

Design and Access Statement:

Alterations to Third Floor Flat:

5 Great James Street, London WC1N 3DB

Document Ref: 177-D01-DAS-170626- Design and Access Statement Rev A
August 2017



Fig 1 Street View: 5 Great James Street

Project Details:

Site Address:

Third Floor Flat
5 Great James Street,
London
WC1N 3DB

Applicant:

Hatton Garden Properties Limited
c/o MSA Ltd
70 Hatton Garden
London
EC1N 8JT

Agent:

Matthew Springett Associates Ltd.
70 Hatton Garden
London
EC1N 8JT

This document is to be read in conjunction with the following drawings and documents submitted as part of the application (and added in appendix to the rear of this document for further information):

MSA Drawings:

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177-201	Existing Second and Third Floor Plan	1:50	A1
177-210	Proposed Ground and First Floor Plan	1:50	A1
177-211	Proposed Second and Third Floor Plan	1:50	A1
177-600	Kitchen Internal Elevations	1:20	A1
177-601	Bedroom 2 Internal Elevations	1:20	A1
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177-700	Existing and Proposed Flat Partition	1:20/1:10	A1
177-702	Proposed Window Details 1	1:20/1:10	A1
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Other Supporting Documents:

MSA

177-D01-HIA-170626- Historic Impact Assessment Rev A

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1. Introduction

This Design and Access Statement sets out the details of the proposed alterations to the Third Floor Flat, 5 Great James Street, to comply with fire protection regulations.

5 Great James Street is a 4 storey with basement Grade II* listed mixed use terrace building. The building was listed on 24th October 1951 and the designation has remained unaltered (1113197).

The existing flat entry stairwell space has historically been subdivided with a match-board partitioning which does not meet current fire containment Building Regulations. Due to the historic character of the visible handrail in the partition wall, it is proposed to protect the stairwell with intumescent paint applied to all unprotected areas. The proposed alterations will maintain all existing features of wood panelling & timber balustrade details. As part of maintenance of the property, a number of additional safety installations will be made in the application including installation of fire alarms, fall restraints to windows and installation of secondary glazing.

2. Site Assessment

2.1. The site and Context



Fig 2 Aerial view of site: highlighted site in red circle. Copyright Google Maps. Not to Scale.

The site is in a row of terrace houses along Great James Street. The neighbouring buildings of No3-16 Great James Street is similarly listed and is noted with the description of 5 Great James Street. The site is in the Borough of Camden, and the Bloomsbury Conservation area.

The Historic England listing describes the property as follows:

Description

*"CAMDEN, TQ3081NE GREAT JAMES STREET 798-1/101/658 (East side) 24/10/51 Nos.3-16 (Consecutive) and attached railings, GV II**

14 terraced houses. 1720-24. For J Metcalfe. Brown brick, upper storeys with some later refacing in multi-coloured stock brick. No.3 refaced in yellow stock brick. EXTERIOR: 4 storeys and basements. 3 windows each. Segmental red brick arches and dressings to flush frame windows, some with glazing bars and some with reeded frames with roundels. Parapets. Wooden, architraved doorcases. Nos 3 and 4 with half pilasters, plain pediments, patterned fanlights and panelled doors. Nos 5, 7 and 10-16 with enriched carved brackets carrying hood with panelled soffits, most with patterned radial fanlights and panelled doors. No.6 with engaged columns (Tower of Winds), frieze with festooned urns, dentil pedimented cornice, round arched doorway with fanlight and panelled door. Nos 8 and 9 with pilasters, dentil cornices, patterned radial fanlights and panelled doors. Between the houses, lead rainwater heads with lion masks and lead pipes. At 2nd floor level of No.16, a very worn stone cartouche inscribed "Great James Street 1721". INTERIORS: most houses with good panelling; open staircases with turned balusters, column newels and carved brackets to treads. SUBSIDIARY FEATURES: attached cast-iron railings to areas, with urn or torch flambé finials. No.14 was listed on 14/05/74."

2.2. The Building

No5 is a mixed use property which has been separated into offices on the ground and lower ground levels and individual flats on the first, second and third floors, with a shared common access corridor.



Fig 3 Front of building from Great James St

The third floor flat layout has been historically subdivided to provide three bedrooms and separate living room and kitchen.



Fig 4 Existing Living room at the centre of the property



Fig 5 Existing Kitchen in back room of the property



Fig 6 Existing bedroom at the front of property



Fig 7 Existing bedroom at the front of property



Fig 8 Existing bedroom at the rear of property

Original timber panelling can be found in the original stairwell and the bedroom to its rear, which will remain unaltered.



Fig 9 Historic panelling in a front bedroom



Fig 10 Historic panelling in stairwell



Fig 11 Existing hollow non-historic bedroom door



Fig 12 Existing flat entrance door and transom, with non-historic wall partition



Fig 13 Existing hollow non-original bedroom door



Fig 14 Historic door on ground floor



Fig 15 Historic door 1 on first floor



Fig 16 Historic door 2 on first floor



Fig 17 Non-original door on second floor



Fig 18 Non-original door on second floor to flat 3



Fig 19 Historic wood panelling to common area staircase



Fig 20 Historic wood panelling to common area staircase

2.3. Planning Policy

5 Great James Street is within the Bloomsbury Conservation Area. The property is included within the conservation area audit as being listed, but is not specifically mentioned within the wider document.

The Camden local planning policy and the National Planning Policy 13 promote the protection and enhancement of the historic environment. The proposed alterations to the property are intended to maintain its historic features whilst adhering to fire protection standards.

3. Design

3.1. Introduction

The building has been altered significantly during its lifespan and some of the original interior features have been altered at some time in the past within the flat. The third floor flat will maintain its non-historic room layout and any historical features will also be maintained or retained sensitively. The second and third floor flats have historically been subdivided changing the original layout of the building. The alterations are intended to improve the safety within the flat to comply with current HMO license requirements. These alterations include the addition of further fire alarms, improving the fire separation between flats, and general maintenance.

3.2. Use

The use of the flat will remain as existing as a 3 bedroom residential flat. The proposed alterations are to improve safety within the building.

3.3. Appearance of repairs and alterations

The flat will largely remain the same with most historic features remaining as existing. There are examples of historic wood panelling in the stairwell as stated in the Listed Building notes which will not be altered as part of the works, these are on the perimeter of the staircase and are shown in Fig.10.

The existing separating wall in the stairwell between the second and third floors is a light weight non-original matchboard panelling which is partially over cladding the original handrail which can be seen in Fig.12. The wall is made from tongue and groove matchboards with plasterboard lining to flat 2 side only. This wall partially conceals the staircase handrail and does not give any fire insulation and integrity protection between flats 2 and 3.

To provide sufficient protection between flats, it is proposed to construct a new partition wall between flats 2 & 3 on the second floor besides the existing handrail. The handrail and spindles are proposed to be maintained in the existing location with the wall built besides them. The stud wall will provide insulation and integrity protection from fire for 30minutes between the two flats while they are in this configuration. At a later date if the property is converted back to a single dwelling then the stud wall can be removed to return the use to the originally intended. The new stud wall will be extended down to the floor level of flat 2, and the underside of the staircase will be enclosed with plasterboard to give full fire resistance between flats.

The door to the third floor flat is a non-original historically installed lightweight door with an asbestos like panel fixed to the rear. The door was installed to form the third floor flat when the original building was subdivided. The existing door is not suitable for a flat separation door and needs to be replaced with a solid timber 6-panel 30 minute Fire Rated door to match the existing and adjacent door to Flat 2. It is proposed for the existing non original partition wall on the second floor to be removed and replaced with a more substantial and better quality wall in the same location to house the replacement doors. The non-original transom windows above the doors will be replaced with new fire resistant glazing to match the existing in size and style.

All existing bedroom and living area doors are non-original light weight doors and need to be replaced with solid 4-panel 30 minute fire rated doors in a style to match the existing mouldings.

The existing balustrade on the third floor will be repaired with replacement balusters to match the existing. A new floor mounted handrail will be added to the left side of the staircase. This handrail will not affect the historic wood panelling adjacent.

New electrical power sockets will be installed adjacent to the existing in bedrooms 2 & 3 and the kitchen. These will not affect the skirting in these locations.

All windows on the third floor have a low sill height and therefore present a risk of falling. Therefore a proposed glass fall protection barrier will be installed to the inside of the windows. These will be a toughened + laminated glass panel fixed into a surface mounted channel fixed to the window reveals to a height of 1100mm. There will be a 100mm gap left at the base of the panel to allow the continued use of the sash window.

To improve the thermal efficiency of the flat, a secondary glazing system will be installed to the inside of the window reveals. The secondary glazing will be use panels size and opening pattern to match the existing windows.

A new surface mounted fire alarm system will be installed in the third floor flat including smoke detectors in the hallway and living room and a heat detector installed in the kitchen. These will be mains powered with battery backup and radio interlinked.

The common area fire alarm system to the whole of 5 Great James Street will be upgraded with additional detectors. New surface mounted mains powered with battery back-up heat detectors will be installed to the inside of each separate residential unit within the property and new surface mounted mains powered with battery back-up smoke detectors will be installed to each floor landing in the stairwell. All alarms in this system will be radio interlinked to remove the requirement for additional cables to be run between fittings and will therefore not affect the historic ceilings or any historic features of the cornice of the wood panelling in the hallway.

The existing flat entrance doors will be upgraded to improve their fire resisting capacity. The 6 panel doors will be altered with rebated intumescent seals and new ironmongery. The existing non-historic blank doors on the ground floor will be replaced with new doors to as 4 panel doors.

The existing wood panelling in the common areas present a fire risk for expatiating the spread of fire within the common areas. To reduce the risk of additional fire spread, the wood panelling will be painted with a water based intumescent paint finish which will allow the panelling an amount of fire resistance. The intumescent paint will not affect the appearance of the wood panelling as is proposed as an additional level of protection for the units.

3.4. Landscaping

The property does not propose any alterations to the existing landscaping.

3.5. Access

The access to the site will be maintained as existing.

4. Appendix

- Reduced copy of Submitted MSA Drawings:
- HMO Licensing Letter & Document, Camden Reference #Misc.Act./054178

Tender Package Drawing Register



Project Title:	5 Great James Street WC1N 3DB
Job No:	177
Package	Planning

70 Hatton Garden
London EC1N 8JT
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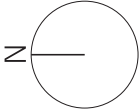
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01: EXISTING OS SURVEY

SCALE 1:1250

KEY

SITE BOUNDARY



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NOTE: - DO NOT SCALE FROM THIS DRAWING. - USED FIGURED DIMENSIONS ONLY. - ALL DIMENSIONS TO BE CHECKED ON-SITE. - ANY DISCREPANCIES BETWEEN CONSULTANT DRAWINGS TO BE REPORTED TO THE ARCHITECT BEFORE ANY WORK COMMENCES. - MATTHEW SPRINGETT ASSOCIATES © * BASED ON SURVEY DRAWINGS BY QUADRANT SURVEYS LTD.			

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CLIENT
HATTON GARDEN
PROPERTIES LIMITED

PROJECT
5 GREAT JAMES ST
LONDON

TITLE
EXISTING OS SURVEY

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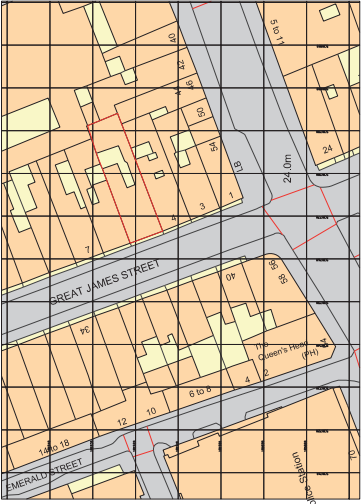
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10

20

50

100m



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KEY

○ EXISTING CEILING HEIGHT

◆ EXISTING FLOOR LEVEL

REV	DATE	DIMENSIONS FOR REFERENCE	
		DATE	BY
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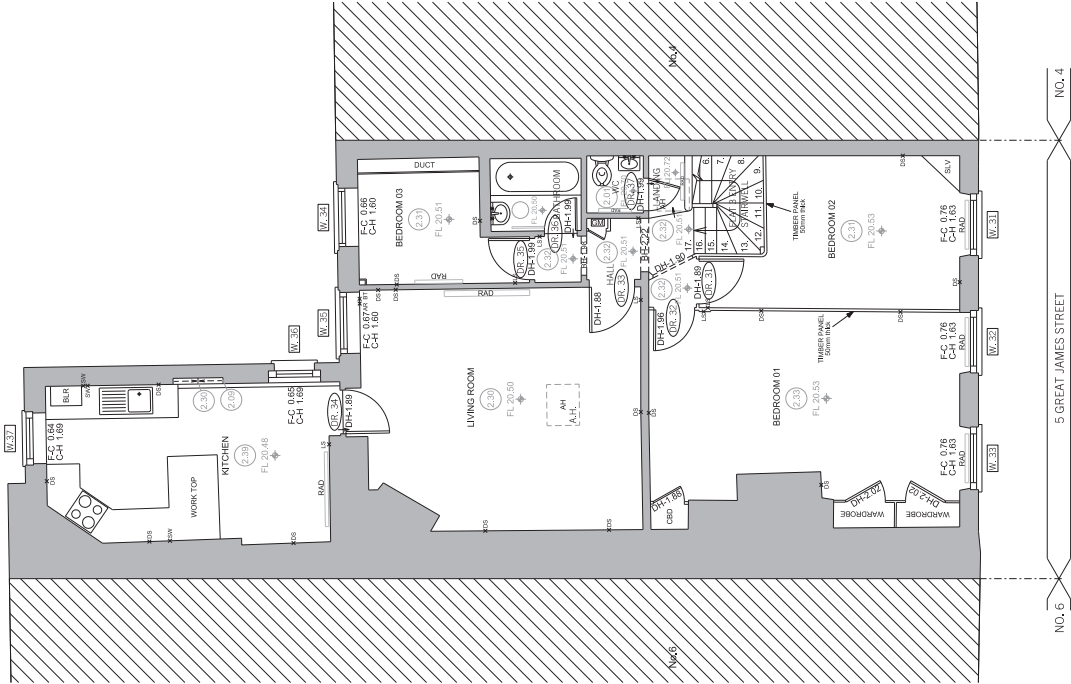
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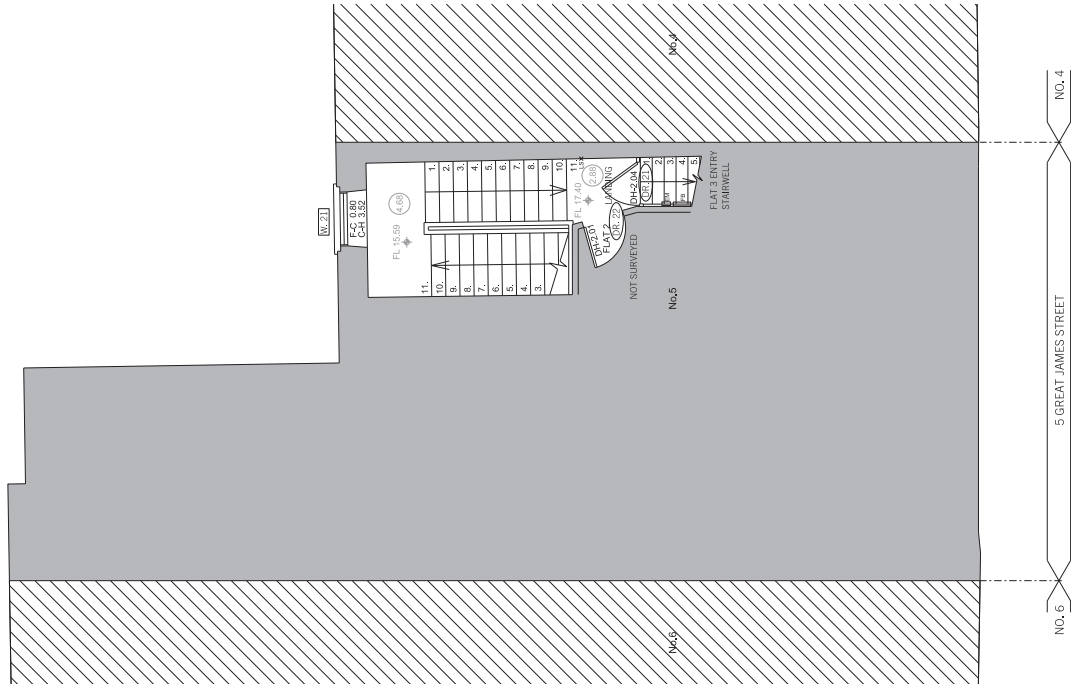
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5 GREAT JAMES STREET

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FLOOR PLANS

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SCALE 1:50



01: EXISTING SECOND FLOOR PLAN
SCALE 1:50

KEY

SMOKE ALARM

MINIS WIRELESS BATTERY BACK-UP

RADIO LINKED

HEAT DETECTOR ALARM

MINIS WIRED BATTERY BACK-UP

RADIO LINKED

ALL INSTALLED TO BS5839

P462013

WALL MOUNTED FIRE BLANKET

EXISTING CEILING HEIGHT

EXISTING FLOOR LEVEL

NEW 4-PANEL 30 MINUTE DOOR

NEW 6-PANEL 30 MINUTE DOOR

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PROJECT

THIRD FLOOR FLAT

5 GREAT JAMES STREET

TITLE

GENERAL ARRANGEMENT -

PROPOSED SECOND + THIRD

FLOOR PLANS

DATE

03.07.17

03.07.17

177

KS

PL.

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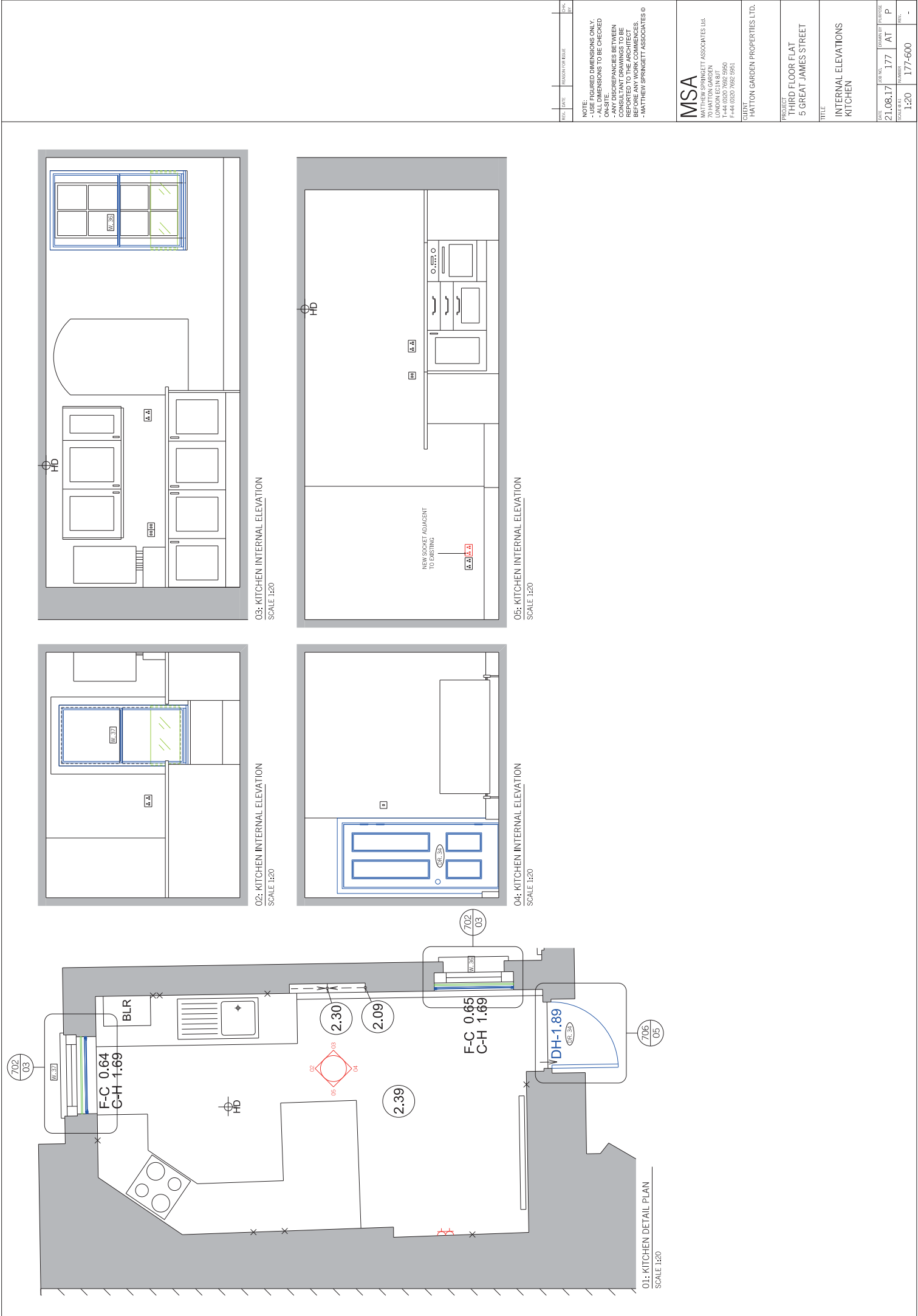
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177-211

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01: PROPOSED SECOND FLOOR PLAN
SCALE 1:50

02: PROPOSED THIRD FLOOR PLAN
SCALE 1:50



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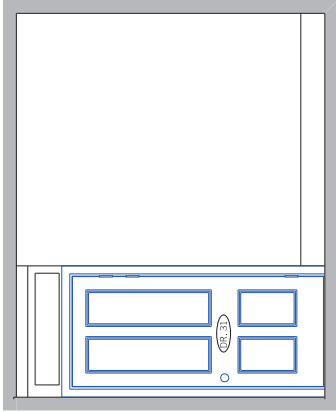
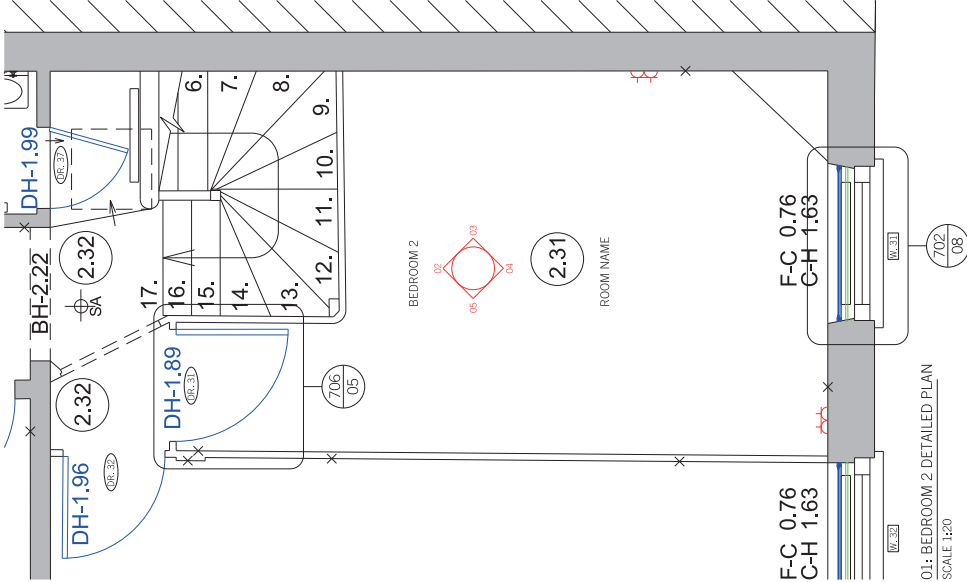
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PROJECT
THIRD FLOOR FLAT
5 GREAT JAMES STREET

TITLE
INTERNAL ELEVATIONS
KITCHEN

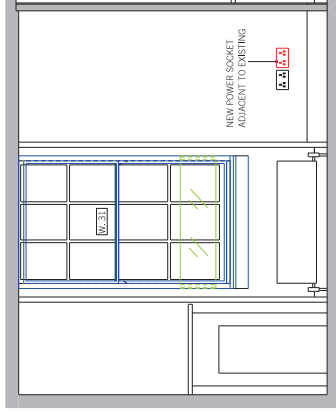
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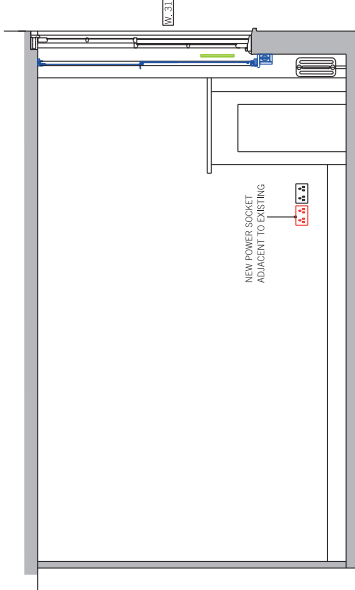
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SCALE 1:20



03: BEDROOM 2 INTERNAL ELEVATION
SCALE 1:20



04: BEDROOM 2 INTERNAL ELEVATION
SCALE 1:20



05: BEDROOM 2 INTERNAL ELEVATION
SCALE 1:20

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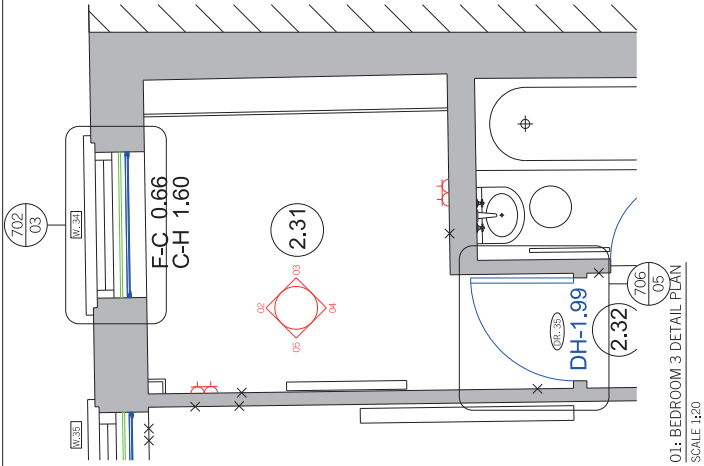
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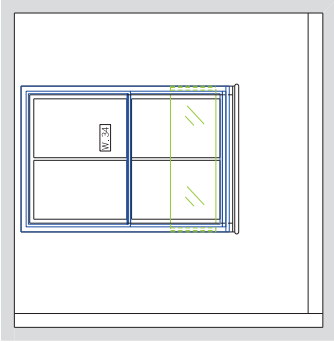
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5 GREAT JAMES STREET

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INTERNAL ELEVATIONS
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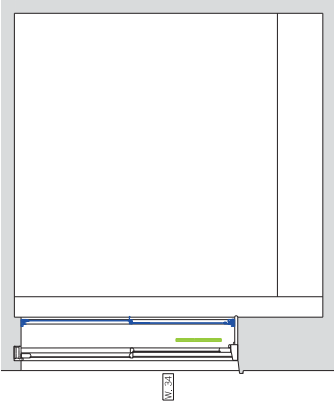
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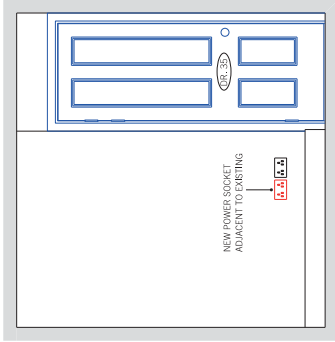
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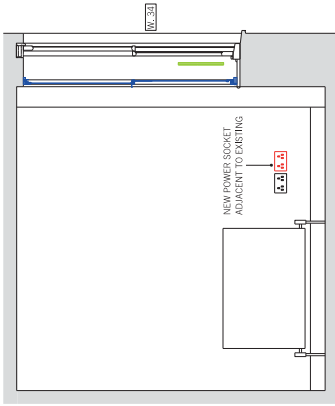
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SCALE 1:20



03: BEDROOM 3 INTERNAL ELEVATION
SCALE 1:20



04: BEDROOM 3 INTERNAL ELEVATION
SCALE 1:20



05: BEDROOM 3 INTERNAL ELEVATION
SCALE 1:20

PROJ.	DATE	ISSUED FOR	BY
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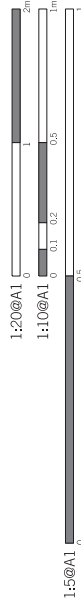
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PROJECT
THIRD FLOOR FLAT
5 GREAT JAMES STREET

TITLE
INTERNAL ELEVATIONS
BEDROOM 03

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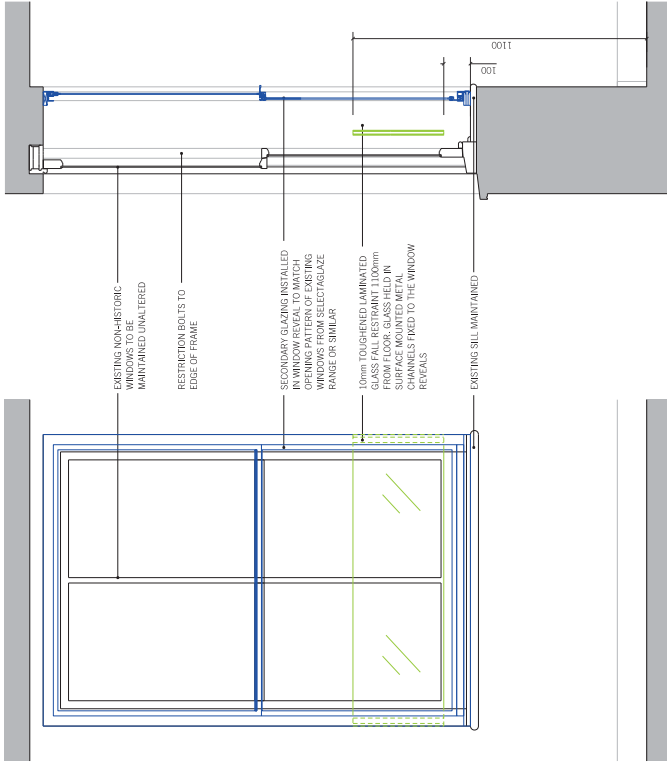
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PROJECT
THIRD FLOOR FLAT

TITLE
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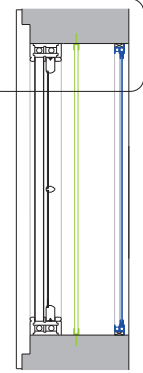
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— FALL RESTRAINT

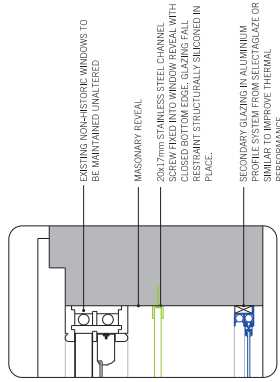


01: PROPOSED STANDARD REAR WINDOW ELEVATION
SCALE 1:10

02: PROPOSED STANDARD REAR WINDOW SECTION
SCALE 1:10



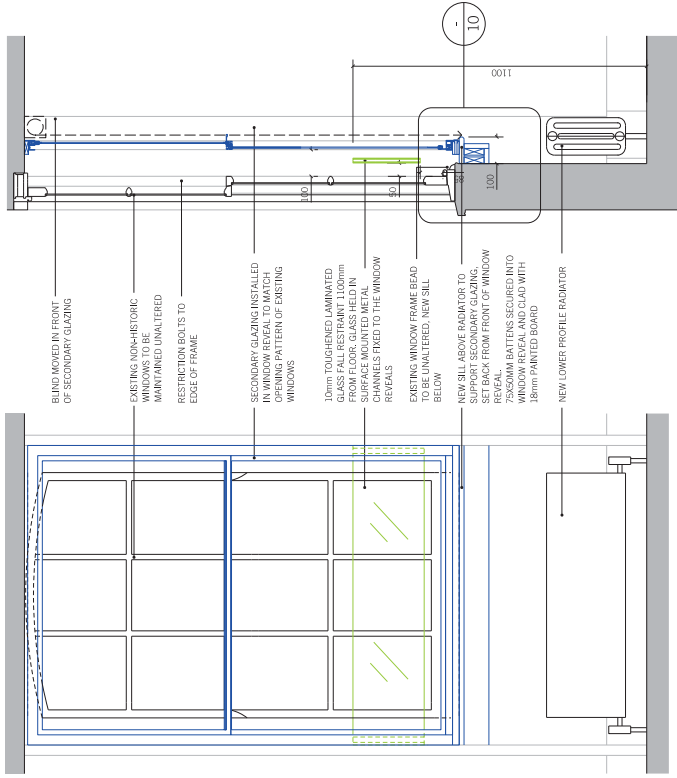
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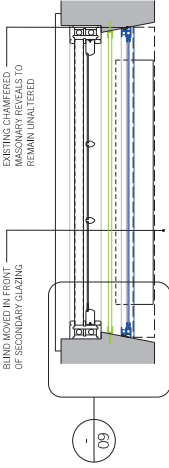


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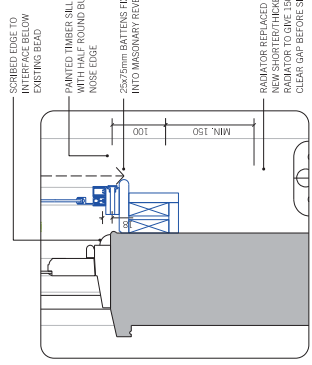


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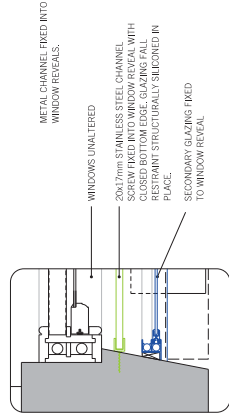
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08: PROPOSED STANDARD FRONT WINDOW PLAN
SCALE 1:10



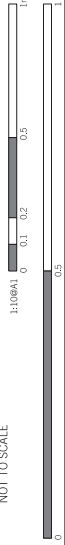
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SCALE 1:5



09: PROPOSED DETAIL WINDOW REVEAL
SCALE 1:5

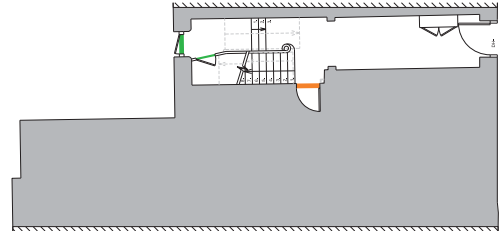


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NOT TO SCALE

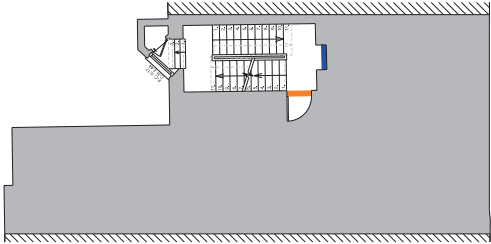


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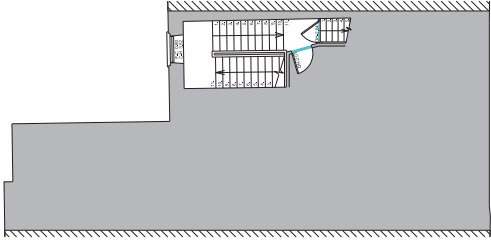
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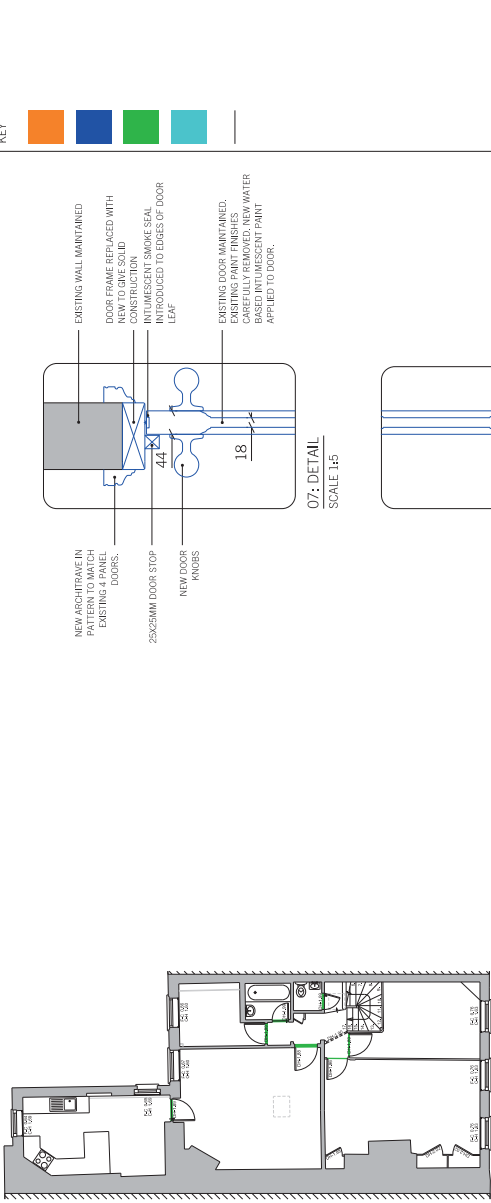
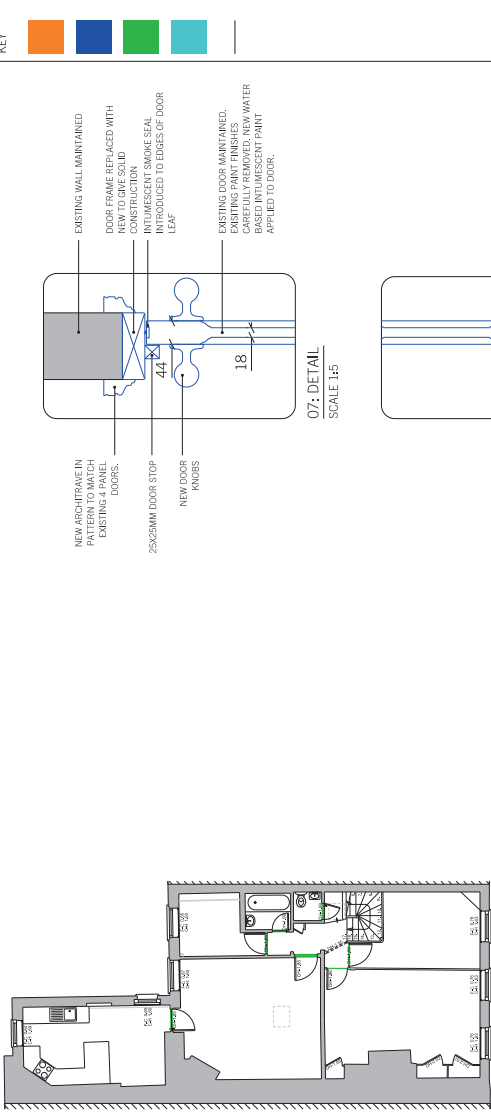
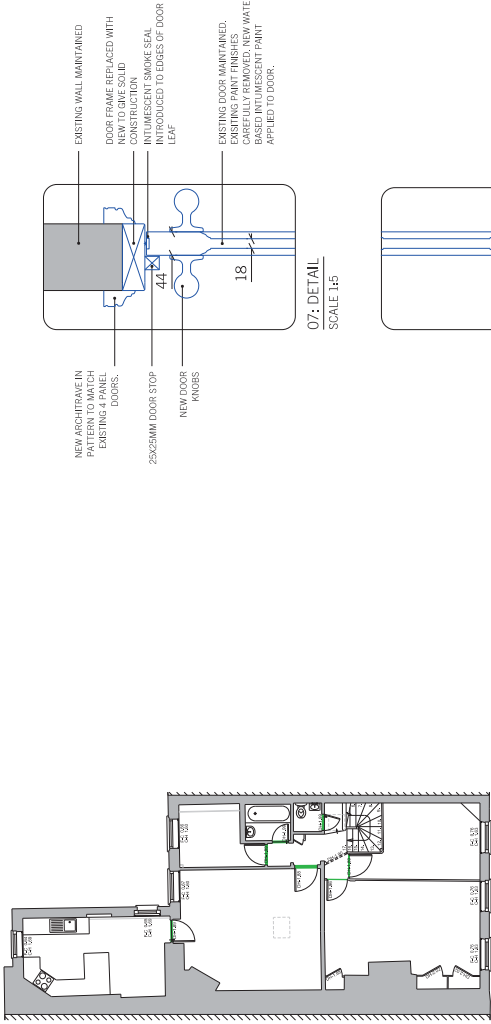
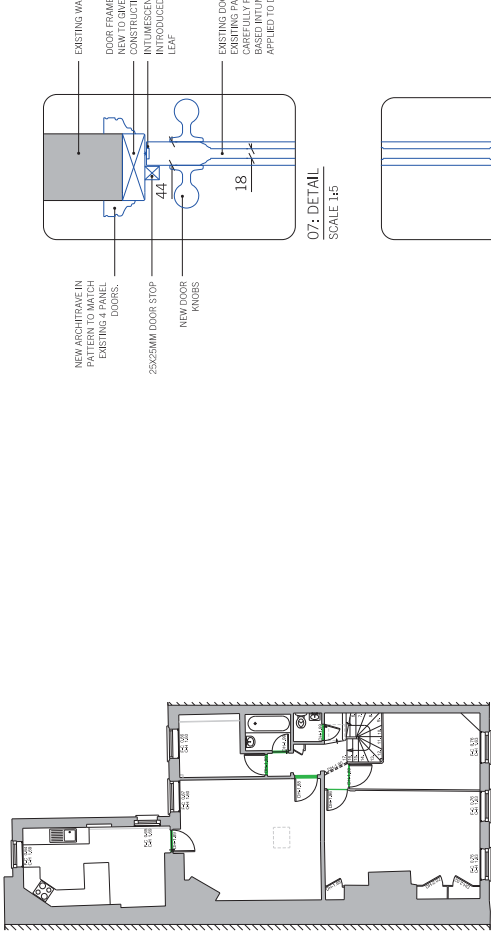
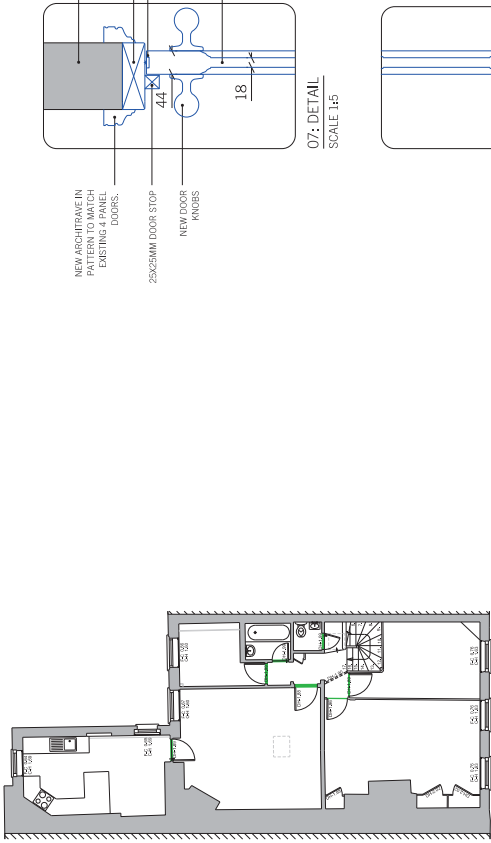
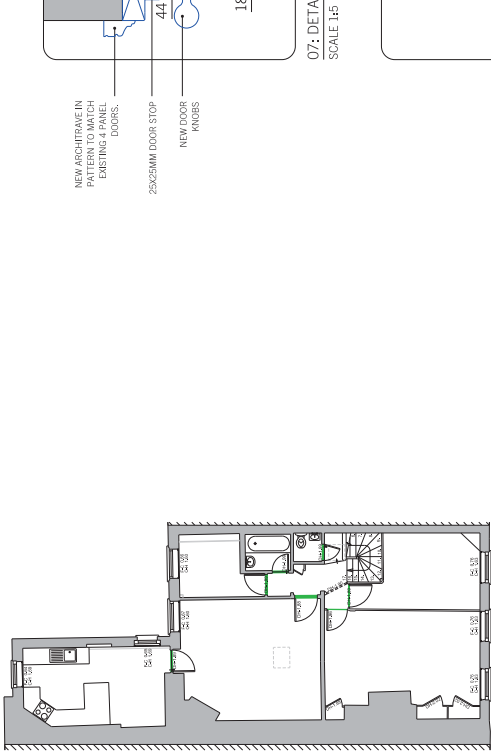
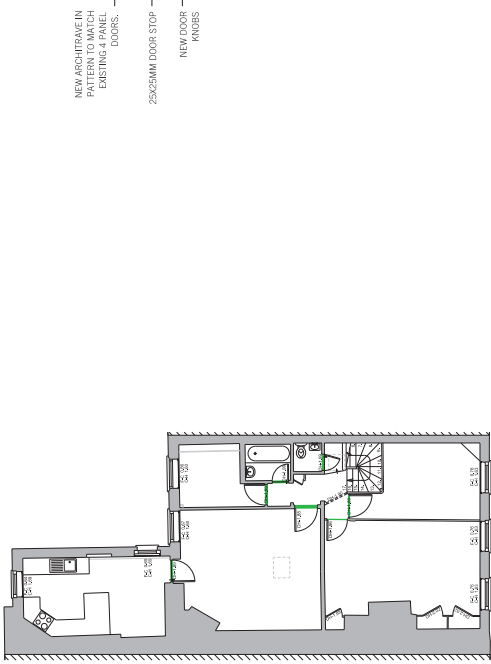
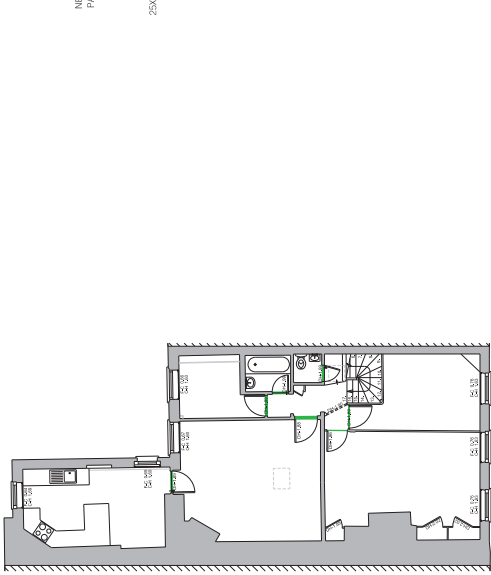
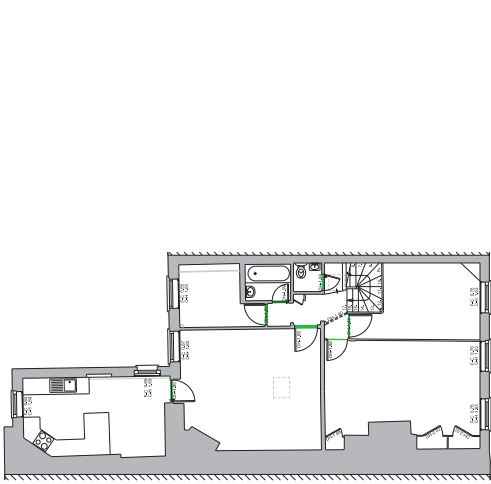
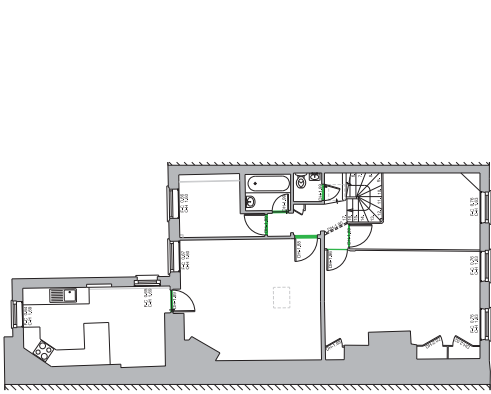
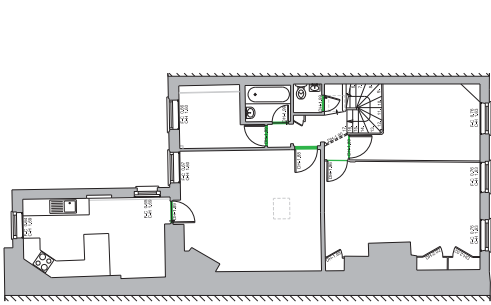
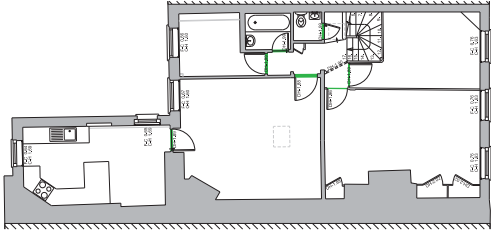
01: GROUND FLOOR PLAN
SCALE 1:100



02: SECOND FLOOR PLAN
SCALE 1:100



03: THIRD FLOOR PLAN
SCALE 1:100



KEY

- EXISTING WALL MAINTAINED
- NEW ARCHITRAVE IN PLACE OF EXISTING ARCHITRAVE
- 25X25MM DOOR STOP
- NEW DOOR KNOBS
- EXISTING DOOR MAINTAINED
- EXISTING PAINT FINISHES
- EXISTING PAINT FINISHES BASED INTUMESCENT PAINT APPLIED TO DOOR.

DOOR SCHEDULE:

TYPE 1: DR.02, DR.12
TYPE 2: DR.11
TYPE 3: DR.03, DR.04, DR.05, DR.31, DR.32, DR.33, DR.34, DR.35, DR.36, DR.37
TYPE 4: DR.21, DR.22
ALL ENTRY DOORS FD30
ALL INTERNAL APARTMENT DOORS FD20

NOTE:

- ALL REPLICA ADAPTED DOORS CONSTRUCTED IN SOLID TIMBER AS PANEL DOOR AND PAINTED

NOTE:

- USE FIGURED DIMENSIONS ONLY.
- ALL DIMENSIONS TO BE CHECKED ON-SITE
- DISCREPANCIES BETWEEN CONSULTANT DRAWINGS TO BE REPORTED TO THE ARCHITECT BEFORE ANY WORK COMMENCES.
- MATTHEW SPRINGETT ASSOCIATES ©

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MATTHEW SPRINGETT ASSOCIATES LTD.
100, GERRARD STREET, EAST
LONDON EC1M 8BT
T+44 (0)20 7692 5950
F+44 (0)20 7692 5951

CLIENT

HATTON GARDEN
PROPERTIES LTD.

PROJECT

5 GREAT JAMES STREET

TITLE

PROPOSED INTERNAL
DOOR TYPES
SHEET 2 OF 2

DATE	JOB NO.	DRAWN BY	PLUTEC
XX.08.17	1177	KS	P
SCALE 1:10	NUMBER		REV.
-	177-706		-

RECEIVED

09 MAY 2017



Date: 5 May 2017
Our Reference: Misc. Act./054178
Your Reference:
Direct Phone Number: 020 7974 5969
Contact: Ifrah Abdirahman
E-mail: hmolicensing@camden.gov.uk

Private Sector Housing Team
Supporting People Directorate
London Borough of Camden
Town Hall
Judd Street
London
WC1H 9JE

Tel: 020 7974 4444 (Switchboard)
DX: 2106 Euston
E-mail: hmolicensing@camden.gov.uk

www.camden.gov.uk

Please quote our reference in any correspondence

C/o The Company Secretary
Hatton Garden Properties Ltd
Quadrant House Floor 6
4 Thomas More Square
London
E1W 1YW

*Sent Representation
9th May 2017*

*Grade 11**

Dear Sir/Madam,

**Additional HMO Licence
Notice of Proposal to Grant a HMO Licence
Address: Flat 3, 5 Great James Street London WC1N 3DB**

I write further to a HMO Licence application received on **22/11/2016** for the above mentioned property.

Please find enclosed the following documents, which you should read very carefully: -

- Notice of proposal to grant a licence
- Proposed Licence and conditions
- HMO Licences – General information

What happens next?

If we do not receive any representations from the applicant or "relevant persons" we will grant the HMO Licence after the consultation period has expired.

Should we receive representations we will consider them and we may make changes to the proposed licence and/or conditions. We will send a revised copy of the proposed licence conditions to you and all "relevant persons" for consultation.

Should you have any questions regarding this letter please contact us, ensuring that you include our reference with any correspondence.

Yours faithfully,

Ifrah Abdirahman
Administration Officer
Private Sector Housing

Martin Pratt
Executive Director

LONDON BOROUGH OF CAMDEN**HOUSING ACT 2004
Schedule 5, Part 1, 1(a)****Notice of proposal to grant a Licence for a House in Multiple Occupation (HMO)**

To Hatton Garden Properties Ltd
Of Quadrant House Floor 6
4 Thomas More Square
London
E1W 1YW

The London Borough of Camden, as required under Schedule 5 (1), give notice that they have received an application for a licence under part 2 of the Housing Act 2004 and propose to grant such a licence to **Hatton Garden Properties Limited** in respect of the house at:

Flat 3, 5 Great James Street London WC1N 3DB

It was decided by this Local Housing Authority that the licence be granted because: -

1. an application for a licence has been duly submitted;
2. the proposed licence holder is judged to be 'fit and proper';
3. the proposed licence holder is the most appropriate person to be the licence holder;
4. the property falls within the definition of a licensable HMO

The main terms of this licence are:

1. The number of persons living in the house shall not exceed the maximum number specified on the licence.
2. The licence holder/manager is prohibited from allowing a new resident to occupy the house and/or parts of the house if: -
 - that occupation exceeds the specified permitted number.
 - that occupation exceeds the maximum number permitted for any unit of accommodation (let).
3. The licence holder shall ensure that the property is in accordance with the London Borough of Camden's minimum HMO standards (enclosed) and The Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006 (Schedule 3).
4. The licence holder shall ensure that the property is maintained in reasonable repair and there is full compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006.

5. The licence holder shall ensure that any smoke alarms/detectors installed in the house are kept in proper working order.

You have 14 days within which you should make any representations from the date of the notice, concerning the proposed licence and/or conditions. We prefer any representations to be in writing (letter or email) and all correspondence should be sent to the address detailed at the end of this Notice.

Signed 

Date: 5 May 2017

Contact Officer: Ifrah Abdirahman
Tel: 020 7974 5969

All correspondence should include the case reference at the top of this letter and be addressed to;

Private Sector Housing Team
Supporting People Directorate
London Borough of Camden
8th Floor, 5 Pancras Square
Town Hall
Judd Street
London
WC1H 9JE

Tel: 020 7974 5969
E-mail: hmolicensing@camden.gov.uk

HMO Licences – General Information

- **Application of Camden's HMO Standards**

Relaxations of **Camden's Minimum HMO Standards** will not normally be agreed.

Detailed requirements have been set out in our Standards which are publicised and applied in order to achieve a consistent quality of accommodation within licensable HMO's throughout Camden, and to provide clear published guidance for landlords wishing to manage the improvement process of their own property.

- **Time scales for compliance with Licence conditions.**

It is recognised that the inevitable disturbance and costs of carrying out necessary improvements may be significant in some cases and we would generally wish to agree a reasonable time frame for these works to be undertaken.

- **Inspection of Licensable Properties.**

Visits will be made as part of the Licensing process. The fees charged for HMO Licensing have been calculated to enable the requirements detailed in the licence to be determined from the written application, plans and inspection.

We will however be carrying out a survey of each property using the Housing Health and Safety System (HHSRS) within 5 years beginning with the date a duly made application was received.

- **Consultation on the content of your Proposed HMO Licence.**

We would be pleased to receive your written representations and where appropriate proposals for the improvement of your property to comply with the Standards. The HMO Licence will be issued, based on the current condition of the property. A HMO Licence can subsequently be varied to reflect the changed circumstances at a property perhaps following the completion of improvement works.

- **Description of Let units of accommodation within Licences.**

For the purposes of processing HMO licence applications, units of accommodation within properties have been split into three categories: Bedsits, Studios and Self-contained flats, each occupied by one household. It is recognised that actual arrangements may vary within these broad descriptions but these will have no effect on the outcome of an application.

THIS DOCUMENT DOES NOT FORM PART OF THE HMO LICENCE

Reference: Flat 3, 5 Great James Street, London, WC1N 3DB

IMPORTANT INFORMATION

Licensed HMOs will be monitored for compliance with Camden's HMO standards. Inspections will also be carried out to ensure there are no breaches of management regulations and to confirm that the housing conditions are acceptable.

During the course of the inspection problems were identified with the current condition and/or management of the HMO. You are advised to carry out works to address the issues listed below to ensure compliance with your legal obligations. Please note that further hazards or management contraventions may be identified when we carry out our next inspection.

Excess cold

- Single glazed sash windows throughout the flat.

Fire

- The flat entrance door seems to have been lined with asbestos to increase its fire resisting capability, and is unlikely to provide 30 minute fire resistance in accordance with BS 476 when tested.
- The glass transom above the flat entrance door is not constructed to provide 30 minute fire resisting, when tested to BS476.

Falling on level surfaces etc

- Steep step between the third floor landing and the WC, which is unmarked. The step threshold is also at an angle, which increases the likelihood of a trip or fall.

Falling on stairs etc

- The flat entrance staircase between the second and third floor is lacking a handrail to the left hand side (when viewed from the front door).

Falling Between levels

- Some sill heights are low (below 110cm) and there are no restrictors to the windows.

Notes

1. The person managing the property commits an offence for failing to comply with Management Regulations and can be prosecuted for such an offence. A person who commits such offences is liable on summary conviction to a fine and a criminal conviction. The maximum penalty applicable to offences for each breach carries an unlimited fine. A criminal conviction could result in the licence being revoked.
2. All homes should be free from Category 1 health and safety hazards when assessed using the Housing Health and Safety Rating System (HHSRS) – Licensable HMOs are subject to inspection to ensure that they are free from Category 1 hazards. Where Category 1 hazards are identified, the council is under a legal duty to take enforcement action and we charge extra for this additional work. Failure to undertake works to reduce or eliminate the hazards under HHSRS may result in a statutory notice being served to ensure the works are undertaken. The Council charges for the service of such notice and it's likely to be in excess of £1000. Refusing to comply with the notice once it becomes operative is an offence. A person who commits such an offence is liable on summary conviction which carries a fine no longer limited to £5000. Again a criminal conviction could result in the licence being revoked.
3. **If any of the above defects relate to Heating and/or Insulation:** They are likely to lead to a category 1 hazard for excess cold hazard and it is likely that any building elements given in the above 'list of defects' will be required to be improved to building regulation standards or; if necessary replaced. Replacement heating systems should be zoned gas central heating systems or if there is no gas supply; high retention electric storage heaters on an off

peak rate. Any electric heating is likely to require wall insulation and double glazing to reduce the hazard to an acceptable level.

** All works subject to obtaining appropriate planning/ listed buildings consent.*

For further information on the HMO Management Regulations and HHSRS please go to **Camden's website**, www.camden.gov.uk/hmolicensing

Licensed landlord

Housing Act 2004 Licence for a House in Multiple Occupation



The London Borough of Camden approved the application to operate a house in multiple occupation and hereby grant a licence within the Additional HMO Licence Scheme under section 64 Housing Act 2004 in respect of:

Flat 3, 5 Great James Street, London, WC1N 3DB

1. This Authority is satisfied that the most appropriate person to be the licence holder is:

To **Hatton Garden Properties Limited**
Of **Quadrant House, Floor 6, 4 Thomas More Square, London, E1W 1YW**

2. The maximum permitted number of persons allowed to occupy the property is 4.
3. This licence is granted on the stipulation that the attached schedule of licence conditions shall apply for its duration.
4. The required works identified during the inspection to achieve compliance with condition 2 of this licence are detailed in the attached schedule of works and must be completed within 2 years from the date of issue of this licence unless otherwise stated.

Licence Issue Date:

Licence Expiry Date:

Signed:

.....
On behalf of the London Borough of Camden

SCHEDULE OF PERMITTED OCCUPATION FOR THIS HMO BASED ON FLOOR AREA AND THE AVAILABLE KITCHEN, BATHING AND WC FACILITIES	
The maximum permitted number for the property is determined by the lowest figure from the tables that can be found at the end of this document.	
Maximum Permitted Number for Property	4
WAIVER GRANTED	• No requirement to install wash hand basins within individual bedrooms as it would be impracticable to do so.

Schedule of licence conditions

1. The licence holder/manager is prohibited from allowing a new resident to occupy the house and/or parts of the house if: -
 - that occupation exceeds the maximum number of permitted persons in the house or
 - that occupation exceeds the maximum number permitted for any unit of accommodation.

A 'new resident' is a person not in occupation at the date the licence is issued.
2. The licence holder shall ensure that the property is in compliance with the London Borough of Camden's Minimum HMO Standards. The works required to achieve this are detailed in the attached schedule. **Items 1.1 to 1.4 to be completed within six months from the date of issue of the final licence. The remaining schedule items to be completed within 2 years.**
3. The licence holder shall ensure the property is maintained in reasonable repair.
4. The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent position in the common parts of the house. A 24 hour emergency telephone number should also be provided.
5. The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the house.
6. The licence holder shall supply the occupiers of the house with a written statement of the terms on which they occupy the house.
7. The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house. All complaints of anti-social behaviour by occupants or their visitors made by other occupants or neighbours shall be investigated and the appropriate action taken.
8. The licence holder shall, upon request, provide the London Borough of Camden with evidence of appropriate management practice and procedures to address any anti-social behaviour that may arise. The details should be provided within such reasonable time as may be specified by The London Borough of Camden.

9. The written statement provided to occupiers on their terms of occupancy shall include an express prohibition on anti-social behaviour that causes a nuisance or annoyance to other occupiers or neighbours.
10. Where a gas supply is provided the licence holder shall submit to the London Borough of Camden annually for their inspection the current gas safety certificate obtained within the last 12 months in respect of all gas installations and appliances in the parts of the house under their control. Copies shall also be given to the occupants of the house.
11. The licence holder shall, upon request, provide the London Borough of Camden with a current test certificate for the fixed electrical installation in the parts of the house under their control. Any report should be less than five years old at the date of submission.
12. The licence holder shall ensure that furniture and all electrical appliances made available in the house are in a safe condition. There should be a regular visual inspection of all such appliances and furniture to determine condition.
13. All upholstered furniture and covers and fillings of cushions and pillows should comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
14. The licence holder shall, upon request, provide the London Borough of Camden with a declaration as to the safety of electrical appliances and furniture. Copies should be made available to occupants of the house.
15. The licence holder shall keep smoke alarms in proper working order and, upon request, provide the London Borough of Camden with a BS5839 test report relating to the fire alarm and detection system and/or a BS5266 test report relating to the emergency lighting.
16. The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. The carbon monoxide alarm is to be kept in proper working order. And the licence holder shall on demand, supply the local authority with a declaration as to the position and condition of the alarm.
17. The licence holder shall, upon request, provide the London Borough of Camden with a written copy of the fire risk assessment (FRA) carried out by a responsible person under the Regulatory Reform (Fire Safety) order 2005.
18. The licence holder shall ensure that there are sufficient containers provided for household recycling and rubbish. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.
19. The licence holder shall take such steps as are necessary to treat any pest infestation within the parts of the house under their control. Such steps should include engaging a pest control contractor to undertake a survey of the house and undertaking such treatment and proofing works as required. The Council will consider an exception where the infestation is clearly as a result of the tenant's behaviour or neglect.

20. The licence holder shall inform the Private Sector Housing Team at the London Borough of Camden in writing of any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property, the property itself or its management within seven days of such a change occurring.
21. The licence holder must advise the Private Sector Housing Team at the London Borough of Camden in writing of any proposed changes to the construction, layout or amenity provision of the house which would affect the licence or licence conditions. No such alterations shall be made without prior consent.
22. The licence holder shall arrange for access to be granted to all common parts, and where possible all other areas including rooms, at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
23. The licence holder shall if required by written notice provide the London Borough of Camden with the following particulars with respect to the occupancy of the house:
 - The names and telephone numbers of individuals and households living in the house and the parts of the property they occupy
 - The dates when each individual and household moved into the property.

The details should be provided within such reasonable time as may be specified by the London Borough of Camden.
24. The licence holder shall upon the request of the London Borough of Camden attend such training courses as required in relation to any applicable Code of Practice approved under the provisions of the Housing Act 2004 section 233.

Notes

- a) The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purpose including Building Control, Planning, LB Camden leasehold terms and conditions, the Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of these requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.
- b) Failure to comply with any licence condition may result in loss of the licence and court proceedings leading to fines (there is no limit on the amount).
- c) Any arrangements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004 and associated management regulations. This includes actions to deal with category 1 and category 2 hazards as may be identified under the Housing Health and safety rating System (HHSRS) and does not prejudice such action. Also the Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of Section 257 HMO's, the Licensing and management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007.

SCHEDULE OF WORKS

Schedule items 1.1 to 1.4 to be completed within 6 months from date of issue of the final licence. Remainder of items to be completed within 2 years

Fire Safety/Mean of Escape

1. Automatic Fire Detection System (AFD) Grade D: LD3

1.1 Employ a competent suitably qualified person or company to install a Grade D: LD3 fire detection and alarm system within the flat to comply fully with BS 5839:Part 6: 2013 for a Grade D system, with LD3-type coverage, comprising;

- Interlinked mains wired smoke detectors/alarms with integral battery back-up in the escape route (circulation space/hallway and landings)
- An interlinked heat alarm with integral battery back-up in the shared kitchen area
- An interlinked smoke alarm with integral battery back-up in the shared communal living room.
- The detectors can be interlinked by either wireless radio-interlink or by cable.

No control x panel is needed, but a 'control switch' linked to the detectors located in the common parts, which allows for the fire alarm to be easily tested and reset as necessary, is recommended.

The installer is to provide a certificate of installation and commissioning to the landlord in accordance with latest BS 5839: Part 6. A copy of the certificate of installation and commissioning is to be forwarded to the supervising officer at the council. The installer is to be a member of the NICEIC, BRE, NAPIT, ELECSA or British standards institution or a contractor approved by the manufacturer of the automatic fire detection equipment. See fire appendix below.

Flat entrance partition

1.2 Upgrade the existing match-board partitioning adjacent to the flat entrance door to be 30 minute fire resisting, when tested to BS 476. Form new timber framework using 50mm x 75mm (min) timber and face off both sides with 12.5mm plasterboard, fixed to all framing members with 40mm galvanised nails. Scrim all joints as necessary and skim with a multi-purpose finish gypsum plaster. Upon completion ensure the infilled partition provides half hour fire resistance in accordance with BS 476.

English Venting

Replacement doors - solid

1.3 Remove the existing thin, hollow door to the rear bedroom. Provide and fit sound solid door of traditional construction and leave close fitting in the frame opening into the rooms. Any new locks must be fitted with a turn-key mechanism, not necessitating use of a key on the room side.

Fire blanket

1.4 Install a 'light duty' fire blanket in the kitchen, by mounting it on a wall approximately 1.5m high and closer to the room exit than the cooker. Fire blanket to comply with the most recent British Standard.

2. Power sockets

Bedrooms

2.1 Provide additional suitably located double electric sockets to give a total provision of four double sockets within each room being used as a bedroom. Works to be carried out by a suitably qualified electrician. Leave in a safe condition upon completion.

Kitchen

2.2 Provide 1 no. additional double sockets in the kitchen at skirting level. All works to be undertaken by a competent person, preferred to be registered with a nationally recognised third party body such as N.I.C.E.I.C.; E.C.A.; or NAPIT. All works must be accompanied by a certificate of compliance, either a minor works certificate or an electrical installation certificate as appropriate