

# SOUTH DERBYSHIRE DISTRICT COUNCIL

## PLANNING SERVICES

### **DESIGN AND ACCESS STATEMENT CHECKLIST\* REQUIRED FROM 10/8/06**

\*This checklist is to enable the applicant/agent to compile an acceptable Design and Access Statement that will enable a planning application to be validated. It will also be used during the validation process to ensure all the relevant details (where applicable to the individual proposals) have been submitted. Where a Design and Access Statement (DAS) **must** be submitted with the application, failure to provide an adequate statement **will** result in the application being deemed invalid. The application will not be considered as being made until a completed DAS has been submitted.

## OUTLINE PLANNING APPLICATIONS

### Information to be submitted with an Outline Application

Detailed consideration will **always** be required on the **use** and **amount** of development. Even if **layout**, **scale** or **access** are reserved, a basic level of information is **still** required.

As a **minimum** applications should **always** include information on:

- Use** – use(s) and any distinct development zones within site.
- Amount of development** – amount for each use.
- Indicative layout** – (include separate development zones if appropriate).
- Scale parameters** – upper and lower limits for height, width and length of each building.
- Indicative access points** – area or areas of proposed access(es).

Please ✓

### Design and Access Statements Accompanying an Outline Application

DAS will be required **except** for:

- a material change in the use of land or buildings, unless it also involves operational development;
- engineering or mining operations; or
- development of an existing dwelling house, or within its curtilage for any purpose incidental to its enjoyment, **unless** any part of the dwelling house or its curtilage is within a designated conservation area, area of outstanding natural beauty or site of special scientific interest.

Any DAS:

Please ✓

- ❑ must explain how the applicant has considered the proposal and understands what is appropriate and feasible for the site in its context; and
- ❑ should clearly explain and justify design and access principles that will be used to develop future details of scheme.

**Design Component**

A. AMOUNT – how much development

i.e. residential development = number of units  
all other development = floor space for each use

Please Note: This element **cannot** be reserved.

A maximum amount may be specified and conditioned.

DAS should explain and justify amount, how this will be distributed, how the proposal relates to its surroundings and how accessibility will be maximised to and between parts of the development.

Where a range of floorspace is specified, this should be explained clearly.

**B. LAYOUT** – the way buildings, routes and open spaces (public and private) are provided, placed and orientated on site and in context with surroundings.

If **reserved** DAS should:

- ❑ provide details of approximate location of buildings, routes and open spaces proposed;
- ❑ explain and justify principles behind choice of development zones and blocks or building plots proposed; and
- ❑ explain how these principles, including the need for access will inform the layout.

The use of illustrative diagrams is *encouraged* to assist explanations.

If **not reserved** DAS should:

- ❑ explain and justify proposed layout in terms of 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;
- ❑ indicate factors important to accessibility of site for users e.g. travel distances, gradients and orientation of buildings in relation to any on site topography to afford optimum accessibility; and
- ❑ demonstrate how crime prevention measures have been considered and how this reflects *Safer Places – the Planning System and Crime Prevention* (ODPM/Home Office, 2003).

**C. SCALE** – height, width and length of building(s) in relation to surroundings.

If **reserved** DAS should indicate parameters for:

- upper and lower limits of height, width and length of each proposed building; and
- explain and justify principles behind parameters and how these will inform final scale.

If not **reserved** DAS should:

- explain and justify scale, including why particular heights chosen;
- how these relate to site's surroundings and relevant skyline; and
- explain and justify size of building parts, particularly entrances and facades and how they will relate to the human scale.

**D. LANDSCAPING** – treatment of public and private spaces to enhance or protect amenities of site and surrounding area through hard and soft landscaping measures.

DAS should:

- explain how landscaping will be maintained.

If **reserved** specific information is not required but:

- DAS should explain and justify the principles that will inform any future landscape scheme for the site.

If **not reserved**:

DAS should:

- explain and justify proposed landscaping scheme, explaining purpose of landscaping spaces and relationship to surrounding area.
- planting and materials schedules are recommended.

**E. APPEARANCE** – aspect of a place or building that demonstrates visual impression, including external built form, architecture, materials, decoration, lighting, colour and texture.

If **reserved** specific information is not required but:

- DAS should explain and justify principles behind intended appearance; and
- explain how these will inform final design.

If **not reserved**:

DAS should explain and justify appearance of the place or building proposed, including:

- ❑ how this will relate to appearance and character of surroundings;
- ❑ it should explain how decisions taken about appearance have considered accessibility; and
- ❑ judicious use of materials that contrast in tone, colour or texture to define important features such as entrances, circulation routes or seating and lighting location and levels etc. will enhance access.

### **Appraising the Context**

DAS must demonstrate steps taken to appraise context of proposed development.

Applicants should follow a design process which includes:

**Assessment** of site's immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies.

**Involvement** of community members and professionals undertaken or planned.

DAS should indicate how findings of any consultation have been taken into account and how this has affected the proposal.

**Evaluation** of information collected on site's immediate and wider context, identifying opportunities and constraints and formulating design and access principles for the development.

**Design** of the scheme using the assessment, involvement and evaluation of the information collected.

In light of context appraisal, DAS should:

- ❑ explain how this has been considered in relation to its proposed **use**;
- ❑ the use(s) proposed, their distribution across the site, the appropriateness of the accessibility to and between them and their inter-relationship to uses surrounding the site; and
- ❑ explain how this context has been considered in relation to the physical characteristics of the proposal i.e. amount, layout, scale, landscaping and appearance.

## Access Component

External access only to be considered.

DAS must:

- explain policy adopted in relation to access and how relevant policies in local development documents have been taken into account;
- explain how any specific issues which might affect access have been addressed;
- explain why the main access points and layout of access routes within the site have been chosen;
- explain how users will be able to access the development from the transport network;
- explain how features which ensure access to the development will be maintained; and
- provide information on any consultation undertaken in relation to access and how this consultation has informed the development proposals e.g. 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 have been, or will be, followed.

Access for emergency services should be explained where relevant and may include circulation routes round the site and egress from buildings in an emergency.

DAS should:

- address the need for flexibility of the development and how it may adapt to changing needs; and
- should explain how access arrangements will ensure that all users will have equal and convenient access to buildings and spaces.

Where access is **reserved**:

- The application should indicate location of points of access to the site.
- DAS should explain clearly 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.

***NB This checklist is based upon guidance contained within DCLG Circular 01/2006.***

Applicants/Agents should have regard to the contents of the circular, the documents referred to within it as necessary, the Amendment of the Town and Country Planning (General Development Procedure) Order 1995 (S.I.2006 No.1062) and 'Design and access statements: How to write, read and use them', CABE 2006.

Links are available on the Council's website [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk) via the Planning homepage.

Hard copies may be obtained from HMSO and CABE.

DAS are **not required** for:

- ❑ Applications for approval of reserved matters – unless details are required by outline planning permission conditions; or
- ❑ Advertisements;
- ❑ Tree Preservation Orders; or
- ❑ Storage of hazardous substances.