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**01727 819344 or 819345**



The District Council Offices textphone number is **01727 819570**. The service is for customers with a hearing impairment.

এই লিফলেটে যে তথ্য দেওয়া হয়েছে যদি আপনি আরও বুঝার সাহায্য চান তবে কোন্ করনন Telephone: 01727 866100

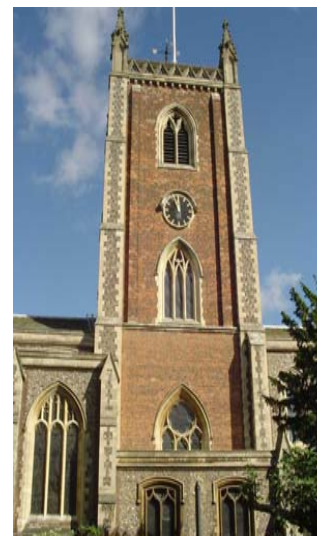
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Planning Advisory Leaflet



## DESIGN AND ACCESS STATEMENTS

### Introduction

Changes to the Development Control planning system were introduced by the Government in August 2006. These changes introduced a requirement for Design and Access Statements to accompany certain planning applications, and also changed the information required for submission with outline planning applications (for information on these changes, see the Council's leaflet *Outline Planning Applications*).

### What is a Design and Access Statement?

A Design and Access Statement (the Statement) is a short report accompanying an application. Its length and complexity will depend on the nature of the application. It is not a substitute for the drawings and information already required for an application.

### Which applications require a Statement?

All applications require a Statement except the following:

- applications for householder development (extensions, cross-overs, garages etc) – **unless** any part of the curtilage of the application site is within a conservation area or a Site of Special Scientific Interest (SSSI) in which case a Statement will be required;
- change of use applications – **providing** no operational development is involved;
- engineering or mining applications;
- advertisement applications;
- tree preservation order (TPO) applications;
- hazardous substances applications.

### What should the Statement do?

It should ensure that development proposals are based on a thoughtful design process and a sustainable approach to access. It gives an applicant an opportunity to explain and justify the proposal. It also enables those assessing the proposal to understand the

design and access rationale underpinning it. It is a communication tool but it cannot ensure good design and access by itself.

### Context

The Statement must demonstrate the steps taken to appraise the context of the development proposed. The appraisal process should include:

- assessment** – of the physical, social and economic characteristics of the area of the development and relevant planning policies;
- involvement** – of community members and professionals. How have they been included and how has consultation affected the proposal? The Council's *Statement of Community Involvement* provides further details with regard to this element and is available on the Council's website;
- evaluation** – of information, identifying opportunities and constraints. This may involve balancing any potentially conflicting issues that have been identified;
- design** – what is the result after following the above three steps? Applicants should avoid working retrospectively, trying to justify a pre-determined design through subsequent site assessment and evaluation.

### What is required?

#### Design

Explain the design principles and concepts that have been applied to the following:

- amount of development** – the number of residential units or the area of floorspace for all other development. The proposal should justify 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 has been given to ensure that accessibility for users to and between parts of the development is maximised;
- layout** – the way in which the buildings, routes and open spaces are provided, placed and orientated. The statement

should explain and justify 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;

- ❑ **scale** – the height, width and length of buildings. The statement should explain and justify the scale of buildings proposed, including why particular heights have been chosen, and how these relate to the site's surroundings, adjacent buildings and the relevant skyline;
- ❑ **landscaping** – the treatment of public and private spaces. The statement should explain and justify the proposed landscaping scheme, explaining the purpose of landscaping private and public spaces and its relationship to the surrounding area. A schedule of planting and the proposed hard landscaping materials to be used should be submitted;
- ❑ **appearance** – the architecture, materials, decoration, lighting, colour and texture. 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.

## Access

The access component relates to access to the development and does not include the internal aspects of buildings. The Statement 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;
- ❑ how policies in relation to access have been assessed and a description of how the sources of advice on design and accessibility and technical issues will be, or have been, followed;
- ❑ what consultation has been undertaken and how this has affected the proposals;

- ❑ access for emergency services vehicles where relevant.

## Listed Building Consent applications

Where an application for Listed Building Consent is submitted in parallel with a planning application, one Statement can cover both applications. It should cover the matters as set out above, and the additional ones below. Where Listed Building Consent only is being sought, the requirements for the Statement are as set out below. The Statement should:

- ❑ outline the *design* principles and concepts applied to the **scale, layout and appearance** characteristics of a proposal (information on **use, amount and landscaping** is not required for Listed Building Consent only applications);
- ❑ explain how the design takes account of paragraph 3.5 of government guidance note PPG15 Planning and the Historic Environment (available from [www.communities.gov.uk](http://www.communities.gov.uk)), in particular the historic and special architectural importance of the building, the particular features that justify its designation as a listed building, and the building's setting;
- ❑ explain and justify the approach to ensuring that the special historic and architectural importance is preserved or enhanced;
- ❑ clarify how the approach to access has balanced the duties imposed by the Disability Discrimination Act (where appropriate) and the special historic and architectural importance of the building.

## What we will do with your statement

The legislation does not allow the Council to accept an application where a Statement is required but one has not been submitted. In addition, if your Statement does not cover all of the aspects required, the Council will not register your application.

Please ensure that, where a Statement is required, one has been submitted and it is complete. Otherwise your application will be returned to you.

Once a complete Statement has been received, and your application has been registered, your Statement will be available for

public inspection. It will also be sent to the organisations that we statutorily consult on applications.

The content and detail of the Statement will be assessed as part of the consideration of the development proposals. We may suggest that amendments or additions are made to the Statement and/or to your development proposals. If permission is given, specific conditions may be applied that require certain elements contained within the Statement to be implemented.

### **Further reading**

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

### **Regulations**

*The Town and County 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)*

These are available on the Office of Public Sector Information website: [www.opsi.gov.uk](http://www.opsi.gov.uk)

### **Guidance**

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

This is available for purchase from the TSO online bookshop: [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

### **Good practice**

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

This is available from the CABE website: [www.cabe.org.uk](http://www.cabe.org.uk)

### **Further information**

This advisory leaflet is intended to be a helpful and useful source of information and not binding on any party. The Council offers no guarantee or warranties concerning the accuracy of the information supplied.

For more information about the contents of this leaflet contact:

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