EC HARRIS BUILT ASSET CONSULTANCY

Design and Access Statement
REF: PP-02586734

To support Proposed External ATM at: **Mansell Road Post Office**
The Post Office, 61 Mansell Road, Shoreham-by-Sea, West Sussex, BN43 6GT

Background to the project:

The Post Office as part of its on-going commitment, is currently installing ATM's in various locations around the United Kingdom. Providing the services required by its customers, while ensuring its viability and competitive edge within the market.

The Design Brief:

To install ATM's around the UK to enable the Post Office to better serve its customers, ensuring its viability as a sustainable entity in its own right within the UK market place. To ensure that each ATM is efficient and visually suitable for the location they are installed

Use:

The location is currently occupied by a branch of the Post Office and provides a valued service to the local community. As part of the Post Offices financial product and at a request from the Postmaster, an ATM is proposed for installation at the location. The ATM will provide a valuable amenity to the local community while helping the Post Office provide a 24hr Cash service to their customers.

ADUR & WORTHING
WDM 0493/13
VALID 26 APR 2013

Environmental Sustainability

The ATM itself does not have an environmental impact on the location.

Movement to, from and within the development

The proposed ATM is aimed at providing an additional service for the Post Offices existing customers and local residents, therefore it should not affect the movement to, from or within the proposed development. Any additional pedestrian or vehicle traffic to the site would be minimal and should not impact on the local environment.

Access:

All proposals have the express intention of providing means of access for disabled users compliant with DDA requirements. The Post Office takes its responsibility for DDA-access to its branches very seriously and this follows on with the new ATM installations which have been located to ensure access for all with an accessible keypad height from street level. This Post Office ATM will be DDA compliant.

Amount

The Proposal will not increase the existing floor space in any respect however the proposed ATM will provide various customers with a reliable and safe means of account and cash withdrawal facilities near to where they live; this helps to improve not only the viability of this

Local Post Office but to encourage use of other facilities nearby and positive effect on the immediate locations security and economics due to positive footfall in the area.

Layout

The Post Office resides on the corner of Lennox Road and Mansell Road. It is a residential area with a hair salon adjacent.

The proposed ATM is to be installed through the far right hand side of front elevation through the glazing, its position/ location will ensure access for all with an accessible keypad height from street level and will meet DDA requirements.

Parking

There is ample on street parking.
As the ATM installation is aimed at providing existing customers with an additional service it should mean there will be no negative effect on highways or public safety due to the ATM installation.

Scale

The scale of the proposed ATM will have no impact on the Post Office or surrounding buildings, its height, width and length are minimal in comparison to the existing building and therefore would not be applicable.

Appearance

The proposed ATM does not affect the existing buildings construction or detailing, it will be installed through the existing front elevation and therefore creating minimal impact on the locations visual characteristics.

Landscaping

As this application is for an ATM installation no external landscaping is required for the installation and will not have an adverse effect on the location.

Community Safety/ ATM Security

Post Office Ltd has a number of standards used to ensure that all ATMs have the required level of security as stated by ATM Security Working Group. These standards are supplemented by information gathered for incidents within a 20km radius relating to the Post Office and industry data. For high-risk sites, additional security measures are put in place where appropriate to eliminate specific risks. This site has not been flagged as High Risk.

Details Accessed include:-

- Previous Post Office incidents
- Recent incidents across all ATM operators within a 20k radius
- Localized 'Hot Spot' Risks
- Access
- Security and Safety

The Post Office uses this information to ensure the safety of clients and operators of the and are committed to ensuring all necessary security measures are taken to 'Design Out' crime, minimizing any risks to our clients or possible attacks on our ATMs, operators and CIT Officers.

The Post Office belongs to the 'ATM Security Working Group' among others, which ensures safety for all involved with the installation process and continues throughout its operational life and are committed to ensuring that the proposed Post Office ATM installation not only helps to sustain this local branch/ community, but also provides a very safe way of withdrawing cash.

We are happy to work with the local Planning Department and Police to provide/ improve security standards at this site, should it be required to gain Planning Permission at this location please don't hesitate to contact us.
(Authorities can obtain more detailed security information by contacting the applicant if required for approval, as this information is sensitive in nature)

Physical Security

- The minimum standard of the ATM will be UL291 level 1
- ATM's that have safes backing into the retail area will require an ATC (Anti Tamper Cabinet
- The ATM will be protected by either a Post Office Ltd monitored alarm or approved, private, monitored alarm, which will be fully operational and have Police response ready for when the ATM is switched on.
- Concrete pad under ATM must be a minimum of 225mm with 4N0. x M16 anchoring bolts. Bolts must be 200mm long and the hole drilled into the floor to 150mm.

Alarms/ CCTV

All Post Office branches are alarmed with the majority also being monitored by Romec. Any branch having an ATM installation will automatically be upgraded to a monitored system, which is designed to meet the specific requirements of each location and will be adapted for the ATM.

- In many cases the locations have CCTV internally within the area of the proposed ATM or will be installed to cover the ATM installation.
- Various means of surveillance are used to ensure the safety and security of the ATM, the most effective form is Natural Surveillance.
- An ATM installation can have a positive effect on the immediate locations security and economics due to positive footfall in the area.
- Additional security measures such as ram raid protection can be installed where required to aid the application or meet local authority requirements, subject to approval. Although a full risk assessment was undertaken by the Post Office and relevant steps taken prior to this application.

- The ATM will have a personal attack, seismic alarm and Passive Infra-Red detector fitted. All connected to a Post office Ltd monitored alarm or an approved private monitored alarm.

- The system meets the requirements of the latest versions of; ACPO Police Response to Intruder Alarms, PD6662, DD243 and EN50131. Specifications can be made available on request.

Cash Replenishment and Delivery

The ATM will be cash replenished by the Post Office staff in a secure environment outside of customer hours and in accordance with Post Office operational standards.

Delivery of the cash for the ATM will be undertaken by a professionally trained and licensed Collection/ Delivery Officer as part of the normal cash delivery/ removal service currently in place at the location, (No additional CIT service is required because of this application for the ATM).

Listed Building/ Heritage Assets

1. This does not apply to the proposed location. The ATM will provide a valuable service to the area, as stated by the 'ATM working group'. 'Cash machines can help support local business and therefore local communities'; cash withdrawn from an ATM is often spent in the local area helping the sustainability of local economies.