

**PROPOSED CHANGE OF USE AND APPLICATION FOR PLANNING APPROVAL
FOR MINOR ALTERATIONS, CHANGE OF USE FROM B1 OFFICES TO A2
OFFICES AND CONSERVATION AREA CONSENT AT:**

105A High Street,
Rayleigh,
Essex SS6 7QA
For Mrs Gina Newman
C/o Ascension Legal Support Services Ltd, Basildon

Job No. 62491



PLANNING, DESIGN & ACCESS STATEMENT

Author: Iain Bramhill
Checked by: Simon Gorst
Date: November 2016
Status: Pre-Planning Application (Rev. A)

Submitted to: **Basildon District Council**

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1.00 INTRODUCTION

- 1.01 Ingleton Wood LLP were asked by Gina Newman and the Directors of Ascension Legal Support Services Ltd to carry out an assessment of the above property in relation to change of use from B1 offices to A2 to form a new office. It is understood that just the building is a conservation area and as such an application is also required.

Other associated works include replacement of a shopfront and providing new branded signage.

2.00 THE SITE AND ITS CONTEXT

- 2.01 105A High Street, Rayleigh, Essex SS6 7QA is a corner location at the junction, of High Street and Eastwood Road, and is located in a parade of shops and opposite a pelican crossing. It is a three storey early 19th century period property with a pitched slate roof and facing brickwork elevations with a rendered section at 1st floor with various later additions to the rear.

The overall site area amounts to 0.008 Ha (refer to Location Plan). The main access is from Eastwood Road, with the front of the building having a south-east orientation and the ground floor shop not being in the applicant's ownership/tenancy. The surrounding area is predominantly retail with residential of relatively low density, comprising mainly semi-detached two storey housing with retail below.

The proposed application is a three storey construction with a total floor area of approximately 88m² (ground floor area is 10m², first floor area is 42m² and second floor area is 36m²).

Site Location (not to scale)



As disclaimer is to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.

Report any discrepancies to the Contract Administrator at once.

(This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.)

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LEGEND: DO NOT SCALE

	BOOK	DESCRIPTION	UNIT	FORMA	DOORS	NOTES
123	Mathematics	Number Systems (Rational Numbers, Irrational Numbers, Real Numbers, Complex Numbers)	Unit 1: Number Systems	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
124	Mathematics	Algebra (Linear Equations, Quadratic Equations, Functions)	Unit 2: Algebra	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
125	Mathematics	Geometry (Lines and Angles, Triangles, Quadrilaterals, Circles)	Unit 3: Geometry	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
126	Mathematics	Statistics (Data Collection, Data Representation, Probability)	Unit 4: Statistics	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
127	Mathematics	Calculus (Limits, Derivatives, Integrals)	Unit 5: Calculus	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
128	Mathematics	Discrete Mathematics (Combinatorics, Graph Theory, Number Theory)	Unit 6: Discrete Mathematics	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
129	Mathematics	Mathematical Modelling (Optimization, Probability Models)	Unit 7: Mathematical Modelling	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
130	Mathematics	Mathematical Proofs (Induction, Contradiction, Construction)	Unit 8: Mathematical Proofs	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
131	Mathematics	Mathematical Applications (Finance, Engineering, Physics)	Unit 9: Mathematical Applications	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%
132	Mathematics	Mathematical History and Philosophy (Ancient Mathematics, Modern Mathematics)	Unit 10: Mathematical History and Philosophy	Formative: 10% Summative: 90%	100 marks	Formative: 10% Summative: 90%

- Builder to confirm the construction & ceiling of existing ceiling/ roof to ensure its adequate for fire and insulated.
- It is assumed that the existing fire exit route from second & first floor over the flat roof is adequate & doors are upgraded (building control to confirm).

- **Second floor:**
 - All new five door 30mm with five door stalker and with Persk recessed self-closers and five glass vision panels to each.
 - Redecorate all ceilings (white emulsion and walls in white but with a hint of light grey)
 - All existing carpets are to retain existing W.C. and kitchen to be changed.
 - Existing W.C. is to be refurbished, with new sanitary ware, towel rails, bring in of pipework and tiling in half height of wall.
 - Floor blind to W.C. window is to be provided.
 - Lighting should be removed and replaced with client approved low energy LED type (to be confirmed by client).

Item	Date	Description	Debit	Credit
1	21-11-18	Building Engineering certificate fee included	10.0	0.0
1	14-12-18	Building fee (first visit)	10.0	0.0
8	18-02-19	Minor amendments to plant certificate	10.0	0.0
8	18-02-19	Minor amendments to plant certificate	8.8	0.0



Vision, form and function

Bilberry
Cambridge
Cochester
London
Walsley

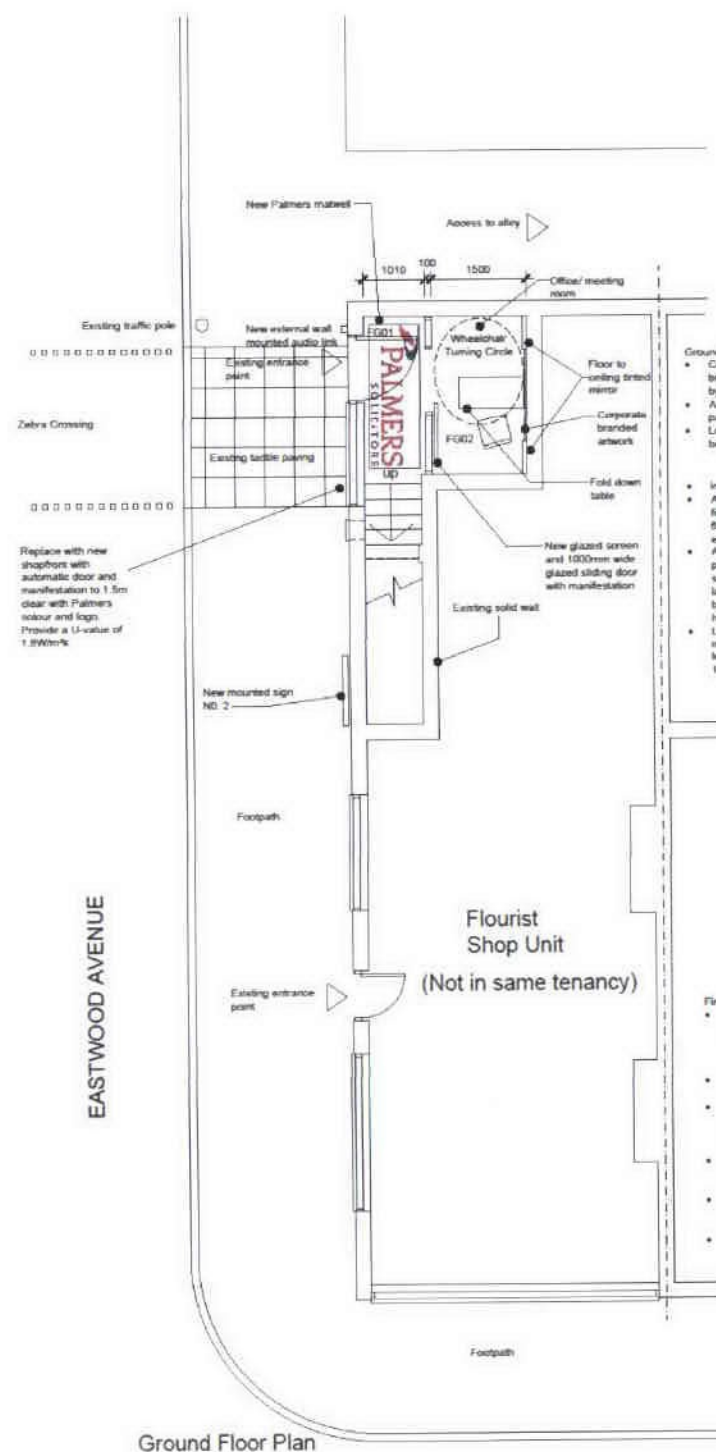
Proposed Change of Use
105A High Street
Rayleigh
Essex SS6 7QA

Drawing Title
Proposed plans

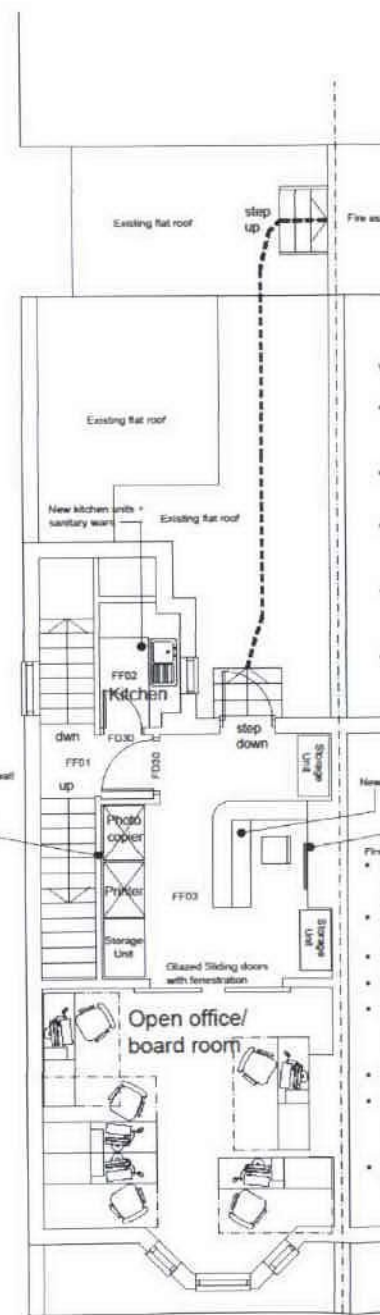
Chris (Gina Newman)

Course:	Classical:	Date:	Scale:	Page:
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Job No:	Urg. No:	Page:		Status:
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stability, form and function



Ground Floor Plan



First Floor Plan



Second Floor Plan

Ventilation: (To be confirmed
specification & report)

- The Designer consultant is required to complete and provide copies of the following certificates to Building Control prior to the issue of the completion certificate:
- Ventilation commissioning certificate
- Fire alarm commissioning certificate
- Emergency lighting commissioning certificate

- Whole building ventilation to the enclosed meeting room will be installed with air to air heat pumps for comfort cooling/heating to provide 10 l/s per second per person.
- Mechanical ventilation will be installed within the new meeting room where there is no direct ventilation via an operable window.
- Where kitchen containing the microwave and beverages only the extract fan discharges 10 l/s. If tenant wishes to use cooler the extract fan discharges 60 l/s.
- Office where rooms containing printers and photocopiers in substantial use will require extract to outside to give air renewal rate of 20 l/s per machine during use.
- Extract fan discharges 5 l/s per WC

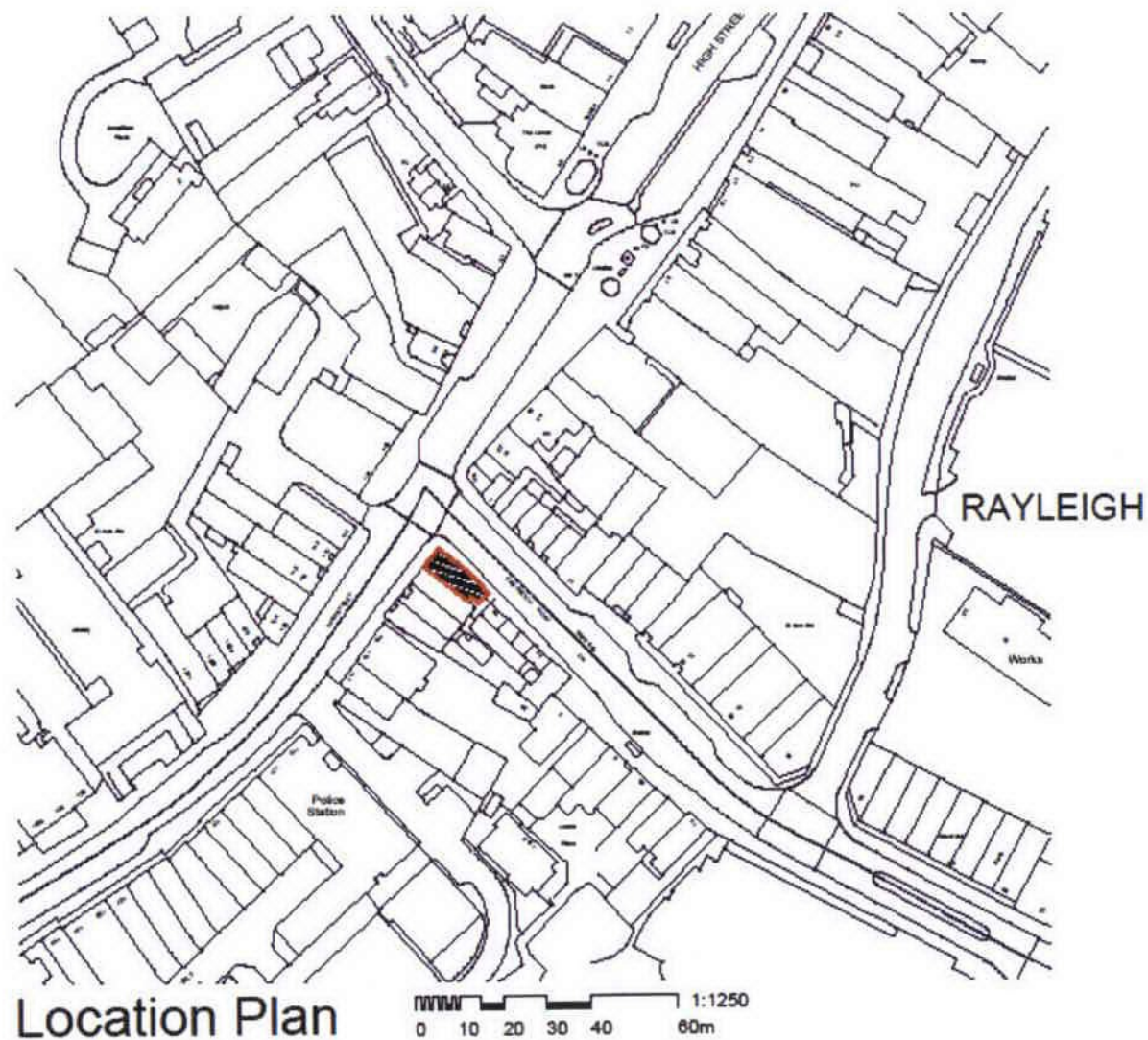
- First Floor:
 - Fit all new fire door 30mins with fire door intaker and with Perko reinforced shut-closers and fire glass vision panels to each.
 - Replace all ceilings (white emulsion and walls in white but with a hint of light grey)
 - One accent wall to each room is to be burgundy colour.
 - All existing carpets are to retain existing and to be vinyl.
 - Existing kitchen is to be refurbished, with 500mm wide units and new appliances (sink, taps, fridge). A new coloured glass splashback is to be provided.
 - New blinds to all windows is to be provided.
 - Lighting should be removed and replaced with client approved low energy LED type. To office areas strip type, reception and lobby recessed.
 - Skim wetting ceiling with smooth plasterboard

- Corporate signage and Network and brochure display cases to be added by Client as part of their fit out.
- All furniture to be added by Client as part of their fit out.
- Location of security access features to be confirmed.

- **Impact**
- Any pane of glass below 1.5m from finished floor shall comply with BS 8208 Class "C". This implies all escape doors height glazed doors.
- All low level glazing at 1st floor level provide additional in addition to safe breakage i.e. toughened laminated glass. The guarding should be fixed at a height of 1100mm in height.
- Large pane of glass is to have manipulation positioned at 2 distinct levels between 850-1000 and 1400-1600mm from floor level.

- **Fire Emergency & Safety:**
 - Emergency lighting will be provided within the new meeting room and existing emergency lighting will be adjusted to account for the new room layouts in accordance with B155206.
 - Emergency lighting will be designed, installed and tested to BS 5266.
 - Fire safety signs & notices are to be installed along the escape route and over final exit doors in accordance with BS 5499.
 - All exit doors on an escape route must be fitted with easily operated fasteners, without the use of a key. If entrance door is automatic this should be able to be overridden in the event of a fire.
 - Provide early warning to occupants of these rooms if a fire starts in the reception area.

Location Plan (not to scale)



All dimensions to be verified on site by client. Client must retain the right of any other drawings or plans submitted after the date of this statement.
 Report any discrepancies to the Design Consultant as soon as possible.
 This drawing is for the use of all relevant authorities and Engineers.
 It is not to be used for any other purpose.

LEGEND: DO NOT SCALE



Scale: 1:1250



Vision, form and function

Address: 105A High Street, Rayleigh, Essex SS6 7QA
 Date: 13.07.16
 Drawn by: [Name]
 Checked by: [Name]

Proposed Change of Use
 105A High Street
 Rayleigh
 Essex SS6 7QA

Location Plan

Client: Gine Newman

Drawn	Checked	Date	Scale	Sheet
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Job No.	62491	Page	1	1
00000	001	Location		

Existing Site Plan (not to scale)



All dimensions to be verified on site by owner. Customer retains the right to alter the dimensions of the site at any time. The drawings are to be used for information only and do not constitute a contract.

Proposed any alterations to the existing site plan must be approved by the local authority.

The drawings are to be used for information only and do not constitute a contract.

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Scale: 1:500

Ingleton Wood

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 Website: www.ingletonwood.co.uk

Proposed Change of Use
 105A High Street
 Rayleigh
 Essex SS6 7QA

Site Plan

Olivia Newman

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Proposed Elevations (not to scale)



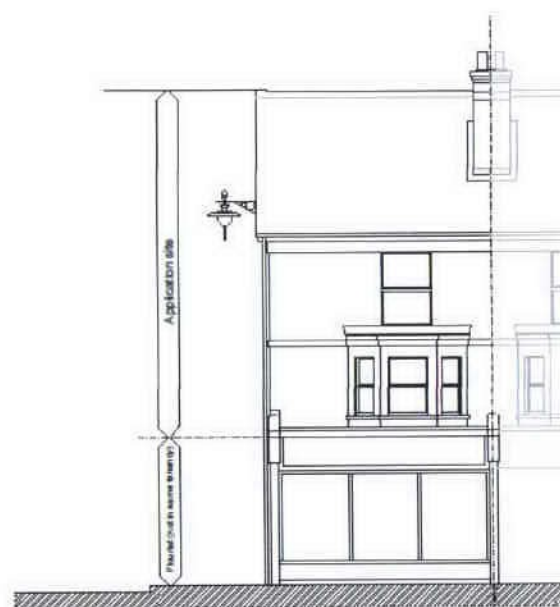
All dimensions to be verified on site by client. Contractor before the start of any shop drawings or work whatsoever allow on their own behalf or that of sub-contractors.

Report any discrepancies to the Contract Administrator at once.

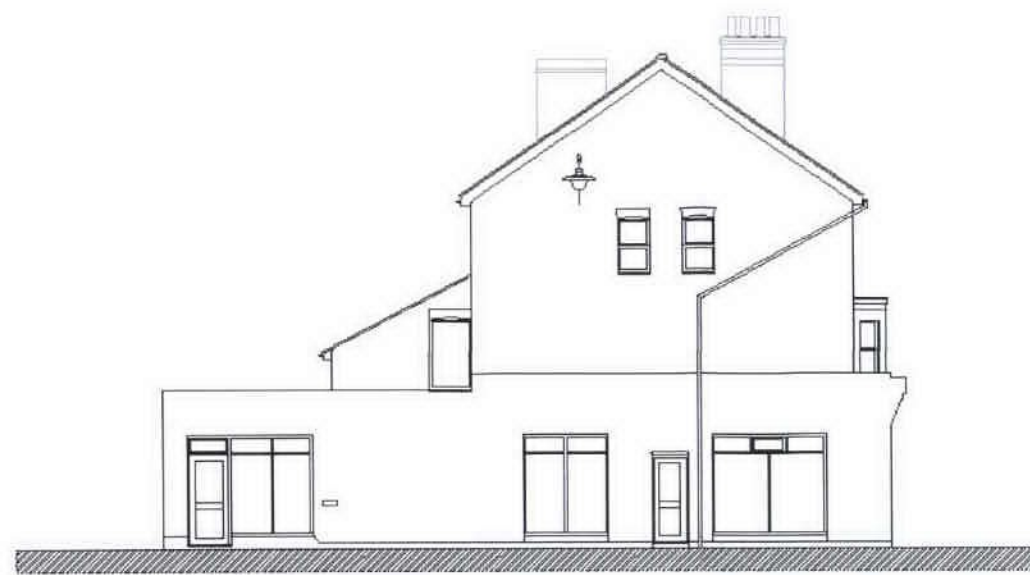
This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.

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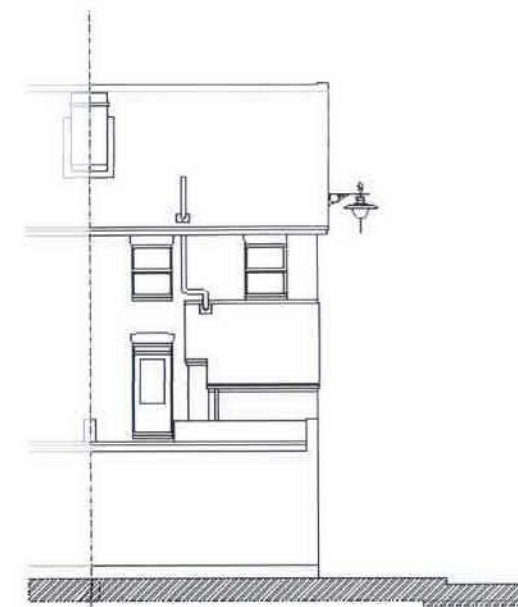
LEGEND DO NOT SCALE



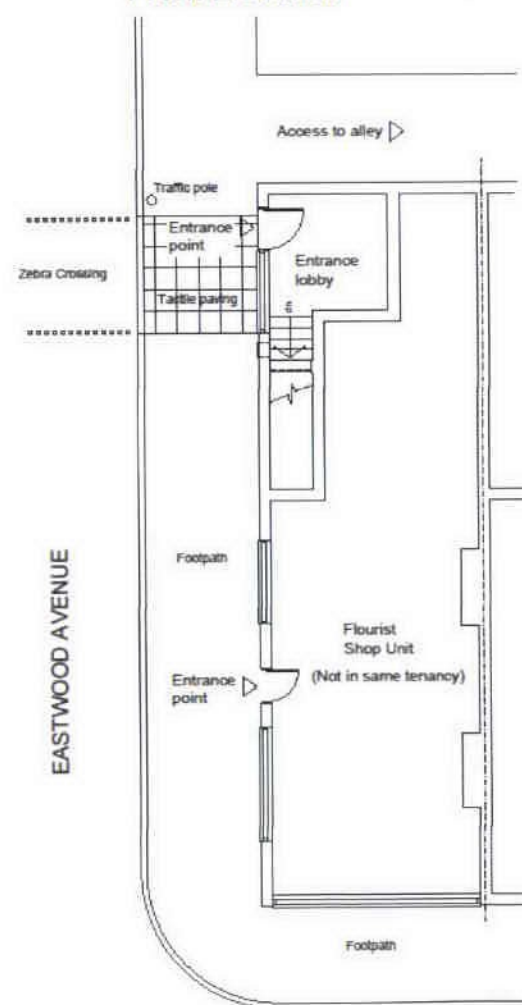
Front Elevation



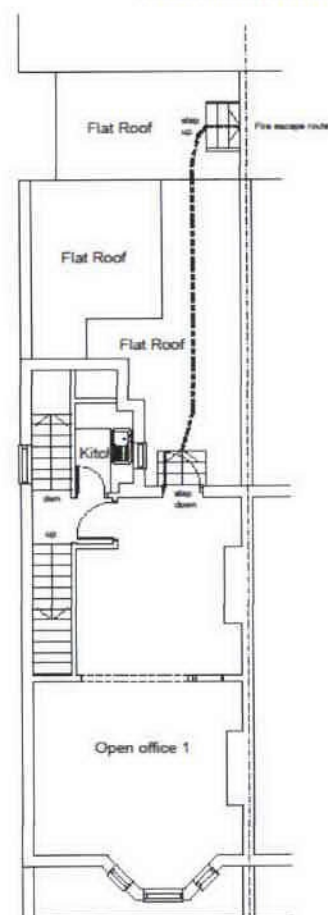
Side Elevation



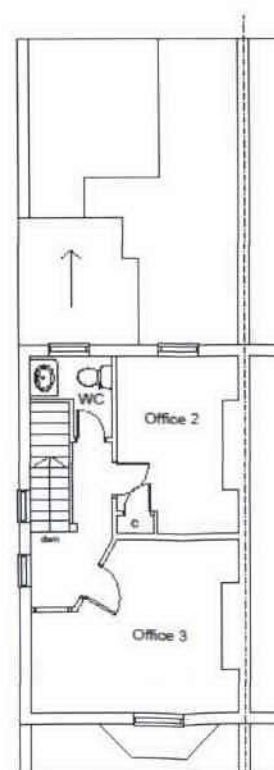
Rear Elevation



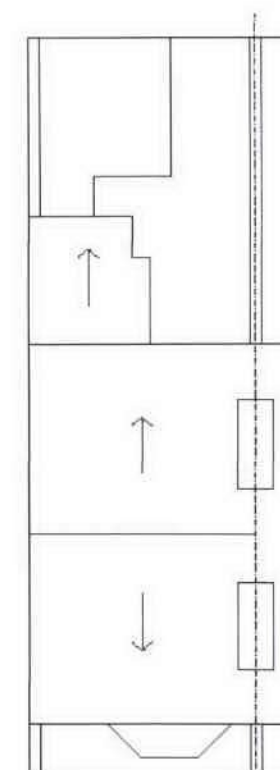
Ground Floor Plan HIGH STREET



First Floor Plan



Second Floor Plan



Roof Plan

3.00 PROJECT DESCRIPTION

- 3.01 The client will be a tenant and wishes to refurbish the building to provide a local legal services branch, including change of use from B1 offices to A2 offices. The works include the replacement of a shabby shopfront, doors and signage, and provide improved entrance and interview facilities for their customers.
- 3.02 **Layout** – The layout is a simple and efficient essentially rectangular building over three floors, with a single storey ground floor entrance and 1st and 2nd floor offices, boardroom, meeting room, kitchen and WC.
- 3.03 **Scale** – The proposed three storey building fits into the High Street and will keep the scale and massing.
- 3.04 **Appearance** – The new signage and shopfront represents an opportunity to provide a modern, flexible facility. Windows and doors will be in corporate aluminium sections in pantone number 208 'burgundy', providing a modern and contemporary feel. Samples and colours can be conditioned.

4.00 ACCESSIBILITY / Access

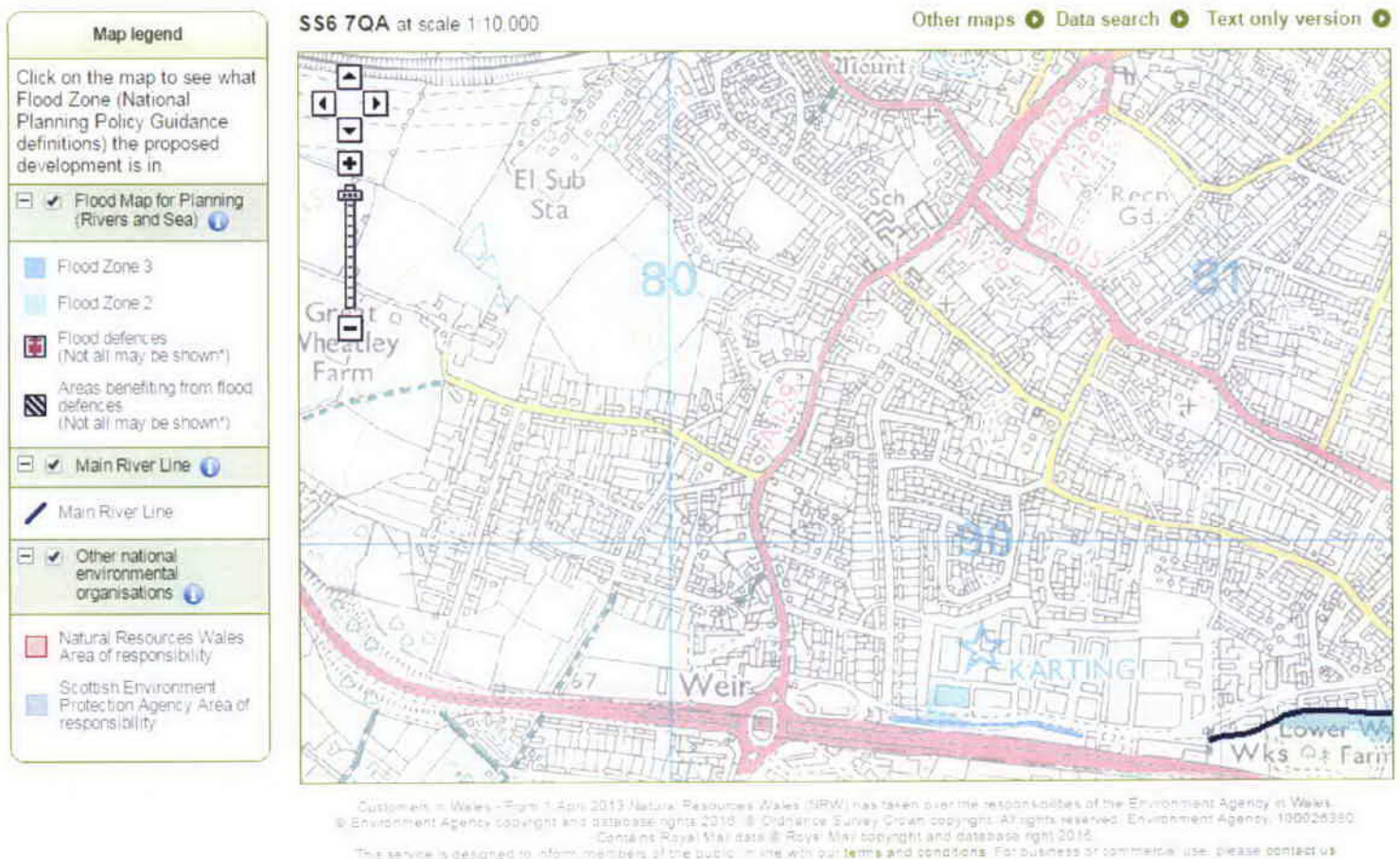
- 4.01 Overall public accessibility to the building is very good with bus stops in close vicinity. The bus links provide easy access to the wider local area. The doors are locked for the current use of a volunteer centre and a door bell ring for attention.
- 4.02 The philosophy of the design of the development is fully inclusive and this includes, but is not limited to, the needs of people with disabilities, elderly people, people with pushchairs or people with restricted mobility. Corridor and room widths are adequate. A lift is not provided.
- 4.03 The pedestrian routes allow limited access to the entrance by wheelchair users, those with sight impairments or users of sticks/crutches, with appropriate surfaces, easy gradients and good lighting. Some visitors will arrive in vehicles or on motor cycles and pedal cycles, but the new shopfront with push-button auto-doors will provide call button (reception linked) opening in office hours.
- 4.04 Proposed site levels and entrances enable level access to new internal sliding doors with a ramp as required.
- 4.05 All building entrances will be clearly defined, with level thresholds complying with the guidance in Approved Document Part M. Door widths will meet the requirements for wheelchair accessibility. The existing fire exit route over the flat roof will be maintained.
- 4.06 There are sufficient facilities and turning circle for wheelchair users. It is not practical to provide accessible WC's to ground floor areas.
- 4.07 Clear, colour contrasting, legible and appropriate signage will be designed to suit all users.
- 4.08 Careful use of colour and tone will be applied throughout the development.
- 4.09 All internal doors and corridors will be at suitable widths in accordance with guidelines laid down in AD Part B.

5.00 MISCELLANEOUS

a) Flood Risk

Initial enquiries to the Environment Agency indicate that the shop lies within a Zone 1 flood risk site which indicates that there is 'low flood risk'. A Flood Risk Assessment is necessary in this instance.

Environmental Agency Flood Risk Map



b) Parking

There is currently, and proposed to be, no car parking, as it is a sustainable town-centre location. There is a car park located 2/3 minutes' walk away on Websters Way for two cars, but it is not attached to the property. Other short and long stay car parks are available.

c) Employment

There are currently 6no. staff and it is proposed that this will increase to 10 in three years.

d) Opening Hours

For the public 8:00am – 6:00pm weekdays and closed at weekends, however staff only use the building outside of these hours. By appointment only and on rare occasions clients may be seen outside of these hours.

APPENDIX 1:

SITE PHOTOGRAPHS OF BUILDING / AREA



Photograph 1



Photograph 2



Photograph 3



Photograph 4



Photograph 5



Photograph 6



Photograph 7



Photograph 8



Photograph 9



Photograph 10



Photograph 11