

DESIGN & ACCESS STATEMENTS **ACCOMPANYING PLANNING APPLICATIONS**

From 10th August 2006 a design and access statement should be submitted for most types of planning application submissions (full & outline).

Exceptions are:

- Material change of use (land & buildings) unless it also involves operational development
- Engineering/mining operators
- Works to or within the curtilage of an **existing dwelling** (unless it is located in a conservation area, area of outstanding natural beauty or a site of special scientific interest)
- Advertisements, tree preservation orders or storage of hazardous substances

What are Design/Access Statements

- They accompany a planning application
- Will explain and justify what is being applied for and can be linked to the planning decision in whole or part by conditions if an applicant is required to follow them.
- They are statement documents that explain the design thinking behind an application.

What should a Design/Access statement look like

- For most straightforward applications (which require a statement) it is likely to be only a short one page document simply explaining the proposals.
- For more complex sites the document might include photographs, drawings and other supporting information. (This may be particularly relevant for outline applications)

Design & Access Statements – What should be included in the Design

Use	What buildings & spaces will be used for
Amount	How much would be built on the site
Layout	How the buildings & public 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 & spaces would be (their height, width & length)
Landscape	How open spaces will be treated to enhance and project the character of a place.
Appearance	What the building and spaces will look like, for example, Building materials & architectural details.

Access

Two areas which the statement needs to consider are:

Vehicular & Transport links	Why the access points and routes have been chosen, and how the site responds to layout & 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. This may also include access for emergency egress and access for fire service.

NB Such issues of access will also need to be linked to the separate requirement for more detailed information required at the Building Control stage.

For Listed Buildings – There is also a need to submit a Listed Building Consent Statement

In addition to a planning application design statement a Listed Building consent statement should include a brief explanation of how the design has taken into account:

- The historic and special architectural importance of the building
- The particular physical features of the building that justify its designation as a Listed Building
- The setting of the building
- The way the design has sought to maintain, preserve and enhance the buildings historic and architectural importance
- The design features which could impact on the above and why such features are necessary
- The impact of any changes to provide access and why the options adopted have been arrived at

Statements & Outline Planning Applications

At the same time as a formal requirement for statements has been introduced, the rules about outline applications have also been changed so that they must include a minimum of detail on:-

- What the buildings will be used for
- How many buildings there will be
- Roughly how they will be laid out
- Minimum and maximum building sizes and
- Where enhances to the site will be

To Conclude When Drafting Your Statement

- Keep it short and to the point
- Write it for the application concerned
- Start the statement when the design process is commenced
- Explain how the design has been arrived at
- Talk to the Planners and others at an early stage
- Use the statement to inform and develop the scheme

Helpful contacts and Further Guidance

Planning Duty Officer	Tel: 01892 602579	Daily - 9.30am–12.30pm & 1.30pm–4.30pm
DC Surgery	Tel: 01892 602010	North - Tuesdays – 9.00am – 12 noon
(Appointments to be booked in advance)		South - Thursdays – 1.30pm – 5.00pm
Conservation	Tel: 01892 602538	Major applications Tel: 01892 602496
Trees and Landscape	Tel: 01892 602451	Building control Access Officer Tel: 01892 602489

This Guidance Note is intended to be a helpful and useful source of information with regard to the requirement for Design and Access Statements. It is not intended as an authoritative interpretation of the regulations and neither is it intended to be binding on any part in terms of the full extent of and requirements in relation to Design and Access Statements.

The following documents provide further useful information and should be read by those intending to submit Design and Access Statements.

Regulations *Documents available on the Office of Public Sector information website: www.opsi.gov.uk*

- The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006 (SI2006/1062)
- The Planning (Applications for Planning Permission, Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2006 (SI2006/1063)

Guidance *Available to purchase from the tso bookshop: www.tsoshop.co.uk*

- DCLG Circular 01/2006 – Guidance on Changes to the Development Control System

Good Practice *Available from the CABE website: www.cabe.org.uk*

- CABE – Design and Access Statements – how to write, read and use them