

Design and access statement template

For applications for planning permission and/or listed building consent

This template can be used to write your design and access statement. It should be used to explain the design thinking behind your planning application and to demonstrate your commitment to design that is accessible to all. You may find it useful to include pictures or photographs, or to refer to plans you have submitted in support of your application.

You should aim to provide as much information as possible.

However, you may find that there are some sections which are not relevant to your application. Where this is the case please state that the section is 'not applicable'.

Design and access statements should accompany all planning and listed building applications except for:

- development of an existing dwelling house (including flats), or development within the curtilage of a dwelling house for any purpose incidental to the enjoyment of a dwelling house outside of a conservation area.
- change of use of land or buildings.
- engineering or mining operations.

1. What are the features of the existing site?

- *What are the important features of the property? For example how old is it, has it been altered previously?*
- *Are there any planning policies that might affect your proposal?*
- *If the site is within a **Conservation Area**, describe how your proposal fits in with the character and appearance of the area.*
- *If you are proposing alterations to a **listed building**, you will need to consider:*
 - *The historic and special importance of the building*
 - *The particular physical features of the building that justify its designation as a listed building*
 - *The building's setting*
- **20 Embassy house is a 3rd floor self-contained purpose built flat in a block of 22 units.**
- **The building was built around 1900**
- **Previous alterations include replacement of windows with uPVC by other flats**
- **It is located in a conservation area with similar, smaller mansion blocks, many with uPVC framed windows. Our proposal would certainly improve the quality of the building itself, and fit in well with surrounding buildings**
- **Many flats within the block have already changed their windows to uPVC**

2. How will people in the locality be affected by your proposal?

- *How might your neighbours be affected by your proposal?*
- *Who will use the development and do they have any specific needs which will need to be considered in the design of the development?*
- **Our flat is self-contained and no neighbours will be affected directly by my proposal except for the 1-2 days it will take for the windows to be installed. Work will be carried out during daytime hours to avoid noise disturbance, although this would be minimal anyway.**

3. Please provide details of the layout of proposed development

- *You should explain how the chosen layout fits into its surroundings, for example is the proposal located to the front or rear of the property?*
- *If your proposal will not change the existing layout, for example if new windows are being proposed, you should state this.*
- **New windows proposed will be in the exact same layout as existing windows and will not affect the layout of the building whatsoever.**

4. Please provide details of the scale of the proposed development

- *You should explain the size of your proposal, for example, how high, wide and long is the proposal?*
- *If your proposal will not change the scale of development, for example if new windows are being proposed, you should state this.*
- **Our proposal for replacing existing windows will not change the scale of the development**

5. Please provide details of the landscaping in the proposed development

- *Are you proposing to make changes to the landscaping of the site as part of your proposal?*
- *If your proposal will not change the existing landscaping, please state this.*
- **Our proposal for replacing existing windows will not change the existing landscaping**

6. Please provide details of the appearance of the proposed development

- You should explain and justify the appearance of the proposal and how it relates to the existing buildings and/or surroundings
 - You should explain and justify the choice of materials
 - This should be answered for every development proposal
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- **We propose to replace existing windows with new uPVC framed double glazed windows.**
 - **Survey of existing flats in the building has commented on existing windows as follows:**
“The windows are of galvanised metal casement design incorporating single glazing only. This style of window is susceptible to corrosion, a factor aggravated by high levels of condensation. Corrosion is noted to numerous windows at the property”.
 - **Proposed uPVC framed windows will be less susceptible to corrosion and being double glazed would be more energy efficient, a particularly pertinent point as this area is a conservation area.**
 - **The appearance of proposed windows will be exactly the same as existing windows.**

7. Please provide details of how any access issues have been addressed

- *You should explain and justify how people will access the site and if any changes have been made to ensure the site is accessible to all groups*
- *If no changes are being made to access arrangements, please state this*
- **This proposal will make no changes to access arrangements.**

8. Please provide details of any additional information that you think may be useful