



Guide to Design and Access Statements for Planning Applications and Listed Building Consent

A design and access statement must be submitted with some types of applications, and in some designated areas. The statutory requirements for design and access statements are set out in Article 4C of the General Development Procedure Order (GDPO) as amended.

Purpose

PPS1^① sets out the overarching planning policies on the delivery of sustainable development through the planning system. Good design plays a fundamental role in achieving this. As PPS1 states: *“Good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable development. Good design is indivisible from good planning. Planning authorities should plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes. Good design should contribute positively to making places better for people. Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions, should not be accepted.”*

A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly. **Statements must be proportionate to the complexity of the application, but need not be long.**

Design and access statements help to ensure that development proposals are based on a thoughtful design process and a sustainable approach to access. Statements should improve the quality of proposals: in preparing the design and access statement, developers need to consider and subsequently explain the merit of the design and how it relates to the existing setting.

Design and access statements enable local planning authorities to better understand the analysis which has underpinned the design and how it has led to the development of the scheme. This helps negotiations and decision-making and should lead to an improvement in the quality, sustainability and inclusiveness of the development.

^① Planning Policy Statement 1: *Delivering Sustainable Development*

Design and access statements allow local communities, access groups, amenity groups and other stakeholders to involve themselves more directly in the planning process without needing to interpret plans that can be technical and confusing. This helps to increase certainty for people affected by development and improve trust between communities, developers and planners. It also enables the design rationale for the proposal to be more transparent to stakeholders and the local planning authority.

The PPS on climate change (December 2007)^② is a supplement to PPS1. As such, climate change considerations are integral to the planning system, including in the design of new developments. The PPS reminds applicants of the need to consider how their schemes can help to mitigate climate change and adapt to the climate that the development is likely to experience over the course of its expected lifetime. Design and access statements for outline and detailed planning applications should therefore demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy, and the supply of types of energy including from low-carbon and renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal. These measures may be of particular relevance under the topic headings of amount, layout, scale, landscaping, context or access, depending on the nature of the proposed development and its anticipated impacts on the surrounding area. Applicants should refer to paragraphs 41 and 42 of the PPS1 Climate Change Supplement for further details.

The government has announced its commitment to update and revise the PPS on climate change, alongside the PPS on renewable energy (PPS22), and to consult publicly on a new consolidated PPS on these topics. More information on this revision will be available on the CLG website in due course, see www.communities.gov.uk.

It should be recognised that design and access statements are a communication tool. They cannot set, or justify, design and access policies and they cannot ensure high quality design and access by themselves. Local planning authorities should therefore have clear design and access policies as required by PPS1 and PPS12, and the Town and Country Planning (Local Development)(England) Regulations 2004. These require that a local planning authority's local development documents include policies relating to design and access. They should use design and access statements to help assess the design of a proposal against the relevant policies and proposals set out in local development documents.

Further advice on Design and Access Statements are available from the Commission for Architecture and the Built Environment (CABE) is available on-line at <http://www.cabe.org.uk/AssetLibrary/8073.pdf>

When a DAS is required

A design and access statement must accompany planning applications for both outline and full planning permissions, other than in the circumstances set out by Article 4C of the GDPO¹⁵. The elements to be described in design and access statements will be the same regardless of whether the application is for outline or full planning permission, but their scope will differ. What is required in both outline and detailed statements is explained below. Local authorities and applicants are reminded that the level of detail provided in the Design and Access Statement should be proportionate to the complexity of the proposed development and the sensitivity of its setting.

^② Available on the CLG website; www.communities.gov.uk

Design and access statements are required for all planning applications, with the following exceptions. Applicants are advised to refer to Article 4C of the GDPO for full details but, in summary, a DAS is **not** statutorily required for:

- i. engineering or mining operations
- ii. development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area
- iii. a material change in the use of land or buildings, unless it also involves operational development
- iv. extensions to the time limits for implementing existing planning permissions
- v. development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area
- vi. the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area
- vii. the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a designated area or the curtilage of a listed building
- viii. development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area
- ix. the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area
- x. the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area; or
- xi. development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

Exemptions iv to xi come into force as a result of SI 2010/567 in April 2010. Table C (overleaf) sets out the new requirements in more detail.

In this context, “designated area” means a World Heritage Site or a conservation area.

Design and access statements are not required for applications relating to advertisement control, tree preservation orders or storage of hazardous substances. Neither are they required for applications for prior approval for proposed development, or non-material amendments to existing planning permissions.

Design and access statements **are** required for applications for listed building consent. These statements differ slightly in content, as discussed in more detail in page 10.

Once satisfied that the design and access statement meets the requirements of the GDPO, the local planning authority should place the design and access statement on the public register with the application to which it relates. Design and access statements should also be sent to consultees along with individual planning or listed building applications.

TABLE C: Design and Access Statements

Type/location of application	Status (from April 2010)
Householder development in World Heritage sites, Conservation Areas or requiring Listed Building consent	DAS required
Householder development in National Parks, Area of Outstanding Natural Beauty(ies)(AONB) or Sites of special Scientific Importance (SSSI)	DAS not required
Householder development outside of the areas listed above	DAS not required
Certain non-residential development in World Heritage sites, Conservation Areas or requiring Listed Building consent	DAS required
Certain non-residential development in National Parks, AONBs, the Broads or SSSIs	DAS not required
Certain minor non-residential development outside of the designations listed above	DAS not required
Applications for the removal or variation of conditions on existing permissions (s.73)	DAS not required
Walls, gates, fences and other means of enclosure up to 2m in height in a World Heritage Site, Conservation Area or requiring Listed Building consent	DAS required
Walls, gates, fences and other means of enclosure up to 2m in height, outside of the designations listed above	DAS not required
On operational land, the erection of certain buildings or structures provided these are not in a World Heritage Site or Conservation Area or affecting a Listed Building	DAS not required
On operational land, the erection of buildings or structures which are in a World Heritage Site or Conservation Area or affecting a Listed Building, or larger than the restrictions listed in the SI	DAS required
Erection, alteration or replacement of certain plant or machinery provided this is not in a World Heritage Site or Conservation Area or affecting a Listed Building	DAS not required
Erection, alteration or replacement of plant or machinery which is in a World Heritage Site, Conservation Area or affecting a Listed Building, or larger than the restrictions listed in the SI	DAS required

The status of the DAS and its role in decision-making¹⁹

Design and Access Statements explain proposals already set out in the planning application, but they also set out the principles and concepts that will be used when that proposal is developed in the future. In particular, for outline planning permission, applicants and local planning authorities should consider how they will ensure the relevant parts of the statement are adhered to for the drawing up and assessment of future details. This may be as part of the consideration of an application for approval of reserved matters or any other matter reserved by condition such as materials or landscaping details.

Fixing the principles contained within the statement to future decisions is particularly relevant in the case of outline planning applications. Here, the local planning authority should ensure that the development approved by an outline planning permission is constrained to the parameters described in the design and access statement submitted with the application, and that any future decisions relating to that outline permission are consistent with the statement.

In some cases information provided may need to be amended as designs are worked up, especially where they are not only setting out objectives for the building or space, but also a process to achieve these objectives. For example, information on inclusive access may increase with the scheme from initial concept right through to building regulation approval. Local planning authorities may feel that additional information, building on the original statement, is required at the reserved matters stage. In such cases it may be beneficial to include a condition to this effect in the outline planning application, as long as this is in accordance with other Government policy.

Design and access statements must not be used as a substitute for drawings or other material required to be submitted as part of the planning application. They provide an opportunity for developers and designers to demonstrate their commitment to achieving good design and ensuring accessibility in the work they undertake, and allow them to show how they are meeting, or will meet, the various obligations placed on them by legislation and policy.

Pre-application discussion

PPS1 advises that pre-application discussions are critically important and benefit both developers and local planning authorities in ensuring a better mutual understanding of objectives and the constraints that exist, and that local planning authorities and applicants should take a positive attitude towards early engagement in pre-application discussions. Although not specifically required by either the GDPO or the listed building regulations, it is considered good practice to use design and access statements as an aid to pre-application discussions, particularly for more complicated applications. Design and access statements can be a cost effective and useful way to discuss a proposal throughout the design process, whilst early discussion on the inclusive access component should help to establish any initial access issues.

Local planning authorities are urged to consult CABE at the earliest opportunity where they consider a proposal raises, or is likely to raise, significant design quality and access issues.

Applicants are also encouraged to consult CABE for further advice on good design, and to use available tools such as Building for Life to ensure that schemes are of high quality.

Presenting the information

A design and access statement can be presented in various formats. For most straightforward planning applications, the statement may be only short; for some only a page may be needed. For more complicated planning applications, a more detailed format and, perhaps, longer document is likely to be necessary. For larger or more challenging sites, the design and access statement may also include drawings and plans illustrating the various issues which the scheme has responded to.

However, **whilst its length and complexity may vary, what is important is that the document is concise and takes a proportionate approach, while effectively covering all of the design and access issues** for the proposed development. It is also acceptable to submit a design and access statement in other formats, for example electronically, unless a local planning authority specifically requires hard copy.

Design and access statements may include, as appropriate, plans and elevations; photographs of the site and its surroundings; and any other relevant illustrations. For large and complex schemes, a model of the proposed development in the context of its surroundings may also accompany the statement, but should not be a substitute for it. These illustrative materials must not be used as a substitute for adequate drawings submitted with the planning application.

Local planning authorities may need to make statements available in alternative formats (large print, audio tape etc) to comply with the requirements of section 21 of the Disability Discrimination Act 1995. Statements are placed on the public register and should be made available in alternative formats on request.

What is required: the design component

The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. Statements should evolve throughout the design and development process.

A design and access statement for a planning application should explain the design principles and concepts that have been applied to particular aspects of the proposal – these are the amount, layout, scale, landscaping and appearance of the

Amount

The amount of development is how much development is proposed. For residential development, this means the number of proposed units for residential use and for all other development, this means the proposed floor space for each proposed use.

Amount cannot be reserved within an outline application, although it is common to express a maximum amount of floorspace for each use in the planning application and for this to be made the subject of a planning condition. The design and access statement for both outline and detailed applications should explain the amount of development proposed for each use, how this will be distributed across the site, how the proposal relates to the site's surroundings, and what consideration is being given to ensure that accessibility for users to and between parts of the development is maximised. Where the application specifies a range of floorspace for a particular use, the reasons for this should be explained clearly in the design and access statement.

Layout

The layout is the way in which buildings, routes and open spaces (both private and public) are provided, placed and orientated in relation to each other and buildings and spaces surrounding the development.

If layout is reserved at the outline stage, the outline planning application should provide information on the approximate location of buildings, routes and open spaces proposed. The design and access statement accompanying an outline application should explain the principles behind the choice of development zones and blocks or building plots proposed and how these principles, including the need for appropriate access will inform the detailed layout. The use of illustrative diagrams is encouraged to assist in explaining this.

For detailed applications, and outline applications where layout is not reserved, the design and access statement should explain the proposed layout in terms of the relationship between buildings and public and private spaces within and around the site, and how these relationships will help to create safe, vibrant and successful places. An indication should also be given of factors important to accessibility of the site for users, such as travel distances and gradients, and the orientation of blocks and units in relation to any site topography to afford optimum accessibility. The layout of buildings can also have a profound impact on the energy consumption and thermal comfort during winter and summer, and thus the building's carbon emission performance.

PPS1 makes clear that a key objective for new developments should be that they create safe and accessible environments where crime and disorder or fear of crime does not undermine quality of life or community cohesion. Design and access crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places- the Planning System and Crime Prevention (Office of the Deputy Prime Minister/Home Office, 2003). Further advice on 'Secured by Design' principles is available from the Police.

Scale

Scale is the height, width and length of a building or buildings in relation to its surroundings.

If scale has been reserved at the outline stage, the application should still indicate parameters for the upper and lower limits of the height, width and length of each building, to establish a 3-dimensional building envelope within which the detailed design of buildings will be constructed. In such cases the design component of the statement should explain the principles behind these parameters and how these will inform the final scale of the buildings.

For detailed applications, and outline applications that do not reserve scale, the design and access statement should explain the scale of buildings proposed, including why particular heights have been settled upon, and how these relate to the site's surroundings and the relevant skyline. The statement should also explain the size of building parts, particularly entrances and facades with regard to how they will relate to the human scale.

Landscaping

Landscaping is the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures. Statements should also explain the function of the landscaping, for instance for sustainable drainage purposes, providing shading or other climate change adaptation purposes, and explain how it will be maintained.

If landscaping is reserved at the outline stage, the outline application does not need to provide any specific landscaping information. However, the design and access statement should still explain the principles that will inform any future landscaping scheme for the site.

For detailed applications, and outline applications that do not reserve landscaping, the design and access statement should explain the proposed landscaping scheme, explaining the purpose of landscaping private and public spaces and its relationship to the surrounding area. Where possible, a schedule of planting and proposed hard landscaping materials to be used is recommended.

Some development proposals (for example, alterations to an existing building) may include no landscaping element. For such proposals, this section of the design and access statement would simply need to state why landscaping is not relevant to the application.

Appearance

Appearance is the aspect of a place or building that determines the visual impression it makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

If appearance is reserved at the outline stage, the outline application does not need to provide any specific information on the issue. In such cases the design and access statement should explain the principles behind the intended appearance and how these will inform the final design of the development.

For detailed applications, and outline applications that do not reserve appearance, the design and access statement should explain the appearance of the place or buildings proposed including how this will relate to the appearance and character of the development's surroundings. It should explain how the decisions taken about appearance have considered accessibility. The choice of particular materials and textures will have a significant impact upon a development's accessibility. Judicious use of materials that contrast in tone and colour to define important features such as entrances, circulation routes or seating for example will greatly enhance access for everyone. Similarly early consideration of the location and levels of lighting will be critical to the standard of accessibility ultimately achieved.

Appraising the context

Development proposals that are not based on a good understanding of the local physical, economic and social context are often unsympathetic and poorly designed, and can lead to the exclusion of particular communities. An important part of a design and access statement is the explanation of how local context has influenced the design. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to the five sub-components of amount, layout, scale, landscaping and appearance.

A design and access statement should demonstrate the steps taken to appraise the context of the proposed development. It is important that an applicant should understand the context in which their proposal will sit, and use this understanding to draw up the application. To gain a good understanding of context and to use it

- Assessment of the site's immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies. This may include both a desk survey and on-site observations and access audit. The extent of the area to be surveyed will depend on the nature, scale and sensitivity of the development.
- Involvement of both community members and professionals. Depending on the scale, nature and sensitivity of the proposed development, this might include, for example, consultation with local community and access groups and planning, building control, conservation, design and access officers. The statement should indicate how the findings of any consultation have been taken into account for the proposed development and how this has affected the proposal.

- Evaluation of the information collected on the site's immediate and wider context, identifying opportunities and constraints and formulating design and access principles for the development. Evaluation may involve balancing any potentially conflicting issues that have been identified.
- Design of the scheme using the assessment, involvement, and evaluation information collected. Understanding a development's context is vital to producing good design and inclusive access and applicants should avoid working retrospectively, trying to justify a pre-determined design through subsequent site assessment and evaluation.

Use

A design and access statement should explain how this understanding of the context has been considered in relation to its proposed use. The use is the use or mix of uses proposed for land and buildings. Use cannot be reserved within an outline application. Design and access statements for both outline and detailed applications should explain the proposed use or uses, their distribution across the site, the appropriateness of the accessibility to and between them, and their relationship to uses surrounding the site.

What is required: the access component

It is important to note that the requirement for the access component of the statement relates only to "access to the development" and therefore does not extend to internal aspects of individual buildings.

Statements should explain how access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. The statement should address the need for flexibility of the development and how it may adapt to changing needs.

The design and access statement should also explain the policy adopted in relation to access and how relevant policies in local development documents have been taken into account. The statement should provide information on any consultation undertaken in relation to issues of access and how the outcome of this consultation has informed the development proposals. This should include, for example, a brief explanation of the applicant's policy and approach to access, with particular reference to the inclusion of disabled people, and a description of how the sources of advice on design and accessibility and technical issues will be, or have been followed.

Access for the emergency services should also be explained where relevant. Such information may include circulation routes round the site and egress from buildings in the event of emergency evacuation.

For outline applications, where access is reserved, the application should still indicate the location of points of access to the site. Statements accompanying such applications should, however, clearly explain the principles which will be used to inform the access arrangements for the final development at all scales from neighbourhood movement patterns where appropriate to the treatment of individual access points to buildings.

The level of detail provided in the access component of the statement should be proportionate to the nature and scale of the access that will be required to the site. For proposals which will have no public access and only limited maintenance or operational access, the access component need not be long.

What should be included in a DAS for listed building consent

Design and access statements are also required for listed building consent. They are similar to design and access statements for planning applications, especially in respect of the need for a proportionate approach, although there are some differences in content because of the differing nature of the application.

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and the additional requirements in relation to listed building consent (see below).

The design and access statement should explain the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal. Scale, layout and appearance are broadly the same as outlined in previous paragraphs. (Information on use, amount and landscaping is not required for listed building consent design and access statements that do not also accompany a planning permission).

In addition to following the broad approach described in sections 6.6 and 6.7 above, a design and access statement relating to listed building consent should include a brief explanation of how the design has taken account of paragraph 3.5 of Planning Policy Guidance:PPG15 (Planning and the Historic Environment), and in particular:

- the historic and special architectural importance of the building
- the particular physical features of the building that justify its designation as a listed building; and
- the building's setting.

The statement will need to explain the approach to ensuring that the historic and special architectural importance of the listed building is preserved or enhanced. Where an aspect of the design has the potential to affect this adversely, the statement should explain why it is necessary, and what measures have been taken to minimise its impact.

The access component is broadly the same as for design and access statements accompanying applications for planning permission, but again with reference to the special considerations set out in paragraph 3.5 of PPG15.

The statement should make clear how the approach to access has balanced the duties imposed by the Disability Discrimination Act, where the proposal is subject to those, and the particular historical and architectural significance of the building (as judged by the aspects set out in paragraph 3.5 of PPG15). The statement should detail any specific issues that arise particularly with regard to the fact that the building is listed, the range of options considered and, where inclusive design has not been provided, the statement should explain why. For alterations to existing buildings where the fabric of the structure restricts the ability to meet minimum levels of accessibility, details should be provided of the solutions that will be put in place to minimise the impact on disabled people and ensure that any services provided within the building are made available in other ways.

Matters for consideration

Matters for consideration in relation to access include:-

- Transport links
- Disabled parking provision or setting down points or garaging
- Approach routes to building – wayfinding signage, gradient, width, surface finish
- External hazards/features – hard landscaping, projections, furniture
- External steps/ramps – gradient, width, guarding and heights
- Entrances – primary and secondary
- Doors – operation, size, level threshold, automatic
- Visibility of external signage – size and contrast for people with impaired vision
- Spectator seating - Number of spaces, choice of viewing point, facilities

Most of these matters will be also be considered as part of a Building Regulations application, where a fuller Access Statement may be required. Sources of further guidance is set out in Appendix A.

Special consideration need to be given to Listed Buildings, development in Conservation Areas and other buildings or spaces of special interest.

Ongoing obligations for owners/occupiers

The access component should be amended to reflect any subsequent decisions reached on site so that any new owner or occupier can be aware of the rationale used in making decisions which impact on accessibility and their ongoing obligations under the Disability Discrimination Act.

APPENDIX A

Sources of further information and advice

- **Centre for Accessible Environments**
Nutmeg House, 60 Gainsford Street,,London SE1 2NY
Tel/minicom: 020 7357 8182,,Fax:020 7357 8183
e-mail: info@cae.org.uk, Website: www.cae.org.uk
- **Equality and Human Rights Commission Disability Helpline**
FREEPOST, MID02164, Stratford upon Avon, CV37 9BR
Tel: 08457 622 633 Textphone: 08457 622 644 Fax: 08457 778 878
Email: www.equalityhumanrights.com Web Site: www.drc-gb.org
(Mon, Tue, Thu, Fri 9am to 5pm; Wed 8am to 8pm)
- **Disabled Living Foundation**
380-384 Harrow Road, London W9 2HU,
Tel: 020 7289 6111 Fax: 020 7226 2922
e-mail: advice@dlf.org.uk Website: www.dlf.org.uk
- **Employers' Forum on Disability**
Nutmeg House, 60 Gainsford Street, London SE1 2NY
Tel/minicom: 020 7403 3020Fax: 020 7403 0404
e-mail: efd@employers-forum.co.uk Website: www.employers-forum.co.uk

- **JMU Access Partnership**
224 Great Portland Street, London W1N 6AA
Tel: 020 7391 2002 Fax: 020 7387 7109
e-mail: jmu@rnib.org.uk Website: www.rnib.org.uk/jmu
- **National Register of Access Consultants**
Nutmeg House, 60 Gainsford Street, London SE1 2NY
Tel: 020 7234 0434 Minicom: 020 7357 8182 Fax: 020 7357 8183
email: marynoble@nrac.org.uk Website: www.nrac.org.uk
- **RADAR**
12 City Forum, 250 City Road, London EC1V 8AF
Tel: 020 7250 3222 Minicom: 020 7250 4119 Fax: 020 7250 0212
e-mail: radar@radar.org.uk Website: www.radar.org.uk
- **Royal National Institute for the Blind (RNIB)**
224 Great Portland Street, London W1N 6AA
Tel: 020 7388 1266 Fax: 020 7388 2034
e-mail: helpline@rnib.org.uk Website: www.rnib.org.uk
- **Royal National Institute for Deaf People (RNID)**
19-23 Featherstone Street, London EC1Y 8SL
Tel: 020 7296 8000 Minicom: 020 7296 8001 Fax: 020 7296 8199
e-mail: helpline@rnid.org.uk Website: www.rnid.org.uk
- **Access Officer**
Damian Brewer, Building Control, Horsham District Council, Park North, North Street,
Horsham. RH12 1RL Tel:01403 215648 e-mail damian.brewer@horsham.gov.uk
- **Horsham and District Access Forum**
c/o Access Officer, Horsham District Council (as above)

Publications

- **Horsham Local Development Framework**
Available from Horsham District Council, Strategic and Community Planning, Park North,
North Street, Horsham Tel: 01403 215293 www.horsham.gov.uk
- **The Building Regulations 2000 (as amended)**
Available from The Stationery Office
PO Box 29, Norwich, NR3 1GN
Web site: www.tso.co.uk/bookshop
- **BS 8300: 2001 Code of Practice**
Design of buildings and their approaches to meet the needs of disabled people
Available from the British Standards Institution
Customer Services Tel: 020 8996 9001 Fax: 020 8996 7001
Web site:- www.bsi-global.com
- **BS 5588 Part 8: 1999 - Code of Practice for means of escape for disabled people**
Available from the British Standards Institution
Customer Services Tel: 020 8996 9001 Fax: 020 8996 7001
Web site:- www.bsi-global.com

- **Access Audits: a guide and checklists for appraising the accessibility of public buildings** CAE, 1999
Comprising guidance notes, audit checklists and a copy of Designing for Accessibility (see below), the Access Audits pack is a useful tool for assessing the current accessibility and usability of buildings by disabled people.
- **Access to ATMs: UK design guidelines** CAE, 1999
Guidance for those who design, install and operate ATMs, based on ergonomic research.
- **Bringing the DDA to Life for Small Shops: improving access to goods and services for disabled customers** DfEE, 2000
Series of four booklets with information for service providers about the DDA and each featuring a case study of a small business:
1. Hairdressing salon - 2. Café - 3. Newsagents - 4. Clothes shop
- **Building Sight** by Peter Barker, Jon Barrick, Rod Wilson
HMSO in association with the Royal National Institute for the Blind
RNIB, 1995
A handbook of building and interior design solutions to include the needs of visually impaired people.
- **Designing for Accessibility: an essential guide for public buildings** CAE, 1999
A guide to designing buildings which are accessible to people with a range of disabilities; also useful for adapting existing buildings.
- **Disability Discrimination Act 1995: Code of Practice: Rights of Access, Goods, Facilities, Service and Premises** DfEE The Stationery Office, 1999
Deals with the duties placed by Part III of the DDA on those providing goods, facilities or services to the public and those selling, letting or managing premises. (A separate code has been published for use in Northern Ireland.)
www.disability.gov.uk
- **Disability Discrimination Act 1995: An Introduction for Small and Medium-sized Businesses** DfEE, 1999 www.disability.gov.uk
Explains existing and new duties on service providers under Part III of the DDA.
- **Easy Access to Historic Properties** English Heritage, 1995
Guidance in relation to achieving access in historic buildings.
- **Open for Business: a best practice guide on access** by David Bonnett and Patrick Tolfree
Employers' Forum on Disability and The Bucknall Group
Guide on better access for disabled customers.
- **Tourism for All: providing accessible visitor attractions** by Bob Donaldson
English Tourist Board, 1994
Designing access that allows more people to get at and enjoy visitor attractions.
- **Widening the Eye of the Needle: access to churches for people with disabilities**
by John Penton
Church House Publishing, 1999
Focuses on the alteration and operation of existing churches and associated buildings but also covers new churches.

Further information and publications on designing for people with hearing impairments and for people with sight impairments can be obtained from RNID and RNIB respectively (see Organisations).

Design and Access Tick List

When creating the Design and Access Statement, please ensure you have addressed every element as listed below within your statement.

The Design Content

Yes/No

- | | | |
|----|---|--------------------------|
| 1. | Amount
How much development is involved | <input type="checkbox"/> |
| 2. | Layout
How the buildings are laid out and relate to each other | <input type="checkbox"/> |
| 3. | Scale
The height, width and length of the building(s) in relation to its surroundings | <input type="checkbox"/> |
| 4. | Landscaping
The treatment of private and public spaces to enhance or protect the amenities of the site and area | <input type="checkbox"/> |
| 5. | Appearance
The visual impression the building makes | <input type="checkbox"/> |

Appraising the Context

- | | | |
|----|---|--------------------------|
| 6. | Assessment
The site wider physical and economic characteristics | <input type="checkbox"/> |
| 7. | Involvement
Details of Community members and professionals | <input type="checkbox"/> |
| 8. | Evaluation
Summary of the information collected | <input type="checkbox"/> |

The Access Content

Using this check list will allow you to consider whether you have made provision for disabled people and assist you in writing the Access element of the overall Design and Access Statement.

- | | | |
|-----|---|--------------------------|
| 9. | Consultation taken with either Access Officer (01403 215 648) or local Access Groups of local disabled people | <input type="checkbox"/> |
| 10. | Current Access for all (and for disabled people) provisions outlined including transport links | <input type="checkbox"/> |
| 11. | Disabled parking provision (if applicable to application) | <input type="checkbox"/> |

12. Approach routes to venue is level, well signposted and free of obstruction
13. Entrances are level as well as fire exits
14. Door (operation, size, level threshold and automatic)
15. An adequate numbers of toilets should be provided, all clearly marked in contrasting colours, tactile lettering or icons for the benefit of visually impaired people, and built to the standard in Approved Document M of the Building Regulations or BS8300:2001
16. Lift supplied if venue is over one storey high
17. To help visually impaired people, colour contrasts and tactile floor surfaces should be provided, lighting in the main areas should be bright, and plain glass windows/doors should have manifestations at 1.5m above the floor level
18. Access for emergency services explained, including circulation routes and egress from building for all (including disabled people)
19. If the proposal does not improve access, what alternative is offered to meet DDA requirements

Listed Buildings

In addition to the above, please ensure you explain the design principles and concepts that have been taken into consideration in order to preserve or enhance the building's special historic and architectural importance.

1. The historic and special architectural importance of the building
2. the particular physical features of the building that justifies it being Listed
3. the building's setting
4. Access implications