

# Belle Vue, Hampstead, NW3 2AQ

## Car Parking Management Plan and Car Lift Maintenance Plan

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Project Number: 20341  
Doc Number: TN02  
Prepared for: LifeStory

7 April 2022

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### 1. Introduction and Planning Context

- 1.1 In August 2015, the London Borough of Camden (LBC) granted PegasusLife Ltd planning approval (application reference 2014/6449/P) for a proposal at Bartrams Convent Hostel, Rowland Hill St, Hampstead, NW3 2AQ, which sought full planning permission for a development with description as follows:

*Demolition of the existing student hostel building (Sui Generis) and replacement with a part 4, 6, 7, 10 storey building plus basement to provide extra-care accommodation for older people (Class C3), comprising 60 flats and associated communal facilities including restaurant, lounges, health and well-being facility and staff facilities, plus basement level carparking, cycle and mobility scooter parking, basement and 10th floor plant, ground floor communal gardens, and 3rd & 6th floor roof terraces.*

- 1.2 The car parking spaces were provided at basement level, served via a car lift, accessed from Rowland Hill St, with the lift platform set back from the edge of highway to allow vehicles to wait off the main carriageway. Car parking at basement level was then to be provided using a stacker system.

- 1.3 Condition 9 of the approved application required that:

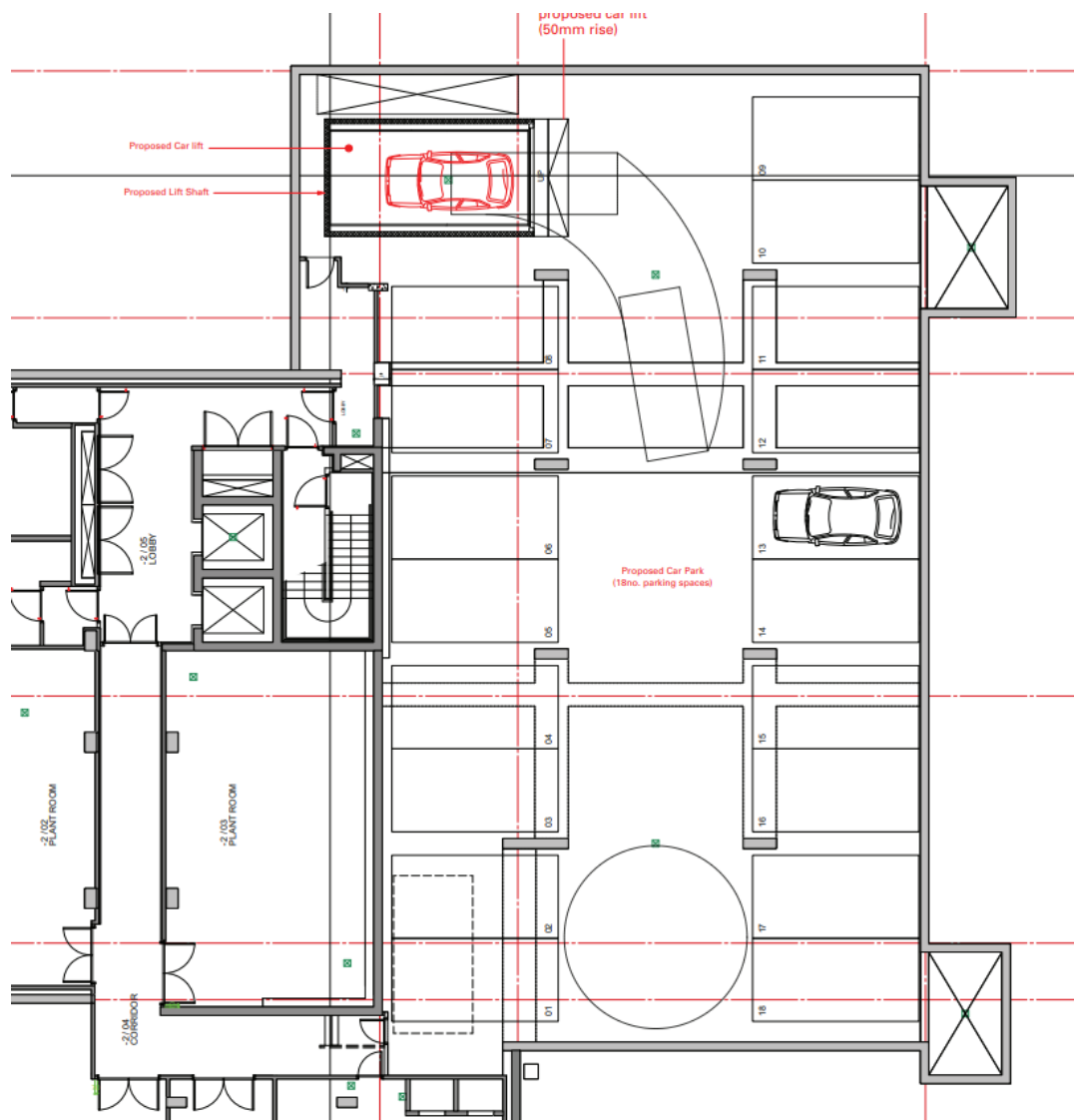
*The development shall not be occupied until the whole of the car parking provision shown on the approved drawings is provided. Thereafter the whole of the car parking provision shall be retained and used for no purpose other than for the parking of vehicles of the occupants and users of the development.*

- 1.4 Following approval of this application, a S96A application (2018/2587/P) for a non-material amendment was made in regard to the to the timing of operation of the proposed car stacker. This too was approved. The approval was subject to a S106 Deed of Variation. LBC replaced the original Condition 9 text with the following:

*The whole of the car parking provision shown on the approved drawings shall be provided no later than at or before the final completion of the development. Thereafter the whole of the car parking provision shall be retained and used for no purpose other than for the parking of vehicles of the occupiers and users of the development.*

- 1.5 LifeStory Group (Previously PegasusLife Ltd) have reported that the originally intended supplier that would have been commissioned to deliver the stacking system is no longer operational and that there are no other suitable system's available on the market. The car lift will be retained with residents parking their own cars.
- 1.6 The Applicant has formalised this change to the proposals via the submission of a Section 73 Application to 2014/6449/P (reference 2020/5330/P).
- 1.7 This application has been supported by:
  - S73 Application Covering Letter
  - Proposed layouts, an extract of which is reproduced below as Figure 1.1, Drawing 2755\_GAD\_130011\_A – **See Appendix A**
  - Lift Servicing Arrangement – **See Appendix B**

Figure 1.1 Proposed Car Park Layout



- 1.8 Markides Associated (MA) have been instructed to prepare this Car Park Management Plan (CPMP) to address the changes to operation and further support the car park management document submitted.
- 1.9 The various planning approvals have also been subject to a Section 106 Agreement and subsequent Deeds of Variation which require a Car Lift Maintenance Plan to be in place. This confirms the roles and responsibilities in respect of the procurement of maintenance works, confirmation that maintenance costs are included within the service charge of residents benefiting from use of the car lift and confirmation that any lift failure is addressed as a matter of urgency. These obligations should be addressed within a Car Lift Maintenance Plan, which this document also addresses.

## **2. Car Park Responsibility**

- 2.1 LifeStory will retain responsibility for the development, which will include the basement parking area, both in terms of maintenance and access arrangements, parking permit allocations, maintenance and enforcement.

## **3. Proposed Basement Car Park**

- 3.1 The proposed basement accommodates 18 car parking spaces, each of which are sized in excess of standard parking dimensions, with structure positioned outside of a parking space footprint.
- 3.2 The parking spaces are positioned on both sides of the basement area, spaces can be individually accessed with no conflict or tandem arrangement.
- 3.3 Vehicular access to the basement is via a single car lift, positioned to ensure that access/egress from the lift platform is in forward gear only.
- 3.4 Other than for lift access, car parking within the holding area will not be permitted.
- 3.5 Pedestrian access to the basement is achieved via lift/stairs from each of the building cores.
- 3.6 Other areas of the basement also accommodate bike parking, which residents are permitted to access via these lift cores, as well as plant space and storage space.

## **4. Allocation**

- 4.1 The right to park will be made available to residents/households on a first come / first served basis, with each successful application provided with a parking permit. The permit will not relate to a specific parking space.
- 4.2 The parking permit will be attached to a single vehicle registration that is taxed and registered to the site address. LifeStory will maintain a file of these vehicle registrations / permits, allowing unauthorised parking activity to be monitored.
- 4.3 Only one parking permit will be made available for each household. Second permits for second vehicles will be made available to households only when the site is fully occupied and there is reserve capacity within the car park. The second permit will be made available on a first come / first served basis.
- 4.4 The parking permit will be available to purchase or offered under long lease terms. Residents will then be able to surrender the permit should they ever move from the site and/or sell the permit, but only to other residents of the development that have registered their interest with LifeStory.

## 5. Electric Charging Infrastructure

- 5.1 A total of 4 parking spaces will be provided with active charging facilities from the outset, which will deliver a minimum charge rate of 7kw per hour, 4 other bays will have passive provision. Locations are to be confirmed by the appointed electrical engineer. LifeStory will also ensure there is capacity to increase provision in the future should demand dictate.
- 5.2 Lifestory will manage the use of the spaces with electric charging infrastructure.

## 6. General Maintenance

- 6.1 The basement car parking area will be maintained, kept clean from dirt and debris, ventilated and lit.

### Enforcement

- 6.2 Reasons for enforcement are not envisaged, but suitable signage can be erected within the car park to confirm that only persons specifically authorised to park vehicles should do so.
- 6.3 Lifestory will be responsible for day to day monitoring of any parking abuse and will be the point of contact for residents wishing to report such abuse.
- 6.4 Where parking abuse is repeated, Lifestory reserve the right to employ a third-party enforcement company will be empowered to issue financial penalties and this will be stated within any parking signage.

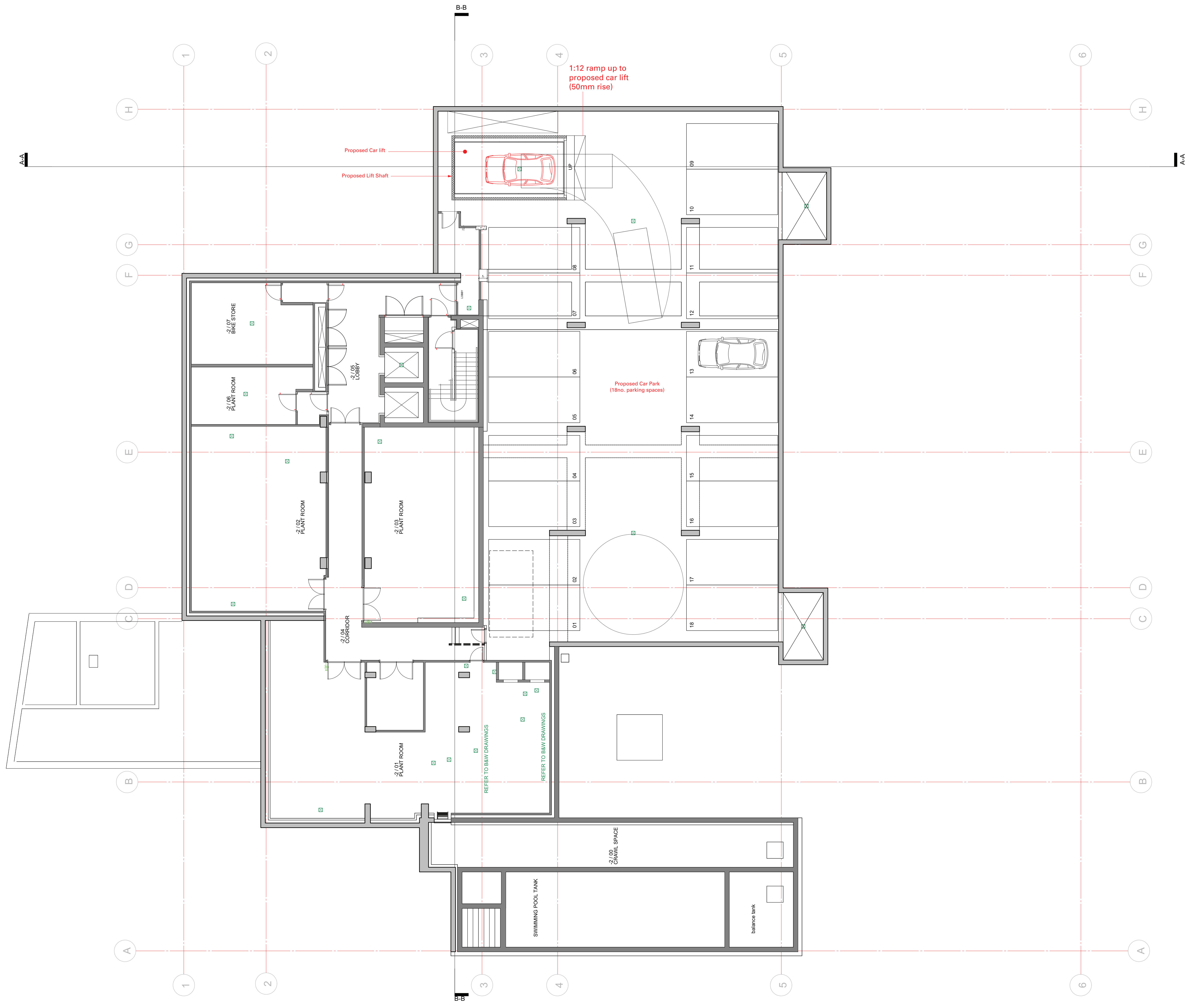
## 7. Car Lift Maintenance Plan

- 7.1 LifeStory have instructed Lodige Ltd to install and maintain the car lift system.
- 7.2 A Lift Service Agreement is in place, operational from April 2021, for a minimum period of three years, attached at **Appendix B**. The Agreement provides for:
- A minimum of three preventative onsite maintenance visits and inspections per year;
  - Visual inspection of all mechanical and electrical parts;
  - Lubrication and adjustment of mechanically driven parts;
  - Checking the lift, system and user control systems;
  - A dedicated 24/7 service hotline number is available for all maintenance and all repair issues to ensure that failure is addressed urgently
    - The online system historically resolves 75% of issues without engineer intervention
    - In the event that an engineer is required on site one will be dispatched to arrive within 24 hours of the reported problem of failure
  - Breakdown and Repair Cover is subject to additional charges.

- 7.3 The maintenance costs of the car lift and any breakdown and repair costs will be covered within the service charge that is applied to residents that will use the car lift.
- 7.4 The maintenance contract in place with Lodige ensures that, should a break down occur, it is addressed urgently.

# APPENDIX A

Drawing 2755\_GAD\_130011\_A



Key Plan

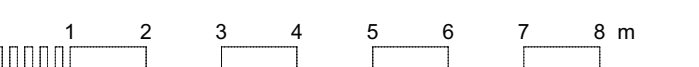
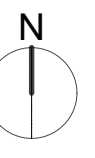
Issue	Date	Notes	Drawn	Chkd
A	07/10/20	First Issue - For Planning	KP	MDN

Project  
Belle Vue - Hampstead

Drawing  
New Car Park Lift -  
Proposed Basement Plan

Scale  
1:100 @ A1  
Job n°\_Type\_Series\_Revision  
2755\_GAD\_130011\_A

Status  
Planning



© ArchitecturePLB - do not scale  
 For CDM information refer to the ArchitecturePLB Hazard Elimination and Residual Risk Register. Notes on this drawing refer only to items where a Residual Risk can be clearly linked to a specific item. As recommended within HSE's 'Industry Guidance for Designers' document, notes do not include generic risk information which must be considered by the relevant contractor.

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# **APPENDIX B**

## **Lift Service Agreement**



Wednesday 4<sup>th</sup> November 2020

**Anthology**

Lyon House,  
160-166 Borough High Street,  
London,  
SE1 1LB

**For the attention of David Holmes**

Dear David,

**Bronze Service Contract for Belle Vue. Hampstead. NW3 2AQ**

Please find our proposal for our Bronze service maintenance and support contract for Chimes. Westminster. We include all PPM service for the Pegasus Car Lift at the above site and include a 24/7 365 days contact centre to provide chargeable call outs if required. Our engineers are experts with our equipment and can often solve problems quickly to save you down time and costs. We only provide traditional lift maintenance by Lodige trained engineers which means more time on site servicing your lift and every part and component we fit is original.

**3 Year Bronze Lift Maintenance Agreement. 1no Pegasus 3000kg**

**£1475.00 per annum**

- Traditional Lift Maintenance
- Manufacturer Engineers & Servicing
- First Time Fix Policy
- Original OEM Products & Components Policy
- Parts, repairs & callouts chargeable on use

We trust you find our offer of interest and that we have interpreted your general requirements correctly. Should you require any further information or clarification of our offer, do please contact us.

Yours faithfully,

**Mark Ambridge**

**Service & Repair Manager**

**LODIGE (UK) Limited**

Head Office: **01784 221140**

E-mail: [m.ambridge@lodige.com](mailto:m.ambridge@lodige.com)

Website: [www.lodige.co.uk](http://www.lodige.co.uk)



**LIFT SERVICE AGREEMENT**

**Lift Equipment / Start Date**

**1no Lodige Pegasus 3000kg Car Lift fabrication  
(3 maintenance visits per annum)**

Start Date is April 2021 TBC

Period: 3 years

**Client Details**

**Site Address:**

**Belle Vue**  
Rowland Hill Street,  
Hampstead,  
London.  
NW3 2AQ

**Customer for invoicing:**

Address  
TBC

Account Contact =  
Telephone = +44  
Email Address =

**Call-Outs Costs**

Mon – Fri 08:30hrs to 16:30hrs: **£68.05**  
Mon – Fri 16:30hrs to 24:00hrs: **£102.03**  
Mon – Fri & Sat 00:00hrs to 08:30hrs: **£136.06**  
Saturday 08:30hrs to 24:00hrs: **£102.03**  
All Day Sunday / Public & Bank Holidays: **£136.06**

The above maintenance rates are subject to RPIX inflation linked increases after the first year of the agreement and any subsequent year thereafter and exclude VAT.

**Signed & Agreed (client) =**

**Date =**



## Lift Maintenance and Support Scope

### **24 Hours Call Centre Line 01784 221140**

- 1 **LUBRICATION AND ADJUSTMENT** - We will carry out all necessary cleaning of the working parts of the equipment. Maintenance of the equipment will be scheduled to the individual requirements of each installation.
  - a) Adjustments will be carried out on service visits only provided such adjustments are due to normal use and can be carried out on site without the supply of new parts or use of special plant or tackle. Landing doors or gates not provided by the original lift installers are excluded from this clause.
  - b) We will provide all lubricant and cleaning material other than that required for the complete replenishment of gear boxes, or hydraulic pump units. Where we have reported excessive leaks from the plant and remedial action is not authorised by the Client then we reserve the right to make additional charges for the supply of excessive amounts of lubricant or hydraulic fluid.
2. **REPORTS** - Reports will be issued on the condition of the equipment on a regular basis
3. **BREAKDOWN AND REPAIR SERVICE** - The Contractor shall provide a chargeable working hours breakdown service where applicable. Lodige will be deemed to have authority to charge such replacements to the customer where replacement is necessary to return a lift to service.
4. **PREVENTATIVE MAINTENANCE**
  - a) **REGULAR VISITS** – Your lift will be visited at the frequency agreed for individual lifts, which will be 3 visits per annum per lift. We will inspect, clean and lubricate the equipment in line with our Preventative Maintenance Method.
  - b) **PREVENTATIVE MAINTENANCE METHOD** - In order to ensure the efficient and reliable performance of the lift equipment, all our engineers work to a planned cycle of preventative maintenance. This ensures that each individual lift is correctly and consistently maintained.
5. **BREAKDOWN COVER**
  - a) **MATERIALS AND LABOUR USED ON BREAKDOWNS** – All breakdowns and call-out are excluded from the contract and will incur additional costs. Travel time will be charged in addition to time spent on site. The minimum call-out charge is one hour at the relevant rate. All spare parts are chargeable.
  - b) **DEDICATED HELPLINE FOR BREAKDOWNS** - Our UK office has an emergency call helpline (**01784 221140**) for the reporting of breakdowns, ensuring a response within 4 hours of your call.



**6. SAFETY & LEGISLATION**

- a) LEGISLATION ADVICE - We will advise you of any legislative changes which may affect your responsibility with regard to the lift equipment, for example, Health and Safety Executive rulings and British Standards.
- b) INSURANCE REPORT - We will provide liaison with your Insurance Company free of charge.

**7. OTHER AREAS OF WORK**

- a) LIFT PIT - The pit is cleaned as part of the maintenance schedule but we do not undertake to remove debris caused by exceptional circumstances i.e. Builders work debris, deliberate use of pit for refuse and flooding.

**8. DOCUMENTATION**

- a) SITE DOCUMENTS - We will maintain an annual site log which will be updated with details of every visit to site by our personnel and the nature of work which has been carried out.
- b) CUSTOMER SUPPORT - Our customer administration staff will provide full assistance covering any contract related matter.

**9. COMMERCIAL**

- a) DETAILED INVOICES - We will invoice your agreement, clearly stating the period covered and details of any Agreement options. Where invoices are raised for extra charges, the reason for the charge will be clearly given, along with detailed description of the work carried out.
- b) ANNUAL SERVICE CHARGE – The price of the agreement will increase annually at the rate specified by RPI (Retail Price Index) unless agreed otherwise.

**Terms & Conditions**



These general conditions of this contract are incorporated into, and made an essential part of the Lift Service Agreement entered into between Lodige United Kingdom Ltd ("the contractor") and the Client as detailed and dated within the Lift Service Agreement

**1. Routine Maintenance.**

The contractor will, between the hours of 08:30 and 16:30hrs Monday to Friday, carry out the following services to the clients' plant (lifting equipment) as specified:

- (a) Send the necessary engineering personnel at regular intervals to carry out the stated servicing as part of our routine maintenance schedule.
- (b) Inspect, clean, oil, grease and carry out MINOR adjustments to the plant (lifting equipment) as considered necessary.
- (c) Submit a report detailing the work carried out, give recommendations and note observations.

**2. Breakdowns / Repairs.**

The contractor will, between the hours of 08:30 and 16:30hrs Monday to Friday, carry out the following services\* to the clients' plant (lifting equipment) as specified:

- (a) Make intermediate visits (callouts) to the plant (lifting equipment) when requested to do so.
- (b) Carry out necessary repair work, including the supply and fitting of new/replacement parts.
- (c) Outside of these hours we operate a 24hr Emergency Call out facility.

*\* Subject to agreement type these additional services may incur extra costs*

**3. Insurance.**

The contractor will insure, and keep insured, his workmen and agents against all claims for which he may be responsible at common law.

**4. Contract Duration.**

This contract shall remain in force for the period stated in the Lift Service Agreement and shall automatically continue for successive similar periods unless otherwise terminated by either party giving written notification to the other three months prior to the end of such period.

**5. Annual Charge.**

The annual charge payable shall be paid annually in advance, unless otherwise agreed on the signing of the agreement. This charge may be adjusted on an annual basis taking into account such items as inflation, statutory requirements, additional taxation levied and/or agreements generally within the lift trade.

**6. The client will and agrees to:**

- (a) Make the plant available and allow access to the contractors' representatives in order for the latter to perform the duties outlined in 1 & 2 above.
- (b) Generally, keep clean those parts that are readily accessible including, but not limited to, the car interior, doors/door tracks etc.
- (c) Pay **all** charges within 30 days of invoice date.
- (d) Pay an extra charge for additional visits if the contractor is prevented from carrying out his contractual duties during the course of a regular service visit or if the service visit is required outside of the hours detailed above.



- (e) Pay an extra charge for callout visits if necessary, and for other work not covered under the terms of our agreement.
- (f) Pay an extra charge for Statutory Examinations, and/or other repair/replacement work not covered in the terms of the agreement as stated

**7. Condition Survey:** This agreement is subject to a full condition survey following which the Contractor reserves the right to adjust the prices accordingly.

**8. General Principles.**

- (a) This Agreement is not intended as a contract of insurance against accident or damage.
- (b) The contractor shall not be liable to the client for any consequential, economic or indirect loss or damage (including loss of profit) arising out of, or in connection with the provision of any equipment, goods or services pursuant to this contract or arising out of any accident or damage howsoever caused.
- (c) The benefit of this Agreement is non-transferable unless agreed in writing by the contractor.
- (d) This contract shall be constructed in all respect with regard to Law.

**9. Scope of Lift Service Agreements:** The contractor is able to offer two levels of service agreements to complement its range of equipment:

- (a) A maintenance only type agreement 'BRONZE' that consists of a basic servicing programme with all other callouts / repairs chargeable.
- (b) An inclusive type agreement 'GOLD' that consists of a fully comprehensive servicing programme including the provision of a callout service during normal working hours, repairs, replacement parts and all consumables.

**10. Exclusions:** On all agreements, the following items are excluded from the contractors' obligations:

- (a) TOTAL replacement of the main controller, main machine, main microprocessor board, test tool hire, suspension ropes / chains and additionally on hydraulic lifts TOTAL replacement of the cylinder ram, hoses and seals.
- (b) Modifications to any part of the equipment to comply with new or changed legislation.
- (c) The renewal/repair/replacement of the lift car finishes, gates, doors, door frames, well enclosure or any work whatsoever caused other than by ordinary and reasonable use of the equipment.
- (d) Any works which are due to mis-use, abuse, vandalism or which are due to the failure or interruption of the mains supply, building settlement, flooding or other acts of God.
- (e) The replacement of obsolete components, as determined by the contractor, with new modern components that would result in a degree of 'betterment' or deemed an 'up-grade'.