

What should be included in a Listed Building Consent Statement?

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 (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). Otherwise, scale, layout and appearance are broadly the same as outlined in previous paragraphs.

In addition to following the broad approach in drawing up the design and access statement in relation to applications for planning permission, 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 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 and justify the approach to ensuring that the listed building preserves or enhances its special historic and architectural importance. Where there is potentially an aspect of design that will impact on this, the statement should explain why this is necessary, and what measures within the approach to design have been taken to minimise its impact.

Similarly, 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 above.

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 an explanation as to why should be given. In 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.

Further Guidance

Further guidance on the preparation of a design and access statement can be found in "Design and Access Statements" published by The Commission for Architecture and the Built Environment (CABE). A copy of this document can be downloaded from the CABE website, www.cabe.org.uk.

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These Guidance Notes are available in large print and Braille



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

From 10 August 2006 most planning applications and all applications for listed building consent will need to be accompanied by a 'Design and Access Statement'.

Local Planning Authorities will be prohibited from 'entertaining' an applications unless it is accompanied by a 'Design and Access Statement', where required.

When is a Design and Access Statement Required?

A 'Design and Access Statement' is required for all applications for outline and full planning permission.

Statements will be required for all planning applications except for:

- A material change in the use of land or buildings, unless it involves operational development.
- Mining and engineering operations.
- Householder development outside a designated conservation area, national park, site of special scientific interest, area of outstanding natural beauty, Saltaire World Heritage Site and the Broads.
- Advertisement Consent, Tree Preservation Orders or Hazardous Substances Consent.

Design and access statements are also required for all applications for Listed Building Consent.

Where there is a planning application submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both.

What is the purpose of a 'Design and Access Statement'?

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 and justify the proposal in a structured way. It should also set out the principles and concepts that will be used when the proposal is developed in the future. In particular, for outline applications applicants should demonstrate how relevant parts of the statement will be adhered to in the drawing up 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.

In some cases it will be necessary to amend the information provided as designs are worked up. The Council may also feel that additional information, building on the original statement, will be required at the reserved matters stage. In such cases the Council will make this a requirement by imposing a condition on the outline planning permission.

Pre Application Discussions and Negotiations

The Council welcomes pre application discussions with prospective applicants and/or their agents. For more information about this service please see "Planning Advice Note 5 Pre Application Advice" which can be downloaded from .

Although not a formal requirement, it is good practice to use design and access statements as an aid to pre application discussions. Statements can be a cost effective and useful way to discuss a proposal through the design process, whilst early discussion on the inclusive access component should help to establish any initial access issues.

How should the information be presented?

The level of detail required in a design and access statement will depend upon the scale and complexity of the application. For most straightforward planning applications, the statement may only be a page long, whereas for more complicated applications a more detailed format and, perhaps, longer document is likely to be necessary. In all cases it is important that the statement is concise and effectively covers all of the design and access issues for the proposed development.

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 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 application.

What is required - The Design Component

Statements should evolve throughout the design process and 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 development.

Context of the Proposed Development

A design and access statement must demonstrate the steps taken to appraise the context of the proposed development and how this has been used to draw up the application. To gain a good understanding of context and to use it appropriately applicants should follow a design process which includes:

- 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 undertaken or planned. 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 predetermined design through subsequent site assessment and evaluation.

A design and access statement should explain how this context has been considered in relation to the use or mix of uses proposed for the land and buildings.

Use cannot be reserved within an outline application. Design and access statements for both outline and detailed applications should explain the use or uses proposed, their distribution across the site, the appropriateness of the accessibility to and between them, and their inter-relationship to surrounding uses.

In addition the statement should explain how this context has been transformed in relation to the physical characteristics of the proposal, the amount, layout, scale, landscaping and appearance of the development.

Amount - *how much development is proposed. For residential development this means number of proposed units 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 outlined and detailed applications should explain and 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 is being given to ensure that accessibility for users to and between parts of the development is maximised.

Where an application specifies a range of floor space for a particular use, the reasons for this should be clearly explained in the statement.

Layout - *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 application must provide information on the approximate location of proposed buildings, routes and open spaces proposed. The design and access statement accompanying an outline application should explain and justify the principles behind the choice of development zones and blocks or building plots proposed and explain how these principles, including the need for 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 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.

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 block and units in relation to any site topography to afford optimum accessibility.

A key objective for new developments is that they should create safe and accessible environments where crime and disorder or fear of crime does not undermine quality of life. Design and access statements for outline and detailed applications should therefore demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places as set out in Safer Places - the Planning System and Crime Prevention (ODPM/Home Office 2003).

Scale - *the height, width and length of a building or buildings in relation to its/their surroundings.*

If scale has been reserved at the outline stage, the application must still indicate parameters for the upper and lower limits of the height, width and length of each building proposed, to establish a 3-dimensional building envelope within which the building will be constructed. In such cases the design component of the statement should explain and justify the principles behind these parameters and explain how they 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 justify 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 and justify the size of building parts, particularly entrances and facades with regard to how they relate to human scale.

Landscaping - *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 how landscaping 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 and justify 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 and justify 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 should be provided.

Appearance - *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 and justify the principles behind the intended appearance and explain 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 and justify 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. Well thought-out 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.

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 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. Information should be provided 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.

Statements for Listed Building Consent

Design and access statements will also be required for listed building consent. They will be similar to design and access statements for planning applications, although there will be some differences because of the differing nature of the application. Where there is a planning application 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.