



The Design and Access Statement (DAS) must cover both the design principles and concepts that have been applied to the proposed development and how issues relating to the access to the development have been dealt with. This checklist is designed to assist you in ensuring that all the relevant components of a Design and Access Statement have been completed.

The Design Component

A DAS must explain the design principles and concepts that have been applied to a particular proposal. These are Amount, Layout, Scale, Landscaping and Appearance of the development. The DAS may include, as appropriate, plans and elevations; photographs of the site and its surroundings; and any other relevant illustrations.

Design and access statements for outline and detailed planning applications should therefore demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy, and the supply of types of energy including from low-carbon and renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal.

Amount

Note : For outline planning applications the amount of development cannot be reserved for future consideration.

	Completed ?
The amount of development is how much development is proposed. For residential development, this means the number of proposed units For other development, this means the proposed floor space for each proposed use	
If there is more than one use proposed the DAS will need to explain how and where this is distributed across the site and how it relates to the site surroundings.	

Layout

The layout is the way in which buildings, routes and open spaces (both private and public) are provided, placed and orientated in relation to each other and buildings and spaces surrounding the development.

	Completed ?
Outline applications where layout is reserved - information should be provided on the approximate location of buildings, routes and open spaces proposed. The design and access statement accompanying an outline application should explain the principles behind the choice of development zones and blocks or building plots proposed and how these principles, including the need for appropriate access will inform the detailed layout. The use of illustrative diagrams is encouraged to assist in explaining this.	
For detailed applications, and outline applications where layout is not reserved, the design and access statement should explain the proposed layout in terms of the relationship between buildings and public and private spaces within and around the site, and how these relationships will help to create safe, vibrant and successful places. An indication should also be given of factors important to accessibility of the site for users, such as travel distances and gradients, and the orientation of blocks and units in relation to any site topography to afford optimum accessibility. The layout of buildings can also have a profound impact on the energy consumption and thermal comfort during winter and summer, and thus the building's carbon emission performance.	
Design and access statements should demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places- the Planning System and Crime Prevention	

Scale

Scale is the height, width and length of a building or buildings in relation to its surroundings.

	Completed ?
Outline applications where scale is reserved - the application should still indicate parameters for the upper and lower limits of the height, width and length of each building, to establish a 3-dimensional building envelope within which the detailed design of buildings will be constructed. In such cases the design component of the statement should explain the principles behind these parameters and how these will inform the final scale of the buildings.	

For detailed applications, and outline applications that do not reserve scale, the design and access statement should explain the scale of buildings proposed, including why particular heights have been settled upon, and how these relate to the site's surroundings and the relevant skyline. The statement should also explain the size of building parts, particularly entrances and facades with regard to how they will relate to the human scale.	
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Landscaping

Landscaping is the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures.

	Completed ?
Statements should also explain the function of the landscaping, for instance for sustainable drainage purposes, providing shading or other climate change adaptation purposes, and explain how it will be maintained	
Outline applications where landscaping is reserved – the application does not need to provide any specific landscaping information. However, the design and access statement should still explain the principles that will inform any future landscaping scheme for the site	
For detailed applications, and outline applications that do not reserve landscaping, the design and access statement should explain the proposed landscaping scheme, explaining the purpose of landscaping private and public spaces and its relationship to the surrounding area. Where possible, a schedule of planting and proposed hard landscaping materials to be used is recommended. Some development proposals (for example, alterations to an existing building) may include no landscaping element. For such proposals, this section of the design and access statement would simply need to state why landscaping is not relevant to the application.	

Appearance

Appearance is the aspect of a place or building that determines the visual impression it makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

	Completed ?
Outline applications where appearance is reserved – the application does not need to provide any specific information on the issue. In such cases the design and access statement should explain the principles behind the intended appearance and how these will inform the final design of the development.	
For detailed applications, and outline applications that do not reserve appearance, the design and access statement should explain the appearance of the place or buildings proposed including how this will relate to the appearance and character of the development's surroundings. It should explain how the decisions taken about appearance have considered accessibility. The choice of particular materials and textures will have a significant impact upon a development's accessibility.	

Appraising the context

An important part of a design and access statement is the explanation of how local context has influenced the design context should be discussed in relation to the scheme as a whole, rather than specifically in relation to the five sub-components of amount, layout, scale, landscaping and appearance.

Understanding a development's context is vital to producing good design and inclusive access and applicants should avoid working retrospectively, trying to justify a pre-determined design through subsequent site assessment and evaluation.

A design and access statement should demonstrate the steps taken to appraise the context of the proposed development. It is important that an applicant should understand the context in which their proposal will sit, and use this understanding to draw up the application.

To gain a good understanding of context and to use it appropriately applicants should follow a design process which includes:

	Completed ?
Assessment of the site's immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies.	
Involvement of both community members and professionals - The statement should indicate how the findings of any consultation have been taken into account for the proposed development and how this has affected the proposal.	
Evaluation of the information collected on the site's immediate and wider context, identifying opportunities and constraints and formulating design and access principles for the development. Evaluation may involve balancing any potentially conflicting issues that have been identified	

Design of the scheme using the assessment, involvement, and evaluation information collected.	
The DAS should explain how the context has been considered in relation to its proposed use. The use is the use or mix of uses proposed for land and buildings. Design and access statements for both outline and detailed applications should explain the proposed use or uses, their distribution across the site, the appropriateness of the accessibility to and between them, and their relationship to uses surrounding the site	

Note : For outline planning applications the use of the development cannot be reserved for future consideration.

The Access Component

It is important to note that the requirement for the access component of the statement relates only to “access to the development” and therefore does not extend to internal aspects of individual buildings.

	Completed ?
The DAS should explain how access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. It should address the need for flexibility of the development and how it may adapt to changing needs.	
The design and access statement should also explain the policy adopted in relation to access and how relevant policies in local development documents have been taken into account. The statement should provide information on any consultation undertaken in relation to issues of access and how the outcome of this consultation has informed the development proposals.	
Access for the emergency services should also be explained where relevant.	
Outline applications where access is reserved – the application should still indicate the location of points of access to the site. Statements accompanying such applications should, however, clearly explain the principles which will be used to inform the access arrangements for the final development.	
The level of detail provided in the access component of the statement should be proportionate to the nature and scale of the access that will be required to the site. For proposals which will have no public access and only limited maintenance or operational access, the access component need not be long.	

What should be included in a Design and Access Statement for Listed Building Consent

The Design and Access Statement should explain the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal. Scale, layout and appearance are broadly the same as outlined in previous paragraphs. (Information on use, amount and landscaping is not required for listed building consent unless a combined DAS is being submitted where planning permission is also being applied for at the same time).

	Completed ?
A DAS relating to listed building consent should include a brief explanation of how the design has taken account of Planning Policy Statement 5 in particular: <ul style="list-style-type: none"> • the historic and special architectural importance of the building • the particular physical features of the building that justify its designation as a listed building; • the building's setting. 	
An explanation of the approach taken to ensure that the historic and special architectural importance of the Listed Building is preserved or enhanced. Where an aspect of the design has the potential to affect this adversely, the statement should explain why it is necessary, and what measures have been taken to minimise its impact.	
How has the approach to access balanced the duties imposed by the Disability Discrimination Act (where the proposal is subject to those) and the particular historical and architectural significance of the building.	
The statement should detail any specific issues that arise particularly with regard to the fact that the building is listed, the range of options considered and, where inclusive design has not been provided, the statement should explain why. For alterations to existing buildings where the fabric of the structure restricts the ability to meet minimum levels of accessibility, details should be provided of the solutions that will be put in place to minimise the impact on disabled people and ensure that any services provided within the building are made available in other ways.	