

## Design and Access Statement



### Change of Use to Office Accommodation at 15 and 16 Brunswick Square, Bristol

Prepared for:  
Pirate Studios

Issue 1.1

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Issue	Date	Comment	By	Approved
1.0	05.02.2021	Planning	PT	SD
1.1	10.03.2021	Refuse lift updated	PT	SD

## **1.0 Executive Summary**

NOMA Architects have prepared this Design and Access Statement for 15/16 Brunswick Square, Bristol which sets out the project background, development proposals before giving a detailed description of the buildings building development and current layout.

The development proposals involve relatively minor alterations to both original and new fabric to improve accessibility, and to facilitate the change of use of the buildings from private members club to office use.

Nos. 15 & 16 will be restored and converted back to office use with due respect for the original planforms and architectural character and detailing.

The change of use and the type and extent of work to the fabric of the listed buildings largely follows the work that has been previously approved in application refs: APP/Z0116/W/18/3209837 and APP/Z0116/Y/18/3209838.

The works proposed retain more of the non original internal fabric than the approved scheme in order to reduce the cost of conversions.

The Approved scheme did not contain sufficient sanitary accommodation to meet the minimum Health and Safety Executive standards.

The provision of toilets and washbasins is a legal requirement for office accommodation. Toilets and washbasins are proposed in the rear room of No. 16. There are existing services in this room to serve the existing bathroom and kitchen to the maisonette which can be reused or the service route followed.

A single opening in the party wall between No. 15 and 16 is proposed on the second and third floors. This will allow access to the sanitary accommodation in No. 16 and avoid the need to provide sanitary accommodation in No. 15.

A refuse bin lift is proposed in the front courtyard of No. 15. The size, location and configuration of the lift is designed to meet the health and safety requirements for this type of installation.

Whilst there will be some slight adverse and some slight positive impacts from the development, cumulatively the changes amount to a neutral impact, or no harm in NPPF (2019) terms, and will help secure the optimum viable use of the building for the future, in line with local and national planning policy.

## **2.0 Introduction**

This Design and Access Statement supports a planning and listed building application for the change of use and conversion of No.s 15 and 16 Brunswick Square to office use.

The existing building comprises of 2 no. Georgian townhouses facing Brunswick Square. The buildings were built as identical three storey houses with attics and basements. During their history the two buildings have come into the same ownership and have been adapted, combined and extended to create a single use.

No.s 14, 15 and 16 Brunswick Square were made Grade 2 listed buildings in January 1959.

Brunswick Square was designated a Conservation Area in June 1974. With Portland Square to the east, the area forms one of the most coherent original residential suburban developments of the middle Georgian period

The Brunswick Club has most recently occupied the ground and lower ground floors with a small flat and ancillary space on the upper floors.

The proposals are for the change of use of the buildings from private members club to office use.

## **3.0 Description of Development Proposals**

The site is situated on York Street, which forms the West side of Brunswick Square, Bristol.

Nos. 15 & 16 form part of a terrace of three houses, which is all that was originally built on the West side of Brunswick Square.

Nos. 15 & 16 Brunswick Square were in the same ownership and have been operated as The Brunswick Club which was a members club.

The land to the rear of the houses has been extended and altered numerous times during their history to reflect the change in the status of the St Pauls area and the use of the buildings. Most recently a two storey building has been constructed to the rear over the lower ground and ground floors that completely fill the rear area. This provided the Brunswick Club with the large open floor space they required.

This extension at the rear of the site is bounded on three sides by boundary walls to adjacent properties. These walls rise to first floor level, with a single parapet level containing a flat roofed perimeter with shallow pitched central element.

The northern boundary wall faces onto a rear courtyard of No. 14 York St. and No. 34-36 Cumberland St. This courtyard has a number of windows and doors which overlook and access it, and an external stairwell to provide access to upper levels.

The western boundary abuts directly against buildings to the rear of the site. The building heights are at various levels; both higher and lower than the boundary wall's parapet level. A portion of the wall also faces another courtyard/light well with numerous windows overlooking it.

The southern boundary abuts a rear space to the adjacent hotel that contains refuse and ancillary space, plant, and bicycle parking. There is an electricity sub station to the rear of this space. There is an existing fire escape door to the rear extension of Nos. 15 and 16 at ground floor. The legal right of escape across this land from Nos. 15+16 is uncertain. The existing door will be retained but has not been relied on for the fire escape strategy.

### **3.1 Flood Risk**

The site is located outside the areas designated as being at risk from extreme flood as shown on the Environment Agency map.

No special flood management measures are required.

### **4.0 Planning History**

Planning Ref: 16/00223/F and 16/00224/LA:  
Refused

Part conversion of a social club (Sui Generis) to accommodate 4 no. self-contained flats (Use Class C3).

Planning Ref: 17/05568/F and 17/05569/LA:  
Refused

Conversion and change of use of 15-16 York Street from existing private members club (sui generis) at ground floor and lower ground floor together with ancillary office and residential uses on the upper floors to residential use (C3) on all floors. Erection of a four storey side extension (including additional 3 storey rear element and roof terrace) over the existing hotel service yard, demolition of the existing two storey rear extension and erection of 3 storey mews development to provide 18 new apartments. Associated external and internal works to existing listed building and associated landscaping, waste storage and bicycle storage.

Planning Ref: 18/02305/F and 18/02306/LA:  
Refused

Internal and external works associated with the proposed change of use from Private Members' Club (Sui Generis) at ground floor and lower ground floor with ancillary office use on the upper floors to office floorspace (B1a) on all floors with associated provision of waste storage and bicycle parking facilities.

Appeal application refs: APP/Z0116/W/18/3209837 and APP/Z0116/Y/18/3209838.  
Allowed

Internal and external works associated with the proposed change of use from Private Members' Club (Sui Generis) at ground floor and lower ground floor with ancillary office use on the upper floors to office floorspace (B1a) on all floors with associated provision of waste storage and bicycle parking facilities.

## **5.0 Description of Development Proposals**

The development proposals involve relatively minor alterations to both original and new fabric to improve accessibility, and to facilitate the buildings change of use to office facilities

The proposals involve the removal of a number of the unsympathetic later subdivisions or other interventions.

The proposals are to retain the original staircases and stairwells, window openings, fireplaces, cornices, skirtings and other original joinery. The proposals are to retain the original door openings and replace the non original doors with new timber panel doors with the correct fire resistance to suit their location.

On the lower ground floor the proposals are for the refurbishment of the existing spaces and toilets but with only minor changes to the building fabric. The rear space will become an activity space to support the office use on the upper floors.

On the ground floor the proposals are for the refurbishment of the existing spaces and toilets but with only minor changes to the building fabric. 6 no. new rooflights are proposed to the pitched roof above the rear extension. The front room will provide the principle entrance to the building and will contain communal space for informal meetings and networking. The rear room will form a single office space.

On the upper floors the proposals are for the refurbishment of the existing spaces and the provision of sanitary accommodation. The majority of the rooms on the upper floors will provide office accommodation. Toilets and tea making facilities will be provided within one of the rear rooms on each floor which had a lower status than the front rooms. New openings in the party wall between No.s 15 and 16 are proposed on the second and third floors to provide access to the new sanitary accommodation.

The provision of toilets and washbasins is a legal requirement for office accommodation, a full description of the minimum requirement is contained in this document.

No changes are proposed to the front elevation facing Brunswick Square except for the removal of later fixtures that have been attached to the building. The railings will be retained and restored. A new refuse lift is proposed to the front courtyard of No. 15.

No changes are proposed to the side elevation.

The replacement of the non original windows within the existing openings with new painted timber single glazed windows is proposed to the rear elevation of the townhouses.

No works involving new materials are proposed. Repairs will be on a like for like basis.

The layout within the retained buildings is dictated by the desire to make no further change to the current vertical separation between the two townhouses.

The benefits of these proposals hugely outweigh the very minor impacts involved in safeguarding the long term future of Nos. 15-16 Brunswick Square.

## 6.0 Schedule of Accommodation

The existing building comprises 1,210 sq. metres of accommodation over five floors.

	Existing (sqm)	Proposed (sqm)
Lower Ground Floor	349	349
Ground Floor	355	355
First Floor	167	167
Second Floor	170	170
Third Floor	169	169
Total	1210	1210

The proposals are for the re-use of the existing floor space and building volumes for office accommodation and no new space will be created.

The variances between the submitted scheme and the approved scheme are noted below.

## 7.0 Sanitary Convenience Provision

Adequate numbers of toilets and washbasins will be required to be provided within the building in order to comply the Health and Safety Executive Workplace (Health, Safety and Welfare) Regulation 1992. The HSE Regulations states:

*'Regulation 20 Sanitary conveniences -*

*(1) Suitable and sufficient sanitary conveniences shall be provided at readily accessible places. '*

and

*'188 Sufficient toilet and washing facilities should be provided to allow everyone at work to use them without unreasonable delay. '*

And

*'190 Facilities should be located so they are convenient. ....'*

### 7.1 Number of Toilets and Washbasins

The HSE Regulations sets minimum numbers of cubicles and washbasins depending on the number of people at work.

The anticipated occupancy of the lower ground floor will be 60 people. The minimum number of sanitary conveniences based on this occupancy will be 4 no. toilets and 4 no. washbasins. Our proposals are for 5 no. toilets, 2 no. urinals and 4 no. washbasins.

The anticipated occupancy of the ground floor will be 60 people. The minimum number of sanitary conveniences based on this occupancy will be 4 no. toilets and 4 no. washbasins. Our proposals are for 5 no. toilets, 3 no. urinals and 8 no. washbasins.

The anticipated occupancy of the first floor will be 37 people. The minimum number of sanitary conveniences based on this occupancy will be 3 no. toilets and 3 no. washbasins.

The anticipated occupancy of the second floor will be 32 people. The minimum number of sanitary conveniences based on this occupancy will be 3 no. toilets and 3 no. washbasins.

The anticipated occupancy of the third floor will be 29 people. The minimum number of sanitary conveniences based on this occupancy will be 3 no. toilets and 3 no. washbasins.

However if the upper three floors were to be considered together in order to calculate the minimum number sanitary conveniences then the anticipated occupancy of first, second and third floors will be 98 people. The minimum number of sanitary conveniences based on this occupancy will be 5 no. toilets and 5 no. washbasins. Our proposals are for 5 no. toilets and 5 no. washbasins

The proposed location for the sanitary accommodation on the upper floors is the rear room in No. 16. The kitchen and bathroom are located in the rear room to No. 16 in the existing maisonette at second floor level and so a soil and vent pipe and service routes for water have already been installed. The intention is to reuse these services if they are in a usable condition or to replace them following the same service route.

At first floor level the front room is a high status room with high quality cornices, door surrounds and window surrounds and panelling. The rear room is a lower status room with a much simpler cornice and skirting. The fireplace has previously been removed.

At second floor the rear room has a simple cornice and skirting. The fireplace has previously been removed.

At third floor the rear room has a no cornice and non original skirting. The fireplace has previously been removed

## **8.0 Openings in the Party Wall**

Three openings already existing in the party wall between No. 15 and 16.

The opening between the rear room in No. 15 and the stair in No. 16 is fitted with a door.

The opening between the front rooms of No. 15 and 16 on the inner side of the chimney breast is fitted with a studwork partition and door.

The opening between the front rooms of No. 15 and 16 on the Brunswick Square side of the chimney breast is infilled with studwork partition. The proposal is to remove the studwork partition.

A single new door opening is proposed in the party wall between No. 15 and 16 to the second and third floors between the rear room in No. 15 and the stair in No. 16. The door opening is justified in order to provide access from the rooms in No. 15 to the sanitary accommodation in No. 16. The door will avoid the need to provide sanitary accommodation in No. 15.



## **9.0 Cars, Cycles, Refuse**

The site is within a highly sustainable location, close to the city centre and its excellent transport infrastructure.

The scheme is to be a car free scheme. Pay and display parking spaces are located in Brunswick Square and the adjoining roads.

### **9.1 Cycles Storage**

Cycle storage provision has been calculated in accordance with the 'Bristol Local Plan - Site Allocations and Development Management Policies - Adopted 2014'):

Staff:

From a threshold of 200 sqm, 1 no. space per 100 sqm

Floor area of approx. 1,210 sqm = 10 spaces

Visitors:

From a threshold of 200 sqm, 1 no. space per 1000 sqm

Floor area of approx. 1,210 sqm = 1 spaces

Total cycle spaces required: 11 spaces

The cycle spaces are to be provided at lower ground floor with Sheffield stands and vertical cycle stands.

### **9.2 Refuse & Recycle Storage**

Refuse storage provision has been calculated in accordance with the Bristol City Council's publication 'Waste and Recycling Collection and Storage Facilities - Guidance for developers, owners and occupiers (Updated 2017)'):

The publication requires non residential developments to contain space for two 1100 litre waste receptacles, or equivalent storage volume.

The most appropriate location for the refuse store is on the lower ground floor. The access arrangements to the lower ground floor and the status of the terraced listed Georgian building mean that the use of 1100 litre bins intended for mechanical collection are not feasible.

The proposal is for the provision of 7 no. 360 litre bins (a total of 2,520 litre capacity) stored internally at lower ground floor. This provision is the same as for the approved scheme.

The existing barrel hoist is dilapidated and not suitable for the movement of the refuse bins to pavement level to allow for their collection. A new refuse lift is proposed.

### **9.3 Refuse Lift**

A further investigation into the commercially available refuse lifts has sourced a refuse lift that closely follows the layout, size and configuration of the bin lift shown on the approved planning drawings, PA220A and PA221A.

Manufacturers details of the proposed bin lift are included with this application.

## **10.0 Accessibility**

Approved Document M of the Building Regulations and the Disability Discrimination Act require commercial building to be accessible. The proposals have been designed to provide access in accordance with these requirements into and within the building as far as possible.

The two entrance doors each have steps at the boundary with the pavement and then at the entrance door. A permanent ramp or a platform lift will be inappropriate additions to the front of the building and detract from the character of the listed buildings. A portable ramp is proposed to provide access to the front entrance door to No. 15.

The circulation spaces within the building are generally sufficiently proportioned enough to allow for good accessibility.

A wheelchair accessible WC is proposed on the ground floor.

There is no viable location for a lift within either of the original buildings. The pitch of the two staircase is gentle which will allow ambulant disabled users access to all floors.

Full step free access to each floor is not possible due to the nature of the existing building and protection of the existing built form and fabric of the listed buildings.

## **11.0 Sustainability**

The existing windows are proposed to be retained over most of the original Georgian buildings. The existing windows are single glazed timber double hung box sashes. The later unsympathetic windows to the rear elevations are proposed to be replaced with single glazed timber windows in accordance with the Historic England's publication "Energy Conservation in Traditional Buildings".

The windows facing the square on ground and first floor have panelled surrounds, which make the use of secondary glazing both damaging to the original historic fabric and impractical. The second floor windows have a simpler surround, though the recess below the windows would render any secondary glazing visually obtrusive. Piecemeal secondary glazing to the few suitable windows would make little overall improvement on the thermal performance of the building.

Thermal upgrade to the fabric is limited to the thermal lining of the external walls to the rear extensions at ground and lower ground floors. Thermal lining either internally or externally is wholly inappropriate between from ground to second floor in the Georgian buildings as this would destroy the character of these listed buildings.

There is scope to make significant improvements to the thermal performance of the roofs, both the original Georgian buildings, and the later rear extensions. The mansard roofs date from 1976 and are modern timber softwood rafters and joists, with a plasterboard internal lining and of no historic value. This allows the insulation of these roofs with insulation between rafters and a new insulated plasterboard lining to the internal face.

There is no scope for rainwater attenuation storage either above or below ground with this change of use application. A biodiverse roof to the small areas of flat roof to the rear extensions will have minimal reduction in rainwater run off.

Notwithstanding the limitations, these proposals represent a sustainable re-use of existing buildings.