

DESIGN AND ACCESS STATEMENTS – GUIDANCE NOTE 2

STATEMENTS REQUIRED TO ACCOMPANY APPLICATIONS FOR LISTED BUILDING CONSENT

In June 2013 the statutory requirements for Design and Access Statement to accompany applications for Listed Building Consent were amended¹. The following Guidance Notes explain the current requirements with the Council's expectations in respect of the requirements and the content of such documents.

What are Design and Access Statements?

Design & Access Statements must set out:

- the design principles and concepts that have been applied to the works;
- how these design principles and concepts take account of the special architectural or historic importance of the building, including key features of the building and the setting of the listed building; and
- how issues relating to access to the building have been dealt with (UNLESS the application is for listed building consent to carry out works affecting only the interior of a listed building).

Statements will provide local authorities with a greater understanding of what is being proposed, why certain design decisions have been taken, how the works will impact on the listed building, and what the final development might look like in its context.

Design and Access Statements are needed for all applications for Listed Building Consent.

What must be included in a Design & Access Statement?

In summary, the statutory requirements for a Design and Access Statement to accompany an application for Listed Building Consent are that it shall explain:

- a) the design principles and concepts that have been applied to the works:**
this might be best achieved not just with written text, but also sketches, drawings, models, photographs and precedent examples where appropriate, sufficient to explain the particular proposals. Though specific sub-headings have now been removed from the statutory requirement, it might reasonably be anticipated that the explanation should cover the architectural approach and the rationale behind design decisions taken on matters such as layout, scale, mass and building appearance.
- b) how the design principles and concepts that have been applied to the works take account of the special architectural or historic importance of the building;**
a thorough appraisal of the existing building and context is usually a key early stage in the design process with regard to altering a listed building, to help identify the special architectural or historic character and importance of the building. This may involve historical research, potentially archaeological interpretation of the building form and fabric, and survey work. Further information on particular buildings may be held by the Heritage Environment Record at East Sussex County Council. County.HER@eastsussex.gov.uk
The Statement should explain how the design decisions taken have had regard to, and would impact on, this identified architectural character and historic importance, normally in respect of building form and legibility, historic fabric, external appearance, internal plan form, and detailing.
- c) how the design principles and concepts that have been applied to the works take account of the particular physical features of the building that justify its designation as a listed building:**
this is similar to the above point, though should include specific reference to any key features.

¹ The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2013

d) how the design principles and concepts that have been applied to the works take account of the building's setting

Guidance on understanding and evaluating the setting of listed buildings is produced by English Heritage <http://www.english-heritage.org.uk/content/publications/publicationsNew/guidelines-standards/setting-heritage-assets/setting-heritage-assets.pdf> while good advice on preparing site and context appraisals is produced by the English Historic Towns Forum via the following weblink: [EHTE Making Better Planning Applications.pdf](#). Where proposals are in a Conservation Area, reference might usefully be made to the relevant parts of the Conservation Area Appraisal, where these exist. [Conservation Areas - Rother District Council](#).

The appraisal of the site and setting of the listed building must be evidenced in the statement, and again might be best achieved with a variety of material, including site photographs, annotated sketch plans and contextual sections and elevations, long views of the building, drawings and models, sufficient to explain the particular significance of the building's setting.

The Statement should explain the design decisions taken accordingly with regard to the setting of the listed building and the character of the site.

N. B. The following requirements do not apply in relation to an application for listed building consent to carry out works affecting only the interior of a listed building.

e) explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in relevant local development documents have been taken into account:

as appropriate to the scale of development, this should make reference to all users and modes of access to and around the development e.g. vehicular, cyclists, pedestrians, and with reference to provision for inclusion of disabled people. The statement should also explain how the proposal relates to and links existing and neighbouring roads, footpaths and the public realm and open spaces.

f) explain how the policy as to access takes account of

- a. the special architectural or historic importance of the building**
- b. the particular features of the building that justify its designation as a listed building, and**
- c. the building's setting**

g) 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:

depending on the scale of the proposal, this may include consultation with local communities and disabled access groups, and technical advice from the local highway authority, transport consultants and engineers and historic buildings specialists.

h) explain how any specific issues which might affect access to the development have been addressed.

How to submit a Design & Access Statement.

For convenience, we have produced a *pro forma* to help structure a Design and Access Statement with reference to the above points. This is available on our website via the following link

[Design Access Statement Proforma 2 LBC Applications.pdf](#)

The additional information, e.g. sketches, photographs, reports etc should be appended to this *pro forma* and the complete Statement submitted with your application.

Should you choose to prepare a separate stand-alone document for your Design and Access Statement, potentially combined with your Heritage Assessment of Significance, you should indicate on the *pro forma* the relevant pages of your document on which each of the above points are addressed, so that we may be sure the statutory requirements are fulfilled. However, additional information will always be welcomed.

We will be unable to register applications with inadequate Design and Access Statements.