20 April 2026
L260420 SAV Cover Letter - Churchgate

Planning Department
Manchester City Council

[redacted]

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Dear Sir or Madam

SECTION 19 OF THE PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990
APPLICATION AMENDMENTS TO REFURBISHMENT APPLICATION
CHURCHGATE HOUSE, 56 OXFORD STREET, MANCHESTER, M1 6EU
APPLICATION BY XLB PROPERTY

Application Consideration

We write on behalf of our client, XLB Property, to apply for amendments to an existing Listed Building Consent under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

The amendment relate to a Consent for refurbishment works to existing office floorspace within the Tootal Buildings and specifically the Churchgate House area. The relevant Consent is Reference 140376/LO/2024.

The approval (alongside Reference140376/LO/2024) is for works to enhance the appearance of the 2nd Floor of Churchgate House and the 1st Floor of Churchgate House and the 2nd Floor of Lee House that connect into each other. They are part of wider works that have been being undertaken to the building to significantly enhance its internal appearance to both revitalise the building and better meet modern office requirements and in this case to meet particular tenant requirements. As can be seen on site from the works undertaken by XLB Property to date, their approach has been to create a high quality finish to the buildings that celebrate their heritage.

The amendments specific to this application are:

1. The reorganisation of the approved kitchen area so that it no longer sits on the norther elevation of Churchgate House and instead is relocated to the southern courtyard elevation. The kitchen has been designed around a window opening. It sits below the window opening and doesn't cut across it so doesn't have any negative impact on the window.

2. The consequence of the change at (1) above is that the amount of wall to be removed adjacent to where the window previously was is reduced. A ramp is also installed to provide level access to the central lift. This is not a material change to the existing position which includes ramped access to the lift.

3. The introduction of three new zoom pod rooms set on the southern aspect of the central wing of Churchgate House to meet occupier requirements. One pod is tucked firmly into the corner next to the stair well and the remaining two have been designed to sit without any intersection of windows.

4. The requirement for a ramped lobby into the floorspace from the central wing of the building.

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The application is accompanied by a detailed set of application plans that set out the full details of the works that are proposed. The plans show the high quality nature of the refurbishment scheme and the design and works that will be complementary to the buildings' heritage and ensure its internal appearance is enhanced.

The amendments do not affect the character or appearance of the buildings as buildings of special architectural or historic interest..

The affect of the changes is that the following amendments to Conditions are required as outlined in the tracked changes:

- Condition 2:

  The development hereby approved shall be carried out in accordance with the following drawings and documents:

  o Site Location Plan - Churchgate House
  o AXI - 060 - 4 - Rev ~~02~~03: Churchgate Second Floor Plan - Tootal Proposed Strip Out Plan (Received ~~14/05/2025~~20/04/2026)
  o AXI - 070 - 4 - Rev ~~01~~02: Churchgate House Second Floor Plan - Proposed Asbestos Strip Out Plan (Received ~~14/05/2025~~20/04/2026)
  o AXI - 080 - 4 - Rev ~~01~~02: Churchgate Second Floor Plan - Proposed Reflective Ceiling Strip Out Plan (Received ~~14/05/2025~~20/04/2026)
  o AXI - 200 - 4 - Rev ~~06~~09: Proposed Second Floor Churchgate & Third Floor Lee House Plan as Proposed - CAT A (Received ~~22/05/2025~~20/04/2026)
  o AXI – 201-1 - 4-Rev ~~03~~02: Proposed Churchgate Second Floor Plan CAT A as Proposed (Received ~~02/06/2025~~20/04/2026)
  o AXI – 201-2 - 4-Rev 02: Proposed Churchgate Second Floor Plan CAT A as Proposed (Received 20/04/2026)
  o AXI - 401 - 4 - Rev ~~03~~04: Proposed Second Floor Churchgate Partition Details (Received ~~22/05/2025~~20/04/2026)
  o AXI - 411 - 4 - Rev ~~03~~04: Proposed Second Floor Churchgate Small Power Plan as Proposed (Received ~~22/05/2025~~20/04/2026)
  o AXI - 420 - 4 - Rev ~~03~~04: Proposed Second Churchgate Floor New Raised Access Flooring Details (Received ~~05/06/2025~~20/04/2026)
  o AXI - 500 - 4 - Rev ~~01~~02: Churchgate House. Proposed Second Floor Suite 1 Boardroom Details - Sheet 1 (Received 20/04/2026)
  o AXI - 501 - 4 - Rev ~~02~~03: Churchgate House. Proposed Second Floor Suite 1 Boardroom Details - Sheet 2 (Received 20/04/2026)
  o AXI - 502 - 4 - Rev ~~02~~04: Churchgate House. Proposed Second Floor Suite 1 - 6 Person Meeting Room - Sheet 1 (Received 20/04/2026)
  o AXI-503 - 4 - Rev 01: Churchgate House. Proposed Second Floor Suite 1 - 6 Person Meeting Room - Sheet 2
  o AXI - 504 - 4 - Rev 01[1]: Churchgate House. Proposed Second Floor Suite 1 - 10 Person Meeting Room
  ~~o AXI - 505 - 3 - Rev 01: Churchgate House. Proposed Second Floor Suite 1 - New Opening Elevation (Received 05/02/2025)~~
  o AXI - 505 - 4 - Rev ~~04~~07: Churchgate House. Proposed Second Floor Suite 1 - Kitchenette Details (Received 20/04/2026)~~(Received 14/05/2025)~~
  o AXI - 506 - 4 - Rev ~~03~~04: Churchgate House. Proposed Second Floor Suite 1 - Superloo Details - Sheet 1 (Received 20/04/2026)
  o AXI - 507 - 4 - Rev ~~02~~03: Churchgate House. Proposed Second Floor Suite 1 - Superloo Details - Sheet 2 (Received 20/04/2026)
  o AXI - 508 - 4 - Rev ~~02~~03: Churchgate House. Proposed Second Floor Suite 1 -

[1] Note we have added in '1' to this drawing as it was incorrectly referenced on the decision notice.

DDA & Fire Escape Details (Received 20/04/2026)
o AXI - 509 - 4 - Rev 01: Churchgate House. Proposed Second Floor Suite 1 - Zoom Room GF04.1 Details (Received 20/04/2026)
o AXI - 530 - 3 - Rev 03: Churchgate House. Proposed Second Floor Suite 1 - New Opening Elevation (Received 20/04/2026)
o AXI - 550 - 3 - Rev 01: Proposed Second Floor Churchgate & Third Floor Lee House Glazing Location Plan (Received 20/04/2026)
o AXI - 551 - 4 - Rev ~~01~~02: Proposed Second Floor Window Type 1 Glazing Details (Received 20/04/2026)
o AXI - 552 - 4 - Rev 01: Proposed Second Floor Window Type 2 Glazing Details (Received 20/04/2026)
o AXI - 553 - 4 - Rev ~~01~~02: Proposed Second Floor Window Type 3 Glazing Details (Received 20/04/2026)
o AXI - 554 - 4 - Rev ~~01~~02: Proposed Second Floor Window Type 4 Glazing Details (Received 20/04/2026)
o AXI - 555 - 4 - Rev ~~01~~02: Proposed Second Floor Window Type 5 Glazing Details (Received 20/04/2026)
o AXI - 556 - 4 - Rev 02: Proposed Second Floor Window Type 6 Glazing Details (Received 20/04/2026)
o AXI - 557 - 4 - Rev ~~01~~02: Proposed Second Floor Window Type 7 Glazing Details (Received 20/04/2026)
o AXI - 558 - 4 - Rev 01: Proposed Second Floor Window Type 8 Glazing Details (Received 20/04/2026)
o AXI - 559 - 4 - Rev 01: Proposed Second Floor Window Type 9 Glazing Details (Received 20/04/2026)
o AXI - 561 - 4 - Rev 01: Proposed Second Floor Window Type 11 Glazing Details (Received 20/04/2026)
o AXI - 562 - 4 - Rev 01: Proposed Second Floor Window Type 12 Glazing Details (Received 10/04/2026)
o AXI - 599 - 4 - Rev 03: Churchgate First Floor Finishes as Proposed
o AXI - 601 - 4 - Rev ~~04~~05: Churchgate Proposed Second Floor Floor Finishes as Proposed (Received ~~22/05/2025~~20/04/2026)
o AXI - 611 - 4 - Rev ~~03~~04: Churchgate Proposed Second Floor Tootal Wall Finishesas Proposed (Received ~~31/05/2025~~20/04/2026)
o AXI - 614 - 4 - Rev 02: Churchgate First Floor Wall Finishes as Proposed
o AXI - 631 - 4 - Rev ~~03~~04: Churchgate Proposed Second Floor Tootal Ceiling Finishes as Proposed (Received ~~31/05/2025~~20/04/2026)
o AXI - 633 - 4 - Rev 02: Churchgate First Floor Ceiling Finishes as Proposed
o AXI - 900 - 4 - Rev ~~02~~03: Proposed Second Floor Plan as Proposed - Door Schedule Location Plan ~~((Received 20/04/2026)Received 02/06/2025)~~
o AXI - 901 - 4 - Rev ~~02~~04: Proposed Second Floor Plan as Proposed - Door Schedule Table (Received 20/04/2026)
o AXI - 902 - 4 - Rev ~~01~~02: Proposed Second Floor Plan as Proposed - Door Types Sheet 1 (Received 20/04/2026)
o AXI - 903 - 4 - Rev 01 : Proposed Second Floor Plan as Proposed - Door Types Sheet 2 (Received 20/04/2026)
o 634(S) L1-E-62-201 Rev T2: First Floor / Broadhurst Small Power, Data & Security
o 634(S) L1-E-63-301 Rev T2: First Floor / Broadhurst Lighting & Fire Alarm
o 634(S) L2-4-62-201 Rev T4: Second Floor / Broadhurst Small Power, Data & Security (Received 05/06/2025)
o 634(S) L2-E-63-301 Rev T3: Second Floor / Broadhurst Lighting & Fire Alarm (Received 05/06/2025)
o CUB-XX-ZZ-DR-M-5201 Rev P01 Above Ground Drainage (Received 20/04/2026) ~~634(S) L2-P-52-201 Rev T2: Second Floor / Broadhurst Above Ground Drainage~~

~~(Received 05/06/2025)~~
o CUB-XX-ZZ-DR-M-5301 Rev P01 Domestic Water Services (Received 20/04/2026) ~~634(S) L2-P-53-301 Rev T2: Second Floor / Broadhurst Domestic Water Services (Received 05/06/2025)~~

- Condition 6:

  Notwithstanding the plans listed within condition 2 of this permission, prior to the commencement of any works in relation to the second floor kitchenette and segment of original wall marked for demolition as shown on drawing nos. AXI - ~~505~~ 530 - 3 - Rev ~~01~~ 03 and AXI - 505 - 4 - Rev ~~04~~07, the following shall be submitted to and approved in writing by the City Council as Local Planning Authority:

  a) Final design details and layout of the second-floor kitchenette.
  b) Final design details for the openings to be made in Churchgate House's original rear wall, as shown on drawing no. AXI -~~505~~ 530 -3 - Rev ~~01~~03. This shall include the extent of the proposed demolition, its final material finish and confirmation on if a structural beam will be required to be inserted at first floor to accommodate the proposed scheme.
  c) Final design details of the first floor structural beam if applicable.
  d) A methodology for the carrying out of such works approved under parts a, b and c of this condition.

  The development shall then proceed in accordance with the approved details.

- Condition 11:

  No additional zoom pods other than those shown on the submitted drawings, nor mechanical ventilation equipment and associated external inlet and outlet points are permitted by this permission. A separate listed building consent will be required to be approved for the carrying out of any such works.

Summary

The application seeks listed building consent for amendments to an existing Listed Building Consent at Churchgate House that forms part of the Tootal Buildings in Manchester City Centre.

The proposals have been sensitively developed to ensure that the heritage asset is protected and enhanced.

The proposal accords with the specific policies and overarching objectives of both local and national planning policy documents.

We trust that the details included above and on the enclosed drawings provide you with sufficient information to register and consider the application. We will endeavour to contact you within the next few days to establish your timetable for decision making.

In the meantime, should you require any clarification or additional information, please do not hesitate to contact Matthew Sobic at these offices.

Yours sincerely

[redacted]

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Enc.