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HALLIDAY MEECHAM ARCHITECTS

5807/05.01.1
5th June 2026

Manchester City Council
P.O. Box 532
Town Hall Manchester
M60 2LA

Dear Manchester City Council,

**Re: Application Number:**
**144795/LBC/2025 and 144797/FO/2025**
**Proposal:** Installation of new stepped and lift access to the front of William Kay House together with associated landscaping and boundary treatment
**Location:** William Kay House, 327- 333 Oxford Road, Manchester, M13 9PG
**Date of application:** 19 September 2025

Halliday Meecham Architects write to request discharge of conditions as follows:

**144795/LBC/2025** – Conditions 3a, 3b, 4 and 5a, 5b and 5c.

| **144795/LBC/2025** | |
|---|---|
| **Condition 3a**<br>Method statements for protection of existing steps | Steps – Information from contractor to follow |
| **Condition 3b**<br>Notification of any damage to original building fabric | The client confirms that they will notify of any damage of original building fabric, and submit proposed remediation for approval prior to repairs commencing. |
| **Condition 4**<br>Installation of lift, steps and railings method statements | Lift – Information from contractor to follow<br>Steps – Information from contractor to follow<br>Railings – Please refer to attached document: |
| **Condition 5a**<br>Removal of Lift and non original steps | The client confirms that they will notify MCC the intention of removal of the lift and non-historic steps within 2 months of them no longer being required. |
| **Condition 5b**<br>Method Statements for removal of Lift and non original steps | The client confirms that they will submit a method statement for remediation and making good of building fabric relating back to condition 5a of this application 2 months prior to removal when required. |
| **Condition 5c**<br>Removal of Lift and non original steps within 2 months of approval | The client confirms that once approved, works will be completed within 2 months of them no longer being required. |

**144797/FO/2025 –** Conditions 3, 4, 5a and 5b, 6, 7, 8, 9, 10a and 10b, 10c, 11, 11a, 11b, 11c, 12 and 13

| **144795/LBC/2025** | |
|---|---|
| **CONDITION** | **Response** |
| **Condition 3**<br>Arboricultural Impact Assessment (AIA) | Please refer to attached: William Kay House Manchester - Arboricultural Impact Assessment (May 2026) (002).pdf |
| **Condition 4**<br>Arboricultural Method Statement (AMS) | Please refer to attached: Willam Kay House Manchester - Arboricultural Method Statement (May 2026).pdf |
| **Condition 5a**<br>Samples of Railings and external materials to be used | Please refer to attached Information to follow from the contractor:<br>Railings_Specification.pdf<br>Railings_SC Highlighted Mark Up.pdf |
| **Condition 5b**<br>Implementation of approved materials above | The client confirms that the approved samples will be implemented as part of the development relating to condition 5a of this application |
| **Condition 6**<br>Boundary railings details | Please see attached documents detailing the railings proposed.<br>Railings_Specification.pdf<br>Railings_SC Highlighted Mark Up |
| **Condition 7**<br>Lift Maintenance Plan | Information to follow from the contractor |
| **Condition 8**<br>Bird and Bat Boxes | There is no minimum BNG requirement for the development, however the client will install 1no bird box and 1no bat box to the gable end of William Kay building providing the a safe and secure location for wildlife to develop. Please refer to attached elevation for further details: 5807-HMA-WK-ZZ-DR-A-20201_P03 - Wiilliam Kay Elevations as Proposed_BatBird Markup.pdf |
| **Condition 9**<br>Works to trees to be completed in line with BS3998 | Please refer to attached: Willam Kay House Manchester - Arboricultural Method Statement (May 2026).pdf |
| **Condition 10a**<br>Landscaping Scheme | Information to follow |
| **Condition 10b**<br>Landscaping Scheme | The client confirms that the approved planting scheme will be implemented within 6 months of completion |
| **Condition 10c**<br>5 year period for landscaping replacement | The client confirms that the any tree that is removed, uprooted, destroyed or dies within a 5 year period from when it is planted that it shall be replaced with another tree or shrub of the same species and size as that originally planted shall be planted at the same place. |
| **Condition 11a**<br>No retained tree shall be cut down, uprooted or destroyed without written approval of | Following the issue of the AIA submitted as part of this application, tree T2 is viewed to be causing detrimental harm to the building and has been recommended for replacement with a more suitable specimen, pink/white hawthorn. Removal of this tree would likely require removal of adjacent soft landscaping/bushes. Please refer to attached proposed landscaping scheme |
| **Condition 11b**<br>If any tree is removed/uprooted/ destroyed/dies then it will | The client confirms that if any tree removed, uprooted, destroyed or dies, another shall be planted in its place to its likeness or as recommended by the AMS (Willam Kay House Manchester - Arboricultural Method Statement (May 2026).pdf) |

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|---|---|
| be replaced within 5 years | |
| **Condition 11c**<br>Fencing for Tree protection | Please refer to attached: Willam Kay House Manchester - Arboricultural Method Statement (May 2026).pdf |
| **Condition 12**<br>Access measures to be implemented prior to completion of development | The client confirms that access measures for disabled people to gain access into the premises as shown on the drawing referenced 5807-HMA-WK-ZZ-DR-A-90403 Rev P04 and 243337-PUR-ZZ-B1-DR-A-2100 Rev C03 and 5807-HMA-WK-ZZ-DR-A-90410 Rev P06 shall be fully implemented before the completion of the development. |
| **Condition 13**<br>No gates open outward onto adjacent pedestrian route | The client confirms that no routes open outwards onto adjacent pedestrian route |

**Application**
The schedule of information submitted in this application is attached to this letter. The application form has been completed and issued and is attached to this letter:

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I would be grateful for written confirmation of receipt. If there are any points of clarification required, please do not hesitate to contact me using the agents' details within the application form.

Yours sincerely

[redacted]

Christopher Myk
Architect

Halliday Meecham Architects Limited

P.T.O