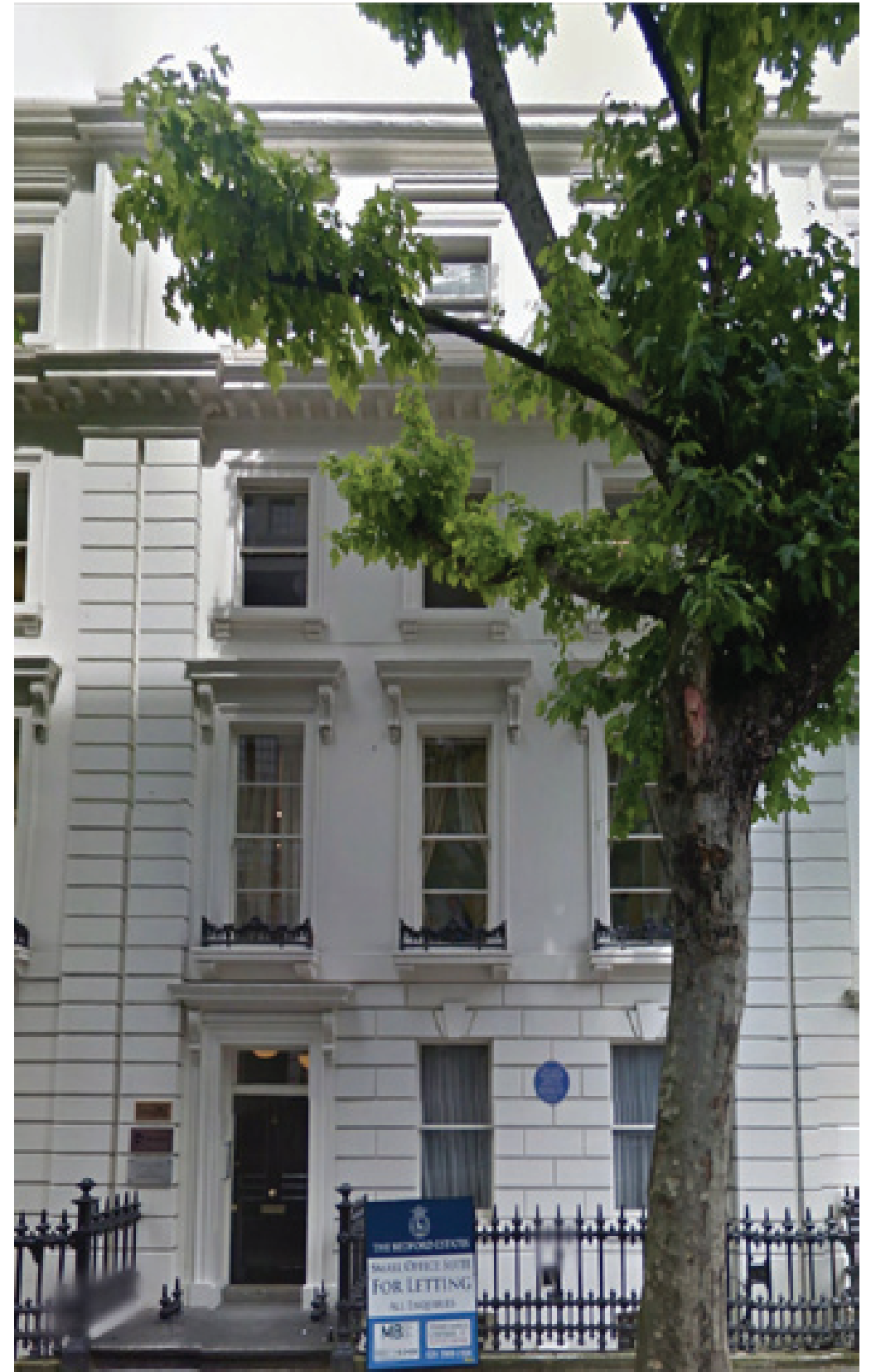


## PLANNING, DESIGN & ACCESS STATEMENT

**Address :** 4 Bloomsbury Place, London, WC1A 2QA

**Description :**

- Extension of lower ground floor out under garden including provision of an internal courtyard.
- Reconstruction of existing ground floor rear extension.
- Replacement first floor rear extension.
- Reinstatement and restoration of original staircase at second floor level.
- Reinstatement of chimney stacks at roof level.
- Continued use of existing flat roof as roof terrace with new balustrade.
- Internal alterations and refurbishment with restoration of original features.



---

# CONTENTS

<b>1.0</b>	Introduction	03
<b>1.1</b>	Site Context	04
<b>1.2</b>	Property Background	05
<b>1.3</b>	Planning History	06
<b>2.0</b>	Planning Considerations	07
<b>2.1</b>	Design Proposal	08
<b>3.0</b>	Use	21
<b>4.0</b>	Layout	21
<b>5.0</b>	Access	21
<b>6.0</b>	Scale and Appearance	21
<b>7.0</b>	Conclusion	21
	Appendix 1 - Door Schedule	22
	Appendix 2 - Window Schedule	24
	Appendix 3 - Joinery Schedule	26

# 1.0 Introduction

This Planning, Design & Access Statement forms part of planning application submission for proposed works to 4 Bloomsbury Place, London, WC1A 2QA.

The proposed works will upgrade the existing office building by -

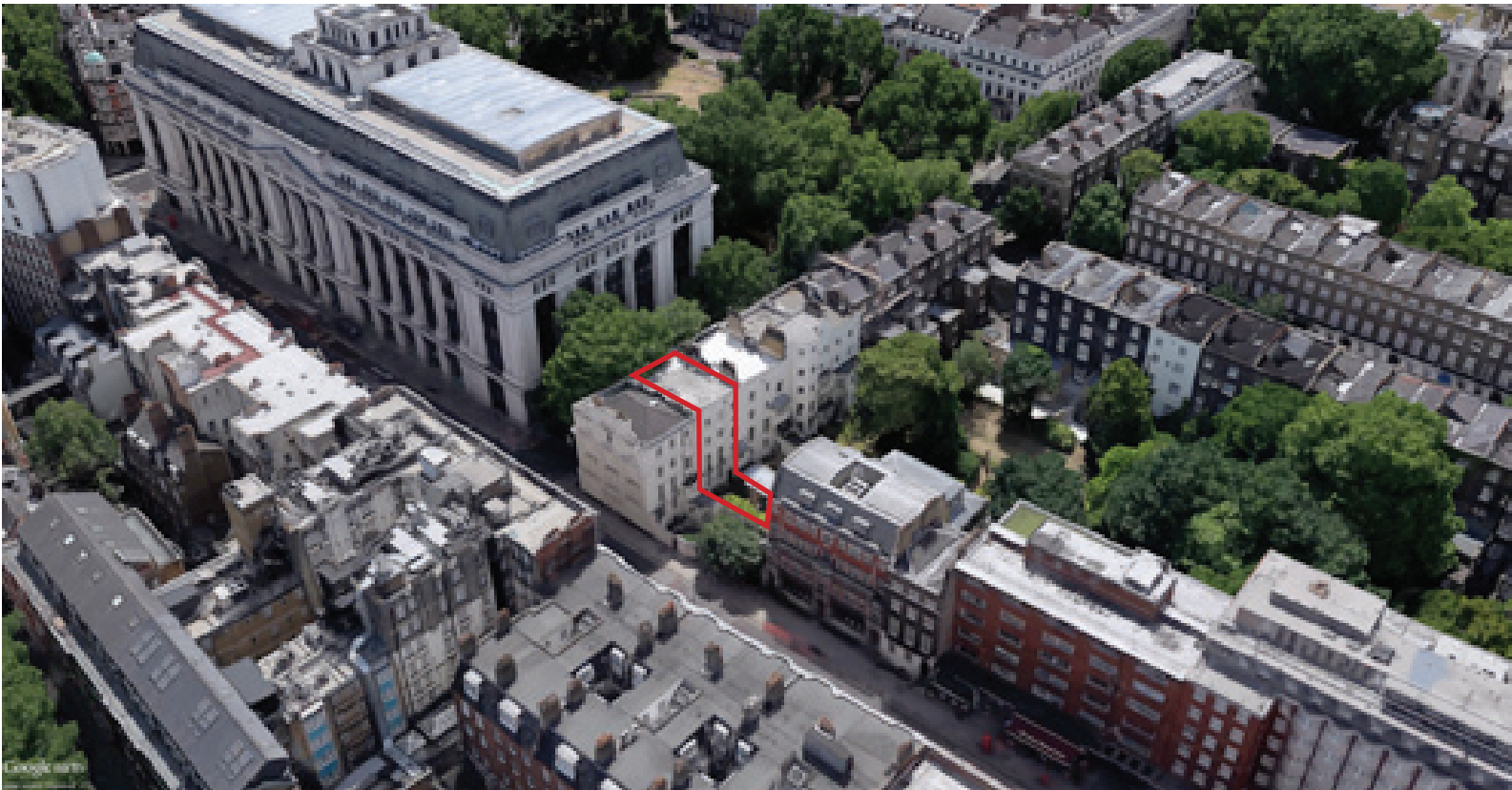
- Improving the amenity of the existing office space with additional sanitary facilities and upgrading the services installation
- Removing unsympathetic alterations to the listed building interior including suspended ceilings, faced fixed services and non-original partitions and fittings
- Reinstating and restoring the original staircase between 2nd and 3rd floor
- Providing additional high quality office space by extending the lower ground floor out under the non-original rear extension.
- Improve external amenity space by maximising roof terrace.

The following documents should be read in conjunction with this statement:

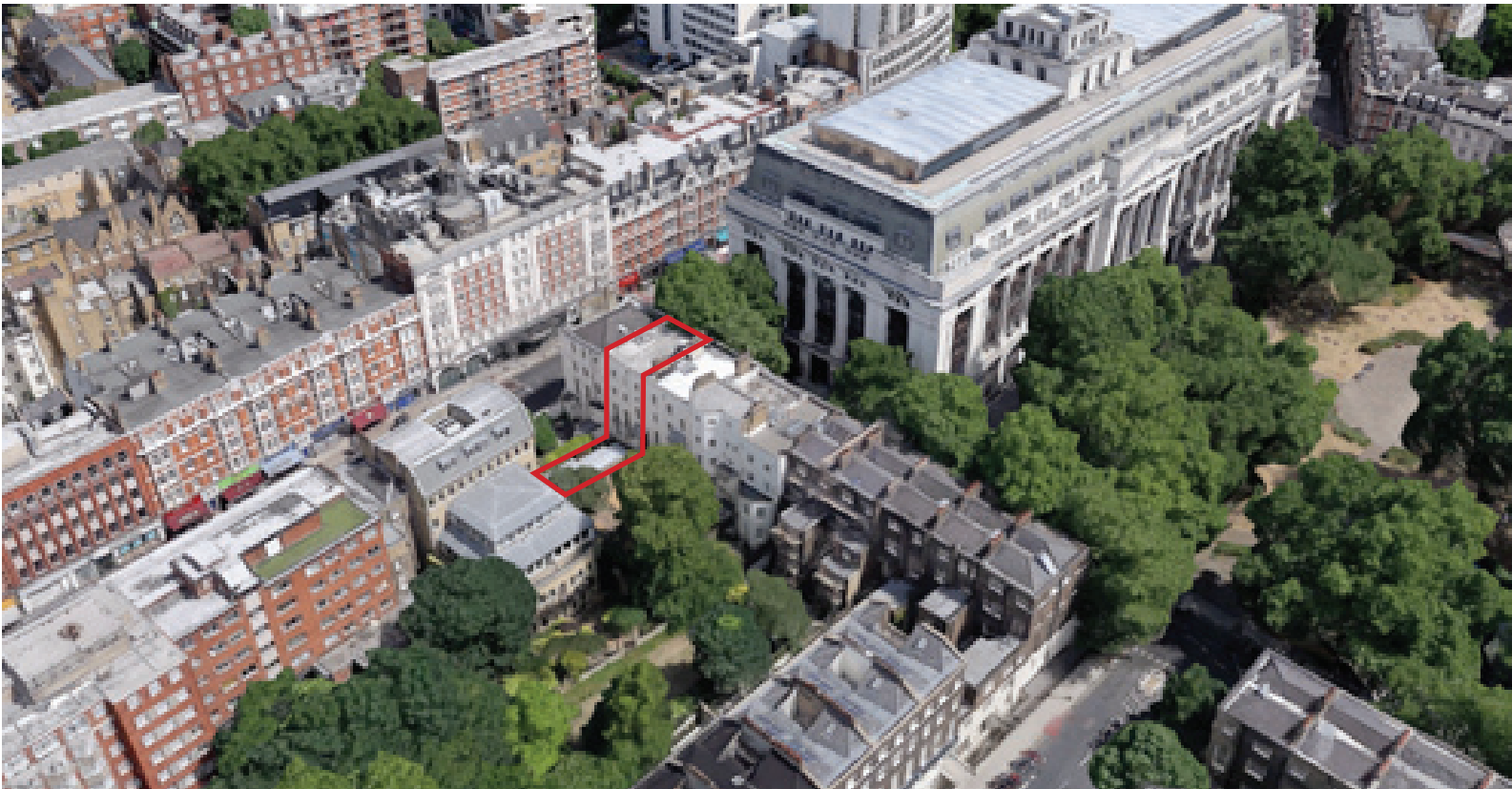
- Photographic Survey
- Heritage Statement (by Anthony Walker)
- Building Services Drawings (by Taylor Project Services LLP)
- Basement Impact Assessment (by Mason Navarro Pledge)
- Acoustic Assessment Report (by PC Environmental)
- Draft Construction Management Plan

All amendments to the building’s doors, windows and joinery are itemised in schedules appended to the Design and Access Statement.

- 257.04 001 Location Plan [1/1250]
- 257.04 002 Site Plan [1/500]
- 257.04 100-105 Existing & Proposed Plans [1/100]
- 257.04 151 Existing Rear Elevation [1/100]
- 257.04 160 Existing Section A-A [1/100]
- 257.04 251 Proposed Rear Elevation [1/100]
- 257.04 260 Proposed Section A-A [1/100]
- 257.04 900-902 Door/Window drawings [1/10]
- 257.04 950 Chimney [1/20]



Birds-eye views of 4 Bloomsbury Place from north-east



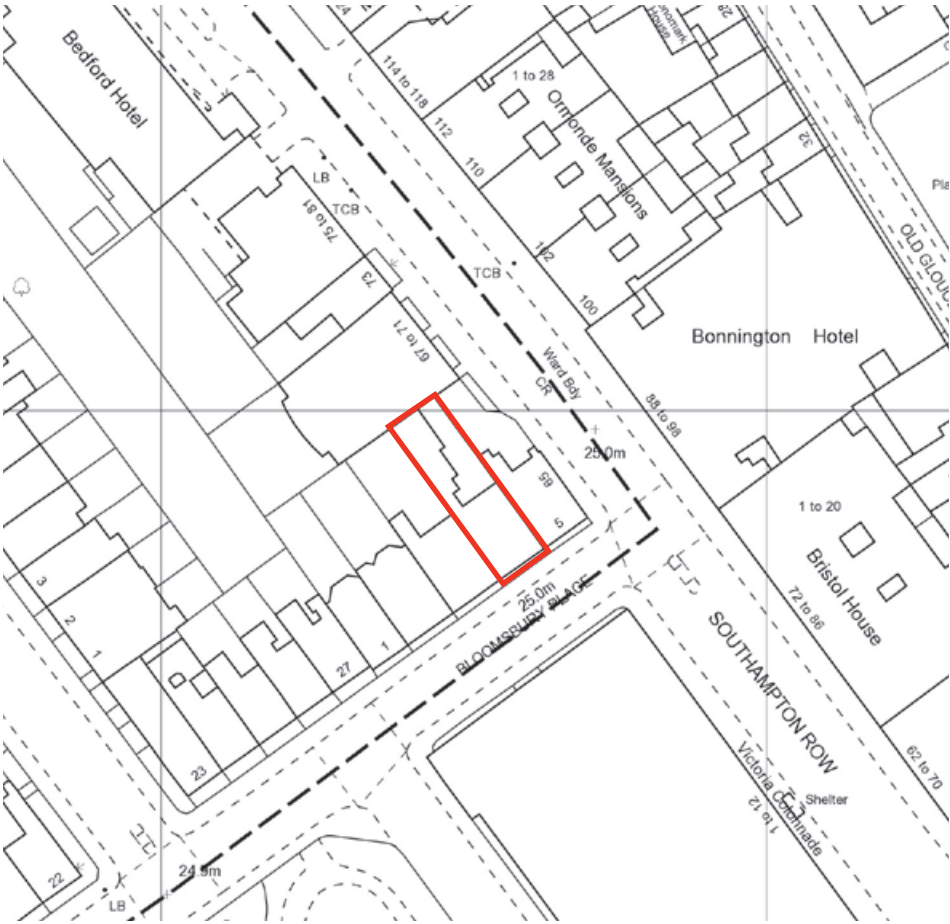
Birds-eye views of 4 Bloomsbury Place from south-west

# 1.1 Site Context

4 Bloomsbury Place is a four storey property on the north side of Bloomsbury Place. It forms part of terrace that includes No.s 1-5 and was originally constructed in the 17th century. The front of the terrace was replaced with the current white stuccoed elevation in the mid 19th century. The block is met on the east by Southampton Row and on the west by 23-27 Bloomsbury Square, the latter built in 1800-1805 following the demolition of Southampton House. To the south-west of the block sits Bloomsbury Square.

The property sits within the Bloomsbury Conservation Area. The Bloomsbury Conservation Area Appraisal and Management Strategy locates Bloomsbury Place in sub Area 6 (Bloomsbury Square/Russell Square). The Appraisal records these buildings as follows -

*Looking north, Nos 18-22 (consec) and Nos 23-27 (consec) Bloomsbury Square are two terraces of grade II listed brick townhouses by James Burton, dating from 1800 – 1805, which frame the vista along Bedford Place. Flanking these are Nos 1-5 Bloomsbury Place and Nos 74-77 Great Russell Street, two stucco-faced terraces of the same height; of 17th century origin they were re-fronted in the mid 19th century and have a more decorative, classically-influenced elevational treatment. The gable of No 77 has an intricate first-floor iron verandah which adds visual interest in views along Great Russell Street.*



Site Plan (1/1250)



Nos.1-5 Bloomsbury Place from Bloomsbury Square



Nos.4-5 Bloomsbury Place from Southampton Row



Front elevation of 4 Bloomsbury Place



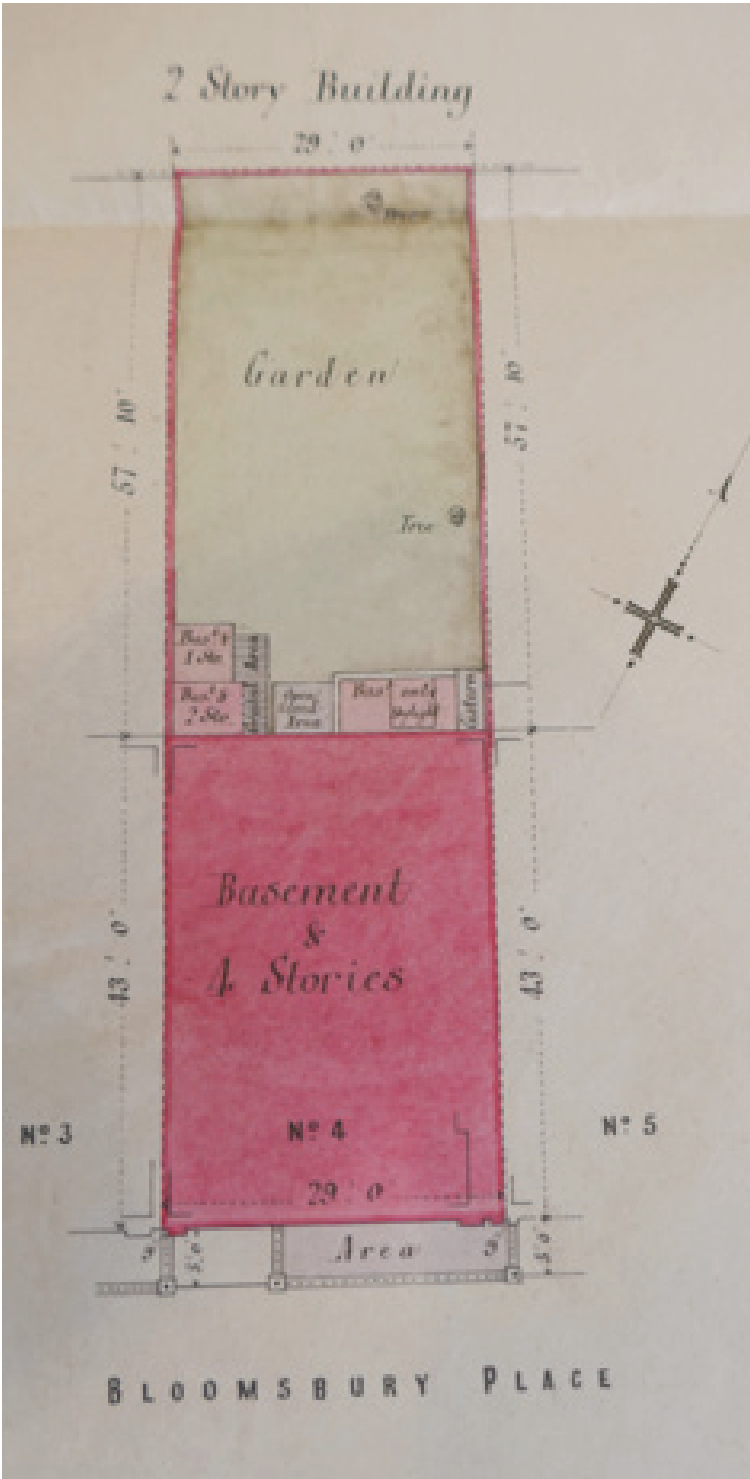
## 1.2 Property Background

No.s 1-5 Bloomsbury Place are Grade II Listed. The details of the list entry read

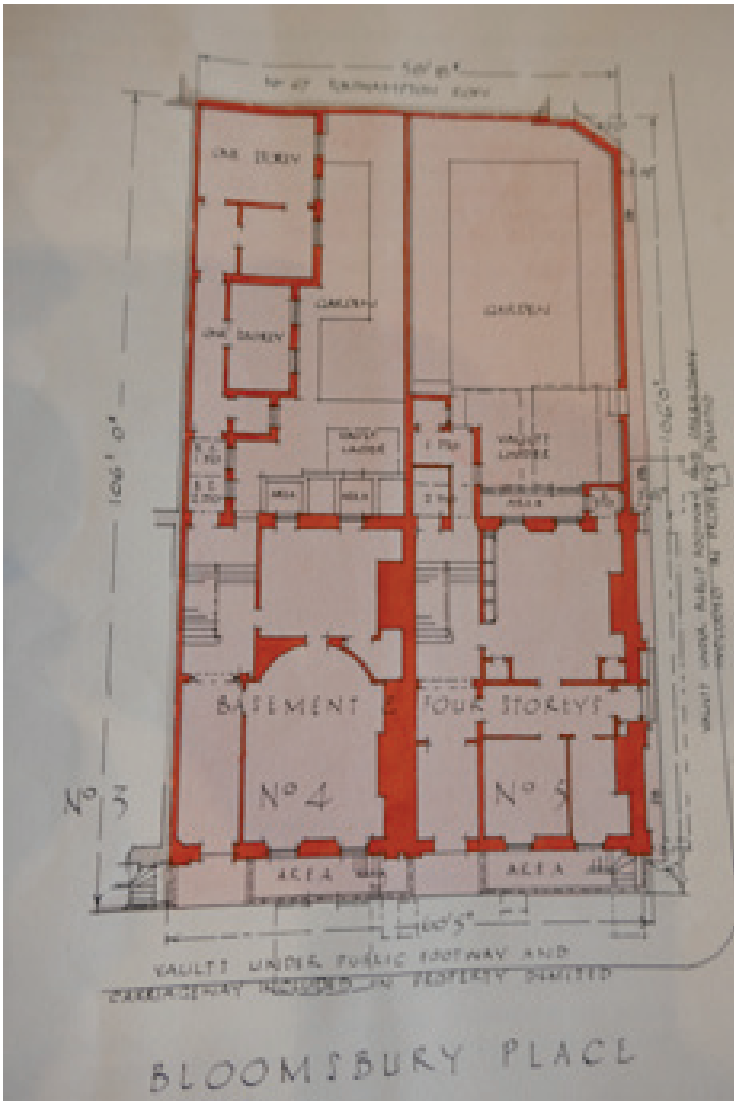
*Includes: No.65 SOUTHAMPTON ROW. 5 terraced houses. Late C17, refronted 1857-62 possibly by Searle & Trehearne. Stucco with rusticated ground floor with band above. 4 storeys and basements. 3 windows each. Each house treated as a bay with paired rusticated pilasters rising through ground, 1st and 2nd floors and extending as panelled pilasters through 3rd floor. Entrances with consoles, pulvinated friezes, cornices; square-headed fanlights and panelled doors. Recessed sash windows; 1st floor with consoles, bracketed cornice and cast-iron window-box guards; 2nd and 3rd floor with architraves. 3rd floor with pulvinated frieze and cornice. Bracketed cornice at 3rd floor. Cornice and blocking course. INTERIORS: No 3, some panelling and turned balusters to stairs. No.4, panelled staircase and square balusters and shaped ends to stairs. SUBSIDIARY FEATURES: attached cast-iron railings. HISTORICAL NOTE: No.4 was the home of Sir Hans Sloane (GLC plaque). No.65 Southampton Row forms part of No.1 Bloomsbury Place with 3 window return (all blank) and double entrance.*

Whilst the key elements identified in the listing are unchanged, the rear of the property and the interior have undergone significant change. The key alterations include

- The addition of a rear extension at the turn of the 20th century. It is interesting to note the rear section of this extension was demolished and rebuilt in the late 1990's to facilitate the construction of 67-73 Southampton Row (See Planning History)
- The removal of 2No.chimney stacks at roof level towards 5 Bloomsbury Place
- The alteration of the staircase/stairwell from 2nd to 3rd floor. The original stair has been enclosed and the stairwell built over to allow for additional office accommodation at 3rd floor level. A new stair has been constructed for access to the third floor in the middle of the plan.
- Internal alterations to openings/partitions at all levels
- More recent electrical and mechanical installations (pipework/cabling) has been face fixed throughout the property and is visible within most rooms.



4 Bloomsbury Place. 1888 ground floor plan



4 Bloomsbury Place. 1954 ground floor plan

### 1.3 Planning History

Pre-application advice was sought and received for the proposed works included in this planning application (2017/3863/PRE).

The advice concludes that there is no objection in principle to the proposed works and the improvements to the internal layout of the listed building are welcomed and would enhance its special interest. Specific advice given is referenced in the design and access statement.

Planning history for 4 Bloomsbury Place includes the following applications for planning permission and listed building consent

- 1)
- 1996

Planning Permission - 95018959R1

Listed Building Consent - 9570339R1

In 1996 planning permission and listed building consent were granted for the temporary demolition of the rear part of the ground floor extension of 4 Bloomsbury Place to facilitate the construction of 67-73 Southampton Row. This 3 metre section of the building and boundary wall was rebuilt on completion of the neighbouring work. The works are evidenced in the change of brickwork along the external side wall of the extension - and more clearly seen from 3 Bloomsbury Place.

It is worth noting that the new building constructed at 67-73 Southampton Row has a basement at the lower ground floor level of 4 Bloomsbury Place. This existing basement wall running along the back on our site will be used for the construction of the lower ground floor level extension.

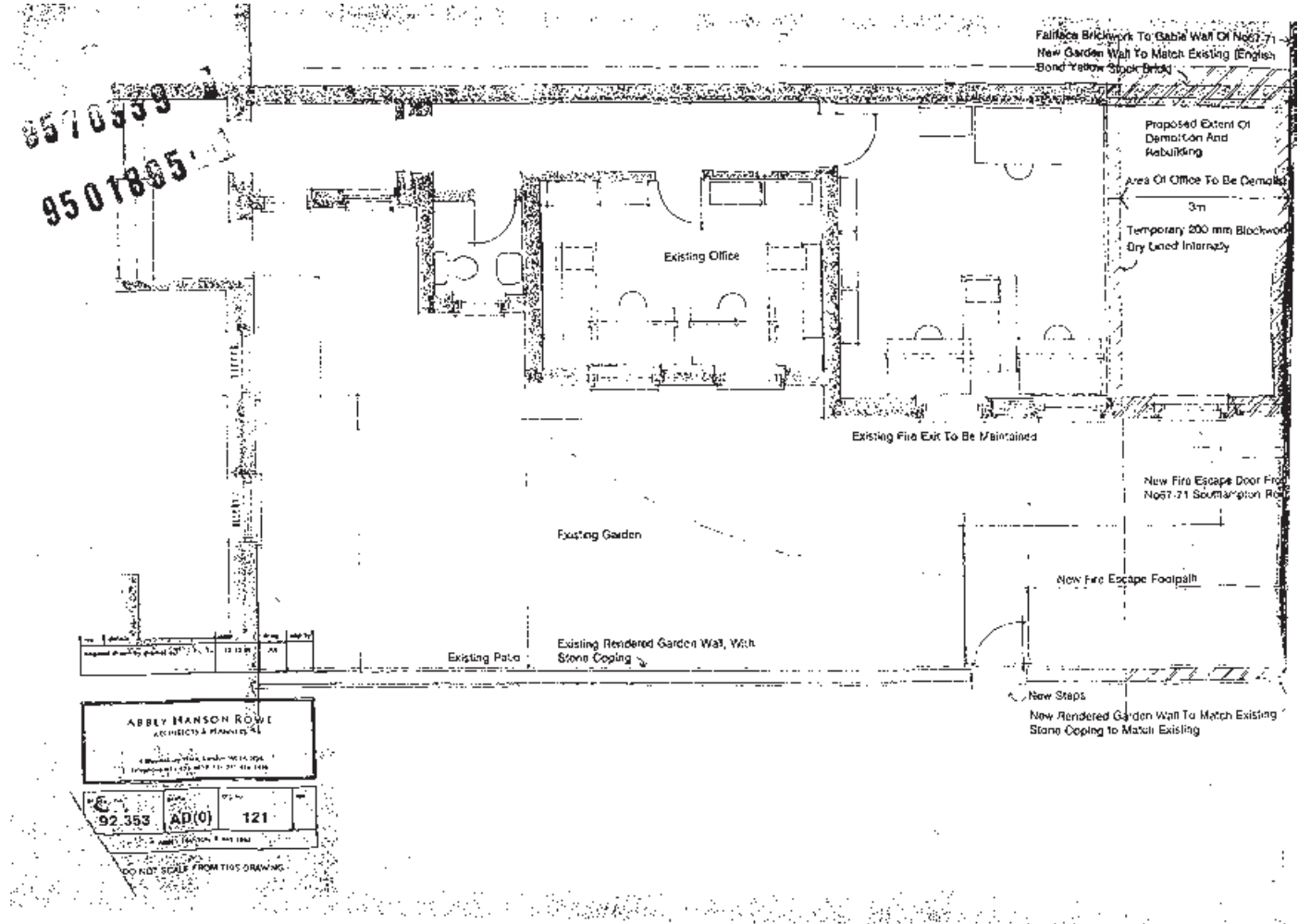
- 2)
- 1996

Listed Building Consent - LS9604176R1

In 1997 listed building consent was granted for the various internal alterations to 3, 4 & 5 Bloomsbury Place. Little was done inside No. 4 with the bulk of the alterations made within No. 3 & 5.



Rebuilt garden wall between 3 & 4 Bloomsbury Place showing rebuilt rearsection following demolition



Demolition of rear part of ground floor extension in 1990s (95018959R1)

---

## 2.0 Planning Considerations

The pre-application submission was made prior to the adoption of Camden’s Local Plan (adopted July 2017) and followed policy from Camden’s Core Strategy 2010:

- Policy CS8 - *Promoting a successful and inclusive Camden economy*
- Policy CS3 - *Other highly accessible areas*
- Policy CS14 - *Promoting high quality places and conserving our heritage*

and followed the following Development Policies:

- Policy DP24 - *Securing high quality design*
- Policy DP25 - *Conserving Camden’s heritage*

Following it’s introduction the following Local Plan policies have been used as guidance:

- A1 - Managing the Impact of development
- A5 - Basements
- D1 - Design
- D2 - Heritage
- CC1 - Climate change mitigation
- CC2 - Adapting to climate change

The proposal has also considered the following Camden planning guidance documents

- CPG4 - *Basements and Lightwells*

Additionally, the Bloomsbury Conservation Area Appraisal and Management Strategy has also been consulted to inform the design process.

## 2.1 Design Proposal

### 1) Lower ground floor rear extension.

The proposal seeks to increase the amount of office space at lower ground floor level by extending out under the garden/ground floor rear extension. Being set under the rear courtyard/garden, Camden Planning Guidance CPG 4 and Local Plan Policy A5 have been used in the development of the design. The proposed works have been amended following pre-application advice.

The extension is separated from the main rear elevation and will have minimal impact upon the exiting rear lightwell. The extension will receive natural daylight/ventilation from a central courtyard and additional daylight from 2No. rooflights. It is worth noting that courtyards are a feature seen within the rear garden of properties along the terrace, most notably at 27 Bloomsbury Square.

The Basement Impact Assessment (BIA) submitted as part of the application demonstrates how the proposal complies with parts a-e of Policy A5 of the Local Plan in causing no harm to the surrounding built and natural environment.

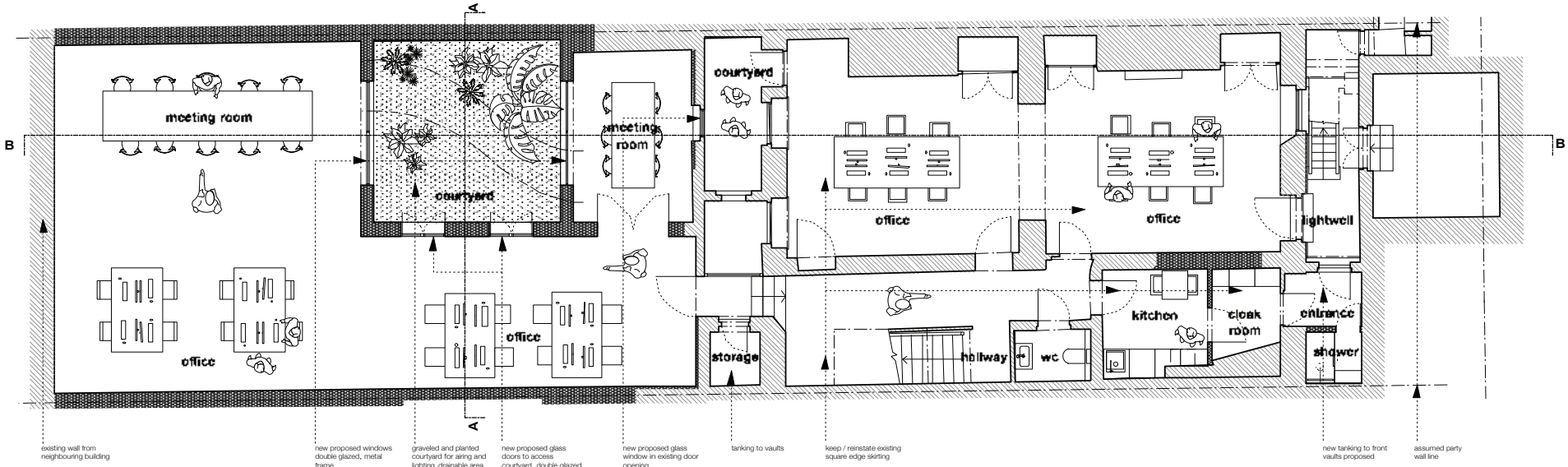
Pre-application advice confirmed that the proposal complied with parts f, g, i, l & m of Policy A5 in that it is a single storey, not located under an existing basement, is less than 1.5 X the footprint of the host building, is set back from neighbouring buildings and results in no loss of garden space.

Whilst ostensibly the proposal does not align with parts h, j & k, the advice considered the proposal acceptable on the grounds that it will bring no harm to the host and neighbouring buildings (subject to demonstration in BIA) and that it and its neighbours are commercial buildings without traditional landscaped gardens. It is also recognised that the loss of B1 office space at third floor level (due to the reinstatement of the original staircase layout) is balanced by an additional allowance of office floorspace at lower ground floor level. Advice confirmed 47m<sup>2</sup> of basement area under the existing courtyard would be acceptable which is the area allowed for in the proposal.

The proposed basement is set away from the neighbouring garden party wall to 5 Bloomsbury Place and 67-73 Southampton Row within the courtyard to the rear. This will allow space for mature planting and drainage of rainwater from the courtyard area.

The proposed works include the retention and adaptation of the large vault to the rear (vault 5). The vault, which is currently too small for viable use, will be sensitively incorporated into a larger space so the original vault volume will remain legible. Whilst there will be some loss of original fabric, advice deemed this acceptable, if carried out in a sensitive manner, on the grounds that the currently redundant space becomes usable.

The existing entrance opening to the vault from the lightwell will be retained and the door replaced with a window to bring natural light into the space. Vault 3 will also be retained as original historic fabric.



Lower ground floor extension design at pre-application stage



Existing Vault 5



Existing Vault 5



Existing Vault 3



## 2.1 Design Proposal

### 2) Ground floor rear extension

The proposal involves the demolition and reconstruction of the ground floor rear extension. The rear 3 metres of the extension were previously demolished in the 1990s (planning reference 95018959R1) to facilitate the construction of 67-73 Southampton Row which confirms it was not considered an important heritage. It is proposed to similarly demolish and reconstruct like-for-like the extension to facilitate the construction of the lower ground floor extension. The rebuilt extension will be upgraded to meet current building regulation requirements for thermal performance.

The internal partitions to the rear extension will be removed to allow for a more flexible office layout and rooflights added to increase natural daylight.

The existing link building between the original host building and the extension will also be replaced with the unsightly face-fixed services removed and the 2 small window replaced with french doors to lead out to the courtyard. This doorway will also act as a fire escape from the offices which currently rely on existing through window W.G.11.

The arched railings to the western part of the rear lightwell will be retained and extended across the entire lightwell replacing the more recent bars set within concrete upstands/flying buttress.



Ground floor rear extension



Arched railings to be extended across entire rear lightwell



Ground floor infill rear extension

## 2.1 Design Proposal

### 3) First floor rear extension

The existing rear extension at first floor level (date unknown) sits uncomfortably over the narrower ground floor extension. Together with the flashing details and external services runs, this creates an untidy connection route between the original building and the rear extension.

It is proposed to rebuild the first floor rear extension so it aligns with the new ground floor extension below to create a coherent 2-storey volume. The first floor extension will be finished in render to match the finish of the extension below.

The extension will be wider (along with the ground floor extension below) and will match the widths of similar extensions at 3 and 5 Bloomsbury Place. It will also project marginally further from the host building, matching the projection of the extension at 3 Bloomsbury Place. The increase volume of the extension will allow for the accommodation of an additional WC as sanitary provision within the current building is below what is expected.

New timber sash windows will replace the current fixed glazing. These will align with the matching windows below (see section A).



First floor rear extension



Coherent 2 storey extension to 5 Bloomsbury Place

## 2.1 Design Proposal

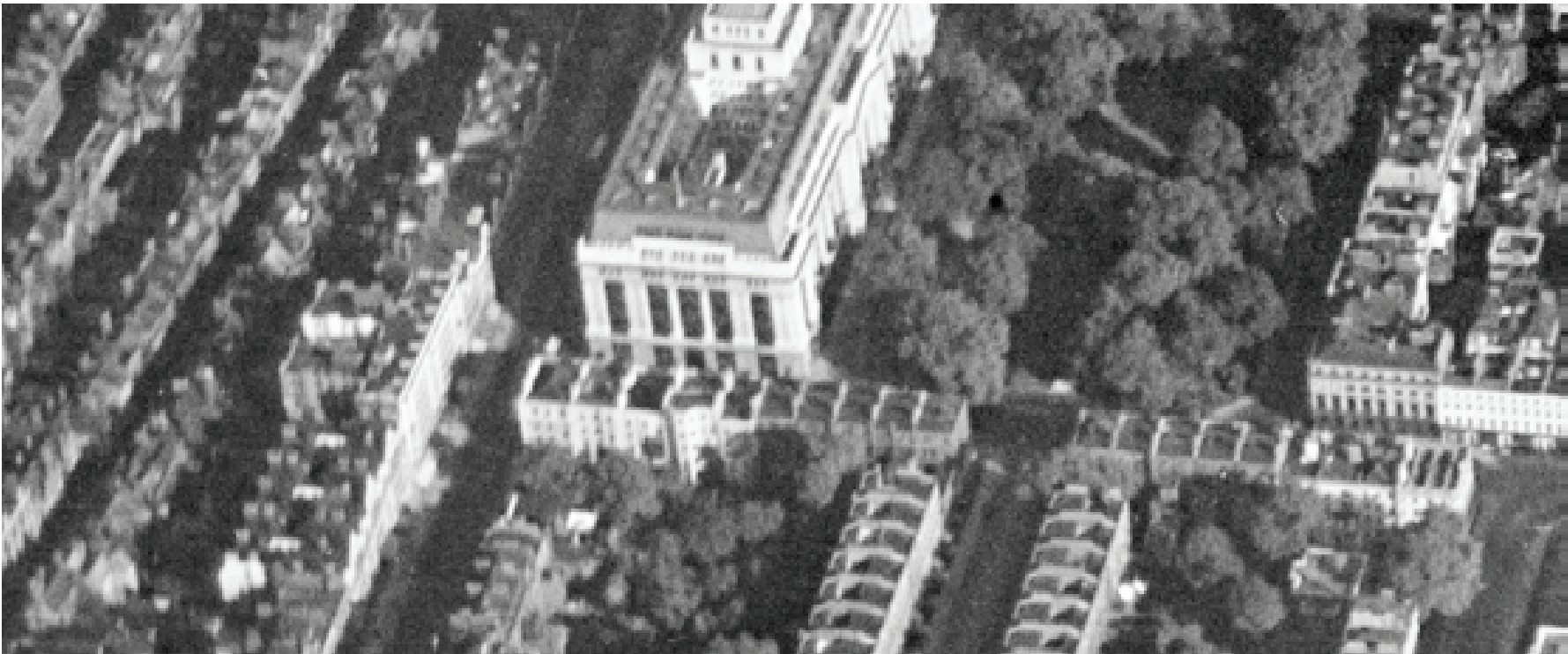
### 4) Reinstated chimney stacks at roof level

The proposal involves the reinstatement of 2No. chimney stacks at roof level towards 5 Bloomsbury Place to the east and the use of the existing flat roof as a roof terrace.

The existing flat roof is not original. The original timber/slate hipped roof, still in place at 5 Bloomsbury Place, was removed in the early twentieth century and replaced with a steel structure with brick infill arches.

The attached aerial photo from 1932 confirms the original roof and chimney stacks had been removed prior to this date.

Pre-application advice confirmed the reinstatement of the chimney stacks would be a welcome heritage benefit and help balance the addition of railings as furniture at roof level for its proposed use as a terrace.



Aerial photo 1932



Missing chimney stack at roof level



Missing chimneys visible from Southampton Row

## 2.1 Design Proposal

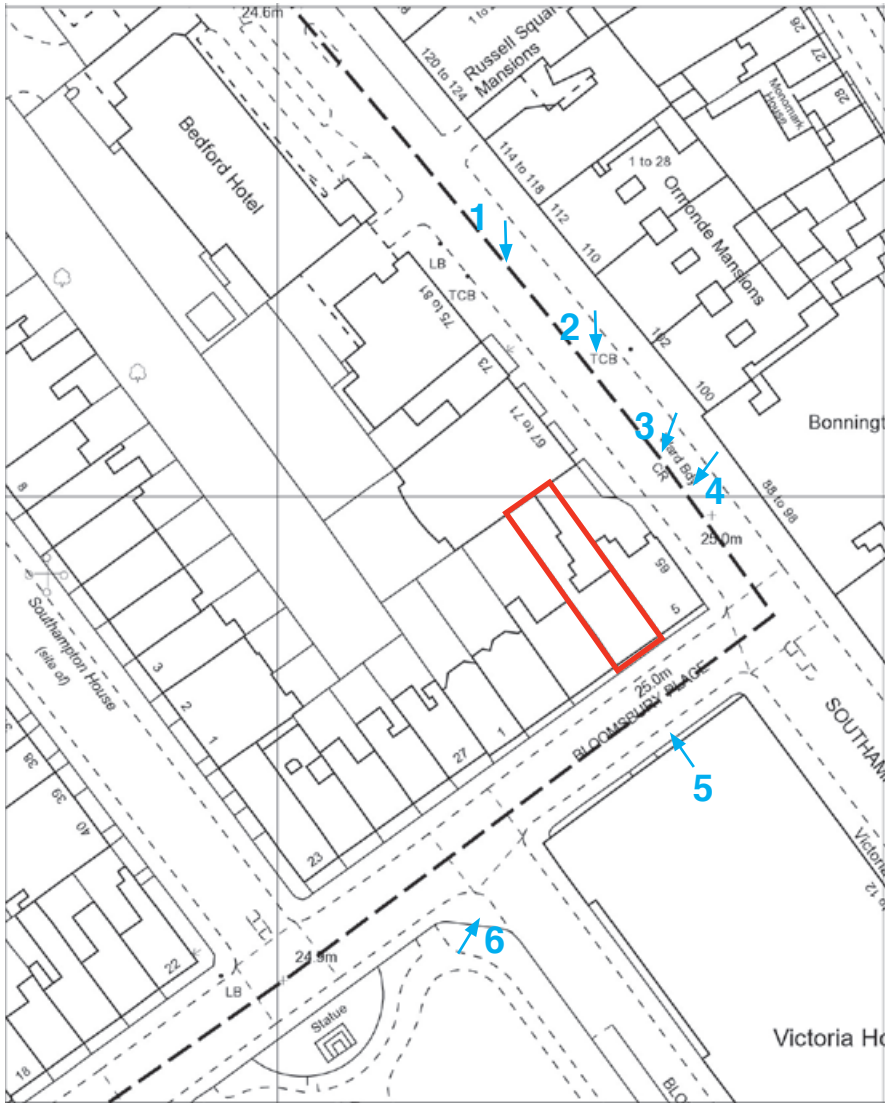
### 5) Roof terrace

The existing roof terrace will be adapted with new railings allowing greater usable space. The railings will be sensitively located, set back from the front and rear building lines to ensure it has no visible impact from street level.

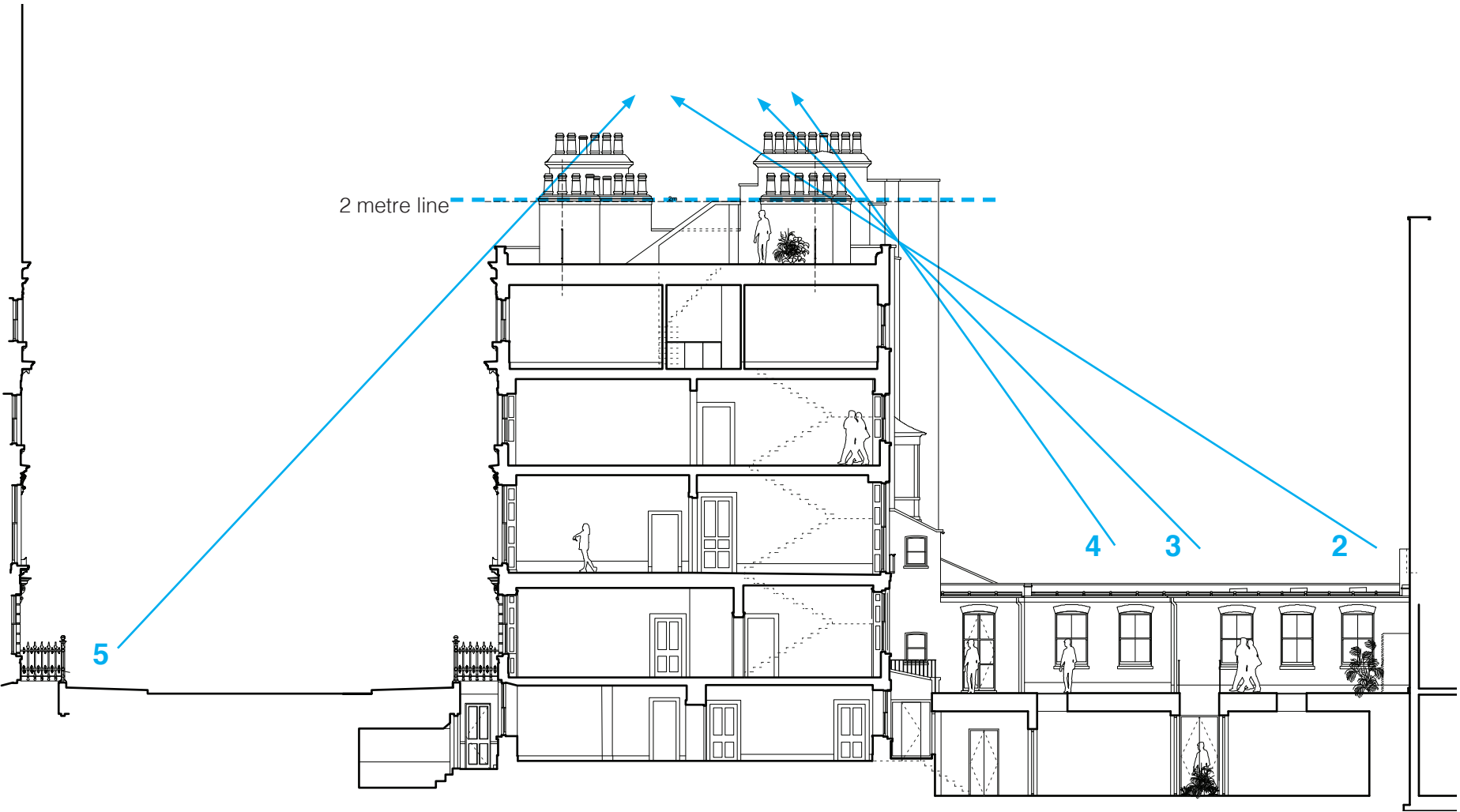
A study has been carried out to ensure activities on the roof terrace are not visible from the public realm. Sightlines from the street have been tracked up and the railings set back from the building line to ensure the terrace is not visible.

The existing chimney stack towards no. 3 and the proposed chimney stack towards no. 5 Bloomsbury Place will shield the terrace from the neighbouring roofs.

The enlarged roof terrace will enhance the amenity of the building and provide additional outside space for the its occupants.



Map showing sight-line locations (4 Bloomsbury Place outlined in red)



Section with terrace visibility sight-lines



2.1 Design Proposal

5) Roof terrace (continued)



Sight line 1



Sight line 2



Sight line 3



Sight line 4



Sight line 5



Sight line 6

## 2.1 Design Proposal

### 6) Internal alterations - lower ground floor

At lower ground floor, internal alterations will return the two principle rooms to their original size and proportions. Currently a corridor connecting the main hallway to the front lightwell is partitioned off from the front room creating an awkwardly shaped room. Access to the front lightwell will be relocated by to under the front entrance steps by converting window W.LG.05 into a door. This is a more likely original location for access to the front lightwell and replicates the layout at 3 Bloomsbury Place. This opening was supported at pre-application stage subject to satisfactory design and detailing which is included within the application. The current lightwell door will be returned to a window opening to match W.LG.01.

To allow more flexible use of the lower ground floor as office space, it is proposed to enlarge the opening between the two rooms to allow better flow and dual aspect natural daylighting.

The front vault (vault 2) which currently houses a redundant WC will be converted to provide shower facilities for bicycle commuters and improve the amenity of the building.

This vault, along with vaults 1, 3, 5 and 6 will be tanked with cavity drain membranes. This will allow the spaces to become usable while protecting the historic fabric as the system is reversible and the membranes can be removed.

The corridors and lobbies to the lower ground floor will be rationalised by the removal of unnecessary doors and compartmentalisation. This will also involve the relocation of the kitchen from the corridor to a designated and enclosed space.

Other proposed works include:

- Removal of suspended ceiling grid to return rooms to full height
- Replacement of unoriginal flat door (front office room) with panelled door to match remaining original doors
- Removal of unsympathetic joinery from chimney breast recesses and other locations. The moulding of joinery unit J.L.01 suggests it is not original and may well have been installed after the rear office space was used as an air raid shelter at which point records suggest it was in great disrepair and not usable as office space. The door to this unit will be replaced to enclose riser with more typical panelled doors.
- Cornice. As typical with lower ground floors, there is no cornice and none will be installed as part of proposed works
- Skirting. A simple square edged skirting, matching remaining original will be installed
- Services. Removal of all face fixed cabling and pipework. New VRV heating cooling in current radiator location and concealed within discrete joinery housing.
- Floor finishes. Linoleum to be removed. Subfloor to be assessed for potential repair/replacement of timber floors. Alternative will be replace carpet.



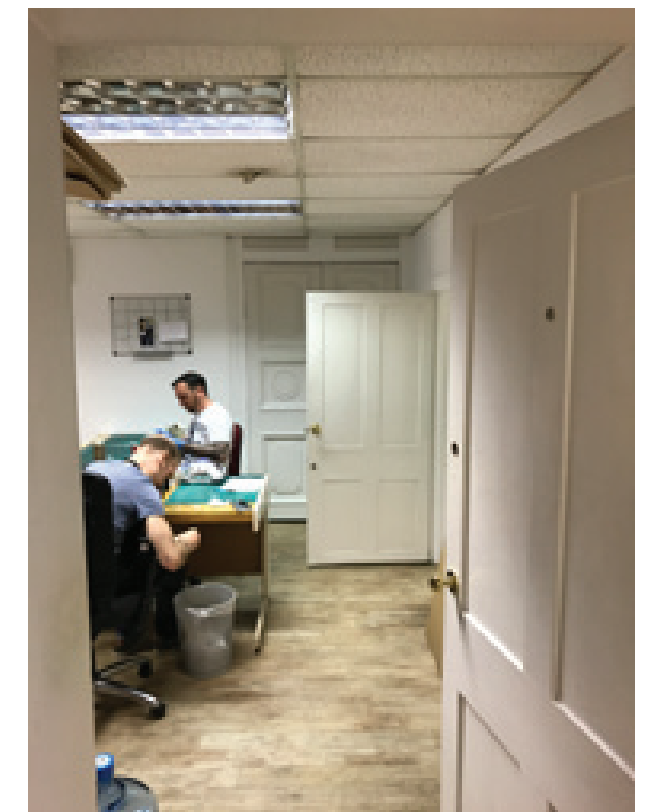
Lightwell window W.LG.05 to be converted to new entrance door



Existing lightwell door D.LG.01 to be converted back into window



Non-original joinery unit J.LG.01 to be removed



Suspended ceilings to be removed

## 2.1 Design Proposal

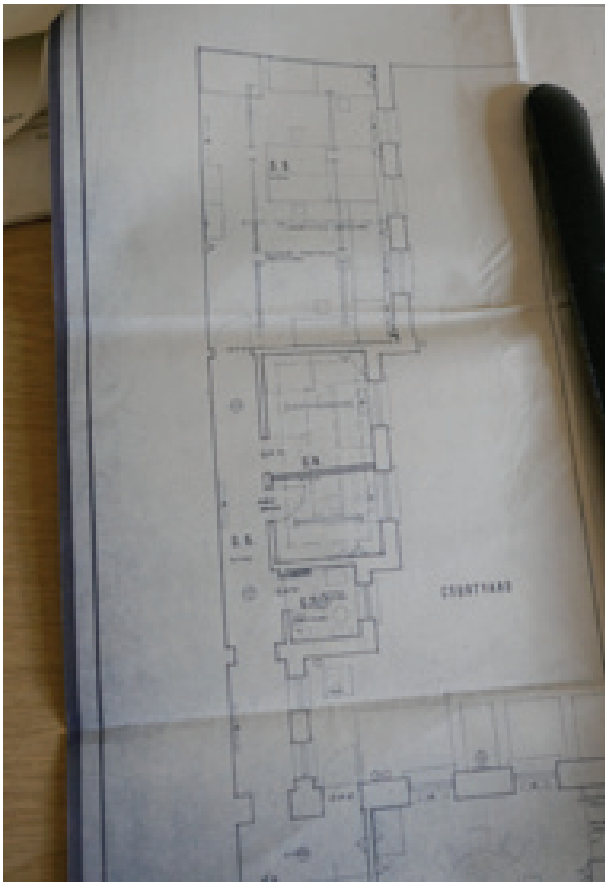
### 7) Internal alterations - ground floor

At ground floor, minimal internal alterations will be carried out to the original part of the property beyond the improvement to the services installation covered later in this report.

Within the reconstructed rear extension, the internal partitions will be removed to create a single office space which will allow for a more efficient layout. We know from 1954 and 1965 maps that these spaces have undergone much change within the last 65 years and the detailing of the cornicing etc is not historic.

Other proposed works include:

- Replacement of unoriginal flat door (D.G.06) with panelled door to match remaining original doors
- Joinery. Removal of unsympathetic joinery from including services housing in main hallway.
- Cornice. No change to the main building. Cornicing in the rear extension will match existing save the removal of ceiling bands.
- Skirting. No change to the main building. A simple square edged skirting, matching remaining original will be installed to extension.
- Services. Removal of all face fixed cabling and pipework. New VRV heating cooling in current radiator location and concealed within discrete joinery housing.
- Floor finishes. Blue carpet to be removed. Subfloor to be assessed for potential repair/replacement of timber floors. Alternative will be replace carpet.



1965 Map showing subdivision



Services housing to entrance hallway

## 2.1 Design Proposal

### 8) Internal alterations - first floor

At first floor level, the internal partitions to the front principle room will be removed to return the room to its original configuration. This was welcomed in pre-application advice. The front room of buildings of this typology would typically have spanned the entire width of the elevation at first floor level. Cornicing disappearing through the internal partitioning is evidence of the addition of later non-original partitions.

The existing glazed door/fanlight to the stairwell WC will also be removed, set aside and reinstated on completion of the works.

Other proposed works include:

- Replacement of unoriginal flat door (D.F.02) with panelled door to match remaining original doors
- Joinery. Replacement of unsympathetic joinery cupboard J.F.01 from chimney breast recess in office 1.
- Cornice. Cornicing to be patched repaired as required to match existing. Removal of non-original ceiling bands.
- Skirting. Existing skirting to be patch repaired to match original.
- Services. Removal of all face fixed cabling and pipework. New VRV heating cooling in current radiator location and concealed within discrete joinery housing.
- Floor finishes. Blue carpet to be removed. Subfloor to be assessed for potential repair/replacement of timber floors. Alternative will be replace carpet.



Door to stairwell WC to be retained and reinstated



Non-original ceiling bands to be removed and non-original door to be replaced



Original cornice in lobby broken by non-original partition



Replacement of door D.F.02 with panelled door



Replacement of non-original joinery units J.F.01



## 2.1 Design Proposal

### 9) Internal alterations - Second floor

At second floor level, the proposal removes the internal partitions to the front rooms. The larger rooms will allow for greater flexibility in their use as offices. The layout of this floor will match the layout of the floor below.

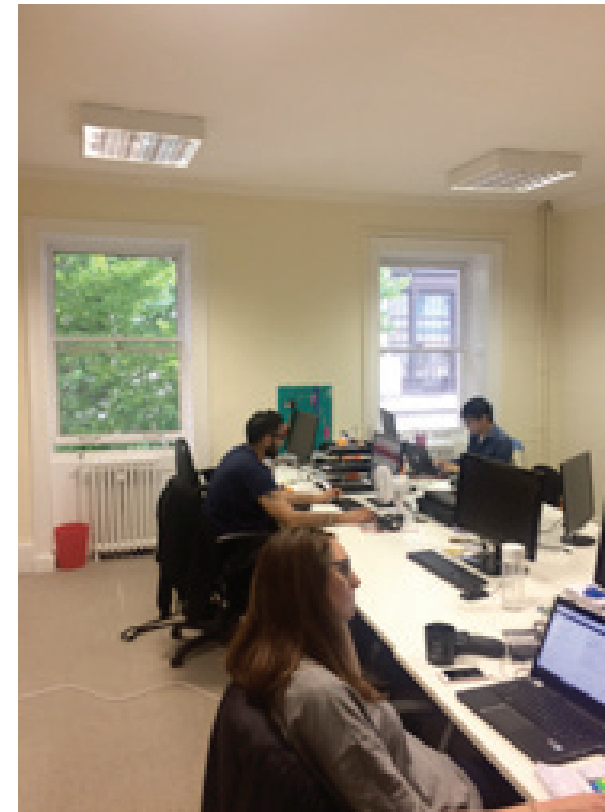
The interiors have been much changed over time and many of the original details have disappeared.

Other proposed works include:

- Replacement of unoriginal doors with panelled door to match remaining original doors
- Cornice. The cornicing in the front room will be replicated and added to the rear office space where there is currently no cornice.
- Skirting. Existing skirting to be patch repaired to match original.
- Fireplaces. The rear fireplace is boxed out and concealed. The fireplace will be reopened and a suitable fire surround installed.
- Services. Removal of all face fixed cabling and pipework. New VRV heating cooling in current radiator location and concealed within discrete joinery housing.
- Floor finishes. Carpet to be removed. Subfloor to be assessed for potential repair/replacement of timber floors. Alternative will be replace carpet
- Boxing out to chimney breast niche to rear office investigated and removed based on findings.



Rear room with fireplace boxed out



Front room with cornice

## 2.1 Design Proposal

### 10) Internal alterations - Second to third floor staircase

The staircase in use from second to third floor is not original. Located in the middle of the plan, it is cramped and has no natural daylight.

The first flight of the original stair, aligned above the stairs remains intact in its original location within a store cupboard. The second flight has been mostly removed to accommodate existing office 3 at third floor level.

The proposed works will remove the current staircase and reinstate the original staircase, restoring what remains intact and installing the missing elements of the second flight leading up to third floor level.

The new stair configuration will match that of the neighbouring properties at 3 & 5 Bloomsbury Place.

The reinstatement of the staircase will necessitate a change in the location of the stairwell windows on the rear elevation so their positioning reflects the stairwell. The window configuration will match that at 3 Bloomsbury Place and the new window W.T.09 will match existing window W.S.06 below.

Pre-application advice noted that reinstating the original stair was a key benefit to the building as a heritage asset as the building's key value is one of a late C18 building to which the proposed (and original) stair belongs.



Existing stairs within cupboard



Newel post and bannister still in-situ



Underside of concealed staircase



Enclosed staircase leading up to third floor level



Third floor stair at 3 Bloomsbury Place



Third floor stair at 5 Bloomsbury Place

## 2.1 Design Proposal

### 11) Internal alterations - Third floor

The existing third floor plan will be reconfigured to accommodate the reinstatement of the original staircase, an efficient layout with additional sanitary provision. The current layout limits the floor to a dark and cramped configuration. The reinstatement of the stair means the loss of one of the rear office rooms and the removal of the non-original corner fireplace.

The stair to the roof will also be removed and replaced with a stair similar in design to that at 3 Bloomsbury Place.

The skylight opening will be retained with the glazing replaced with double glazing to improve thermal performance.

Other proposed works include:

- Replacement of unoriginal doors with panelled door to match remaining original doors
- Joinery. Replacement of unsympathetic door on joinery unit J.T.01 to enclose riser.
- Cornice. There is currently no cornice on this floor and none will be added.
- Skirting. The simple square edged skirting to be patch repaired/extended as required.
- Fireplaces. The boxed out fireplaces will be reinstated and suitable fire surrounds installed.
- Services. Removal of all face fixed cabling and pipework. New VRV heating cooling in current radiator location and concealed within discrete joinery housing.
- Floor finishes. Carpet to be removed. Subfloor to be assessed for potential repair/replacement of timber floors. Alternative will be replace carpet



Hallway with arrival of stair to be removed



Enclosed fireplaces to be opened up



Joinery unit J.T.01 to be removed

---

## 2.1 Design Proposal

### 12) Services

The electrical and mechanical installation will be replaced in its entirety. The current installation has been adapted and updated over time in a piecemeal fashion which has resulted in the unsympathetic face fixing of cables, pipework and plant. This detracts significantly from the internal appearance of the listed property and all new cabling and pipework will be concealed.

A new VRV heating and cooling installation will be allowed for under the windows in each room. The units will be enclosed in timber housings - see Building Services Drawings.

The external plant for the VRV system will be located at roof level and externally in the rear garden. All plant will be enclosed in acoustic housing which will be sympathetically and discretely detailed.

### 13) Structure

The structural works involved are included within the basement Impact Assessment submitted as part of the planning application.



---

### 3.0 Use

No change is proposed to the class use of the property as B1 office use. Critically, the proposed works will vastly upgrade the quality of office accommodation in the building.

The internal floor area will be increased by the lower ground floor extension and also by the rationalising of the existing internal layouts. The increase in office space within what is defined by Camden as a ‘Highly Accessible Area’ will help Camden meet the increase in demand for office space required within the borough as set out in the Camden Employment Land Review 2008 and Core Strategy CS8 *Promoting a successful and inclusive Camden economy*.

### 4.0 Layout

While the rear extension at lower ground floor level will add additional office space, the internal layouts will be sensitively reconfigured to in places reinstating important original layouts (including staircase) while making additional minor changes to improve the amenity of the building for office use.

### 5.0 Access

The existing access to the property will remain the same. The fire escape through the boundary wall into 5 Bloomsbury Place will be retained.

### 6.0 Scale and Appearance

The increase in area to the lower ground floor will be concealed from the public view. The courtyard will be visible from neighbouring properties, as are other similar existing courtyards along this terrace. The external walls of the courtyard will be rendered to differentiate it from the early C20 extension above.

The roof terrace has been limited in size to ensure it is discrete and not visible from the street.

### 7.0 Conclusion

This pre-application sets out the proposals for extending and upgrading the existing office space. The existing building has suffered from numerous alterations, many of which have had negative impacts on the quality of the building. Works to the original building look to improve the interiors of the listed building. The reinstatement of the original staircase at second floor level will return the circulation core to its original layout. The removal of all the face-fixed and unsympathetic services additions will de-clutter the rooms. Additionally, panelled doors, fireplaces, skirtings and cornices will be reinstated/installed to create a coherent interior in line with the original detailing.

The lower ground floor extension has been designed to follow basement planning guidance and will be separated from and set behind the original rear building line. The extension will sit below a 20th century building addition that has been internally and externally adapted and rebuilt throughout the last 100 years. Only the courtyard will be visible from surrounding properties (not the public realm) and are in line with other rear courtyards in the immediate vicinity.

Overall, the proposed scheme looks to work with current planning guidance and sympathetically with the listed building in order to create larger and significantly improved office accommodation.

Pre-application advice raised no objection in principle to the proposed works and welcomed the proposed internal improvements. Suggestions from the advice have developed the scheme and have been incorporated within the submission.

Appendix 1 - Door Schedule

KEY	D.LG.--	Standard text	Door retained or replaced
	D.LG.--	Highlighted	Door deleted
	<b>D.LG.--</b>	Bold	New door location

Floor	Window No.	Location	Existing door	Retain	Proposed door	Notes
LOWER GROUND	D.LG.01	Storage/Office 1	Timber flat panel door	N	Convert to window W.LG.06	
	D.LG.02	Storage 1/Office 1	Timber 4 panel door	Y		Refurbish
	D.LG.03	Storage 1/Kitchen	Timber 6 panel door	Y		Refurbish
	D.LG.04	Storage 2/WC	Timber flat panel door	N	Timber 4 panel door	To match D.LG.05
	D.LG.05	Office 1	Timber 4 panel door/flat panel one side	N	Timber 4 panel door	Replace with panelled door faces to both sides
	D.LG.06	Office 2	Timber 4 panel door	Y		Refurbish
	D.LG.07	Hallway	Timber 2 panel door. Upper panel glazed	N		
	D.LG.08	Kitchen/Hallway	Timber flat panel door	N	Timber 4 panel door	To match D.LG.05
	D.LG.09	Small rear vault	Timber flat panel door	N	Timber 4 panel door	Door in poor condition - needs replacing. To match D.LG.05
	D.LG.10	Office 2	Timber 4 panel door	Y		Refurbish
	D.LG.11	Rear vault/meeting	Timber flat panel door	N		Convert to W.LG.08
	D.LG.12	Small front vault	Black painted timber door	N	Black painted timber door	Door replaced to create weatherproof vault
	D.LG.13	Large front vault	Black painted timber door	N	Black painted timber door	Door replaced to create weatherproof vault
	<b>D.LG.14</b>	<b>Front lightwell</b>	<b>(existing window W.LG.05)</b>		<b>Timber 4 panel door</b>	<b>Upper 2 panels double glazed. Refer to drawing 257.04 902</b>
	<b>D.LG.15</b>	<b>Shower</b>			<b>Timber flat panel door</b>	
	<b>D.LG.16</b>	<b>Meeting room</b>			<b>Glazed metal double door</b>	
	<b>D.LG.17</b>	<b>Meeting room</b>			<b>Glazed metal double door</b>	
	<b>D.LG.18</b>	<b>Meeting room</b>			<b>Glazed metal double door</b>	
	<b>D.LG.19</b>	<b>Office 3</b>			<b>Double glazed metal door</b>	<b>With 2 fixed adjacent panels to form lightwell</b>
GROUND FLOOR	D.G.01	Main front door	Timber panelled door	Y		Refurbish
	D.G.02	Entrance Hall	Timber double door with glazed panels	Y		Refurbish. Replace glass for clear glass
	D.G.03	Office 1	Timber 4 panelled door	Y		Refurbish
	D.G.04	Office 1	Timber 4 panelled door	Y		Refurbish
	D.G.05	Meeting Room	Timber 4 panelled door	Y		Refurbish
	D.G.06	Meeting Room	Timber 6 panelled door/flat panel one side	N	Timber 4 panelled door	Replace with panelled door faces to both sides
	D.G.07	Rear courtyard	Timber door with glazed panels	N		Infill door opening
	D.G.08	Rear extension	Timber flat panelled door with glazed panel	N	Timber 4 panelled door	Casement window with outward opening fanlight over. Window opening size to match existing
	D.G.09	WC	Timber 4 panelled door	N		
	D.G.10	Office 3	Timber 4 panelled door. Top panels glazed	N		
	D.G.11	Office 3	Timber flat panel door	N		
	<b>D.G.12</b>	<b>WC</b>			<b>Timber 4 panelled door</b>	
	<b>D.G.13</b>	<b>Office 2</b>			<b>Timber double glazed doors</b>	<b>Double glazed. Refer to drawing 257.04 901</b>

Appendix 1 - Door Schedule

FIRST FLOOR	D.F.01	Hallway	Timber panelled door with coloured glazing	Y		Refurbish
	D.F.02	Office 1	Timber 4 panelled door	Y		Refurbish
	D.F.03	Office 1	Timber 3 panelled double doors	Y		Refurbish
	D.F.04	Office 2	Architrave only		Timber panelled double doors	Doors have been removed
	D.F.05	Office 3	Timber 4 panelled door	N		Redundant in new layout
	D.F.06	Office 2	Timber flat panel door	N		Redundant in new layout
	D.F.07	WC	Timber 2 panelled door, Upper panel glazed	N		WC being reconfigured - new doors
	D.F.08	WC			Timber flat panel door	
	D.F.09	WC			Timber flat panel door	
SECOND FLOOR	D.S.01	Office 1	Timber 6 panelled door/flat panel one side	N	Timber 6 panelled door	Replace with panelled door faces to both sides
	D.S.02	Office 2	Timber 6 panelled door	N	Timber 6 panelled door	To match D.S.01
	D.S.03	Office 2	Timber 6 panelled door/flat panel one side	N		Redundant in new layout
	D.S.04	Office 3	Timber 6 panelled door	N		Redundant in new layout
	D.S.05	Store	Timber 6 panelled door	N		Redundant in new layout
	D.S.06	Office 1	Timber 6 panelled door	N		Redundant in new layout
	D.S.07	Office 1	Timber 6 panelled door	N		Redundant in new layout
	D.S.08	Office 1			Timber 3 panelled double doors	To match D.F.03
THIRD FLOOR	D.T.01	Office 1	Timber 4 panelled door	Y		Refurbish
	D.T.02	Office 4	Timber 4 panelled door	Y		Refurbish
	D.T.03	Office 2	Timber 4 panelled door	Y		Refurbish
	D.T.04	Office 3	Timber 4 panelled door	N		Redundant in new layout
	D.T.05	WC	Timber 4 panelled door	N		Redundant in new layout
	D.T.06	Office 2	Timber 6 panelled door	N		Redundant in new layout
	D.T.07	Kitchen	Timber 3 panelled doors	N		Redundant in new layout
	D.T.08	Stairs to roof	Flat panelled door	N		Redundant in new layout
	D.T.09	WC1			Flat panelled door	
	D.T.10	WC2			Flat panelled door	
	D.T.11	Kitchen			Timber 4 panelled door	To match D.T.03
	D.T.12	WCs			Timber 4 panelled door	To match D.T.03
ROOF	D.R.01	Stairwell	Flat panelled timber door	N	Flat panelled timber door	Access to roof terrace

Appendix 2 - Window Schedule

KEY	W.LG.--	Standard text	Window retained or replaced
	W.LG.--	Highlighted	Window deleted
	<b>W.LG.--</b>	Bold	New window location

Floor	Window No.	Location	Existing Window	Retain	Proposed window	Notes
LOWER GROUND	W.LG.01	LG Office 1	Timber sash window. 12 Lights	Y		Refurbish
	W.LG.02	LG Office 2	Timber sash window. 12 Lights	Y		Refurbish
	W.LG.03	LG Office 2	Timber sash window. 12 Lights	Y		Refurbish
	W.LG.04	Hallway	Timber fixed window. 4 Lights	N	Full height fixed glass panel	Remove poor quality window to increase light within hallway
	W.LG.05	Front lightwell	Top hung timber casement. 4 lights	N		Replace with door D.LG.14
	<b>W.LG.06</b>	<b>LG Office 1</b>			<b>Timber sash window. 12 Lights</b>	<b>New window replacing existing door D.LG.01 to match W.LG.01</b>
	<b>W.LG.07</b>	<b>LG Meeting Room</b>			<b>Fixed glass panel</b>	<b>To match opening size of D.LG.10</b>
	<b>W.LG.08</b>	<b>LG Office 3</b>			<b>Walk-on rooflight</b>	<b>3 part fixed window with 3No. fixed fanlights over. Window opening size to match existing</b>
	<b>W.LG.09</b>	<b>LG Office 3</b>			<b>Walk-on rooflight</b>	<b>Casement window with outward opening fanlight over. Window opening size to match existing</b>
GROUND FLOOR	W.G.01	Office 1	Timber sash window. 2 Lights	Y		Refurbish
	W.G.02	Office 1	Timber sash window. 2 Lights	Y		Refurbish
	W.G.03	Meeting room	Timber sash window. 12 Lights	Y		Refurbish
	W.G.04	Meeting room	Timber sash window. 12 Lights	Y		Refurbish
	W.G.05	Hallway	Timber sash window. 4 Lights	N	Timber sash window. 4 Lights.	Double glazed
	W.G.06	Hallway	Timber sash window. 4 Lights	N		
	W.G.07	WC	Timber sash window. 4 Lights	N		
	W.G.08	Office 3	Timber sash window. 4 Lights	N	Timber sash window. 4 Lights.	Double glazed. Refer to drawing 257.04 900
	W.G.09	Office 3	Timber sash window. 4 Lights	N	Timber sash window. 4 Lights.	Double glazed. Refer to drawing 257.04 900
	W.G.10	Office 2	Timber sash window. 4 Lights	N	Timber sash window. 4 Lights.	Double glazed. Refer to drawing 257.04 900
	W.G.11	Office 2	Timber sash window. 4 Lights	N	Timber sash window. 4 Lights.	Double glazed. Refer to drawing 257.04 900
	W.G.12	Office 2	Timber sash window. 4 Lights	N	Timber sash window. 4 Lights.	Double glazed. Refer to drawing 257.04 900
	<b>W.G.13</b>	<b>Office 2</b>			<b>Roof light</b>	<b>Double glazed</b>
	<b>W.G.14</b>	<b>Office 2</b>			<b>Roof light</b>	<b>Double glazed</b>
	<b>W.G.15</b>	<b>Office 2</b>			<b>Roof light</b>	<b>Double glazed</b>
FIRST FLOOR	W.F.01	Office 2	Timber sash window. 4 Lights	Y		Refurbish
	W.F.02	Office 2	Timber sash window. 4 Lights	Y		Refurbish
	W.F.03	Office 2 (ex. Office 3)	Timber sash window. 4 Lights	Y		Refurbish
	W.F.04	Office 1	Timber sash window. 12 Lights	Y		Refurbish
	W.F.05	Office 1	Timber sash window. 12 Lights	Y		Refurbish
	W.F.06	WC	Fixed timber window with angled fanlight	N		
	W.F.07	WC	Fixed timber window	N		



Appendix 2 - Window Schedule

	W.F.08	WC	Timber sash window. 12 Lights	N	
	W.F.09	WC	Rooflight	N	
	W.F.10	WC		Timber sash window. 2 Lights	To rebuilt WC extension. Double glazed
	W.F.11	WC		Timber sash window. 2 Lights	To rebuilt WC extension. Double glazed
	W.F.12	WC		Timber sash window. 4 Lights	To rebuilt WC extension. Double glazed
	W.F.13	WC		Timber sash window. 2 Lights	To rebuilt WC extension. Double glazed
SECOND FLOOR	W.S.01	Office 2	Timber sash window. 2 Lights	Y	Refurbish
	W.S.02	Office 2	Timber sash window. 2 Lights	Y	Refurbish
	W.S.03	Office 2 (ex. Office 3)	Timber sash window. 2 Lights	Y	Refurbish
	W.S.04	Office 1	Timber sash window. 4 Lights	Y	Refurbish
	W.S.05	Office 1	Timber sash window. 4 Lights	Y	Refurbish
	W.S.06	Stairwell	Timber sash window. 4 Lights	Y	Refurbish
THIRD FLOOR	W.T.01	Office 1	Timber sash window. 2 Lights	Y	Refurbish
	W.T.02	Office 1	Timber sash window. 2 Lights	Y	Refurbish
	W.T.03	Office 1	Timber sash window. 2 Lights	Y	Refurbish
	W.T.04	Office 2	Timber sash window. 4 Lights	Y	Refurbish
	W.T.05	Office 2	Timber sash window. 4 Lights	Y	Refurbish
	W.T.06	Stairwell	Timber sash window. 4 Lights	N	Window to be infilled to allow new stairwell window configuration (W.T.09)
	W.T.07	WC (Kitchen)	Rooflight	N	Roof light Rooflight to match existing. Double glazed
	W.T.08	Stair cupboard	Timber casment window. 2 part	N	Window to be infilled to allow new stairwell window configuration (W.T.09)
	W.T.09	Stairwell	Timber sash window. 4 Lights	N	Timber sash window. 4 Lights New window in relocated opening to new stairwell to match W.S.06 in stairwell below

Appendix 3 - Joinery Schedule

Floor	Window No.	Location	Description	Retain	Notes
LOWER GROUND	J.LG.01	Office 2	Built-in cupboard next to chimney breast	Y	Replace non original doors with fire rated panelled doors to enclose riser
	J.LG.02	Storage 1	Wall hung cupboard enclosing plant	N	Joinery unit enclosing meters to be replaced
	J.LG.03	Storage 2	Storage cupboard	N	
GROUND FLOOR	J.G.01	Hallway	Electrical cupboard	N	Electrical installation to be relocated and cupboard cancelled
FIRST FLOOR	J.F.01	Office 1	Built-in cupboard next to chimney breast	Y	Replace non original doors with fire rated panelled doors to enclose riser
	J.F.02	Office 2	Built-in cupboard next to chimney breast	Y	
	J.F.03	Hall	Built-in cupboard	N	
SECOND FLOOR	J.S.01	Office 1	Built-in cupboard next to chimney breast	Y	Upgrade to fire rated cupboard to enclose riser
	J.S.02	Office 2	Built-in cupboard next to chimney breast	Y	
THIRD FLOOR	J.T.01	Office 1	Built-in cupboard next to chimney breast	Y	Replace non original doors with fire rated panelled doors to enclose riser
	J.T.02	Office 2	Built-in cupboard in WC	N	