

LOCATION: Mill Hill Library, Hartley Avenue, London, NW7 2HX

REFERENCE: 16/7482/FUL Received: 25/11/2016
Accepted: 25/01/2016

WARD: Mill Hill Expiry: 20/01/2017

APPLICANT: London Borough of Barnet Council

PROPOSAL: Part change of use of library (Use Class D1) to provide 223.3 sqm of office floorspace (Use Class B1) along with associated minor alterations to the external facade of the existing building

APPLICATION SUMMARY

This application relates to a change of use of part of the existing library floorspace (Town and Country Planning (Use Classes) Order, 1987: Class D1) to provide 223.3 sqm of self-contained office floorspace (Town and Country Planning (Use Classes) Order, 1987: Class B1) with a library area being retained within the remaining floorspace.

The development forms part of a wider programme of works relating to the London Borough of Barnet's library service and it is intended that the change of use to provide B1 self-contained office floorspace would help generate income that would allow the library service to continue operating. Whilst there would be a net reduction in community floorspace – the inclusion of the additional B1 use would actually enable the retention of the community facility and as such it is considered that the part change of use is acceptable in principle.

Further to the above, the development involves very minor external alterations which would not have a significant impact on the character of the building, as such these alterations are considered acceptable. In transport terms the part change of use would result in a reduced trip generation and would not therefore require the provision of any additional car or cycle parking.

RECOMMENDATION:

APPROVE the application subject to the following conditions:

- 1) This development must be commenced within three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act, 2004.

2) The development hereby permitted shall be carried out in accordance with the following approved plans and documents unless otherwise agreed in writing by the Local Planning Authority:

- BLI-CAP-MH-XX-DSP-AR-200524 Rev P00
- BLI-CAP-MH-XX-DSP-AR-200523 Rev P00
- BLI-CAP-MH-XX-DSP-AR-200525 Rev P00
- BLI-CAP-MH-XX-DSP-AR-200526 Rev P00
- BLI-CAP-MH-XX-GA-AR-200519 Rev P00
- BLI-CAP-MH-XX-GA-AR-200518 Rev P00
- BL-CAP-XX-GFDR-L-089730-003 Rev P1
- CS/089730

Reason: For the avoidance of doubt and in the interests of proper planning and so as to ensure that the development is carried out fully in accordance with the application as assessed in accordance with policies CS1, CS4, CS5, DM01 and DM02 of the Barnet Local Plan and policy 1.1 of the London Plan.

3) Prior to the first occupation of the B1 unit, hereby approved, a Delivery and Servicing Plan (DSP) shall be submitted to and approved by the Local Planning Authority. Deliveries and servicing shall thereafter be carried out solely in accordance with the approved details.

Reason: In the interest of highway safety in accordance with London Borough of Barnet's Local Plan Policy CS9 of Core Strategy (September 2012) and Policy DM17 of the Development Management Policies document (September 2012).

4) Prior to the first occupation of the development, certification demonstrating compliance with Secured by Design standards (or any superseding accreditation) shall be submitted to and approved in writing by the Local Planning Authority.

Reason: In the interest of community safety in accordance with London Plan Policy 7.3, London Borough of Barnet's Local Plan Policy CS12 of Core Strategy (September 2012) and Policy DM02 Development Management Policies (September 2012).

5) The retained library premises shall be used as a library and for no other purpose (including any other purpose in Class D1 of the Schedule to the Town and Country Planning (Use Classes) Order, 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order, with or without modification).

Reason: To enable the Local Planning Authority to exercise control of the type of use within the category in order to safeguard the amenities of the area.

6) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no development otherwise permitted by any of Part 3 of Schedule 2 of that

Order shall be carried out in relation to the approved B1 unit following commencement of the use.

Reason: To safeguard the amenities of neighbouring occupiers, and the general locality in accordance with policies DM01 of the Development Management Policies DPD (adopted September 2012).

It is recommended that planning permission be granted subject to the conditions and informatives set out in Appendix 2 of this report and any changes to the wording of the conditions considered necessary by the Service Director for Development Management and Building Control.

1.0 MATERIAL CONSIDERATIONS

Introduction

- 1.1 Section 38(6) of the Planning and Compulsory Purchase Act (2004) requires that development proposals be determined in accordance with the development plan unless material considerations indicate otherwise. In this case, the development plan is The London Plan and the development plan documents in the Barnet Local Plan. These statutory development plans are the main policy basis for the consideration of this planning application.
- 1.2 Barnet's Local Plan is made up of a suite of documents, including the Core Strategy and Development Management Policies development plan documents. The Core Strategy and Development Management Policies documents were both adopted by the Council in September 2012.
- 1.3 A number of other planning documents, including national planning guidance and supplementary planning guidance and documents are also material to the determination of this application.
- 1.4 More detail on the policy framework relevant to the determination of this development and an appraisal of the proposal against the development plan policies of most relevance to the application is set out in subsequent sections of this report dealing with specific policy and topic areas. This is not repeated here.

National Planning Guidance:

- 1.5 National planning policies are set out in the National Planning Policy Framework (NPPF). This 65 page document was published in March 2012 and it replaces 44 documents, including Planning Policy Guidance Notes, Planning Policy Statements and a range of other national planning guidance. The NPPF is a key part of reforms to make the planning system less complex and more accessible. The NPPF states that the purpose of the planning system is to contribute to the achievement of sustainable development. The document includes a 'presumption in favour of sustainable development'. This is taken to mean approving

applications which are considered to accord with the development plan. In March 2014 the National Planning Practice Guidance was published (online) as a web based resource. This resource provides an additional level of detail and guidance to support the policies set out in the NPPF.

The London Plan

- 1.6 The London Plan (2015) is the development plan in terms of strategic planning policy for the purposes of the Planning and Compulsory Purchase Act (2004). The London Plan policies (arranged by chapter) most relevant to the determination of this application are:

Context and Strategy

- Policy 1.1 (Delivering the Strategic Vision and Objectives for London)

London's Places:

- Policy 2.6 (Outer London: Vision and Strategy)
- Policy 2.7 (Outer London: Economy)
- Policy 2.8 (Outer London: Transport)
- Policy 2.15 (Town Centres)

London's People:

- Policy 3.16 (Protection and Enhancement of Social Infrastructure)

London's Economy:

- Policy 4.1 (Developing London's Economy)
- Policy 4.2 (Offices)
- Policy 4.3 (Mixed Use Development and Offices)

London's Transport

- Policy 6.9 (Cycling)
- Policy 6.10 (Walking)
- Policy 6.13 (Parking)

London's Living Places and Spaces

- Policy 7.2 (Inclusive Environment)
- Policy 7.3 (Designing Out Crime)

Barnet Local Plan

- 1.7 The development plan documents in the Barnet Local Plan constitute the development plan in terms of local planning policy for the purposes of the Planning and Compulsory Purchase Act (2004). The relevant documents comprise the Core Strategy and Development Management Policies documents, which were both adopted in September 2012. The Local Plan development plan policies of most relevance to the determination of this application are:

Core Strategy (Adopted 2012):

- Policy CS1 (Barnet's Place Shaping Strategy – Protection, enhancement and consolidated growth – The three strands approach)
- Policy CS5 (Protecting and enhancing Barnet's character to create high quality places)
- Policy CS6 Promoting Barnet's Town Centres
- Policy CS10 (Enabling inclusive and integrated community facilities and uses)
- Policy CS11 (Improving health and well-being in Barnet)
- Policy CS12 (Making Barnet a safer place)

Development Management Policies (Adopted 2012):

- Policy DM01 (Protecting Barnet's character and amenity)
- Policy DM02 (Development standards)
- Policy DM03 (Accessibility and inclusive design)
- Policy DM06 (Barnet's Heritage and Conservation)
- Policy DM11 (Development principles for Barnet's town centres)
- Policy DM13 (Community and education uses)
- Policy DM14 (New and existing employment space)
- Policy DM17 (Travel impact and parking standards)

2.0 SITE DESCRIPTION

- 2.1 The application site comprises the existing Mill Hill Library building, a purpose built library facility which dates to 1939. The building is currently occupied solely as a library and enjoys a D1 use class.
- 2.2 The building is located on the north side of Hartley Avenue, opposite to Mill Hill Fire Station and to the west of the A1. The building fronts onto Hartley Avenue with the pedestrian entrance to the building accommodated on this façade. A vehicular service road is located adjacent to the west flank elevation of the building which allows vehicular access to the rear of the building.
- 2.3 The building is not listed and is not located in a conservation area.

3.0 PROPOSED DEVELOPMENT

- 3.1 Permission is sought for the subdivision and part change of use of existing library floorspace (Use Class D1) to provide 223.3 sqm of self-contained office floorspace (Use Class B1) along with associated minor alterations to the external facade of the existing building.
- 3.2 As an existing library, the building currently is in solely D1 use with a total floorspace of 561 square metres. The application seeks to subdivide the existing floorspace to provide 2 self-contained offices with the ability to be individually let (Use Class B1) which would result in the following split of floorspaces:

- Library floorspace (Use Class D1) – 201.9 square metres
- Office floorspace (Use Class B1) – 223.2 square metres

3.3 As part of the internal reconfiguration, the existing toilets would be remodelled and an entrance lobby installed. The existing layout is such that the office and library units would be provided either side of a central passage.

3.4 In order to facilitate the internal reconfiguration and part change of use, minor external alterations are also proposed. These would include the installation of a new accessible fire escape door and the installation of a level escape ramp to the rear of the building which would serve the retained library unit.

3.5 The retained library space would be operated as a Partnership Library with the library run by up to 5 of the council’s partner’s volunteers for a minimum of 15 hours per week.

4.0 RELEVANT PLANNING HISTORY

4.1 The following planning history is considered to be relevant to the consideration of the current application:

- H/00257/10 - Erection of a buggy shelter adjacent to the front entrance ramp. Single storey rear extension. Approved subject to conditions 24th February 2010
- H/02216/10 - Non-material minor amendment to planning permission reference H/00257/10 dated 24-02-2010 for erection of a buggy shelter adjacent to the front entrance ramp. Single storey rear extension. Amendments to include change of 'stock store' into a work room, omission of roof light and addition of two new openings, insertion of fire door on west side and a window on the east side. Approved subject to conditions 7th July 2010

5.0 CONSULTATIONS

5.1 As part of the consultation exercise 34 letters were sent to neighbouring occupiers in November 2016. The application was also publicised via a site notice. The consultation process carried out for this application is considered to have been appropriate for a development of this nature.

5.2 As a result of the consultation 2 responses were received, with 1 response objecting to the application and 1 neither objecting nor supporting. A summary of the responses received is set out below.

Objection	Response
The activities of UCL Observatory, a close neighbour of Mill Hill Library are	The development does not propose to install any additional fenestration. Whilst a part

<p>vulnerable to any significant increase in direct or indirect lighting produced by any development or change of use of a large building situated near to the Observatory. Further, an implication of the proposed redevelopment appears to be that the building could be in use later in the evening than it is at present. For these reasons, we ask that any redevelopment should seek to minimise the impact of additional sources of light upon UCL Observatory.</p>	<p>change of use is proposed, officers consider that the intensity of the overall usage of the building would not be increased to an extent that would be likely to generate significant additional light spillage into the night sky over and above that which already exists.</p>
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- 5.3 Consultations were also undertaken with internal and external consultees, the responses received are set out below:

LBB Environmental Health – No objection subject to noise limiting condition if any new plant machinery proposed

Metropolitan Police (Crime Prevention Officer) – The co-habitation of the office and library should be carefully considered. Access control to both units should accord with SBD standards. Various other measures should be incorporated to minimise risk to community safety and to minimise the likelihood of anti-social behaviour

6.0 PLANNING CONSIDERATIONS

Principle of Development

Loss of Community Floorspace

- 6.1 The existing building which is a purpose built library, is currently occupied solely as a library and enjoys a D1 use class. The application seeks to subdivide the existing facility to provide 223 square metres of office floorspace (Use Class B1) alongside the retention of 202 square metres of library floorspace. The subdivision and part change of use would thus result in the loss of 223.2 square metres of community floorspace and it is therefore necessary to assess the acceptability of this reduction in the context of London Plan and Barnet Policies.
- 6.2 Policy 3.16 of the London Plan supports the provision and enhancement of social infrastructure to meet the needs of London’s growing and diverse population. The policy states that development proposals which provide high quality social infrastructure will be supported and that proposals which would result in the loss of social infrastructure in areas of defined need for that type of social infrastructure without realistic proposals for re-provision should be resisted. Paragraph 3.87A of the supporting text goes on to state that loss of social infrastructure in areas of defined need may be acceptable if it can be demonstrated that the disposal of assets is part of an agreed programme of social infrastructure re-provision (in health and community safety, for example) to ensure continued delivery of social infrastructure and related services

- 6.3 Policy CS10 of the Barnet Core Strategy states that the Council will work to ensure that community facilities including libraries are provided for Barnet's communities. The Council will support the enhancement and inclusive design of community facilities, ensuring their efficient use, and the provision of multi-purpose community hubs that can provide a range of services to the community at a single accessible location.
- 6.4 Policy DM13 of the Barnet Development Management Policies document states that the loss of a community or education use will only be acceptable in exceptional circumstances where
- i) New community or education use of at least equivalent quality or quantity are provided on the site or at a suitable alternative locations; or
 - ii) There is no demand for continued community or education use, and that the site has been marketed effectively for such use.
- 6.5 Having regard to the policy context set out above, it is clear that both the London Plan and Barnet policies seek to protect community facilities. It is important to recognise however that the development as proposed would not result in the complete loss of the community facility which would be retained, albeit within a reduced space. Whilst the physical floorspace of the library would be reduced, a more efficient layout would enable the retained library to offer the same level of service as currently offered.
- 6.6 The applicant has outlined that the Borough's library service is under severe financial pressure and the application seeks to avoid closures of libraries by allowing some of the floorspace within the libraries to change to a B1 use which would allow it to let the floorspace to generate an income. The income generated from the letting of the B1 floorspace would thus allow the library to continue to operate.
- 6.7 As set out in supporting text of London Plan Policy 3.16, loss of social infrastructure may be acceptable if it can be demonstrated that such disposals ensure continued delivery of social infrastructure and related services. It has been outlined by the applicant that without the income generated from the B1 floorspace, the future viability and financial sustainability of the library would be doubtful and closure of the library would be likely.
- 6.8 A balanced judgement therefore has to be made and in this regard officers consider that the partial change of use of the library floorspace is acceptable given that it would enable the library to continue to operate and prevent closure. Given that the development would not involve the loss of the community use and would actually enable the continued use of the library for its intended use, it is considered that there is no conflict with London Plan or Barnet policies.

Provision of Office Floorspace

- 6.9 Policy CS6 of the Barnet Core Strategy states that the council will ensure the efficient use of land and buildings in town centres, encouraging a mix of compatible uses including retail,

workspace, leisure and residential. Policy CS8 states that in order to support small to medium sized enterprises, new employment provision should include a range of units' sizes and types, including flexible and affordable workspaces.

- 6.10 Policy DM11 of the Barnet Development Management Policies document states that the council will expect a suitable mix of appropriate uses as part of development within town centres. It also states that appropriate mixed use redevelopment will be expected to provide re-provision of employment use, residential and community use.
- 6.11 The application site is located within Mill Hill district centre and as such it is an appropriate location for the provision of office floorspace. The co-location of the office with the retained library would provide a mixed use development making effective use of town centre resources in line with the NPPF which seeks to encourage the shared use of existing community facilities with commercial organisations.

Employment

- 6.12 The application documentation outlines that the retained library would be run as a partnership library and it is expected that the library would be staffed by up to 5 volunteers. There are currently up to 3 staff who operate the library on any given day.
- 6.13 The library is protected as a community facility under policies CS10 and DM13 however for the purpose of planning assessment, it is not classified as an employment use. There is therefore no scope to resist the application on the basis of any loss of employment which would arise from the proposed development. The proposed change from a Council run library staffed by full time employees to a partnership library staffed by volunteers is thus outside of the scope of this planning application to assess.
- 6.14 Notwithstanding the absence of a policy requirement for assessment, the office floorspace being provided would equate to 223 square metres which could support between 17 and 22 full time employees according to HCA employment density figures. It is evident therefore that the development would result in a potential overall uplift in employment numbers across the site.

Design

- 6.15 Core Strategy Policy CS5 states that developments within Barnet should respect local context and the distinctive local character creating places and buildings of high quality design. Developments should address Secure by Design principles whilst being safe, attractive and fully accessible.
- 6.16 Policy DM01 of the Barnet Development Management Policies document states inter alia that all development should represent high quality design and should be based on an understanding of local characteristics.

- 6.17 The internal reconfiguration to facilitate a part change of use of the existing building would necessitate some minor external alterations including a new accessible fire escape door and the installation of a level escape ramp to the rear of the building. The library building is not listed and is not located within a conservation area however, as set out above, there is still a policy requirement to achieve high quality design in any development proposals.
- 6.18 The proposed fire escape door would be of a timber fabrication which would match the material fabrication of the existing doors and window frames, maintaining architectural unity on the building. Given the nature and the scale of the works, it is considered that the installation of the level access to the rear of the building would not have a discernible impact on the character of the building. It is therefore considered that the minor external changes are in accordance with policies CS5 of the Core Strategy and DM01 of the Barnet Development Management Policies document.

Transport and Parking

Car Parking

- 6.19 The existing library does not provide any off street parking and parking associated with the use is accommodated through on street parking. The development does not propose to alter these arrangements and all parking for the reduced library would continue to be accommodated on street.
- 6.20 For employment B1 uses, The London Plan states for outer London, 1 car parking space should be provided for every 100 to 600 square metres of gross floorspace. The development proposes to provide 221sqm of B1 office space and thus the range for car parking spaces is between 0 (lower limit) and 1 (upper limit) car parking. Given that 221 square metres is nearer the lower limit of the 100-600sqm range, it is considered appropriate that the development does not propose to provide any off street parking.
- 6.20 The Council's Transport and Highways officers were consulted on the application and were satisfied that the cumulative parking impact of the retained library and the new B1 unit could be accommodated on the surrounding streets.
- 6.21 London Plan policy 6.13 states that disabled parking within workplaces should be provided at a ratio of 1 per disabled employee. Presently, there are no disabled employees and as such there is no requirement to provide any.

Cycle Parking

- 6.22 Table 6.3 of the London Plan sets out that a minimum of 5 cycle parking spaces should be provided with the development. There are currently 3 Sheffield cycle parking stands positioned on site at the front of the library building which allow up to 6 cycles to be secured. As such, the proposed development does not propose to provide any additional cycle stands.

Servicing and Deliveries

- 6.23 The existing library is serviced by deliveries on Mondays, Tuesdays, Thursdays and Fridays with deliveries being undertaken before 2pm. The retained library would continue to be serviced through this arrangement which is considered to be acceptable.
- 6.24 The end user of the proposed B1 unit is not yet known and as such the detailed servicing and delivery requirements are not known at this stage. It is assumed that the unit would utilise similar servicing arrangements however it is considered prudent to attach a condition requiring the submission of a servicing and delivery plan for approval prior to the occupation of the B1 unit.

Crime Prevention / Public Safety

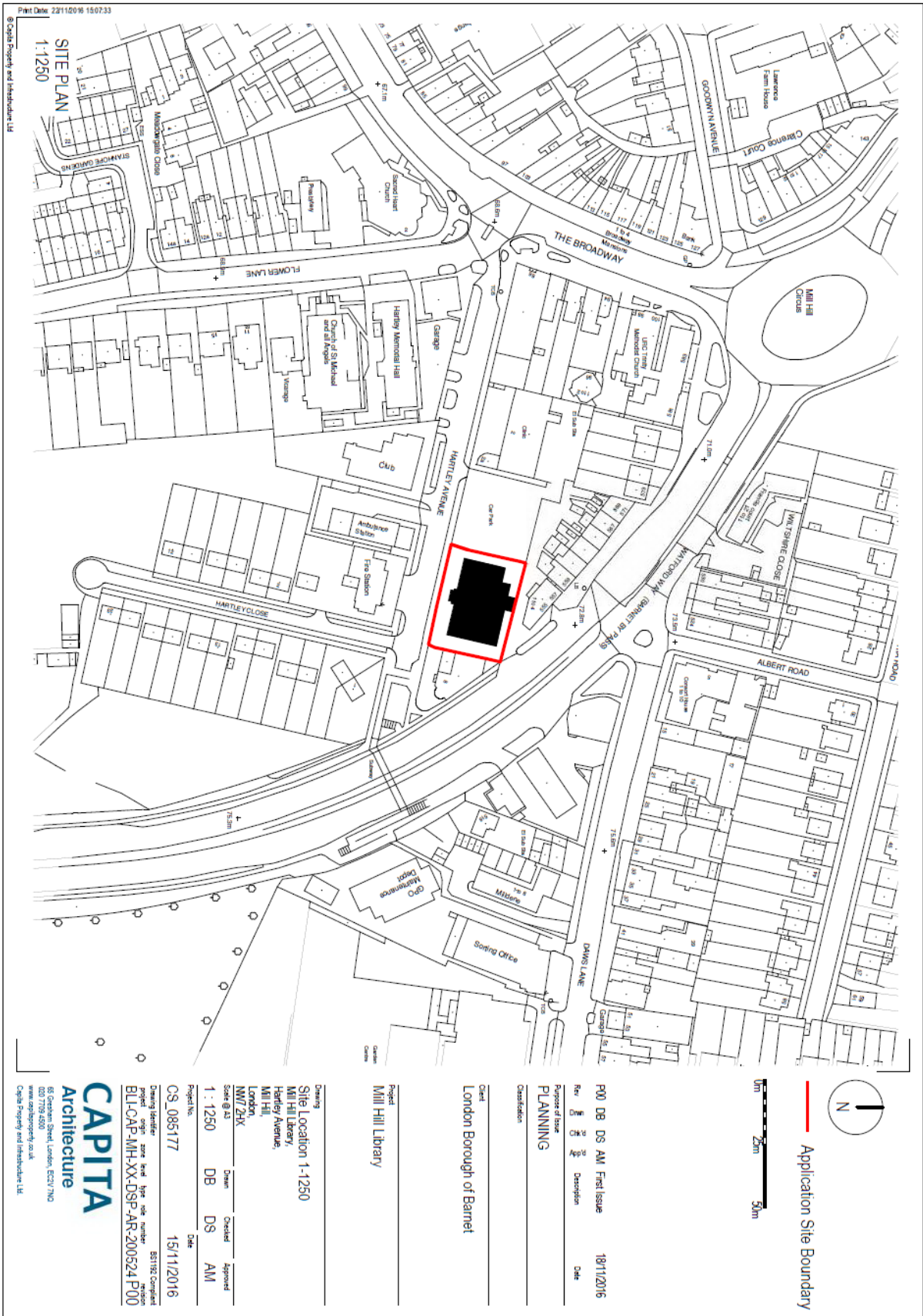
- 6.25 Policy DM02 of the Barnet Development Management Policies document states inter alia that development will be expected to demonstrate compliance with the Secured by Design document.
- 6.26 The Metropolitan Police Designing out Crime officer was consulted on the application and outlines some specific areas of concern. These areas of concern relate specifically to the co-habitation of the B1 unit and the library and the need to ensure that access between the units which may compromise the safety of either or both of the units. If not managed carefully, there is potential for shared access points to allow tailgating if they are located in close proximity to each other.
- 6.27 In addition, it was outlined that the lack of meaningful site presence, within the libraries other than CCTV would allow the unintended guest to capitalise on the lack of natural surveillance and facilitate possible criminal activity and anti-social behaviour.
- 6.28 Mitigation strategies have been outlined by the Metropolitan Police and it is considered that it is prudent to attach a condition to any planning permission requiring that the scheme adheres to these measures. The condition would require submission certification of SBD accreditation prior to occupation.

7.0 CONCLUSION

- 7.1 In conclusion officers consider that, on balance, the reduction of the community floorspace is acceptable given that it would enable the library to continue to operate. Whilst operating in a unit with a reduced floorspace, a more efficient layout would ensure that the library would be able to offer the same level of the service. The provision of the office and the resultant income generated would secure the long term future of the community facility and as such officers consider that the development would bring benefit to the community.
- 7.2 Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires the Council to determine any application in accordance with the statutory development plan unless

material considerations indicate otherwise. All relevant policies contained within the development plan, as well as other relevant guidance and material considerations, have been carefully considered and taken into account by the Local Planning Authority. It is concluded that the proposed development generally and taken overall accords with the relevant development plan policies. It is therefore considered that there are material planning considerations which justify the grant of planning permission. Accordingly, **APPROVAL** is recommended subject to conditions as set out in Appendix 2 of this report.

APPENDIX 1: Site Location Plan



APPENDIX 2:

Conditions

- 1) This development must be commenced within three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act, 2004.

- 2) The development hereby permitted shall be carried out in accordance with the following approved plans and documents unless otherwise agreed in writing by the Local Planning Authority:

- BLI-CAP-MH-XX-DSP-AR-200524 Rev P00
- BLI-CAP-MH-XX-DSP-AR-200523 Rev P00
- BLI-CAP-MH-XX-DSP-AR-200525 Rev P00
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- BLI-CAP-MH-XX-GA-AR-200518 Rev P00
- BL-CAP-XX-GFDR-L-089730-003 Rev P1
- CS/089730

Reason: For the avoidance of doubt and in the interests of proper planning and so as to ensure that the development is carried out fully in accordance with the application as assessed in accordance with policies CS1, CS4, CS5, DM01 and DM02 of the Barnet Local Plan and policy 1.1 of the London Plan.

- 3) Prior to the first occupation of the B1 unit, hereby approved, a Delivery and Servicing Plan (DSP) shall be submitted to and approved by the Local Planning Authority. Deliveries and servicing shall thereafter be carried out solely in accordance with the approved details.

Reason: In the interest of highway safety in accordance with London Borough of Barnet's Local Plan Policy CS9 of Core Strategy (September 2012) and Policy DM17 of the Development Management Policies document (September 2012).

- 4) Prior to the first occupation of the development, certification demonstrating compliance with Secured by Design standards (or any superseding accreditation) shall be submitted to and approved in writing by the Local Planning Authority.

Reason: In the interest of community safety in accordance with London Plan Policy 7.3, London Borough of Barnet's Local Plan Policy CS12 of Core Strategy (September 2012) and Policy DM02 Development Management Policies (September 2012).

- 5) The retained library premises shall be used as a library and for no other purpose (including any other purpose in Class D1 of the Schedule to the Town and Country Planning (Use Classes) Order, 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order, with or without modification).

Reason: To enable the Local Planning Authority to exercise control of the type of use within the category in order to safeguard the amenities of the area.

- 6) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no development otherwise permitted by any of Part 3 of Schedule 2 of that Order shall be carried out in relation to the approved B1 unit following commencement of the use.

Reason: To safeguard the amenities of neighbouring occupiers, and the general locality in accordance with policies DM01 of the Development Management Policies DPD (adopted September 2012).

Informatives

- 1) In accordance with paragraphs 186 and 187 of the NPPF, the Local Planning Authority (LPA) takes a positive and proactive approach to development proposals, focused on solutions. The LPA has produced planning policies and written guidance to assist applicants when submitting applications. These are all available on the Council's website. A pre-application advice service is also offered and the Applicant engaged with this prior to the submissions of this application. The LPA has negotiated with the applicant/agent where necessary during the application process to ensure that the proposed development is in accordance with the Development Plan.
- 2) With regards to Condition 4, the applicant is advised of the following:
- i) Access control system must be via an encrypted fob resistant to being copied easily.
 - ii) Recommended use of LPS 1175 SR2 rated doors for all communal entrance.
 - iii) Were possible to design out double-leaf communal doors, as singles doors (ensure DDA compliant) are more robust and preferable.
 - iv) Approved SBD post boxes to be located within the secure communal lobby areas.
 - v) All internal doors that are to be locked while open to the public should be constructed to a minimum of PAS 24 standard.
 - vi) Utility meters, smart meters are preferred and meters are to be located as close to the communal entrance door as possible i.e. avoid locating meters that require reading by persons within individual rentable units.
 - vii) All locations that utilise CCTV must display suitable information commissioner standards signage. (Data protection act).
 - viii) All IT equipment that is designated for public use should be contained within bespoke furniture constructed to protect it from criminal damage and theft.

In discharging condition 4, the applicant is advised to liaise with Pc Karl Turton (Designing out Crime Officer – Metropolitan Police Service) - tel: 020 8733 3703 email: karl.turton@met.pnn.police.uk

- 3) The applicant is advised that planning permission would be required for the installation of any additional plant machinery required for the new commercial unit.