

# **A Guide to Producing Access Statements for Building Regulation Applications**



Please note that these guidance notes are for advice only and may not cover all situations. Please ensure that they are appropriate for use in your particular circumstances.

## Access Statements

The requirement to provide an **Access Statement** as part of the Building Regulations application is recommended in the Building Regulation, Part M (2004 edition). Its requirement is also due to be formally introduced into Planning Legislation.

By considering access issues for all members of society at the earliest opportunity steps can be taken to ensure facilities are suitable for use, and accessible by everyone. The process will also help inclusive design proposals to be fully integrated into the design from the beginning rather than towards the end of the process when only ineffective, compromise solutions can be achieved.

The access statement should clearly identify:-

- ❖ The philosophy and approach to an inclusive design.
- ❖ The key issues of the particular scheme.
- ❖ The source of advice and guidance used.
- ❖ How the principles of an inclusive design have been implemented into the scheme.
- ❖ How inclusion will be maintained and managed.

The size and level of detail in the statement is likely to reflect the size and complexity of the proposed development and may therefore vary considerably.

To aid the production of an Access Statement, Bath & North East Somerset Council would recommend that the following format is adopted.

## **Building Control Access Statement**

Site Address:

Date:

### **Applicants Details**

Name:

Address:

  

Post Code:

Tel:

Fax:

### **Agents Details**

Name:

Address:

  

Post Code:

Tel:

Fax:

### ***Description of Development:***

*To include description of proposed works. Size of proposed works, building use, number of occupiers, perceived modes of transport etc*

### ***Design Standard Followed:***

Approved Document M (2004):

BS8300 (2001):

Other (please elaborate below):

### ***Philosophy and Approach:***

*Overview of the developers philosophy regarding access for disabled people and inclusive design.*

*This section must include specific examples of how individual design proposals within the project reflect this philosophy.*

*Reference to current/pending legislation may also be relevant*

## **Key Access Issues of the Design:**

*This should include direct reference to key design attributes in relation to:*

- Approach
- Parking
- Entrances
- Horizontal Circulation
- Vertical Circulation
- Access to Services
- Emergency Egress
- etc

## **Sources of Advice and Consultation:**

*Include references to relevant British Standards*

*Consultation with Planners, Conservation Officers, Access Officers etc.*

*Evidence of consultation with existing/planned building users (where appropriate)*

*The extent of input from Local Access Groups or local organisations reflecting the views of disabled people.*

## **Nature and Impact of Environmental Constraints**

*Where environmental factors act to constrain compliance with the relevant design guidance an explanation of the individual constraints should be included. These may include constraints imposed by an existing structure during an extension, or geographical constraints on new or existing developments.*

*The responsibility will be on the developer to explain why relevant design guidance can't be achieved in any particular situation and to provide material evidence to this effect.*

*One alternate solution that has been considered should also be described for each instance in which the design is felt to deviate from the relevant design guide.*

## **Proposed Solutions for Overcoming Identified Constraints:**

*Where deviation from the relevant design guidance is proposed as a solution an explanation of how the relevant barrier can be "reasonably" overcome should be explained.*

## **What steps have been taken to ensure this information is made available to building occupiers?**

Explain the steps taken by the designers to ensure the above access philosophy and information particular to the building is fully integrated into the long-term management of the building

## **Additional Material Information:**

Any additional information in support of the proposed development