

Design and Access Statement – Guidance Notes

What are they and when are they required?

Since 10th August 2006 most planning applications and applications for listed building consent have required a design and access statement to be submitted with them. These cover design concepts and principles and access issues.

A design and access statement is a short report accompanying and supporting an application to illustrate the process that has led to the development proposal and to explain and justify the proposal in a structured way. It should not be used as a substitute for drawings and other material required to be submitted for determination as part of the application itself.

The level of detail required in a design and access statement will depend on the scale and complexity of the application.

A design and access statement must accompany planning applications for both outline and full planning permissions for the following types of development:

- a) Major development
- b) Dwellinghouses in conservation areas
- c) Building or buildings where the floorspace being created is 100 square metres or more.

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

Design and access statement are **not** required for the following:

- Applications for removal or variation of conditions made under Section 73 of the 1990 Planning Act.
- Applications for the extension of time limits for implementing existing planning permissions.
- Engineering or mining operations.
- Applications for a material change in the use of land or buildings, unless it also involves operational development.

In addition design and access statements are not required for the following types of application:

- Applications for advertisement consent
- Applications for works to trees covered by Tree Preservation Orders

- Applications for storage of hazardous substances
- Applications for prior approval
- Applications for non-material amendments to existing planning permissions.

Design and access statements are placed on the public register with the application and sent to consultees on the application.

Design and access statements for planning applications

A design and access statement is a short report accompanying and supporting an application to illustrate the process that has led to the development proposal and to explain and justify the proposal in a structured way. It should not be used as a substitute for drawings and other material required to be submitted for determination as part of the application itself.

The statement should be concise and to the point and must do the following:

- explain the design principles and concepts that have been applied to the development;
- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- explain the policy adopted as to access, and how policies relating to access in the relevant local development documents have been taken into account;
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- explain how any specific issues which might affect access to the development have been addressed.

It must be written for the application and not copied from elsewhere.

Start the statement when you start the scheme and use it to influence the design.

Use accurate and informative illustrations. Any maps, diagrams or artists impressions should be based on the application drawings.

The National Planning Policy Framework sets out the need to consider how new developments can help to mitigate climate change. Design and access statements for outline and detailed planning applications should demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy and the supply of types of energy including from low carbon and renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal. These measures may be of particular relevance under the topic headings of amount, layout, scale, landscaping, context or access.

Code for Sustainable Homes and new build residential development

For applications for new residential developments (new build) applicants will need to give a written undertaking that the proposed development will achieve at least Code

Level 3. A summary of how this may be achieved should be included in the Design and Access statement.

For further guidance on this requirement please refer to the following, in particular Appendix 2:

"Securing Sustainable Residential Development - Applying for the Code of Sustainable Homes in Shepway" - Shepway District Council, January 2008 (as amended). Planning Policy Guidance

Design and Access statements for applications for Listed Building Consent

The design and access statement should explain the design principles and concepts that have been applied to the scale, layout and appearance of a proposal and will also be required to include a brief explanation of how the design has taken account of the advice contained in National Planning Policy Framework chapter 12: Conserving and enhancing the historic environment and in particular the following:

- the historic 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

The statement will need to explain and justify the approach to ensuring that the listed building preserves or enhances its special historic and architectural importance. Where there is potentially an aspect of design that will impact on this, the statement should explain why this is necessary and what measures within the approach to design have been taken to minimise its impact.

Where an application is submitted in parallel with an application for Listed Building consent and the planning application also requires a design and access statement, a single combined statement should address the requirements of both.

Validation of applications

All applications that require a design and access statement submitted to the District Planning Authority will be made invalid if they do not contain a design and access statement that addresses all the necessary issues.