Oakridge Studio
Architecture & Interior Design

12 Harbour Lane
Riverside
hello@oakridge.example
oakridge.example

Riverside Council
Planning Department
Town Hall, 1 Bridge Street
Riverside

Riverside, 21 October 2026

Planning application: renovation of the office at 40 Market Street

Dear Sir or Madam,

On behalf of our client, Greenfield Properties, we submit the enclosed planning application for the renovation of the office building at 40 Market Street, Riverside. This letter explains the proposal, the changes to the front of the building and the measures we take to limit the disturbance for the neighbours during the works.

The proposal

The building dates from 1962 and has been used as an office ever since. Greenfield Properties wants to keep it in use as an office, with a new floor layout that suits the way people work today: an open work area on the ground floor, four meeting rooms on the first floor and a lighter entrance area. The footprint and the height of the building do not change.

Inside, the existing partition walls on the ground floor are removed. The load-bearing columns stay in place; the structural engineer has confirmed that no changes to the structure are needed. The first floor keeps its corridor and gets new glass partitions between the meeting rooms.

The front of the building

The only visible change is at the front. The current entrance, a narrow door beside the stairwell, is moved to the centre of the facade and widened to 1.8 metres, so that it is accessible for wheelchairs and prams. The two windows on either side of the new entrance are extended to the ground, in the same proportions as the windows on the first floor.

We use the same brick as the existing facade. The new frames are dark grey aluminium, matching the frames of the neighbouring buildings at numbers 36 and 38. The drawings in Annex 2 show the facade before and after, and Annex 3 contains the samples of brick and frame colour.

The existing signage above the door is removed. A new sign of the same size will be placed beside the entrance; we will apply for it separately once the design is final.

Trees and green space

The two lime trees in front of the building are protected during the works with fencing at three metres from the trunk. No vehicles or materials will be placed within that zone. The small garden at the rear is kept and gets two new benches for the people working in the building.

The works

We expect the works to take eight weeks, starting in the second half of November. Noisy work, such as breaking out the partition walls, is planned between 9 am and 5 pm on weekdays only. Deliveries take place from the rear lane, so that Market Street stays free for traffic and parking.

Before the works start we will inform the neighbours by letter and invite them to a short meeting on site. They will receive a telephone number they can call during the works with any questions or complaints.

Parking and access

During the works the two parking spaces in front of the building are used for the site office and a skip. We have asked the parking department for a temporary permit; the reference is in Annex 5. Pedestrians keep a footpath of at least 1.5 metres at all times, with a ramp at the kerb.

Lorries are not allowed to wait in Market Street. The contractor plans deliveries in advance, outside the school hours of the primary school on the corner, between 9.30 am and 2.30 pm.

Energy and sustainability

The renovation is also used to improve the energy performance of the building. The roof and the rear facade are insulated from the inside, the single glazing is replaced by triple glazing and the gas boiler makes way for a heat pump, placed on the flat roof behind the parapet, so that it cannot be seen from the street. The acoustic report in Annex 6 shows that the noise at the nearest window of the neighbours stays well below the limit.

Rainwater from the roof is collected in a tank in the rear garden and used for the toilets. Twenty solar panels are placed on the roof, also out of sight from the street.

Timing of the decision

Greenfield Properties has signed new leases with two tenants who would like to move in on 1 March next year. We would therefore be grateful if the application could be dealt with within the regular period of eight weeks. If the council needs additional information, we will provide it within two working days.

We have discussed the plans informally with the conservation officer in September. Her comments on the colour of the frames and on the position of the new sign have been included in the drawings submitted with this application.

Enclosures

With this letter we enclose the application form, the drawings of the existing and the new situation, the facade samples, the statement of the structural engineer and the plan for the protection of the trees. The application fee has been paid online under reference RC-2026-0815.



We would be glad to walk you through the plans at the council offices or on site. Please contact me if you need any further information.

Kind regards,



Alex Morgan
Project Lead, Oakridge Studio