



There is a requirement to submit a Design and Access Statement with the following:

- An application for planning permission which is for development which is major development.
- An application for planning permission where any part of the development falls within a designated area and consists of **a)** the provision of one or more dwellinghouses; or **b)** the provision of a building or buildings where the floorspace created by the development is 100 square metres or more.
The definition of a designated area is a Conservation Area or a property appearing on the World Heritage List (World Heritage Site).
- An application for Listed Building consent.

A Design and Access Statement must be included when you submit the planning application. If the information is missing, the application will not be validated.

What are Design and Access Statements?

Design and Access Statements are documents that explain why you have submitted your proposals in the way you have, how it will be accessible to all, what the thinking is behind your scheme and how you have arrived at the design/layout of the development. They will vary in length and complexity according to the nature of the development. They need not be long and unduly complex and you may want to include diagrams, sketches, photographs etc to help illustrate your points. Statements should not be produced retrospectively to try to justify a pre-designed scheme; they are intended to be a working document which explains how the development's context has been understood before the design is drafted. Statements will be public documents; therefore they should be clear and easy to understand.

Why do I have to provide a Design and Access Statement?

The submission of a Design and Access Statement is important as it:

- helps to ensure that development proposals are based on a thoughtful design process and a sustainable approach to access;
- allows applicants to explain and justify their proposals;
- helps the Local Planning Authority to assess the application and understand the design and access rationale that underpins it and;
- should improve the quality of proposals.

What do I have to include in them?

The content will differ depending on the application type and what is being proposed, however you must try to cover the design principles and concepts of the development and how issues relating to access to the development have been addressed. Government guidance¹ advises that a Design and Access Statement should:

- 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 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.

For **Listed Building consent applications**, the Statement should also cover the historic and special architectural importance of the building, the physical features that justify its designation as a Listed Building and the building's setting.

Please do not hesitate to contact the Development Management Administration Team on 01439 772700 if you require further assistance.

¹ *The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013*