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Roof Terrace Management Plan

In Support of an Application for Full Planning Permission

The Lexicon, 10–12 Mount Street, Manchester, M2 5NT

Applicant	PD Properties Ltd (c/o Mr Andrew Joseph)
Agent	Studio Néo
Site Address	The Lexicon, 10–12 Mount Street, Manchester, M2 5NT
Local Planning Authority	Manchester City Council
LPA Reference	[To be inserted]
Subject	Management of the First Floor roof terrace
Application Type	Full Planning Permission
Date	October 2026
Document Reference	V1

Prepared by Studio Néo on behalf of PD Properties Ltd

1.0 Introduction

This Roof Terrace Management Plan has been prepared by Studio Néo on behalf of PD Properties Ltd in response to a request from Manchester City Council for details of how the use of the First Floor roof terrace at The Lexicon, 10–12 Mount Street, Manchester, M2 5NT will be managed. It should be read alongside the Design and Access Statement and the application drawings submitted with the application.

The Plan sets out the controls that will govern the use of the terrace once the Phase 1 (Category A) enabling works described in the application are complete. Its purpose is twofold:

- to safeguard the amenity of existing tenants of The Lexicon and of occupiers of surrounding buildings, by preventing noise or disturbance arising from the use of the terrace; and
- to ensure the terrace is used safely, with the number of people present kept within limits appropriate to the space, its guarding and its means of escape.

The applicant is willing to accept the operational controls set out in Section 4.0 as conditions of any planning permission granted. Suggested condition wording is provided in Section 7.0.

2.0 The Terrace

The terrace occupies the existing flat roof at First Floor level, approximately 4.3 metres above external pavement level, with an area of approximately 94 m² gross external floor area (GEFA). It faces Peter Street to the north. The building above rises to 10 storeys in total and is occupied by a range of commercial office tenants.

Following the Phase 1 works, the terrace will comprise:

- a raised pedestal porcelain tile deck across the whole of the existing roof area;
- an additional-height slatted composite balustrade on top of and set behind the existing parapet, providing guarding to 1,100mm above deck level;
- a tenancy division screen set at right angles to the elevation, dividing the terrace into two separate tenancy areas; and
- access to each area from its own tenancy only – via the existing doorway at the southern end of the elevation and via a new door replacing an existing window at the opposite end.

The terrace is intended as informal outdoor amenity space for the office occupiers of the building and their staff. It is not intended for use by the general public, nor for commercial hospitality, catering or ticketed events.

3.0 Reasons for the Management Plan

3.1 Amenity of existing tenants and neighbouring occupiers

The terrace sits at the base of an occupied, multi-let office building, with windows of upper-floor tenancies overlooking it, and within a dense city centre setting surrounded by other commercial, office and hospitality premises. The principal objective of this Plan is to avoid disturbance to the existing tenants of the building and to occupiers of surrounding buildings. The controls on occupancy, hours of use and amplified sound in Section 4.0 are designed to keep activity on the terrace at the level of ordinary conversation, within reasonable working and early-evening hours.

3.2 Health and safety

The second objective is to ensure the terrace is used safely. Limiting the number of people present at any one time ensures the space does not become overcrowded, that occupants can move freely and leave the terrace quickly in an emergency, and that use remains within the design assumptions for the deck, the balustrade and the roof structure. The maximum occupancy of 60 persons is consistent with the threshold at which a single escape route is generally acceptable under Approved Document B, Volume 2. The final fire strategy and structural loading will be confirmed at the technical design stage with the appointed Building Control body.

4.0 Management Controls

The following controls will apply to the use of the terrace at all times.

4.1 Maximum occupancy

> **Control 1 – Occupancy**
> The maximum number of persons on the terrace at any one time shall not exceed 60 persons. This figure applies to the terrace as a whole, across both tenancy areas combined.

To achieve this, the Landlord will apportion the permitted maximum between the two tenancy areas, broadly in proportion to their respective areas, and will notify each tenant in writing of the maximum number of persons permitted within its area. The sum of the two allocations will not exceed 60 persons. Each tenant will be responsible for ensuring that its allocation is not exceeded.

4.2 Hours of use

> **Control 2 – Hours of use**
> The terrace shall not be occupied outside the hours of 08:00 and 22:00 on any day and occupation not allowed at weekends.

Outside these hours the terrace doors will be closed and secured by the relevant tenant. Access outside these hours will be limited to maintenance, inspection or emergency purposes only.

4.3 Music and amplified sound

> **Control 3 – Music and sound**
> There shall be no live music, and no sound system or amplified sound equipment of any sort, used on the terrace at any time. This includes speakers, public address systems and portable or wireless speakers.

5.0 Implementation and Enforcement

The Landlord, PD Properties Ltd, will be responsible for implementing this Plan and ensuring compliance. The following measures will be put in place before the terrace is first brought into use:

- **Tenant obligations.** The controls in Section 4.0 will be incorporated into the terms on which each tenant is granted use of its area of the terrace, together with written terrace rules issued to each tenant.
- **Signage.** A notice will be displayed at each terrace access door stating the maximum number of persons permitted in that area, the permitted hours of use, and that no music or sound systems are allowed.
- **Tenant responsibility.** Each tenant will nominate a responsible person to oversee use of its area, ensure the occupancy limit is respected, and secure the terrace door at the end of the permitted hours.
- **Contact and complaints.** The Landlord's building management contact details will be made available to tenants of the building and on request to neighbouring occupiers. Any complaint relating to the terrace will be logged, investigated and responded to promptly.
- **Breaches.** Where a breach of the controls occurs, the Landlord will take action with the tenant concerned. Repeated breaches may result in the tenant's right to use the terrace being suspended or withdrawn.

6.0 Noise Considerations

6.1 Existing noise environment

The site lies at the heart of Manchester's central business district, close to St Peter's Square, and the terrace faces onto Peter Street. The existing noise environment is dominated by significant background traffic and pedestrian noise, including:

- road traffic on Mount Street, Peter Street and the surrounding city centre network, including buses, taxis and servicing vehicles;

- Metrolink tram services through St Peter's Square;
- heavy pedestrian footfall throughout the day and evening, associated with offices, transport interchanges, and the cultural, retail and hospitality uses in the vicinity; and
- activity associated with the bars, restaurants and venues on and around Peter Street, particularly in the evening.

Elevated ambient noise levels of this kind are characteristic of the location throughout the proposed hours of use of the terrace.

6.2 Assessment of the terrace use

As limited by this Plan, use of the terrace will be confined to people talking at normal conversational levels, with no more than 60 persons present at any one time, between 08:00 and 22:00 on weekdays only, and with no live music, sound systems or amplified sound of any kind. The terrace is at low level within the building, is enclosed by the parapet and the new balustrade, and is not open to the public.

Taking these factors together, and in the context of the significant existing background noise described above, it is not considered that activity on the terrace, as limited by this Plan, would be distinguishable from the prevailing ambient noise environment or would give rise to an unacceptable impact on the amenity of tenants of the building or occupiers of surrounding buildings. The use is therefore not considered to constitute a noise issue.

On this basis and given that the controls above remove the main potential sources of noise (amplified sound, late-night use and large gatherings), the applicant considers that a separate noise impact assessment would not be proportionate to the scale and nature of the proposal. This approach is consistent with the NPPF's requirement that information supporting applications should be proportionate to the nature and scale of the development proposed.

7.0 Suggested Conditions

Should the Council consider it necessary to secure the controls by condition, the applicant would accept conditions along the following lines:

1. The roof terrace hereby approved shall not be occupied by more than 60 persons at any one time. *Reason: In the interests of the amenity of occupiers of the building and neighbouring premises, and of public safety.*
2. The roof terrace hereby approved shall not be used outside the hours of 08:00 to 22:00 on any day and not at all at weekends. *Reason: To safeguard the amenity of occupiers of the building and neighbouring premises.*
3. No live music, amplified music or sound reproduction equipment of any kind shall be played or used on the roof terrace hereby approved at any time. *Reason: To safeguard the amenity of occupiers of the building and neighbouring premises.*
4. The roof terrace shall be operated in accordance with the approved Roof Terrace Management Plan (Studio Néo, October 2026, V1) at all times. *Reason: To safeguard the amenity of occupiers of the building and neighbouring premises.*

8.0 Review

This Plan will remain in force for as long as the terrace is in use. It will be reviewed by the Landlord in response to any substantiated complaint, and in any event as part of the separate Phase 2 application for the population of the terrace with planting, seating and other amenity items. Any proposed changes to the controls in Section 4.0 will be submitted to Manchester City Council for approval before they are implemented.

9.0 Conclusion

This Management Plan sets out clear and enforceable controls on the use of the First Floor roof terrace at The Lexicon: a maximum of 60 persons at any one time, use only between 08:00 and 22:00 on weekdays only and no live music or sound systems of any kind. Together with the implementation measures described above, these controls will protect the amenity of existing tenants of the building and of surrounding occupiers and ensure the terrace is used safely.

In the context of the significant background traffic and pedestrian noise in this city centre location, the use of the terrace, as limited by this Plan, is not considered to constitute a noise issue. Studio Néo respectfully requests that Manchester City Council accepts this Plan in support of the application.

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