20 October 2026
L261020 SAV Cover Letter - Churchgate House

Planning Department
Manchester City Council

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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 proposals comprise a comprehensive internal refurbishment and fit-out of the existing office accommodation, including new internal partitions and glazed screens to form meeting, training and ancillary rooms; new kitchenettes and WC/welfare facilities; accessibility improvements including ramps and steps to address existing changes in floor level; new and altered internal openings and doors; and associated flooring, finishes, building services and fire-safety works. The works are principally internal and are intended to modernise the accommodation, improve accessibility and circulation, and ensure that the refurbished space responds to the applicable fire-safety and building control requirements.

The amendments can be described as follows:

- Comprehensive internal refurbishment and fit-out of the existing office accommodation.
- New internal stud partitions and glazed screens to subdivide the existing floorplate.
- Creation of new meeting rooms of various sizes.
- Creation of a new boardroom and training room.
- Provision of new Zoom rooms and ancillary working spaces.
- Creation of a new prayer room.
- Installation of new kitchenettes, including associated power and drainage connections.
- Provision of new WC facilities, including Part T-compliant superloos.
- Creation of a new accessible WC.
- Provision of a new wellness / first-aid room.
- Installation of new ramps and steps to address existing changes in floor level and improve accessibility.
- Alterations around the goods lift, stair lobby and emergency escape routes.
- Formation of new internal openings to improve connections between the office suites.
- Installation of structural beams / lintels where required in connection with new openings.
- New and altered internal doors, including works to suite entrances.

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- Alterations to lobby and circulation areas, including flooring, redecoration and wayfinding.
- Installation of new raised-floor infill where required to accommodate changes in existing floor levels.
- Retention and adaptation of existing glazing where appropriate, including secondary glazing to former M&E window openings.
- Installation of a new fire shutter to part of the existing glazing.
- Fire-safety improvements, including new compartmentation and fire protection to structural elements.
- Fire-stopping to new and existing service penetrations.
- Alterations to lobby arrangements to accord with the updated fire strategy.
- Associated alterations to mechanical, electrical, drainage and other building services.
- New and replacement floor, wall and ceiling finishes associated with the refurbishment works.
- Associated alterations to the fire alarm, lighting, small power, data, containment, ventilation, air-conditioning and domestic water installations.

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:

  - *Site Location Plan - Churchgate House*
  - *AXI-200 Proposed Second Floor Churchgate & Third Floor Lee House Plan as Proposed – CAT A Rev 5-09*
  - *AXI-201-1 Proposed Churchgate Second Floor Plan – CAT A as Proposed Rev 5-03*
  - *AXI-201-2 Proposed Churchgate Second Floor Plan – CAT A as Proposed Rev 5-03*
  - *AXI-202 Proposed Lee House Second Floor Plan – CAT A as Proposed Rev 5-03*
  - *AXI-300 Churchgate Second Floor Reflected Ceiling Plan as Proposed Rev 5-03*
  - *AXI-301 Third Floor Lee House RCP as Proposed Rev 5-03*
  - *AXI-401 Proposed Second Floor Churchgate Partition Details Rev 5-04*
  - *AXI-402 Proposed Third Floor Lee House Partition Details Rev 5-05*
  - *AXI-420 Proposed Second Floor Churchgate New Raised Access Flooring Details Rev 5-02*
  - *AXI-500 Proposed 4 Person Meeting Room MR1 Details Rev 5-01*
  - *AXI-501 Proposed 6 Person Meeting Room MR2 Details Rev 5-01*
  - *AXI-502 Proposed 4 Person Meeting Room MR3 Rev 5-*
  - *AXI-504.1 Proposed Second Floor Training Room Details – Sheet 1/2 Rev 5-01*
  - *AXI-504.2 Proposed Second Floor Training Room Details – Sheet 2/2 Rev 5-00*
  - *AXI-505 Proposed Second Floor Suite 1 Kitchenette Details Rev 5-00*
  - *AXI-506 Proposed Second Floor Suite 1 Superloo Details – Sheet 1 Rev 5-01*
  - *AXI-507 Proposed Second Floor Suite 1 Superloo Details – Sheet 2 Rev 5-02*
  - *AXI-508 Proposed Second Floor Suite 1 DDA & Fire Escape Details Rev 5-01*
  - *AXI-509-1 Proposed Second Floor Zoom Room GF04.1 Details Rev 5-02*
  - *AXI-509-3 Proposed Second Floor Suite 1 Zoom Room GF11 Details Rev 5-02*
  - *AXI-511 Proposed Lee House 6 Person Meeting Room MR7 Details Rev 5-02*
  - *AXI-512.1 Proposed Lee House Board Room Details - Sheet 1 Rev 5-02*
  - *AXI-512.2 Proposed Lee House Board Room Details - Sheet 2 Rev 5-01*
  - *AXI-513 Proposed Lee House 8 Person Meeting Room MR6 Details Rev 5-02*
  - *AXI-518 Proposed Suite 3 - 4 Person Meeting Room Details Rev 5-01*

- *AXI-521 Proposed Suite 3 - Kitchenette Details - Sheet 1 Rev 5-04*
- *AXI-522 Proposed Suite 3 - Kitchenette Details - Sheet 2 Rev 5-02*
- *AXI-524 Proposed Suite 2 - Superloo Details - Sheet 1 Rev 5-01*
- *AXI-525 Proposed Suite 2 - Superloo Details - Sheet 2 Rev 5-01*
- *AXI-526 Proposed Suite 3 - Superloo Details - Sheet 1 Rev 5-02*
- *AXI-527 Proposed Suite 3 - Superloo Details - Sheet 2 Rev 5-01*
- *AXI-530 Proposed Suite 1 - Churchgate Opening Details Rev 5-02*
- *AXI-531 Proposed Suite 1 - Ramp Details Rev 5-03*
- *AXI-532 Proposed Suite 1 - Goods Lift Ramp Details Rev 5-02*
- *AXI-533 Proposed Suite 1 - WC Lobby Ramp Details Rev 5-02*
- *AXI-535 Proposed Suite 2 Lee House - Ramp to Churchgate Details Rev 5-02*
- *AXI-536 Proposed Suite 3 Lee House - Entrance Ramp Details Rev 5-02*
- *AXI-539 Proposed Suite 1 - Ramp to Lee House Details Rev 5-02*
- *AXI-541 Proposed Churchgate-Lee House Opening Rev 5-01*
- *AXI-542 Proposed Churchgate 6 Person Meeting Room MR4 Rev 5-01*
- *AXI-543 Proposed Lee House Banquette 1 Details Rev 5-01*
- *AXI-544 Proposed Lee House Banquette 2 Details Rev 5-01*
- *AXI-601 Proposed Second Floor Tootal Floor Finishes Rev 5-03*
- *AXI-602 Proposed Second Floor Lee House Floor Finishes Rev 5-03*
- *AXI-611 Proposed Second Floor Tootal Floor Wall Finishes Rev 5-04*
- *AXI-612 Proposed Third Floor Lee House Wall Finishes Rev 5-04*
- *AXI-631 Proposed Second Floor Tootal Ceiling Finishes Rev 5-03*
- *AXI-632 Proposed Third Floor Lee House Ceiling Finishes Rev 5-03*
- *AXI-700 Proposed Churchgate & Lee House Fire Escape Plan Rev 5-01*
- *AXI-900 Proposed Second Floor - Door Schedule Locations Rev 5-03*
- *AXI-901 Proposed Second Floor - Door Schedule - Table Rev 5-04*
- *AXI-902 Proposed Second Floor - Door Schedule - Types Sheet 1 Rev 5-03*
- *AXI-903 Proposed Second Floor - Door Schedule - Types Sheet 2 Rev 5-02*
- *AXI-904 Proposed Second Floor - Door Schedule - Types Sheet 3 Rev 5-02*
- *AXI-905 Proposed Internal Glazing Schedule Rev 5-02*
- *CUB-XX-ZZ-DR-M-5701 Broadhurst 02 & Lee House 03 Ventilation & Air Conditioning Rev P04*
- *CUB-XX-02-SH-M-5001 Tootal Churchgate Level 02 Mechanical Equipment Schedules Rev P04*
- *CUB-XX-03-SH-M-5001 Tootal Lee House Level 03 Mechanical Equipment Schedules Rev P05*
- *CUB-XX-ZZ-DR-M-5201 Broadhurst 02 & Lee House 03 Above Ground Drainage Rev P03*
- *CUB-XX-ZZ-DR-M-5301 Broadhurst 02 & Lee House 03 Domestic Water Services Rev P03*
- *DGFS-TBB-1483 Fire Alarm Modifications 2nd Floor - Fire Alarm Layout Rev C / Rev 03*
- *DGFS-TBL-1484 Fire Alarm Modifications 3rd Floor - Fire Alarm Layout Rev C / Rev 03*
- *Tootal - E02 2nd Floor Containment Layout Rev P3*
- *Tootal - E03 2nd Floor Mechanical Small Power Layout Rev P1*
- *Tootal - E01 2nd Floor Small Power & Data Layout Rev P4*
- *F3-26-013 - Tootal-2nd&3rd Floor 100926 - Elec all Electrical drawing set (Small Power & Data / Containment / Mechanical Small Power) Rev P4 / P3 / P1*
- *LDL - Tootal 02-03 - 09-07-26 Lighting layout - Proposed Second Floor Churchgate & Third Floor Lee House Rev 5-03*

- 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.

We also request that Condition 6 is removed as the kitchen will no longer be located within that area.

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



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