



DESIGN & ACCESS STATEMENT

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This document and its contents have been prepared and are intended solely as information for Royal Mail Group in relation to the Planning Application for Calne Delivery Office.

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This document comprises of 6 pages.

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Client signoff

Client	Royal Mail Group
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1. Introduction

1.1 Overview

- 1.1.1 This document has been prepared on behalf of our Client Royal Mail Group in relation to the replacement of windows at Calne Delivery Office. This document highlights the proposed works and outlines why they are necessary.
- 1.1.2 The document will also provide commentary on the design and the access requirements to the site.

2. Context

2.1 Site Context

- 2.1.1 The Calne Delivery Office is a Royal Mail Group leased property. The ground floor accommodates the main sorting office, staff facilities, and a customer service point. An adjoining unit on the southeast side of the building is occupied by a charity shop tenant. To the south of the site is an operational yard and garage, accessed via The Square. The first floor contains office space, WCs, and a breakout area, with the adjoining owner occupying the southeast area.
- 2.1.2 Project Summary: Replacement of the existing Crittall windows with new double-glazed UPVC windows.

Project Title: Calne Delivery Office, Window Replacement

Building/Site Location Reference: Calne Delivery Office, 22-24 High St, Calne SN11 0BP.

3. Scope of Works

3.1 Outline of proposed works.

- 3.1.1 The existing windows within the Royal Mail demise are metal-framed Crittall single-glazed units, which provide poor thermal performance and contribute significantly to heat loss. Their single-glazed construction creates cold bridging, resulting in condensation, black spot mould, and corrosion to the metal frames. To address these issues, it is proposed that all metal-framed Crittall single-glazed windows within the Royal Mail demise are replaced with new uPVC-framed, double-glazed units to improve energy efficiency, reduce heat loss, and minimise the risk of condensation.



3.1.2 The proposal aims to preserve the existing site function and layout.

4. Design

4.1 Existing Design

4.1.1 The existing windows are white metal-framed Crittall single-glazed units set on stone sills. All windows serving the ground-floor sorting hall and the first-floor male WC are fixed. The staircase windows and the remaining first-floor windows are fitted with side-hung, openable casements. Several windows have extract fans installed through the glazing, and privacy film is applied to the ground-floor male WC window.

4.2 Proposed Design

4.2.1 The proposal includes to replace the existing white metal-framed Crittall single-glazed units with new white U-PVC double glazed window units to improve the building's overall thermal efficiency and to reduce the risk of condensation. The proposed window units will match the existing width, height, window bar arrangement and casements. The proposed windows within the ground-floor sorting hall and first floor male WC will be fixed. The staircase windows and the remaining first-floor windows will be fitted with side-hung, openable casements. Existing extract fans are to be reinstated through the new glazing. Frosted glazing is to be installed to the ground-floor male WC and cleaner's store. All windows will have trickle ventilation incorporated within the units. The new windows will broadly match the existing layout and proportions but will utilise modern profiles to provide enhanced insulation, reduced heat loss, and improved internal comfort levels. No works are intended to alter the existing stone sills, as the stone façade itself will remain unchanged.

5. Access

5.1 Site Access and Restrictions

5.1.1 There will be no adjustments made to the access of the new Royal Mail Delivery office or Yard area for the Royal Mail staff.

6. Conservation Area

6.1.1 We are aware that the Calne Delivery Office is situated within the Calne Conservation Area. The proposed works will not alter the character or appearance of the Calne Conservation Area, as the new UPVC windows will closely replicate the existing metal framed units.



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