



A Guide For Designers and Owners in the Development of Access Statements

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1. Executive Summary

- 1.1.** The information in this document has been gathered from numerous technical papers and is intended to give general guidance in the preparation of an access statement. Building Control Services at South Holland have published this document to assist its customers and hopefully assist them in the submission of their Development Control and Building Control Applications.
- 1.2.** Recent guidance, relevant at both the planning and building control application stages for England and Wales, has introduced the concept of Access Statements as a way of demonstrating that design, refurbishment and product selection decisions have addressed, or will address, the obligations of reasonableness introduced by the Disability Discrimination Act 1995 (DDA).
- 1.3.** Changes in the planning process are being introduced to ensure that planning authorities place a greater emphasis on the consideration of accessibility in the development of local plans and in the consideration of planning applications. From May 2004, the new Part M of the Building Regulations, 'Access to and Use of Buildings', extends the responsibilities on providers of new buildings and, in some cases, those undertaking alterations to existing buildings, to ensure the reasonable provision of access to, and in the use of, their buildings, facilities and surroundings.
- 1.4.** A correctly developed Access Statement will provide an opportunity for developers, designers, product providers and managers of environments, to demonstrate their commitment to ensuring accessibility in the work they undertake. It will allow them to demonstrate how they are meeting, or will meet, the various obligations placed on them by legislation, and how they will continue to manage accessibility throughout the delivery of the services they provide or the employment opportunities they create.
- 1.5.** The precise form of an Access Statement and the level of detail it will contain will vary according to the size, nature and complexity of the proposed development or alteration. In that respect, Access Statements should be seen as project specific, although some elements of the Statement, such as those related to the underlying commitment to accessibility of a company, may be more generic.
- 1.6.** The Access Statement should be viewed as a document, which 'grows' with the project. Starting at the strategic level, the statement will record and explain decisions on accessibility associated with the planning, design and ongoing management stages of a project. It will also provide a convenient vehicle by which particular design decisions that do not follow published best practice still, nonetheless, meet obligations of 'reasonable provision'.
- 1.7.** By developing a document which passes to those who will undertake the long term management of the facility, the Access Statement process will assist in ensuring that the 'evolving duty' placed on service providers, employers and educators under the DDA can be better addressed.

2. Background

2.1. The government is committed to achieving:

“Thriving, inclusive and sustainable communities in all regions”

(Mission Statement of the Office of the Deputy Prime Minister, 2003).

- 2.2.** A fundamental element in achieving this will be the removal of unnecessary physical barriers imposed on people by the poor design or management of buildings and spaces.
- 2.3.** It has been estimated that there are about 10 million disabled people in the UK. In addition, over the next 40 years, the number of people over the age of 65 is set to rise at a greater rate than the population as a whole.
- 2.4.** Inclusion and sustainability are not only about addressing the needs of disabled people. Older people, families with small children, and carers, friends or relatives who accompany disabled people would all benefit from improved accessibility.
- 2.5.** Buildings and spaces have a major contribution to make in ensuring socially inclusive and sustainable communities. This is especially so in the way they are designed and managed to take into account the needs of all users. To do this, it is essential to consider the accessibility of a proposed project as an integral part of the commissioning, planning, design, delivery and management phases.
- 2.6.** Several guidance documents have been produced by government. These promote and advise on achieving an inclusive approach throughout the development and occupation phases (see Appendix A).

3. What is an ‘Inclusive Environment?’

- 3.1.** The ‘Guide to Inclusive Projects’ published by the Disabled Persons Transport Advisory Committee (DPTAC), (see Appendix A) describes ‘Inclusive Environments’ as:

“Those [environments] that can be used by everyone, regardless of age, gender and disability”.

- 3.2.** DPTAC consider that the principle to be adopted should include that:

- Access for disabled people should be a condition of any investment;
- Access for disabled people must be a mainstream activity;
- Users should be involved in determining access;
- Achieving access is the responsibility of the provider.

3.3. Inclusive Environments are made up of many elements such as, for example, the:

- Attitudes of individuals and society as a whole;
- Design of products;
- Design and management of communication;
- Design and management of the environment itself.

3.4. The principles which should be considered are that inclusive design should:

- Provide equitable access;
- Allocate appropriate space for people;
- Ensure ease of use, comprehension and understanding;
- Require minimum stress, physical strength and effort;
- Achieve safe, comfortable and healthy environments.

3.5. The concept of Inclusive Environments recognises and accommodates for differences in the way people use the environments, and provides design and management practices which enable all users to participate in activities equally, with choice, and with dignity. Also, the environment should not restrict users in maximising their individual abilities or prevent them enjoying safe and, wherever possible, independent participation.

3.6. An Inclusive Environment does not, and cannot, attempt to meet every need of every individual who will use it. However, it should consider people's diversity and minimise unnecessary barriers and exclusions, something which will often benefit society as a whole. It should certainly address the fact that many people currently remain unnecessarily 'disabled' by the design and management of existing environments.

4. Who is this guide for?

4.1. This guide is relevant to anyone involved in the procurement, design, product selection and management of the built environment. It is equally appropriate for those planning to design or commission new buildings and those wishing to carry out alterations to existing environments. For the purpose of this guide, these individuals, depending on their particular role in the construction and management process, will be referred to as the 'Project Sponsor'.

5. The scope of the guide.

5.1. This guide has been prepared to identify ways in which the process of optimising accessibility and inclusion can be demonstrated. This is equally relevant from inception through to the completion of a project, and throughout the on-going management.

5.2. This guide does not provide detailed and prescriptive technical guidance, nor does it attempt to be the true determinant of what is 'reasonable'. It has been prepared to assist those responsible for the procurement, design and management of environments to:

- Consider the needs of all potential users;
- Identify the type and appropriateness of good practice guidance used;
- Record those design and practice issues which, whilst not following precisely good practice guidance, nonetheless, meets the overall objectives of 'reasonableness'.

5.3. Equally, this guide is not an exhaustive list of issues that must be included in an Access Statement. As issues will differ depending on the size and complexity of the project, Access Statements will, in the main, be project specific. However, some elements related to a company's policy on accessibility may be generic across all the work it does.

5.4. Whilst this guide considers the legislative and regulatory framework appropriate for England and Wales, the general principles identified and promoted are equally as applicable to countries with different legislative frameworks. It is hoped that similar guidance will be developed for Scotland and Northern Ireland in the near future.

6. Underpinning Legislation.

6.1. Planning Legislation and Policies.

6.1.1. Issues relating to accessibility have been a consideration at the planning stage for some considerable time and access is currently included in planning legislation and in national planning policies. Many local plans require access issues and solutions to be identified when planning approval is being sought.

6.1.2. As previously stated, there is also a government commitment to creating sustainable communities. The Office of Deputy Prime Minister's publication 'Planning and Access for Disabled People – A Good Practice Guide' (see Appendix A), recommends that all applicants for planning permission should be encouraged to submit an 'Access Statement' with their applications. It is suggested that this could be seen as a measure that would confirm an appropriate level of commitment to inclusive design has been made at the earliest stages of a project. By considering access at this stage the Project Sponsor would demonstrate their intention to ensure that the risk of late alterations or the need for costly, separate, access provision is avoided.

6.2. Building Regulations

6.2.1. The new Part M of the Building Regulations (2004) came into effect in England and Wales in May 2004. Part M introduces the concept of Access Statements, which should be provided when plans are submitted for approval, when a building notice is given, or when details of a project are given to an Approved Inspector. Part M identifies that the Access Statement

provided for building control should be seen as complementary to, rather than totally separate from, any Statement provided at the planning application stage.

6.2.2. An Access Statement can also be of use when:

- The project includes an application relating to a change of use;
- A design which does not replicate the guidance contained in the Approved Document to Part M, is being offered as being of equal, or better, in terms of addressing accessibility;
- Constraints within a site or an existing building require a proposed design to demonstrate that it is the best, or most appropriate, solution available.

6.2.3. The provision of an Access Statement will assist the local authority Building Control Surveyor or Approved Inspector to assess what provision has been made to maximise accessibility and usability.

6.3. The Disability Discrimination Act (DDA) (1995).

6.3.1. The DDA makes it unlawful to treat disabled people less favourably in employment opportunities, education, transport, and in the provision of services, goods and facilities without lawful justification.

6.3.2. It also requires service providers to make a range of reasonable adjustments in the way that they provide services to disabled customers. In particular, from October 1st 2004, service providers must have taken reasonable steps to overcome any physical barriers which continue to make their services impossible or unreasonably difficult for disabled people to use.

6.3.3. Project Sponsors should be aware of the obligations imposed on them to ensure that any projects they are responsible for in commissioning, designing or managing, avoid the creation of additional barriers and eliminate any existing ones.

6.3.4. The preparation of an Access Statement as part of the approval processes described above, can also demonstrate how Project Sponsors have considered accessibility in terms of the broader obligations of 'reasonable provision' placed on them by the DDA.

6.3.5. It is recommended that Project Sponsors consult the DDA Codes of Practice for further guidance on these issues (see Appendix A).

6.3.6. It should be noted that compliance with the DDA may not meet the requirement of the Building Regulations and additional measures may need to be undertaken.

6.4. Local Licensing Policies.

6.4.1. Many local authorities will consider access arrangements as part of their licensing conditions or procedures. It is therefore prudent to ensure that

access issues are planned and developed appropriately at the beginning of a scheme rather than by carrying out retrospective work to comply with local licensing conditions.

6.4.2. An Access Statement can assist greatly in this process.

7. Benefits of an Access Statement.

7.1. Accessibility.

7.1.1. In the publication 'Inclusive Projects', Jon Rouse, CEO at the Commission for Architecture in the Built Environment, states that:

7.1.2. "The Commission for Architecture in the Built Environment (CABE) believes that good design is fundamental to higher quality of buildings and open spaces and represents good value for money. Function is one of the cornerstones of good design and accessibility is vital for a project to function well. Creating places and facilities that are accessible to everyone should not be seen merely as an afterthought, or as compromising other aspects of the overall design"

(DPTAC, 2003)

7.1.3. The Access Statement offers an additional opportunity to improve quality of buildings and spaces. By considering at the very earliest stages, and throughout the project the proposed use of the building, who will use it and how it will be managed in terms of the needs of its users, the Statement will assist in achieving the highest quality outcome for everyone.

7.1.4. Increased consideration of the needs of the customers, clients and employees, who will eventually be using the completed environment, can bring particular advantages for businesses. It will assist in providing a higher quality of customer experience and expand the potential customer or employee base. For example, a restaurant that does not take into account the needs of disabled customers will lose not just the income from one potential customer, but also the income from the family, friends or colleagues who would have accompanied them.

7.2. Efficiency.

7.2.1. The preparation of an Access Statement will assist in highlighting at an early stage, those issues on access to and use of an environment. For the developer and the designer this will reduce the risk of potentially costly alterations to introduce accessibility or to address unforeseen problems in the building or space.

7.2.2. The information contained within the Access Statement is also of particular interest to local authorities when they consider applications for approvals under planning and building regulations. An Access Statement should assist considerably in ensuring the time spent on considering such applications is kept to a minimum.

7.3. Social Inclusion and Diversity.

- 7.3.1. It is clearly more appropriate in modern society to ensure that those groups of people who have been traditionally excluded from many activities and opportunities, are now included. This approach will offer everyone an opportunity to participate in education, employment and the use of goods, facilities and services. A well designed and managed environment will allow people to maximise their abilities when doing so. For many, in both the public and private sectors, there will be major social and economic benefits from adopting an inclusive approach.
- 7.3.2. The Access Statement process will assist in including the needs of a greater range of people at those stages where consultation is crucial. It will also ensure that the actual needs of disabled and non-disabled users are accommodated in the design and management of the environment, rather than those needs perceived to be relevant.

8. Developing an Access Statement.

8.1. The Purpose.

- 8.1.1. An Access Statement provides an opportunity for Project Sponsors to demonstrate how well they are meeting the various legal obligations placed upon them. It also and provides an audit trail of the decision making process (see Appendix B).

8.2. The Process.

- 8.2.1. The Project Sponsor should develop a strategy document to demonstrate how access issues will be considered from the initial inception stage through to completion, and into the occupancy phases of the project. This strategy document should establish the main aims and objectives of the Project Sponsor and the methods and guidance, which will be used to ensure that full access and inclusion are achieved.
- 8.2.2. It is important that the Project Sponsor takes 'ownership' of this process, as ultimately, it may well be them with whom the responsibility will lie in meeting relevant legal obligations. For this reason, the Project Sponsor may well find it beneficial to employ professional help on complex projects or in solving complicated individual issues. If professional help is sought, the person should be able to demonstrate a sound understanding of accessibility and inclusion issues. This is something that will be essential in defending design decisions in the approvals process, or in litigation. Details of the extent and type of the professional help sought, including the results of any access audits or appraisals undertaken, should be identified in the Access Statement.
- 8.2.3. The Access Statement should also set out the guidance and reliable standards that will be applied. In situations where current guidance or standards are felt to be impracticable or unreasonable, the Statement should

explain why and, importantly, identify what measures have been taken to lessen the impact of any obstacles. The Statement should also identify what the Project Sponsor considers to be the legislation relevant to the project.

- 8.2.4. In the event of any legal challenge, the Access Statement may be called upon as evidence. The strength of any justification for design decisions taken may be tested in the Courts. Therefore, it should be viewed as a potential defence document as well as a record of events.

8.3. What the Statement Should Contain.

- 8.3.1. As stated earlier, the exact form of an Access Statement will depend upon the size, nature and complexity of the proposed building or the space. In that respect, they are very much project specific. However, each Statement should, in so far as it is relevant, contain the following information:
- 8.3.2. A brief explanation of the Project Sponsor's policy and approach to access, with particular reference to the inclusion of disabled people;
- 8.3.3. A description of how the sources of advice on accessibility and technical issues will be, or have been, followed;
- 8.3.4. Details of any consultations undertaken or planned, including the number of users, particular user need groups (for example, visually impaired, deaf or hard of hearing, ethnic groupings, learning disability and mental health) and the degree to which the process has been influenced by it;
- 8.3.5. Details of any professional advice that has been followed, or will be sought, including recommendations from access audits or appraisals;
- 8.3.6. An explanation of any specific issues affecting accessibility to, or within, the particular environment, and/or the service provision, employment or educational opportunities. Details of access solutions adopted to overcome any issues, including those which deviate from recognised sources of good practice;
- 8.3.7. Details of the management and maintenance management policies adopted, or to be adopted, to maintain features enhancing accessibility (for example, lighting, colour and luminance contrast, door closing forces etc), specialist equipment (for example, induction loops, audible and visual fire alarm systems etc), and staff training;
- 8.3.8. A plan of the environment illustrating features such as routes in, out and around the outside of the building, vertical and horizontal circulation routes, positions of accessible car parking bays, the location of public transport, and any other features relevant to the proposal.
- 8.3.9. Where good practice cannot, or may not, be met, the Access Statement should say why, what are the implications for the users, and what other methods are being taken to lessen the impact?

8.4. Ensuring Continuity.

8.4.1. If the Access Statement is to be a 'living' document, it will be necessary to consider what information is needed at the various stages of a project. The following suggests a series of stages or levels at which an Access Statement can be initiated and added to as a development proceeds. Clearly, not all stages will be relevant to all projects and stages may merge, for example on smaller projects where planning and building control approval may be sought at the same time. At some stages there may also be more than one Project Sponsor. However, the following describes a possible theme which could be adopted (see Appendix B).

8.5. Stage One – The Strategic Access Statement.

8.5.1. The preparation of an Access Statement should commence at the project brief stage. This 'strategic' statement could include an expression of the level to which accessibility is considered in the management procedures of the initiator of the project. It should also include a strategic overview of the legislation that the Project Sponsor considers to be important for the particular project and the scope and level of the guidance that will be adopted. Comments should be made on how accessibility issues will be addressed at both the operational and the ongoing management phases of the development and how the Project Sponsor will ensure that the evolving duties of the DDA are to be met. This may include comments, for example, on staff development and training.

8.6. Stage Two – The Access Statement at Planning.

8.6.1. This next stage should build on and include the initial Statement. It would develop issues raised in the Strategic Statement and may include, for example:

8.6.2. An overview of the size, scale and potential uses included in the development;

- Details of the site plan i.e. location and footprint within the site. (The location and orientation of buildings within sites can influence access and the overall distance people need to travel to reach services located within them. Careful design can minimise access problems associated with, for example, gradients, the distance needed to walk or move, and the number of potential conflicts with cars, cyclists or those using other modes of travel.)
- What access issues have been considered in formulating the planning application;
- Further, more in-depth, information of the planning guidance and legislation that has been considered for the project;
- Details of the consultations which have taken place, including, for example, those with user/potential user groups and other disability groups;
- Information on any professional advice which has been gathered;
- The suitability of public and other transport links with the development;
- A statement of the accessibility of those public and other transport links;

- An overview assessment of the technical guidance which it is proposed will be used to develop the design at detail stage;
- An overview assessment of how means of escape, if appropriate, will be addressed;
- Other issues which may be particular to the site, such as accessible car parking (number and distance from the main entrance), travel distances and route accessibility to the building from bus stops, stations etc.
- An information and communication strategy for both the development and those who will potentially be using it.

8.7. Stage Three – The Access Statement at Design.

- 8.7.1. Building on the previous two Statements, this will identify the more detailed nature of the design in terms of:
- 8.7.2. The philosophy of the design team in terms of accessibility; Which guidance and legislative standards have been adopted as the basis for design decisions. These may include, for example, The Approved Document to Part M, BS 8300:2001, the Sign Design Guide, Inclusive Mobility, The Code for Lighting 2001, DRC Codes of Practice, relevant sections of other Buildings Regulations, such as Part B (Fire Safety) and Part K (Protection from falling, collision and impact).
- 8.7.3. Note:
Details of these publications are given in Appendix A. However, the list is not exhaustive. What is important to demonstrate at this Stage is the scope and quality of the guidance chosen. In some cases, such as with the Approved Document to Part M, BS 8300:2001, this quality and scope will be obvious. For some other guidance sources adopted, a brief résumé of the guidance should also be given.
- 8.7.4. Details of those design issues which deviate from the details published in established guidance sources of good or best practice (for example, those described above). It is important to identify the reasons why and, importantly, the design team's justification that the proposed deviation provides an accessibility standard which is the same as, or is an improvement on, the established guidance;
- 8.7.5. In alterations to existing buildings, those areas in which constraints in the use of, the nature of the user, or the fabric of the structure restrict the ability to meet minimum levels of accessibility. Details should be given of what solutions have been, or will be, put in place to lessen the impact for disabled people. These may include managerial and procedural solutions as well as physical ones;
- 8.7.6. Stage one Access Statements from suppliers of services and equipment demonstrating their strategic aims and objectives for the accessibility of their products or installations for the project (for example, the provision of audible and visual fire alarm systems);

8.7.7. How an ongoing document of accessibility issues will be developed for use by managers and decision makers in the post construction phases.

8.8. Stage Four – The Occupancy Access Statement.

8.8.1. This Access Statement will draw on all of the previous Statements and will demonstrate the commitment to the ongoing suitability of measures which have been introduced in the original design to enhance accessibility. Issues covered might include:

8.8.2. Policies to ensure the appropriate maintenance of internal and external environments such as pedestrian routes;

8.8.3. An acknowledgement of those areas that were introduced into the original design to improve, or create, accessibility and for which on-going management and maintenance will be required. These might include, for example, the need to ensure ongoing colour and luminance contrast in future changes in colour scheming, the need to maintain lighting levels, ongoing appraisal of information to potential users, staff training etc;

8.8.4. Details of a suitable management approach to the ongoing maintenance of essential facilities such as lifts, stair lifts, induction loops etc., and evidence of the management practices and policies that have been put in place to ensure appropriate prioritisation of repairs and maintenance.

9. Consultation.

9.1. Generally.

9.1.1. Consultation should be seen as a crucial element in the preparation of an Access Statement and undertaken as early as possible in the development process. Consultation will help in:

- Establishing a clearer picture of the needs of potential users, what they may expect from the development, what they may require, or what they would like to gain from the use of the building or the space;
- Ensuring that important factors about how potential users may access the building, its facilities, services or employment opportunities are not overlooked;
- Enabling the Project Sponsors and their consultants to develop relationships with potential users, the local authorities and the wider community;
- Avoiding costly alterations at late stages in the project to improve accessibility, often involving costly rework or lost time.

9.2. Extent of Consultation

9.2.1. It is difficult to quantify the extent of consultation needed, that being very much project specific and dependent on several factors, including the size of the project, its complexity, and the nature of the intended use.

9.2.2. In smaller projects (such as, for example, alterations to a small retail unit) it may be a question of acquiring some informal feedback from the existing customer base, or from discussions with the local Access Officer or Building Control Surveyor. In larger or more complex projects, or those which may have a greater impact upon the local community, there will be a need for a much wider and more comprehensive consultation. In these situations those consulted will almost certainly include:

9.2.3. users and potential users;

- disabled people and local groups representing disabled people (such as local Access Groups, local charities etc);
- local authority officers (planning, building control, highways etc);

9.2.4. Consultation is unlikely to be a suitable method for gathering technical advice and guidance. The purpose of consultation is to assist the developer in identifying the main issues and the practical impact of the development. This in turn, will help in identifying the appropriate guidance to follow and complement the design and management process as a whole.

9.3. Use of Guidance.

9.3.1. The Access Statement should include reference to any guidance, both statutory and non-statutory, that was used, or will be used, in the various stages of the project.

9.3.2. This will enable the Project Sponsors to ensure that their project, or the part of the project they are responsible for, meets current good practice standards and recommendations. It will also assist the Project Sponsor and their consultants in identifying any gaps in the availability of guidance, and in deciding whether further investigation is needed or if innovative or alternative solutions can be considered.

9.3.3. The Statement also offers a vehicle for identifying the rationale behind design decisions on access and inclusion issues. It will also assist local approval officers when judging the design and management proposals for the project against established best practice.

9.3.4. There is an extensive range of guidance related to accessibility and inclusion. Appendix A contains some of the more established sources, but it is by no means exhaustive. Project Sponsors and their consultants clearly need to consider carefully which guidance to use and this will vary or be dependent upon the nature, size and use of the proposed development.

9.3.5. Throughout the project itself, and during the management stages, it is inevitable that new guidance will become available. The DDA places an 'evolving duty' on service providers, employers and educators to ensure that 'reasonable provision' continues to be met. Keeping pace with new and well-researched good practice offers the best way of ensuring that legislative obligations are being met. It is also likely to be more cost effective as it may well reduce the need for alterations at a later date.

9.4. Scenarios

9.4.1. To assist in understanding how an Access Statement might be constructed, the following describes scenarios, each considered at various stages of the project. The Disability Rights Commission (DRC), would welcome submission of additional examples from anyone who has had cause to produce an access statement for a project on which they are working. The scenarios include:

9.4.2. A publicly funded development with accommodation, associated leisure, educational and other facilities for a multi cultural population.

- Change of use from a corner shop to a hot food take-away service.
- Retail fit out of an existing unit including the erection of a raised storage platform.
- Fit out of an existing ground floor/basement retail unit to form a coffee shop.
- The development of a neighbourhood community centre to include a multi-purpose space for performances, craft, sport and recreation.

9.4.3. The incorporation into an existing church, of a mezzanine level meeting area to complement existing facilities for community use.

9.4.4. As stated earlier, the amount of detail at each stage will depend upon the size, type and scale of the project. There will inevitably be overlaps between stages, although in a properly managed Access Statement trail, these would be kept to a minimum.

9.4.5. In addition, it may not be easy to write the majority of Access Statements at a particular stage in the project or in certain circumstances. In that respect they will be very much project specific. As a general rule, the earlier the process of an Access Statement is addressed, the less likely it will be of disruption or additional unforeseen costs at a later stage.

9.4.6. Some of the following scenarios are based on real developments for which access statements have been developed.

9.4.7. In terms of the format of the Statement, there is considerable flexibility in the way they can be produced. The following scenarios illustrate the use descriptive and tabular Statements, or a combination of both. The format is

really a matter of personal choice and will almost certainly vary depending on the size and complexity of the project for which the Statement is being prepared.

10. Scenario One.

10.1.1. Proposed Use of the Development:

A publicly funded development with accommodation, associated leisure, educational and other facilities for a multi cultural population.

Stage One – Strategic Level Access Statement

10.2. Underlying Philosophy:

10.2.1. [Company] is committed to a policy of equality, inclusion and accessibility in the delivery of its services to members of the public, and in the employment opportunities afforded to existing and future employees. [Company] fully recognises the diversity of cultural, religious and individual abilities of its customers and employees, and is active in ensuring that any potential sources of discrimination are addressed in both the physical attributes of the buildings it uses and in the management practices and procedures it adopts.

10.2.2. [Company] is committed to ensuring that the facilities it provides, uses and manages, affords its customers, clients and employees the opportunity to maximise their individual abilities and enjoy safe and, wherever possible, independent participation.

10.3. Influencing Legislation at [name of site]:

10.3.1. [Company] acknowledges that the proposed development at [name of site], presents issues relating to accessibility and inclusion, which will need to be addressed if the obligations imposed on them by the Disability Discrimination Act 1995 (DDA) as employers (Part II), service providers (Part III) and in the provision and delivery of educational opportunities (Part IV and the Special Educational Needs and Disability Act 2001), are to be met.

10.3.2. The nature of the activities to be undertaken at [name of site], together with the diversity of cultures and languages of the people using the facility, will place some unique obligations on [company], both as employers and service providers. These obligations will be addressed by positive actions to maximise participation. These will include the appropriate communication of information about the site, its facilities and management practices, in formats which meet the diverse needs of the population. Where appropriate, [company] will increase the potential understanding of information with site-specific measures, such as increased levels of appropriately designed symbols and pictograms.

- 10.3.3. The designers of the development will be encouraged to work to the latest legislation and good practice guidance on accessibility available at the design and construction stages. These will include, for example, BS 8300:2001 (Design of buildings and their approaches to meet the needs of disabled people), The Building Regulations Part B (Fire Safety), Part M (Access to and use of buildings) and Part K (Protection from falling, collision and impact), and BS 5588 - part 8 (Fire precautions in the design, construction and use of buildings).
- 10.3.4. How the design, the provision of features and facilities, and the selection of materials will influence any obligations imposed by other legislation affecting the on-going management of the facility (such as the Occupiers Liability Acts 1957 and 1984, the Human Rights Act: 1998 and The Equal Treatment Directive 1975 - Amended 2002), will also be taken into consideration.
- 10.3.5. Other good practice guidance to be considered will include: The Sign Design Guide – a guide to inclusive signage (JMU Access Partnership and The Sign Design Society), The Code for Lighting 2001 (Society of Light and Lighting - CIBSE), the Department for Transport (Inclusive Mobility), the ODPM (Planning and Access for Disabled People), and DRC Codes of Practice.
- 10.3.6. An accessibility manual will be developed by the design team. It will detail the use, testing and replacement of specialist equipment, suggested maintenance cycles and priorities, and the reasons why particular designs, materials, finishes, equipment and colour schemes were chosen. The manual is seen as an important resource in the on-going management of the facility.

10.4. Consultation:

- 10.4.1. [Company] are committed to a policy of obtaining information and first hand experiences from users and potential users, and those organisations representing them. Consultation will form an important part of the information gathering process at all stages of the development and the level to which it is being/will be used will be clearly identified in the development of the access statement at later stages.

10.5. Representation:

- 10.5.1. [Company] will appoint a suitably qualified Access Consultant (AC) to work with the design team. The role of the AC will be to represent [Company] in the design of the facility and in the selection of materials, finishes and equipment that will have an impact on the long term accessibility of the facility. The AC will also advise, when appropriate, on how selection decisions may affect [Company]'s 'evolving duty' and long term obligations placed on them as service providers, employers and educators under the DDA and other associated legislation. The AC will also be available, if required, to advise the design team on disability related matters.

10.6. Operational Level:

- 10.6.1. Within its existing portfolio of buildings and environments, [Company] currently carries out several structured programmes of review for compliance with legislation related to health and safety and fire precautions. [Company] is committed to developing and enforcing on-going structured reviews of any issues related physical barriers, management practices and procedures, which may affect accessibility. [Company] is also committed to ensuring that the stringent levels of inspection, reporting, feedback and action associated with those areas of health and safety and fire regulations it is responsible for, are applied and linked to an on-going accessibility strategy.

10.7. Effective On-going Management:

- 10.7.1. Regular access audits, linked to inspections for fire precautions, health and safety and risk assessment will be carried out by staff suitably qualified in accessibility and inclusion related issues. Accessibility issues, which require on-going review, will also be linked to the maintenance programme for the facility.
- 10.7.2. Feedback on matters related to accessibility will be sought on a frequent and regular basis from the population within [site name], and where appropriate, their visitors and other users of the site.

10.8. Staff Development and Training:

- 10.8.1. Staff training in disability awareness, the testing and use of specialised equipment (such as induction loops, personalised lighting and communication equipment) will be undertaken as part of [company]'s current on-going staff development programme.
- 10.8.2. [Company] is committed to undertaking a structured programme of regular reviews of new technologies, constructional developments and training to ensure that the on-going and evolving obligations imposed by the DDA are met.

11. Scenario Two

11.1. Proposed Use of the Development:

A change of use of a corner shop to a hot food take-away service, and the installation of a new shop front.

11.2. Context:

- 11.2.1. The shop is in an elevated position with a hard-standing at the front, which it shares with other adjoining retail units. The hard surface is used as an informal car parking area by customers and is accessed by driving over a damaged kerb at the end of the hard-standing farthest away from this

property. Beyond this is a public footpath. The frontage to this property currently has two steps at the main entrance and a PVCU door. The existing clear opening width of the door is 690mm, and the door threshold is 50mm. This clearly presents a tripping hazard. The applicant wishes to change the use of the shop, redesign the inside and change the shop front.

Access Statement for Planning and Building Control (Stages One, Two and Three)

11.3. Background:

- 11.3.1. [Company] is a small business, which wishes to acquire an existing corner shop and change the use of the premises to a hot food take-away service. Currently the main entrance is approached and accessed via a shared hard-standing area used as an informal car park by patrons of the small row of businesses adjoining the above property.
- 11.3.2. Vehicular access to this area is gained by driving over a raised kerb at the end of the hard standing farthest from this property. A 2m footpath, which is owned by the Council, surrounds this informal parking area.
- 11.3.3. The existing corner shop is accessed via two steps and a narrow door, which has a 50mm threshold.

11.4. Statement of Intent:

- 11.4.1. [Company] is a small business wishing to establish itself in the high street. To maximise the business opportunities and because of the nature of the business, being successful will require [Company] to offer a friendly service that is responsive to the needs of customers.
- 11.4.2. Whilst the physical limitations of the existing building may impose some constraints on what [Company] are able to do, [Company] fully intend to comply with current regulations and good practice. [Company] wish to make the new premises as accessible as possible, in line with local planning policy and the obligations imposed on [Company] as service providers under the Disability Discrimination Act 1995.
- 11.4.3. In terms of [Company]'s ongoing management obligations under the DDA, the company intend to undertake regular staff training in order to ensure a continued accessible service.

11.5. Sources of Guidance:

- 11.5.1. [Company] has taken advice from the local Building Control Surveyor and have used as our main sources of reference the Approved Document to Part M of the Building Regulations (2004), although not all of it is relevant to the proposed work. In addition [Company] has contacted the Disability

Rights Commission's help line and referred to local access design standards.

11.6. Consultation:

11.6.1. No detailed customer consultation has been possible since [Company] are a new business with no established client base. However, [Company] have liaised with the Council's Access Officer, the Local Building Control Department and have spoken with the local Access Group. The scheme proposed has taken into account the advice given. Once established, [Company] intend to obtain feedback from regular clients in the form of informal discussions and a brief questionnaire.

11.7. Specific 'Access Issues' with the proposal.

11.8. The Approach:

11.8.1. Currently the shared space outside the front of our shop is used as an unofficial car park. It is access over an existing kerb, which is causing the paving to break up. We wish to formalise the parking provision and, as only one bay can be provided, this will be for use by disabled customers only.

11.9. Car Parking:

11.9.1. We wish to create one disabled parking space in front of our shop, in line with the local design note. We would therefore, wish to install a dropped kerb at this point.

11.9.2. The hatched manoeuvring area of the parking space will also extend to the base of the entrance ramp, defining the access route to be kept clear of obstructions at all times. No additional lighting will be installed as the street lighting at the edge of the site is considered to be adequate.

11.10. Entrance:

11.10.1. The entrance ramp will extend across the front of our shop and into the shared area. It will be designed in line with the Approved Document to Part M (2004) of the Building Regulations, and local planning requirements.

11.10.2. The new shop front will be designed to create a level threshold and comply with planning requirements and the Approved Document to Part M (2004), but with a 1m door width. We would also wish to construct a canopy in keeping with the theme of the take away and to enable us to make our premises more distinctive and thus, easier to locate. All new shop front signs will be designed to achieve good colour contrast and be visible from the footpath.

11.11. Building Control Submission:

- 11.11.1. The entrance ramp has been designed in line with the Approved Document to Part M (2004). The entrance is 1m wide with a level threshold. The door furniture also meets the requirements of the Approved Document to Part M (2004).

11.12. Counter/Service Area:

- 11.12.1. The low counter is located away from the till for security reasons. The design of the counter/service desk is in accordance with the Approved Document to Part M (2004). Staff will carry out financial transactions at the low counter if required by a customer's access needs. An induction loop will be installed near the till. The lighting over the counter will be increased to assist staff and people who require a higher level of lighting to lip read.

11.13. Toilet Facilities:

- 11.13.1. There are no public toilet facilities at the premises.

11.14. Décor:

- 11.14.1. The colour scheme will be chosen to highlight walls, floors, counter doors and ironmongery. The guidance used will be from design guidance produced by ICI Paints and the Royal National Institute for the Blind.

11.15. Evacuation:

- 11.15.1. In an emergency, customers will evacuate through the entrance door. Our risk assessment suggests that alternatives are unnecessary as customers face minimal risk from fire within the area they use. Staff will undergo basic training in evacuation procedures and will be responsible for getting customers out of the building. Therefore, no additional alarm systems are to be installed.

12. Scenario Three

12.1. Proposed Use of the Development:

Retail fit out of an existing Unit including the erection of a raised storage platform.

12.2. Context:

- 12.2.1. The existing shell unit has a floor area of 2035m² and has recently been constructed together with a further six units and associated car parking to provide an 'out of town' retail park. The proposal is to fit out the unit with 1350m² being for retail, and the remainder being staff facilities and

storage. A raised storage platform is also being installed to provide additional storage at first floor level.

Access Statement for Planning and/or Building Control (Stages Two and Three)

12.3. Background:

- 12.3.1. [Company] is proposing to undertake a fit out and the erection of a new raised storage platform. The unit comprises of some 2035m² with 1350m² being retail space. The remainder will be storage and associated administration areas. Car parking is currently shared with other units on the retail park and is not managed by [Company], although it is provided for the use of their customers.
- 12.3.2. Access Issues were considered as part of the recent Planning and Building Control procedures for the development. This Statement has been prepared to identify those issues directly related to this proposal.

12.4. Car Parking:

- 12.4.1. The car parking provided includes two designated spaces adjacent to this unit. Whilst the car park and external areas, including access routes, are the responsibility of the Landlord, [Company]'s management policy will include for policing the designated parking spaces allocated to this retail unit.

12.5. Entrance:

- 12.5.1. Access from the car parking area to the storage entrance includes dropped kerbs and minimal gradients.

12.6. Entrance Doors:

- 12.6.1. The main entrance doors to the store are glazed, automatic sliding doors with appropriate signage and manifestation and recommended in BS 8300:2001. The doors fail safe in the open position if the fire alarm is activated. Inspection and testing of the fail safe mechanisms are cited in [Company]'s planned maintenance management programme.

12.7. Exit Doors:

- 12.7.1. The fire doors at various locations are fitted with large lever handles with 'push down to open' signs.

12.8. Circulation:

- 12.8.1. Circulation around the store is via clearly defined routes, 1500mm wide. Access between display gondolas is not less than 1000mm and [Company]'s management policy is to maintain these routes clear of obstructions at all time.

12.9. Access to Goods:

- 12.9.1. Goods for sale are displayed on display units/gondolas up to 1800mm above finished floor level (above finished floor level). Signage clearly identifies that staff are available to offer assistance if required.

12.10. Customer Services:

- 12.10.1. There is a customer service desk clearly identifiable, signed and close to the main entrance. The counter is generally 1200mm although a low level section is provided to one side with knee space in accordance with the recommendations of the Approved Document to Part M (2004). A portable induction loop is available for use at this counter or elsewhere in the store if required. Its availability is clearly signed. Testing of the induction loop are cited in [Company]'s planned maintenance management programme.

12.11. Till Points:

- 12.11.1. Till points have sufficient space between them to enable appropriate access for wheelchair users. [Company]'s management policy is for larger goods to be carried to the till point by a member of staff trained in lifting and handling techniques. Items will also be carried to cars if requested. This service is available to all customers on request.

12.12. Signage:

- 12.12.1. The corporate, directional and information signage adopted by [Company] in the store is designed in accordance with the recommendation of the Sign Design Guide.

12.13. Staff Areas:

- 12.13.1. Staff areas at the rear of the store are accessed via a pair of timber framed doors having a clear opening width of a single leaf of 800mm. The doors are activated by a swipe card entry system located at a height of 1200mm above finished floor level, and are fitted with pull handles located between 800mm and 1200mm above finished floor level. Vision panels extend from 500mm to 1500mm above finished floor level. The corridor through this staff area is 1500mm wide and the doors into separate offices and staff rooms etc have a clear opening width of

750mm. All doors are fitted with level handles appropriately contrasted in terms of colour and luminance.

- 12.13.2. The provision within the staff area currently meets the needs of all existing employees. Should a disabled person be employed at the store, [Company] has a stated policy for identifying individual needs and undertaking reasonable adjustments, as identified in Part II of the Disability Discrimination Act 1995.

12.14. WC Facilities:

- 12.14.1. The WC facilities are for staff only and include an accessible toilet (left hand transfer). The space and layout of the toilet meet the requirements of BS 8300:2001. The outward opening door to the toilet is located so as not to present a hazard to people using the corridor.

12.15. First Floor Storage Area:

- 12.15.1. Some members of staff (approximately one or two) will be required to access the first floor storage area at any one time. As their duties involve accessing, collecting, and carrying stored items, access for wheelchair users is inappropriate. Therefore access is provided by staircase only. The staircase to be provided has been designed to meet the requirements of the Approved Document to Part M (2004) and, in terms of colour and luminance contrast of features (handrails, nosings etc), guidance issued by ICI Paints and cited in the BS 8300:2001.

13. Means of escape

- 13.1.1. The means of escape policy for [Company] in these premises include management assistance when needed to exit via the five steps outside the fire exit from the staff corridor. A refuge space within the corridor, large enough to accommodate two wheelchairs, has been provided (see Workplace Risk Assessment Plans issued as part of the Building Regulations application.)

14. Scenario Four

14.1. Proposed Use of the Development:

Fit out of an existing ground floor/basement retail unit to form a coffee shop.

14.2. Context:

- 14.2.1. An existing retail unit is to be converted to a coffee shop. There is a 150mm step at the ground floor entrance and access into the basement area, which houses storage areas and toilets for staff, is via a single staircase. It is proposed to fit out the ground floor (120m²) and the basement area (84m²). The basement will remain mainly as storage,

although it is proposed to provide two customers toilets in addition to the staff toilet accommodation.

Access Statement – Stage Two and/or Three

14.3. Background:

- 14.3.1. [Company] has recently acquired the above premises and proposes to upgrade the accommodation and re-designate its use to a coffee shop. [Company] is a small retailer with only two existing outlets, this being the third.
- 14.3.2. [Company] propose to fit out the ground floor area as a coffee area furnished with loose tables and chairs (48 seats and 16 tables), a server and a display area. The basement area, which can be accessed only by stairs, will be refurbished and will remain as staff/storage accommodation, although it is proposed to install two new toilet facilities for customers.

14.4. Approach/Entrance:

- 14.4.1. The proposal is for the existing shop front to remain. However, following consultation with the Highway Authority, agreement has been reached to raise and re-grade the footpath outside the unit to eliminate the obstacle of the single 150mm step at the entrance.
- 14.4.2. To provide a level area outside the entrance door, the door will be recessed and the original doors reused. The doors provide a minimum clear opening width of a single leaf of 800mm and the doors will be maintained to keep the required opening pressure to a maximum of 20 Newtons.
- 14.4.3. Existing door furniture will be replaced with pull handles commencing at 800mm above finished floor level, and which contrast in colour and luminance with the door.

14.5. Circulation:

- 14.5.1. The ground floor is level throughout and will be covered with slip resistant vinyl.

14.6. Counter:

- 14.6.1. The counter/server/display unit being installed is 1200mm high. This height is governed by the Health and Safety requirements relating to the location/use of standard coffee machines. A table service/assistance will be made available to all customers who are unable to safely carry/collect goods from the counter and transport them to the tables. Loose furniture

will be moved by staff as necessary to maintain clear and safe access routes.

14.7. Staff Accommodation:

- 14.7.1. The existing staff accommodation, including staff room and toilet is located at basement level and is accessed via a single staircase only. The provision within the staff area currently meets the needs of all employees who have been appointed to work in the unit. Should a disabled person be employed at the store, [Company] has a stated policy for identifying individual needs and undertaking reasonable adjustments, as identified in Part II of the Disability Discrimination Act 1995.

14.8. Customer Toilets:

- 14.8.1. There are currently no customer toilets available in the unit. It is proposed to improve toilet facilities by providing customer toilets at basement level. The accommodation will comprise of two cubicles, one being designed and fitted out in accordance with the recommendations in BS8300:2001 for use by people with ambulant disabilities.
- 14.8.2. The provision of an accessible toilet at ground floor level has been considered. However, providing this facility would result in the loss of four tables (16 seats), reducing considerably the viability of the premises. The provision of lift access from ground to basement level was also considered. This would result in a similar loss of tables, plus the additional financial cost of the necessary structural alterations and purchase of equipment.
- 14.8.3. The existing staircase is to be upgraded by providing an additional handrail to the design recommendations of BS8300:2001, with appropriate colour and luminance contrast being provided to the handrail and nosings. Lighting will be improved to meet the recommendations of the Chartered Institute of Building Services Engineers (CIBSE) Code for Lighting.
- 14.8.4. A notice advising of the WC facilities available in the premises will be provided adjacent to the entrance and on [Company]'s web site.

15. Scenario Five

15.1. Proposed Use of the Development:

The development of a neighbourhood community centre to include a multipurpose space for performances, craft, sport and recreation.

15.2. Context:

- 15.2.1. This is a large community project funded through a number of partners. The site is currently on a derelict piece of green field within a deprived inner city area. The hope is that the centre will become a community focus and will meet the varied needs of the residents. In addition to the drop-in and day-care facilities, one of the main elements is a multi purpose indoor space that needs to serve the sporting, performance and educational needs of the potential users.

Access Statement – Stage Two and/or Three

15.3. Background:

- 15.3.1. The overall intention of the development at [name of site] is to create a community focal point that will meet the diverse needs of the area, and be valued by those who live in the area. The aim is to provide an excellent range and quality of facilities that will be valued by the community and which will be seen as a focal point in encouraging participation amongst the local community.
- 15.3.2. Designing and managing the facility in an inclusive manner such that it generates acceptance and understanding amongst the people it serves in the multi-cultural, deprived local area is essential.
- 15.3.3. Ease of use by all potential users, including disabled people, parents and toddlers, older people, and young people, is also considered to be an essential element of breaking down language and cultural barriers.
- 15.3.4. The nature of the activities to be undertaken at [name of site], together with the diversity of cultures and languages of the people using the facility, will place some unique obligations on the managers of the Centre, both as employers and service providers. These obligations will be addressed by positive actions to maximise participation. These will include, for example, the appropriate communication of information about the site, its facilities and management practices in formats which meet the diverse needs of the population. Where appropriate, the Centre will increase the potential understanding of information with site specific measures, such as increased levels of appropriately designed symbols and pictograms.

15.4. Sources of Guidance

- 15.4.1. Advice has been sought from a number of sources. The applicants have worked closely with the local Access Officer prior to formalising the application for planning permission. In addition a Consultant, who is a member of the National Register of Access Consultants, has been commissioned to work with the team and has been involved from the procurement stage. This input was commissioned to ensure that

inclusive design principles formed a major element of the project from an early stage.

15.5. Main design references used included:

- The Approved Document to Part M (2004)
- BS 8300:2001
- The Sign Design Guide (The Sign Design Society)
- Building Sight (RNIB)
- DRC Codes of Practice
- Guidance on Access Statements (DRC)
- Inclusive Projects (DPTAC)
- Planning and Access for Disabled People – A Good Practice Guide (ODPM)
- Inclusive Mobility (Department for Transport)
- The Access Directory (DPTAC)

15.6. Consultation:

- 15.6.1. The project team have carried out extensive consultation with the local community. This has included responses to a questionnaire, an open day at the local library, and a talk at the local neighbourhood forum. In addition, the designer has had pre-planning meetings with the Council's Access Officer and the local Access Group. These meetings resulted in a number of minor, but crucial, revisions to the original plans.
- 15.6.2. The Applicants see consultation as an ongoing process and would welcome the opportunity to continue these liaisons including, if possible, formally presenting its proposals to the Planning Access Forum as part of the planning process.

15.7. Specific Access Issues at this Stage:

Issue	Relevant Legislation	Stage to be considered
<p>Car Parking: 20 spaces provided on site plus potential for additional parking on street. Council policy is for 5% dedicated for blue badge users. In this development with a greater than average likelihood of use by disabled drivers and passengers, 4 of the 20 bays (25%) will be designated close to the entrance on the eastern façade. One of the designated bays will be suitable for a minibus to park.</p>	<p>Planning, Building Control and DDA</p>	<p>Planning</p>
<p>Public Transport: Bus stop. Talks with the PTE are ongoing to relocate the bus stop, currently 50m away, to outside the west end of the development. Programmed for next financial year as part of a transport improvement programme.</p> <p>Drop Off Area Situated within the site. Managing the correct use of the area has been identified for inclusion in the management practices programme for the Centre.</p>	<p>Planning, Building Control and DDA</p> <p>Planning, Building Control and DDA</p>	<p>Planning</p> <p>Planning</p>

<p>Pedestrian Approach: Pedestrian approaches (2 No) from the east and the west. The approach to entrance on the eastern façade is level. Because of the nature of the site and the inability to introduce adequate landscaping, the approach to the entrance on the western façade includes two steps (with no room for an accompanying ramp within the restricted cartilage). Steps will be constructed to meet the standards described in the approved Document to Part M (2004).</p> <p>External lighting along all access routes will be design and maintained to meet the standards laid down in BS 5489 and described in 'Inclusive Mobility' (DfT).</p>	<p>Planning and Building Control</p> <p>Planning and Highways</p>	<p>Planning</p> <p>Planning</p>
<p>Routes to Entrances:</p> <p>All routes will be signposted with signs meeting the recommendations in the Sign Design Guide. The main entrances will be highlighted using colour and luminance contrast and appropriate level of lighting.</p>	<p>Planning and Building Control</p>	<p>Planning</p>
<p>Entrances:</p> <p>The main entrances on the east and west façades will be provided with automatic opening doors activate by proximity controls. Any glass panels and doors will be appropriately identified with two-tone manifestation.</p> <p>The doors fail safe in the open position if the fire alarm is activated. Inspection and testing of the fail safe mechanisms will be cited in Centre's planned maintenance management programme.</p> <p>Entrances will be level, have flooring of slip resistant materials and be kept free from tripping hazards at all times.</p>	<p>Planning, Building Control and DDA</p>	<p>Planning</p>

<p>Reception: The reception area will be designed to maximise inclusion, both actual and perceived. The reception desk, finishes, signage and lighting will all be designed to the latest design guidance described earlier (Sources of Guidance). The need for, regular and appropriate staff training will be cited and planned for in the management policies of the Centre.</p>	<p>Building Control and DDA</p>	<p>Building Control and Management</p>
<p>Horizontal and Vertical Circulation: The design and selection of materials for finishes will follow, and in many places exceed, the latest best practice guidance in terms of widths of corridors and doors, maneuvering spaces, surface finishes to walls, floors and ceilings, colour and luminance contrast, lighting and the usability of features such as, for example, control panels and switches. The guidance, which has been, and will continue to be followed includes those identified earlier (Sources of Guidance).</p> <p>Lifts will be selected which maximise the opportunity of independent use by disabled people, and will be large enough to accommodate most self propelled and electrically powered wheelchairs. The lifts will not be designed to accommodate Class 2 and Class 3 electrically powered scooters. A stock of two self propelled wheelchairs will be kept at reception for use by people visiting the Centre using such vehicles. Information about this will be displayed close to the entrance, in promotional literature and on the Centre's web site.</p>	<p>Building Control, Occupiers Liability, Health and Safety and DDA</p>	<p>Building Control and Management</p>
<p>Signage: A way-finding strategy will be developed by the Access Consultant which will take into account the multi-cultural, multi-lingual nature of the user base. Wherever possible, written information will be supplemented with pictograms or symbols.</p>	<p>Building Control and DDA</p>	<p>Building Control and Management</p>

<p>Other Access Features:</p> <p>Hearing enhancement systems Hearing enhancement systems will be fitted at the reception area, the mezzanine café and in the main hall. Induction loops will be fitted in all areas where hearing enhancement is needed, except the main hall which will be fitted with an infra red system. This is on the recommendations of the local community board and after consultations with the local Resource Centre for Deaf People.</p> <p>Crèche The crèche will be designed to be as accessible and suitable for use by disabled children (under five years of age). Features, including equipment and books, will be to the best available accessibility standards for the age group.</p> <p>External play area The external play area will be surfaced with soft rubber, and the equipment purchased will include items which are challenging, safe and, wherever possible, inclusive.</p> <p>Learning Rooms Modular systems of tables will be used and there will be a variety of seating (seat heights and with or without arms). Circulation space between table and chairs will be in accordance with best practice guidance and, because the facilities are moveable, be constantly managed to maintain maneuvering space.</p>	<p>SENDA, DDA, LEA requirements</p> <p>SEN Framework SENDA, Sport England</p> <p>DDA, Health and Safety</p> <p>SENDA, DDA</p>	<p>Building Control initially and Licensing</p> <p>Through negotiations with LEA</p> <p>LEA</p> <p>Management</p>
<p>Means of Escape: All features and materials to comply with Part B of the Building Regulations. In addition a management plan involving the use of Personal Emergency Evacuation Plans (PEEPs) will be developed, adopted and regularly tested.</p>	<p>Building Control (Fire) and Licensing</p>	<p>Building Control</p>

<p>Staff Training: Staff training in disability awareness, the testing and use of specialised equipment (such as induction loops, personalised lighting and communication equipment) will be undertaken as part of [company]'s current on-going staff development programme.</p>	<p>DDA</p>	<p>Management</p>
<p>[Company] is committed to undertaking a structured programme of regular reviews of new technologies, constructional developments and training to ensure that the on-going and evolving obligations imposed by the DDA are met.</p>	<p>DDA</p>	<p>Management</p>

15.8. Template For Access Statement – A loose template is provided inside the rear cover of this document.

Access Statement By [Name]

Stage One – Strategic Level Access Statement

Access Statement for [Company]

[Name of site]

- **Proposed Use of the Development:**
 - **Underlying Philosophy:**
 - **Influencing Legislation at [name of site]:**
 - **[Company]** acknowledges that the proposed development at **[name of site]**, presents issues relating to accessibility and inclusion which will need to be addressed if the obligations imposed on them by the Disability Discrimination Act 1995 (DDA) as employers (Part II), service providers (Part III) and in the provision and delivery of educational opportunities (Part IV and the Special Educational Needs and Disability Act 2001), Building Regulations 2000 are to be met.
 - **Consultation:**
 - **Representation:**
 - **Operational Level:**
 - **Effective On-going Management:**
 - **Staff Development and Training:**

- **Access Statement for Planning and Building Control (Stages Two and Three)**

- **Background:**
- **Statement of Intent:**
- **Sources of Guidance:**
- **Consultation:**
- **Specific 'Access Issues' with the proposal.**
- **Building Control Submission:**
- **Development Control Submission:**
- **The Approach:**
- **Car Parking:**
- **External Signage & Lighting**
- **Entrance:**
- **Entrance Doors:**
- **Exit Doors:**
- **Circulation:**
- **Internal Lighting:**
- **Counter/Service Area:**
- **Toilet Facilities Staff:**
- **Toilet Facilities Public:**
- **Décor:**
- **Floor Coverings:**
- **Door & Lift Furniture:**
- **Evacuation:**
- **Background:**

- **Access to Goods:**
- **Customer Services:**
- **Till Points:**
- **Internal Signage:**
- **Staff Accommodation/Areas:**
- **Means of Access to 1st Floor**
- **First Floor Storage Area:**
- **Means of Escape:**
- **Sources of Guidance**
- **Conclusion**
- **Specific Access Issues at this Stage:**

Issue	Relevant Legislation	Stage to be considered

15.1. Main design references used included:

Main design references used	Yes
• The Approved Document to Part M (2004)	
• BS 8300:2001	
• The Sign Design Guide (The Sign Design Society)	
• Building Sight (RNIB)	
• DRC Codes of Practice	
• Guidance on Access Statements (DRC)	

<ul style="list-style-type: none"> • Inclusive Projects (DPTAC) 	
<ul style="list-style-type: none"> • Planning and Access for Disabled People – A Good Practice Guide (ODPM) 	
<ul style="list-style-type: none"> • Inclusive Mobility (Department for Transport) 	
<ul style="list-style-type: none"> • The Access Directory (DPTAC) 	

Appendix A – References, other useful publications, and sources of information

References

ODPM (2003), 'Planning and Access for Disabled People: A good Practice Guide', Authors: Drivers Jonas, Publisher: ODPM.

(Available on line www.planning.odpm.gov.uk/index.htm or in hard copy from ODPM Publications, PO Box 236, Wetherby, LS23 7NB

ODPM (2004), The Building Regulations (2000), Part M, Access to and use of Buildings, 2004 Edition, and the Approved Document to Part M (2004), Pub: TSO (The Stationery Office).

(Available on line www.tso.co.uk/bookshop or in hard copy from TSO, PO Box 29, Norwich, NR3 1GN, or from TSO Shops or accredited agents).

DPTAC (2003), 'Inclusive Projects', Department for Transport.

(Available free from Department for Transport, PO Box 236, Wetherby LS23).

DRC Statistics Reference

DRC Codes of Practice, the Stationery Office

- Code of Practice, Rights of Access, Goods, Facilities, Services and Premises;
- Code of Practice, Elimination of Discrimination in the Field of Employment against Disabled Persons or Persons who have a Disability;
- Code of Practice, Duties of Trade Organisations to their Disabled Members and Applicants;

Department for Education and Skills (2001), Special educational needs, Code of Practice. ISBN 1 84185 5294

(Available from email: dfes@prolog.uk.com quoting reference DfES 581/2001)

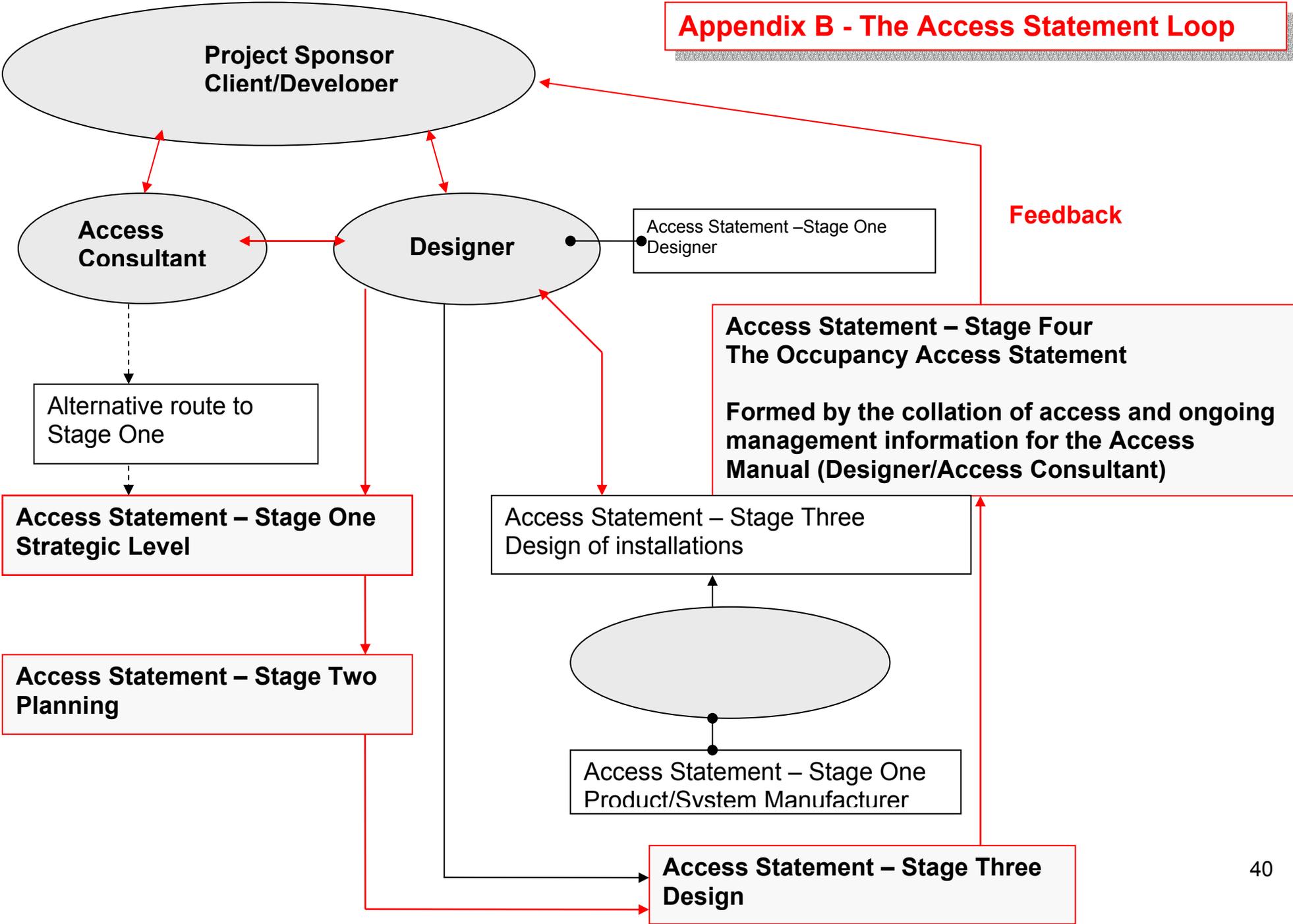
South Holland District Council

Building Control Services at Council Offices, Priory Road, Spalding, Lincs. PE11 2XE
Tel: 01775 761161 e-mail: bcadmin@sholland.gov.uk

Development Control at Council Offices, Priory Road, Spalding, Lincs. PE11 2XE Tel:
01775 761161 e-mail: info@sholland.gov.uk

Forward Planning & Conservation, at Council Offices, Priory Road, Spalding, Lincs.
PE11 2XE Tel: 01775 761161 e-mail: info@sholland.gov.uk

Appendix B - The Access Statement Loop



Other Relevant Publications

Access Audit Price Guide (2003), Pub: Building Cost Information Service Ltd., London. ISBN 1 900858 72 X.

BS5588: Part 8:1988, Fire Precautions in the design, construction and use of buildings – Code of Practice for means of escape for disabled people, BSI, 1988.

BS8300:2001, Design of Buildings and their approaches to meet the needs of disabled people, Code of Practice, BSI, 2001.

Buildings for all to use (2004), CIRIA, London, Author, Bright, K.T., et al.

Building Sight (1995), Barker, P., et al, Pub: RNIB. HMSO. ISBN 0117019933

Colour and Contrast – a design guide for the use of colour and contrast to improve the built environment for visual impaired people, (2001), JMU Access Partnership, The University of Reading and ICI Paints, Pub: ICI Paints, Slough, Berkshire. (CD Format).

Colour Contrast and Perception (2004), 2nd Edition, Bright, K.T., et al, Pub: The Research Group for Inclusive Environments, The University of Reading, UK.

Designing for Accessibility (2004), Pub: Centre for Accessible Environments, London.

Disability: Making Buildings Accessible – Special Report (Second Edition) (2004), Ed. Bright, K.T: Pub: Workplace law Network, Cambridge. ISBN 1-900648-84-9.

DRC (2004), Good Signs – Improving signs for people with a learning disability, (www.drc-gb.org).

Easy Access to Historic Properties, 1995, English Heritage (Shortly to be updated)

Employers Forum (2003), Open for Business – Taking the risk out of 2004, Bonnett, D., et al, Pub: The Employer's Forum on Disability, London.

Equal Treatment Directive, 1975 (Amended 2002), The Stationery Office.

Housing Sight (2003), Rees, L., and Lewis, C., Pub: RNIB and JMU Access Partnership

Human Rights Act, 1998, The Stationery Office.

Inclusive Mobility (2003), Oxley, P., Cranfield Centre for Logistics and Transport, Pub: Department for Transport, (www.mobility-unit.dft.gov.uk).

Sign Design Guide (2000), Barker, P., and Fraser, J., Pub: JMU Access Partnership and the Sign Design Society. ISBN 1858784123

Special Educational Needs and Disabilities Act 2001 (SENDA) (www.legislation.hmso.gov.uk).

The Access Manual, auditing and managing accessible built environments (2003), Sawyer, A., and Bright, K.T., Pub: Blackwell Publishing, Oxford. ISBN 1-4051-0765-0

The Code for Lighting (2001), Society of Light and Lighting, Pub: Chartered Institute of Building Services Engineers (CIBSE), London

The Disability Discrimination Act 1995 (DDA), The Stationery Office (www.legislation.hmso.gov.uk).

The Town and Country Planning Act 1999, (TCPA), The Stationery Office (www.legislation.hmso.gov.uk).

The DPTAC Access Directory.

The DPTAC Access Directory is a web-based facility, for use by anyone searching for access design guidance.

The database of information was developed, and is being regularly updated, by the Research Group for Inclusive Environments at The University of Reading as part of an ongoing commission funded by the Disabled Persons Transport Advisory Committee (DPTAC) – Built Environment Working Group.

The Directory is publicly available free of charge and searchable through the DPTAC website on www.dptac.gov.uk.

The Directory comprises a series of pull down menus in which users can search the database for design guidance on built, transport, urban and rural environments. As the Directory is regularly updated, it provides a valuable source of information on the latest design guidance available.

Other Sources of Information

- Web sites:

Access Association	www.accessassociation.co.uk
Building Cost Information Service Ltd.	www.bcis.co.uk
Building Control Services South Holland District Council	www.sholland.gov.uk
Building Standards Institution	www.bsi-global.com
Cadw: Welsh Historic Monuments	www.cadw.wales.gov.uk/
Chartered Institute of Building Services Engineers	www.cibse.org
Department for Transport, Mobility and Inclusion Unit	www.mobility-unit.dft.gov.uk
DRC	www.drc-gb.uk
Disability Unit at the Dept of Works and Pensions	www.disability.gov.uk
Employer's Forum on Disability	www.employers.forum.co.uk
English Heritage	www.english-heritage.org.uk
Historic Scotland	http://www.historic-scotland.gov.uk/
Is there an accessible loo? (ITAAL)	www.itaal.org.uk
National Disability Arts Forum	www.ndaf.ork.uk
National Register of Access Consultants (NRAC)	www.nrac.org.uk
Royal Association of Disability and Rehabilitation	www.radar.org.uk
Royal Institute of British Architects	www.architecture.co.uk
Royal Institution of Chartered Surveyors	www.rics.org
Royal National Institute of the Blind	www.rnib.org.uk
Royal National Institute for Deaf People	www.rnid.org.uk
Royal Town Planning Institute	www.rtpi.org.uk

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