



Registration and Nationality Service – Proposed Relocation

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

Final Design Scheme – Proposals
23/06/16

CAPITA

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

Security:

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

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 deaths as needed
12 lockers are required

Offices:

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
2 notices cabinets
A small certificate cabinet
Registers – 2-3 linear metres of shelving needed
Cash till for payments
Space for 3 people for calls and enquiries
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
Money safe
Space for set of steps, 500mmW x 800mmD approx
High security room needed

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



