

64 LINCOLN'S INN FIELDS, LONDON, WC21 3JX

OFFICE ACCESS STRATEGY & MANAGEMENT PLAN

This Access Strategy & Management Plan is submitted in support of a full planning permission to convert the front basement from ancillary residential storage space to single unit office space of 73sqm. The office will be accessed from the main building.

The application is further supported with a planning justification for the change of use and a Heritage and Design & Access Statement.

1. INTRODUCTION

The applicant is committed to develop and maintain good relations with local residents, neighbours and the local authority. The objective of this Access Strategy & Management Plan is to ensure that disturbance to local residents is minimised and to ensure that any such controls at the property are being upheld. This plan sets out the measures which have been considered and will be adopted.

2. SECURITY

The office premises are to be protected at all times from unauthorised access, damage, theft, dumping of waste and causing of nuisance. The following security arrangements are to be installed and maintained:

1. Intruder alarm
2. Digital entry system provided at entrance
3. Fire alarms
4. CCTV and recording 24hr
5. Access to the office will require the user to have a unique entry code. This code will prevent unauthorised entry and only allow the user to access during approved planning consented hours
6. The landlord / applicant shall obtain two forms of photographic identification and a recent utility bill or similar showing proof of address. Personal contact details will be taken, including an email address, if available, in addition two alternative contact names, addresses and telephone numbers are taken.
7. All office equipment must be insured and proof of insurance will be requested

3. VEHICLE ACCESS

None will be permitted onto the site.

4. STRATEGY

1. The office user will enter the site via a coded lock on the entry gate
2. The office user will then proceed to the main door
3. Upon arrival at the main door the user will enter a valid code during consented hours. The code will reject access outside controlled hours
4. Upon entering a valid code the user will enter the building and make their way to the basement whereupon they will access the office

5. HEALTH & SAFETY

All statutory health and safety requirements to be followed at all times, including:

1. Annual health and safety review.
2. Appointment of a health and safety officer with appropriate training provided.
3. Appointment of a first aid officer and provision of essential materials. First aid training provided to staff.
4. Contractors to provide a health and safety policy, method statements, risk assessments, etc.
5. Potential hazards to safety must be identified and removed or an appropriate policy put in place to address the risks arising from it.

6. PROCEDURAL

This strategy will be reviewed at least annually or as agreed appropriate to ensure that it is streamlined and effective. New and innovative approaches to problem solving or incidents and any lessons learnt will be incorporated accordingly.

COMMITMENT

I commit to ensuring this strategy & management plan is implemented and maintained at all times for the duration of operation of the premises. I understand that it forms a key part of our planning permission.