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**Design and Access Statement template**

(For applications for planning permission or Listed Building Consent)

This template can be used to help you write your design and access statement. It should be used to explain the design thinking behind your planning application and to demonstrate your commitment to design that is accessible and inclusive to all. You may find it useful to include pictures or photographs, or to refer to plans you have submitted in support of your application. You should aim to provide as much information as possible. You may find that there are some sections which are not relevant to your application. If this is the case please state ‘not applicable’.

**Site location**

**Description of proposed development**

**1. Explain the design principles and concepts that have been applied to the proposed development**

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**2. Demonstrate the steps taken to appraise the context of the development and how the proposed design takes that context into account in relation to the proposed use**

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**3. Explain how policies relating to access in relevant local development documents have been taken into account.**

The ‘access’ component should deal with both interior design and management issues to demonstrate how the applicant intends to meet their duties under the Equality Act 2010 (which supersedes the Disability Discrimination Act 1995).

Where relevant, this should include:

* Approaches to and around the site, including transport links
* Car-parking, setting down points, location of dropped kerbs (if required)
* All entrances, including visibility
* General horizontal/vertical circulation and layout arrangements
* Appropriate use of surface materials
* Facilities within the building including WC provision, circulation within units and explanation of accessibility standards through all public parts of the building
* Way-finding and signage
* An assessment of means of escape

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**4. Explain how any specific issues which might affect access to the development have been addressed.**

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**5. State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation.**

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