

# Home Office Relocation

## Internal Fit out and Associated Mechanical and Electrical Services

28 Kirby Street  
Holborn, London  
EC1N 8FA

# Pre-Planning Application

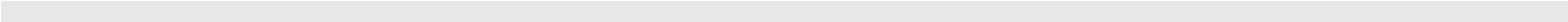
Draft Design & Access Statement

OFFICIAL - SENSITIVE



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**JUSTICE**





366930-5376-MAC-XXX-XX-RP-Z-0002 - Home Office Relocation, 28 Kirby Street - Draft Design & Access Statement								
Date	Owner	Owner sign off	QA Check	Checked by	QA sign off	Issue date	Issue To	Client sign off
11.11.2020	Adrian Varona	<i>Adrian Varona</i>	13.11.2020	Ahlam Conti	<i>Ahlam Conti</i>	17.11.2020	Camden Planning Department	

Revision Log				
Revision	Description	Date	By	Checked
1	Pre-planning application issue	17.11.2020	AV	AC

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# 1.0 Introduction

This Design and Access Statement report has been produced to accompany the pre-planning application submission to Camden Planning Department for the proposed works at 28 Kirby Street, London EC1N 8FA.

The key stakeholders and the Client have been fully engaged during the design process and helped inform the proposals.

Mace would like to seek advice from Camden Planning Department regarding the acceptability in principle of the proposed development and to establish the requirements for the full planning application together with any other relevant consents such as Conservation Area consent.

Site location:  
28 Kirby Street  
Holborn, London  
EC1N 8FA

Site location





## 2.0 Assessment

### 2.1 Background

The Home Office accommodates a number of business units at Fleetbank House and those are to be relocated to 28 Kirby Street, London EC1N 8FA.

The Home Office have commenced discussions with the landlord in relation to the heads of terms in anticipation of a medium term lease of this site. The purpose of the project is to complete Cat B fit-out works from lower ground floor to third floor of 28 Kirby Street, to provide a new, modern facility, that meets the Home Office design criteria and allows for the continuing provision of the services for the future for all the teams that will be accommodated in this space.

The new design takes into account bespoke operational requirements and includes office space and desk layouts, meeting room space, secure storage and other bespoke requirements in order that the operations of the Home Office teams continue working smoothly.

### 2.2 Site Description

The site is located within the Farringdon area at 28 Kirby Street, London EC1N 8FA. It is within short walking distances to Farringdon and Chancery Lane Stations. The main entrance of the building is located off Kirby Street and it is fully accessible.

The building is part of Hatton Garden Conservation Area.

The building comprises of lower ground and seven storeys (lower ground floor, ground floor and six floors). The fifth and sixth floors are residential while the rest of the building is classed as B1 for office space. The area which forms part of the lease is from the lower ground to the third floor, that is five floors in total. The commercial

space on the fourth floor is occupied by another tenant and the rest of the building is vacant. The building has been refurbished recently to Cat A fit out standard.

The NIA (Net Internal Area) of the area within the lease is roughly 1778sqm across the five floors.

From the visual inspection, the building seems to be in good condition with no defects identified during the visit. According to the outline specification provided, the structural frame is the original concrete frame with extensions in steel and a lightweight roof construction. The floor to ceiling heights vary depending on the floor: lower ground floor is 2470mm, ground floor is 3475mm and the other floors is 2580mm.

Externally, the main elevation to Kirby Street is comprised of full height double glazed and anthracite composite panels on the ground floor and light Grey Aluminium curtain walling system and Brown brickwork from the first to third floors. The side elevations comprise of White rendered insulation cladding system with polyester powder coated Aluminium framed double glazed fixed windows. The building is stepping up with two terraces on both sides on the first floor finished with hardwood timber decking. There are two skylights on both sides of the building also on the first floor that provide natural lighting to the rear of the ground floor.

The main access is via Kirby Street and it is compliant with EA 2010. In the main facade there is also the access to the residential core and a door to the side which is a fire exit leading to the rear external fire staircase as the second means of escape for the building.

The reception area is located on the ground floor with a small waiting area and the main core. The entrance has barrier mat and

polished concrete floor finish and the ceiling is suspended plasterboard. The reception counter is compliant with EA 2010. As part of the core there is a staircase, a lift for 10 passengers and the toilets. Crossing the core through a lobby to the rear of the building, there is an open plan office with two double height spaces overlooking the lower ground level just below the skylights. To the rear of the building there is a fire exit which connects to the route on the side of the building that leads towards Kirby Street. Externally to the rear of the building there is the shower room with provision for five showers, none of them is EA 2010 compliant. There is also a cycle store for 14 bikes.

The main plant room is located within the lower ground level. Accessing from the core, there is an open plan office with two lightwells as a mean of receiving natural lighting. To the rear of the building there is a store room and a fire staircase leading to the ground floor exit route. All mechanical and electrical services on this floor are soffit-mounted and therefore, exposed due to not having a ceiling void.

The first, second and third floors are very similar with the main core and an open plan office divided in two areas; one facing the main elevation with a floor to ceiling curtain walling and the second one to the rear of the building with windows to both sides. To the rear of the building there is a fire exit that connects to the previous mentioned fire stair. On the first floor there are two terraces with timber decking. In one of them there is an acoustic enclosure which is not fully utilised and it has been identified as a potential location if additional plant is needed. The terraces are not accessible for wheelchair users as they have steps leading to them.

On the roof there is an acoustic enclosure with additional plant for the building. This space is fully utilised.

The provision of toilets across the building is as follows: from first to third floor there are one accessible toilet, three toilets and one utility room per floor. On the ground floor there are one accessible toilet and two toilets; and on lower ground there are one accessible toilet, two toilets and one utility room. Five showers are provided to the rear of the building on the ground floor, none of which are accessible. There is no provision for tea points.

### 2.3 Design Proposals

The design proposal comprises of a CAT B fit-out on the lower ground, ground, first, second and third floors at 28 Kirby Street noting that these floors are currently unoccupied. The proposal includes a new layout to create an open office space with meeting rooms, storage room, tea points and all associated spaces to accommodate the Client requirements. The proposal aims to reduce the external impact to the minimum by locating all necessary plant within the existing acoustic enclosure located on the south terrace of first floor and creating some new ventilation louvres on the side facades of the building.

The following is a high level proposed scope of works:

- Validation of existing systems.
- New internal layout as per the proposed drawings.
- Provision of tea points on all levels.
- Installation/alteration and commissioning of all associated mechanical and electrical (M&E) services and plant to accommodate the new layout. Any required new plant will be installed within the acoustic enclosure

located on the south terrace on first floor as per the drawings.

## **2.4 Planning Policy & History**

The planning policies from Camden Council's Local Plan adopted on July 2017 were considered for the proposals.

A number of planning applications have been recorded relating to this site. The most relevant are listed below:

- 2020/4447/P: Change of use from Office (Class E) to Investigatory Power Tribunal (Class F1) at second floor level. This application relates directly with this project for a change of use on the second floor.
- 2018/2923/P: Erection of front entrance canopy and installation of replacement front entrance doors.
- 2013/2884/P: Installation of new service riser between 3rd and 6th floor levels, and replacement of glass door with fixed glazed panel to shop (Class A1).
- 2012/3826/P: Details of brickwork mortar color (condition 3) in relation to planning application 2011/1411/P granted 28/10/2011 for alterations and additions in association with the change of use from office use (Class B1) at 5th and 6th floor levels to provide 5 (1x1-bed & 4x2-bed) residential units (Class C3) and additional office (Class B1) accommodation, including extension/realignment works to rear at 2nd and 3rd floor levels, extension to rear at 4th and 5th floors, extension at 6th floor level, provision of terraced areas at 1st, 4th, 5th and 6th floor levels, alterations to ground floor entrance, recladding of exterior of building and associated alterations.
- 2012/1342/P: Details of all external facing materials, glazing and window sections and brown roof pursuant to conditions 4, 5 and 6 of planning permission granted on 28/10/2011 (Ref: 2011/1411/P) for alterations and additions in association with the change of use from office use (Class B1) at 5th and 6th floor levels to provide 5 (1x1-bed & 4x2-bed) residential units (Class C3) and additional office (Class B1) accommodation, including extension/realignment works to rear at 2nd and 3rd floor levels, extension to rear at 4th and 5th floors, extension at 6th floor level, provision of terraced areas at 1st, 4th, 5th and 6th floor levels, alterations to ground floor entrance, recladding of exterior of building and associated alterations (as amended by planning permission ref 2011/5901/P dated 23/02/2012).
- 2011/5901/P: Minor material amendments to planning permission (ref: 2011/1411/P) granted 28/10/2011 (for alterations and additions in association with the change of use from office use (Class B1) at 5th and 6th floor levels to provide 5 (1x1-bed & 4x2-bed) residential units (Class C3) and additional office (Class B1) accommodation, including extension/realignment works to rear at 2nd and 3rd floor levels, extension to rear at 4th and 5th floors, extension at 6th floor level, provision of terraced areas at 1st, 4th, 5th and 6th floor levels, alterations to ground floor entrance, recladding of exterior of building and associated alterations) as variation of condition 11 (development should be carried out in accordance with the approved plans) involving additional plant at roof level, provision of balustrade on north elevation at rear fourth floor level, alterations to emergency escape stairs at rear sixth floor level, internal alterations to amend the proposed mix of residential units to 2x1-bed and 3x2-bed with related fenestration alterations and various associated works.



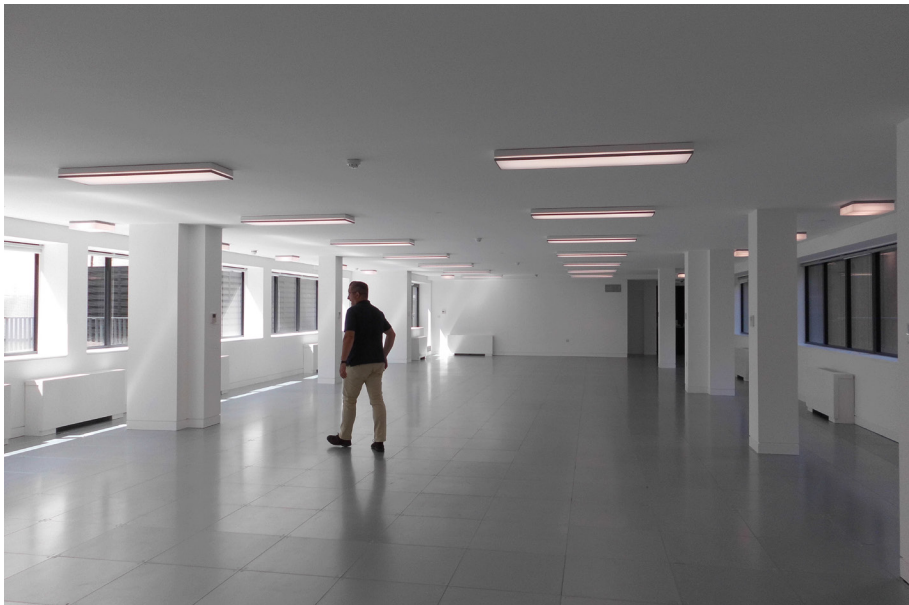
2.0 Assessment



01 - Main Facade Kirby Street



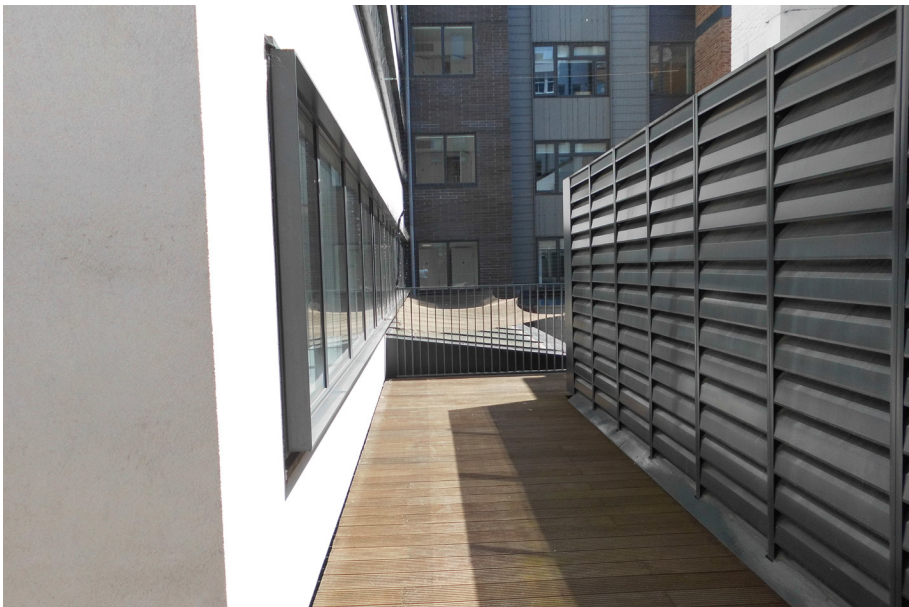
02 - Second Floor Curtain Walling Main Facade



03 - First Floor Office Space



04 - Ground Floor Skylights



05 - First Floor Terrace and acoustic enclosure



06 - Elevation in the Courtyard



## 3.0 Design

### 3.1 Use

The proposal is to re-configure an existing office space to meet the Client's brief. The use is to remain the same on all floors except for the second floor that a change of use from Office (Class E) to Investigatory Power Tribunal (Class F1) is required. A change of use application has been already submitted (reference: 2020/4447/P).

### 3.2 Layouts

The scope of works area is from lower ground floor to third floor at 28 Kirby Street. The landlord shared areas will remain as they are.

The existing and proposed concept design proposals are captured within the following drawings:

- 366930-5376-MAC-XXX-00-DR-A-1610-D0100 Existing Ground Floor Plan
- 366930-5376-MAC-XXX-01-DR-A-1611-D0100 Existing First Floor Plan
- 366930-5376-MAC-XXX-02-DR-A-1612-D0100 Existing Second Floor Plan
- 366930-5376-MAC-XXX-03-DR-A-1613-D0100 Existing Third Floor Plan
- 366930-5376-MAC-XXX-B1-DR-A-1614-D0100 Existing Basement Floor Plan
- 366930-5376-MAC-XXX-00-DR-A-1620-D0100 Proposed Ground Floor Plan
- 366930-5376-MAC-XXX-01-DR-A-1621-D0100 Proposed First Floor Plan
- 366930-5376-MAC-XXX-02-DR-A-

1622-D0100 Proposed Second Floor Plan

- 366930-5376-MAC-XXX-03-DR-A-1623-D0100 Proposed Third Floor Plan
- 366930-5376-MAC-XXX-B1-DR-A-1624-D0100 Proposed Basement Floor Plan

will be expected to submit the full planning application and any other required consents as well as providing the detailed design prior to construction.

### 3.3 Scale

Massing will not be affected by the proposal as the works are internal.

### 3.4 Appearance

The external appearance of the building will not be affected.

The proposal includes new M&E services which will be installed within the existing acoustic enclosure located on the south terrace on the first floor. A number of louvres will be created on the side facades of the building. A privacy film will be installed internally to the curtain walling in the main facade on the ground floor.

Refer to the drawings below for the existing and proposed elevations.

- 366930-5376-MAC-XXX-ZZ-DR-A-1630-D0100 Existing Elevations
- 366930-5376-MAC-XXX-ZZ-DR-A-1631-D0100 Proposed Elevations

### 3.5 Programme

This project will be procured as a Design and Build scheme so the appointed contractor



## 4.0 Access

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### **4.1 Vehicular and Pedestrian Access**

The primary route into the building is through the main entrance located off Kirby Street. That access leads to the reception area and the main core of the building with one lift.

A secondary access on the side of the main facade from Kirby Street leads to the rear of the building where this connects with an external staircase as a second means of escape.

The access to the residential units on the fifth and sixth floors is through a separate entrance from Kirby Street.

The access to the building is shown on the following drawing:

- 366930-5376-MAC-XXX-ZZ-DR-A-1600-D0100 Location Plan & Site Location Plan

The access to the building will remain unchanged.

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