From: Dawn Ayres
Sent: 30 October 2009 11:06
To: 'buildingplan@btconnect.com'
Subject: FW: Ref Invalid Application ADC/0423/09
Attachments: Letter.pdf; D and A.pdf

From: Dawn Ayres
Sent: 30 October 2009 11:05
To: 'bulidingplan@btconnect.com'
Subject: Ref Invalid Application ADC/0423/09

Graham

Please see attached in reference to invalid application ADC/0423/09. Replacement Front Porch.

Regards

Dawn Ayres

Dawn Ayres - Administrative Assistant | Planning Regeneration and Wellbeing, Adur District Council
Location: Civic Centre
Internal: 63213 | External: 01273 263213 | E-mail: dawn.ayres@adur.gov.uk

Please think before you print this and save paper

ADUR
DISTRICT COUNCIL

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Development Control

Mr Graham Ross
Building Plan Design
12 Barrier Reef Way
Eastbourne
East Sussex
BN23 5PE

Our reference:	ADC/0423/09/INVAL
Your reference:	
Please ask for:	Dawn Ayres
Direct Line:	01273 263213
Date:	30th October 2009

Dear Sir/Madam

Replacement front porch

Tarmount Studios 2 Tarmount Lane Shoreham-by-Sea West Sussex BN43 6DA

With reference to your recent application in respect of the above before it can be registered and processed, I should be pleased if you would attend to the following point(s):-

1 This application requires a Design and Access Statement (as it is in a Conservation Area). I enclose some notes regarding the new requirements.

2 We still require the fee of £170.00 from your client.

Once this information is received your application will be registered as quickly as possible.

Yours faithfully,

Senior Administrative Officer

ADVICE NOTE **PREPARING A 'DESIGN AND ACCESS STATEMENT' TO ACCOMPANY A PLANNING APPLICATION**
(Extracted from Government Circular DCLG 01/2006)

Legislative Provision

1. A statement covering design concepts and principles and access issues is required to be submitted with an application for planning permission (other than for the exceptions separately listed) and the local planning authority is prohibited from entertaining an application unless it is accompanied by a design statement and an access statement, where required.

2. One Statement should cover both design and access, demonstrating an integrated approach that will deliver inclusive design and access requirements.

Presenting the Information

3. For most straightforward planning applications, the Statement may be only short, for some only a page may be needed, whereas for more complicated planning applications, a more detailed and longer document is likely to be necessary. For larger or more challenging sites, the design and access statement may also include drawings and plans illustrating the various issues which the scheme has responded to. It is important that the document is concise, and effectively covers all of the design and access issues.

4. Statements may include, as appropriate, plans and elevations; photographs of the site and its surroundings; and any other relevant illustrations. For large and complex schemes, a model of the proposed development in the context of its surroundings may also accompany the statement, but should not be a substitute for adequate drawings submitted with the planning application.

5. Statements will be placed on the public register and should be available in alternative formats (e.g. electronic).

Design – What is Required in a Design and Access Statement

6. The Statement should cover both design principles and concepts and how issues relating to access to the development have been dealt with. Statements should evolve throughout the design and development process and should explain the design principles and concepts that have been applied to particular aspects of the proposal – these are the amount, layout, scale, landscaping and appearance of the development.

7. The **amount** is how much development is proposed. For residential development, this means the number of proposed dwelling units and for all other development, this means the proposed floor space of each proposed use.

8. Amount cannot be reserved within an outline application, although it is common to express a maximum amount of floorspace for each use in the planning application and for this to be made the subject of a planning condition. The design and access statement for both outline and detailed applications should explain and justify the amount of development proposed for each use, how this will be distributed across the site, how the proposal relates to the site's surroundings and what consideration is being given to ensure that accessibility for users to and between parts of the development is maximised. Where the application specifies a range of floorspace for a particular use, the reasons for this should be explained clearly in the design and access statement.

9. 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 to buildings and spaces surrounding the development.

10. If layout is reserved at outline stage, the outline planning application should provide information on the approximate location of buildings, routes and open spaces proposed. The design and access statement accompanying an outline application should explain and justify the principles behind the choice of development zones and blocks or building plots proposed and explain how these principles, including the need for appropriate access will inform the detailed layout. The use of illustrative diagrams is encouraged.

11. For detailed applications (and outline applications where layout is not reserved), the design and access statement should explain and justify the proposed layout in terms of the relationship between buildings and public and private spaces within and around the site, and how these relationships will help to create safe, vibrant and successful places. An indication should also be given of factors important to accessibility of the site for users, such as travel distances and gradients, and the orientation of blocks and units in relation to any site topography to afford optimum accessibility.

12. PPS1 makes clear that a key objective for new developments should be that they create safe and accessible environments where crime and disorder or fear of crime do not undermine quality of life or community cohesion. Design and access statements for outline and detailed applications should therefore demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in *Safer Places – the Planning System and Crime Prevention* (ODPM/Home Office, 2003).

13. **Scale** is the height, width and length of a building or buildings in relation to its surroundings.If scale has been reserved at the outline stage, the application should still indicate parameters for the upper and lower limits of the height, width and length of each building proposed, to establish a 3-dimensional building envelope within which the detailed design of building will be constructed. In such cases the design component of the statement should explain and justify the principles behind these parameters and explain how these will inform the final scale of the buildings.

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

15. **Landscaping** is the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures. Statements should also explain how landscaping will be maintained.

16. If landscaping is reserved at the outline stage, the outline application does not need to provide any specific landscaping information. However, the design and access statement should still explain and justify the principles that will inform any future landscaping scheme for the site.

17. For detailed applications (and outline applications that do not reserve landscaping), the design and access statement should explain and justify the proposed landscaping scheme, explaining the purpose of landscaping private and public spaces and its relationship to the surrounding area. Where possible, a schedule of planting and proposed hard landscaping materials to be used is recommended.

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

19. If appearance is reserved at the outline stage, the outline application does not need to provide any specific information on the issue. In such cases the design and access

statement should explain and justify the principles behind the intended appearance and explain how these will inform the final design of the development.

20. For detailed applications (and outline applications that do not reserve appearance), the design and access statement should explain and justify the appearance of the place or buildings proposed including how this will relate to the appearance and character of the development's surroundings. It should explain how the decisions taken about appearance have considered accessibility. The choice of particular materials and textures will have a significant impact upon a development's accessibility. Judicious use of materials that contrast in tone and colour to define important features such as entrances, circulation routes or seating for example will greatly enhance access for everyone. Similarly, early consideration of the location and levels of lighting will be critical to the standard of accessibility ultimately achieved.

Appraising the Context

21. A design and access statement must demonstrate the steps taken to appraise the context of the proposed development. It is important that an applicant should understand the context in which their proposal will sit, and use this understanding to draw up the application. To gain a good understanding of context and to use it appropriately, applicants should follow a design process which includes:-

- **Assessment** of the site's immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies. This may include both a desk survey and on-site observations and access audit. The extent of the area to be surveyed will depend on the nature, scale and sensitivity of the development.

- **Involvement** of both community members and professionals undertaking or planned. This might include, for example, consultation with local community and access groups and planning, building control, conservation and highways/transport officers. The statement should indicate how the findings of any consultation have been taken into account for the proposed development and how this has affected the proposal.

- **Evaluation** of the information collected on the site's immediate and wider context, identifying opportunities and constraints and formulating design and access principles for the development. Evaluation may involve balancing any potentially conflicting issues that have been identified.

- **Design** of the scheme using the assessment, involvement, and evaluation information collected. Understanding a development's context it vital to producing good design and inclusive access and applicants should avoid working retrospectively, trying to justify a pre-determined design through subsequent site assessment and evaluation.

22. In the light of this understanding of the context, a design and access statement should explain how this has been considered in relation to its proposed **use**. The use is the use or mix or uses proposed for land and buildings. Use cannot be reserved within an outline application. Design and access statements for both outline and detailed applications should explain the use or uses proposed, their distribution across the site, the appropriateness of the accessibility to and between them and their inter-relationship to uses surrounding the site.

23. In addition, the statement should explain how this context has been considered in relation to the physical characteristics of the proposal, that is, the amount, layout, scale, landscaping and appearance of the development.

Access – What is Required in a Design and Access Statement

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

25. Statements should explain how access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. The statement should address the need for flexibility of the development and how it may adapt to changing needs.

26. The design and access statement should also explain the policy adopted in relation to access and how relevant policies in local development documents have been taken into account. The statement should also provide information on any consultation undertaken in relation to issues of access and how the outcome of this consultation has informed the development proposals. This should include, for example, a brief explanation of the applicant's policy and approach to access, with particular reference to the inclusion of disabled people, and a description of how the sources of advise on design and accessibility and technical issues will be, or have been followed.

27. Access for the emergency services should also be explained where relevant. Such information may include circulation routes round the site and egress from buildings in the event of emergency evacuation.

28. For outline applications, where access is reserved, the application should still indicate the location of points of access to the site. Statements accompanying such applications should, however, clearly explain the principles which will be used to inform the access arrangement for the final development at all scales from neighbourhood movement patterns where appropriate to the treatment of individual access points to buildings.

PLANNING APPLICATIONS : NEW REQUIREMENTS FOR 'DESIGN AND ACCESS STATEMENTS'

From 10 August 2006, the Government has introduced a new requirement for ***'Design and Access Statements'*** to be submitted with applications for planning permission (and also for applications for listed building consent).

All applications will require Design and Access Statements ***except*** the following:-

- Householder applications for extensions/alterations to dwellings unless they are within a Conservation Area, AONB or SSSI;
- applications solely for a material change of use (with no alterations);
- applications for engineering or mining operations;
- applications to display advertisements;
- applications for works to trees subject to TPO; and
- applications for hazardous substances consent.

All applications for listed building consent require a Design and Access Statement.

Design and Access Statements need to explain and justify the following:-

- Amount of development and how it is distributed around the site;
- Use to which the development will be put;
- Layout of buildings, routes and spaces;
- Scale of buildings (height, width and length) in relation to their surroundings;
- Appearance: external form of buildings – architecture, materials, decoration, lighting, etc;
- Landscaping of private and public spaces within the site; and
- Access to the development (not internal within buildings): equal and convenient access for all people.

Guidance on preparing design and access statements is contained in Circular 01/2006 issued by the Government's Department of Communities and Local Government. The relevant extract can be obtained from the Council's Help Point or Planning Division on request or the whole document can be viewed at www.communities.gov.uk/index.asp?id=1500620.

More detailed guidance has been issued by CABE (Commission for Architecture and the Built Environment) which can be downloaded from their web site at www.cabe.org.uk/publications (under the description 'Access and inclusion') and also obtained by post from CABE, 1 Kemble Street, London WC2B 4AN (free of charge while stocks last).

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Planning and Community

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