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80-83 Long Lane,  
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10<sup>th</sup> June 2021

Dear Sir/Madam

**FULL PLANNING APPLICATION - THE TOWN & COUNTRY PLANNING ACT 1990 (as amended)**

**USE OF SEVENTH FLOOR ROOF AS OFFICE TERRACE WITH ASSOCIATED WORKS AND ACCESS.**

**60 CHARLOTTE STREET, LONDON, W1T 2NU**

Please accept this covering letter as an accompaniment to this full planning application for the use of the seventh-floor roof as an office terrace with associated works and access at 60 Charlotte Street. This letter provides a summary of the site and the proposed development. Please also find enclosed a completed application form, a full set of existing and proposed plans including site location plan and a design and access statement.

The site

The application relates to 60 Charlotte Street which is located on the east side of Charlotte Street and is bounded by Scala Street to the south and Tottenham Street to the north. The existing site comprises an 8 storey twentieth century office building consisting of a 3-storey podium with a 5-storey tower above. Access to the office accommodation is currently provided by a single access fronting onto Charlotte Street. In addition to the office accommodation, located to the ground floor at the corner of Charlotte Street and Tottenham Street, is a vacant unit previously granted permission and occupied as a restaurant.

The building at 60 Charlotte Street is not listed although it is located within the Charlotte Street Conservation Area and the Fitzrovia Area Action Plan boundary. Surrounding the site is a mix of commercial and residential uses, whilst to the rear (north east) of the building is an adjoining tower comprising residential flat accommodation.

The site has a PTAL rating of 6b with excellent accessibility to public transport with Goodge Street London Underground station and frequent bus services running along Tottenham Court Road located 200 metres east of the site.

The proposal

The proposal is for the use of the existing roof above the seventh floor to form an office roof terrace. As part of the proposed works the existing ductwork and lift overrun to the roof will be hidden by a raised platform with new flooring to create the terrace. A new metal balustrade is proposed to the platform edge whilst the exposed roof plant equipment is proposed to be hidden by timber cladding.

A new mesh screen with planting is proposed to the central plant enclosure. Located adjacent to the east side elevation of the central plant is a new rooflight with glazed access hatch and stair access from 7<sup>th</sup> floor to the roof. The existing roof access is to be finished in cladding. Please refer to the design and access statement for more details.

### Design and visual impacts

Policies D1 (Design) and D2 (Heritage) of the Camden Local Plan 2017 (the Local Plan) are aimed at achieving the highest standard of design in all developments. Policy D1 requires development to be of the highest architectural and urban design quality, which improves the function, appearance and character of the area. Policy D2 states that the Council will preserve, and where appropriate, enhance Camden's rich and diverse heritage assets and their settings, including conservation areas.

Due to the set back of the proposed roof terrace from the perimeter of the roof and that the proposed terrace is at roof level on the existing building, the proposed works will largely be screened from public vantage points along Charlotte Street and Scala Street.

Where views are gained from upper floors of surrounding buildings, the proposed raised platform by virtue of it being installed on the roof level would have not have a limited visual impact whilst the proposed new roof access would have no discernible visual impact by virtue of the small-scale nature and low level of the proposed works.

Multiple green walls and planters are proposed which will help soften and improve any views of the existing roof and plant equipment from neighbouring properties. Overall, the proposed works are considered to result in a visual enhancement to the existing utilitarian appearance of the roof. The result would be an attractive and welcoming roof terrace which would provide amenity space for the 7<sup>th</sup> floor office users.

The proposed planting will help promote biodiversity and the provision of green infrastructure has significant environmental sustainability benefits by helping to cool the local microclimate and in playing a vital role in slowing the speed at which rainwater enters the drainage network. The development therefore complies with Policies CC1 and CC2 of the Local Plan and the guidance contained in the Council's CPG Guidance ('Energy and efficiency adaptation') which seeks to achieve those listed benefits through the provision of green infrastructure. The green walls and planters will also improve the design and visual impact of the existing roof and surrounding conservation area.

In accordance with the aforementioned policies, the proposed development will preserve the character and appearance of the building and its impact on the Charlotte Street Conservation Area.

### Neighbour amenity

Policy A1 of the Local Plan seeks to protect the amenity of Camden's residents by ensuring the impact of development is fully considered. It seeks to ensure that development protects the quality of life of occupiers and neighbours by only granting permission for development that would not harm the amenity of neighbouring residents.

The nearest residential properties to the proposed terrace are located opposite on Scala Street and Tottenham Street and those to the rear within Scala House.

Due to the timber screen and planting proposed to the north east elevation of the terrace, overlooking would be prevented to the facing windows from Scala House to the rear. In terms of the impacts to

the windows opposite on Scala Street and Tottenham Street, the roof terrace would be sited approximately 15-16 metres from the neighbouring facing windows. The Council's recommended distance is 18 metres for overlooking windows, however paragraph 2.5 of the Amenity CPG states that where there is an existing street or public space, this space is considered to already provide an adequate separation between properties and so the 18m guideline will not apply. A relaxation to this 18-metre distance is therefore accepted by Council guidance for circumstances such as this. In any case, it is considered that each application should of course be considered on its own merits and the sites context, and in these circumstances the proposal will not result in a loss of privacy.

Taking into account the details of this proposal, having regard to the set back of the terrace from the building's elevations and that it is at a higher level to neighbouring facing windows, opportunities for direct overlooking would be restricted. In particular, people stood on the terrace would have to lean forward, over the balustrade, to obtain glimpsed views into those neighbouring windows at a lower height and over a considerable distance.

In addition, the facing neighbouring windows on Scala Street and Tottenham Street are located to a street frontage elevation whereby the privacy of such windows would, by their very location, be subject to an existing level of overlooking. This is evident by the existing relationship, and the overlooking which already occurs, between the existing office windows at No.60 Charlotte Street and those neighbours. For these reasons, the proposed terrace would not result in a level of overlooking which is detrimental to neighbouring privacy and which is no worse than existing.

Turning to potential noise impacts, the proposed terrace would be for the sole use of the occupiers of the seventh-floor office space. The use of the terrace would therefore be limited to office hours and not at unsociable hours which would be harmful to neighbouring amenity. This, combined with the difference in height of the terrace and therefore physical separation from neighbouring windows would limit the travel of noise to nearby residents, would not result in unacceptable noise and disturbance to neighbouring occupiers.

For the reasons outlined above the proposed development is therefore not considered to cause harm to the amenity of any nearby residential properties in terms of noise disturbance or a loss of privacy.

### Summary

As demonstrated within this letter the proposed works are considered to have an acceptable impact on the character and appearance of the building and area, and neighbouring amenity. The development is in accordance with the relevant Development Plan policies, and it is therefore respectfully requested that planning permission is granted.

I trust this letter and the enclosed documents provide you with sufficient information to determine the application but if you require any points of clarification or have any questions, please do not hesitate to contact me.

Yours faithfully

**Stuart Minty**  
**Director**  
**SM Planning**