Home Office Relocation
Internal Fit out and Associated Mechanical and Electrical Services

PLANNING STATEMENT

28 Kirby Street
Holborn, London
EC1N 8TE

Ministry of JUSTICE

HLN ARCHITECTURE + ENGINEERING

Introduction

The Home Office are to relocate a number of business units from their current location at Fleetbank House to number 28 Kirby Street, London EC1N 8TE. Planning approval (Application 2020/4447/P) was granted on 02 February 2021, for change of use of the second floor to Investigatory Power Tribunal (Class F1).). In addition, a Pre-Application relating to the mechanical and electrical (M&E) works associated with the Cat B fit out of the space was submitted in November 2020. Comments on the pre-Application were received via letter dated 24 February 2021 – Reference 020/5585/PRE. This Planning Statement seeks to address these specific issues.

This Planning Statement serves as an addendum to the Design and Access Statement submitted as part of the Pre Application.

28 Kirby Street has vacant office space at Lower ground, Ground and levels 1 to 4, with residential space on levels 5 and 6. The Home office intend to occupy the office space at Lower ground to level three inclusive. The purpose of this project is to complete Cat B fit-out works to provide a new, modern facility that meets the Home Office design criteria.

The Cat B design includes office space, meeting room space, secure storage, tea points and other bespoke requirements required by the Home Office teams.

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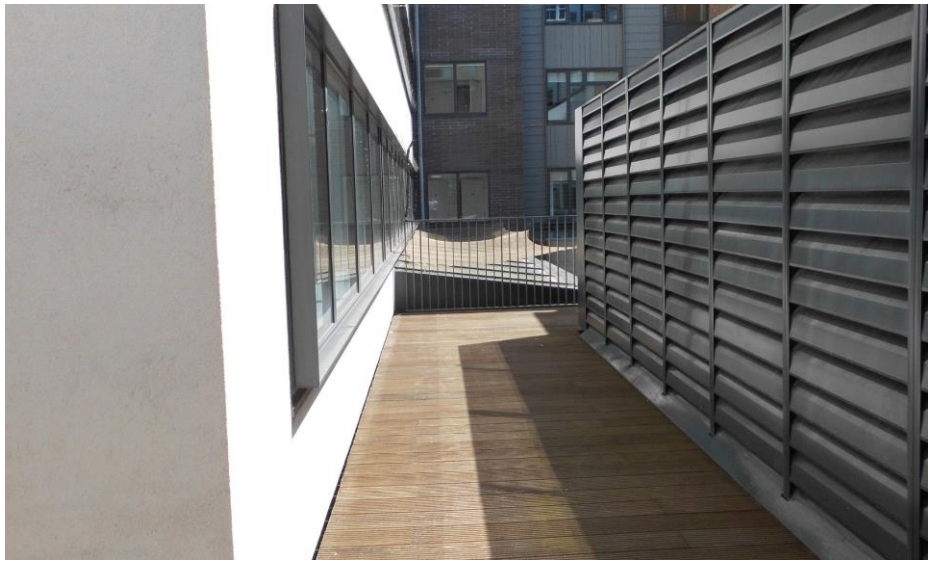
Ventilation and Cooling Requirements

The Pre-Application asks to justify why the heat recovery unit is required and if natural ventilation could be considered. The existing building has fixed windows; it is therefore not possible to explore the option of natural ventilation without replacing the existing glazing to both north and south elevations. The windows are part of the Landlords building and this has not been discussed as part of the lease. In addition, the second floor has a high security rating and additional secondary glazing being added to improve the acoustic insulation of the façade. Opening windows would not be permitted on this floor for security reasons.

The existing building has an energy efficient VRV system; however, it was designed to a significantly lower occupation density. The additional mechanical plant is designed to the performance required to support the Home office needs. The occupation density for the new the Home office layout is around 1 person per 6.5m^2 which is significantly higher than the original density of the building (1 person per 10m^2). The new VRF system and condensers are required to provide sufficient fresh air and cooling for the increased occupancy of the building.

The new condenser units are to be located in the existing acoustic enclosure located on the south terrace of the first floor. These are a combination of replacement units for existing redundant units and additional new condenser units to suit the increase in occupation density. Without the additional condensers, the floors would overheat.



Existing external plant enclosure

Existing north façade – showing typical window (none opening)

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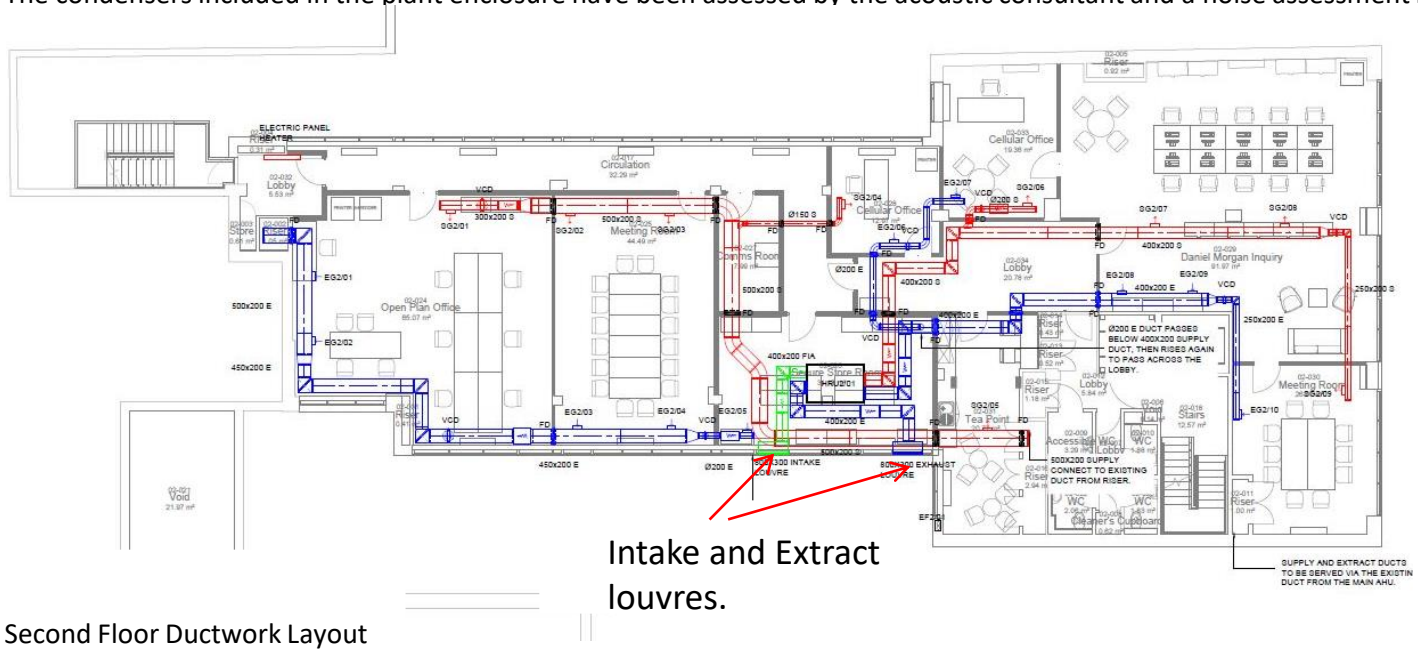
VRV ventilation and cooling and louvre

As part of the VRV, system new ventilation louvres are required on the north and south facades of the building. The engineers have developed their scheme to attain the best possible arrangement of these louvres on the façade, however due to the layout of the building and the ceiling heights available, the layout of ductwork internally is restricted. The second floor in particular is restricted in terms of it's ductwork arrangement. Aligning the louvres vertically on the façade as indicated in the Pre-Application would compromise the internal spaces. Please note requirements for active size of louvre vary, to maintain uniformity the entire window pane in each location will be replace as louvre and the non active element blanked off from inside the building. All louvres will be aluminium polyester powder coated to match existing window frames.

Regarding air quality, the system is ventilating a standard office environment and the air is being filtered on its way back out of the units, so there will be very low risk of lowering air quality, or an odour being produced.

The units have been designed to achieve NR rating of 35 within the offices and attenuators are being attached to the intake and exhaust, so the noise output from these louvres will be minimal.

The condensers included in the plant enclosure have been assessed by the acoustic consultant and a noise assessment report is included in the application documentation.



Intake and Extract louvres.

Second Floor Ductwork Layout

Appearance of proposed louvre size and style (to be fitted into existing frames)

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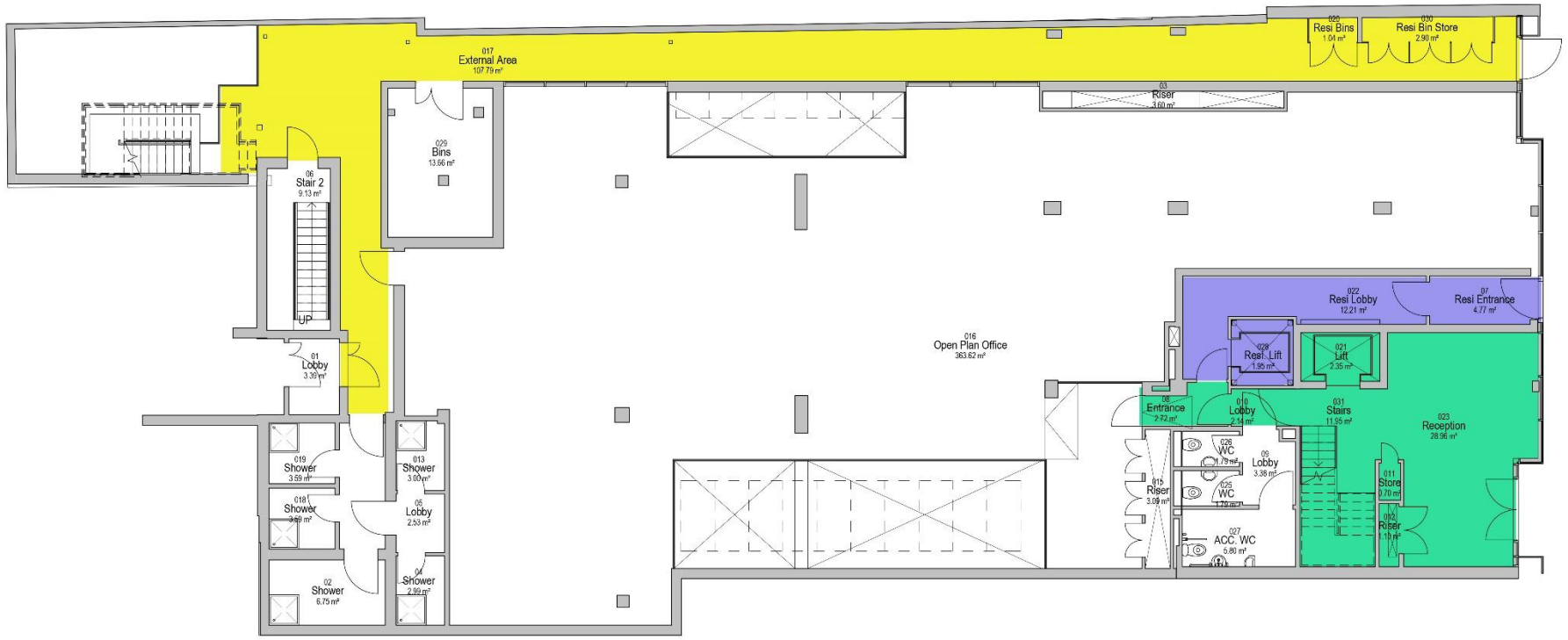
Access separation between residential and office

Access to the office space, on floors lower ground to fourth is via the reception area at ground floor. The entrance to reception is on the left hand side of the Kirby street façade. There is separate entrance further along the façade to the right, which provides access for floors five to seven (the residential floors). There will be no mixing of office staff and residents in term of entry and exit; this will remain separate as in Planning permission 2011/1411/P. There is a separate fire escape door to the far-right façade of the building. This door has an electronic access control reader and intercom in place to allow for occupant access. An external corridor runs from this door and along the north elevation of the building, allowing escape from the rear fire stairwell.



Residential access

Office access

Communal fire Escape Route

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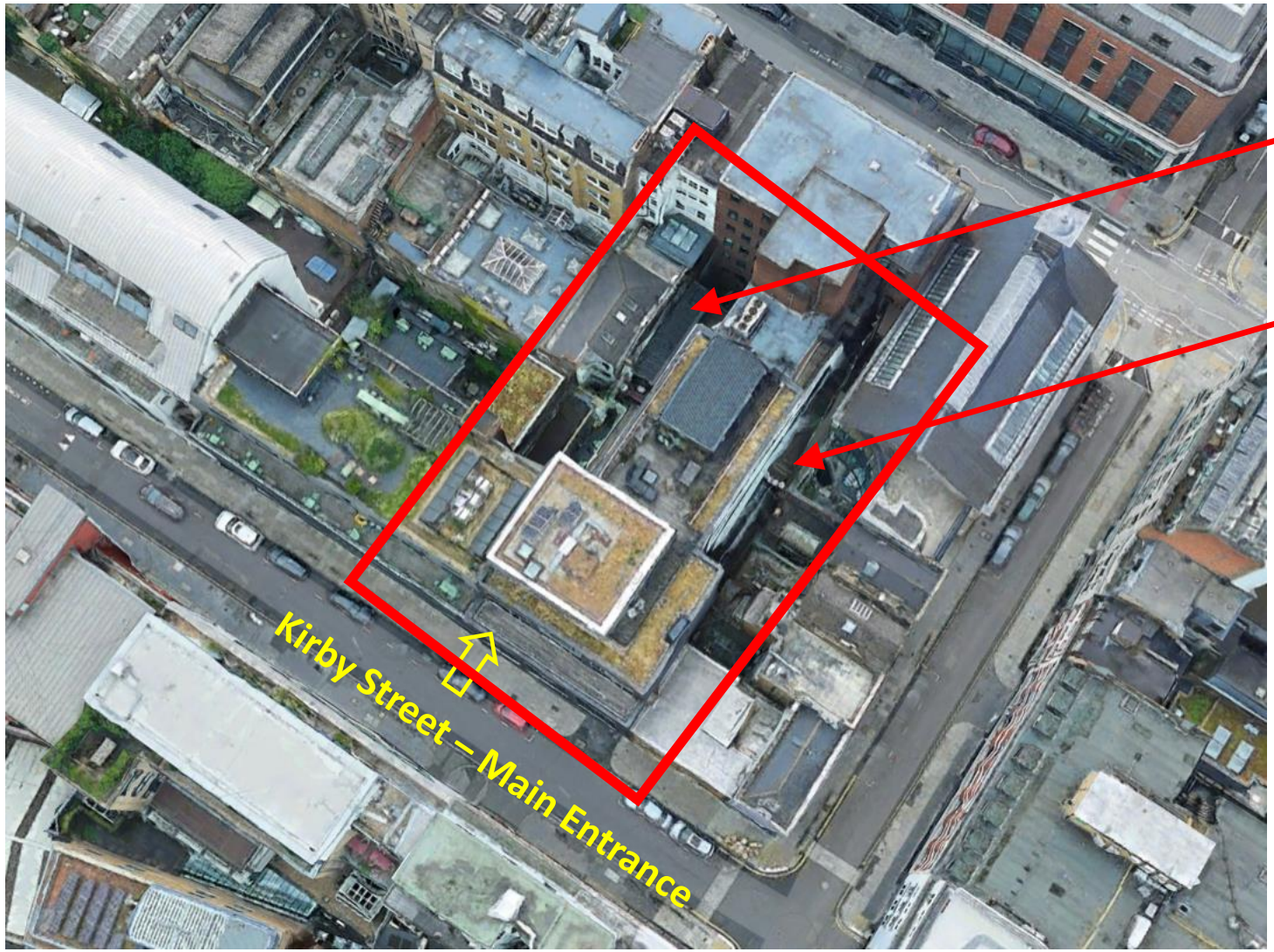

Existing Plant Enclosure

Escape route from rear

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