attaches great importance to the design of the built environment. The NPPF advises that good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.

Paragraph 58 states amongst other things, that planning policies and decisions should aim to ensure that developments: Respond to local character and history, and reflect the identity of local surroundings and materials, while not preventing or discouraging appropriate innovation.

#### London Plan 2011

Policy 7.4 concerns Local Character. The Policy states that: A Development should have regard to the form, function, and structure of an area, place or street and the scale, mass and orientation of surrounding buildings. It should improve an area's visual or physical connection with natural features. In areas of poor or ill-defined character, development should build on the positive elements that can contribute to establishing an enhanced character for the future function of the area.

Policy 7.6 relates to Architecture. The Policy states that: Architecture should make a positive contribution to a coherent public realm, streetscape and wider cityscape. It should incorporate the highest quality materials and design appropriate to its context. The Policy continues by stating that buildings and structures should:

- be of the highest architectural quality;
- be of a proportion, composition, scale and orientation that enhances, activates and appropriately defines the public realm;
- comprise details and materials that complement, not necessarily replicate, the local architectural character;
- not cause unacceptable harm to the amenity of surrounding land and buildings, particularly residential buildings, in relation to privacy, overshadowing, wind and microclimate; and
- optimise the potential of sites. Camden LDF Core Strategy 2010 Core Strategy

#### Policy CS14 (Promoting high quality places and conserving our heritage)

The Policy requires development to be of the highest standard of design that respects local context and character. Furthermore, development is required to enhance Camden's rich and diverse heritage assets and their settings.

#### Camden LDF Development Management Policies 2010

##### Policy DP24 (Securing high quality design)

The Policy requires all developments, including alterations and extensions to existing buildings, to be of the highest standard of design. Of relevance to the development proposal the policy requires the following to be considered:

- Character, setting, context and the form and scale of neighbouring buildings;
- The character and proportions of the existing building, where alterations and extensions are proposed;
- The quality of materials to be used. Policy DP25 (Conserving Camden's Heritage)



### 10. Sustainability & Environment

The application proposes to use high quality, sustainable materials where possible and recycle brickwork, metal etc where possible during the construction. All new elements including doors, rooflights, walls and floors will be constructed in accordance with Building Regulations and we will be providing high levels of insulation and air tightness to the new extension envelope. Rainwater drainage from the new flat roof will be directed to the existing drains via drainpipes boxed in internally with access panels for maintenance. All new lighting will incorporate energy efficient (LED) light fittings. All new sanitary fittings specified will take water saving into consideration. Replacement WC's will have dual flush facilities and taps will be provided with flow regulators. The scheme will provide improved levels of natural daylight and valuable new business premises and associated employment opportunities for the borough.

### 11. Conclusions

*...The Council is committed to design excellence and a key strategic objective of the borough is to promote high quality, sustainable design. This is not just about the aesthetic appearance of the environment, but also about enabling an improved quality of life, equality of opportunity and economic growth. We will therefore apply policy DP24 to ensure that all developments throughout the borough, including alterations and extensions to existing buildings, are of the highest standard of design... DP24.4*

The application proposals are the result of a thorough and well judged design process, exploring different options and seeking a relevant and contemporary design solution; whilst prioritising the conservation and character of the historic fabric and spatial integrity of the existing building; and making a positive contribution to the appearance, character, quality and local distinctiveness of the setting and context.

The proposed development represents the substantial upgrading of the existing commercial floor space, ensuring the future adaptability of the property and long term conservation and future use of the building. The design has been developed to complement and enhance the existing building, and reflect the local context and character.

Works will be executed to a high standard, and will substantially improve the thermal performance and energy efficiency in line with Building Regulations and to reflect the aspirations of the Borough.

The proposals comply with the National Planning Policy Framework, the London Plan and Camden's Core Strategy and Development Management Policies, and on the basis of this assessment we would conclude that the scheme presents significant aesthetic and policy benefits for the building and the locality. In summary, the alterations are modest and in keeping with the existing building and Conservation Area, and represent a substantial contribution and benefit in the form of valuable employment space and a vibrant addition to the existing streetscape.

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### 17. Appendixed Documents

Details of the proposed development are included in the attached drawings as follows:

1736_EX_001	Site Location Plan
1736_EX_002	Site Location Block Plan
1736_EX_010	Section A-A and Ground Floor Plan as Existing
1736_EX_100	Ground Floor and Roof Plan as Existing
1736_EX_200	Section A-A & B-B as Existing
1736_EX_300	Elevations as Existing
1736_PA_010	Section C-C and Ground Floor Plan as Proposed
1736_PA_100	Ground Floor and Roof Plan as Proposed
1736_PA_200	Section A-A, B-B & C-C as Proposed
1736_PA_300	Elevations as Proposed

