

Design and Access Statement
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Reading Tribunals Court
377915_15380 / P01
April 2025



Document Control

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Reading Tribunals Court

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1.0 Introduction

- 1.1 This report has been produced by Feilden + Mawson LLP (F+M) on behalf of AtkinsRéalis who were appointed by His Majesty's Courts and Tribunals Service (HMCTS) for the Tribunal Courts to be relocated in the Sovereign House, Vastern Rd, Reading RG1 8BT.
- 1.2 This document is to assist Reading Borough Council in their advice and response to the Planning application submission in relation to the proposals for the works to relocate the Tribunal Court and will inform requirements for the subsequent planning applications.
- 1.3 A Design and Access Statement (DAS) is required as part of the documentation to be submitted on the validation checklist for planning applications by Reading Borough Council.
- 1.4 This document is structured in accordance with CABE guidance. However, as the proposal is to locate HMCTS Tribunals Court within an existing building, input into some of the sections will be limited if the heading is outside of the scope of this project and therefore not relevant.

Design

The process
How the physical characteristics of the scheme have been informed by a rigorous process which should include the following steps:

- assessment
- involvement
- evaluation
- design.

Use
What buildings and spaces will be used for.

Amount
How much would be built on the site.

Layout
How the buildings and public and private spaces will be arranged on the site, and the relationship between them and the buildings and spaces around the site.

Scale
How big the buildings and spaces would be (their height, width and length).

Landscaping
How open spaces will be treated to enhance and protect the character of a place.

Appearance
What the building and spaces will look like, for example, building materials and architectural details.

Access

The statement needs to include two potential aspects of access. That is not to say they are separate, and the statement should show that all access issues have been considered together.

Vehicular and transport links
Why the access points and routes have been chosen, and how the site responds to road layout and public transport provision.

Inclusive access
How everyone can get to and move through the place on equal terms regardless of age, disability, ethnicity or social grouping.

2.0 Planning History

As part of the applications for the building to operate as the local Tribunal Court, the following changes are anticipated as being required:

- Change of use from class reference E(g)(i) Office, is to be changed to F1(g) Law Court
- A new ramped entrance to the west of the building for Staff and Judiciary use
- Modifying the front entrance with level access
- Envelope modification for expanding the plant enclosure at roof level
- Privacy and solar control film to existing windows
- Envelope modification for external lift in the secured car park
- Extending boundary wall to securely enclose the car park

We expect these works will be viewed as minor development with the significant works internal to the building requiring the cellularisation of the open plan floors to suit the operational requirements. The internal works do not impact planning.

The following feedback was received from Reading Borough Council with regards to the Pre-App

Conclusion

The proposed development would re-use an existing office building for an administrative building (community use). Beyond the new lift shaft, the proposal involves limited external alterations, through some increased heights of walls, and increased security measures including bollards. The external scheme of security, and access alterations would appear minor in the scope of the building and site. However, details of the alterations will be key considerations of the applications, and a high quality finish would be expected, and should also be supported by a positive landscaping scheme. Due consideration of existing trees, and their root protection areas should be considered up front.

The Pre app letter can be found in Appendix A



Sovereign House as seen from south-east, Imagery @2025Maxar Technologies, Map data, Google



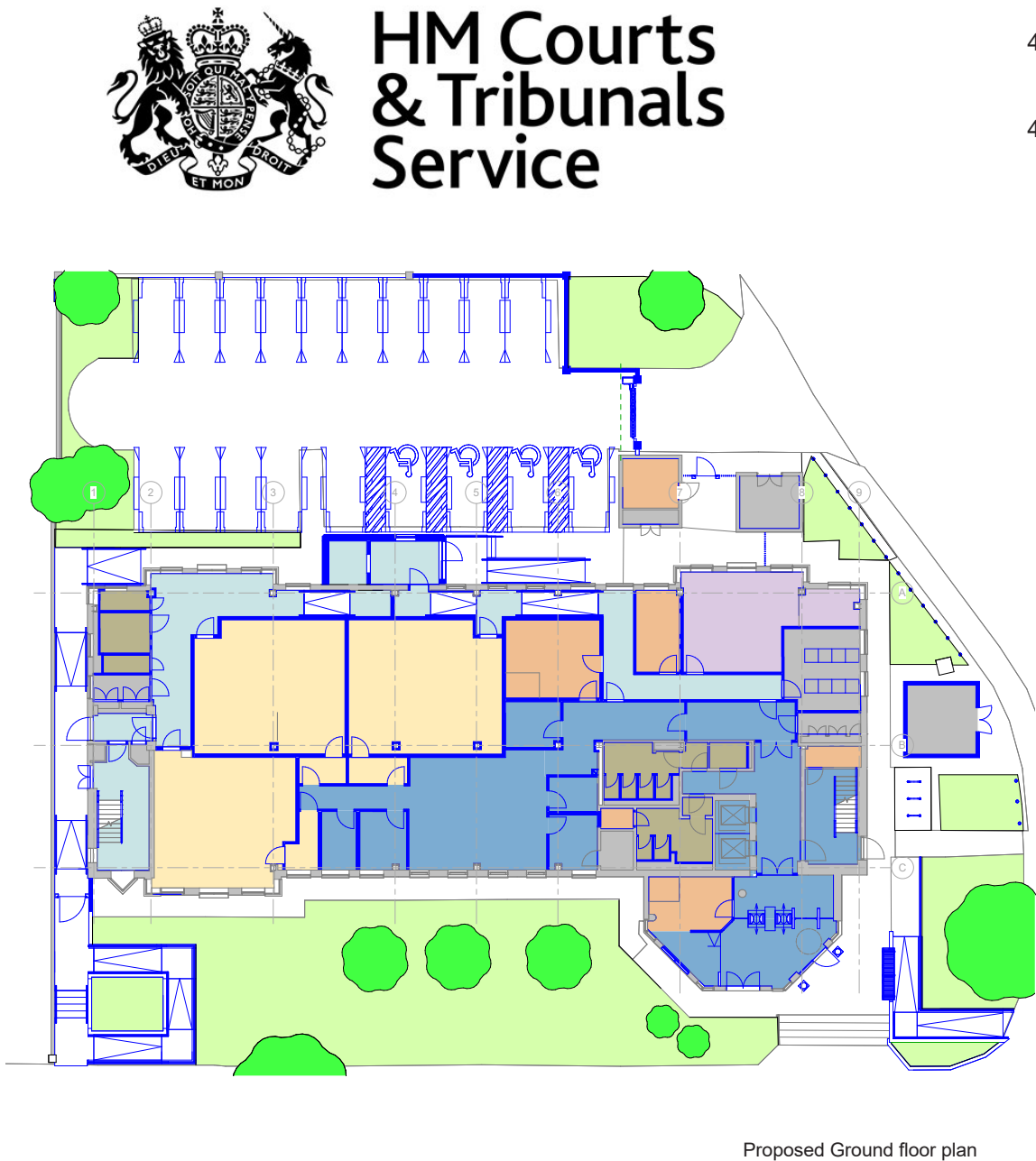
Sovereign House as seen from south-west, Imagery @2025Maxar Technologies, Map data, Google



Sovereign House as seen from south, Imagery @2025Maxar Technologies, Map data, Google

3.0 Use

- 3.1 With the purchase of the Sovereign House by HMCTS (His Majesty's Courts and Tribunals Service) in 2024, they now wish to proceed with the refurbishment / fit-out under a CAT B refurbishment of the building. The intention of purchasing the building was to fit it out to operate as a new Tribunals Court.
- 3.2 The site is located 140m NE of Reading Station. Sovereign House is a 17.7m high office, comprising of 3 floors, on a site with an area of 0.24 hectares. It is located on Vastern Road which is a classified highway network with river Thames Walk easily accessible from the site.
- 3.3 The building Sovereign House is primarily known as an office building and has housed various organizations and businesses over the years. One notable tenant was Sovereign Housing Association, which occupied the building for a significant period, hence the name. Sovereign Housing Association is one of the largest housing associations in the UK, providing affordable housing across Southern England.
- 3.4 The building is proposed to accommodate 7no. hearing rooms with 1no. SSCS Standard type 2 and 7no. employment tribunal hearing rooms, 10no. Judicial offices, 1no. members room and 1no. judicial lounge with tea points, 1no. medical room, 1no claimants waiting room for 10 people, 1no. respondent waiting for 10 people, 7no. consultation rooms, a server / comms rooms, a security office (near reception) and a secure car park (gated and fenced).
- 3.5 An entrance is required into the secure corridor from the car park, a lift is required to provide level access to the secure corridor
- 3.6 A new substation is proposed to the east side of the site to support the building needs. The substation will be constructed of brickwork to match the existing building.
- 3.7 There are no custodial facilities required and so the building is principally divided in two for public and restricted/secure access.



4.0 Amount

- 4.1 Sovereign House Building is an existing 3 storey open plan office building located on Vastern Rd, Reading.
 - 4.2 The following GIA has been taken from the model produced from a cloud point survey of the Sovereign House.
 - 4.3 The only area gained in the refurbishment of the building as the Tribunals Court is the external lift and substation.
- Approx. GIA of the existing Sovereign House.(Table1)
- The additional floor area (approximate footprint for the lift) is 16 m2.

FLOOR	EXISTING SOVEREIGN HOUSE	ADDITIONAL FOOTPRINT SOVEREIGN HOUSE (Lift structure + substation)
Roof	675 m2	692 m2
2	776 m2	794 m2
1	782 m2	798 m2
G	832m2	849 m2
TOTAL	~ 3065 m2	~ 3133 m2

5.0 Scale

- 5.1 Sovereign House is an existing 3 storey building built in late 1990s.
- 5.2 The height of the Sovereign House is less than the neighbouring buildings. Additional MEP plant equipment will be located within the height of the pitched roof as shown below.
- 5.3 The height of the lift structure in total is 12950m, louvred external plant enclosure has a total height of 2588m FFL, and the maximum height of new plant equipment is 2812m FFL. These have been carefully designed to ensure that the overall building height is not increased. The lift structure is integrated into the existing building without surpassing its height, while the louvred plant enclosure and the new plant are positioned in the rooftop level, remaining within the existing building's profile.



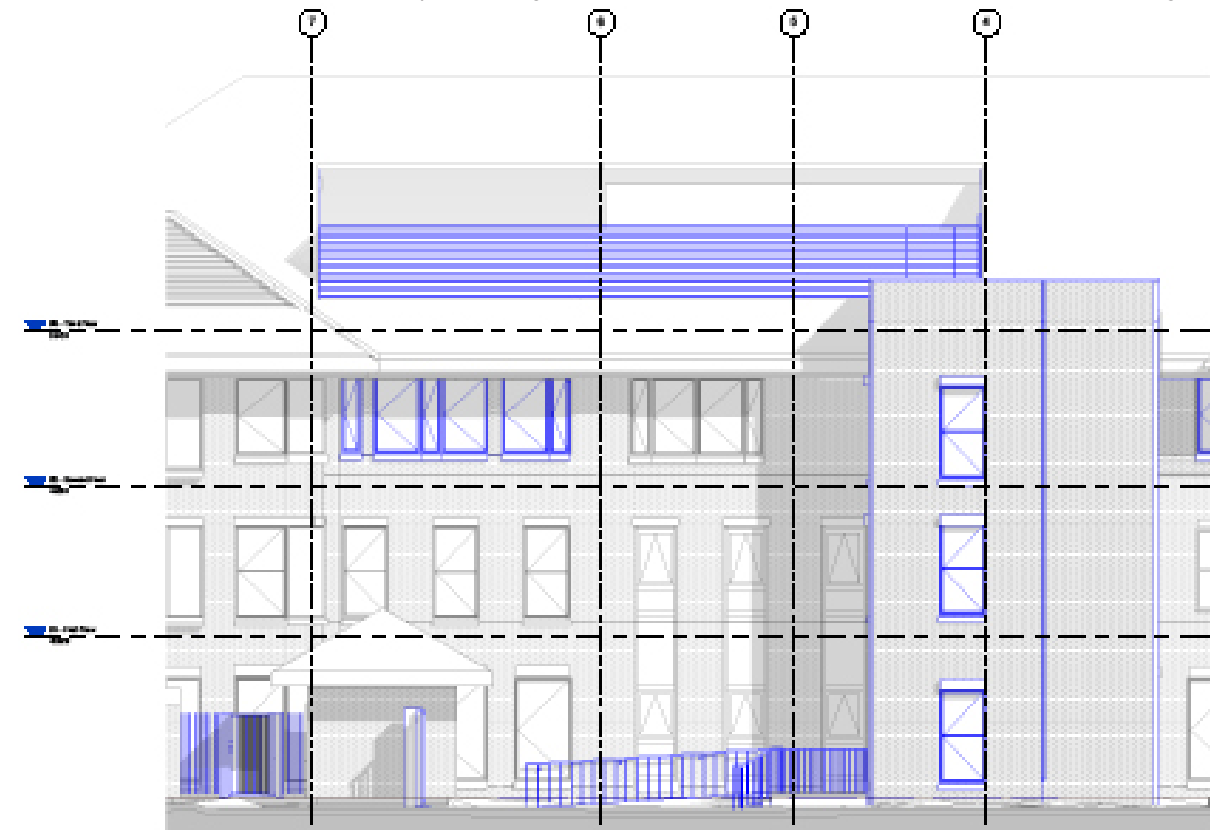
Site view of Sovereign House, Imagery @2025Maxar Technologies, Map data, Google



Aerial view of Sovereign House looking North, Imagery @2025Maxar Technologies, Map data, Google



Site plan of Sovereign House showing plant equipment



Elevation of the north of the building

6.0 MEP Design Summary

A site survey conducted by Bakerhicks (in coordination with F+M), revealed some plant equipment and infrastructure could potentially be reusable. The rest needs replacing due to its condition. At this stage, the only retained mechanical services will be the following:

- Gas fired boilers and associated gas pipework
- Incoming mains cold water from the entry point and up to the plant room
- Above ground foul drainage SVPs serving the existing toilet cores, that rise to roof level and discharge to atmosphere.

New rain water drainage will be added to the rear elevation to provide outfall from the proposed lift structure. The design of this is to reflect the existing RWP's

Heating, Ventilation and Cooling System

The existing ventilation and air conditioning (HVAC) systems are functional but outdated so they will require some improvements. The ventilation plant will consist of two new air handling units (AHU's) and one existing air handling unit all mounted in the existing roof plantroom. Sound attenuation will be provided by duct mounted attenuators on the roomside and atmosphere side of each AHUs.

The existing air intake and exhaust louvres will be utilised within the existing roof plantroom. Existing AHU 02 air intake and exhaust connections will remain. New AHUs serving the Hearing Rooms and the toilets will make new connections to these louvres. From each respective AHU, a network of insulated supply and extract ductwork will be distributed at roof plantroom level to the respective vertical risers. The existing three gas fired boilers in the roof plantroom will be used to generate low temperature hot water for space heating and domestic hot water. The associated boiler flues and gas pipework will be retained. The existing boilers are approximately four years old, and it is understood they are in acceptable working order; however, a full condition survey will be carried out by the appointed mechanical contractor to verify this.

Due to the increased fresh air requirements of the refurbished building two new air handling units are proposed, one to serve the Hearing Rooms and one to serve the new toilet accommodation. The existing boilers do not have sufficient spare capacity to serve the new air handling units, therefore, it is proposed to provide a dedicated air source heat pump to serve the new AHU heating coils. New externally mounted air source heat pump (ASHP) plant will be provided to serve the new air handling unit heating coils that serve the Hearing Rooms (AHU 01) and the Toilets (AHU 03) at ground, first and second floor levels.

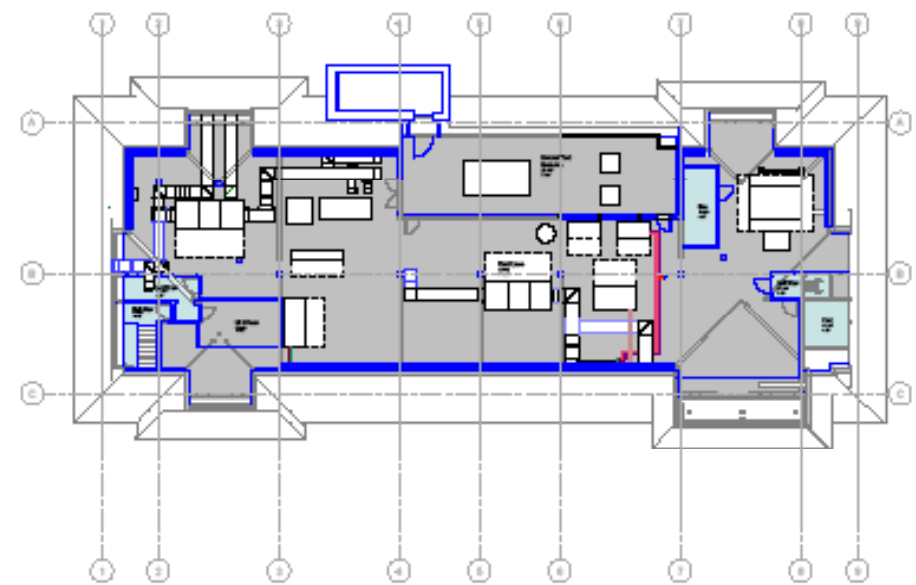
A new air cooled chiller (circa 300kW) will be provided to generate chilled water for mechanical cooling. The unit will be mounted within the external plant compound at roof level will be supported on a raised 'Big Foot' system to distribute the load on the roof slab. The contractor will develop the details during RIBA Stage 4 with the Structural Engineer. Chiller plant will incorporate attenuation pack if necessary to achieve the noise criteria as specified by the Acoustician.

To accommodate the additional external plant required to serve the building the project proposes to extend the existing roof top plant enclosure to the

east. Originally 46m2 in footprint, the extended roof plant area will be a total of approx 77m2, increasing by 30m2. the entire enclosure, currently exposed from the north of the site will be enclosed in a 2.4m high louvred plant enclosure finished in RAL 7022 Umbra grey.

IT Infrastructure

The maximum demand of the Building is 354kW based on Stage 3 Maximum Demand Estimate. The Contractor shall verify the maximum demand upon detailed Stage 4 design and product selection. A request for quote has been submitted to SSE and preliminary quote received. SSE will install a new 500kVA transformer in a substation constructed as part of the project.



Third floor plan

7.0 Sustainability

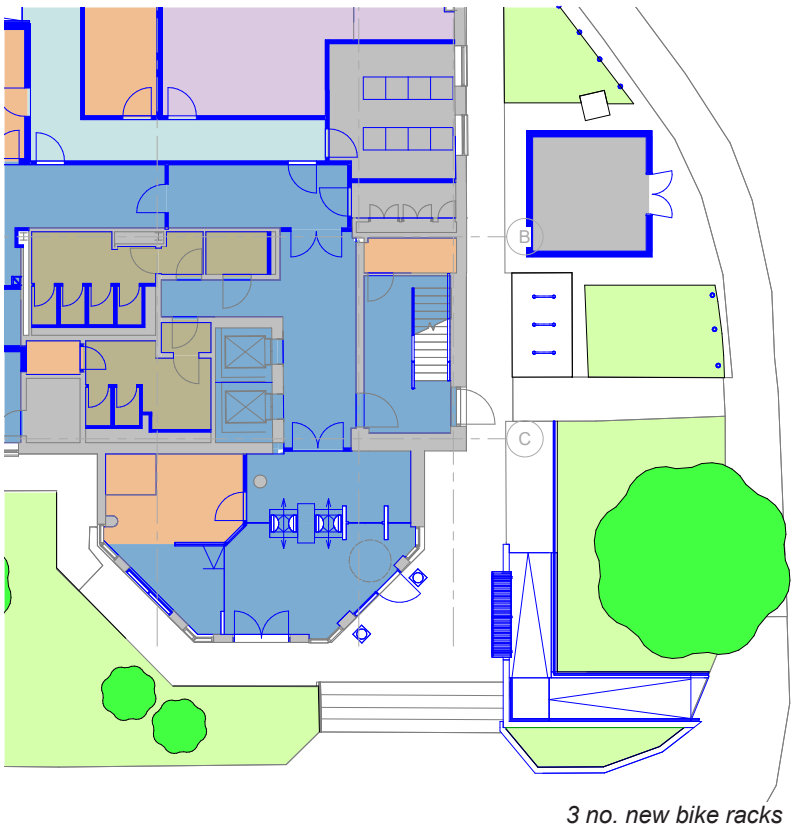
As a requirement of the current Court and Tribunal Design Guide the proposals are required to achieve BREEAM targets. The project is targeting 'Very Good' with a score of 65.68%. The project is achieving the following minimum standards

- Man 03 – Responsible for construction practices
 - Man 04 – Commissioning and handover
 - Ene 01 – Reduction of energy use and carbon emissions
 - Mat 03 – Responsible sourcing of Materials
 - Wst 01 – Construction Waste Management
 - Wst 03 – Operational waste
- Other sustainable aspects of the project are as follows:

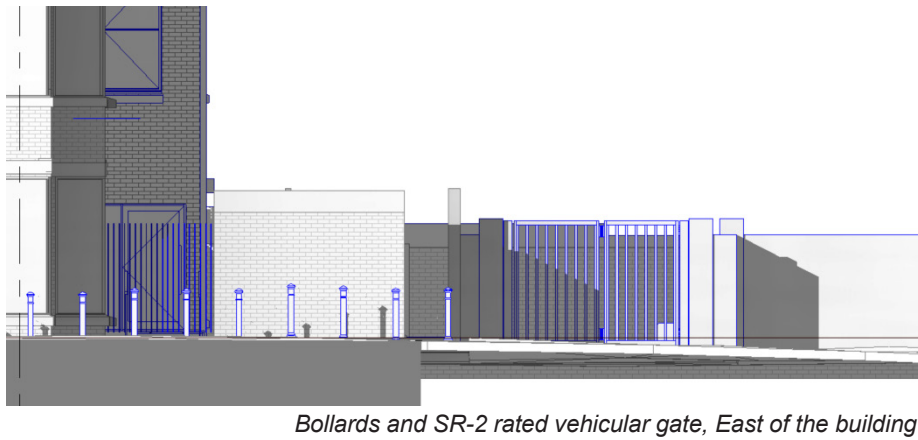
- Well connected to public transport links in the city centre so increasing the opportunity for the public to use public transport links to get to the building rather than rely on the motor car
- Minimal structural works are to take place to the building. The re-use of the existing structure provides material efficiency due to reduced use of materials such as concrete, with minimal steelwork to new openings and the lift structure.
- Consolidated services provide reduced material usage. Existing risers and services will be used in the first instance. A number of elements within the specification have been identified for additional investigation during Stage 4 to ensure that they are able to be reused or recycled at end of life.
- The building is existing which provides the ability to retain building fabric, structure and core elements that do not require upgrading. The reuse of an existing building is inherently environmentally efficient.
- The Constructor is to carry out all BREEAM activities in-line with the MoJ process, their sustainability targets and the pre-assessment report. The Constructor will implement BREEAM in line with the guiding principles of the MOJ policy and as part of their appointment will then become responsible for achieving the target.

8.0 Landscape

- 8.1 The building fronts directly onto the streetside and the existing car park is all hard landscaped except for a small green area to the north and west.
- 8.2 A new rear gate and personnel gate provides connectivity out to the public domain and maintain access to the rear, secure side of the building.
- 8.3 An extension of the boundary wall is required in car park along with raised boundary wall to meet minimum security standards for the Court and Tribunal Design Guide.
- 8.4 Addition of external ramps to the west of the building for secure access and to the east of the building for public level access
- 8.5 Security bollards have been requested by the HMCTS RSSO (Regional Security + Safety Officer) to mitigate vehicular attack to the east boundary. These will be located at 1.2m centres.
- 8.6 External furniture such as benches have been provided at the main public entrance. This will be designed to mitigate anti social behaviour.
- 8.7 3no. new Sheffield Cycle stands are provided for public use in the existing cycle storage location providing cycle storage for 6no. cycles. Within the secure carpark there is a cycle store providing 8no. cycle storage spaces for staff and judiciary.



Landscaping scheme of Sovereign House



9.0 Refuse strategy

Overview

- This chapter provides detail on how waste generated will be managed at Sovereign House when the refurbished and extended building becomes operational. Designing for the operational phase of the refurbished site ensures it conforms with principles of the circular economy through, for instance, ensuring that adequate, easily accessible and separate storage space for all waste streams is provided.

PROPOSED REFUSE STRATEGY

Responsibilities

- The Facilities Management Team (FMT) will take overall responsibility for proposed waste management strategy. Specifically, its related responsibilities will include:
- monitoring waste generation, transfer, storage and coordination of collection on a daily
 - basis, and identifying and sorting issues if and when these arise
 - day-to-day management of the waste storage
 - cleaning of the compactors and surrounding surfaces
 - appointing a suitable licenced waste management contractor
 - recovery of appropriate costs from tenants through an annual service charge.

Storage at the source

MOJ facilities managers have confirmed that 2no. 1100 litre bins are located at the current tribunal building at Friar Street. One is provided for general waste and one for recycling. There is an existing refuse store located external to the building at Sovereign House accessed from the outside of the secure carpark via locked doors. This will be retained for use by the tribunals. The refuse store will provide space for three 1100lt bins, one to be used for general waste and two for recycling, as well as two 240lt food waste bins.

Internal Transport to the Waste Store

- The FMT will be responsible for the transportation and management of waste within the Site.
- The FMT will be responsible for transporting the segregated waste from each floor and land use to the ground floor level waste storage area via back of house service corridors and goods lifts provided.

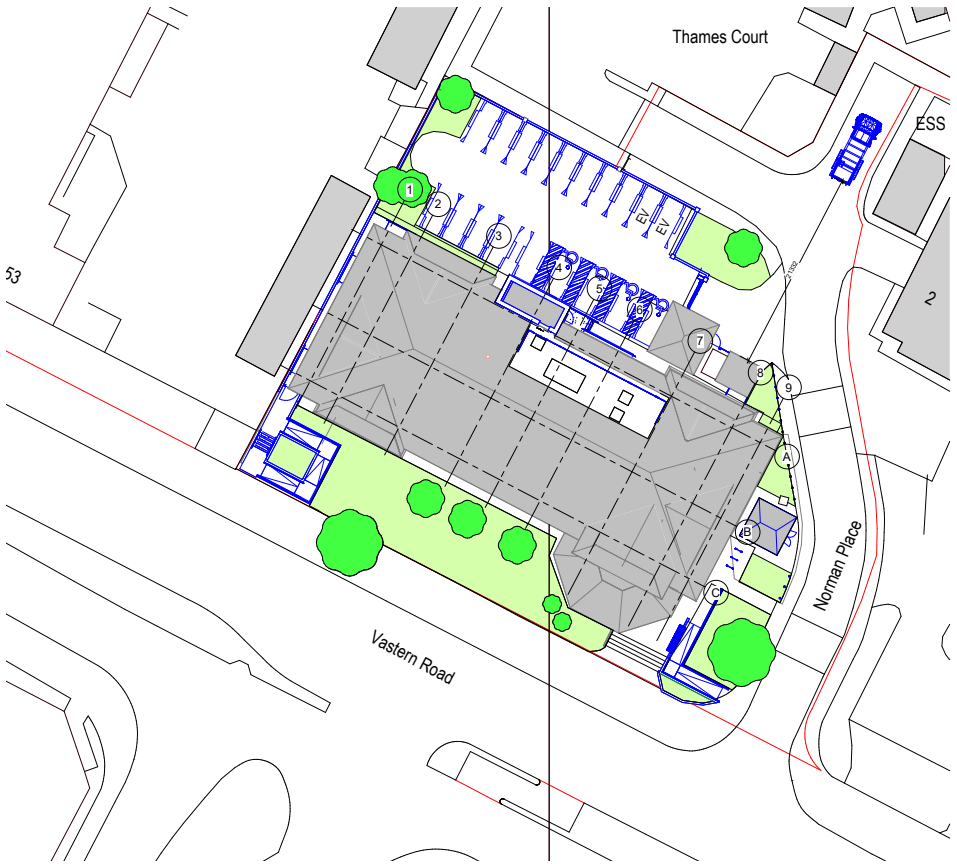
- Waste will be transported in secure bags using a suitable container to minimise spillages and damage to surface finishes. A member of the FMT will then place the segregated waste into the appropriately signed bin.

Waste Collection

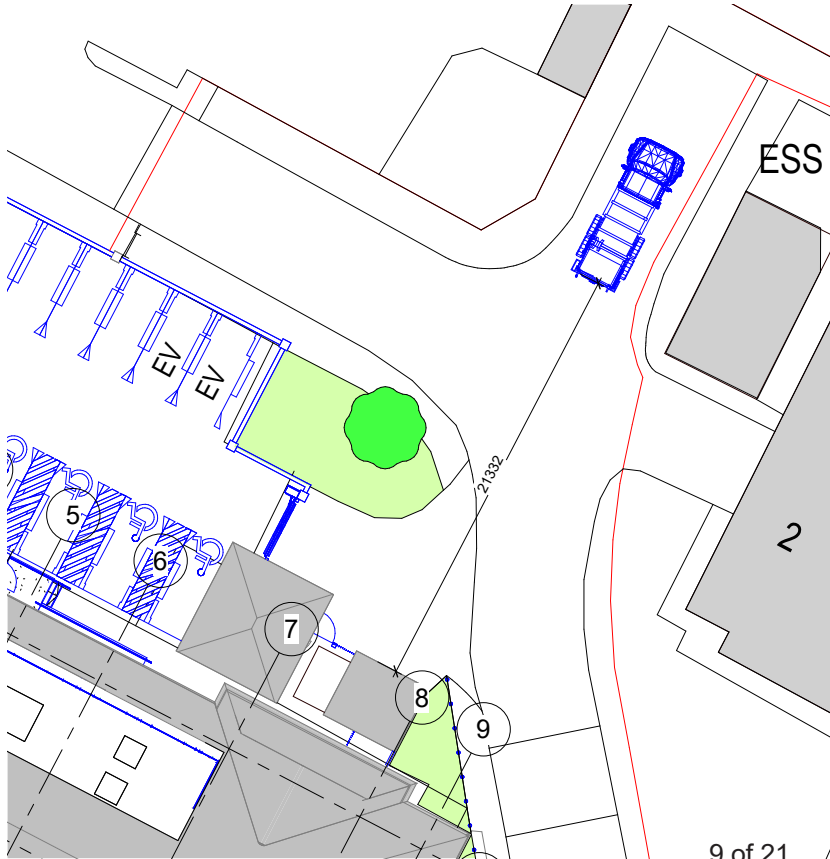
As at present, it is anticipated that waste will be collected from the Site as follows on a daily basis:

- One general waste collection by private contractor
- One mixed recyclable waste collection by private contractor
- One food (organic) waste by private contractor.

A strategy of consolidated refuse collection is to be pursued which will seek to reduce the total number of vehicle trips to the development Site. As at present, vehicles will be instructed to stop on the road with the dead line on the north of the refuse store. Licensed waste management contractors will then be required to collect waste directly from the ground floor-level waste store. Contractors will be provided with the means to independently reach the waste store. The FMT will assist contractors as required to minimise vehicle duration of stay on Norman Pl.

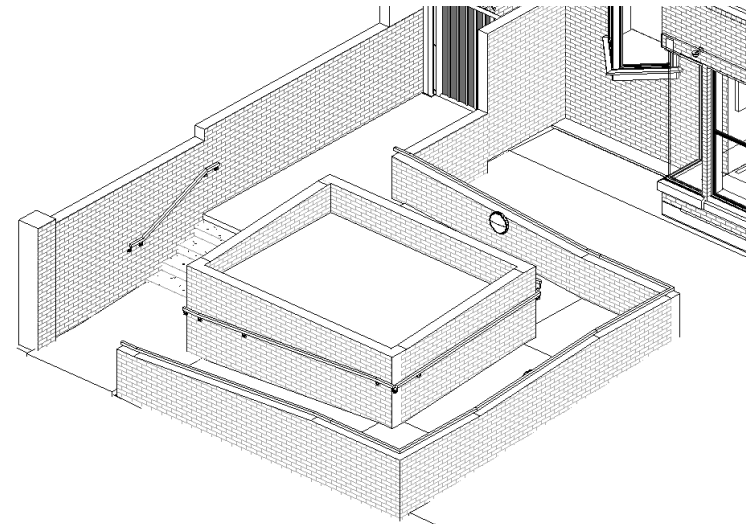


Site plan showing the potential location of the garbage truck

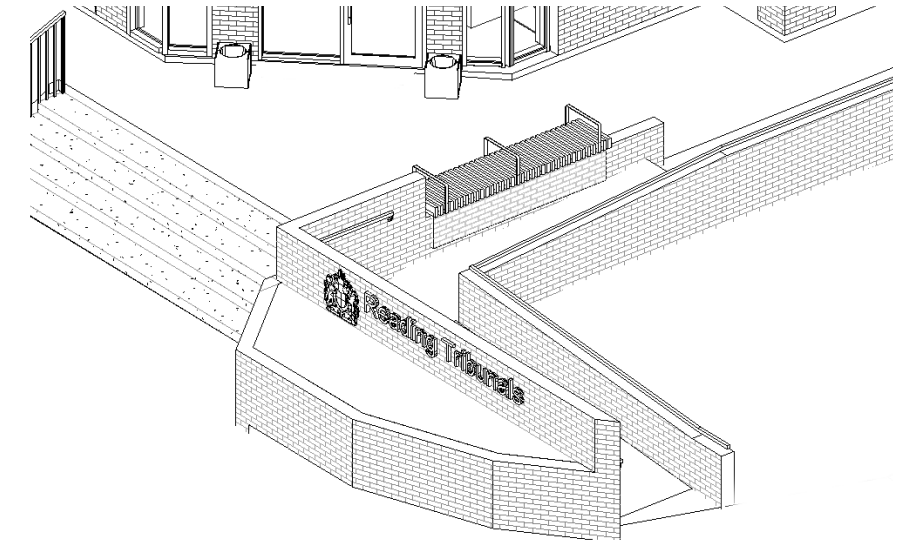


10.0 Appearance

- 10.1 The structure of Sovereign House consists of a steel framed building, brick/block cavity external wall construction with aluminium windows and curtain wall elements and a tiled roof.
- 10.2 The external features of the building include a parking area with 19 spaces including 4 disabled spaces. 2 no. spaces will have EV chargers and the remaining spaces will be prepared for future EV capabilities.
- 10.3 An external lift - To support secure level access to all floors, an external lift is proposed, serving ground to second floors of the building allowing the judiciary to access to hearing rooms from the restricted circulation as required to achieve security compliance by the Court & Tribunal Design Guide The new lift will provide an entrance into the building from the secure car park located on the north side of the building.
- 10.4 A new ramped entrance to the west of the building for Staff and Judiciary use. Ramped access to be compliant with the requirements of AD.M / BS8300. The ramped entrance is to be raised to align with the new height of the corridors at this entrance as it has to be raised to the level of the hearing room dais. This will also require raising of the doorway into the stairwell.
- 10.5 The entrance on the west is to receive a canopy to provide weathering to the threshold as it is to see far greater usage as a staff entrance, segregated from the public entrance. It is an existing fire escape which will be complaint, with the addition of ramps (level access).
- 10.6 Change in fenestration for obscured films to be applied to the glazing for operational privacy and security for the discrete movement of the judiciary around the building and privacy within hearing rooms while still allowing the benefit of natural light into these areas.
- 10.7 Streetscape security features such as bollards to protect the building from vehicular attack. Also, new gates to the car park are to be provided to maintain a secure area for the staff and judiciary to enter the building. As this building is to hear tribunal cases this will be a low risk operational designation.
- 10.8 Advertising for the court crest and building signage will be provided to the eastern planter and pedestrian ramp clearly stating the building use and supporting wayfinding to the public entrance



Ramps providing secure access from west of the building



Ramps providing public level access on east of the building



Visual of external lift to the north of the building

MATERIAL SCHEDULE



Brick (match to existing)



Smoked glass



PPC finish in RAL 7022 Umbra grey

11.0 Inclusive access

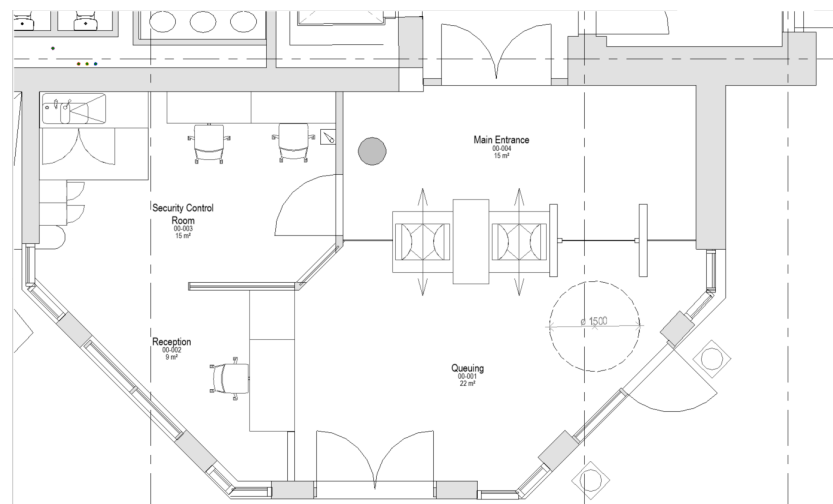
The building has been designed with inclusive access as a key requirement in line with the Court and Tribunal Design Guide requirements.

11.1 Building entrances

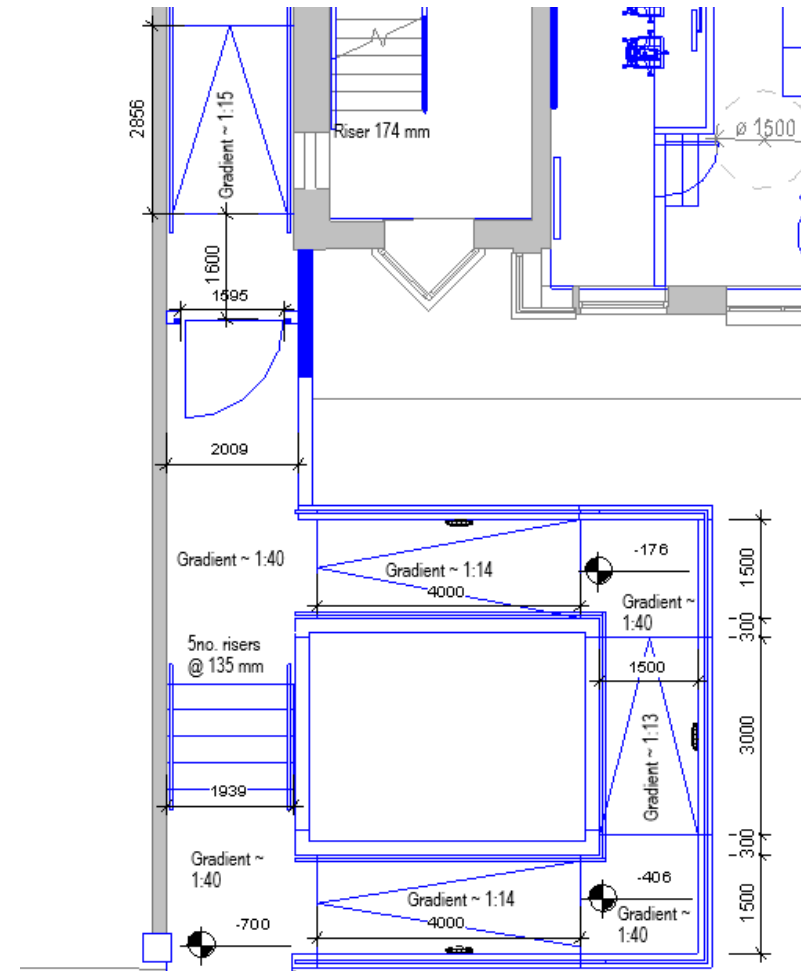
- (i) Inclusive access has been considered from the outset of the project to ensure that appropriate measures are provided on both the public and secure sides of the building. All main building entrance for public and staff already have of have been designed to provide level access.
- (ii) In the case of staff entrance from the side entrance to the building, this has to be ramped to address the changes in level between ground and entrance heights.

11.2 Security

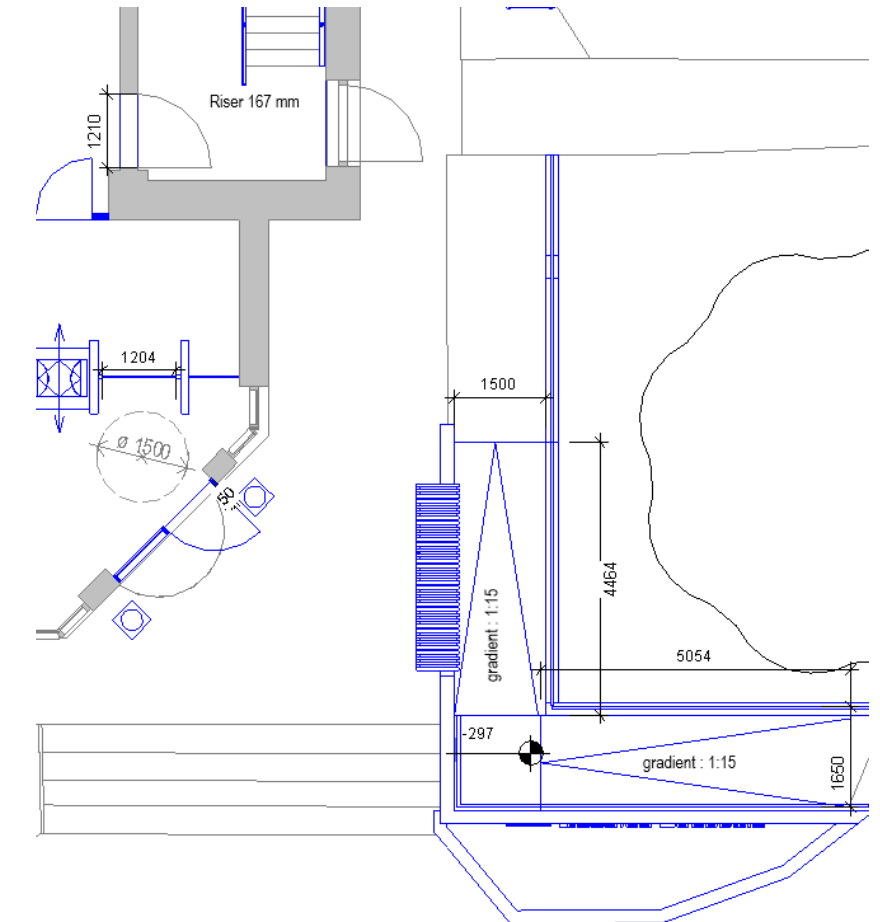
- (i) The security process is that any bags are placed on a search table and the person walks through a security arch and collects their possessions. If anything triggers the alarm on the arch, a handheld wand is used by Security to find the exact location of the item that caused the alarm to go off.
- (ii) People leaving the building will exist via a speed gate which provides a secure line in conjunction with the arch.
- (iii) As a person in a wheelchair would set off the alarm passing through a security arch, they we be asked to enter through the speed gate, at which point they can be checked for with the wand for any potential possessions that would need to be set aside whilst they are in the building.
- (iv) This allows a wheelchair bound person to gain entry via the principal entrance whilst limiting the increase in width required to the security controls for wheelchair access.



Plan of the reception and entrance to the building



Ramps leading to secure entrance on the west of the building



Level access ramps for public entrance on the east of the building

11.3 Courtrooms

- (i) The access for the public to the well of the courtroom and judges access to the dais is level for each of these parties. Where judges can enter the courtrooms from the secure side of the building, ramps are provided along the corridor to transition between the principle public and restricted heights of the circulation.
- (ii) All courtrooms have wheelchair access and can be used if needed.

11.4 Stairs

- (i) The building Regulations AD.K currently describe the max rise of a general access stair as 170mm. The existing stairs serving the restricted side of the building are 174mm, 176mm and 186mm on each floor respectively.

11.5 Lifts

- (i) 2no. Existing lifts are included within the building providing level access to public users to the building and are complaint as required by AD.M / BS8300 for wheelchair access. Actual size is 1150x1425.
- (ii) A 8 person lift that is to be provided on the secure side of the building, it is to be fully compliant with the size and finishes required by AD.M / BS8300 and is to be designed as an evacuation lift.
- (iii) Refuge spaces with call point are to be provided within the stairwell / fire lobby to each of the two staircases.

11.6 Public Circulation

- (i) The Public circulation within the building is all at the existing finished floor level providing level access throughout.

11.7 Secure circulation

- (i) The secure circulation has to address changes in the floor level where the existing floor rises to meet the dais height for the Judiciary in the courtrooms. All corridors have been designed to be a minimum of 1500mm clear with passing places as appropriate.
- (ii) Ramped changes in level along corridors have been designed to be complaint those set out within AD.M and K. Handrails are needed.

11.8 WCs

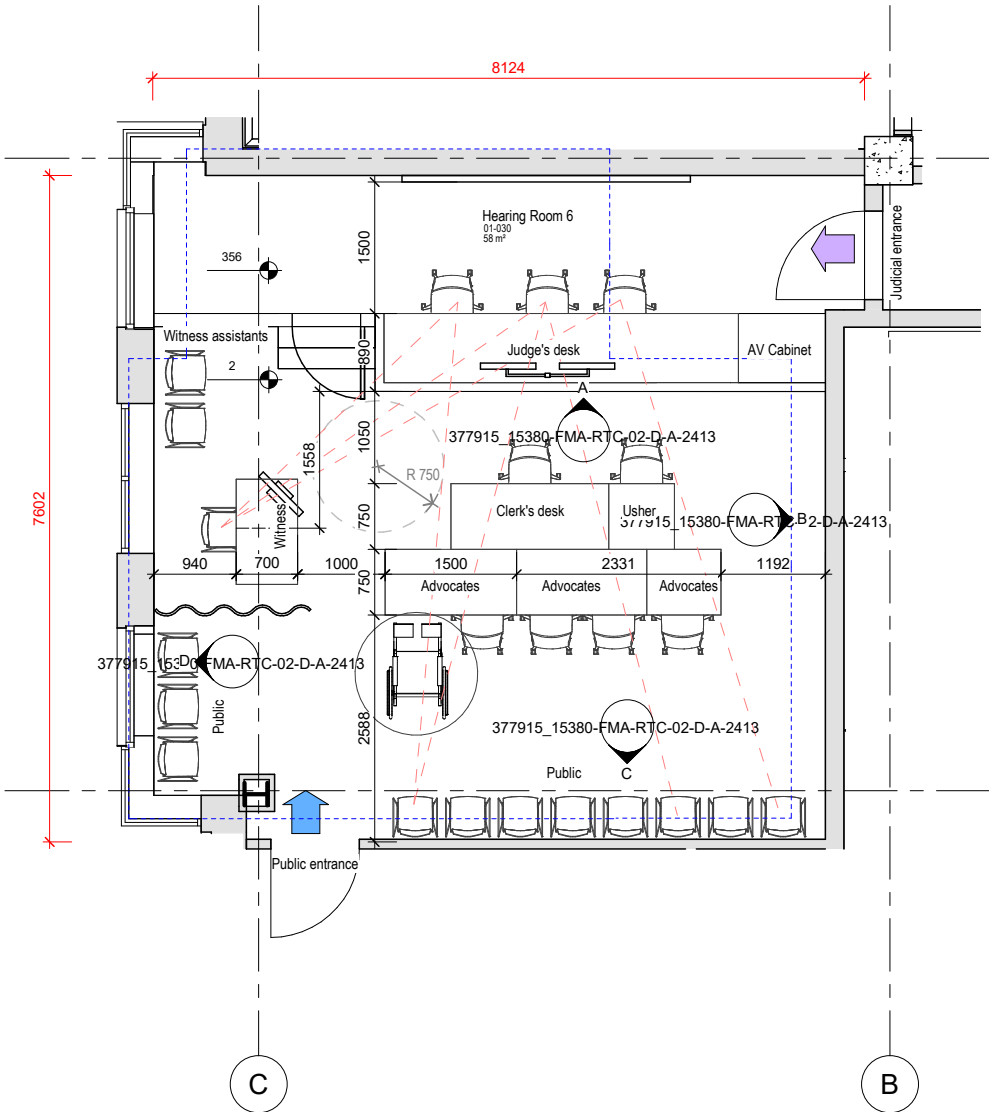
- (i) Segregation between public and staff has meant that accessible WC facilities have been provided on both sides of the building to avoid any need to compromise security which would also require managed solutions to get the person between front and back of house areas.
- (ii) The accessible WC provision for the public is based on the existing

services provided within the main building core. The accessible WCs are located on every floor.

11.9 Showers & Changing Places WC

- (i) There is provision for new accessible shower for the staff on each floor.

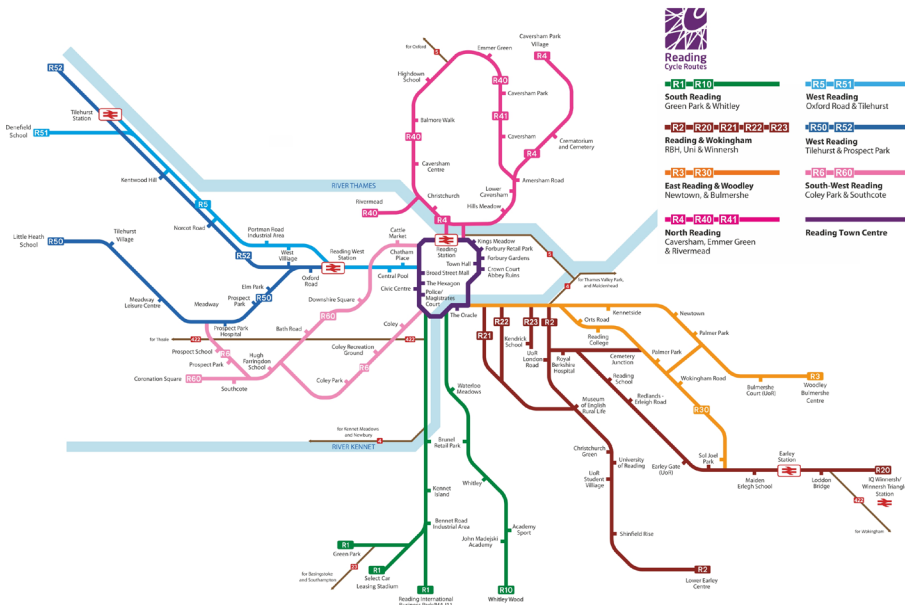
CRITICAL ROOM 6
Hearing Room 06 (First floor) 01-021
Area: 58 m2



Critical room 06 showing separate entrance for restricted access and public access

12.0 Vehicular and Transport links

- 12.1 The site is located just north of Reading railway station and is well served by local buses and other transport links.
- 12.2 The bus system has with several routes connecting the town to neighboring areas and larger regional hubs. The buses run regularly, making it simple for commuters, students, and those without vehicles to get around.
- 12.3 In addition to the bus network, Reading boasts an extensive and well-maintained cycle network. With dedicated bike lanes, bike racks, and bike-friendly roads, cyclists can navigate the area safely and comfortably.



Cycle network, Reading. Source: www.reading.gov.uk



Buses network, Reading. Source: www.reading.gov.uk

13.0 Flood risk

- 1. The information below has been sourced from the Government flood advice found at: Check the long term flood risk for an area in England - GOV.UK (www.gov.uk).
- 2. The details are based upon the postcode for Sovereign House which advises as follows: Surface water: Very Low risk
- 3. Sovereign House in Reading is situated in Flood Zone 2 which means it falls under an area with a medium probability of flooding. Flood Zone 2, as defined by the Environment Agency, refers to land with an annual probability of river flooding between 0.1% (1 in 1,000 years) and 1% (1 in 100 years).
- 4. See flood assessment included within the application - Appendix D

RG1 8BT

This information tells you the flood risk of an area, not a specific property.

We have [paused updates to information about flood risk](#) from rivers and the sea and surface water while we get ready for new data.

▶ [How we assess an area's flood risk](#)

Surface water [More about your surface water flood risk](#)

Yearly chance of flooding

Very low Low Medium High

What surface water is

Surface water flooding is sometimes known as flash flooding. It happens when rainwater cannot drain away through normal drainage systems.

▶ [Why surface water flooding is a problem](#)

Rivers and the sea [More about your rivers and sea flood risk](#)

Yearly chance of flooding

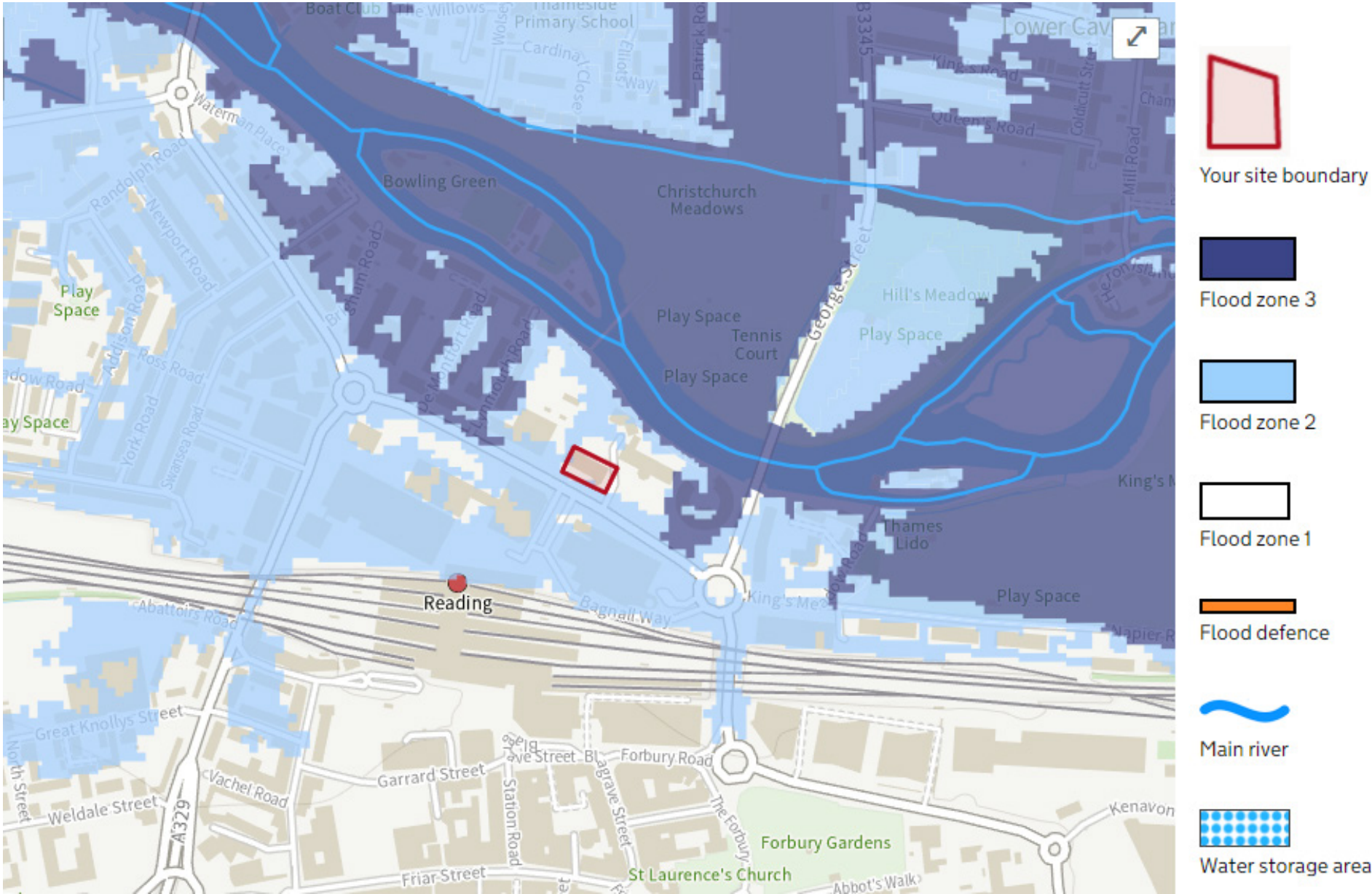
Very low Low Medium High

What makes rivers and sea flooding more likely

Low-lying areas that are close to rivers or the sea are more likely to flood when water levels rise.

This information takes into account any flood defences.

▶ [Why flood defences cannot completely prevent flooding](#)



14.0 Appendices

Appendix A - Pre App Feedback

- Pre-Application Response Letter - PL_24_1401

Appendix B - Acoustic Report

- HMCTS Sovereign House RIBA Stage 3 Acoustic Design

Appendix C - Drainage strategy

- 377915_15380-ATR-RTC-XX-T-C-0004

Appendix D - FRA

- 377915_15380-ATR-RTC-XX-T-C-0005

Appendix E - Landscaping and supporting documents

Aboricultural Impact Assessment

- 100099718_HMCTS Reading_Arboricultural Impact Assessment_02.04.24
- HMCTS Reading_Tree Protection Plan_02.04.25

Biodiversity Net Gain

- Sovereign House BNG_AtkinsRealis_2025_FinalforIssue
- Sovereign House Statutory Biodiversity Metric Calculation Tool V1

Ecological Impact Assessment

- Reading Sovereign House_EcIA_AtkinsRealis_2025_FinalforIssue (002)

Landscaping

- 100099718-ATR-XX-XX-D-L-100001_Landscape Outline Spec
- 100099718-ATR-XX-XX-D-L-401001_Landscape GA
- 100099718-ATR-XX-XX-D-L-401002_Softworks plan
- 100099718-ATR-XX-XX-D-L-401003_Landscape Softworks Typ Details

Architectural pack

- 377915_15380-FMA-RTC-00-D-A-0100
- 377915_15380-FMA-RTC-00-D-A-1200
- 377915_15380-FMA-RTC-01-D-A-0101
- 377915_15380-FMA-RTC-01-D-A-1201
- 377915_15380-FMA-RTC-02-D-A-0102
- 377915_15380-FMA-RTC-02-D-A-1202
- 377915_15380-FMA-RTC-03-D-A-0103
- 377915_15380-FMA-RTC-03-D-A-1203
- 377915_15380-FMA-RTC-R3-D-A-0104
- 377915_15380-FMA-RTC-R3-D-A-1204
- 377915_15380-FMA-RTC-ZZ-D-A-0099
- 377915_15380-FMA-RTC-ZZ-D-A-0300
- 377915_15380-FMA-RTC-ZZ-D-A-0301
- 377915_15380-FMA-RTC-ZZ-D-A-0400
- 377915_15380-FMA-RTC-ZZ-D-A-0401
- 377915_15380-FMA-RTC-ZZ-D-A-1099
- 377915_15380-FMA-RTC-ZZ-D-A-1302
- 377915_15380-FMA-RTC-ZZ-D-A-1303
- 377915_15380-FMA-RTC-ZZ-D-A-1400
- 377915_15380-FMA-RTC-ZZ-D-A-1401