

Project name/address

Design and Access Statement

Insert agent or applicant name

Insert
logo
here

Issued: dd/mm/yyyy

ABOUT	This resource should be read alongside our insert relevant guidance documents . Produced by insert relevant department .
PURPOSE	For applications for planning permission and/or listed building consent to create new residential units on sites of 0.25Ha or less.
USE	This statement will help you convey the design thinking behind your proposal and to demonstrate that your proposal will be accessible to all users. Each section allows you to include drawings and images to support your application. You may choose to refer to drawings and images elsewhere that accompany your submission. In each section, please provide as much relevant information as possible in favour of your proposal, while being brief. You may find that some sections are not relevant to your application. Where this is the case, please state that the section is 'not applicable' and provide a brief explanation. A submission checklist is included at the end of this document to help you provide the required information for your application.
VERSION	Version V1, insert date
NOTES	

1. BRIEF

This section should set out your approach to achieving a design solution.

a. What is the purpose of the proposal?	
b. Have there been previous planning applications on the site that are relevant to your proposal? Provide give a brief summary noting application numbers and a description of the proposal.	
c. Have you received any pre-application feedback? Provide a summary of comments.	
d. How has the design developed to the current proposal?	
e. What principles underlie the architectural design?	
f. Other relevant information.	

Provide the following visual material in support of your statements above.

g. Provide information of other design options that were pursued. Include diagrams, plans, and any other visual material to help your descriptions.				
h. Does your proposal take inspiration from the local context? Provide example images and diagrams.				
i. Other relevant visual information				

2. CONTEXT

This section should explain the context within which the site or existing building sits.

a. What boundaries surround the site? Describe their materials, dimensions and any other relevant features.				
b. Are there any immediately adjoining buildings and sites?				
c. Are there nearby conservation areas or listed buildings that are key design considerations?				
d. Are there aspects of the character of the local area that have influenced your design, for example history, topography, landscape, economic activities, culture, etc.? (Make use our insert hyperlink to relevant document to better understand the character of the local neighbourhood)				
e. Other relevant information.				
Provide the following visual material in support of your statements above.				
f. Provide a site plan clearly locating nearby conservation areas, listed buildings and other neighbouring buildings and sites.				
g. Provide images of the existing site, neighbouring buildings and spaces and the streetscene.				
h. Provide photographs, sketches or diagrams which show the local features that have influenced your design				
i. Other relevant visual information.				

3. ACCESS

This section should demonstrate how the proposal provides safe and convenient access for all users.

VEHICULAR AND TRANSPORT LINKS

a. What existing public transport provisions are nearby?	
b. Does your proposal take into account existing transport links? How has this affected car and cycle parking provisions?	
c. How will the site be approached and accessed?	
d. Do you wholly own the site and access?	
e. Where will the site be accessed? Why has this access point been chosen?	
f. How does your proposal accommodate movement on the site? Why was this route chosen?	
g. Are there any car parking provisions on site including setting-down points and dropped kerbs? Provide information on existing and proposed car parking numbers.	
h. Are there any cycle parking provisions on site? Provide information on existing and proposed cycle parking numbers.	
i. What is the proposed refuse collection strategy? Make use of our design guidance on refuse storage and collection .	
j. Other relevant information.	

INCLUSIVE ACCESS

k. Are entrances located so they are visible?	
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l. How does your proposal accommodate vertical and horizontal movement?	
m. What WC facilities will be provided within the building?	
n. Are you making any special provisions to accommodate building users of different physical abilities?	
o. How will pedestrians access and move around the site?	
p. Other relevant information.	
Provide the following visual material in support of your statements above.	
q. Provide a site plan(s) drawing clearly showing: - the extent of the site in the applicant's ownership (clearly note any access to the site under shared ownership or not owned by the applicant), - proposed vehicular access points and routes on site, - proposed pedestrian access points and routes on site. - Car parking layout	
r. Provide a plan drawing along with elevations clearly showing the location of cycle storage with details of proposed materials, numbers of parking spaces and security provisions.	
s. Provide a plan drawing along with elevations clearly showing the location of the bin storage with details of proposed materials.	
t. Provide a site plan showing the existing and proposed refuse collection strategies, including the width and length of the access way from the refuse store to the refuse collection point.	
u. Provide plan drawings with internal layouts showing WC facilities and	

any special access accommodations.	
v. Other relevant visual information.	

4. LAYOUT AND USE

This section should explain how the building(s) along with public and private spaces will be arranged on the site.

a. How much will be built on the site?	
b. How is the building(s) positioned on the site?	
c. How will the building relate to adjacent buildings and sites?	
d. What are the proposed uses of the building?	
e. How do the proposed uses relate to the existing context? Does your proposal meet a local need?	
f. How will the different uses be distributed across the site?	
g. How will the building layout provide safety and security?	
h. Other relevant information.	

Provide the following visual material in support of your statements above.

i. Provide a site plan showing the number of proposed units and the proposed floor space for each proposed use (where appropriate).	
j. Provide plan drawings (and section drawings where possible) of proposed buildings, annotated sufficiently to explain purpose of spaces, orientation and scale. Plans should include furniture layouts. Make use of the national space standards in preparing your design.	
k. Other relevant visual information.	

5. SCALE AND APPEARANCE

This section should explain how building(s) will look and sit in relation to surrounding sites.

a. What are the dimensions of the building(s)?	
b. How does the building(s) relate in scale to its existing context?	
c. What materials will be used externally on the building?	
d. How will the proposed materials complement the existing building and/or local context?	
e. Other relevant information.	

Provide the following visual material in support of your statements above.

f. Provide dimensioned plan, section and elevation drawings, showing all proposed buildings, taking into account the surrounding context. All drawings must include critical dimensions from the proposed building to adjacent boundaries, neighbouring buildings and windows of adjacent habitable rooms.	
g. Other relevant visual information.	

6. LANDSCAPE

This section should explain how open spaces will enhance and protect the character of the site and wider context. (If this section is not required please state the reasons.)

a. What is the function of the proposed landscaping?	
b. Are there any protected trees on the site or on adjacent sites?	
c. If trees are within falling distance of your proposal, provide a summary of the measures set out in your Arboricultural Assessment to mitigate the negative impact of your proposal on existing trees.	
d. Have you provided adequate amenity space in your proposal? If not, provide details of how amenity space will be supplemented.	
e. Other relevant information.	
Provide the following visual material in support of your statements above.	
f. Provide a site plan drawing detailing: • all existing and proposed boundary treatments. • all existing and proposed hardstanding and parking areas. • all existing planting, shrubs and trees on site and in the surrounding context. • species, size, density and location of proposed trees and shrubs.	
g. Provide a site plan drawing detailing how rainwater will be sustainably managed.	
h. If appropriate, provide a site plan drawing showing the location of your site, noting its proximity, and walking distance to any public open green space.	
i. Other relevant visual information.	

7. HERITAGE

This section should briefly explain the relationship between your proposal and heritage assets in and / or surrounding the site. Additional details should be provided in a separate Heritage Statement.

a. Which heritage assets will be affected by your proposal?	
b. What is the significance of the affected asset(s)? Does the affected asset(s) contribute to its local setting?	
c. How will your proposal affect the significance of the asset? (Refer to NPPF, section 16 and insert relevant Local Plan policies)	
d. If your proposal negatively affects the significance of the asset, set out the public benefits that justify your proposal.	
e. Other relevant information.	
Provide the following visual material in support of your statements above.	
f. Provide plan, section and elevation drawings showing the relation of the proposal to the affected heritage asset. This requirement may be fulfilled with the required site plan in section 1.	
g. Other relevant visual information.	

8. SUSTAINABILITY

This section should explain how the design of the proposal will reduce carbon emissions and increase energy efficiency. See [insert relevant supplementary guidance document](#) for more details.

a. How does your proposal aim to meet the Sustainable Design Standards set out in insert council name Local Plan? If you aim to achieve higher carbon reduction targets, please provide more details in a separate Sustainability Statement.	
b. Does your proposal take a ‘fabric first’ approach to maximise energy efficiency? Provide brief details.	
c. How will your proposal achieve onsite carbon dioxide reduction targets? Provide brief details.	
d. Describe briefly how your proposal will withstand the long-term impacts of climate change, particularly the risk of overheating.	
e. Does your proposal include equipment positioned on or beyond the external fabric of the building, such as mechanical plant, heat pumps, solar panels, air conditioning units, etc.? Please provide brief details of each piece of equipment including the size, finish and noise rating. You should include manufacturer’s datasheets to your application.	
f. Other relevant information.	
Provide the following visual material in support of your statements above.	
g. Provide plan drawings showing the location of any proposed heating system, renewable technologies and thermal or battery storage in or around the building.	
h. Provide elevation drawings (and section drawings where relevant) showing the location and size of	

any equipment mounted on or beyond the external fabric of the building. Include details of the material and size of any proposed enclosures.	
i. Other relevant visual information.	

SUBMISSION CHECKLIST

This section lists the information required to accompany all planning applications that create new residential units regardless of the number, size of the development or its location. See our detailed [validation checklist \(insert hyperlink\)](#) for more details on each item listed below and for a more comprehensive list of additional information that may be required.

a. Existing and proposed drawings including a location plan, general arrangements, elevations, sections, street elevation.	Drawings must meet the following requirements: • Drawn to an identifiable scale, usually 1:50 or 1:100 for general arrangement plans, sections and elevations, 1:1250 for location plans and 1:200 for block plans. • Plans must show the direction of north. • General arrangement plans must include furniture layouts. • Site and location plans must a red line around the boundaries of the site. • Drawings must indicate roof pitch and fall. • Include a linear scale bar for all plan, section and elevation drawings. • Include dimensions between buildings on existing and proposed drawings. • Include height of proposed buildings from ground level, as well as the height of existing buildings in the immediate context.
b. Ownership certificate and agricultural land declaration	The certificate must be completed at the time of submission through the Planning Portal.
c. Design and Access Statement	Make use of our template above.
d. Photographs	See requirements in our template above.
e. Community Infrastructure Levy	Applicants must fully complete and submit the Additional CIL Information Requirements form, which is located at https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf
f. Low carbon and renewable technologies	Manufacturer’s data sheet to provide details of any proposed low carbon and renewable technologies.
g. Sustainable Urban Drainage Systems (SUDs)	Details of the implementation, adoption, maintenance and management of a sustainable drainage system. If your development does not include SUDs you should demonstrate that such measures are not feasible and give details of how drainage will be dealt with.
h. Samples of Materials	Details of the facing materials to be used in the development. This could include sample of the materials, the make and type of materials, manufactures specification accompanied by photographs and RAL numbers.

ADDITIONAL REQUIREMENTS

This section lists additional information that may be required to accompany planning applications where proposals affect or involve the items identified below. See our detailed [validation checklist \(insert hyperlink\)](#) for more details on each item listed below and for a more comprehensive list of additional information that may be required.

i. Trees, open spaces, landscaping and biodiversity	• Tree survey • Topographical survey • Tree constraints plan • Arboricultural impact assessment • Arboricultural method statement including a tree protection plan • Landscaping Scheme plans • Phase 1 Habitat Survey • Environmental Statement (Environment Impact Assessment) • Open Space assessment
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j. Conservation Areas, Listed Buildings and other Heritage Assets	● Heritage Statement heritage asset appraisal ● Structural Survey/demolition statement
k. Daylight / Sunlight	● Daylight / sunlight assessment
l. Drainage	● Drainage Strategy
m. Traffic	● Transport assessment ● Travel plan
n. Flooding	● Flood Risk Assessment
o. Health	● Air quality assessment ● Environmental risk assessment ● Noise and Vibration Impact Assessments
p. Basements	● Basement Impact assessments ● Outline construction Method Statement ● Drainage Strategy ● Construction Traffic Management Plan
q. Construction Waste	● Site Waste Management Plan
r. Economy	● Economic statement / Local employment opportunities
s. Street lighting	● Lighting assessment
t. Community Involvement	● Statement of community involvement
u. Student Housing	● Student management plan