Project Technical Memorandum - MEP



NEW CENTURY HALL, MANCHESTER

NEW CENTURY HALL LIMITED

14 May 2026

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1 Property overview

Address	New Century Hall, Manchester
Report reference:	Listed Building Consent
Version:	Final
Date of inspection:	May 13, 2026
Date of issue:	14 May 2026
Instruction:	NEW CENTURY HALL LIMITED are looking to alter the high-level HVAC equipment and add in additional toilet provision within the venue. This technical note highlights the proposed changes and should be read in conjunction with the architects and Mechanical reflective ceiling plans.
Type of Inspection:	Technical Design Review
Inspecting Consultant :	Mark Broady Austin Broady Associates Limited
Inspecting Consultant :	Lee Harrop HES

Element	Description Existing Services
Heating and cooling	The existing VRF heating and cooling is delivered via air conditioning units suspended from the concrete soffit via threaded bar and uni-strut. Pipework has been routed at high-level via cable tray routes towards the rear elevation into the external plant enclosure.
Fresh Air	Hear Recovery Fresh air units are located towards the front elevation, suspended from the concrete soffit via threaded bar and uni-strut, with intake and extract connected to the louvres above the doors. The fresh air is delivered into space by a combination of service mounted double-deflection grills and air supply inlets to the return air inlet of each fan coil. The ducting work is insulated with 25mm Ductwrap.
Extraction	There is commercial kitchen extraction system sited above the catering units inside the venue toward the front elevation and rear elevation. The units connect to external louvres mounted above the doors and into the plant enclosure to the rear. Extraction is also provided via in-line fans to enclosed rooms, namely storerooms, pot wash and toilets.

Element	Description Existing Services
Public Health	Water and waste pipework is generally located above ground floor level. Waste pipework drops through the slab into B1 level before existing the building. Hot water supplies are provided by point of use heaters located in various locations/ storerooms.
Power	LV power is distributed throughout the ground floor via a combination of exposed cable trays, surface mounted containment, or concealed within new studwork walls.
Lighting	Lighting within the main food hall/ bar is generally track lighting suspended from the soffit. Lighting within the back of house areas is a combination of suspended linear fittings or spots lights within MF ceilings.
Fire alarm	Fire Alarm cabling is distributed at high-level following cable tray routes
Containment	Existing containment is a combination of medium duty galvanised cable tray of varying widths alongside cable basket for ELV services, all affixed to the soffit via Unistrut & threaded rod. Galvanised conduit fixed direct to the soffit to final locations.

2 Proposed Changes

The below comments should be read with the following accompanying Austin Broady drawings;

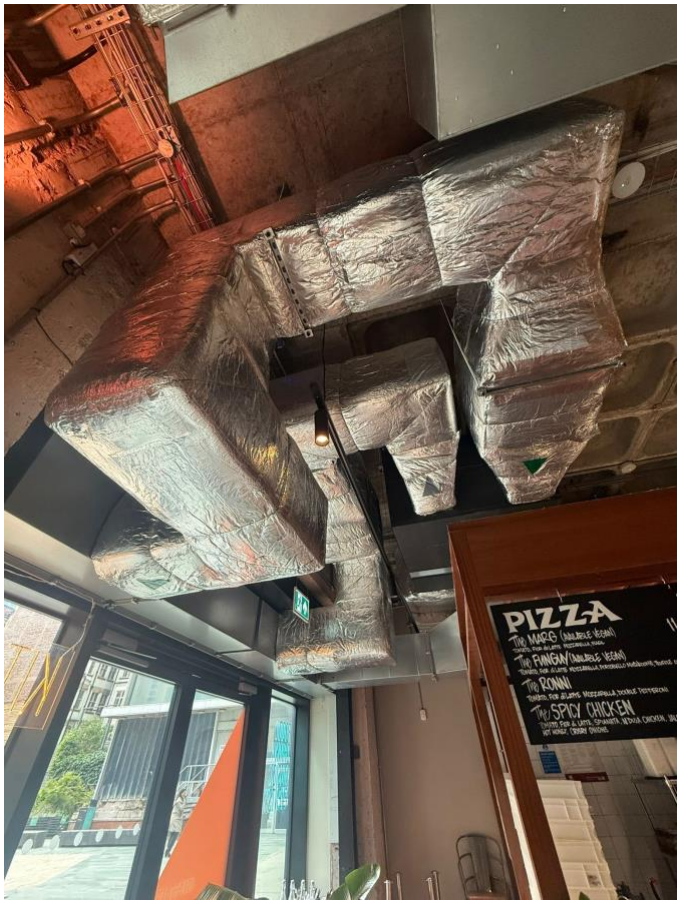
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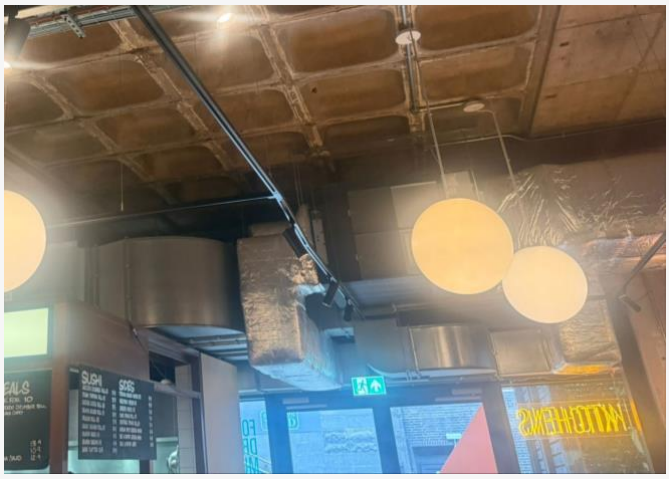
Element	Description
Heating and cooling	Installation of 1no. new fancoil unit to be located above the booth seating to the rear of the bar area. The unit will be suspended from the concrete soffit avoid the waffle-slab. New pipe work will follow existing tray work out of the building to rear and into the existing plant enclosure. This fancoil shall have a fresh air supply to the air intake of the unit One fancoil shall be relocated to allow for the AV infrastructure in front of the stage. The new fancoil unit will match the same specification, size and appearance of the existing units – see image in Section 3.
Fresh Air	2no. new MVHR units will be installed where the previous commercial catering extract has been removed. These unit have been positioned to be suspended from the concrete soffit avoiding the waffle-slab to the rear of the building. All new MVHR units will connect to existing louvres (freed up by the removal of redundant extract). New ductwork will be suspended from the soffit via a combination of threaded drop rods and cable suspension, as per the existing units. The new MVHR units will match the same specification size and appearance of the existing units – see image in Section 3.
Extraction	The existing extraction system to the now redundant 'Pot Wash' area will be reconfigured to provide the necessary extraction required from the new toilet cubicles.
Public Health	Existing services and waste pipework will be reconfigured to accommodate the new toilets.
Power	Existing LV power will be reconfigured to suit the location of the new mechanical kit, small power and lighting requirements. New cabling will be run via the network of existing cable trays or surface mounted or concealed in new walls.
Lighting	It is anticipated that the existing lighting will be reconfigured to suit the new room layouts, utilising existing fittings, uni-strut and tray-work.

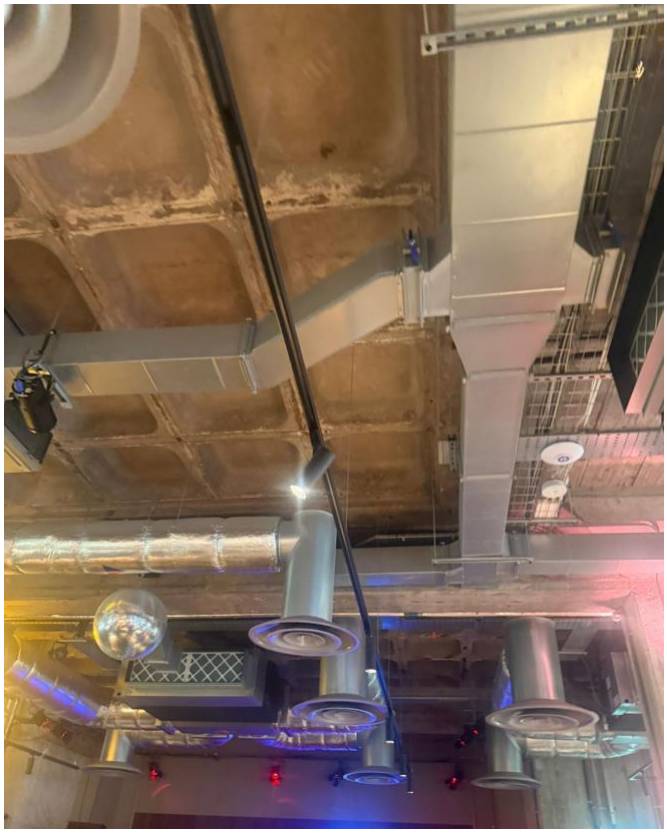
Element	Description
	New stage lighting is being installed in accordance with the architects drawings, comprising aluminium rigging suspended from the soffit with light fixed directly to it to suit the type of event. New cabling will be run via the network of existing cable trays to provide power at high level.
Fire alarm	The existing fire alarm system will be extended to suit the new layouts. New detectors and sounds will be mounted within the newly created toilets on the MF/ suspended ceilings and within the venue mounted on the soffit, avoiding the waffle slab.
Emergency Lighting	The existing venue open area emergency lights shall be relocated & Supplemented where required to suit the new layouts to satisfy latest BS5266 standards and shall be arranged to avoid the waffle slab. New units shall be mounted within the newly created toilets within the MF/ suspended ceilings.
Containment	New containment will be limited, as we will look to reuse and extend the existing to suit the new layouts.

3 Photographs

Element	Photo
External louvers above doors	

Element	Photo
Existing Ducting – connected to the back of louvers.	
Existing Fancoil – not ducted	

Element	Photo
Existing Fancoil - Ducted	
Existing MVHR	

Element	Photo
Existing Ducting and tray work	
Existing Track Lighting	