

DESIGN AND ACCESS STATEMENT CHECKLIST

This checklist is to enable the applicant/agent to compile an acceptable Design and Access Statement that will enable a planning application to be validated.

Failure to cover all the requirements will result in the application being deemed invalid

Only **MAJOR** planning applications and applications **within a Conservation Area (or World Heritage Site) for one or more dwellinghouses or the provision of a building(s) where the floorspace created by the development is 100square metres or more** must be accompanied by a Design and Access statement **except:**

- * Engineering (and mining) operations;
- * Material changes of use of land or buildings, where no operational development is involved;
- * Applications to develop land without compliance with conditions previously attached (S73 applications);
- * Application for extensions of time for unimplemented permission granted on or before 1st October 2010 and which has not expired;
- * Application for extensions of time for outline planning permission granted on or before 1st October 2010 and which was subject to a time limit under S91 or S92 of the Act that has not expired and in respect of which development has begun in accordance the reserved matters approved under that permission which is required or expressly permitted to be implemented in phases.

All **applications for listed building consent** must be accompanied by a design and access statement- see below for details.

Where a Design and Access Statement must accompany the application, the application will not be considered as being made until a completed Design and Access Statement has been submitted.

The level and detail will vary depending on the scale and complexity of the application. They should help to ensure that proposals are based on a thoughtful design process and a sustainable approach to access. A major part is to explain how local context has influenced the design.

The Statement shall be about the design principles and concepts that have been applied and how issues relating to access have been dealt with.

CONTENT:

- (a) Explain the design principles and concepts that have been applied;
- (b) Demonstrate the steps taken to appraise the context of the development and how the design takes account of the context;
- (c) Explain the policy adopted as to access and how policies relating to access in relevant development documents have been taken into account;
- (d) State what, if any, consultation has been undertaken on access issues and what account has been taken of any responses;
- (e) Explain how any specific issues which might affect access to the development have been addressed.

LISTED BUILDING CONSENT STATEMENT

This should set out how the design principles and concepts that have been applied have taken account of:

- (i) the historic and special architectural importance of the building;
- (ii) the particular physical features of the building that justify designation as a listed building; and
- (iii) the buildings setting.

The statement will need to explain and justify the approach to ensuring the preservation or enhancement of the building, why the works are necessary, and what measures within the approach to design have been taken to minimise impacts. Reference to any balance between duties imposed by other legislation and regulations should be included.

Except for proposals for minor alterations, applications for listed building consent should be supported by an **Impact Assessment** or **Justification statement** (in accordance with the guidance given in **NPPF** paras. 128, 129 and 132). In the case of complex proposals, a Conservation Plan may be required. The special character of a listed building may be sensitive to the slightest change. Applicants will therefore be expected to justify their proposals and to show why the proposed works are desirable or necessary. This will aid understanding of your application and increase the chance of its approval. It is important to bear in mind that others, including local and national amenity societies, are usually consulted on listed building consent applications: an *Impact Assessment* will help them to reach a considered view.

Applicants will be expected to provide a written justification statement for their proposal and showing:

- what impact the proposals will have upon the historic fabric of the building (You should show a thorough understanding of the architectural or historic interest of the building affected using annotated drawings and clear

photographs of all parts of the buildings which are affected both internal and external);

- why the works which would affect the special character and setting of the listed building are desirable or necessary;
- why your proposed works are necessary to secure the long term future of the buildings including when works involve significant elements of demolition or rebuilding, a structural report by an engineer familiar with heritage assets, which identifies defects and proposes remedies;
- identification of special features of the building which are of special interest or value (i.e. plan, materials, special features, details, design);
- an assessment of the buildings contribution to the local scene and the effect that the proposals may have on this;
- any benefit the proposals would bring to the community, the economic regeneration of the area or the enhancement of the environment.
- a written schedule of proposed works.
- for partial demolition you will need to provide details of the volume of the listed building and part to be demolished. You should calculate the cubic content figure on the basis of the external dimensions of the property.
- an archaeological assessment or field evaluation and a mitigation strategy where important archaeological remains may exist.

The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. It is strongly recommended that the applicant/agent and officers discuss the scope and degree of detail to be included in this justification before submission of the application.

PLEASE NOTE that this is a summary of the regulations as we consider they apply to Bolsover District Council. Reference should be made to the Town and Country Planning (Development Management Procedure) Order and the Planning (Listed Building and Conservation Areas) Regulations published by the Department for Communities and Local Government (DCLG),