

DESIGN AND ACCESS STATEMENTS – A GUIDANCE NOTE

What is a Design and Access Statement?

The Statement should explain the thinking behind a particular proposal. It should include information to show how everyone, including disabled people, older people and young children will be able to use the place. It should also explain why a particular design has been chosen and how this relates to the context of the site. Detailed guidance is available through the websites at the end of this guidance note.

When is a Design and Access Statement required?

The Planning and Compulsory Purchase Act 2004, together with Circular 01/2006 “Guidance on Changes to the Development Control System” set out what types of proposal require a Design and Access Statement. A Design and Access Statement will be required for all planning applications **except** for:

- A material change in the use of land or buildings, unless it involves operational development
- Engineering or mining operations
- House extensions and domestic structures, unless the site is within a Conservation Area, Area of Outstanding Natural Beauty or Site of Special Scientific Interest

Some other types of proposal also require a Design and Access Statement. Malvern Hills District Council has produced a series of “Validation Checklists” which tell you when a Design and Access Statement, and other information, are required. These Checklists are available on our website or can be posted to you (See the “How to Contact Us” section at the end). Any application received that should include a Design and Access Statement, but where none is provided, will be invalid.

What information is required in a Design and Access Statement?

The amount of detail required will depend on how complex a proposal is. A proposal for a house extension in a Conservation Area for instance, may include a Statement no longer than this Guidance Note. Whilst the Statement need not be very long, it must be written specifically for the application it accompanies. It may include maps, photographs and drawings to help explain why a particular design has been chosen, or how access to the site is gained. One integrated Statement should cover both design and access

The Design

This part of the Statement should explain how the design and amount of development proposed has been informed by the context of the area and why it is right for the site. The size or scale of the building(s) and the choice of materials should be explained, including an assessment of how it relates to surrounding structures or the wider landscape.

The Statement should include an assessment of why a particular design is proposed and should include an assessment of architectural details, such as eaves, verges, doors and windows, as well as the choice of materials. All these elements must be explained with reference to the character of the

area. Other factors that will be important include why a particular layout or siting has been chosen and how open spaces will be treated to enhance and protect the appearance of the area. Landscaping and boundary treatment are also likely to be essential considerations.

Access

This part of the Statement relates to how access is gained to the development. It should include two main aspects – vehicular access and transport links, and inclusive access for all sections of the community. It should explain why particular access points have been chosen, how people move to and through the site and, for some proposals, should include how access is gained to public transport and access by emergency vehicles. The Statement should demonstrate how everyone can use the place comfortably, safely and easily.

What happens next?

Your Design and Access Statement will form part of the planning application and, together with other documents submitted, will be made available for public viewing. Copies of your Statement will also be sent to consultees, where appropriate. Where permission is granted for the development, details addressed by the Statement may be included in appropriate conditions to ensure that these elements are implemented.

Where can I get further information?

Further information may be obtained from the organizations and websites listed below. Alternatively, you may reach us at the “How to Contact Us” section below.

Circular 01/2006 may be viewed at www.communities.gov.uk

The Commission for Architecture and the Built Environment has produced a detailed guide to Design and Access Statements, which may be viewed at www.cabe.org.uk

How to contact us

For further information about the Planning Department, including assistance in completing application forms and making appointments to see a Customer Service Advisor or the Duty Planning Officer, please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Friday 9:00am to 5:30pm) or visit the District Council’s website www.malvern hills.gov.uk/planning where our Validation Checklists may also be viewed.

آپ انگریزی میں مدد چاہتے ہیں۔ نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121 [Urdu]

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]

'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]

'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121' [Polish]

“如需我們幫助你理解英文—聯繫 Ethnic Access（少數民族服務獲取組），電話：01905 25121” [Chinese]