



Registration and Nationality Service - Proposed Relocation

Hendon Town Hall, The Burroughs, London NW4 4AX.

Final Design Scheme – Proposals 23/06/16



Burnt Oak Findings from 10.06.16, further discussions and full brief.

CCTV required

Security desk required at the front entrance; possibly with metal detection

Reception and Seating Area:

11 seats as existing in reception area

14 seats as existing in the marriage waiting area

electronically displayed Marriage notices are currently displayed, 3 cabinets, 3 metres long, although these could be

Staff numbers:

3 x custodian desk positions required (1 at front door position)

3 x governance desk positions required

8 x staff positions required

Operations:

Opening hours are 9-4pm, Monday to Saturday with emergency appointments on Sundays for

12 lockers are required

Use of offices is flexible. However, 5 are required as a minimum; 7 ideally

Ancillary items:

Staff kitchen with a notice board to be provided

Staff Reception Room requirements:

Shredder, photocopier, collation bench and paper storage to be accommodated

Registers - 2-3 linear metres of shelving needed A small certificate cabinet

Space for 3 people for calls and enquiries Cash till for payments

Post trays for employees

Working rota whiteboard

Notice board

Strongroom requirements: 21 cabinets, some 9 shelves high

150 linear metres of storage as existing

Key cabinet or mountings on wall

High security room needed Space for set of steps, 500mmW x 800mmD approx

Storage:

10 linear metres for the Post Room

21 linear metres for official forms and literature

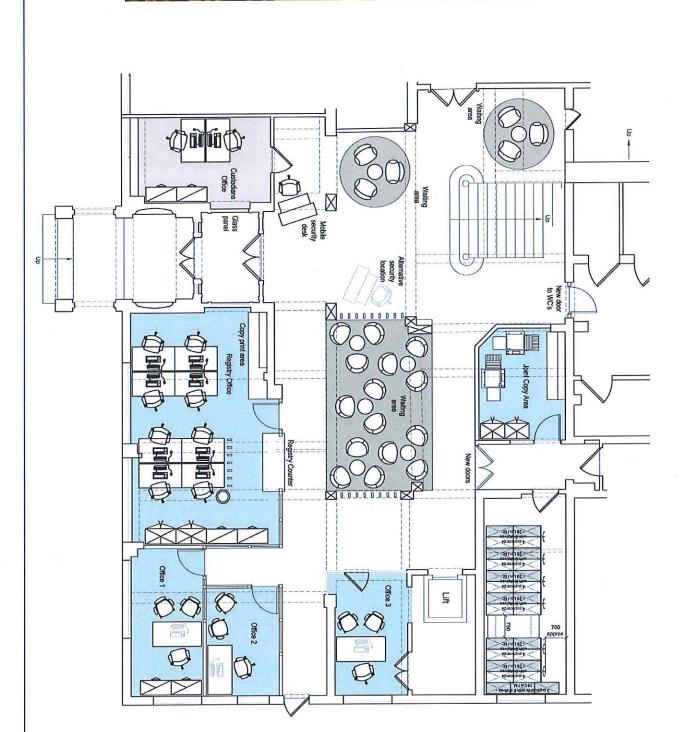
4 linear metres of storage for marriage notices Confidential waste bags

Recycling bags and waste











Bookable touchdown office

Registry C



