

# Design & Access Statements Briefing Note

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CONTENTS		Page
<b>1.0</b>	<b>INTRODUCTION AND BACKGROUND</b>	
1.1	Purpose and Status of the Briefing Note	3
1.2	Planning Policy Background: Why do we need to use D&A Statements?	3
1.3	Benefits of Using D&A Statements	4
<b>2.0</b>	<b>WHAT ARE DESIGN &amp; ACCESS STATEMENTS?</b>	
2.1	What are D&A Statements?	5
2.2	What is required in a D&A Statement?	5
2.3	SCDC DPD Requirements for D&A Statements	16
2.4	What form should a D&A Statement take? Good & Bad Practice	17
<b>3.0</b>	<b>HOW DO WE USE DESIGN &amp; ACCESS STATEMENTS?</b>	
3.1	Design & Access Statements & the planning process	18
3.2	What tools can planners use to understand Design & Access Statements	22
	<b>Appendix 1:</b> Building For Life Application Checklist	23
	<b>Appendix 3:</b> List of Figures & Sources	24
	<b>Appendix 3:</b> Further reading	25

## 1.0 INTRODUCTION AND BACKGROUND

### 1.1 Purpose and Status of this Briefing Note

Design & Access (D&A) Statements are an important tool in explaining the design and evolution of a new development for developers, decision makers, planners and the public. This briefing note provides the background to D&A Statements, outlines why they are needed, how they fit within the planning process, and discusses the level of detail needed for sites within Cambridge and the wider South Cambridgeshire area. This document will not repeat advice already published, but will refer to key documents. The Cambridge City Council and South Cambridgeshire District Council Joint Urban Design Team have prepared this briefing note for the benefit of other officers and members as well as developers and their consultant teams.

The information contained within this briefing note represents informal officer views and is therefore without prejudice to the determination of any planning application, should one be submitted. Furthermore the views expressed will not bind the decision of Members should a planning application be submitted, nor prejudice the formal decision making process of the Councils.

### 1.2 Planning Policy Background:

#### **Why do we need to use D&A Statements?**

DCLG Circular 01/2006 ‘Guidance on Changes to the Development Control System’ (August 2006) has directed that, where required, a D&A Statement must be submitted to accompany all outline, full, reserved matters and listed building consent planning applications. (DCLG 2006, p12)

#### **When is a D&A Statement required?**

The importance of good design is set out in PPS1.

*“Good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable development. Good design is indivisible from good planning. Planning authorities should plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes. Good design should contribute positively to making places better for people. Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions, should not be accepted.”*

(Source: ODPM, 2005, PPS1)

Planning legislation (Section 327A of the Planning Act and Section 10 of the Listed Buildings Act) prohibits, among other things, a Local Planning Authority from entertaining an application for planning permission or listed building consent received on or after 10th August 2006, unless it is accompanied by a D&A Statement, with some limited exceptions.

The exceptions, as set out in the General Development Procedure Order (GDPO), are for applications relating to the following:

- a) a change of use unless operational development is involved;
- b) engineering or mining operations; and
- c) alterations or extensions to a dwelling or other development in its curtilage for any purpose incidental to the enjoyment of the dwelling – unless located in “designated areas” such as conservation areas.

\* Nor are they required for applications relating to trees, advertisement control, and hazardous substances.

### 1.3 Benefits of D&A Statements

D&A Statements can assist all parties in the development process and offer a number of benefits.

In particular it can:

- support constructive pre-application discussions, highlighting problems early on in the planning process;
- improve dialogue between the local authority, the applicant and their agents, which in turn could speed up the decision-making process;
- demonstrate how the various aspects of the design process (including access, resource use, environmental impact, transport, and community safety) have been brought together from an early stage; and
- provide an opportunity to tell a clear story about the site and the design evolution of the proposal.

## 2.0 WHAT ARE DESIGN & ACCESS STATEMENTS?

### 2.1 What are D&A Statements?

A D&A Statement is a written and illustrated report that should clearly explain and justify the story of how the site design has evolved through the planning process. The emphasis should be on conveying information in a graphic form with supporting written text. Circular 01/06 states:

*"A Design and Access Statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain and justify the proposal in a structured way."*

(DCLG 2006, Circular 01/06, para 60)

A D&A Statement is not:

- A planning statement repeating planning policies and design guidance, although it may refer to specific policies, which may influence the development of the site design;
- A statement justifying the developers predetermined design;
- Merely a reproduction of the developers marketing materials;
- Meant to treat access as a separate matter.

### 2.2 What is required in a D&A Statement?

The level of detail required in a D&A Statement will depend on the scale and complexity of the application and as such the length of the document will vary accordingly. South Cambridgeshire District Council Development Control Policy DP2 (July 2006) provides an indication as to what a D&A statement should include and address. Cambridge City Council Policies 3/4 'Responding to Context', 3/7 'Creating Successful Places' and 3/12 'The Design of New Buildings' (Cambridge Local Plan, 2006) identifies similar issues to be addressed. As a minimum a D&A Statement should include: (as required by Circular 01/06 pages 14-18, para 80-110):

- A contextual appraisal of the site;
- A statement explaining the design principles and concepts in terms of amount, layout, scale, landscaping and appearance of the development proposal; and
- A statement explaining how equal and convenient access and circulation for all will be achieved into and around the site, including access for emergency and waste vehicles, access to the public transport network, as well as access to building entrances.

These issues must be included in every D&A Statement, although the detail will vary according to the size and complexity of the site. On some sites certain elements will be more important than others. The statement should explain how these issues relate to one another and must include ‘connectivity’ with the surrounding area and proximity to facilities located nearby. These issues are addressed in further detail in the following paragraphs, and should be included within the D&A Statement.

## 2.2.1 Setting the Scene: Site And Contextual Appraisal

The contextual appraisal is the starting point of explaining the design story demonstrating how the local context (physical, economic and social) has influenced the design to ensure the new development relates to its context.



Fig 1: A walkable neighbourhood Analysis used to show the actual and theoretical 400 and 800 metre (5 and 10 minute) walking catchments of a development (Joint Urban Design Team, 2009)



Fig 2: Illustrating an understanding of the context of a development scheme, showing the location of urban/agricultural edges and views from the development. (Cabe, 2008)

*“No two places are identical and there is no such thing as a blueprint for good design. Good design always arises from a thorough and caring understanding of place and context” (By Design – Urban Design in the Planning System: towards better practice)*

Understanding the site and the surrounding area is the first step in the process of good design. Site and context appraisals should identify the character and features of the site itself and surrounding area, which might influence the design of the development. A good D&A Statement will clearly illustrate the site constraints and opportunities.

When assessing the quality of a D&A Statement, it may be useful to use the following questions; these have been taken from CABE's “*Design and Access Statements; How to Write, Read and Use Them*” (2008)

- Does the statement show that the applicant has assessed the site's full context, including physical, social, and economic characteristics and relevant planning policies?
- Has the applicant demonstrated how they have taken account of the results of any community involvement?
- Does the statement show that the scheme has emerged from a rigorous process of assessment, involvement, evaluation and design, rather than trying to retrospectively justify a pre-determined solution?

## 2.2.2 The Design Process: Design Principles

A D&A Statement is a 'living' document, which should evolve throughout the design and development process. Crucially, the statement should explain the design process that has been followed and justify the design principles and concepts that have been applied to the proposal. In doing so, it is important to clearly explain the conclusions of the site and context appraisal and most importantly explain how the analysis has lead to the design principles. Part of this should include how the applicant may have considered other options and an explanation of why they may have been considered but rejected (this can include pre-application discussions/advice).

As a minimum, Circular 01/06 requires that the following aspects of the proposal are explained and justified:

- Amount;
- Layout;
- Scale;
- Landscaping; and
- Appearance.

These above aspects should, as far as possible be explained through illustrations, maps, photographs, 3D models, 3D drawings/sketches etc. These aspects are discussed in turn below, however for a more detailed explanation please refer to CABE's guidance document "*Design and Access Statements – how to write, read and use them*". (2006).

## 2.2.3 Use & Amount

A D&A Statement needs to justify what the proposed buildings and spaces should be used for. This should include a justification of the use in terms of land use policies and also how it has been informed by existing uses in the area. It is good practice to give details of land use (CABE guidance).

Circular 01/06 requires the amount of development to be explained in a D&A Statement. This is simply how much development is proposed. The number of proposed units for residential and the amount of proposed floorspace for other uses is also necessary. Figure 3 illustrates the distribution of housing types on a proposal.



Fig 3: Showing various types and sizes of residential units that will be provided

## 2.2.4 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” (DCLG, Circular 01/06, para 84). The statement should clearly illustrate the way in which the development is structured and explain how the development will function for its users. Crucially, it should be clear how the layout will allow inclusive access to and through the site.



Fig 4: Illustrative Masterplan providing an indication of a proposed layout and open space (CABE, 2008)

A clear plan should be annotated to explain the key relationships between private and public realm. As a minimum the plan(s) should show the following:

- entrances /access to site.
- movement pattern/ street hierarchy.
- vehicular & cycle parking requirements.
- active frontages.
- uses & amount (existing & proposed).
- living spaces and outside amenity space.
- nature of public realm/ landscaping.
- natural surveillance.
- sustainability factors.
- utilities placement & access.

A D&A Statement will explain why this layout has been chosen and how it will work and fit with its surroundings.

The annotated layout in Figure 4 illustrates a perimeter block whereas the layout shown in Figure 5 shows how an individual unit may work.

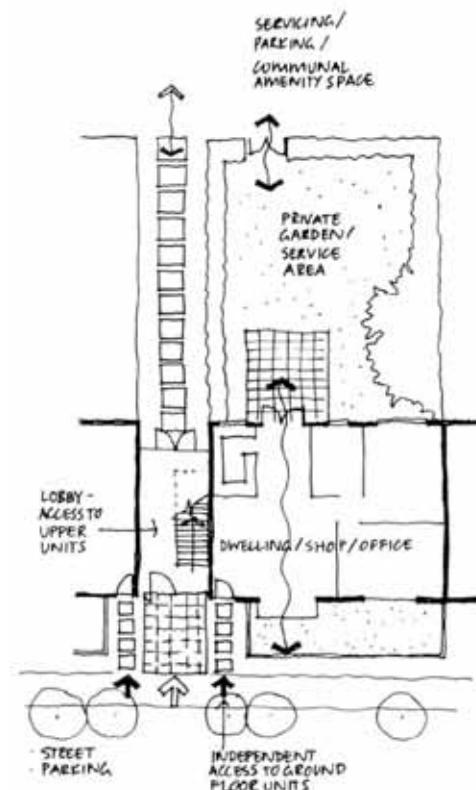


Fig 5: Individual plot layout with internal details, access and movement routes (CABE, 2008)

## 2.2.5 Scale

Scale refers to “the height, width and length of a building or buildings in relation to its surroundings” (DCLG, Circular 1/06, para 88,). Scale and massing can be illustrated by using 3 Dimensional (3D) or axonometric drawings or in 2 dimensional plan form. It is important that drawings show how the scale and massing relate to existing buildings/spaces on or around the site. In addition, on more complicated or sensitive sites agreed views and subsequent Computer Generated Images (CGIs) can be an effective way of developing an appropriate design response.

This is particularly true where a new development proposal breaks the existing skyline. The statement must not attempt to justify a predetermined scale or amount of development on the site.

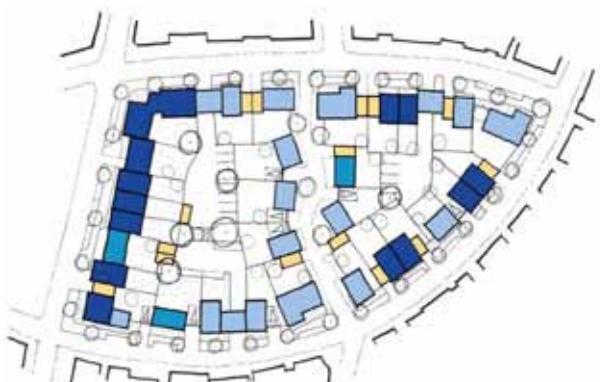


Fig 6: Diagram used to indicate the various proposed building heights by colour – darkest represents the tallest buildings (CABE, 2008)



Fig 7: Basic 3D model used to illustrate the scale and massing of a development proposal (Joint Urban Design Team, 2009)



Fig 8: Location of strategic viewpoints used to assess the scale and massing of a development proposal (John Thompson and Partners, 2008)



Fig 9: Showing an accurate visual representation of a development proposal (John Thompson and Partners, 2009)

## 2.2.6 Landscaping

Landscaping is the treatment of private and public spaces. The D&A Statement should explain how these spaces will enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures.

Figure 10 shows the different qualities of the public realm and how the materials, soft landscaping and street furniture relate to each other to provide different zones for pedestrians (the park and pavements) and vehicles (highway) and the shared surface. In this case the developer also provides further information detailing the types of play equipment and explaining LEAP requirements.



Fig 10: Illustrated landscape proposal showing areas of public realm, building layout and car parking (CABE, 2008)



Fig 11: Landscape concepts for green spaces and surfacing details of streets and footpaths and helps to achieve a coherent approach to the design of the public realm (CABE, 2008)



Fig 12: Illustrating strategic landscape concepts, used for communicating the concepts behind the design of the public space (CABE, 2008)

## 2.2.7 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” (DCLG, Circular 01/06, para 94).*

D&A Statements should explain and justify how the appearance of the chosen design solution relates to the surrounding context. As well as why particular materials and styles have been chosen for the scheme, – weathering and the effects of time on the appearance of a scheme are important considerations. Pictures and illustrations of detailing and materials that are unlikely to be used are misleading and can cause confusion. Therefore, if materials have not been finalised when the application is made, the D&A Statement might suggest a range of materials for the site to give a sense of the final appearance. In such situations an illustrative ‘mood board’ on the design proposal and a palette of materials may assist.

Illustrations are an important tool to explain appearance and should include photos, drawings, diagrams, elevations, style, detailing and materials. Any precedent photographs must clearly explain the feature, material or idea that they wish to convey - it is not acceptable to simply include a series of unreferenced ‘pretty pictures’!



Fig 13: Material palette used to give indication of the likely materials that will be used within the development (John Thompson and Partners, 2009)



Fig 14: Illustrations of elevations showing what the overall street frontage will look like. It is important to recognise that the street will not be seen in this way when built, but this type of drawing will help demonstrate how the design of the elevations creates a cohesive character and sense of place. (John Thompson and Partners, 2009)

## 2.2.8 The Access Component

*“The access component of the statement relates only to ‘access to the development’ and therefore does not extend to the internal aspects of individual buildings” (DCLG, Circular 01/06, para 100).*

Statements should explain:

- How the development will ensure that all users have equal and convenient access to all buildings spaces and the transport network;
- Details of advice/consultation obtained from specialist groups should also be included; and
- Movement and circulation routes around and through the site and the relationships with building entrances for pedestrians and vehicles, including access for emergency and refuse vehicles.

Diagrams and plans can explain the relationship between movement within the public realm and building entrances. Depending on the size of the development site, separate pedestrian and vehicular access plans could be used. Further information regarding inclusive design can be found within the free CABE publications “The principles of inclusive design – they include you” and “Inclusion by design – equality, diversity and the built environment” (publications can be downloaded for free at [www.cabe.org.uk](http://www.cabe.org.uk)).



Fig 15: Diagram used to illustrate the movement and connections, for vehicles, cyclists and pedestrians and illustrates the level of ground floor activity, e.g building entrances (John Thompson and Partners, 2009)

## 2.2.9 Public Art

The inclusion of public art within new development is a policy requirement of both Cambridge City Council and South Cambridgeshire District Council. The role of public art is to enhance the fundamental principles of place-making, through improving the quality of the built environment helping to create identity and character. The term ‘Public Art’ refers to works of art in any media that have been planned and executed with the specific intention of being sited or staged in the public realm and therefore accessible to all.

To ensure that public art is fully integrated into new development, information about public art proposals should be included within or accompany the D&A Statement taking the form of a Public Art Strategy or Public Art Plan. The information required will vary depending on the size of a development and type of planning application, but in most cases should include the following information as a minimum:

- outline proposals for the involvement of artists;
- outline of themes and possible locations;
- demonstrate how the scheme will contribute to the quality of the environment and community;
- outline of intended procurement process;
- budget allocation;
- proposals for future care and maintenance;
- public consultation and engagement plan;
- project evaluation plan; and
- a decommissioning strategy in the event of the work reaching the end of its life.

Further guidance for the inclusion of public art in new development and submission requirements to be incorporated in, or accompany a D&A Statement are contained within the Cambridge City Council Public Art Supplementary Planning Document (2010) and the South Cambridgeshire District Council Public Art Supplementary Planning Document (2009).

## 2.2.10 Building For Life

Building for Life (BfL) is the national standard for well-designed homes and neighbourhoods. BfL assessments score the design quality of planned or completed housing development against the 20 BfL criteria. The Commission for Architecture and the Built Environment (CABE) recommend that BfL be used to assess housing proposals before they are submitted as planning applications. Therefore, applicants should be made aware that, proposed housing developments of 10 or more dwellings will be subject to a BfL assessment at both pre-application and planning application stage.

Evidence is fundamental to the scoring of BfL assessments and the Joint Urban Design Team recommend that applicants should include a 'BfL checklist' within their submitted D&A statement, to demonstrate how their scheme meets the 20 BfL criteria. It is important that the BfL checklist (refer to appendix 1) clearly shows where the evidence for each of the 20 criteria can be found within the D&A Statement (or other relevant supporting documents).

For further information, a copy of the 20 Building for Life Criteria can be downloaded from [www.buildingforlife.org](http://www.buildingforlife.org)

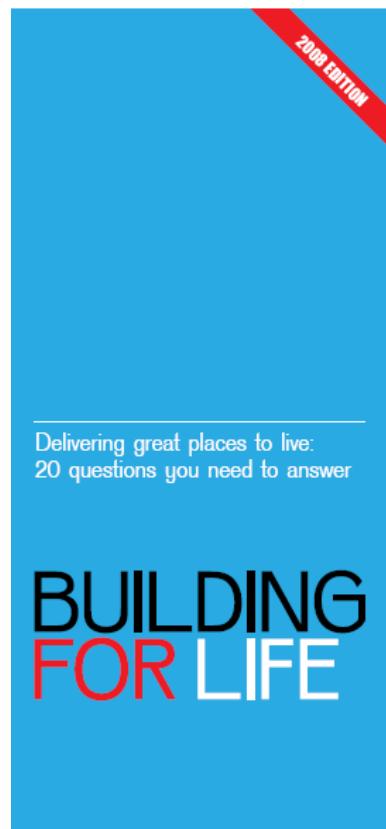


Fig 16: 20 Building for Life Criteria produced by CABE (2008)

## 2.3 South Cambridgeshire District Council Development Plan Document requirements for D&A Statements

As mentioned in Section 1.2, Policy DP/2 reinforces the requirement for a D&A Statement to be submitted with any planning application, except in the cases where one isn't required. It is worth noting that there are a number of complimentary requirements found in Policy DP/2 (Design of New Development) in South Cambridgeshire District Council Development Control Policies Development Plan Document (DPD). Policy DP/2 states the following is required as part of a D&A Statement:

- As part of a site analysis the site and surroundings needs to include planning designations e.g. listed buildings, SSSI' and nature reserves, open space, neighbourhood centres etc;
- An accurate site survey, including landscape features and site levels;
- The relationship of the site to its surroundings;
- Existing accesses for pedestrians, cyclists, equestrians and vehicles;
- Any known features of historic importance; and
- Opportunities for maximising energy efficiency and addressing water and drainage issues.

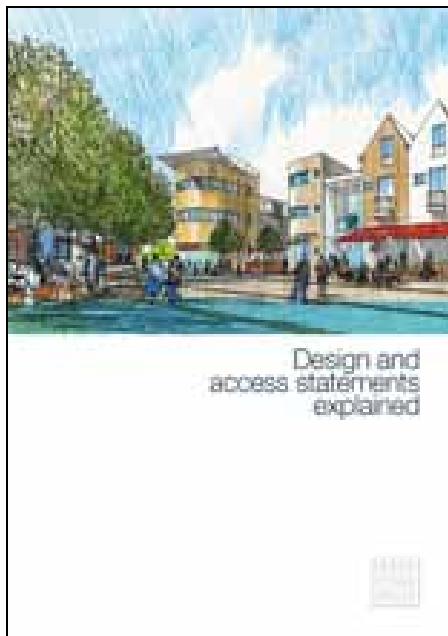


Fig 17: Design and Access Statements Explained (Urban Design Group, 2008)



Fig 18: Design and Assess Statements; How to Write, Read and Use them (CABE, 2006)

## 2.4 What form should a D&A Statement take? Good & Bad Practice!

### How long should a D&A Statement be?

The level of detail required in a D&A Statement will depend on the scale and complexity of the application, and as such the length of the document will vary accordingly. However it should be concise, cogent and well illustrated. Excessive amounts of text, which do not relate well to the scheme or convey very little should be discouraged as well as too much technical information and jargon.

#### A Good D&A Statement:

- ◻ Will be commenced at the start of the project, used at pre-application stage and evolve throughout the design and planning process. A D&A Statement created in this way will be a useful tool at pre-application as well as the application stages.
- ◻ Uses illustrations to tell a story- diagrams, photos, maps and drawings should all be annotated/ have a caption. (The Joint Urban Design Team is currently compiling examples of good practice).
- ◻ Clearly shows the developers thinking through the process, so it must explain rather than just describe the design choices.
- ◻ Will explain and document the evolution of the design and will be prepared by those closely involved in the scheme. Ideally the architect/urban designer and not a separate consultant.

#### A Poor D&A Statement:

- ✓ Will be prepared at the end of the design process.
- ✓ Will be a statement justifying the developers predetermined design.
- ✓ Will ignore inclusive design issues and treat access as a separate matter.
- ✓ Will be long on generalities and short on specifics.
- ✓ Will regurgitate planning policies and design guidance.
- ✓ Will be overly wordy with few illustrations.
- ✓ May include unclear, non-annotated graphics.
- ✓ Will not explain the evolution of the design on site.
- ✓ Fails to provide a rationale explaining how the analysis of the context led to the chosen design principles - use, layout, appearance, scale and massing
- ✓ Fails to explain what options were tested, rejected /accepted.

## 3.0 HOW DO WE USE DESIGN & ACCESS STATEMENTS?

### 3.1 D&A Statements & the Planning process

#### How D&A Statements relate to the planning and design process?

A D&A Statement is an integral part of the planning process and, if used properly, will save planners and developers both time and money. The key is to begin D&A Statements at the pre-application stage and allow for early consultation with planning officers and other council officers including the Urban Design Team. Figure 19 (on page 20) illustrates a flow diagram of the required process.

#### When should D&A Statements be used?

A D&A Statement is required to accompany both full and outline planning applications and for listed building consent. The elements to be described in a D&A Statements are the same regardless of whether the application is for an outline or full planning permission, but their scope will differ (DCLG, circular 01/06, para. 68). There are a number of exceptions to the above rule and these are identified below:

- A material change in the use of land or buildings, unless it also involves operational development;
- Engineering or mining operations;
- Development of an existing dwelling house, or development within the curtilage of a dwelling house for any purpose incidental to the enjoyment of the dwelling house, where no part of that dwelling house or curtilage is within a designated area. "Designated area," means Site of Special Scientific Interest, Conservation Area and Area of Outstanding Natural Beauty;
- Application relating to advertisement control, tree preservation orders or storage or hazardous substances.

## Status of a D&A Statement

In summary D&A Statements accompany a planning application but are not part of it. They can, however, be linked to planning decisions by ‘condition’ if necessary. If elements are to be conditioned, then the format of the D&A Statement needs to be such that these elements are clearly identifiable within the document. It is worth noting, and supported by paragraph 72 of Circular 01/06, that the function of a D&A Statement is to explain and justify proposals already set out in the planning application. They will also set out principles and concepts that will be used when the proposal is developed in the future – this is most important in the case of Outline Applications. This may be as part of the consideration of the application for approval of reserved matters or any other matter reserved by condition (e.g. materials or landscape details).

It is therefore crucial particularly at the Outline Application stage that any concept or strategy set out in the D&A Statement is sound and based on a thorough understanding of the site and the standards likely to be applied at Reserved Matters. A good example of this would be the rigid imposition of highway engineering requirements that could change a well connected pedestrian and cycle scheme at Outline into a fragmented and disjointed one at Reserved Matters.

Section 42 of the Act also prohibits a local planning authority from considering a planning application unless accompanied by a D&A Statement, where one is required (DCLG Circular 01/06).

## The Bovis Homes Appeal (2007)

The Bovis Appeal of 2007 (also referred to as the Filton Appeal) provided an interesting test case for the weight that could be placed on a D&A Statement at the Outline Application stage. The result of the appeal was that the inspector concluded that the applicant had failed to provide the necessary information in the D&A Statement and Design Code to allow any meaningful understanding of either the scale or appearance of the development to be established. For these reasons the Inspector considered that the submitted proposal did not satisfy the requirements of DCLG Circular 01/2006. The significance of this decision is that the Inspector placed considerable weight and emphasis on the D&A Statement in arriving at the decision to dismiss the appeal on the Outline Application.

**PRE-APPLICATION STAGE**

### **PRE - APP (SCOPING) ADVICE**

A site is identified by a client and a project team is assembled.

Initial contact made with Local Authority for pre-application advice- it is good practise to agree contents and requirements of the D&AS, and depending upon the size of the development the principles for community engagement, design principles and placemaking. The design and access statement is begun.

### **DRAFTING THE D&AS**

Site is appraised in relation to context.

Pre-application advice could be sought with planning officers to agree initial site findings and to discuss constraints and possible solutions. As part of this an initial design and access statement should lay out findings.

Evaluation of site constraints and opportunities which informs initial design options. These are put in the design and access statement with a summary of why designs are accepted or rejected.

Consultation with key stakeholders, such as local community and Local Authority for pre-application planning advise to discuss the initial phase of the design

### **CONSULTATION ON DRAFT D&AS**

Development of the design in terms of layout, including establishing uses, amount, scale, access, and landscaping, then details of elevations and appearance (materials) can be established.

This may form a step-by-step discussion and evaluation process which can be done with planning officers and specialist officers to arrive at a design solution. At each stage of the discussions a draft of the design and access statement is submitted to justify the chosen design solution.

**APPLICATION STAGE**

### **SUBMISSION OF PLANNING APPLICATION WITH D&AS**

The design and access statement is submitted alongside the planning application.

The Local Authority carries out a comprehensive assessment of the application and design and access statement.

### **PLANNING CONDITIONS**

The design and access statement can be used as part of the conditioning process to establish design principles. The level of detail will be dependant upon whether the application is outline or full. Subsequent applications to approve reserved matters should be based on the design principles set out in the design and access statement.

Figure 19: Flow diagram of D&A Statement Process, Joint Urban Design Team, 2009

## The differences between Outline & Full applications

The scope of a D&A Statement for Outline Planning Applications will differ to Full Applications. In terms of site analysis of the site and surrounding areas both outline and full applications should be the same, although the scope of analysis will vary according to the size and complexity of a development site. The design component, where the applicant explains the principles and concepts, may differ in the level of detail. For outline applications the applicant is required to explain the amount of development and use and then explain the principles of the layout, scale, landscaping and appearance. These broad principles should then provide the basis for the full application and any later Reserved Matter Application, and these can become conditions of the outline planning permission. In subsequent applications changes may be made to the design principles, however the reasons for these changes need to be explained and justified to show the evolution of the design.

## Parameter Plans

The changes to the regulations through the General Development Procedure Order (GDPO) also made the production of parameter plans at Outline Application stage mandatory. As a minimum DCLG Circular 01/2006 at paragraph 52 details the information to be submitted with an Outline Application. As a minimum applications should include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified;
- **Amount of development** – the amount of development proposed for each use;
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate;
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary; and
- **Indicative access points** – area(s) in which the access point(s) to the site will be situated.

(DCLG Circular 01/2006 paragraph 52)

D&A Statements can be ‘tied’ to a consent through condition, as identified in this briefing note, to ensure quality of the development. Where tied through condition, any diversions from the information shown in the D&A Statement will have to be agreed and approved in writing by the Local Planning Authority.

In some cases information provided may need to be amended as designs are worked up, especially where they are not only setting out objectives for the building or space, but also a process to achieve these objectives. For example, information on inclusive access may increase with the scheme from initial concept right through to building regulation approval. Local Planning Authorities may feel that additional information, building on the original statement submitted as part of the Outline Application, is required at the Reserved Matters stage. In such cases the Local Planning Authority should consider setting out such a requirement through a condition on the outline planning application. When submitting the Reserved Matters application, it is helpful if the applicant provides a document that demonstrates compliance with the principles established in the D&A Statement submitted at the Outline Application stage.

### **3.2 What tools can planners use to understand Design and Access Statements?**

DCLG Circular 01/06 provides the legislative information on D&A Statements and is well worth reading! The CABE publication '*Design and Access Statements - How to write, read and use them*' provides a short assessment crib sheet in their document as a 'Checklist' on page 32 of the document. This helps provide a useful starting point to ensure that the D&A Statements covers all necessary elements.

## APPENDIX 1: Building for Life Applicant Checklist

Environment and community		Location of evidence in D&A Statement
01.	Does the development provide (or is it close to) community facilities, such as a school, parks, play areas, shops, pubs or cafes?	
02.	Is there an accommodation mix that reflects the needs and aspirations of the local community?	
03.	Is there a tenure mix that reflects the needs of the local community?	
04.	Does the development have easy access to public transport?	
05.	Does the development have any features that reduce its environmental impact?	
Character		
06.	Is the design specific to the scheme?	
07.	Does the scheme exploit existing buildings, landscape or topography?	
08.	Does the scheme feel like a place with distinctive character?	
09.	Do the buildings and layout make it easy to find your way around?	
10.	Are streets defined by a well-structured building layout?	
Streets, parking and pedestrianisation		
11.	Does the building layout take priority over the streets and car parking, so that the highways do not dominate?	
12.	Is the car parking well integrated and situated so it supports the street scene?	
13.	Are the streets pedestrian, cycle and vehicle friendly?	
14.	Does the scheme integrate with existing streets, paths and surrounding development?	
15.	Are public spaces and pedestrian routes overlooked and do they feel safe?	
Design and construction		
16.	Is public space well designed and does it have suitable management arrangements in place?	
17.	Do the buildings exhibit architectural quality?	
18.	Do internal spaces and layout allow for adaptation, conversion or extension?	
19.	Has the scheme made use of advances in construction or technology that enhance its performance, quality and attractiveness?	
20.	Do buildings or spaces outperform statutory minima, such as building regulations?	

## APPENDIX 2: List of Figures & Sources

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- Fig 1 Walkable Neighbourhoods [image] Cambridge City Council & South Cambridgeshire District Council Joint Urban Design Team, 2009, *Local Centre Study*
- Fig 2 Context Analysis [image], CABE, 2008, *Evaluating Housing Proposals Step By Step, Building for Life*
- Fig 3 Land Uses [image], CABE, 2008, *Building for life; Evaluating Housing Proposals Step by Step*
- Fig 4 Illustrative Masterplan [image], CABE, 2008, *Building for life; Evaluating Housing Proposals Step by Step*
- Fig 5 Individual Plot Layout [image], CABE, 2008, *Building for life; Evaluating Housing Proposals Step by Step*
- Fig 6 Scale and Massing diagram [image], CABE, 2008, *Building for life; Evaluating Housing Proposals Step by Step*
- Fig 7 Cambridge Station Area (CB1) [image], Cambridge City Council & South Cambridgeshire District Council Joint Urban Design Team, *Cambridge Building Heights Model*, 2009
- Fig 8 Map of Strategic Views [image] John Thompson and Partners, 2008, *Brunswick Design & Access Statement*
- Fig 9 Visual representations of Brunswick development CGI's [image] John Thompson and Partners, 2008, *Brunswick Design & Access Statement*
- Fig 10 Landscape proposal, CABE, 2008, *Building for life; Evaluating Housing Proposals Step by Step*
- Fig 11 Landscape Concepts [image] CABE, 2008, *Building for life; Evaluating Housing Proposals Step by Step*
- Fig 12 Strategic Landscape Concepts [image] CABE, 2008, *Building for life; Evaluating Housing Proposals Step by Step*
- Fig 13 Materials Pallet [image] John Thompson and Partners, 2008, *Brunswick Design & Access Statement*
- Fig 14 Elevations Brunswick [image] John Thompson and Partners, 2008, *Brunswick Design & Access Statement*
- Fig 15 Movement and connections [image] John Thompson and Partners, 2008, *Brunswick Design & Access Statement*
- Fig 16 Building for Life: Delivering great places to live: 20 questions you need to answer [cover image] CABE, 2008
- Fig 17 Design and Access Statements Explained [Cover Image] Urban Design Group, 2008

Fig 18 Design and Access Statements: How to Write, Read and Use them [cover image]  
CABE, 2008

Fig 19 Flow Diagram of D&A Statement Process, Joint Urban Design Team, 2009

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### APPENDIX 3: Further Reading (documents containing glossary of terms)

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DCLG (2006) *Preparing Design Codes – A practice Manual*

CABE (2006) *Design & Access Statements. How to write, read and use them*

DCLG (2006) Circular 01/06 *Changes to the Development Control Process*

SCDC DC Policy; DP/2 *Design of new development- part 2. D&A Statement*

Urban Design Compendium 2 ; Page 146 - *The role of D&A Statements*

Bovis Homes Appeals Decision (Bristol, 2007)

Urban Design Group (2008) *Design and Access Statements Explained*

CABE (2008) Building For Life: *Evaluating Housing Proposals Step by Step*