
Design and Access Statement

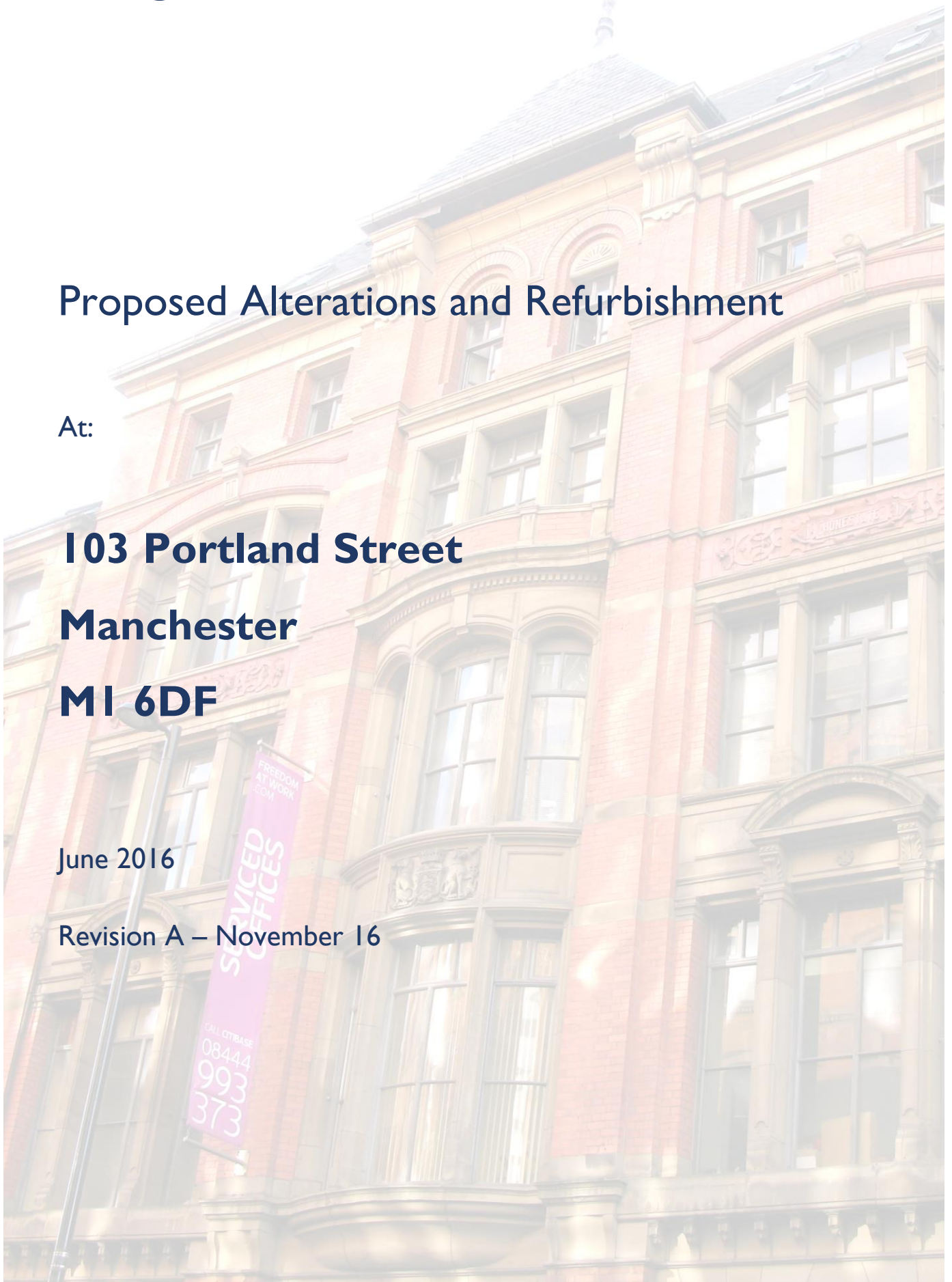
Proposed Alterations and Refurbishment

At:

**103 Portland Street
Manchester
M1 6DF**

June 2016

Revision A – November 16



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1.0 Introduction

1.1 This statement accompanies an application for the alterations to an existing listed building; the alterations being to the first floor in converting from vacant office to residential use.

1.2 The statement should be read in conjunction with the following technical drawings and documents:

- 2407-02-01 Location Plan
- 2407-02-02A Existing ground floor plan showing bin store
- 2407-02-03 Existing First Floor Plan
- 2407-02-04A Proposed First Floor Plan
- 2407-02-05 Existing partitions survey
- 2407-02-06B Lightwell elevations and secondary glazing
- 2407-02-07 Proposed Ceiling
- 2407-02-08 Existing Ceiling
- 2407-02-09 First Floor Sections
- Heritage Statement by Richard K. Morriss

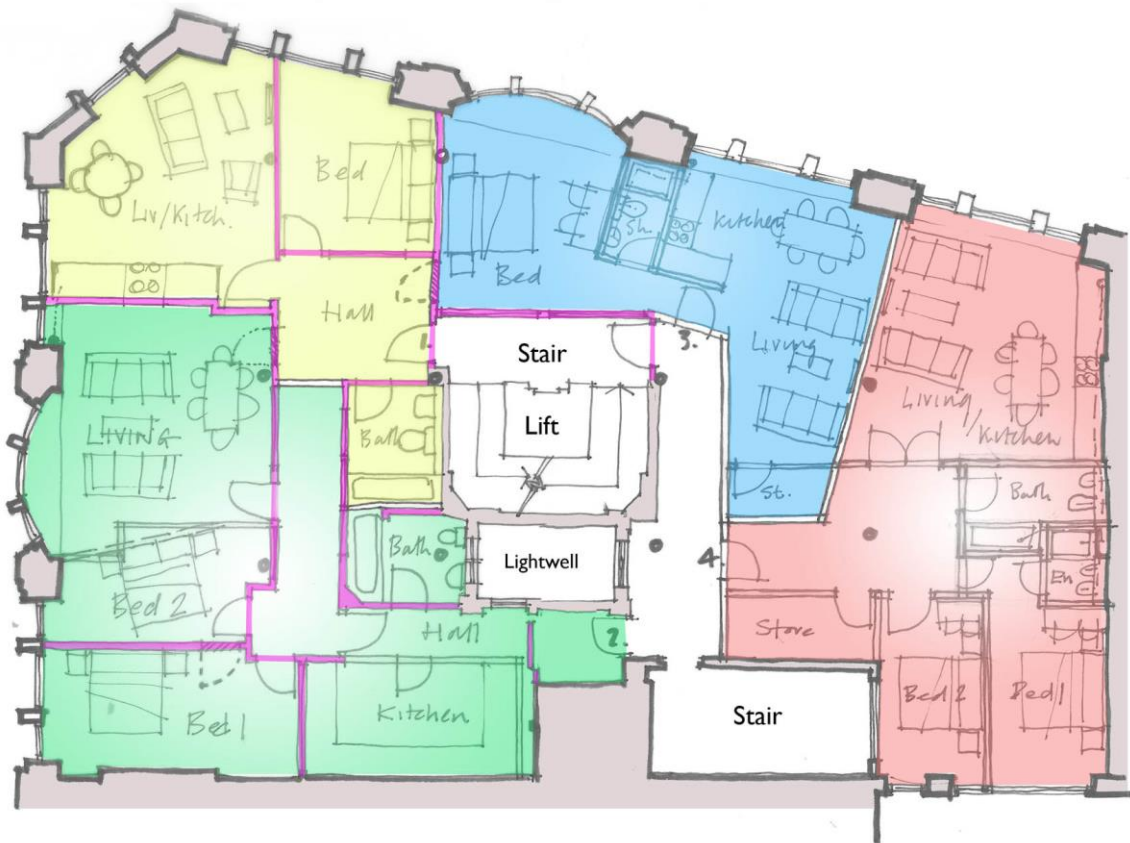
2.0 Background

2.1 A planning application and a listed building application were submitted for the site in 2013 and were under consideration until being withdrawn in late 2015. These planning application references were 102983 and 102984.

The proposals contained in the application that this statement accompanies are broadly similar to those submitted in the previous applications; that is, to convert the first floor to residential accommodation.

The previous application was the subject of considerable discussion between the planning officers and our client, involving comment and submission of further items of information. This dialogue was made available which allowed us to address, from the outset, the concerns arising in the previous application.

We prepared a sketch plan for discussion with the planning officer as our design response to the concerns identified in the previous application and as a prelude to this planning submission (see below).



2.2 Alternative Use

Comment was made by the planning officers stating a desire for the existing office space to be retained in its present use.

The building has six floors and one basement. Five floors are in residential use. The office use is now restricted to the first floor only; the premises have remained unused for over 10 years. There are a number of examples in the city centre of offices operating in nineteenth century warehouses, as well as many other modern purpose built office buildings. Our client's advertised offer of one office floor in a residential building has not been taken up by any current office user, and our client considers that this particular approach is now exhausted.

Given that the use of the building floor as an office is not feasible, we will demonstrate that the change of use to residential is acceptable on the basis that the proposed changes allow the retention and conservation of the heritage significance of the building.

3.0 Design Development

The proposals follow on from withdrawn applications I02983 and I02984, and the discussions within that application. Following that, preliminary discussions between ourselves and planning took place, including submission, and assessment, of a sketch scheme. It is assumed that the planning authority will be able to access their own files to see this background information and discussion.

The proposals are for to convert the existing vacant office space on first floor into 4 apartments, consisting of two 2-bed apartments, and 2 1-bed apartments.

The existing floorplate consists of a central stair and a separate rear escape stair that serve all floors apart from basement level. There is a central void in the plan which is a lightwell. The remaining area of floorplate is vacant office space which also comprises toilet and storage areas.

Using the existing plan and partitions where feasible, the floorplate will be divided into 4 separate apartments. New partitions will be inserted to run alongside the existing partitions to enable the required acoustic and fire requirements to be achieved. The existing floor will be overboarded as a floating floor, except for the terrazzo floor of the existing toilets which will be retained as a final finish.

The ceiling will be underdrawn throughout in order to achieve acoustic and fire requirements, with recesses in the underdrawing made around existing columns in order to accommodate the decorative column heads.

The external walls will be lined with an insulated drylining system that will allow for a reasonable thermal performance upgrade.

Apartment 1 will be a one-bedroom apartment. It is formed from existing partitions with new partition elements. Existing borrowed lights will be retained to illuminate the hallway. A flimsy partition to the existing hall will be removed. A partition will be removed that runs across the proposed living area; it is poorly sited, making the room that looks out through the ornate corner balcony into a cupboard. The existing toilets will be divided between apartments 1 and 2 with a new partition wall, and adapted for use as the new bathroom.

Apartment 2 will be a two-bedroom apartment. It is formed from existing partitions with new partition elements. Existing borrowed lights will be retained to illuminate the hallway. An existing poorly positioned partition hitting the centre of the existing window will be removed and a replacement partition added that will meet the external wall. The existing toilet will be divided with a new partition to allow apartment no 2 bathroom facilities by forming a new door opening in the existing wall. A kitchen will be formed in the existing rear storeroom that will allow the existing sliding warehouse door to be retained.

Apartment 3 will be a one-bed apartment formed by existing partitions with additional linings, and new partition walls. A new shower bathroom will be formed, and adjacent kitchen that will connect into existing soil waste pipes.

Apartment 4 will be a two-bed apartment formed in new partitions. It will have an aspect to Princess Street, and to the rear courtyard. New bathroom, en-suite and kitchen will be inserted that will run together into an existing drainage pipe.

A link corridor will be formed between existing walls and new partitions to connect the main staircase to the rear staircase. An existing WC will be removed to facilitate this.

No work is proposed to other floors of the building, apart from a cycle rack to be fixed within the ground floor reception areas. No work to the external elevations of the building is proposed.

The above explains what is presented on the drawn plans. The scheme represents our proposals as a design development of the previous withdrawn applications scheme; with account taken of comments made by the Local Authority in the communication within that application, and comment in our discussions before this application was submitted.

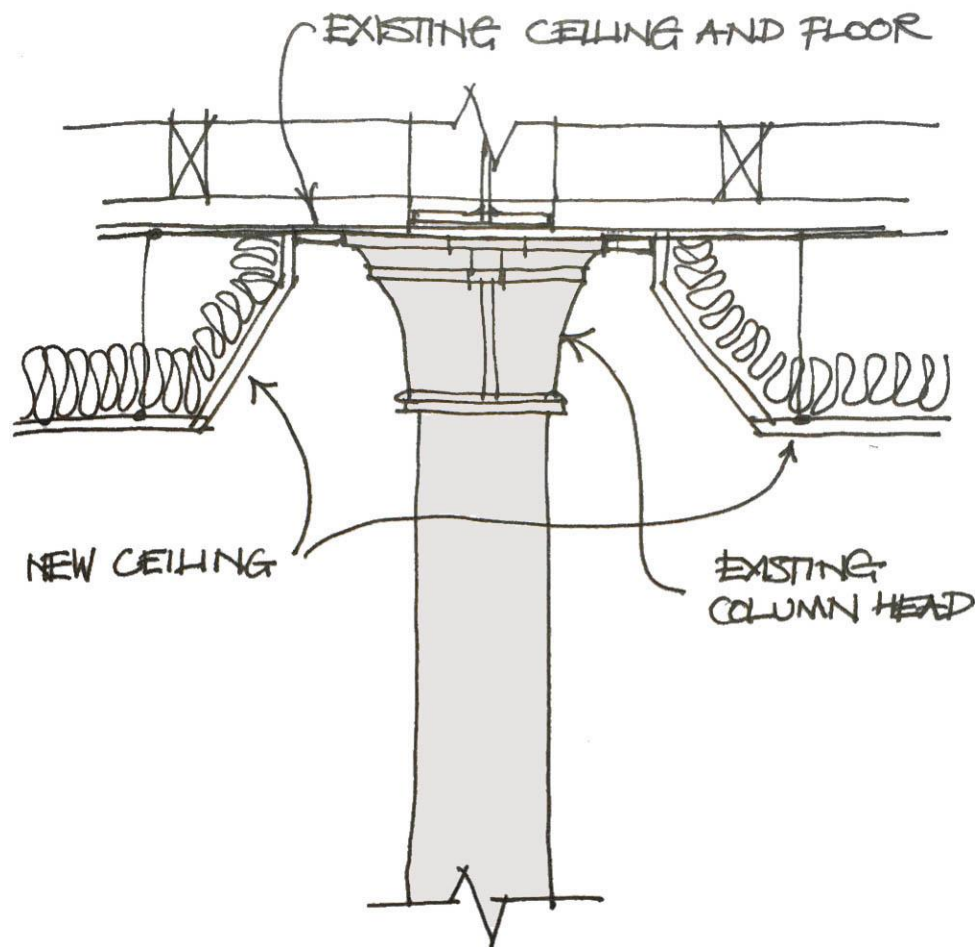
The way this proposed scheme references those comments is noted as follows:

- It seems clear that there had been a strong reaction against what was perceived to be a non-‘conservation-lead’ approach to the previous application, being exemplified by the design being produced before the heritage statement. As we had access to that information and used it to inform our design, we can immediately indicate a conservation-lead approach.
 - The previous scheme had a general sense of logic in how it divided up the existing spaces. However, we were concerned about the minimal extent of the re-use of the existing fabric, as was reflected in the planning comments. This has generated our proposals that attempt to retain more of the existing: by utilising existing drainage positions; by using more of the existing partitions, internal borrowed-light windows and doors; and the existing toilet areas.
 - Rooms requiring drainage obviously need drainage connections. The previous scheme had such rooms that were not near to existing downpipes. Raised floors were strongly discouraged by the conservation officer; passing drains through the floor to connect below is very disruptive, and pumped drains are to be avoided. Therefore we have designed our layout so that the bathrooms, en-suites and kitchen units are adjacent to existing stacks.
 - There was previously comment about the desire to retain as much of the existing partitions as possible, including borrowed-light internal windows. In our design, we have retained significantly more of the existing walls than the previous design.
-

The existing partitions where they form a party wall between apartments are not suitable for this use in their present form and so would require upgrading in terms of thickness for fire and acoustic protection. Rather than alter the existing partitions we propose the option of erecting new partitions alongside the existing at party wall situations. This will allow the existing walls to remain yet achieve overall satisfactory partition performance. Borrowed-light windows in party walls will remain, with an obscure film applied to the glass.

- Comment was made previously on the desire to re-use the existing toilet areas, and therefore the existing tiling and flooring. Our scheme shows the bathrooms for apartments 1 and 2 being formed out of the existing toilets. A single party wall is proposed across the centre between the sink area and the WC area thus dividing the space into two. A new door is formed to the cubicle end whereas the basin end uses the existing door. The existing borrowed light windows are left unaltered. This allows the WC and a basin to be 'retained and 'reused' in their existing position, as considered desirable.
 - Comment was made on a 'raised floor' in the previous application. We would normally propose similar overboarding to accommodate the new floor finishes. This overboarding would 'float' on the existing floor so it could be removed at a future date. However, we understand the reasoning of seeking to have the original floor level retained as this means the existing skirtings and door openings are not potentially compromised. The existing boards are butt jointed so any open joints between will require filling and we will need to discuss the fire resistance of the floor with Building Control. The final detail will be determined in this discussion.
 - We propose a new ceiling that is lower than the existing underside of floor joists, but not substantially lower than it. The ceiling will be required to incorporate the fire protection and acoustic insulation requirements between it and the floor above. We propose that these ceilings are cut around the existing column heads so that they are on view (see sketch below). This allows for existing ceilings to be retained, being hidden behind a new ceiling, remaining in existence and to be 'rediscovered' at a later date if desired.
 - Along with retaining existing partitions, we propose to retain more examples of existing doors in existing positions. We have used them wherever feasible and have shown them in position where we intend to fix them closed. For example; there is a sliding door to the existing storeroom which we have shown retained, though not required for everyday use, and new walls in the apt 2 kitchen/entrance area are to be built to provide a recess for the sliding door.
 - The existing windows are a timber and steel Crittall type. We recognise that the planning officers' previous comments accept in principle the use of a secondary glazing system provided it is of a fenestration pattern that matches the existing, of a minimal frame size profile, and painted a dark grey. We propose this solution.
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The wish to provide a scheme that completely satisfies the conservation agenda for the building involves retaining elements and proposing works that compromise standards set by the building regulations. A listed building allows for this compromise, which is subject to the agreement of building control. We intend to consult and appoint an approved inspector from an early stage to enable a discussion on proposals, subject to positive feedback from the planning department that such proposals of compromise would be acceptable.



103 PORTLAND STREET

4.0 Heritage Statement and Significance

Submitted as part of this application is a Heritage Statement. This is the same heritage statement as was submitted as the second of two such statements in the previous, withdrawn, application. The author is Richard K. Morriss & Associates.

Comment was passed by the planning and conservation officers on the content of the Heritage Statement, which included criticism of its findings and observations. During the discussions that followed the submission of our sketch scheme, we submitted argument in support of the original Heritage Statement.

The main criticism was concerning the perception that the interior of the building had been disregarded or omitted from study completely, due to ignorance of its significance. We have consulted with the author of the previously submitted heritage statement, Richard K Morriss. We can confirm that the interior of the building was studied with due regard, and the conclusion drawn that the early 20th C alterations were not worthy of further comment or description. The 'lack of recognition' mentioned in the planning officers' criticism was deliberate.

Concerning Heritage Significance: planning officer comment has been made repeatedly on the desire to retain the existing partitions in their entirety. We note the comment that the early 20thC alterations might be a rare example of this specific kind of alteration work in this context, i.e. a late Victorian goods warehouse which subsequently went under alteration to include part office space at first floor, at the same time as altered lift and staircase provision throughout the building.

However, we view the quality of the 'heritage asset' should have weighting in evaluating the significance of the asset i.e. solely because something is rare, is it of value. We are of the opinion that these alterations do not contain any works of quality of workmanship, or interesting or creative design, or use of rare materials. The obvious significance of this building is its historical interest as a warehouse and its place in the streetscape. Poor quality 1920's-30's partitioning may have a degree of minor historic interest in the evolution of the building and the history of the city - but that could, equally, be said of the 1960's-70's changes that is acknowledged to be of no importance, and, arguably, of the recent conversions of the upper floors. If loss of rare example is of concern, we suggest a condition of 'preservation by record' through plans and photographs could be applied.

5.0 Disabled Access

The planning application seeks permission to provide an additional four apartments in an existing apartment building where five out of six floors are currently residential.

5.1 The application does not seek to alter the existing provision.

5.2 The existing apartments are served by a passenger lift and staircase. The proposal is for four new apartments to be formed at first floor level, serviced by the existing lift and staircase.

5.3 The ground floor is approximately 1.3 metres above external pavement level. Access from the street to the raised ground floor level is via two stepped entrances; one at the Princess Street / Portland Street corner, and one in the centre of the Portland Street façade.

5.4 Entering from the street, there is a flight of steps at the corner entrance door, leading directly from street level to the entrance door.

5.5 Entering from the street, the Portland Street entrance has two steps up to a lower level landing, where one passes through a door, then through the lobby formed by a second door, and then up a flight of seven steps to the ground floor.

5.6 In order to improve the access from street level into the building we have looked at the feasibility of providing a platform lift or ramp, in particular at the Portland Street entrance.

5.6.1 A platform lift would involve fixing into the existing wall, which is feasible. However, it would also require the removal of the existing pair of glazed doors in order to provide space for the platform base. The door frame may also require removal.

5.6.2 The provision of a ramp would require the breaking out of the existing two steps up from street level. The external steps form part of the threshold and framing of the opening, and are therefore an integral part of the elevation.

A ramp would also require the breaking out of the existing floor construction and the lowering of the landing to street level in order to provide a flush threshold at the pavement. The area underneath the entrance is in use as a seating area in the restaurant below, and as a consequence headroom would be compromised.

5.6.3 The provision of a ramp would mean the existing doors will require substantial alteration. As the floor ramps upwards as it progresses inwards, the doors would no longer be able to open inwards, and therefore both sets of doors and frames would require

significant alteration to reverse them to open outwards. An alternative would be to remove the inner doors completely.

5.6.4 If the existing doors are reversed and remain at the same height, this would require alteration in order to meet the altered floor level when the doors are in a closed position. This would be achieved by either planting an additional bottom rail to extend the existing rail of each door leaf downwards to fill the 'gap', or by lowering each door vertically down and amending the head position of the door frame and the glazed panels above.

5.6.5 Handrails to the sides of the ramp would not be feasible because of the requirement for the doors to open and close, as the doors hinge posts are 'tight' to the walls

5.7.0 We have looked at the corner entrance and the existing steps, but these are limited in landing area, and are external and curved, and unsuited to installation of a platform lift running on a wall mounted rail

5.8.0 We have concluded that an access proposal utilising a platform lift will require significant alteration to the fabric of the listed building, with particular emphasis on the entrance door surrounds and effect on the building elevation. The entrance is a key feature of the Portland Street elevation, the description of which forms the main part of the listed building description.

5.9.0 Conclusion

5.9.1 The existing apartments and the existing access arrangements have been in use for many years. It is evident that the building has limitation in terms of readily available access for wheelchair users. However, the residents know this when they choose to move into the building, and they accept that the conversion of an old building can bring with it such limitation.

5.9.2 The extent of alteration to install a platform lift in the listed building is unduly detrimental to the external features and the external appearance of the building. It is the external quality and character of the street frontages which is emphasised in the listing.

5.9.3 We conclude that the building should not have to be altered to provide a platform lift for disabled persons' access, the existing provision being deemed acceptable to all residents and their friends and family...

5.9.4 Photograph of existing doors and steps, Portland Street entrance



6.0 Notable building elements – photographic record

A photographic schedule follows, showing examples of issues discussed, and noteworthy built elements.



Image 6.1

Typical existing office accommodation shown. Note; existing internal office partitions and borrowed lights to be retained in general. This particular door to be fixed closed in position; new separating partition to be construction on opposite side of door against wall.

New ceiling to be inserted below existing ceiling, leaving column heads exposed.



Image 6.2

Late 20th Century partitioning proposed for demolition.



Image 6.3

Existing cast iron column and head.

New ceiling inserted below column heads to finish set back in order to expose detail of column head.



Image 6.4

Intrusive exposure of existing ceiling showing underside of floor boards to second floor.

Note lack of insulation or void, indicating absence of fire and acoustic separating measures.

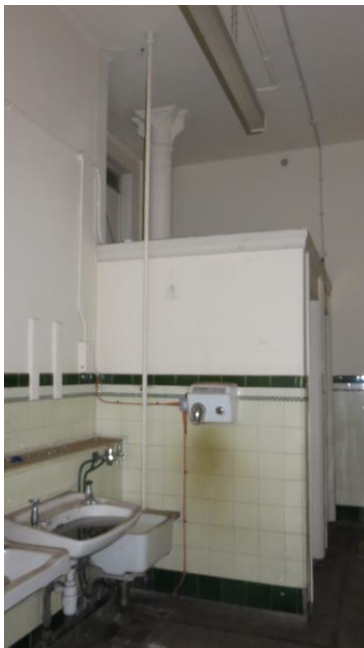


Image 6.5

Existing toilet space, showing cubicle partitions and existing sanitaryware.

Proposed separating partition to run across space adjacent to cubicle wall, dividing space into two.

Note; terrazzo floor retained and column head to be left exposed.



Image 6.6

Existing cubicle; space to be integrated into apartment.

Note; terrazzo floor to be retained.



Image 6.7

Existing internal drainage pipe at reveal of existing window.

Existing drainage to be retained and connected into for new drainage connections.

Note damage to existing fabric of building through undiscovered leak due to continued vacancy as an offered rentable office space.



Image 6.8

Existing sliding timber 'warehouse' door. To be retained and integrated into proposed scheme as part of kitchen and entrance area.



Image 6.9

Existing arched Crittall window leading to external balcony at corner of building overlooking Princess Street / Portland Street junction.

Note; external walls will require installation of dry-lining system for modern residential building requirements.

This space is an example of the poorly designed early 20th C partitioning; the wall to the left forms the space into a small store room, yet contains a large feature window.



Image 6.10

Example of typical existing timber and steel Crittall windows.

New secondary glazing system to be inserted on internal side of existing windows between reveals. Fenestration design to match that of existing. Frame to be of minimum size and coloured dark grey (on external side) to minimise visual contribution of secondary system.



Image 6.11
Detail of existing Crittall window handles.

7.0 Waste Management

7.1 Please see submitted drawing 2407-02-02A.

7.2 Internally each new kitchen will be fitted with a three compartment bin, allowing for separation of waste into the required streams.

7.3 The existing apartments within the building use four 1100L Eurobins, which are located in the store accessed from the rear service yard. There are 16 existing apartments, of which the required capacity is:

1760L General waste

880L Pulpable Recycling

80L Mixed Recycling

240L Food Waste

which gives requirements of 2 general refuse bins, 1 pulpable recycling bin and 1 mixed recycling bin. There is currently no provision for food waste.

7.4 The four new apartments will generate:

440L General refuse

220L Pulpable recycling

220L Mixed recycling material,

60L Food waste

(Please note the required proforma is submitted in the appendices of this document.)

7.5 Therefore, the proposed total waste requirement is:

2200L General refuse

1100L Pulpable recycling

1100L Mixed recycling material

300L Food waste

7.6 It is proposed that the new apartments will use the existing provision, with the addition of one 240L bin for food waste.

7.7 Collection of refuse will be as per the existing arrangement for the building, which is: the refuse bins are moved onto Princess Street by the building management company operative, in readiness for the time of collection by the refuse vehicle. Collections are once a week by the local authority.

7.8 Service vehicles will enter the site from Princess Street via the passageway giving access to the large courtyard at the rear of the group of buildings fronting onto Portland Street, which is the existing arrangement.

This is an apartment building and as a general rule deliveries are anticipated to be small and infrequent.

8.0 Car and Cycle Parking

8.1 There is no car parking proposed in the scheme. This is for the following reasons:

- a) There is insufficient space for accommodating parking on the site or within the existing listed building.
- b) The site is in the city centre with ready access to amenity and public transport.
- c) The existing apartments within the building do not have car parking provision.

8.2 If a prospective tenant has a car they would wish to accommodate, they would be directed to use a public car park or make other private arrangements.

8.3 Cycle parking: we propose a 5-arch floor-mounted bicycle rack fixed in the building reception area, as indicated on the attached drawing 2407-02-02A. Specification is as per the 'Wiggins Bike Rack' sheet in the appendices of this document.

9.0 Apartment Mix

9.1 We are providing 2 no. two bedroom apartments and 2 no. one bedroom apartments. Floor areas for the two bedroom apartments are 100 and 80 sq. metres. Floor areas for the one bedroom apartments are 50 and 57 sq. metres.

9.2 The accommodation is specifically tailored to the existing building fabric, as we have looked to provide apartment plan layouts which will require minimal alteration of the fabric whilst at the same time lending emphasis to the retained architectural elements.

10.0 Appendices

Appendix E Proforma for Planning Applications



**MANCHESTER
CITY COUNCIL**

Planning Application – Waste Management Strategy

Planning Application Number: 112565 & 112566

Date Submitted: November 2016

Estimated volumes and types of waste produced by the development

Low Rise Domestic

Waste Types	Capacity Required (litres)	Number of bins required per household	Confirm what is to be provided
General refuse	140	1 x wheeled bin	
Pulvable Recycling	140 / 240	1 x wheeled bin	
Mixed Recycling	140 / 240	1 x wheeled bin	
Garden Waste	240	1 x wheeled bin	
Food Waste	23	1 x 23 litre caddy	

High Rise Apartment Developments

Waste Types	(V) Volume of Waste Generated	Capacity Required (litres)	Number of bins required	Number of Bins proposed by applicant
General refuse	$V = N \times 110$	$V = 440$	$V / 1100 = 0.4$	INCORPORATED INTO EXISTING PROVISION (2)
Pulvable Recycling	$V = N \times 55$	$V = 220$	$V / 1100 = 0.2$	INCORPORATED INTO EXISTING PROVISION (1)
Mixed Recycling	$V = N \times 55$	$V = 220$	$V / 1100 = 0.2$	INCORPORATED INTO EXISTING PROVISION (1)
Food Waste	$V = N \times 15$	$V = 60$	$V / 240 = 0.25$	1

*N = Number of Apartments

Commercial Developments

Please state number of bins you propose, showing calculations where appropriate.

General Waste -	$(4 \times 110) + (16 \times 110) / 1100 = 2$	} AS EXISTING PROVISION
Pulpable Recycling -	$(4 \times 55) + (16 \times 55) / 1100 = 1$	
Mixed Recycling -	$(4 \times 55) + (16 \times 55) / 1100 = 1$	
Food Waste -	$(4 \times 15) + (16 \times 15) / 240 = 1.25$	
Industrial Waste -	None	PROPOSED: 1

Has / will a contract be obtained with a licenced waste carrier?



Mixed Use Developments

Are the stores for residential and commercial separate from each other?



Internal Stores (Residential and Commercial)

Please provide details of internal stores / segregation of waste and recycling.

THREE-COMPARTMENT BIN PROVIDED IN NEW KITCHENS.

Storage Areas for Waste Containers (Residential and Commercial)

Please provide details of container stores, attaching plans if appropriate.

EXISTING STORE. PLEASE REFER TO
DRAWING 2407-02-02A.

Ensure all bins in the store are accessible



Ensure recycling facilities are as easy to access as general refuse



Please confirm details of waste store ventilation and hygiene / cleaning proposals

Ventilation - IT IS OPEN ABOVE APPROX 2.5m IN HEIGHT.
 Hygiene - QUARTERLY THOROUGH WASHDOWN AND REGULAR CLEANING CHECKS.

Please provide details of who will be responsible for placing the bins at the collection point and returning them to the store / property promptly e.g. resident / management company

"REVOLUTION": PROPERTY MANAGEMENT COMPANY.

Please ensure that you have attached:

Detailed plans of waste stores	☒
Location plans showing stores	☒
Location plans showing the proposed collection point and the route the collection vehicle will take	☒

Please ensure that you have completed this form in accordance with our GD04 Waste Storage and Collection Guidance for New Developments



Wiggins Bike Rack (3-5 bikes)

Excl. Tax: **£48.95**

Incl. Tax: **£58.74**

IN STOCK



Product Options

Size Options (Any One)

3 bike space + **£0.00**

4 bike space + **£7.00**

5 bike space + **£11.00**

Bolts required? (Any One)

None + **£0.00**

Yes, bolts to bolt to the floor + **£4.00**

Details

Specification: Excellent value for money, best seller General design with 3, or 4 or 5 parking places. Locks all tyres from 35mm to 55mm width Guaranteed rust proof, Zinc plated. Can be accessed from either side, dependent on location. Supplied as fully assembled unit ready for immediate use. Can be bolted to the floor for added security. Select bolts from the option on the side if you need them to bolt down your Wiggins bike rack. Lead time: 3-6 days Dimensions: 3 Bikes - Spec 72 cm long x 33 cm deep x 30 cm high 4 Bikes - Spec 120 cm long x 26 cm deep x 39 cm high 5 Bikes - Spec 134 cm long x 33 cm deep x 25 cm high