

Design and Access Statements

Introduction

For most planning applications and all applications for Listed Building Consent received by the Local Planning Authority on or after 10 August 2006, there is a requirement for the applicant to submit a Design and Access Statement before the application can be made valid. Much more emphasis has now been placed on the need for high quality design for all development and integral to this is a requirement for the submission of Design and Access Statements with some planning applications.

This guidance note gives a brief summary of the changes to the planning application process and gives more detailed guidance about Design and Access Statements. This includes information about when a Statement is needed, how to go about writing a good statement and the sort of detail that will be necessary.

The Design and Access Statement must include a number of issues set out in detail in the Government's (DCLG) Circular 01/2006.

What is a Design and Access Statement?

A Design and Access Statement is a report accompanying and supporting a planning application or application for listed building consent. The purpose of a Design and Access Statement is to explain how the applicant has considered the proposal and understands what is appropriate and feasible for the site in its local context. It explains the principles that will be used to guide the future details of the scheme. It is an opportunity for the architect or developer to demonstrate a commitment to achieving good design and ensuring accessibility.

A Statement should not be used as a substitute for drawings and other material normally submitted with a planning application.

What should a Design Statement contain?

A Statement needs to be prepared at the start of the development process and should evolve as the scheme is defined, from the outline stage through to the detailed scheme. As it is required to explain and justify why and how a particular proposal has been decided upon it should not be written as an afterthought, but rather as a precursor to an application. Early drafts of a Statement can be useful for pre-application discussion. The Design and Access Statement should be a single document reflecting an integrated approach. It should be concise but cover all the necessary issues. The level of detail included in the statement will depend upon the scale and complexity of the proposal. The following format demonstrates what needs to be covered in a Design and Access Statement

Design

Including the design principles and concepts that have been applied to the following aspects of the development:

Use	What the buildings and spaces will be used for.
Amount	Details of how much development is proposed.
Layout	The way in which buildings, routes & open spaces are provided and their orientation. Designing out crime should be considered.

Scale	How big the buildings and spaces would be (their height width and length). Will the building sit comfortable with surroundings?
Landscaping	This relates to details of the treatment of private and public spaces in the scheme and how it will enhance and protect the character of a place.
Appearance	Details of all aspects of the development which will affect the visual impression it makes.

Demonstrate the steps taken to appraise the context and surroundings of the site and how the design of the development takes this into account in relation to the proposal.

Access

Including how issues relating to access to the development have been dealt with:

The statement needs to include two potential aspects of access -

Vehicular and Transport Links

Explain:

Why the access points and routes have been chosen
How the site responds to road layout and public transport provision
How users will be able to gain access to the development from the existing transport network

Inclusive Access

Explain:

How everyone can get to move through the place on equal terms regardless of age, disability, ethnicity or social grouping.

The statement should also:

1. explain the policy adopted as to access, and how the Council's adopted planning policies relating to access and those in the London Plan have been taken into account.
2. state what, if any, consultation has been undertaken on access issues and how the outcome of this consultation has affected the proposal.

Where can I get more help preparing a Design Statement?

Guidance in respect of what to include in your Statement and how it should be structured can be found in DCLG Circular 01/2006 and from CABE under Design and Access Statements:

www.cabe.org.uk/publications *How to write, read and use Design and Access Statements*

As part of any pre-application advice, we can advise you on what should be included in such a statement. For more information on obtaining pre-application advice, contact the Pre-Application Co-ordinator on 020 8356 7757, the Duty Planning Officer on 020 8356 8062 or email planning@hackney.gov.uk.

What if I do not submit a D & A Statement in the prescribed format?

The application will not be registered and validated and therefore cannot be considered by the Council. It will be held as invalid until a Statement has been received.

At the same time as the application forms, fees and plans are submitted to the Council.

Which applications require a Design and Access Statement?

A Design and Access Statement will be required for **ALL** planning applications **except for**:

- Change of use of land or buildings (unless involving operational development);
- Engineering or mining operations;
- Householder developments (Unless the site is within a Conservation Area);
- Advertisements;
- Storage of hazardous waste;
- Tree preservation orders (TPO's);
- Applications to develop land without compliance with conditions previously attached (made under s73 of the Act);
- Extensions of existing buildings for non domestic purposes where the floorspace is less than 100sqm (unless the site is within a Conservation Area);
- Erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where
 - the means of enclosure does not exceed its former height or 2m above ground level;
 - it does not involve development within the curtilage of, or a gate, fence, wall or other means of enclosure surrounding, a listed building;
- Erection of a building where
 - It does not exceed 100 cubic metres in volume (unless the site is within a Conservation Area);
 - The height of the building does not exceed 15m above ground level, or its former height, whichever is greater (unless the site is within a Conservation Area);
- Alterations to a building where the alteration does not increase the size of the building and where no part of the building is within a Conservation Area;
- Erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant/machinery does not exceed 15m above ground level, or its former height and where no part of the development is within a Conservation Area.

Please refer to the Department for Communities and Local Government (DCLG) Circular 01/2006 for additional information (<http://www.communities.gov.uk>). This can also be accessed from the Council's website at www.hackney.gov.uk

***Important Note:** This means that all householder applications affecting a dwelling within a Conservation Area in Hackney will require a Design and Access Statement.*

ALL applications for Listed Building Consent require a Design and Access Statement.

Questions

Please contact the Planning Service if you have any queries about the information provided in this document, or have any further questions.

In Person: Hackney Service Centre, 1 Hillman Street, E8 1DY
10am -12noon; 2pm - 4pm (Mon-Fri)

Telephone: 020 8356 8062
9am to 5pm (Mon-Fri)

Email: planning@hackney.gov.uk

Post: Hackney Planning Service
2 Hillman Street
London E8 1FB