

Intended use: applications for planning permission and/or listed building consent to create new residential units on sites of 0.25Ha or less with some or exclusively residential use.

This template can be used to write your design and access statement. It should be used to explain the design thinking behind your proposal and to demonstrate that your design will be accessible to all users. Each section of the statement allows you to include drawings and images to support your application. You may choose to refer to drawings and images that accompany your submission.

In each section please provide as much information as possible in favour of your proposal. Additional pages have been included for use as needed. Blank pages should be deleted if they are not used.

You may find that some sections of this document are not relevant to your application. Where this is the case please state that the section is 'not applicable' and provide some explanation.



**SMALL SITE
DESIGN AND ACCESS
STATEMENT
TEMPLATE**



1. BRIEF

A brief design statement should be provided setting out:

What is the purpose of the proposal?

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Have there been previous planning applications on the site that are relevant to your proposal?

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Provide a statement outlining the design process, including drawing of other design options that were pursued. Include diagrams, plans, models and any other visual material to help your descriptions.



1. BRIEF

How has the design developed to the current proposal?



What principles underlie the architectural design?



Provide a summary of the planning history of the site, including any pre-application feedback.



2. CONTEXT

Where is the proposal and what surrounds?

What is the style, size, age and condition of existing buildings on the site?

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Are there any gardens, landscaping or other open areas on the site or in its surroundings? Provide details of their size and condition.

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Provide a site or location plan showing the immediate context of the site as well as ownership boundaries, existing buildings to be retained and/ or demolished, listed buildings and new buildings.



2. CONTEXT

What boundaries surround the site?

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Are there any immediately adjoining buildings and sites?

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2. CONTEXT

Are there any nearby conservation areas and associated listed buildings are a key design consideration?



Provide images of the site and street scene.

Provide a site plan locating nearby conservation areas and listed buildings.



3. ACCESS

Does the building provide safe and convenient access for all users?

Vehicular and transport links:

What are the existing public transport provisions?

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Does your proposal take into account existing transport links?

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Provide plan drawings showing proposed access points and routes.



3. ACCESS

How will the site be approached and accessed?

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Do you wholly own the site and access?

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Provide a site plan showing the extent of the site in the applicant's ownership. Clearly note any access to the site under shared ownership or not owned by the applicant.



3. ACCESS

Where will the site be accessed? Why has this access point been chosen?

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How will movement be accommodated on the site? Why was this route chosen?

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3. ACCESS

Are there any car parking provisions on site including setting-down points and dropped kerbs?





3. ACCESS

Inclusive access:

Are entrances located so they are visible?



How will vertical and horizontal movement be accommodated?

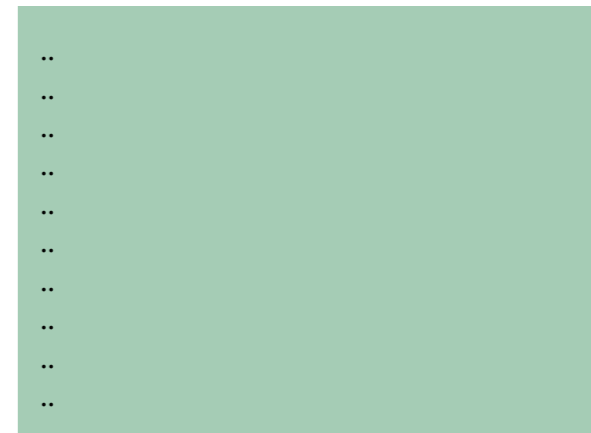


Provide plan drawings showing proposed pedestrian routes across the site including access points.



3. ACCESS

What WC facilities have been provided within the building?





3. ACCESS

Have special provisions been made to accommodate building users of different physical abilities?



How will pedestrians access and move around the site?



Provide plan drawings with internal layouts showing WC facilities and any special access accommodations.



4. LAYOUT AND USE

How are buildings and public and private spaces used and arranged on the site?

How much will be built on the site?



How will the building be arranged on the site?



Provide a site plan showing the number of proposed units and the proposed floor space for each proposed use (where appropriate).



4. LAYOUT AND USE

How will the building relate to adjacent buildings and sites?

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What are the proposed uses of the building?

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4. LAYOUT AND USE

How do the proposed uses relate to the existing context?



How will the different uses be distributed across the site?



Provide plan and section drawings of proposed buildings, annotated sufficiently to explain purpose of spaces, orientation and scale. Plans must include furniture layouts.



4. LAYOUT AND USE

How will the building layout provide safety and security?





5. SCALE AND APPEARANCE

How will the building look and sit in relation to surrounding sites?

What are the dimensions of the building?



How does the building relate in scale to its existing context?



Provide dimensioned plan, section and elevation drawings, showing all proposed building, taking into account the surrounding context. All drawings must include critical dimensions from the proposed building to adjacent boundaries, neighbouring buildings and windows of adjacent habitable rooms.



5. SCALE AND APPEARANCE

What materials will be used in the building? How will this differ from what is existing?



Provide plan drawings showing proposed pedestrian routes across the site including access points.



6. LANDSCAPING

How will open spaces enhance and protect the character of a place?

If this section is not required please state the reasons.

What is the function of the proposed landscaping? (for instance providing shade or sustainable drainage)

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Are there any protected trees on the site or on adjacent sites?

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Provide plan drawings detailing:

- **All existing and proposed boundary treatments.**
- **All existing and proposed hardstanding/parking areas.**
- **All existing planting and all trees/shrubs to be removed.**
- **Species, size, density and location of proposed trees and shrubs.**



6. LANDSCAPING

If trees are within falling distance of the proposal, has an arboricultural assessment been carried out to mitigate damage to existing trees?





7. HERITAGE

How will the building relate to heritage assets in and surrounding the site?

If this section is not required please state the reasons.

Which heritage assets will be affected? (Listed buildings, conservation areas, archaeology, etc.)

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What is the significance of the asset?

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Provide plan, section and elevation drawings showing the relation of the proposal to the heritage asset.



7. HERITAGE

How will the proposal affect the asset? (Refer to relevant national and local policies)

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If the impact is negative, set out the public benefits that justify the proposal.

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