

METHOD STATEMENT

Proposed Staircase Relocation and Mezzanine Extension

Site	26 King Street, Gravesend, Kent, DA12 2DU
Application reference	20260028
Prepared by	Dream Design Develop Ltd
Document status	For Listed Building Consent submission
Date	5 August 2026

This method statement is to be read with the revised proposed drawings for the relocation of the staircase and extension of the central mezzanine area. Final structural member sizes and connection calculations will be confirmed by the appointed structural engineer before commencement of the works.

1. Purpose and Scope

This method statement sets out the proposed sequence and general method for the internal works comprising:

- careful removal of the existing non-original staircase;
- extension and infilling of the central mezzanine area;
- local alteration of the existing internal mezzanine beams to accommodate the relocated staircase;
- repositioning of the associated supporting columns;
- installation of new joists and decking boards; and
- installation and connection of the new staircase.

The works will be undertaken on the principles of minimal intervention, reversibility and protection of the adjacent historic fabric.

2. Pre-Commencement and Protection

2.1 Inspection and coordination. Before work starts, the contractor will inspect the staircase, mezzanine structure, beams, columns, floor construction and adjacent finishes. The works will be coordinated with the structural engineer's final design.

2.2 Working area. The work area will be isolated from occupied parts of the building and suitable access arrangements will be maintained.

2.3 Protection. Existing floors, walls, retained services, pipework, radiators and adjoining finishes will be protected using suitable temporary coverings and barriers. Materials and tools will not be stored against historic surfaces.

2.4 Temporary support. Any temporary propping or support required by the structural engineer will be installed before the existing beams or columns are altered.

3. Removal of the Existing Staircase

3.1 The existing staircase will be dismantled carefully in manageable sections.

3.2 Existing bolts, screws and other mechanical fixings will be removed or carefully cut as necessary. The staircase will not be forcibly pulled away from the surrounding structure.

3.3 Percussive methods will not be used against historic walls, floors or finishes.

3.4 Redundant fixing holes will be recorded, protected during the works and subsequently made good using compatible materials to match the surrounding finish.

4. Mezzanine Extension and Structural Alterations

4.1 The mezzanine decking will be removed locally only where necessary to undertake the approved works.

4.2 Following installation of any required temporary support, the two internal mezzanine beams will be locally cut back to form the opening required for the new staircase.

4.3 The associated supporting columns will be repositioned to the locations shown on the proposed drawings. The new column positions will remain independent of the historic masonry walls.

4.4 New joists will be installed between the existing mezzanine beams to form the central mezzanine extension. Existing holes within the steel structure will be reused where technically suitable.

4.5 New decking boards will be fixed to the new joists and finished to coordinate with the adjoining mezzanine floor.

4.6 The extent of cutting, drilling and removal will be kept to the minimum necessary for the approved arrangement.

5. Installation of the New Staircase

- 5.1 The new staircase will be delivered in manageable sections and assembled within the protected working area.
- 5.2 The foot of the staircase and any intermediate supports will be secured to the floor structure through mechanically fixed base plates.
- 5.3 At mezzanine level, the head of the staircase will connect to the existing mezzanine beam through a mechanically fixed steel plate or cleat connection. This replaces the drawing annotation "staircase to crank into existing beam" with a clearer description of the intended connection.
- 5.4 The staircase will not be fixed into the historic masonry walls.
- 5.5 The final plate sizes, bolt sizes and structural member sizes will be confirmed by the structural engineer before installation.

6. Proposed Fixing Locations and Principles

The principal proposed fixings will be limited to the following locations:

- base-plate fixings at the foot of the staircase and beneath any new or repositioned supporting columns;
- bolted steel connections between the staircase head and the existing mezzanine steel beam;
- mechanical connections between the new joists and the existing steel beams; and
- fixings securing the new decking boards to the new joists.

Where reasonably practicable, existing fixing positions and existing holes within the later steel structure will be reused. No new fixings are proposed into the historic external walls, the listed facade or decorative historic features.

7. Historic Fabric and Adjacent Elements

- 7.1 No historic masonry, external walls or significant architectural features are intended to be cut, drilled, chased or removed as part of the proposed works.
- 7.2 The alterations will be confined principally to the existing non-original staircase and later mezzanine steel structure.
- 7.3 Cutting and drilling will be controlled to minimise vibration, dust and accidental damage. Dust-producing works will be locally contained.
- 7.4 Should previously concealed historic fabric or an unexpected feature be uncovered, work in that area will stop and the project consultant will be notified before the works continue.

8. Making Good

- 8.1 Redundant fixing holes resulting from removal of the existing staircase will be filled and made good using materials compatible with the adjoining floor or finish.
- 8.2 Any locally disturbed finishes will be repaired to match the surrounding appearance as closely as practicable.
- 8.3 The new staircase and mezzanine works will remain identifiable as modern interventions and will not be artificially detailed to imitate historic fabric.

9. Completion

- 9.1 On completion, the staircase, mezzanine, beams, columns and visible fixings will be inspected against the approved drawings and the structural engineer's requirements.
- 9.2 Temporary protection and temporary supports will be removed carefully once the works are structurally complete and safe to do so.
- 9.3 The working area will be cleaned and any minor damage arising from the works will be repaired using appropriate compatible materials.

Implementation note: All works will be carried out by competent contractors and in accordance with the approved Listed Building Consent, the structural engineer's final design and applicable health and safety requirements. Any change affecting historic fabric will be referred back to the project consultant before implementation.