

**Hertsmere Local Development Framework**  
Supplementary Planning Document

# Planning and Design Guide



## **Part C: Site Appraisal: Design and Access Statements**

November 2006

## Large print and languages

The Hertsmere Planning and Design Guide can be made available in large print, braille and audio-tape on request. If you require any of these services or you have difficulty understanding this leaflet because English is not your first language, please contact the Planning Policy Department on 020 8207 2277 and we will do our best to assist.

Please allow sufficient time for the Hertsmere Planning and Design Guide to be made available in the format requested.

اگر آپ کو یہ ڈاکومنٹ (دستاویز) سمجھنے میں یا اس پر رائے دینے میں مشکل پیش آتی ہے کیونکہ انگریزی آپ کی پہلی زبان نہیں ہے تو کونسل کی کارپوریٹ کمیونیکیشنز ٹیم کو 020 8207 2277 پر فون کریں۔ ہم مدد کرنے کی پوری کوشش کریں گے۔ یہ ڈاکومنٹ درخواست کرنے پر بلا سے حروف بریل (بصارت سے محروم افراد کے لیے ابھرے ہوئے حروف) اور آڈیو ٹیپ پر بھی فراہم کیا جاسکتا ہے۔ برائے مہربانی مناسب وقت دیں تاکہ یہ ڈاکومنٹ مطلوبہ شکل میں فراہم کیا جاسکے۔

ইংরেজি যদি আপনার মাতৃভাষা না হয় এবং সেই কারণে যদি আপনার এই লেখাটি বুঝতে বা এর বিষয়ে কোন মন্তব্য করতে অস্ববিধা হয়, তাহলে দয়া করে কাউন্সিলের করপোরেট কমিউনিকেশন টিমের সঙ্গে 020 8207 2277 নম্বরে টেলিফোন করে যোগাযোগ করবেন। আমরা আপনাকে সাহায্য করবার জন্য যথাসাধ্য চেষ্টা করব। অনুরোধ করলে এই লেখাটি বড় হরফে, ব্রেইলে এবং অডিও-টেপেও পাওয়া যাবে। আপনি ঠিক যে ভাবে লেখাটি চাইছেন সেইভাবে এটিকে প্রস্তুত করে আপনারদের দেবার জন্য আমাদের দয়া করে যথেষ্ট সময় দেবেন।

नेवर्तु इत एतसतद्वैतं तु सवस्तु विच न्ना एत उ तियती वरन विच उवलीर एते विष्टिभि अंशुनी उवाती पविती इमा नती ए, उा विरथा वरने वाष्टिसिल ए वातयेवत सुवना एतु तु 0208 207 2277 उ संपवत वर अउे असी मएत वरन एती अपती पुरी वेमिस वराती। तिहेतन वरन उ एत एतसतद्वैतं इते पित. सुल अउे अविचि-एय विच एी एत वीउा न्ना सवस्ता ए। विरथा वरने मती राते पुरव विच एतसतद्वैतं तु उपलघय वरवाष्टुत एती परजयत्र समे दिचि।

如果英文不是你的母語，你不明白這份傳單的內容，或你想以中文表達你的見，請致電02082072277聯絡公關組。我們會盡力協助。這份傳單另有太寫，凸字和錄音帶版本提供給有需要人士。但因預備需時，如有需要盡早跟我們聯絡。

જો તમારી માતૃભાષા અંગ્રેજી ન હોવાને કારણે તમને આ પત્રિકાને સમજવામાં કે તેના વિશે વાત કરવામાં તકલીફ પડતી હોય તો 020 8207 2277 પર કાઉન્સિલની કોર્પોરેટ કમ્યુનિકેશન્સ ટીમને ફોન કરો અને અમે તમને મદદ કરવા માટે શક્ય તે બધા જ પ્રયત્નો કરીશું. આપ માંગણી કરશો તો આ પત્રિકા મોટા અક્ષરમાં, બ્રેઇલમાં કે ઓડિયો ટેપ પર ઉપલબ્ધ કરાવી શકાશે. મહેરબાની કરીને આપે માંગેલ સ્વરૂપમાં આ પત્રિકા ઉપલબ્ધ કરાવવા માટે અમને પૂરતો સમય આપો.

Ukoliko imate poteskoca u razumjevanju ovog dokumenta, jer englski jezik nije vas maternji jezik, molimo vas da kontaktirate tim Council Corporate Communications na telefon 020 8207 2277 i mi cemo uciniti sve da vam budemo od pomoci. Na vas zahtjev dokument je takodjer dostupan u vidu publikacije, braila ili na audio traci U tom slucaju vas molimo da nam ostavite dovoljno vremena da pripremimo dokument u zahtjevanom formatu.

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This document forms part of the Hertsmere Planning and Design Guide. The full guide consists of this document and the following sections:

Part A: Overview and Context

Part B: Permitted Development

Part D: Guidelines for Development

Part E: Guidelines for Residential Extensions and Alterations

The above sections can be obtained either individually or as a whole from our website ([www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)) or by contacting the Planning Policy Team on 020 8207 2277.

## Part C. Site appraisal: Design and Access Statements

### 7 Conducting a site appraisal and the submission of Design and Access Statements

#### 7.1 What is a site appraisal and who should do one?

A site appraisal is a survey and evaluation of the existing characteristics of a site and its surroundings.

A site appraisal should be undertaken for every development where it is required before the details of a scheme are drawn up. The level of detail that will be necessary for a site appraisal will vary depending on the scale of the proposal and the characteristics of the site.

**The Council will expect to see a site appraisal submitted to the Council for new residential, leisure, educational, social and commercial developments as part of an overall Design and Access Statement. The statement should show how proposals have considered the advice in this Planning and Design Guide and should illustrate how the design was arrived. It should not just describe the scheme. A combined Design and Access Statement of suitable detail should be provided for all full and outline proposals except:**

- **Householder extensions not in a Conservation Area;**
- **Changes of use with no operational development;**
- **Engineering and mining operations; and**
- **Applications for advertisement consent**

Applications for new buildings that contain a facility that is accessible to the public **must** provide a Design and Access Statement, as required by the General Development Procedure Order 2005. Applications which fail to include a Design and Access Statement will not be registered by the Council.

This Statement should clearly explain how the provisions of Part M of the Building Regulations, British Standard 83000:2001 and the Disability Discrimination Act 1995 have been met. More information on Access and Design Statements can be found on the Disability Rights Commission website: [www.drc-gb.uk](http://www.drc-gb.uk).

The initial site appraisal will help to identify the limitations and opportunities of your site at an early stage. You should regard it as the starting point of the design process. The appraisal will help you to develop a scheme which uses your site's positive features and identify features worth keeping and will need to deal with two main aspects: the site in relation to its surrounding area (the site's 'context') and also the characteristics of the site itself. These two aspects are described in further detail in the next two sections.

You must decide which requirements are most relevant to you, the level of detail you need to provide and the best way to present the information to us. If you are in doubt, you can seek advice from one of the Council's planning officers. Depending on the site and type and scale of development you are proposing, you may need to support the site appraisal with detailed information including:

- ground condition surveys
- tree surveys
- archaeological surveys
- habitat and / or protected species surveys
- flood risk assessment
- noise assessment / proximity to nuisance causing operations
- full daylight/sunlight assessment
- circulation and surrounding road hierarchy
- potential accesses and linkages
- plot ratio, layout and width
- density in the surrounding area
- adjoining land uses
- boundary treatments
- existing landscape features

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- green transport plan</li> <li>- building lines</li> <li>- siting of surrounding buildings</li> <li>- settlement form and street patterns</li> </ul> | <ul style="list-style-type: none"> <li>- views into, from and across the site</li> <li>- spaciousness and extent of open space</li> <li>- topography, gradient and orientation</li> <li>- microclimate, prevailing winds</li> </ul> |
| <ul style="list-style-type: none"> <li>- accessibility</li> <li>- drainage</li> </ul>  | <ul style="list-style-type: none"> <li>- landmarks and local vernacular architecture</li> <li>- where proposals affect a historic park or garden - a historic landscape appraisal and conservation management plan</li> </ul>       |

Section 7.2 sets out some of the instances where a specialist survey may be needed.

The remainder of the Design and Access Statement should explain the methods used to achieve the appropriate design and access solutions for the site, having regard to the Site Appraisal and design guidance set out in this document. The Statement should also show how the proposal will positively contribute to the appearance and character of the area and deliver the best economic, social and environmental benefits. Local character can relate to both the immediate surroundings of a site and the prevailing pattern and type of development within the wider vicinity. In order for applications to be assessed, appropriately scaled plans (e.g. 1:200 scale) should be submitted with the application.

The Council's Statement of Community Involvement places an onus on the applicant to undertake pre-application discussions with the Council. For those sites likely to attract a large amount of public interest the Council will encourage applicants to consult the community before an application is submitted. Site Appraisals and Design and Access Statements can enable more effective debate with the community.

## 7.2 The site's surroundings

The first part of the site appraisal involves assessing the relationship of the site to its surroundings. To do this you should make reference to:

### 7.2.1 Buildings, structures and spaces

- Identify the existing types of buildings and structures in the vicinity of the site, including types of boundary walls or fences and paved surfaces.
- Note the height and scale of other buildings, structures and vegetation.
- Identify any features of particular historic or ecological significance which may affect your plans.

### 7.2.2 Neighbourhood character

- Identify the features that give the area its character, for example:
  - the relationship buildings have to streets, open spaces, and established building lines,
  - the general characteristics of buildings including architectural styles, materials, building sizes, form, and features,
  - landscape and vegetation features, including historic designed landscapes (these may include parks, cemeteries and front gardens).
  - the pattern of open space, the nature and size of individual open spaces and the way in which they function collectively as a network for movement, biodiversity and/or visual amenity, and
  - details such as lighting, signs, paving and street furniture.
- The Council will be conducting a character appraisal of existing Conservation Areas within the Borough in due course. Developments will need to consider any special characteristics that are highlighted in these neighbourhood character statements.

### 7.2.3 Land use

- Describe surrounding land uses and assess implications of types of use, layout, and density for site development.
- Ensure any potentially contaminative uses or other local sources of pollution are identified and their implications assessed, e.g. where land has previously been used for an industrial use.

#### 7.2.4 Transport and access

- Evaluate existing patterns of movement and circulation around and adjacent to the site, both in terms of how they might affect access to the development, and how the movements and trips generated from the development will fit into this network;
- Assess the effectiveness and opportunities of pedestrian, cycle, vehicular or other forms of access, including how prospective users will gain access to the development from existing public transport networks; and
- Identify constraints and opportunities of important routes, junctions, landmarks and gateways.
- Access statements for major schemes will need to report on consultation with the Highway Authority with regard to access issues, and where consultation has not been carried out, why this is not the case.

#### 7.2.5 Views

- Describe existing and potential views to and from the site, both good and bad. This should consider views from public places as well as from private properties nearby. If the site is in a prominent location, e.g. on a corner, at the end of a street or on a hill, the design will be especially important.
- Identify which views should be maintained and/or emphasised, detailing prominent aspects and prospects.

### 7.3 The site itself

Describe and assess the nature of the site itself and how this affects the development proposal. You should make reference to the following:

#### 7.3.1 Landform:

- Describe the existing topography (levels, slope and contours) and significant site features such as retaining walls, water features and the site's relationship with adjacent areas.

#### 7.3.2 Ground conditions:

- Identify any possible constraints on development due to existing or previous development.
- Assess the soil conditions and drainage.
- Assess the flood risk level and surface water drainage.
- Consider whether an archaeological survey may be required. A survey will be necessary on sites where it is likely that there may be archaeological remains.

#### 7.3.3 Landscape/Ecology:

- Describe the extent, type and location of existing vegetation - trees, shrubs, hedgerows, grassland, water bodies, formal or informal landscaped areas and invasive species / weeds.
- Full tree, habitat and / or protected species surveys may be required depending on the scale of development and location of the site. Identify features to be retained.

#### 7.3.4 Buildings and structures:

- Describe the size, type and location of any buildings and structures on site identifying those to be removed or retained.
- Where buildings are to be extended, accurate plan and elevation drawings will be needed to show how the extension relates to the existing building.
- Where the proposal is largely the conversion of existing buildings, accurate plan and elevation drawings will be needed to show how the property will be converted to provide adequate living space, and any external alterations needed to provide access.

**7.3.5 Local climatic influences:**

- Identify best orientation for sunlight and to give protection from the wind.

**7.3.6 Existing services:**

- Identify any constraints on development due to existing services. For example, public or utility companies may have a right of way over the site or may need to be consulted during the planting of deep-rooted trees or shrubs.

## 7.4 Specialist surveys

It is strongly recommend that specialist professional advice is sought where proposals depend on accurate information about site levels, ground conditions, transportation issues, existing buildings and the like. Early discussion with the Council's Planning Unit is also advisable in order to identify or confirm the need for other types of survey such as trees, habitats, protected species and archaeology. Development sites over 1 hectare in a flood risk zone 1, 2 or 3 should be accompanied by a flood risk assessment, The Planning Unit may hold information, or be able to direct applicants to sources of information which will be of help in the process of site appraisal.

In some instances, e.g. for large or complex proposals, or development in particularly sensitive locations, an Environmental Impact Assessment (EIA) may be required. You should discuss the need for an EIA with the planning officers and if necessary, formally request an EIA screening opinion in order to establish whether your proposal will require the submission of an Environmental Statement. The requirement for EIA is governed by national guidelines for particular types of development. Part D.