

# King's Cross Square | Planning Access Statement

Document Ref: PLN-REP-DBA-SSQ-NA

September 2011



Date	Draft number	Draft by	Check by	Sent for review
11.08.2011	01	MS	DB	Network Rail (NR)
16.08.2011		MS, NR	-	NR
18.08.2011		MS, NR	-	NR
09.09.2011		MS, AC, NR	-	NR
15.09.2011		MS, NR	-	NR
16.09.2011		MS	-	NR

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## 1.0 Introduction

### 1.1 The scheme

King's Cross Square is a large public space that forms part of the Kings Cross station's project. It is located outside the Western building between Euston Road, Midland Road and York Way in the London Borough of Camden.

King's Cross Square provides step-free access to both the Network Rail and London Underground station exit and entrance. It will be used by pedestrians only and will accommodate a number of public facilities, including seating and landscape features and retail outlets for refreshments.

Access to the Underground will also be provided from the square.

### 1.2 Purpose of the report

This Access Statement has been prepared to support the Planning Application for the proposed King's Cross Square in Camden, and is based on a review of the proposals by Stanton Williams.

The Access Statement describes and appraises the inclusive design provisions of the King's Cross Square project and should be read in conjunction with the King's Cross station Access Statement.

### 1.3 Instruction

David Bonnett Associates (DBA) was appointed as access consultant for the project by Network Rail in July 2011 and has assisted with the design of the proposals since then.

DBA provides specialist advice on achieving access for disabled people to the built environment.



King's Cross Square proposal © Stanton Williams



1.4 Drawings and reports examined

This report is based on a review of the following drawings (Stages C/D) and report prepared by the architect Stanton Williams:

Drawing number	Title	Rev.	Date
420-SSQ-CAP-002	Site Plan	-	14.09.11
PR1-CHP-7000	Highway key plan	02	14.04.11
SES-CAE-0052	South-East Stairs - East Elevation	00	08.08.11
SES-CAS-0201	South-East Stairs - South Elevation and Section GLB-GLA	00	08.08.11
011	Proposed surface contours	03	04.07.11
Report title		Rev.	Date
King's Cross Square and Treatment of LUL Structures Design Statement		01	July 2011

1.5 Meeting attended

Meeting	Date
Meeting with architects	07.07.2011

1.6 Scope of report

This Access Statement describes how the architect has developed the proposed development with consideration and understanding of the principles of inclusive design. The scheme has been designed with specific regard to disabled people as:

- Visitors to the square;
- Station passengers using the square; and
- People working in the station using the square

The general arrangements for approaches to the project are described, along with other considerations where relevant.

The Access Statement does not describe or evaluate any part of the development that is used solely for inspection, repair or maintenance of any service or fitting, in line with the scope of Part M of Schedule 1 to the Building Regulations 2000 (as amended by SI 2003/2692).

If a disabled person requires access to these areas as part of their work then their employer is expected to take all reasonable steps to ensure that there are no barriers to them carrying out their work. Any building adjustments that are required would be carried out retrospectively as and when the need is identified.

The meaning of ‘disabled’ in this Access Statement is the definition stated in the Equality Act 2010.

1.7 Method of review

The Access Statement describes the principles of access provisions in the development using a journey through the proposed square.

The report considers the requirements of all users, notably those with mobility impairments, vision impairments and deaf people. In doing so it is implicit that issues relating to older people and people with small children are also considered.

Step-free routes, lifts, stairs, WCs and other access features are highlighted on plan in 3.0 Access provision review table.

1.8 The standards

The main access standards and regulations referred to in the access statement are:

- *The Building Regulations 2000, Access to and Use of Buildings, Approved Document M*, HMSO, 2004;
- *British Standard 8300:2009 (Amended 2010) Design of Buildings and their Approaches to Meet the Needs of Disabled People - Code of Practice*, British Standards Institution, 2010; and
- *British Standard 9999:2008 Code of Practice for Fire Safety in the Design, Management and use of Buildings*, British Standards Institution, 2008.
- *Accessible Train Station, Design for Disabled People: A Code of Practice* (ATS, 2010) - DfT
- *Easy Access to Historic Landscapes*, English Heritage, 2005.

A full list of references and a description of relevant legislation, regulations, standards and guidance are detailed in Appendix 1 | Criteria for inclusive design.

## 1.9 Interpretation of the standards

While frequently used documents such as Approved Document M and BS 8300:2009 (amended 2010) – *Design of Buildings and their Approaches to Meet the Needs of Disabled People*, provide general advice, other guidance may be more specific.

Access standards are in a continuing state of development with no single authoritative document as a source of reference. Instead several separately authored documents have to be referred to, inevitably revealing anomalies and contradictions. This report also seeks to interpret those standards where there is an absence of clarity.

DBA provides guidance and advice as access consultants. The consultancy does not ‘approve’ designs and are not authorised to provide confirmation that a design complies with statutory standards.

## 1.10 Consultative Access Group

To ensure a fully inclusive environment it is essential to consult with potential user groups and the local community. King’s Cross Access Forum has been invited to comment and advise on the proposals throughout the design process with a presentation planned. The Group’s members represent a broad spectrum of disabilities. This engagement will help to ensure that objectives within this Access Statement are fully achieved.

For more information see appendix 2 | Consultative Access Group

## 2.0 Overview of proposals

### 2.1 Access aims

The designers aim to achieve the following as part of the design process:

- To maximise access to all parts of the development, its facilities and services for people who are visitors and members of staff regardless of disability and as required by local, regional and national policy;
- To ensure that appropriate standards for accessibility are met at the outset and as part of mainstream inclusive design wherever possible;
- Inclusive design means designing beyond the minimum requirements of *the Building Regulations Part M* to ensure that all people, regardless of age, sex or ability can use and enjoy the built environment;
- The scheme will be designed to address the anticipated, substantial increase of older people in proportion to the working-age population in the near future and their needs;
- To meet the aims of the *Disability Discrimination Act* 1995 (2005 as amended) and the *Equality Act* (2010), where applicable;
- To follow design guidance given in relevant British Standards and other currently published good practice guidance about meeting the needs of disabled people.

### 2.2 Summary of access provisions

The proposals for the King's Cross Square project at this stage demonstrate that inclusive design can be achieved based on the proposals reviewed.

The key access provisions for the King's Cross Square development include:

- Incorporation of the principles for inclusive design wherever possible. (refer to Appendix 1 | Criteria for inclusive design).
- The common parts of the development, including the exterior approaches, public spaces and facilities, will be designed to be as inclusive as possible.
- Accessible pick-up/drop-off points within 50 metres of the station and retail entrances will be provided wherever possible for passengers of cars, taxis or minibuses so that walking distances are minimized.
- Consultation with Kings Cross Access Group according to the guidance in Appendix 2 | Consultative access groups.

### 2.3 Key issues

The following key issues have been identified at this stage (Stages C/D) with possible options for resolution.











This access statement relates to public realm external areas, not to internal station spaces. The standards shall therefore be those that apply to external public spaces.

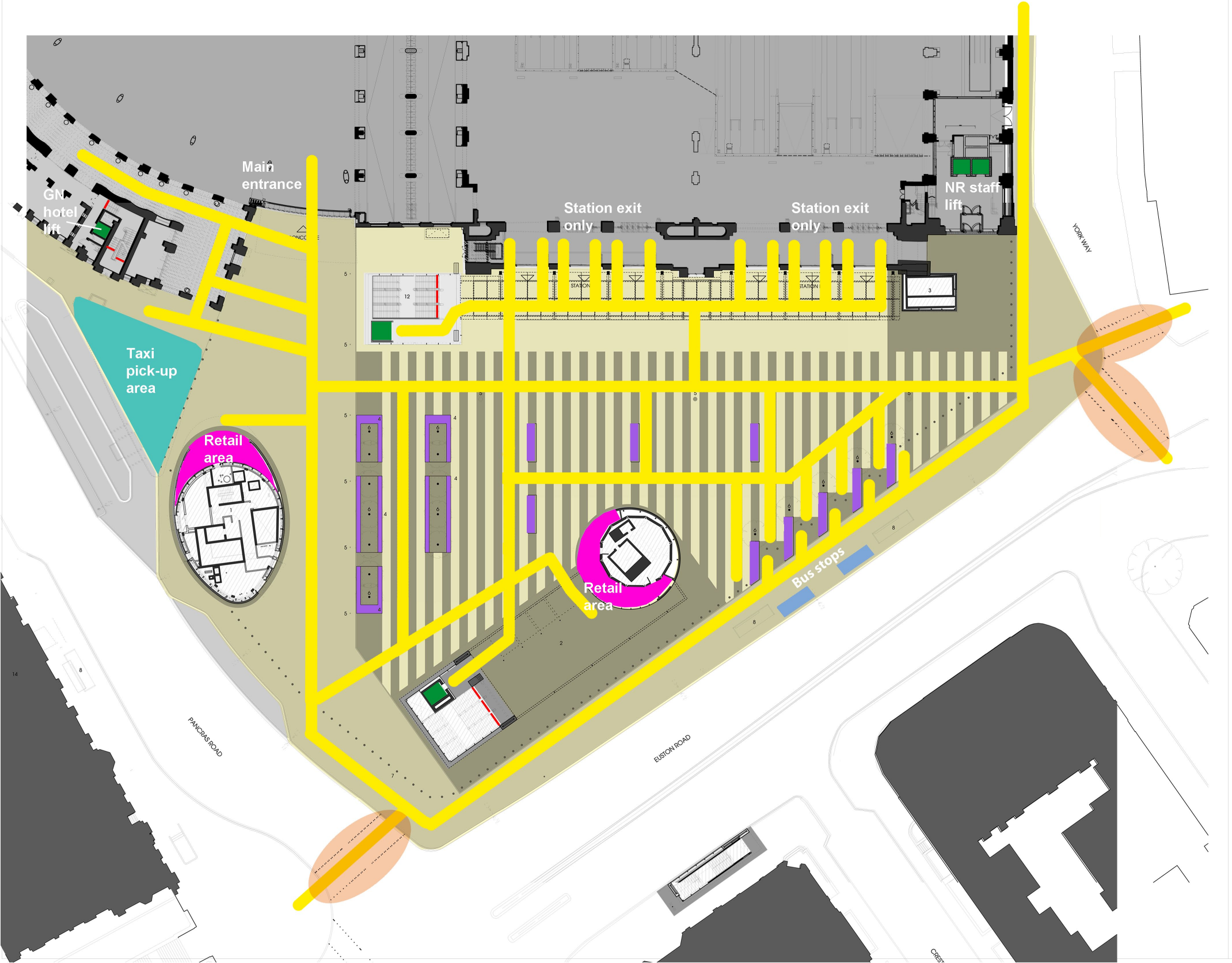
- **Extended travel distances** to and from bus stops and taxi set-down/ pick up points for people arriving and leaving the station. Due to the extended travel distance, some form of assistance (station buggies) should be considered.

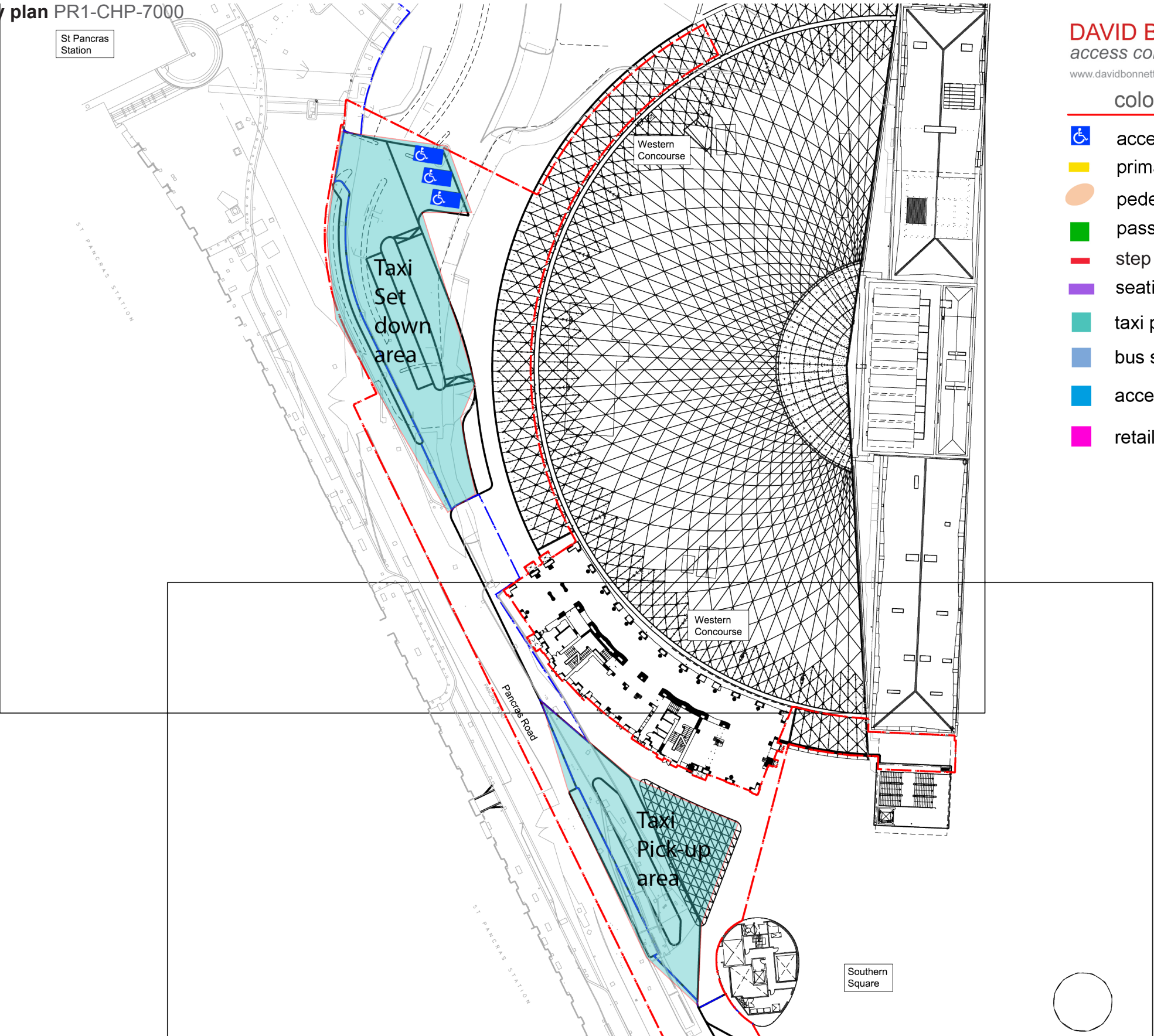
- **Procedures for dealing with ice/ snow** in the square will be in place as part of the Network Rail maintenance strategy.
- **Availability of accessible WCs** for arrivals - Accessible WCs within the station are remote from King's Cross Square.  
Client response: WC's are located within the station on the platform and in the main WCC, no further WC's will be installed.
- **Lift back-up arrangements** - In case of lift failure, plans for lift back up should be in place. Lifts should also be available 24/7 or during station opening times.  
Client response: Existing lift arrangements to be in place, lift back up plans are per LU strategy for emergencies and do not form part of this scope of works, as we are renewing the enclosure not the lift.
- **Wayfinding** - We understand that the doors to/ from the station facing the square form part of the station exit. However since entrance doors will not be visible from the square, people may mistakenly use exit doors to enter the building. The scheme will need to introduce counter active measures -  
Client response: The way finding and signage strategy for the Square will be developed and co-ordinated with the overall signage strategy for King's Cross Station, during the next stage (Grip Stage 5) of this project. It is essential that the signage located within the Square is fully integrated within the landscape design. This will require further adjustment and development of the landscaping elements and details, such as the exact size and location of granite benches.
- **Colour contrasted pattern** - The contrasted pattern forming the surface across the square may impede use for some users, especially visually impaired people - We recommend moderating the colour contrast between the areas forming the pattern



colour coded key

-  accessible car parking bays
-  primary accessible route (PAR)
-  pedestrian crossing
-  passenger lift
-  step
-  seating
-  taxi pick-up
-  bus stop
-  accessible WC
-  retail area





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- accessible car parking bays
- primary accessible route (PAR)
- pedestrian crossing
- passenger lift
- step
- seating
- taxi pick-up
- bus stop
- accessible WC
- retail area



3.0 Access provision review table

3.1 Using the table

The following table provides a framework for collecting all stages C/D access information together in order to provide a comprehensive review of the design proposals for King’s Cross Square.

Items in black are deemed to be agreed by the design team.

Items in red identify outstanding issues at this stage.

- The schedule is based on a journey covering all aspects and features of the public realm proposal as follows:
- 1. Arrival
  - 2. Entrances to the site
  - 3. Wayfinding
  - 4. Horizontal circulation
  - 5. Vertical circulation
  - 6. Public realm features
  - 7. Public facilities
  - 8. Physical features

**Definitions**

**Primary Access Routes (PARs)**  
Primary Access Routes are defined as the most direct and convenient pedestrian routes linking key parts of the development. They assist with orientation and movement between levels, enabling access to all key facilities.

**Secondary access routes**  
Secondary access routes generally have similar features to the Primary Access Routes but are less prominent and will be used by smaller numbers of people.

Category	Function	Detailed function	Location	Details of proposals	Meeting requirements / standards	Architects/ client's comments
Arrival	Public Transport	General provision	Across site		Accessible transport facilities are key elements of urban developments, which should be well served by a choice of connections. This is particularly relevant for people who cannot walk long distances and tire easily.	
	Bus	Bus stop provision	Euston Road - South of square	Bus stop with shelter	Long pedestrian travel distance to station entrance and exits. Proposed seating mitigates distances Level access from bus wherever possible with raised kerb at bus stop. Seating should also be provided at the bus stop.	
			York Way	Bus stop - no shelter	Long pedestrian travel distance to station entrance and exits. Seating will help mitigate distances Level access from bus wherever possible with raised kerb at bus stop. Seating should also be provided.	The York way bus stops do not form part of this scope of work, however there are sufficient resting points within the square proposals
	Underground	Access to Underground	South of square	One lift and a stair, that form part of the pavilion canopy, lead to King’s Cross Underground station	In case of lift failure, lift back up should be provided.	Existing lift arrangements to be in place, lift back up plans are per LU strategy for emergencies and do not form part of this scope of works, as we are renewing the enclosure not the lift.
			North of square	One lift and a stair, adjacent to King’s Cross station exit, lead to King’s Cross Underground station	In case of lift failure, lift back up should be provided	Existing lift arrangements to be in place, lift back up plans are per LU strategy for emergencies and do not form part of this scope of works, as we are renewing the enclosure not the lift.

Category	Function	Detailed function	Location	Details of proposals	Meeting requirements / standards	Architects/ client's comments
	<b>Community transport and pick-up</b>	General provision	Across site	Taxi Pick up point provided off southern end of St Pancras road and Set down area provided at Northern end of St Pancras Rd.	Some users of the development will rely on community transport, taxis or minicabs. These vehicles will need to have access to some parts of the development where pedestrians will have priority. The route for vehicles in these situations will need to be clearly demarcated and separated from a pedestrian 'safe-zone'.  Suitably designed set-down/ pick up points for taxis and community transport vehicles will be provided within 50 metres of entrances wherever possible.	Taxi Set down is adjacent to main station entrance, Taxi pick up can be accessed through Main concourse and by exiting the station at the southern end, where there are benches for resting points
		Provision	Euston Road - South of square	Taxi Set down adjacent to main station entrance, Taxi pick up can be accessed through Main concourse and by exiting the station at the southern end, where there are benches for resting points	Level access from taxi wherever possible with raised kerb at set-down/ pick-up point. Dimension and design to comply with standards.	Design complies with Standards
	<b>Car parking On-street</b>	Provision	-	No accessible on-street parking bays proposed as part of King's Cross Square proposals. However 3 Blue badge bays are proposed as part of the King's Cross station project, to the North of the Western Concourse, on St Pancras Road.		Not a Camden S106 planning requirement
	<b>Pedestrian routes to square</b>	Provision	Across site	Pedestrian routes to King's Cross Square are all designed to be inclusive and form a continuous step-free link between means of arrival to the square and Kings Cross station.		
<b>Information and wayfinding</b>	<b>Information Strategic legibility Sensory wayfinding</b>	Provision	Across site	The way finding and signage strategy for the Square will be developed and co-ordinated with the overall signage strategy for King's Cross Station, during the next stage (Grip Stage 5) of this project. It is essential that the signage located within the Square is fully integrated within the landscape design. This will require further adjustment and development of the landscaping elements and details, such as the exact size and location of granite benches	An accessible signage strategy should be developed - possibly part of the Kings Cross station project signage strategy	The way finding and signage strategy for the Square will be developed and co-ordinated with the overall signage strategy for King's Cross Station, during the next stage (Grip Stage 5) of this project. It is essential that the signage located within the Square is fully integrated within the landscape design. This will require further adjustment and development of the landscaping elements and details, such as the exact size and location of granite benches

Category	Function	Detailed function	Location	Details of proposals	Meeting requirements / standards	Architects/ client's comments
		Provision	Across site	Public facilities and public realm features on or near Primary Accessible Routes (PARs). Signage strategy is being develop to help with wayfinding, including the potential confusion between entry and exit.	Clear visual links should be provided between the entrances to the site and key buildings, such as Kings Cross station entrances and exits. Doors to/ from the station facing the square form part of the station exit. Since the precise purpose of these doors will not be visible from the square, people may mistakenly attempt to use exit doors to enter the building.	Signage strategy being developed to deal with this issue
<b>Horizontal Circulation</b>	<b>Primary Accessible Route (PARs)</b>	Provision	Across site	The square is a safe pedestrian zone, without traffic and with step-free and level circulation routes. PARs are located throughout the square, including on pavements. They are all level. PARs are minimum 1800mm wide and link all key parts of the development, including the Kings Cross station. Seating on PARs at a maximum distance of 50m.	PARs should be clearly identified and well lit as part of the lighting strategy.  Long travel distance between points of arrival to the station entrance/ exit. If inclement weather, management procedures should be in place to deal with ice and snow.  The contrasted pattern forming the surface across the square may be an impediment for some users, especially visually impaired people - We recommend moderating the colour contrast between the lines forming the pattern.  Quiet areas with minimal traffic noise should be provided on or adjacent to PARs to facilitate conversation and communication - particular benefits for people with impaired hearing. The 'pavilion' buildings may serve this function.  Predictable clear spaces can facilitate wayfinding for people who are blind or partially sighted. Seating, bollards etc. should therefore be carefully located.  There should be suitable non-slip, even, level walking surfaces. Cobbled surfaces are generally too uneven to provide good access.	Benches located at various locations. Procedures will be in place as part of the Network Rail maintenance strategy.  Contrast under review, however please note there are similar schemes in operation, eg: Exhibition road in Kensington  The bollard line location as been selected to minimise damage to the station from a vehicle bomb blast as well as being constrained by below ground utilities



Category	Function	Detailed function	Location	Details of proposals	Meeting requirements / standards	Architects/ client's comments
	<b>Crossings</b>	Provision	Across site	<p>3 controlled pedestrian crossings do not form part of this scope of works, but will be installed by Camden prior to the KX Square works commencing in Sept 2012. However for information these crossings comprise of:</p> <ul style="list-style-type: none"> <li>• 2 on the Eastern part of the site to cross Euston Road and York way and</li> <li>• 1 to cross Midland Road on the Western part of the site.</li> </ul> <p>Dropped kerbs will be provided. It is understood road widths will be narrowed by extending pavement widths and thereby reducing crossing distances.</p>	<p>Where there is a kerb, level access should be provided by either a dropped kerb or a raised crossing.</p> <p>Suitable tactile paving should be provided.</p>	<p>Camden to provide drop Kerb</p> <p>Camden will provide suitable tactile paving at these locations</p>
	<b>Vehicular movement</b>	Cycle lanes provision	Across site	Cycle route are provided on the adjacent road. Therefore only pedestrian will be able to use the square.		
<b>Vertical circulation</b>	<b>Lifting devices</b>	Provision	Across site	<p>2 existing lifts are provided to link the square to the Underground:</p> <ul style="list-style-type: none"> <li>• 1 forms part of a pavilion, on the Southern part of the square</li> <li>• 1 is adjacent to King's Cross station entrance/ exit, on the Northern part of the site</li> </ul> <p>Lift back up plans are per LU strategy for emergencies and do not form part of this scope of works. The current scheme does not comprise the internal design of the lift.</p>	<p>In case of lift failure, lift back up should be provided. Lifts should be available during station opening hours.</p>	<p>Existing lift arrangements to be in place, lift back up plans are per LU strategy for emergencies and do not form part of this scope of works, as we are renewing the enclosure not the lift. Existing TTH lift shaft area is 2m*1.4m Existing SE Lift shaft area is 2m * 1.4m</p>
	<b>Slopes</b> (less steep than 5%)			The square slopes down towards the east, with an overall change of level of 1000mm and a gradient less steep than 1:60.		The site is not level. Falls required for drainage of catchment area
	<b>Ramps</b> (5% and steeper)	Provision	Across site	No ramp is proposed as part of the scheme.		
	<b>Stairs</b>	Provision	Across site	<p>2 existing stairs provide links from the square to the Underground:</p> <ul style="list-style-type: none"> <li>• TTH Southern Stair (5.5m wide) is located under the canopy, near Euston Rd</li> <li>• South-East Stair (5.5m wide) is adjacent to King's Cross station entrance/ exit</li> </ul> <p>Stairs are existing and will not be changed as part of the scheme.</p>		<p>Width of staircases: TTH Stairs = 5.5m SE Stairs = 5.5m</p> <p>These are all existing and will not be changed.</p>

Category	Function	Detailed function	Location	Details of proposals	Meeting requirements / standards	Architects/ client's comments
<b>Public facilities</b>		Provision	Across site	Some retail public facilities are provided on site on the perimeter of the Blue Egg and the Rotunda ventilation shafts.		
	<b>Sanitary facilities</b>	Provision	Across site	No accessible WC located on the square..	Accessible WCs within the station are remote from the square. We recommend adding at least one accessible WC in the station close to the doors leading to Southern Square.	WC's are located within the station on the platform and in the main WCC, no further WC's will be installed.
	<b>Weather protection</b>	Provision	Across site	Protection from (Rain /Sun) on the square comprises: <ul style="list-style-type: none"> <li>• A 12m wide Pavilion connecting the Rotunda Vent shaft and the TTH southern stairs</li> <li>• A 6m wide canopy at the southern facade of the station, allowing passengers to exit the station and have a covered walkway to the LU South East Stairs</li> <li>• Bus stops will have there own standard canopy</li> <li>• Taxi Pick up will have its own canopy for queuing passengers</li> </ul>		
	<b>Street furniture</b>	Provision	Across site		Street furniture will be kept to a minimum and located to minimise the obstruction of pedestrian routes (PARs)	
	<b>Trees and planting</b>	Provision	Across site	7 trees are located at the Western edge of the square.	Tree grilles, where provided, should have slots maximum 13mm wide and be perpendicular to direction of travel	
	<b>Drainage</b>	Provision	Across site	ACO type slot drains will be provided within the perimeter of the site	Drainage should be offset from access route where possible. Slots in proposed gratings will be not more than 13mm.	
	<b>Fences guardrail Bollards</b>	Provision	Across site	Bollards are located around the square to mitigate against vehicle borne terrorist attacks	The positioning of bollards should not obstruct pedestrian routes. They should be sufficiently high so that they are not a trip hazard - the proposed 1m height is acceptable. They should contrast visually with their background.	Bollards are 1m high They will be a brushed stainless steel finish with a black band at the top
	<b>Seatings</b>	Provision	Across site	Seating is provided across the square: <ul style="list-style-type: none"> <li>• 5 benches perpendicular to Euston Road to the East of the site</li> <li>• Additional benches are located across the square perpendicular to the station doors.</li> </ul>	There should be a choice of seats with arm and back rests.  The seating should contrast with the wider surrounding to be identified easily.	Designer to incorporate a zone with this facility  Due to the stripes of light and dark grey granite and the location of the benches, there will be a good level of contrast achieved.

Category	Function	Detailed function	Location	Details of proposals	Meeting requirements / standards	Architects/ client's comments
Management and maintenance	Security and passive surveillance		Across site	Night illumination will be designed to effectively light pedestrian pathways, without pools of darkness. External PARs will have an illuminance of minimum 20 lux in order to provide constant passive surveillance for safety against crime. An illuminance level of 150 lux will be achieved where there are steps and lifts, and 100 lux at all entrances and exits.		

## Appendix 1 | Criteria for inclusive design

### A1.1 Legislation

#### Equality Act 2010

The majority of the Equality Act 2010 (the Act) came into force on October 1, 2010. The Act replaces various, separate anti-discrimination laws, including most of the Disability Discrimination Act 2005 (DDA) and subsequent amendments, with further sections replaced over a period of time.

Disability is one of nine 'protected characteristics' defined by Part 2 of the Act. Definitions of discrimination are also described.

Service providers and employers will have ongoing duties, similar to those in the DDA, under the Equality Act. These duties might include removing physical barriers to disabled people, provision of aids and equipment and ensuring management policies and practices do not discriminate against disabled people.

The Act does not contain any specific requirements for the built environment and therefore has no relevance to 'compliance' in respect of physical building standards.

#### Planning and Compulsory Purchase Act 2004

In April 2010, the government introduced changes to the planning applications process. The circular Guidance on Changes to the Development Control System, effective from 10th April 2010, set out the formal requirements for Design and Access Statements to accompany most applications.

### A1.2 Building Regulations

#### The Building Regulations 2000, Access to and Use of Buildings, Approved Document M, HMSO, 2004

#### The Building Regulations 2000, Fire Safety, Volume 1 - Buildings other than Dwellings, Approved Document B, HMSO, 2006

It is essential to understand that the Regulations require Building Control approval. The Regulations make clear that designs other than those shown in the document can be approved if they are justified as being equally or more effective. Approval confers acceptance that the building meets all reasonable standards in respect of physical access for disabled people with regard to the DDA and the Equality Act 2010.

### A1.3 British Standards

#### British Standard 8300:2009 (Amended 2010) Design of Buildings and their Approaches to Meet the Needs of Disabled People - Code of Practice, British Standards Institution, 2010

This British Standard was reviewed and republished in 2009 and its guidance is considered good practice. Where practical and reasonable it is recommended that BS 8300 recommendations are applied to new buildings. BS 8300 no longer applies to residential developments. However it is a useful reference until BS 9266 (accessible dwellings) is published.

#### British Standard 9999:2008 Code of Practice for Fire Safety in the Design, Management and use of Buildings, British Standards Institution, 2008

These standards, published in October 2008, include guidance for the safe evacuation of disabled people from buildings in an emergency.

### A1.4 Policy

#### Accessibility is the Responsibility of the Provider Planning Policy Statement 1 (PPS 1): Delivering Sustainable Development (2005)

PPS 1 stresses the importance of community involvement in planning to deliver sustainable developments.

#### Planning Policy Statement 12 (PPS 12) Local Development Frameworks (2008)

This states that in preparing Local Development Documents (LDDs), Local Authorities must include policies on design and access in accordance with PPS 1 and relevant good practice set out in documents such as *Planning and Access for Disabled People*

### A1.5 Regional policy

#### The London Plan: Spatial Development strategy for Greater London (2011)

### A1.6 Local policy

#### Camden Planning Guidance 2006

### A1.7 General guidance

#### Planning and Access for Disabled People (2003)

This good practice guide was published by the Office of the Deputy Prime Minister to provide guidance in the delivery of inclusive environments through the town and country planning system.

**Design and Access Statements – How to Write, Read and Use Them, Commission for Architecture and the Built Environment (CABE), 2007**

This guide is intended as best practice guidance in support of the Government circular *Guidance on changes to the development control system*, issued in August 2006

**Guidance on Information Requirements and Validation, Department for Communities and Local Government, 2010**

This guidance accompanies Government policy on information requirements for planning applications, including design and access statements and the validation process. This replaces the Validation of Planning Applications: Guidance for local planning authorities published on 7 December 2007.

**Access Principles, Disabled Persons Transport Advisory Committee (DPTAC)**

All access statements should recognise the DPTAC principles in advising Government and industry, which are as follows:

- Accessibility is a condition of any investment;
- Accessibility must be a mainstream activity; and
- Users should be involved in determining accessibility.

**Accessible Train Station, Design for Disabled People: A Code of Practice (ATS, 2010) - DfT**

**Easy Access to Historic Landscapes, English Heritage, 2005.**

**A1.8 Principles of inclusive design**

The following key points about inclusive design are from Cabe's 2006 publication *The Principles of Inclusive Design - They Include You*, which also gives more detailed explanations of each point

1. Inclusive design places people at the heart of the design process.
2. Inclusive design acknowledges diversity and difference.
3. Inclusive design offers choice where a single design solution cannot accommodate all users.
4. Inclusive design provides for flexibility in use.
5. Inclusive design provides buildings and environments that are convenient and enjoyable to use for everyone.



## Appendix 2 | Consultative access groups

### A3.1 Introduction

Legislation requires consideration of the needs of disabled people in the built environment as part of the Planning Approval process. The mechanism for consideration rests with the local authority and this might be achieved in a variety of ways.

For individual and small scale projects consideration is usually achieved via the design standards in place for that purpose, notably Building Regulation Controls or for the residential parts of projects in London, Lifetime Homes and the guidance of the Wheelcahir Housing Design Guide standards. The local authority may also have an Access Officer to provide additional guidance and advice on local needs.

Consultation with an established local Access Group is recommended for larger scale projects where local interests and disabled persons' needs are combined. This can be co-ordinated by the local authority or the developer, usually through an Access Officer or Access Consultant.

### A3.2 Purpose of an Access Group

The members of an Access Group will collectively represent a body of local knowledge and experience. This is not a substitute for established access design standards that must apply to a design, nor is it a substitute for the professional responsibilities of designers and approval authorities. Instead it is a source of comment and criticism that the local authority can note as part of the approvals process. Similarly the developer also may wish to respond to constructive comments and recommendations in advance of planning submission.

### A3.3 Duration of Group Input

An Access Group may be an existing local Group directly working with the local authority or independent of it. Some Groups are created specifically for a project and cease when the project has concluded.

For consultation purposes the meetings are structured around the RIBA Design Stages usually contributing to planning approvals, discharge of conditions and sometimes to detailed design and fit-out. The latter might be the case for large cultural projects especially if in receipt of Heritage Lottery Funding or other public funding.

Sometimes groups retain an input post-completion to provide comments and suggestions relating to post-occupancy and management.

### A3.4 Terms of Reference

An existing group will have its own terms of reference concerning membership and scope. A group formed for consultation on a particular project will require its own terms, which are usually structured around the success of the project and involve a confidentiality agreement.

The Group does not have power of veto but instead offers advice and comment for consideration. Comments can be noted by the approval authorities.

Access matters that arise from discussion of the proposals but which are beyond the scope of published standards are often discussed by access groups. Recommendations for addressing these issues can be offered to the design team, usually with a commentary from the access consultant. Where suggestions might lead to additional costs a decision will rest with the developer or client.

### A3.5 Membership

Consultative access groups can include people with physical, sensory and learning disabilities, elderly people and people from a minority group.

Critically, group discussions should always include client, design team and local authority representatives. The Group should have an elected chairman.

Matters concerning payment for attendance are for the group and developer to decide. However a group must always be reimbursed for expenses incurred and should not bear the cost of a meeting venue.

A meeting venue must be accessible and arrangements should be in place to support proper and effective engagement.

The Chair is responsible for convening and managing the meetings of the consultative access group. The chair can invite others to observe the meetings with the agreement of the developer and local authority.

## Appendix 3 | References

### A4.1 Legislation

*Equality Act 2010*, HMSO, 2010.

*Planning Act 2008*, HMSO, 2008.

*Disability Discrimination Act 2005*, HMSO, 2005.

*The Chronically Sick and Disabled Persons Act 1970*, Department of Health, 1970.

Codes of Practices, Disability Rights Commission (from October 2004).

Regulatory Reform (Fire Safety) Order 2005.

The Education (School Premises) Regulation, 1999

### A4.2 Building Regulations

*The Building Regulations 2000, Fire Safety, Volume 1 - Dwellinghouses, Approved Document B*, HMSO, 2006.

*The Building Regulations 2000, Fire Safety, Volume 2 - Buildings other than Dwellings, Approved Document B*, HMSO, 2006.

*The Building Regulations 2000, Protection from Falling, Collision and Impact, Approved Document K*, HMSO, 1998 edition amended 2000.

*The Building Regulations 2000, Access to and Use of Buildings, Approved Document M*, HMSO, 2004.

*The Building Regulations 2000, Glazing - safety in relation to impact, opening and cleaning, Approved Document N*, HMSO 2000.

### A4.3 British Standards

*British Standard 8300:2009 (Amended 2010) Design of Buildings and their approaches to meet the needs of disabled people - Code of practice*, British Standards Institution, 2010.

*British Standard 9999:2008 Code of practice for fire safety in the design, management and use of buildings*, British Standards Institution, 2008.

*British Standard 5656-2:2004 Safety rules for the construction and installation of lifts. Particular applications for passenger and goods passenger lifts. Accessibility to lifts for persons including persons with disability*, British Standards Institute, 2004.

*British Standard DD CEN/TS 15209:2008 Tactile paving surface indicators produced from concrete, clay and stone (Draft in development)*, British Standards Institution, 2008.

*British Standard 7997:2003 Products for tactile paving surface indicators*, British Standards Institution, 2003.

*British Standard 5395-1:2010 Stairs - Part 1: Code of practice for the design of stairs with straight flights and winders*, British Standards Institution, 2010.

*British Standard 7000-6:2005 Design Management Systems - Part 6: Managing inclusive design – Guide*, British Standards Institution, 2005.

*British Standard 5499-4:2000 Safety signs, including fire safety signs – Part 4: Code of practice for escape route signing*, British Standards Institution, 2000.

*British Standard 8501:2002 Graphical symbols and signs – Public information symbols*, British Standards Institute, 2002.

### A4.4 Access statements

*Planning and Access for Disabled People*, ODPM, 2003.

*Guidance on Information Requirements and Validation*, Department for Communities and Local Government, 2010.

*Design and Access Statements: How to Write, Read and Use Them*, Commission for Architecture and the Built Environment (CABE), 2006.

### A4.5 External environment/transport

*Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure*, Oxley P., Department for Transport, 2002.

*Improving Walkability: Good Practice Guidance on Improving Pedestrian Conditions as Part of Development Opportunities*, Transport for London, 2005.

*Guidance on the Use of Tactile Paving Surfaces*, Department for Transport 2007.

*Traffic Advisory Leaflet 5/95 Parking for Disabled People*, Department for Transport, 1995.

*Accessible Train Station Design for Disabled People: A Code of Practice*, Department for Transport and Transport Scotland, 2010.

### A4.6 Buildings

*Designing for Accessibility*, Lacy A., CAE/RIBA Publishing, 2004.

*Inclusive Design Toolkit*, London Development Agency, 2009.

*Building Sight: a Handbook of Building and Interior Design Solutions to Include the Needs of Visually Impaired People*, Barker, Barrick and Wilson, RNIB/HMSO, 1995.

#### **A4.7 Signage, lighting and wayfinding**

*The Colour, Light and Contrast Manual: Designing and Managing Inclusive Built Environments*, Bright K., Cook G., Wiley-Blackwell, 2010.

*Sign Design Guide: a guide to inclusive signage*, JMU and the Sign Design Guide, 2000.

#### **A4.8 Residential references**

*Code for Sustainable Homes Technical Guide*, 2010.

*Wheelchair Housing Design Guide*, Stephen Thorpe and Habinteg Housing Association, 2006.

#### **A 4.9 Local policy documents**

Camden Planning Guidance 2006

The London Plan: Spatial Development strategy for Greater London (2011)

#### **A4.10 Landscape and urban design**

Inclusive Design for Getting Outdoors I'DGO, [online] <http://www.idgo.ac.uk/>, 2011.

Inclusive urban design: Streets for life, Architectural Press, 2006.

*Improving walkability | Good practice guidance on improving pedestrian conditions as part of development opportunities*, Transport for London, 2005.

#### **A4.11 Heritage**

*Streets for all (8 regional manuals)*, English Heritage, 2005.

*Easy Access to Historic Landscapes*, English Heritage, 2005.

*Easy Access to Historic Buildings*, Adams (John), English Heritage, 2005.

*Access plans: A guide*, Heritage Lottery Fund, 2002.