



Contents

1. Purpose of Document	2
2. Policy Background	3
3. Scope of Document	4
4. Design and Access Statements	5
5. Arrangements for getting To, From and Around a Development (non-domestic)	7
6. Entering a Non-Domestic Building	17
7. Internal Facilities and Circulation within Non-Domestic Buildings	18
8. Accessible Housing for Disabled People	24
9. Historic Buildings, Historic Environment and Conservation Areas	28
Appendix A: Design and Access Statement Content	29
Appendix B: An Access Design Checklist	32
Appendix C: Guidance for the Provision of Designated Parking Spaces for Disabled Motorists	33
Appendix D: Sources of Information	34
Glossary	35



Access for All Supplementary Planning Document

1. Purpose of Document

- 1.1 Our environment needs to be fully accessible to enable everyone to participate fully in the community. Poor quality access to buildings, transport and the public realm can act as a barrier preventing everyone from taking a full part in community, leisure, retail and cultural activities and reduces employment opportunities.
- 1.2 The design of the built environment both in and outside buildings can create unnecessary barriers for all members of the community, especially disabled people. Disabled people make up more than 15% of the population and this figure is rising in part due to the increasing proportion of elderly people. We can all experience problems with our mobility whether through injury, illness, pushing prams and pushchairs or carrying heavy luggage; and we can all benefit from well designed environments.
- 1.3 High quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes can remove barriers to movement and create an environment that functions well and is accessible to everyone. Rather than creating separate facilities for disabled people, as has tended to be the case in the past, the pursuit of inclusive design will provide facilities and buildings that are accessible for all people regardless of disability, age or gender. Buildings and environments designed to be inclusive will be safe, predictable, convenient, flexible, adaptable and sustainable, and will be useable by everyone.
- 1.4 This Supplementary Planning Document (SPD) highlights the most important principles in designing inclusive buildings and open spaces and provides, in Appendix B, a checklist for good access design. The SPD also provides advice on the preparation of Design and Access Statements that are required to accompany most planning applications. These Statements should show how the principles of inclusive design have been integrated into the proposed development, how the development will integrate into the existing urban form or surroundings and how inclusion will be maintained and managed.
- 1.5 This document supplements policies included in the Council's Local Development Framework, of which the Local Plan is a part, and is being prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004. It will therefore be a material consideration in the determination of planning applications. It will be reviewed and monitored by the Council in order to establish the need for any alterations. The results of this monitoring will be published in the Annual Monitoring Report.

2. Policy Background

National Guidance

- 2.1 The Disability Discrimination Act 1995 and the amended 2005 Act are a material consideration for planning. They oblige any service provider and any provider of a building or place that is open for people to enter or use, to remove, alter or provide a reasonable means of avoiding physical barriers where it would be seen as a reasonable adjustment and where it is possible to do so.
- 2.2 Planning Policy Statement 1: Delivering Sustainable Development, advocates high quality inclusive design for all new development and the creation of an environment where everyone can access and benefit from the full range of opportunities available to members of society.
- 2.3 Planning Policy Statement 12: Local Development Frameworks, requires local planning authorities to provide clear and comprehensive inclusive access policies in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004. These Regulations make it clear that any documents containing statements or objectives relating to design and access which the local authority wishes to encourage should be specified as a local development document and included in the local development scheme. For this reason, this Supplementary Planning Document is specified in the Council's Local Development Scheme.
- 2.4 DCLG Circular 01/2006 introduced the requirement for design and access statements to accompany planning applications for certain types of permission and consent.

Regional Guidance

- 2.5 The Draft Regional Plan (2006) (RSS8) contains a number of policies seeking inclusive, sustainable development that reduces the need to travel whilst promoting and integrating opportunities for walking and cycling and the use of high quality public transport. It forms part of the Development Plan for the district.

Local Guidance

- 2.6 The Council's Local Plan (2005), which forms part of the North East Derbyshire Local Development Framework, incorporates the principles of inclusive design to ensure that no one is prevented from playing a full role in the life of the community due to the design of the environment. Policy GS12 (Access for All) states that proposals for development should pay regard to land levels and approaches to buildings, accessibility to public transport, provision for disabled parking, suitable signposting and the siting and design of internal features that contribute to improving access. Policy GS12 also makes a commitment to the preparation of a SPD.

3. Scope of Document

- 3.1 Access for All is commonly addressed far too late in the development process when it is often difficult to make any significant alterations. This arises from the fact that the two regulatory regimes for controlling development, planning and building control, are often dealt with by developers and applicants as two separate issues.
- 3.2 Building design and construction is governed by the Building Regulations. Part M of the regulations sets minimum legal standards for access and use of buildings for all users. The current edition of Approved Document M gives practical design guidance on how to meet the requirements of Part M. BS 8300:2001 provides guidance in the design of buildings and their approaches so that they are convenient to use by disabled people. It formed the basis of the current Approved Document M of the Building Regulations.
- 3.3 Satisfying some of the requirements of Part M can affect the size and the design of the building and needs to be taken into account at the early design stage. It is more cost effective to make the environment accessible to all at the start rather than to make adjustments later. Doing so will also result in a more attractive design. This is why consideration should be given to creating an accessible environment at the very earliest design stage.
- 3.4 Accessible design, rather than inclusive design, often leads to separate facilities for disabled people. Entrances and circulation routes are often segregated or require staff assistance resulting in some disabled people being dependent upon others to use the building.
- 3.5 This approach tends to result from the consideration of access needs as an afterthought to gain Building Control approval, and will often result in unsatisfactory solutions to access needs. Inclusive design will normally produce a much more satisfactory outcome, both aesthetically and practically, and will often result in lower building costs as accessibility features are seen as standard.
- 3.6 An Inclusive approach to the design of the built environment is crucial to removing unnecessary and artificial barriers. It should begin at the conception stage and follow through the planning process, detailed design, construction, occupation and management stages.
- 3.7 Inclusive design has both social and economic benefits. It results in a built environment where all people can participate fully as equal citizens. Economically, it will enhance the market value of properties as there are over 10 million disabled people in Britain; of which, 4.6 million are over State Pension Age (Disability Rights Commission (2006) – Family Resources Survey 2003–2004).
- 3.8 An inclusive building is one which
- Provides equitable access
 - Allocates appropriate space for people
 - Requires minimal stress, physical strength and effort
 - Achieves a safe, comfortable and healthy environment
- 3.9 Whilst the design and layout of the interiors of buildings is generally considered only by Building Regulations rather than as part of the planning process this SPD does offer some guidance on these matters. This will assist in the provision of buildings that contribute fully to removing barriers to the successful integration of the whole population into the full activities and opportunities of the community.

4. Design and Access Statements

- 4.1 Applicants for Planning Permission and Building Regulations Approval will be required to demonstrate how the principles of inclusive design have been taken into account in the design of their proposal. Most applications for Planning Permission must be accompanied by a Design and Access Statement. The Access element of this statement will demonstrate the designer's commitment to inclusive design. Although the Design and Access Statement does not require precise detail of the internal layout of a development, this may still be required at the Building Regulations Approval stage and, therefore, it is worth considering these aspects from the beginning.
- 4.2 Design and Access Statements have been introduced as a way for applicants to demonstrate an integrated approach to development that will deliver inclusive design, and address a full range of access requirements through the design process. As they are a compulsory element to gain Planning Permission it ensures that access is considered at the earliest possible stage in the development process.
- 4.3 Although most planning applications must be accompanied by a Design and Access Statement (including dwellings and alterations to listed buildings) the following developments are exempt;
- Householder development e.g. house extensions (unless they are within a designated area which in North East Derbyshire are Conservation Areas and Sites of Special Scientific Interest)
 - Material changes of use of land or buildings (unless operational development is proposed)
 - Engineering or mining operations
- 4.4 Design and Access Statements for listed building consent will be similar to those for planning applications. Where a planning application is submitted alongside a listed building consent a single combined statement should address the requirements of both.
- 4.5 The statement should be viewed as an integral part of the development process, as a tool to demonstrate that all relevant issues have been considered at the earliest possible stage. It should not be seen as a static document and should be developed as the scheme evolves.
- 4.6 The exact form of the design and access statement will vary and will be dependent upon the size, nature and complexity of the scheme. For example, a statement for a shop front alteration may comprise a description of the works together with how the issue of access has been dealt with. This should be backed up by a plan showing door dimensions, level threshold etc. Whereas with respect to a major development more substantial details will be required to illustrate (for example) transport links and approaches to and around the site. It should also explain more fully how the requirements and guidance given in this SPD have been taken into account.
- 4.7 A statement should clearly demonstrate the applicant's approach to inclusion and show how all potential users can enter, move around the site, enter the building and use its facilities. The statement should be read in conjunction with the plans/drawings submitted.
- 4.8 Where existing buildings are being altered/extended such a statement would allow a developer/designer to identify existing constraints and demonstrate how these have been overcome.

4.9 The process for preparing a Design and Access Statement should include:

- An assessment of the site's immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies
- The involvement of the community and professionals in providing advice and comments
- An evaluation of the information gathered through the first two stages
- The design of the scheme derived from the conclusions drawn

4.10 Appendix A provides guidance on the format and content of Design and Access Statements and their preparation. Further advice is also provided by CABE on how to write, read and use such statements (see Appendix D). The Access element of each statement should include:

1. **The philosophy and approach to inclusive design:** This should include specific examples of how individual design proposals within the project reflect this philosophy. Reference should be made to any relevant current or pending legislation.
2. **The key access issues of the particular scheme:** This should include direct reference to the following where relevant to the development:
 - Access by public transport and car
 - Car Parking
 - Footpaths/Access Routes
 - Hazards on Access Routes
 - Kerbs, crossings and surfacing materials
 - Signage and information
 - Ramps, handrails, steps and doorways
 - Entrance doors and level thresholds

- Vertical circulation within the building
- Horizontal circulation within the building
- WC facilities

(More details on these aspects can be found under the appropriate headings further on in this document). Appendix B also provides a checklist of key elements and details to be considered when designing a fully accessible building and environment.

At the building regulation stage this should be expanded to include precise details of all internal aspects including vertical and horizontal circulation, WC facilities, emergency evacuation, aids to communication, signage and way finding, contrast, switches, outlets and controls and any items specific to that application, for example, accessible changing rooms in a sports facility.

3. **The Nature and Impact of Environmental Constraints:** Where environmental factors act to constrain compliance with the relevant design guidance an explanation of the individual constraints should be included, for example topographical constraints. The applicants must explain why the relevant guidance cannot be achieved and provide evidence to this effect. An alternate solution must be provided for each instance where the design deviates from the relevant design guidance.
4. **The sources of advice and guidance used:** Include references to relevant British Standards, legislation and design guidance, consultation with planners, conservation officers, access officer and building control officers together with evidence of any consultation planned or undertaken.
5. **Details of management and maintenance proposals necessary to maintain the building:** For example, lighting, colour, door closing forces etc.

5. Arrangements for getting To, From and Around a Development (non domestic)

- 5.1 A key planning objective is for all development to be well related to existing public transport networks or be capable of providing them and be accessible on foot or by cycle. This ensures that housing, jobs, shopping and other services are accessible by a range of transport modes and that new developments connect satisfactorily with surrounding areas to enable safe and inclusive access for all users. How people will get to and from a building or development as pedestrians, public transport users, motorists, and car passengers must therefore be taken into account in the design of individual developments.
- 5.2 Wherever possible, developments should be within reasonable distance from a bus stop, and larger developments in limited parts of the district will benefit from being closer to rail or tram stations. Similarly taxi ranks provided as part of the development should be accessible for all people and located as close to main building entrances as possible.
- 5.3 Within the site a clear drop-off area should be located near to the principal entrance for use in particular by taxis or people arriving in another person's transport, this also eliminates the need to park. These setting down points should be on firm and level ground with dropped kerbs to accessible pathways. Overall a lay by used as a drop-off area should be 2700mm – 3600mm wide and 6600mm long.
- 5.4 A suitable access route should also be provided from the site boundary or the drop-off point to principal entrances (see 'footpaths/access routes' section) so that people arriving without transport do not have to cross a vehicular route. Many developments, in particular larger ones, will benefit from providing a bicycle storage area.
- 5.5 A number of car parking spaces should be provided for exclusive use by people with an official disabled person's parking badge (blue badge) as cars can be their most practical means of travel. At least one designated bay should always be provided. However, some developments will require more than one space dependent upon the size and type of development and also the number of bays in total (guidance on this can be found in Appendix C and BS8300 2001).
- 5.6 Designated bays for disabled people should be located as close as possible to the principal entrance or in the case of disabled staff the entrance they use and preferably no more than 50m away. If this is not possible, regular seating intervals should be provided along the access route to the principal and staff entrances from the designated bays.
- 5.7 The designated bays should be located on firm, even and level ground. Details for on-street parking can be found in BS8300 (2001). For off-street parking i.e. in car parks, the space required for each designated bay is 6000mm long x 3600mm wide, this includes the transfer space to the side and rear (see Figure 1).

Access by Public Transport

Access by Car – Parking Arrangements

Footpaths/Access Routes

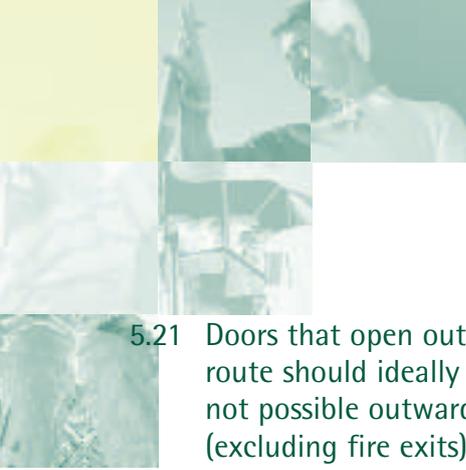
- 5.13 It is important to provide a suitable means of access for all people from the entrance point at the boundary of the site (for people arriving without transport) and from car parking areas to the building. Routes between buildings on a complex should also be accessible.
- 5.14 Changes in level can be difficult for some people to negotiate and should be avoided wherever possible. Where a change in level cannot be avoided, the option of using a ramp or steps should be provided at each change in level (see 'ramps, steps and handrails' section). Level or suitably ramped approaches should be provided to the principal entrance and also to any entrance used exclusively by staff. If this is not possible, an accessible route should be provided to an alternative accessible entrance as a last resort. Where a level approach is not possible due to site constraints and the gradient is 1 in 20 or more, a gentle gradient over a long distance should be provided.
- 5.15 As sufficient space must be provided for manoeuvring and passing others on the access route, a surface width of at least 1800mm is preferable to accommodate all non vehicular traffic (e.g. wheelchairs) without the need for passing places. If due to site restrictions this is not possible, a width of 1500mm would be acceptable, however, this would require passing places where the width is 1800mm and the length is 2000mm. These passing places must be within sight of each other and no more than 50m apart. If the route is long, resting places should be provided for people with impaired mobility at least every 50m along the route. These should have benches or other suitable forms of seating in them.
- 5.16 All access routes must be laid with a firm, even and slip resistant surface (see 'kerbs, crossings and surfacing materials' section);

they should be well lit and clearly defined for night time use and to assist visually impaired people. Lighting should be well designed, energy efficient, appropriate for its setting and well directed to minimise light spillage with suitably timed cut offs.

- 5.17 If, for example, a natural hazard such as a tree, introduces narrowing of the access route, the route should become no less than 1000mm wide for a length of no more than 6000mm (for more information on hazards see 'hazards on access routes' section). Crossfalls may be required to provide good drainage; this crossfall should be no greater than 1 in 40.

Hazards on Access Routes

- 5.18 Hazards on access routes can include unguarded windows, doors or street furniture e.g. benches. Hazards can cause problems for all people but particularly visually impaired people who would expect to find a clear access route.
- 5.19 Any posts, poles and bollards should be avoided in access routes and should be positioned so that the minimum width of the access route remains. Bollards and similar structures should never be linked by chains and should have a visually contrasting band at least 150mm high around the top.
- 5.20 Any lighting or signs should be set back from the actual access routes. Litter bins should be around 1300mm in height and continue down to the floor, they should also visually contrast with the surroundings. Along with any other street furniture, litter bins should be recessed from the access route. For this reason it is important to plan these right at the start of a project. If it is not possible to recess a grate due to it already existing, it should be flush with the ground level so that it does not present a trip hazard.



5.21 Doors that open outwards onto an access route should ideally be recessed. If this is not possible outwards opening doors (excluding fire exits) must be guarded by a kerb or other solid barrier that can be detected at ground level by a cane.

5.22 Windows that open onto access routes should be avoided. However, if they are necessary and they project more than 100mm into the route they should be guarded at both sides and with solid cane detection at ground level. Some building projections and telephone booths on the sides of buildings may also need to be guarded depending on their position. More information can be found on this in BS8300 (2001).

5.23 Areas below stairs or ramps where the soffit is less than 2.1m above ground level must also be protected. This should take the form of guarding and ground level cane detection or a similar barrier which will give the same degree of protection.

Kerbs, crossings and surface materials

5.24 Dropped kerbs are usually associated with pavements and are constructed to allow wheelchair users to cross roads independently; they are also very useful for people with pushchairs. Dropped kerbs must be accompanied by the correct tactile paving which is used by visually impaired people to identify a crossing point. It is extremely important to use the right tactile paving in the right situation as the different types mean different things to visually impaired people (see Table 1 below). Guidance on the use of different tactile surfaces in different situations can be found in 'Guidance on the use of Tactile Paving Surfaces' (published by The Department for Transport). More information on the use of corduroy tactile surfacing for the top and bottom of external steps can be found in the 'ramps, handrails, steps and doorways' section.

5.25 Within site boundaries, dropped kerbs should be provided to allow access to all areas, this is particularly important near to designated car parking bays.

5.26 Though separate pedestrian routes should be provided away from vehicular routes, there may be times when people will need to cross vehicular routes. Within site boundaries these crossings are likely to be uncontrolled and should be provided with tactile paving as seen in Figure 2.



Figure 2: Kerbs, Crossings and Surface Materials

Blacked surface tactile paving
 Manufactured from cast aluminium
 and in 'Gridstone' on the back
 with the 'String of Pearls'



Dropped kerb

Dropped kerb used
 in car parking

Blacked surface



Dropped kerb in an uncontrolled crossing

Source: *The Building Regulations, Approved Document M, ODPM (2004 edition). Reproduced under the terms of the Click-use Licence.*

5.27 The table below shows how different tactile surfaces are used in different situations.

5.28 There are also warning surfaces for segregated shared cycle track/footway surface and centre delineator strips, guidance path surfaces and information surfaces (see the guidance in 'Inclusive Mobility', published by the Department for Transport, for this).

Table 1

TACTILE PAVING	COLOUR	SITUATION
Blister	Red	Controlled crossing
Blister	Buff or other contrasting colour but not red	Uncontrolled crossing
Corduroy	Contrasting colour but not red	Top and bottom of external steps At the foot of a ramp to an on-street light rapid transit platform A level crossing Where people could inadvertently walk onto a platform at a railway station Where a footway joins a shared route (e.g. cycle/pedestrian)
Offset row of flat-topped domes	Contrasting with surroundings but not red	All off-street rail platforms (not at on-street platforms)
Rows of lozenge shapes	Contrasting with surrounding area but not red	

5.29 Uneven surfaces such as cobbles, large gaps between paving stones and loose materials such as gravel, chippings or sand cause problems for some disabled people and must be avoided. All non-trafficked areas for access and parking areas must be level or suitably ramped (see 'ramps, steps and handrails' section), even and firm e.g. tarmac, stone, concrete or paving. Surfaces must also be slip resistant particularly when wet. Undulations must not exceed 3mm under a 1m straight edge for formless materials. If different materials are to be used along one access route, all the materials must have similar frictional characteristics so that they do not pose a trip hazard.

5.30 If paving slabs are to be used as a surface material, the difference in level at joints between the slabs must be no greater than 5mm with joints filled so that they are flush with the pavers.

Signage and Information

5.31 It should be easy for all users to be able to locate and find their way around a development from site entry to car park, non-trafficked access routes and the building or buildings within a complex.

- 5.32 Upon entry to a site it should be quite clear to people which development they are entering and how to get to the main car park (including designated spaces for disabled motorists) and non-trafficked access routes. Any setting down points within the plot should also be clearly sign posted so that people are made aware that they do not need to park to drop someone off. Accessible entrances should be clearly sign-posted, incorporating the International Sign of Access (see Figure 3).

Figure 3: International Sign of Access



- 5.33 All signs must be easily viewable and prominent whilst being located outside of access routes. Where ever possible the use of walls or other structures to display signs is preferable to freestanding posts. Where freestanding posts are used then a coloured band should be placed 1500mm above ground level and be 150mm deep.
- 5.34 Free-standing boards should not be used to display signage as they can cause a potential obstruction along access routes.
- 5.35 Signage must also be legible in all weather

conditions e.g. matt finish rather than shiny to prevent glare from the sun. Artificial lighting may be required on or near signs so that they can be seen in all natural lighting conditions, particularly on access routes in the dark. It is important to ensure that the location of signs is prominent, however, they should not be located where they may become obstructed, for example next to overhanging trees.

- 5.36 Signs should be located at a height that can be read by all users i.e. not so high that a wheelchair user or person of short stature would find it difficult to read. Any large complexes should also show distance to different facilities on the signage as this is particularly important for some ambulant disabled people for knowing how far they will have to walk.
- 5.37 All important signs such as safety signs, should be tactile (with embossed (not engraved) lettering/symbols/pictures), incorporate Braille and be at a touchable height. As much signage as possible should also be designed in this way so that visually impaired users can find their way around a development. Pictures and symbols which have the same meaning as the text are also important as they can help some people with learning disabilities or people who can't read, however they should only be used if it is clear what their meaning is.
- 5.38 All signs must contrast visually with their surroundings and any writing or pictures should contrast visually with the background colour of the sign. The best format for this is usually dark lettering on a light background.
- 5.39 Table 2 shows the size of lettering recommended in the Sign Design Guide published by The Sign Design Society and JMU Partnership;

Table 2

DISTANCE	EXAMPLE	SIZE
Long distance	Building entrances	Min 150mm
Medium distance	Direction signs on route or in corridors	50-100mm
Short distance	Wall mounted information signs	15-25mm

5.40 Much research has been undertaken into the best typeface to use on signage. The general guidelines are; sans serif typeface, lower case lettering rather than capitals and Arabic numbers.

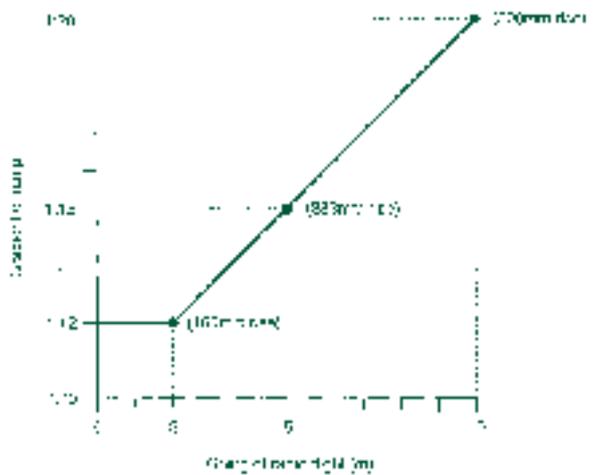
5.41 The same signage design should be followed inside the building to avoid confusion. Much more detailed guidance on signage in and around buildings can be found in The Sign Design Guide.

Ramps, Steps and Handrails

5.42 Wherever possible, access routes around a development should be level with a gradient no steeper than 1 in 60. Steps are impossible for many people to negotiate and for this reason an alternative means of access i.e. a ramp, should always be provided in addition to steps.

5.43 Where there is a site gradient of 1 in 20 or steeper, the route must be designed as ramped access, however, a ramp must be no steeper than 1 in 12. The rise, going and gradient of a ramp must all be in relation to one another. Table 3 and Figure 4 below show this relationship.

Figure 4: Ramps and Steps



Source: *The Building Regulations, Approved Document M, ODPM (2004 edition). Reproduced under the terms of the Click-use Licence.*

Table 3

GOING	MAXIMUM GRADIENT	MAXIMUM RISE
10m	1 in 20	500mm
5m	1 in 15	333mm
2m	1 in 12	166mm

Note; For goings between 2m and 10m, it is acceptable to interpolate between the maximum gradients i.e. 1 in 14 for a 4m going

5.44 For the gradients and rises shown in Table 3, there must be an intermediate level landing at least 1.5m long. For example, for a gradient of 1 in 12 there must be an intermediate landing every 2m. However shallow the ramp may be, the flight must not exceed 10m as wheelchair users may need a place to rest. If there are three or more flights to a ramp, or the head of the ramp cannot be seen from the foot, 1800mm x 1800mm intermediate landings must be provided as passing places for wheelchair users.

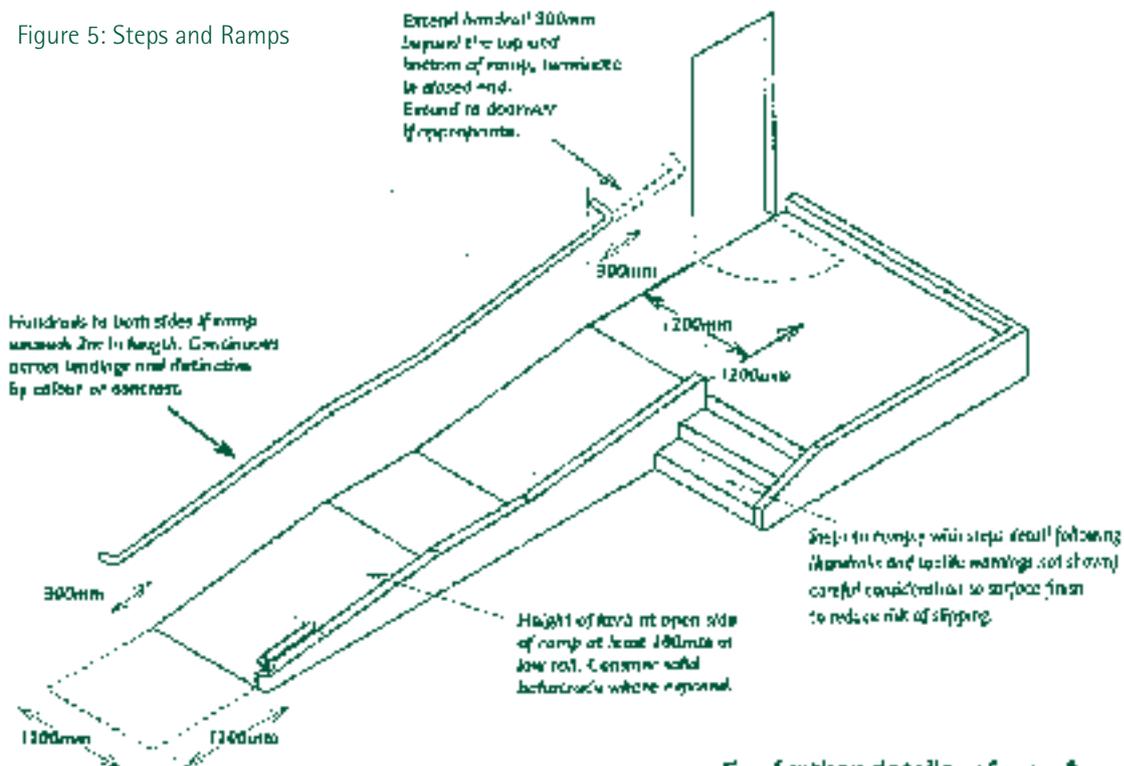
5.45 Ramps must be a minimum 1200mm wide, with a 100mm high upstand to all open sides. A level landing at least 1200mm long must be provided at the head and foot of the ramp, clear of any door swings or other obstructions, see figure 5. The surface of the ramp must be slip resistant and of a colour that contrasts visually with that of the landings.

5.46 Wherever the rise is greater than 300mm, steps should be provided alongside the ramp. As each step must be a minimum of 150mm high, there will never be a need to provide a

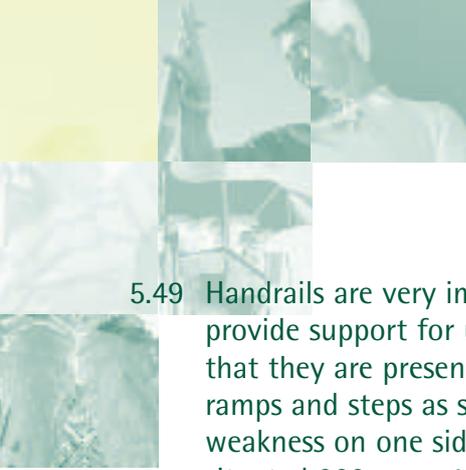
single step as these can pose a trip hazard. All external steps must be suitable for use by ambulant disabled persons. Figure 5 below shows how steps and ramps should be designed together so that the clear landing is apparent for each and not shared. This also allows the corduroy hazard warning to be implemented without causing an obstruction for wheelchair users at the top of the ramp.

5.47 External steps suitable for ambulant disabled people must be a minimum of 1200mm wide between walls, strings or upstands, have risers of between 150-170mm and goings of between 280-425mm, these must be consistent throughout the flight. For school buildings the rise should be 150mm and the going should be 280mm. If the goings are less than 350mm there should be no more than 12 risers, if the goings are greater than 350mm there should be no more than 18 risers, these risers must not be open. It is essential that anti-slip tread nosings are provided to all external steps, this should be 55mm wide on both the tread and riser. Handrails must be provided to both sides

Figure 5: Steps and Ramps



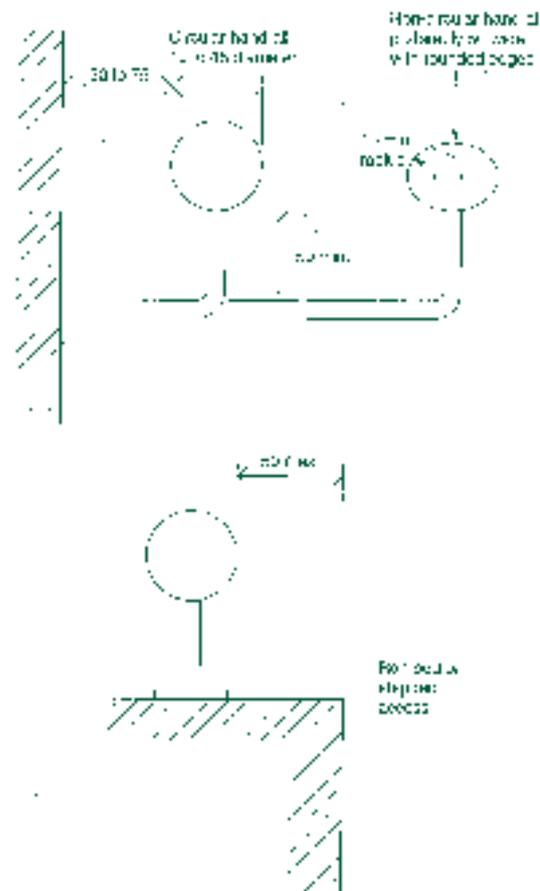
For further details refer to Approved Document M to the Building Regulations



5.49 Handrails are very important as they provide support for users. It is essential that they are present on both sides of ramps and steps as some people have weakness on one side. Handrails should be situated 900mm – 1000mm above the pitch line of a ramp or steps and consideration of a secondary lower handrail should be given for children and people of a short stature. Handrails

should be continuous along the flights and landings and extend 300mm beyond the end unless this results in a projection into an access route. Handrails should finish in a closed end to avoid the risk of clothing getting caught. Figure 8 below shows the preferred handrail profiles, these should contrast visually with the background but not be reflective, slippery or cold to the touch.

Figure 8: Handrail Design



Source: *The Building Regulations, Approved Document M, ODPM (2004 edition)*. Reproduced under the terms of the *Click-use Licence*.

6. Entering a Non-Domestic Building

- 6.1 It is important to consider how the building itself is to be accessed at the Planning stage as external doors contribute to the external appearance and are therefore a planning consideration.

Entrance Doors and Level Thresholds

- 6.2 The location of the principal entrance should be clearly sign posted from the site entrance and all access routes; this will be the entrance that visitors unfamiliar with the development would usually approach. It is preferable to provide accessible doorways at all entrances/exits; however, if this is not possible it is acceptable to ensure that the principal entrance and main staff entrances are accessible.
- 6.3 Externally, it is important to ensure that any structural supports at the entrance do not pose a hazard for visually impaired visitors, if they are absolutely necessary they should be suitably guarded and out of the line of access. A level landing, 1500mm x 1500mm, must be provided immediately in front of all principal entrances, clear of any door swings so as not to impede wheelchair users. Principal entrances should also be covered where possible e.g. by a canopy, to provide some protection from bad weather.
- 6.4 Entrance doors should have a clear opening width that makes it easy for

everyone to access the building. The general guideline for this is 1000mm to an external door to be used by the public. However, it should be borne in mind that double buggies are wider than wheelchairs and in some building types it may be necessary to increase the clear opening width from the minimum 1000mm. The most appropriate door for the principal entrance is an automatic powered sliding door, though others are acceptable (see Approved Document Part M 2004 for details), this is the easiest door to use for many disabled people.

- 6.5 Although doors are mainly a Building Regulations issue, their style may have an effect on planning issues as they affect the external appearance of the building. Doors should contrast visually with their surroundings and in turn the door furniture should contrast visually with the door. It should be possible for people to see others approaching through the door, either by way of vision panels or the whole door being glazed, unless there are reasons not to provide this such as security or privacy.

7. Internal Facilities and Circulation within Non-Domestic Buildings

- 7.1 Although the internal aspects of a development are not necessarily relevant when applying for Planning Permission, it is always worth considering these aspects at the earliest opportunity. Whilst the following sub sections are not imperative at the Planning stage, they should be considered early on in the design. This is because once the project is granted Planning Permission, it will usually have to be submitted for Building Regulations Approval. Checking of plans at this stage may uncover internal problems which, if they are to be resolved to a satisfactory level, may affect the Planning Permission already granted requiring a new application, further fees and delay in commencing the development.
- 7.2 Regardless of this, applicants for Planning Permission will be required to include details in the Design and Access Statement of entrances/exits, fire exits, access to facilities such as accessible WC's or conference rooms, and how disabled people will move through corridors, internal doors and between levels without segregation or having to detour.
- 7.3 Applicants for Building Regulations Approval may also be required to submit a further Access Statement at the Building Regulations stage to provide further details of internal aspects.
- 7.4 Where buildings have separate lobbies their design, size and layout needs to be large enough for all people, especially those with wheelchairs, pushchairs or prams to move clear of one door before opening the next one. Space should also be provided in the lobby for a person assisting a wheelchair user to open doors in a pulling or pushing motion.
- 7.5 The minimum length of a lobby should be 1570mm plus the length of the internal door swing that encroaches into it. The width of a lobby with a single door should be either the width of the entrance door plus 300mm or 1200mm whichever is the greatest. Where double leaf doors are used this width should be at least 1800mm.
- 7.6 Lobby doors should have vision panels at appropriate heights to enable all people to view those approaching from the opposite side.
- 7.7 Reception areas should be attractive, accessible and welcoming to all visitors to the building. They should be easily found from the main entrance and be easy for partially sighted people to identify.
- 7.8 The design of the counter should be able to accommodate both standing and seated users, including wheelchair users, on each side. The reception counter must be at least 1500mm wide, although 1800mm is recommended. It should have a knee recess 500mm deep and be between 700mm and 760mm above the floor level.
- 7.9 Where a knee recess is provided a clear manoeuvring space of 1200mm deep and 1800mm wide is required in front of the counter. If it is not possible to provide a knee recess the manoeuvring space should be at least 1400mm deep and 2200mm wide.

Lobbies and Reception Areas

- 7.4 Where buildings have separate lobbies their design, size and layout needs to be large enough for all people, especially those with wheelchairs, pushchairs or prams to move clear of one door before opening the next one. Space should also be provided in the lobby for a person assisting a wheelchair user to open doors in a pulling or pushing motion.

Horizontal Circulation within the Building (Movement through Corridors and Doorways)

- 7.10 All people should be able to move through a building in the same way. Making internal doors and corridors accessible for everyone is important because it prevents segregation and detours.

7.11 Doors are potential barriers and their use should be avoided wherever possible. Where closing devices are needed for fire control, electrically powered hold open devices or swing free closing devices should be used if possible as people with limited upper body strength can have difficulty opening heavy doors. As with external doors it is better practice to provide automatic powered doors, however, if doors must be manual they should be operable by a force no greater than 30 Newton's. For manual doors, there should be an unobstructed space of at

least 300mm on the pull side of the door between the leading edge of the door and any return wall.

7.12 Doors must also be fitted with appropriate vision panels so that people can be seen approaching from each direction. Visually contrasting door furniture is important and this must be of a lever handle type rather than a knob set for people with limited manual dexterity. Effective clear opening widths must be in accordance with Table 4 below:

Table 4

DIRECTION AND WIDTH OF APPROACH	NEW BUILDINGS (mm)	EXISTING BUILDINGS (mm)
Straight on (without a turn or oblique approach)	800	750
At right angles to an access route at least 1500mm wide	800	750
At right angles to an access route at least 1200mm wide	825	775

7.13 The minimum width for a corridor is 1200mm. This excludes any projections into the route such as fire hoses or radiators as these should be recessed into the walls of the corridor. If the corridor is the minimum of 1200mm wide, wheelchair users will need places to pass each other, these should be provided at reasonable intervals or corridor junctions and be a minimum of 1800mm x 1800mm. It is also sensible to recess any doors that will open outwards into a corridor; otherwise, these will block the route. Where a wheelchair accessible WC opens outwards into a

corridor (note; this must not be a major access or escape route), the corridor width must be 1800mm at that point.

7.14 All floor finishes must be slip resistant and ideally be level with a gradient no steeper than 1 in 60. If this is not possible due to site constraints and the gradient is between 1 in 60 and 1 in 20, it should rise no more than 500mm without a level rest area that is 1500mm long. Any gradient steeper than 1 in 20 must be designed as an internal ramp (see Approved Document Part M 2004 for details). Internal changes in level on the same storey should be avoided but if site constraints prevent this, lifting devices must be provided in addition to all ambulant stairs. Figure 9, shows the layout of a corridor that can be easily used by everyone.

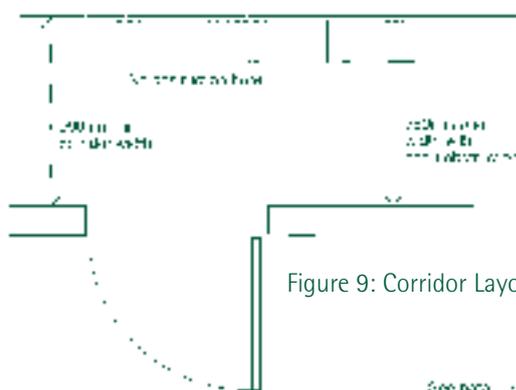


Figure 9: Corridor Layout

Source: *The Building Regulations, Approved Document M, ODPM (2004 edition). Reproduced under the terms of the Click-use Licence.*

7.20 Likewise, with the exception of the following, internal ramps should be designed using the same criteria as external ramps;

- Where the change in level is 300mm or more, two steps must be provided in addition to the ramp. Single steps are not permitted and therefore where the change in level is less than 300mm a ramp should solely be provided without the addition of steps.
- All landings are level subject to a maximum gradient of 1 in 60 along their length.
- The area beneath a ramp where the soffit is less than 2.1m above floor level is protected.

7.21 All internal stairs and ramps must also be accompanied by handrails designed using the same criteria as for external handrails.

Accessible WC Facilities

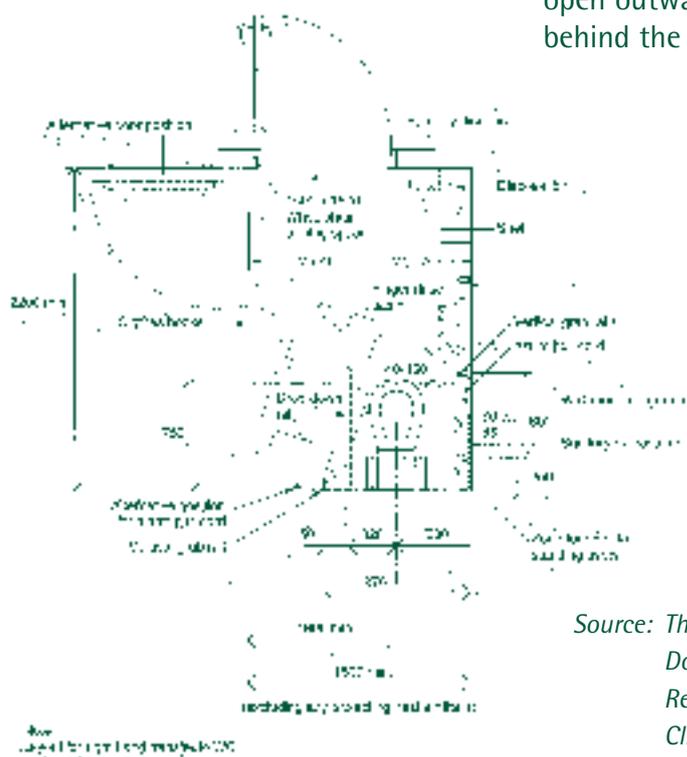
7.22 All people should be able to use sanitary conveniences in a building and for this reason, a wheelchair accessible WC should be provided. This could include a

wheelchair accessible cubicle in separate-sex toilet washrooms, however, a wheelchair accessible unisex toilet should always be provided in addition to this so that a member of the opposite sex who may be a carer can enter to give assistance.

7.23 If there is only space for one toilet in a building, it must be a unisex wheelchair accessible toilet but of a greater width to accommodate a full size wash hand basin in addition to the finger rinse basin associated with an accessible WC. An accessible WC should be located as near to the principal entrance as possible and be located in a similar position on each floor of a multi storey building with alternative left and right hand transfer. In addition to this, a wheelchair user should not have to travel more than 40m on the same floor or more than 40m combined horizontal travel if the toilet is on another floor and is accessible via a passenger lift. Wherever there are sanitary conveniences in a building there should also be a unisex accessible WC.

7.24 Figures 11 and 12 show how an accessible WC should be fitted out, the dimensions are crucial as it is important that a wheelchair user can reach various items of equipment from various positions. The door to an accessible WC should always open outwards so that if a person collapses behind the door they can still be rescued.

Figure 11: Unisex Wheelchair Accessible Toilet



Source: *The Building Regulations, Approved Document M, ODPM (2004 edition). Reproduced under the terms of the Click-use Licence.*

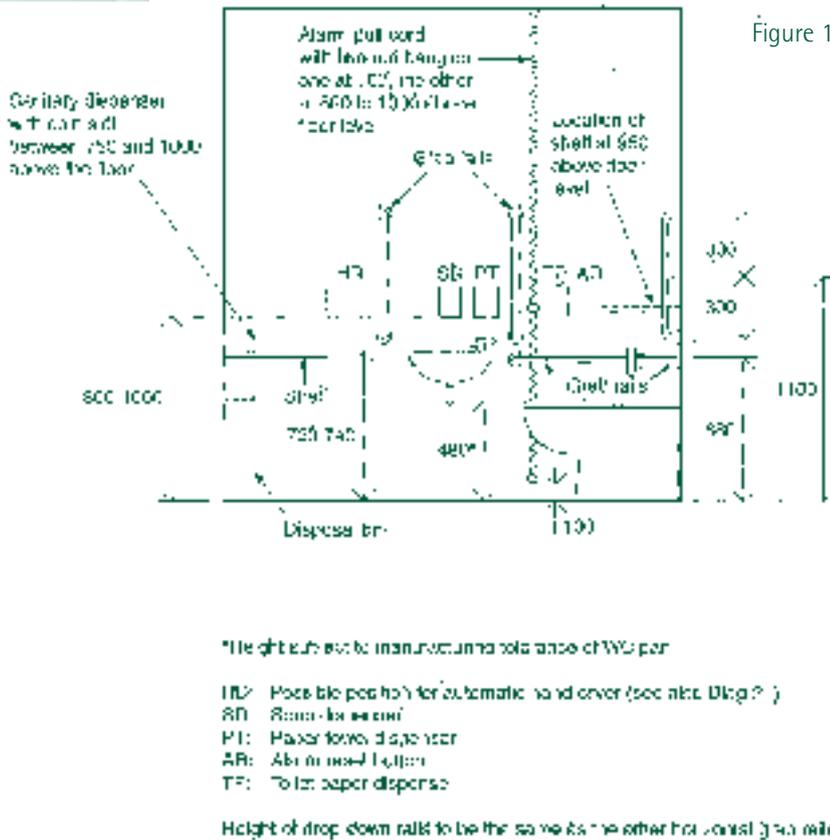


Figure 12: Heights and Arrangement of Toilet Fittings

Source: *The Building Regulations, Approved Document M, ODPM (2004 edition).*
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7.25 Further details on accessible WC's and the provision of WC's for use by ambulant disabled people can be found in Approved Document Part M (2004).

Emergency Evacuation

7.26 Means of escape is another important issue for disabled people as it is for all users of a building. As means of escape is not under the direct remit of Approved Document Part M (2004), it is often overlooked. Many facilities are designed with inclusiveness in mind so far as entering and using facilities is concerned but little thought is sometimes given to how disabled users would leave the facility in an emergency. Although a big part of emergency egress is covered under management plans once the building is up and running, consideration should be given at the Planning Application stage to means of escape. This may include an

evacuation passenger lift and safe refuge points. If disabled people can enter and use a building then provision must be made for them to evacuate that building in an emergency, in the same way that provision would be made for non disabled people.

Landscaped Areas and Public Open Space

7.27 The design of landscaping should allow good visibility for those in wheelchairs so as not to impair their personal safety and seek to retain and, wherever possible, enhance the biodiversity of the area. Where routes are provided around buildings and their landscaped grounds they should not contain steps or other features which form a barrier to disabled people unless suitable alternatives are provided.

7.28 Access to the countryside, parks, open space and the trail network should be made available to everyone wherever possible. Although it should be acknowledged that not all areas of the natural environment will be accessible for everyone. The design of routes should take into account the needs of all users, and especially disabled people, pedestrians, cyclists and horse riders.

7.29 Footpaths should be designed to allow everyone to use them. They should be firm, slip resistant and of suitable width and gradient. The surface should be compact enough to stand continuous use, including by wheelchairs, mobility scooters, pushchairs and prams and comprise of materials that fit in with the surrounding environment.

7.30 There should be a clear visual distinction between the path and the adjoining ground. It is also important that the difference between the path surface and the ground next to it is able to be felt by visually impaired people.

7.31 Children's play facilities should be inclusive, comfortable and appealing to disabled children with adequate space

between equipment to enable children using wheelchairs to manoeuvre around them and to play freely with friends and companions. As adults commonly accompany children it is important that seating and viewing areas are equally accessible.

Sports, Recreation, Leisure and Cultural Facilities

7.32 Sports, recreation, leisure and cultural facilities should be accessible to everyone providing an inclusive environment for all wishing to participate, all spectators or audiences and all members of staff.

7.33 Safe and easy access for all people is essential and the general guidance provided relating to all non domestic buildings is relevant. The size of the development and the maximum number of users present at any time will inform the number and dimensions of the various facilities required including, for example, the number, size and details of drop off points and the width of corridors and access routes. Further specific advice on standards is set out in design guidance produced by Sport England (see Appendix D).

8. Accessible Housing for Disabled People

8.1 National and local planning policies seek to ensure the provision of a reasonable mix of house types and sizes to meet the housing requirements of the whole community. LDF Local Plan Policy H10 requires that where there is a clear evidence of need, a proportion of housing is provided to meet the needs of the elderly and disabled people.

8.2 There are certain features that need to be designed into dwellings which allow disabled people to visit friends and family in their homes. Although there is currently no statutory requirement for housing to be fully accessible for disabled people to live in, it is good practice to incorporate the sixteen lifetime homes standards as detailed below in paragraph 8.15.

8.3 It is also important to consider the location of bin stores as these need to be both accessible to the occupant but also in a location that makes it easy for the bins to be moved for collection.

The Approach to Dwellings

8.4 For Planning Applications the minimum that must be shown is how a disabled person would enter the plot, move to the principal entrance and enter the dwelling. This must be shown for both houses and the common entrance of flats/apartments. In most circumstances it should be possible to provide a level or suitably ramped approach from the point of alighting from a vehicle (which may be inside or outside the plot) to the principal entrance of the dwelling.

8.5 Sometimes, due to circumstances such as site topography, it may not be possible to provide an accessible approach to the principal entrance and it may be acceptable to make a side or back entrance accessible instead. On steeply

sloping plots* a stepped approach is usually reasonable. In these instances where a stepped approach is unavoidable, the aim should be to provide steps suitable for ambulant disabled people.

* (this is classed as a gradient steeper than 1 in 15 from the point of access (the point where a visitor would usually alight from a vehicle) to the finished floor level just inside the principal entrance).

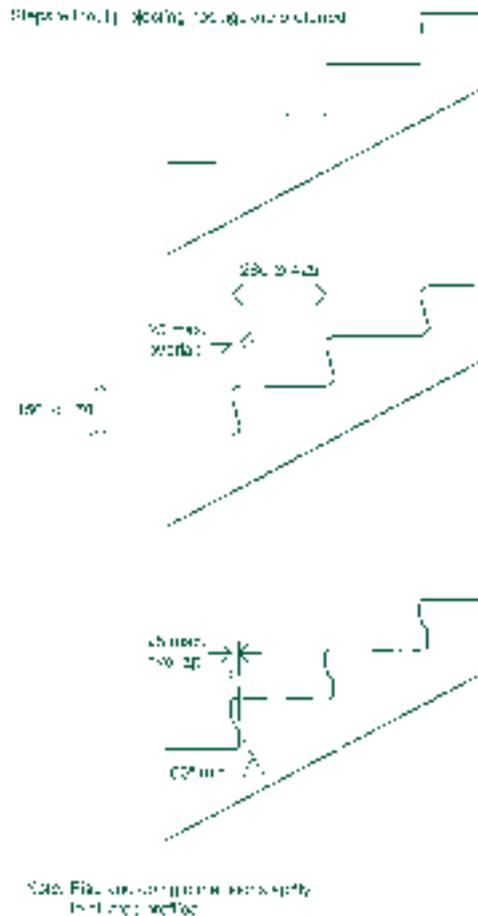
8.6 Often on steeply sloping plots a driveway can provide the means of access for disabled people and it may then be possible to provide a suitable ramped approach from the point of alighting a vehicle at the top of the driveway. Whichever approach is chosen, the surfacing materials must be suitable for disabled visitors and also people with pushchairs. In some instances this may conflict with the requirements from a conservation perspective and an agreement must be reached. The most suitable surfaces for driveways and pathways are those which are firm, bound and even such as tarmac, but, due to the possible effects of water run off and increased flood risk, the introduction of more permeable surfacing and/or sustainable drainage needs to be considered. Materials such as loose laid gravel, sand or shingle are unacceptable.

8.7 A level approach from point of access to principal entrance should have a gradient not steeper than 1 in 20 and a width of not less than 900mm. Provided that the approach does not exceed 1 in 15, a ramped access should be provided where the approach cannot be classed as level. The ramp must be at least 900mm wide, have individual flights no longer than 10m for gradients no steeper than 1 in 15 and 5m for gradients no steeper than 1 in 12. Top and bottom landings should also be provided, which are at least 1.2m long clear of any door swings or gates.

8.8 If a stepped approach is required its flights must be no less than 900mm wide, have a rise between landings of no more than 1.8m, have top and bottom landings with lengths of at least 900mm, suitable tread nosing profiles (see Figure 13), a uniform

rise of between 75mm and 150mm and a going of at least 280mm. Where three or more risers are present, a suitable continuous handrail must also be provided on one side.

Figure 13: Domestic Steps



Source: *The Building Regulations, Approved Document M, ODPM (2004 edition). Reproduced under the terms of the Click-use Licence.*

8.9 Where a driveway provides access to the dwelling, it should be in accordance with the guidance for level or ramped approaches. The driveway must be wide enough for a parked car but still have a width down the side of the parked car of at least 900mm.

8.10 Access into the dwelling is a planning consideration. An accessible level threshold should be provided at the principal entrance to dwellings and to the common entrance of flats/apartments along with each individual principal entrance at ground floor level. The external door that provides access for disabled people should have a clear opening width of at least 775mm.

8.11 Although internal aspects of a dwelling are not covered at the Planning Application stage, it is worth considering the internal layout of the dwelling at this stage. The entrance storey of any dwelling or ground floor flat must be accessible for disabled people. This includes access to habitable rooms via corridors and doors of suitable widths, provision of a WC and accessible switches and sockets. Details of these provisions and passenger lifts/common stairs in blocks of flats can be found in Approved Document Part M (2004).



Mobility Housing

8.12 Mobility Housing is conventional housing built to standards which are flexible enough to meet the needs of many disabled people and those with special needs, including the elderly. Overall space standards are the same as for other housing but the main additional requirements are:

- A level and flush threshold or a ramped approach to the main entrance.
- No change of level on the ground floor.
- Entrances and principal rooms must have 900mm doors. Circulation spaces serving these rooms must be at least 900mm wide.
- The main bedroom should have an en suite bathroom.
- Windows should enable a seated person to see outside.
- The bathroom and WC must be at the same level as the entrance.
- All handles, levers, switches and controls should be positioned no higher than 1200mm above floor level.
- Non slip flooring must be provided in the bathroom and kitchen.

Wheelchair Housing

8.13 This is the most prescriptive type of accessible housing and generally is provided to meet a specified need. All Wheelchair Housing should incorporate the same requirements as Mobility Housing with the following additions:

- In a two storey house, a downstairs toilet and a straight flight staircase suitable for the installation of a chair or chair lift
- Bathrooms and toilets large enough to permit lateral transfer from wheelchair to toilet or bath

- The kitchen worktop height must be 900mm and include a worktop area at a fixed height with sufficient leg space underneath to enable food to be prepared whilst seated in a chair

Lifetime Homes Standards

8.14 The Lifetime Homes Standards are a set of standards that have been put forward as good practice to provide homes that can be lived in throughout life and adapted as needed but with the basics already in place. This is currently good practice only, though it is expected that these will be incorporated into Part M of the Building Regulations in the near future. Whilst some of the Lifetime Homes Standards incorporate the guidance in Approved Document Part M (2004) of the Building Regulations, there are standards which take accessibility further than the minimum requirements of Approved Document Part M (2004). Designing to Lifetime Homes Standards makes housing flexible to deal with whatever may come along in life, for example a teenager with a broken leg or a parent with a pushchair and heavy shopping. Designing to these standards does not mean that people will end up surrounded by things that they don't need as the scope for adaptation later on is already there. This should not be confused with wheelchair housing.

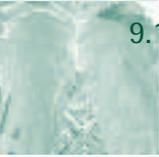
8.15 The sixteen Lifetime Homes Standards are as follows:

- Where car parking is adjacent to the home it should be capable of enlargement to attain a 3300mm width.
- The distance from car parking to the home should be kept at a minimum and be level or gently sloping.
- The approach to all entrances should be level or gently sloping.
- All entrances should be illuminated and have level thresholds and the main entrance should be covered.

- Communal stairs should provide easy access and where a lift is provided to homes they should be wheelchair accessible.
- The width of doors and hallways should conform to the specification in Approved Document Part M (2004), the clear opening width of the front door should be 800mm and there should be 300mm to the side of the leading edge of doors on the entrance level.
- There should be space for turning a wheelchair in dining areas and living rooms and be adequate space for wheelchair circulation elsewhere.
- The living room should be at entrance level.
- In houses of two or more storeys there should be adequate space at entrance level that could be used as a bed space.
- There should be a wheelchair accessible entrance level WC (this can be relaxed in smaller houses of two bedrooms or less) and drainage to fit a shower at a later stage if required.
- Walls in bathrooms and toilets should be capable of taking adaptations, such as handrails.
- The design should incorporate provision for a future stair lift, and a suitably identified space for a through floor lift from ground floor to first floor.
- The design should provide for a reasonable route for a potential hoist from a main bedroom to the bathroom.
- The bathroom should be designed to incorporate ease of access to the WC, wash hand basin and bath.
- Living room window glazing should begin at 800mm or lower and windows should be easy to open/operate.
- All rooms should have switches, sockets, ventilation and service controls at a height usable by all (i.e. between 450mm and 1200mm from the floor).



9. Historic Buildings, Historic Environments and Conservation Areas

- 
- 9.1 Buildings of historic and architectural importance, their gardens and grounds and Conservation Areas all make an important contribution to the cultural heritage and identity of an area. The survival of historic buildings largely depends on their continued, viable use. Any changes to improve and increase access may well contribute to a building's continued viability.
- 9.2 Making these buildings accessible may not always be possible as the need to conserve the special characteristics of such buildings is of great importance. This does not mean however that accessibility should not be considered. The aim should be to improve accessibility where possible and to the extent that is practically possible without harming the characteristics of the building or increasing the risk of long term deterioration. The Council's Access and Conservation Officers are able to offer advice on achieving an appropriate form of access. English Heritage has also prepared specific advice in two publications dealing with access to historic buildings and access to historic landscapes (see Appendix D).
- 9.3 Where it is proposed to undertake work either internally or externally to a Listed Building or a building within a Conservation Area it is advisable to contact the Council to determine whether listed building consent or planning permission would be required. Listed Building Consent applies to all works either external or internal that would affect a building's special interest. Fixtures and curtilage buildings, including boundary walls that date prior to July 1948, are treated as part of the building for the purpose of listed building control.

A. Design and Access Statement Content

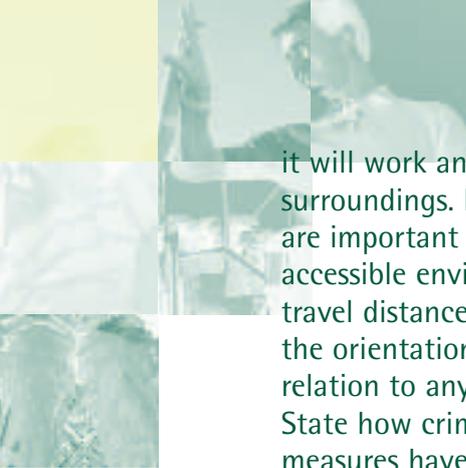
- A1 Design and Access Statements and the level of detail they contain will vary according to the size, nature and complexity of the proposal. Each however is expected to address the specific requirements set out in DCLG Circular 01/2006.
- A2 Annotated illustrations, drawings and plans and photographs can be used to support and help explain the Statement.
- A3 A Design and Access Statement should be maintained and up dated as work on the development progresses through the various stages, such as Building Control. It should be given to the end user of the development as it will provide them with a record of decisions that had an impact on accessibility and can assist in the management of the development.

Context

- A4 Statements must demonstrate the steps taken to assess the context of the proposed development site. To gain a good understanding of context and to use it appropriately applicants should follow a design process which includes:
 - An 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 context area 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 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.

- A5 Understanding a development's context is vital to producing good design and inclusive access. Applicants should avoid working retrospectively, trying to justify a pre-determined design through subsequent site assessment and evaluation.
- A6 The design principles and concepts applied to the proposal should include:
 - i. **The amount of development:** Give an explanation and justification of why the amount of development proposed is appropriate (number of residential units and/or floorspace of other uses). State how this will be distributed across the site, how the proposal relates to the site's surroundings and how all users will be able to gain access to and around the development.
 - ii. **Layout:** An explanation and justification should be given of why the layout has been chosen and how



- it will work and fit in with its surroundings. Provide details which are important to creating an accessible environment, such as travel distances and gradients and the orientation of buildings in relation to any site topography. State how crime prevention measures have been considered in the design of the proposal.
- iii. **Scale:** This means the size of buildings, including height, width and length and spaces between buildings. Explain and justify the scale of buildings proposed, including why particular heights have been chosen and how these relate to the site's surroundings. Include the size of different aspects of the building, such as entrances and facades.
 - iv. **Landscaping:** Explain and justify the proposed landscaping scheme. Explain the purpose of landscaping private and public spaces and their relationship to the surrounding area. Where possible, a schedule of planting and proposed hard landscaping materials should be included. Details are also required of how the landscaping will be maintained.
 - v. **Appearance:** This is the aspect of the building that determines the visual impression it makes and includes its architecture, materials, decoration, lighting, colour and texture. Explain how texture and colour of materials will help to create an accessible environment. It should be demonstrated that early consideration has been given to the location and levels of lighting.
 - vi. **Access:** Provide an overview of the developer's philosophy regarding creating an accessible environment that can be used by all regardless of age, gender or disability. Include examples of how individual design proposals within the project reflect this philosophy. Indicate in detail how the design of the development will create an accessible environment. Explain how any specific issues and constraints which might affect this have been addressed. Where factors such as existing structures or the site geography act to constrain compliance with relevant design guidance to create an accessible environment, an explanation of the individual constraints should be included. If it is felt a constraint or barrier to providing an accessible environment cannot be overcome, this should be stated.

For buildings it may be useful to explain how the internal access will be designed, provided and used as this affects the appearance of the building and the way it works.
 - vii. **Vehicular and Transport Links:** Explain how prospective users will be able to access the development from the existing transport network. State why the main points of access to the site and the layout of access routes within the site have been chosen and explain the movement pattern around and through the site.

Access for the emergency services should also be explained, including information on circulation routes around the site and egress from buildings in the event of emergency evacuation.

If a flood risk assessment is required for the development, this part of the Design and Access Statement should also explain how safe access and egress is provided for everybody in the event of a flood.
 - viii. **Planning Policy, guidance and advice:** Show how the relevant planning policies, guidance of this Supplementary Planning Document plus any other specific advice relevant to the particular proposal will be met.

Design standards and guidance followed to prepare the Design and Access Statement should be listed. If a standard is only being used for part of a proposal this should be indicated. Appendix B of this SPD provides some details of certain access standards and guidance.

The responsibility will be on the developer to explain why the relevant design guidance cannot be achieved in any particular situation and to provide material evidence to this effect. Where a deviation from the relevant design guidance is proposed this should be outlined with an explanation of its effectiveness.

- ix. **Consultation undertaken:** Provide details of any consultations with the Council's planners, conservation officer, access officer, local access groups, police architectural liaison officers, existing/future building users or other relevant groups including how the outcome has influenced the proposal.
- x. **Listed Buildings:** Design and Access Statements are required for applications for Listed Building Consent. Where a planning application is submitted alongside a listed building consent a combined statement should be prepared. The additional information required is a brief explanation of how the design has taken account of:
 - The historical and special architectural importance of the building.
 - The particular physical features of the building that justify its designation as a listed building.
 - The building's setting.

B. An Access Design Checklist

Approach

- Level or adequately ramped.
- Sufficient width and obstacle free.
- Firm, durable, slip resistant surface.
- Well lit and clearly identified.
- Dropped kerbs with tactile surfaces.
- Contrasting colour on bollards and street furniture if provided.

Parking

- Adequate number of spaces for both disabled members of staff and visitors.
- Suitably designed and marked spaces.
- Spaces as close as possible to all accessible entrances.
- Dropped kerbs onto a level obstruction free route to the accessible entrance.
- Appropriately located and signed dropping off point.

Entrance

- Clear signing to the accessible entrance.
- Level or adequately ramped and stepped if necessary with appropriately designed handrails.
- Ramp gradients as shallow as possible.
- Level area in front of the door.
- Level threshold.
- Canopy at non-powered doors.
- Easy to open doors, ideally powered entrance doors.

- Sufficiently wide door.
- Doors to have contrast.

Lobbies and Receptions

- Need to be of a size and shape to allow a wheelchair user to move clear of one door before opening the second door.
- Floor surface that does not impede movement, avoid matwells.
- Provide hearing enhancement systems and lowered wheelchair accessible counters.
- Easily identifiable counters.

Circulation

- Adequately wide corridors.
- Sufficiently wide doors.
- Clear, well lit signs.
- Colour contrast within the building.
- Corridors free of obstructions.
- Provide a lifting device and suitable stairs to all storeys above and below ground.
- Ramps for internal level changes within a storey.
- Any raised areas to be accessible to everyone.

Facilities

- Adequate provision of wheelchair accessible unisex toilets.
- Provision of an enlarged cubicle in separate sex toilets.
- Where shower and changing facilities are included provide wheelchair accessible facilities.
- Appropriately designed sockets and switches.

C. Guidance for the Provision of Designated Parking Spaces for Disabled Motorists

Type of development	Provision of designated parking spaces for disabled motorists
Workplaces	<p>Where the number of employees who are disabled motorists is known, the minimum is one space for each employee who is a disabled motorist and one space or 2% of the total capacity (whichever is greatest) for visiting disabled motorists with a minimum of one space.</p> <p>Where the number of employees who are disabled motorists is not known, at least one space or 5% of the total capacity (whichever is the greatest) should be provided.</p>
Shopping, recreation and leisure facilities	One space for each employee who is a disabled motorist plus 6% of the total capacity.
Railway car parks	One space for each employee who is a disabled motorist plus 5% of the total capacity.
Churches	At least two spaces.
Crematoria and cemetery chapels	At least two spaces as close to the assembly point as possible.
General provision (i.e. if the development does not fall into one of the above categories)	Spaces should be provided for each employee who is a disabled motorist and for other disabled motorists visiting the building, spaces for employees should be differentiated from those for the public.

D. Sources of Information

The Building Regulations 2000. Approved Document M. 2004 Edition Access to and use of buildings. Office of the Deputy Prime Minister. The Stationery Office www.communities.gov.uk

BS 8300:2001 'Design of buildings and their approaches to meet the needs of disabled people – Code of practice'. BSI ISBN 0 580 38438 www.bsi-global.com

DCLG Circular 01/2006. Guidance on Changes to the Development Control System. www.communities.gov.uk

Design and Access Statements – How to write, read and use them. CABE 2006. www.cabe.org.uk

Department of Transport. Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure. www.dft.gov.uk

DETR and the Scottish Office. Guidance on the use of Tactile Paving Surfaces. www.mobility-unit.detr.gov.uk

Sport England. Design Guidance Note Access for Disabled People (2002). Sport England Publications. www.sportengland.org

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Annual Monitoring Report (AMR) – prepared by the Council, it assesses the effectiveness of the Local Planning Authority in delivering the aims and objectives of its Local Development Framework.

Approved Document M – this is the part of the Building Regulations that sets minimum legal standards for access to and use of buildings and gives practical design guidance on how they can be achieved.

Bio-diversity – a measure of the number and range of species and their relative abundance in a community.

Building Regulations – comprises a series of documents issued by the Secretary of State providing guidance for building works.

BS 8300:2001 – a Code of Practice produced by the British Standards Institution for the Design of buildings and their approaches to meet the needs of disabled people.

CABE – Commission for Architecture and the Built Environment.

Conservation Area – an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

DCLG – Department for Communities and Local Government.

Design and Access Statements – they are required for most planning applications and explain the design principles and concepts that have informed the development and how access to, through and within it has been dealt with.

Development Plan – comprises the Regional Spatial Strategy and the Local Development Framework.

Goings – the horizontal or tread part of steps, or the horizontal distance between the start and finish of a ramp.

Inclusive Design – design resulting in the removal from the built environment of unnecessary and artificial barriers that preclude all people from participating fully as equal citizens.

Listed Building Consent – required to carry out any works to a listed building or works likely to affect the setting of a listed building.

Local Development Framework (LDF) – a folder of documents prepared by District Councils and unitary authorities to outline the spatial planning strategy for their area.

Local Development Scheme (LDS) – it sets out the existing and proposed documents that the Local Planning Authority will use in exercising its planning functions and a programme for their preparation.

Local Plan – it sets out the Councils planning policies and proposals to guide the way development takes place in the District. It will be replaced by the Local Development Framework.

Newton's – a measure of force required to move an object.

Planning Policy Guidance (PPG) – planning policy guidance notes which set out Government policy on particular planning issues such as housing and transport. They are being replaced by PPS's.

Planning Policy Statement (PPS) – planning policy statements. These have been introduced as part of the Government's review of the planning system. They are a more focussed version of PPGs.

Regional Spatial Strategy (RSS) – sets out the broad planning policy framework and scale of growth expected within the region over a 25 year period.

Supplementary Planning Document (SPD) – expands or adds detail to policies in the core strategy. It may take the form of a design guide, an area development brief, a master plan or an issue-based document.

Site of Special Scientific Interest (SSSI) – area identified by Natural England for protection by reason of the rarity of its nature conservation or wildlife features.

Tactile paving – profiled paving surface to convey important information to visually impaired people to aid access.