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**Access for All Supplementary Planning Document**  
Designing an Inclusive Built Environment

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## General Information

This and other Local Development Framework documents are or will be made available on request in large copy print, audio version, Braille or languages other than English. If you require the document in one of these formats please contact:

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### Arabic

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### Bengali

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### Chinese

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## Gujarati

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## Punjabi

અનુરોધ કરન છે. દિગ ડાકયુમન્ટ (લિખિત જાનકારી દસઝાવેજ), અડે સઘાનક વિકાસ યોજના (ફરેમવર્ક) સંબંધી હેર ડાકયુમન્ટસ વંડે પરિંટ, આઢીઈ કસેંટ ડે રીકારડ કીડે હેડે. ઘરેલ ડારમેન્ટ, અડે અંગુણી ઢાસા ડે નાલ નાલ હેર ઢાસાવાં વિંચ વી મિલ સકડે હન જાં મિલ સકડગે. જેકર રુસી કોઈ ડાકયુમન્ટ દિનું વિંચે કિસે ડારમેન્ટ (ઘનડર) વિંચ લેટા ચાહુડે હે. ડાં ક્રિપા કરકે હેન લિખે પડે ડે સંપરક કરે: પલેનિંગ પોલિસી ટીમ, ડાઈરેક્ટરેટ ઓફ ડિ અરબન દિનવાઈરનમેન્ટ, ડડલી મેટરોપોલિટન ઘરે કાઉન્સિલ, 3 સેંટ જેમસ રોડ ડડલી Planning Policy Team, Directorate of the urban environment, Dudley Metropolitan Borough Council, 3 St. James's Road, Dudley DY1 1HZ - ટેલિફોન નંબર: 01384-816967 - ઈ-મેલ પડા: [ldf@dudley.gov.uk](mailto:ldf@dudley.gov.uk)

## Urdu

یہ اور کھل ڈیولپمنٹ فریم ورک (مقامی بہتری سے متعلق اقدامات کا ڈھانچہ) سے متعلق دوسری دستاویزات بڑے حروف کی طباعت، آڈیو کیسٹ، بریل یا انگریزی زبان کے علاوہ زبانوں میں ترسیل کی صورت میں دستیاب ہیں یا درخواست پرفرائیم کی جائے گی۔ اگر آپ کو دستاویز ان میں سے کسی بھی شکل میں درکار ہے تو براہ مہربانی پلاننگ پالیسی ٹیم، ڈائریکٹوریٹ آف اربن اینوائرنمنٹ، ڈڈلی میٹروپولیٹن بورو کونسل، 3 سینٹ جیمز روڈ، ڈڈلی ڈی ڈی 1 1 ایچ ایچ کے ساتھ رابطہ قائم کریں۔ ٹیلیفون نمبر: 01384 816967، ای میل: [ldf@dudley.gov.uk](mailto:ldf@dudley.gov.uk)

## 1 Purpose of this Document

- 1.1** Dudley MBC recognises that in order to achieve strong, vibrant, sustainable and inclusive communities, our built environment should be fully accessible to enable everyone to participate in the community. An important part of delivering this commitment is breaking down unnecessary physical barriers imposed on people by poor design of buildings and places, allowing everyone to fully participate in community, leisure, retail, social and cultural activities.
- 1.2** Poor design can create barriers for all members of the community, especially people with disabilities. It is estimated that there are 11.7 million people who have a disability in the UK, representing some 20% of the population, a figure that is rising partly due to the increasing proportion of elderly people. However, we can all potentially face challenges to mobility through injury, illness, using pushchairs or transporting heavy loads/luggage. People's access requirements should be incorporated into how we shape the environment. We can all benefit from a well designed inclusive built environment.
- 1.3** Architects, builders, designers, highway engineers, planner and policy makers all have a place in promoting high quality and inclusive design for all development. Inclusive design ensures everyone can use buildings and places and aims to remove barriers to movement, creating an environment that functions well and enables everyone to participate equally. It can be the case that the needs of people with differing disabilities, elderly people and parents of young children are considered too late in the design process and results in the creation of separate facilities.
- 1.4** This Supplementary Planning Document (SPD) is designed to highlight the most important principles in designing an inclusive built environment, which satisfies the needs of all users, including people with a disability. In highlighting these issues it sets out a number of Guiding Principles, referred to throughout Chapters 5 to 12 and summarised in Appendix A. The purpose of this document is:
- To provide detailed design standards pivotal to inclusive design
  - To ensure that the needs of disabled people are taken into account from the outset of a development
  - To ensure that access issues are considered throughout the design and development process, and encourage best practice.
  - To provide guidance on the preparation of Design and Access Statements
  - To give an early indication of likely requirements arising from Building Control, which could impact the design and layout or proposed

developments. However, clearly differentiates between the requirements of Planning and Building Control.

- To advise on the implications of accessible design on the Historic Environment.

**1.5** This document supplements policies included in the Council's Local Development Framework, of which the Black Country Core Strategy and existing Unitary Development Plan (2005) are a part. It will therefore be a material consideration in the determination of planning applications.

## 2 Policy Background

### Legislation

#### Background

- 2.1** There is a considerable amount of legislation which inform decisions and policy making across Local Authority functions, especially planning. The following few paragraphs outline the principles of these key pieces of legislation.

#### Chronically Sick and Disabled Persons Act 1970

- 2.2** This was the first piece of legislation to refer to access to the built environment for disabled people.
- 2.3** Section 4 (1) of the Act requires that 'any person undertaking the provision of any building or premises to which the public are to be admitted, whether on payment or otherwise, shall, in the means of access both to and within the building or premises, and in the parking facilities and sanitary conveniences (if any), make provision, in so far as it is in the circumstances practical and reasonable, for the needs of members of the public visiting the building or premises who are disabled'.
- 2.4** The Act clearly states that premises open to the public, whether on payment or otherwise, should make provision for disabled visitors.

#### Disability Discrimination Act 1995/2005

- 2.5** The Disability Discrimination Act 1995 (DDA) made it unlawful for those providing goods, facilities or services to discriminate against members of the public on the grounds of disability. The Act was amended in 2005. The Act requires any service provider to remove, alter or provide a reasonable adjustment to physical barriers, where it would be possible to do so, to allow disabled people's participation.
- 2.6** This needs to be taken into account in the design of new buildings and spaces, and the alteration or refurbishment of existing ones.

#### Equality Act 2010

- 2.7** The Equality Act became law on 1 October 2010, it replaced existing anti-discrimination laws with a single Act, including the Disability Discrimination Act 1995/2005. It simplified the law, removing inconsistencies and making it easier for people to understand and comply with it.
- 2.8** The Equality Act 2010 has introduced protection from three new forms of disability discrimination:

- direct discrimination because of disability in relation to goods, facilities and services
- indirect disability discrimination, and
- discrimination arising from disability.

**2.9** Businesses also have an obligation to make reasonable adjustments to help disabled individuals access their goods, facilities and services.

**2.10** Reasonable adjustments relate not only to business services and policies, but also to the physical features of your business premises, to better enable disabled people to access your goods, facilities and services. This can include, for example, reasonable adjustments to stairways, steps, parking areas, entrances, exits, doors and gates, toilets and washing facilities, and lifts and escalators.

**2.11** The obligation placed on any service provider or employer is an anticipatory one and therefore required consideration to be given to the needs of disabled people who may access premises in the future, and provision in advance of need is recommended.

**2.12** The Government Equalities Office and the Equality and Human Rights Commission can provide further advice and have published guidance documents for employers, workers, service users and service providers to help understand and use the Equality Act legislation.

### **The Planning and Compulsory Purchase Act 2004**

**2.13** The Act modified procedures in development planning and control to include a number of provisions relating to Access Statements.

**2.14** Alterations designed to improve access and facilities for disabled people may need planning permission. Whether or not permission is required will depend on whether it constitutes 'development' as defined in the Town and Country Planning Act 1990. In the case of external entrance ramps and altered entrances, it will depend on whether the works represent a material alteration to the building. It is likely most ramps and alterations to shop entrances will require planning permission.

**2.15** Listed Building Consent will usually be required for alterations to listed buildings, in addition to any planning permission and even if the works constitute permitted development (i.e. do not require planning permission).

### Development Policy

#### Planning Policy Statement 1 – Delivering Sustainable Development

- 2.16** Planning Policy Statement 1 (PPS1) emphasises that Planning policies should promote high quality inclusive design in the layout of new developments and individual buildings in terms of function and impact, not just for the short term but over the lifetime of the development. To achieve this, it advises that development plans should contain clear, comprehensive and inclusive access policies – in terms of both location and external physical access. Such policies should consider people's diverse needs and aim to break down unnecessary barriers and exclusions in a manner that benefits the entire community.
- 2.17** The Government is committed to developing sustainable communities. Development should address the needs of all in society, being accessible, usable and easy to understand by them

#### Planning Policy Statement 3: Housing

- 2.18** Planning Policy Statement 3 (PPS3) promotes the Government's key housing policy goal of ensuring that everyone has the opportunity to live in a decent home, which is affordable and located in a community where they want to live.
- 2.19** This guidance advises that Local Planning Authorities should plan for a mix of housing over the plan period with regard to accommodation requirements of specific groups in particular, families with children, older and disabled people.
- 2.20** The guidance states that good design should contribute positively to making places better for people. Matters to consider when assessing design quality include the extent to which the proposed development is easily accessible and well-connected to public transport, community facilities and services, and is well laid out so that all the space is used efficiently, is safe, accessible and user friendly.

#### Planning Policy Statement 4 – Planning for Sustainable Economic Growth

- 2.21** Planning Policy Statement 4 (PPS4) states the Government's overall objective is sustainable economic growth.
- 2.22** To help achieve sustainable economic growth, the Government's objectives for planning include the promotion of the vitality and viability of town and other centres as important places for communities, offering a wide range of services to communities in an attractive and safe environment and remedying deficiencies in provision in areas with poor access to facilities. To do this there should be enhanced consumer choice through the provision of

innovative and efficient shopping, leisure, tourism and local services in town centres, which allow genuine choice to meet the needs of the entire community (particularly socially excluded groups).

- 2.23** All planning applications should be assessed as to whether the proposal is accessible and well connected to the transport network and secures a high quality and inclusive design which takes the opportunities available for improving the character and quality of the area and the way it functions.

### **Planning Policy Statement 5 – Planning for the Historic Environment**

- 2.24** The value of the historic environment, and the contribution it makes to our cultural, social and economic life, is set out in the Government's Statement on the Historic Environment for England 2010. Planning has a central role to play in conserving our heritage assets and utilising the historic environment in creating sustainable places.
- 2.25** Heritage assets are the valued components of the historic environment. They include designated heritage assets (as defined in Planning Policy Statement 5) and assets identified by the local planning authority during the process of decision-making or through the plan-making process (including local listing).
- 2.26** When considering applications for development that affect the setting of a heritage asset, local planning authorities should treat favourably applications that preserve those elements of the setting that make a positive contribution to or better reveal the significance of the asset
- 2.27** All planning applications affecting heritage assets need to consider the significance of the proposed development.

### **Planning Policy Statement 12 : Local Development Frameworks**

- 2.28** Planning Policy Statement 12 'Local Development Frameworks' (PPS12) states that in preparing local development documents local planning authorities must include policies on design and access in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004.
- 2.29** It reinforces PPS1 guidance, which makes clear that good design, including consideration of access issues are crucial to the delivery of sustainable development, not separate from it.

### Planning Policy Guidance 17 : Planning for Open Space, Sport and Recreation

- 2.30** Planning Policy Guidance 17 (PPG17) advises that in looking to improve existing open space and facilities local authorities should encourage better accessibility of existing open spaces and sports and recreational facilities, taking account of the mobility needs in the local population.

### Local Development Framework

- 2.31** Many of the Unitary Development Plan (UDP) policies have been saved with Dudley's Local Development Framework (LDF), they continue, in part, to provide the planning policy context for Dudley, however many policies have now been replaced with the Black Country Core Strategy in October 2010. The Planning Inspectorate concluded that the Black Country Core Strategy was sound and provided an appropriate basis for the planning of the area until 2026. It was adopted on the 3rd February 2011, and has now become part of the Development Plan for Dudley Borough.
- 2.32** The remaining UDP policies will eventually be superseded by the Development Strategy Development Plan Document (DPD), which will be the document providing development control policies and site allocations for the Dudley Borough. It is anticipated that this DPD will be formally adopted in March 2014. Area Action Plans (AAP's) will also contain statutory policies and proposals, for each of the Borough's main town centres.
- 2.33** This SPD supports and supplements a range of accessibility policies, outlined in the PPS's above, in the Black Country Core Strategy and saved policies contained in the Unitary Development Plan which together provide a policy framework upon which this SPD is based. The Policy context for Accessibility will be refined and updated in the Development Strategy DPD which will further finesse the local context for access, building on Strategic Policies contained in the Black Country Core Strategy.
- 2.34** Relevant extracts from saved UDP Policies related to creating an inclusive built environment are provided below;

#### **S10 – Quality Design**

Higher quality design of buildings and spaces will be promoted and encouraged in all development

### **DD1 – Urban Design**

All development will be required to apply principles of good urban design. Proposals should (amongst other things);

- Keep and improve all useful and appropriate vehicular and pedestrian routes and provide new ones that make movement easier, through and within the built up area
- Have the potential to be long lived and adaptable for future changes of use including consideration of changing needs of any occupants

### **DD3 – Design of Retail Development**

The design of retail developments should have regard to the desirability of;

- Providing for safe and easy movement for all

### **DUDLEY – DTC1 Thoroughfares and Public Spaces**

#### **Pedestrian Movement**

The needs of disabled people and parents with young children will be fully recognised and appropriate facilities provided, for example dropped kerbs and tactile information.

- 2.35** There are a number of clear linkages between a number of Core Strategy policies and this Access for All SPD including;

### **CPS4 – Place Making (extract)**

- The hierarchy of centres will provide a focus and concentration for essential local services and activities with easy access by walking, cycling and public transport. Its diverse, accessible, affordable and active villages, towns and neighbourhoods will encourage commercial activity, promote prosperity and support the well-being of the area's inhabitants.
- The Black Country will operate on a permeable street network with pedestrian priority that gives maximum freedom of movement and good choice of means of transport.
- A high quality of design and utility of all transport proposals will be sought to ensure that interventions make a positive contribution to place making as well as increasing accessibility and connectivity.
- The Black Country's transformation will be supported by buildings providing a range of functions, tenures, facilities and services to support its diverse local communities.

### **HOU2 – Housing Density, Type and Accessibility (extract)**

The local authorities will work with partners to meet identified needs to accommodate older people, people with disabilities and those with other special needs.

### **ENV3 – Design Quality (extract)**

...Development proposals across the Black Country will deliver successful urban renaissance through high quality design that stimulates economic, social and environmental benefits by demonstrating that the following aspects of design have been addressed through Design and Access Statements reflecting their particular Black Country and local context:

1. Implementation of the principles of 'By Design' to ensure the provision of a high quality network of streets, buildings and spaces
2. Implementation of the principle of 'Manual for Streets' to ensure urban streets and spaces are designed to provide a high quality public realm and an attractive, safe and permeable movement network.
3. Use of the Building for Life criteria for new housing developments...

### CEN8 - Car Parking in Centres (extract)

...Adequate provision will be made in centres as a whole and in new parking facilities for all types of users, including those with reduced mobility, cyclists and users of powered two wheelers.

- 2.36** The SPD forms part of the Dudley's Local Development Framework and is a material consideration in the determination of relevant planning applications and appeals in the Borough.
- 2.37** Applicants should also refer to the Council's previously produced SPD's in considering Inclusive Access issues;
- *Parking Standards and Travel Plans SPD*
  - *Planning Obligations SPD*

### Part M to the Building Regulations

- 2.38** Alongside the Policy framework, the Building Regulations also provide a regulation context to this Access for All SPD.
- 2.39** Building Regulations Part M, Access to and use of premises and supported by an Approved Document (2004 edition) sets minimum standards to enable people to access and use buildings with ease. Part M applies to newly erected non-domestic or domestic buildings, to material alterations of and extensions to existing non-domestic buildings and to material changes of use of some non-domestic uses.
- 2.40** Although an important consideration, compliance with Part M of the Building Regulations does not equate to compliance with Dudley Council's planning policies on Accessibility, nor does it control all forms of development.
- 2.41** The standards of accessibility detailed within the guidance supporting Part M should be viewed as minimum standards and all reasonable efforts should be given to best practice, exceeding this minimum. ***Allied to the Building Control process, any planning application will also be determined and assessed against adopted planning policies relating to inclusive access and design, and the standards outlined within this SPD.***

### **BS 8300: 2009 (as amended A1:2010) – Design of Buildings and their approaches to meet the needs of disabled people - Code of Practice**

- 2.42** BS 8300:2009 (as amended A1:2010) provides best practice guidance on the design of buildings and their approaches to meet the needs of disabled people. The document covers domestic and non-domestic buildings and goes beyond the minimum requirements of the Building Regulations.

### **Access Statements**

- 2.43** Section 42 of the Planning and Compulsory Purchase Act 2004 introduced the requirement for Design and Access Statements (DAS) to accompany certain types of planning applications, allowing applicants to demonstrate an integrated approach to delivering inclusive design, how inclusion will be maintained and managed, and address a full range of access requirements throughout the design process.
- 2.44** Department for Communities and Local Government (DCLG) Circular 01/2006: Guidance on changes to the development control system, advises that the DAS's should explain how access arrangements will ensure that users will have equal and convenient access to buildings and spaces and the public transport network.
- 2.45** The Access Component should explain the policy adopted in relation to access and how relevant policies in local development documents have been taken into account. The statement should also provide information on any consultation undertaken in relation to issues of access and how the outcome of this consultation has informed the development proposals. For example, a brief explanation of the applicant's policy and approach to access, with particular reference to the inclusion of disabled people, and a description of how the sources of advice on design and accessibility and technical issues will be, or have been followed. The level of detail provided in the access component of the statement should be proportionate to the nature and scale of the access that will be required to the site. For proposals which will have no public access and only limited maintenance or operational access, the access component need not be long.
- 2.46** Access within buildings is dealt with the Building Regulations Part M and does not have to be specifically covered in the statement. However, in some cases, it will be necessary to consider internal access at the planning stage to make sure it is properly achieved in the final building.
- 2.47** The compilation of an Access Statement should begin at the pre-planning stage. It is intended to be a 'living document' that grows in detail as the project proceeds. It is commenced at the project inception, developed during the planning stage with specific design details added for the Building Regulation submission.

**2.48** Further information on the compilation of Design and Access Statements is provided in;

- [Part V – Design and Access Statement \(2008, Dudley MBC\)](#)
- [Design and Access Statements – How to write, read and use them \(2006, CABE\)](#)

### 3 Scope and Application of the SPD

- 3.1** Access for all is typically addressed too late in the development process when it becomes difficult and expensive to make fundamental changes. Although Planning (Development) Control and Building Control have complimentary roles to achieve greater accessibility of the built environment, these controls are often dealt with separately or sequentially.
- 3.2** It must also be highlighted, that accessible design rather than inclusive design, often leads to separate facilities for disabled people. Entrances and circulation routes are often segregated or can even be so poorly designed that assistance is required to assist people into a building.
- 3.3** Inclusive access considerations and design principles aim to provide the basis on which to ensure that an integrated approach to the development process is achieved. It is further recognised that it is more cost effective to design an inclusive environment from the start rather than to make modifications later. This starts from conception of a scheme, through the planning process; including pre-application discussions, design and access statement appraisal, leading to the detailed design stage and submission of planning/building regulation applications and finally construction.
- 3.4** Dudley Council has long encouraged pre-application discussion with developers. This opportunity to 'start the ball rolling' enables access for all issues to be considered as an integral part of the scheme, at the earliest of stages. The pre-application process is valuable in identifying potential areas of conflict and tackling issues in the initial phase of the planning process.
- 3.5** Whilst the internal design, layout and use of buildings is generally beyond the control of planning; left to the statutory provisions of the Building Regulations Part M, it remains essential that these design requirements are not designed for in isolation. Accordingly the SPD highlights both external and internal design requirements to allow early consideration whilst clearly defining the areas of statutory responsibility.
- 3.6** With inclusive design factored into the development process from the earliest stage, this SPD aims to remove barriers that create undue effort and separation providing a built environment that is free from unnecessary disabling design and allows all members of the community to be included socially, economically and physically.



### 4 Planning Requirements and Design Guidance

- 4.1** To achieve an acceptable standard of design, planning applications should comply with the relevant Guiding Principles identified in the following Sections. Proposals may need to meet additional requirements to these to adequately demonstrate that an accessible environment is being created.
- 4.2** Detailed design guidance on possible ways to achieve the Guiding Principle is also provided.
- 4.3** Where it is not possible to meet the Guiding Principle by following the detailed design guidance or by using alternative recognised standards, listed in Appendix B, the proposed alternatives should be justified in a Design and Access Statement.



### 5 Pedestrian Movement - Access to Buildings and the Public Realm

#### Background

- 5.1** It is fundamental that pedestrian movement is carefully designed, maximising opportunity and minimising potential barriers, to achieve inclusive access for all, for both access to buildings, and throughout the Public Realm.
- 5.2** Special care should be taken to locate and orientate buildings within a site to maximise pedestrian movement.
- 5.3** It is important to design out potential barriers along an access route leading to and from buildings/facilities, and throughout the public realm. Uneven surfaces, loose materials, gaps in paving and narrow openings are just some of the problems that can cause problems for wheelchair users, people with an ambulant disability and people with a visual impairment. Low level bollards and chain link fences are immediate obstacles for people with visual impairments. Street furniture; seating and lighting etc., which are intended to improve the environment, can, when poorly designed or located, create an insurmountable barrier for some people with a disability.

(For the purpose of this SPD the Public Realm is defined as an area around a building that is used by the public. It may be publically or privately owned, including highways, public squares, market places or hard landscaped areas with a civic function).

#### Location and Orientation

**Guiding Principle 1:** New buildings will be required to be located and orientated within a site to maximise pedestrian movement from the site boundary and designated disabled car parking spaces and dropping off points, to accessible entrances (principal entrance or entrances and any alternative main staff entrance), and to and from facilities associated with buildings i.e. assembly points and between buildings.

The location of accessible entrances should be adjacent to designated disabled car parking, dropping-off points, and as far as it is practicable, to public transport stops.

### Pedestrian Access

**Guiding Principle 2:** A pedestrian access route will be required to provide a safe, suitably designed means of access from the site boundary, designated disabled car parking, and dropping-off points, to the entrance(s) and between buildings and facilities within the curtilage of the site.

In addition, planning applications impacting on the Public Realm and pedestrian access, will be required to meet appropriate standards of access and inclusion.

### Detailed Design Guidance

#### Width, gradient, cross-fall, surface

##### 5.4 For an approach to be suitable, it should have:

- A minimum clear **width** of 1800mm (allowing 2 wheelchair users to pass one another). Where site constraints make this unfeasible a minimum clear width of 1500mm, with appropriate passing places provided, is acceptable (allowing a wheelchair user and pedestrian to pass one another). The absolute minimum, owing perhaps to a permanent obstruction, should be 1000mm.
- Passing places should be 1800mm wide and 2000mm long, located within sight of each other but no greater than 50m between each other.
- A **gradient** along its entire length no steeper than 1 in 60 (assumed to be level). Where, it becomes impracticable to achieve a level approach, possibly because of topographical constraints, and the gradient increases between 1 in 20 and 1 in 12 it should be designed according to the ramp design guidance in chapters 6 and 7. Where an approach has a gradient steeper than 1 in 60 but not as steep as 1 in 20 a level landing should be provided for each 500mm rise of the approach.
- A **cross-fall** that should not exceed 1 in 40.
- A **surface** that is firm, slip resistant and reasonably smooth. Surfaces such as cobbles, soil and loose gravel etc should be avoided.
- With the exception of tactile paving, undulations in the surface of paving i.e. slabs or blocks and concrete or tarmacadam, should not exceed 3mm under a 1m straight edge. Where joints are flush, the difference in level between slabs or blocks etc should be no greater than 5mm.
- Where joints are recessed, the difference in level between slabs or blocks etc should be no greater than 2mm, with the joints no wider than 5mm.
- Where different materials are used they should have similar frictional characteristics.

### Wayfinding

- 5.5** To allow for convenient wayfinding, an access route should be clearly distinguishable using a variety of methods, including signage, tactile paving and other design elements that aid orientation. An access route should also be well lit. Where the entrance of a ramp cannot be located next to an accessible entrance, then information is required, advising people of the existence of a ramp and its location.

### Location and design of street furniture

#### General

- 5.6** Street furniture e.g. litterbins, seats, signposts and advertisements etc., can become a barrier and at worse, a hazard to people with disabilities, particularly wheelchair users and people with visual impairments. Consequently, street furniture, where reasonable, should be located beyond a pedestrian access route.
- 5.7** Where street furniture has to be located in a pedestrian access route, it should be consistently and logically located to maximise accessibility and minimise obstruction. Sufficient space (preferably 1800mm, no less than 1000mm) should be maintained around the furniture to ensure unfettered access. It should also be made apparent so that it can be more easily identified, possibly by contrasting the colour of street furniture against the background against which it is seen.

### Seating

- 5.8** Seating in resting places should meet the following recommendations:
- Provision of seating at regular intervals not less than 50m apart, for the benefit of people with limited mobility.
  - Armrests should be provided to assist people sitting and standing, for at least 50% of the total number of seats.
  - Supportive backrests, for at least 50% of the seats.
  - Use of 'warm to the touch' materials e.g. wood/nylon preferred.

### Loose/unfixed furniture

- 5.9** Loose/unfixed furniture such as café tables/chairs, outside of private frontages, should be strictly controlled, confined to areas protected by detectable rails or barriers.

### Posts, columns and bollards

- 5.10** If free standing **posts or structural columns** are unavoidably located within a pedestrian access route, they should contrast in colour, with the background against which they are seen. It is also desirable to include a contrasting band 150mm high, whose bottom edge is 1500mm above ground level, which contrast in colour with the post/column.
- 5.11** If **bollards** are located within a pedestrian access route they should be a minimum 1000mm high and should also contrast in colour with the background against which they are seen.
- 5.12** Under no circumstances should a chain or rope be fixed between bollards or other street furniture, as this is a hazard for people with a visual impairment.

### Kerbs and tactile (blister) paving

- 5.13** Where pedestrians are required to cross a carriageway, either at controlled or uncontrolled crossings, a dropped kerb and ramp (or in some situations raised crossings) will be required; providing a footway that is flush for wheelchair users to cross unimpeded. Without a kerb upstand, it is essential to provide additional information for visually impaired pedestrians about the location of the edge of the footway. Tactile (blister) paving is therefore required to provide both warning and direction, enabling visually impaired people to cross the carriageway safely.



**Picture 1 Shows dropped kerb and blister surface**

- 5.14** The ramp should not exceed a gradient of 1 in 12 (1 in 11 on the flared sides) and where there is sufficient space a gradient of 1 in 20 is preferred. Flat topped blister paving should be used at both controlled and uncontrolled crossings using the correct colour (red for controlled, buff for uncontrolled) and laid according to the required layout (*'Guidance on the use of Tactile Paving Surfaces'* - Department for Transport). Figure 1 gives information about a typical uncontrolled crossing.

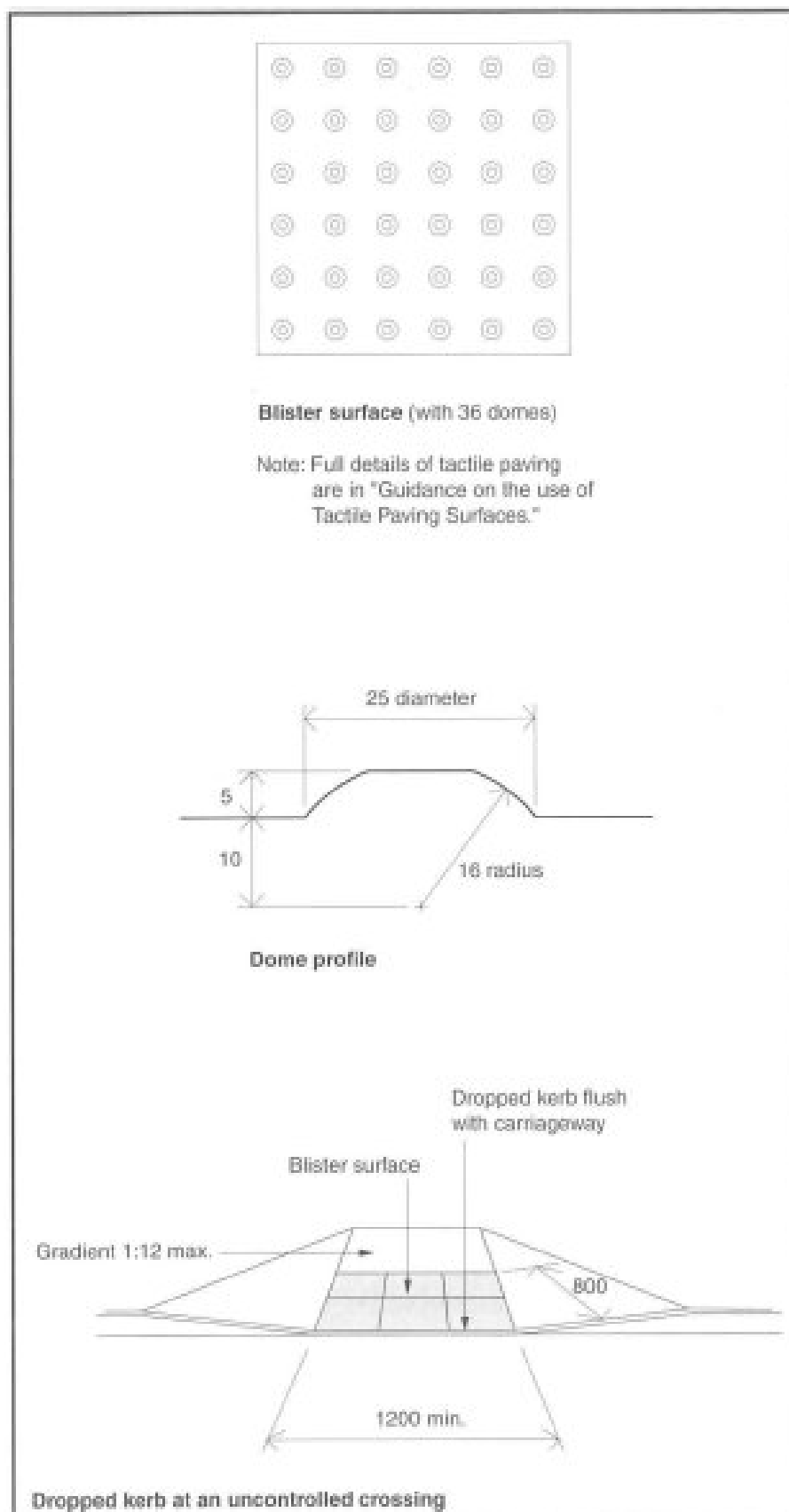
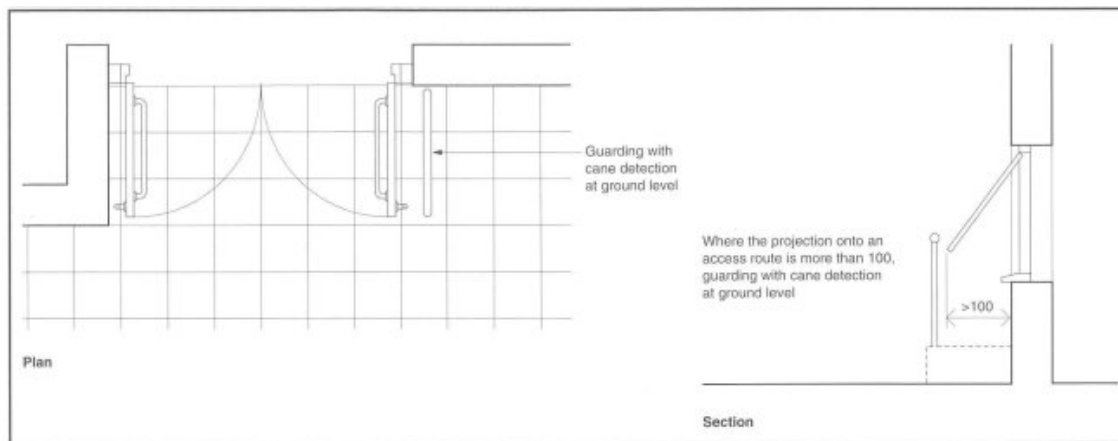


Figure 1 Typical uncontrolled crossing (Source: Part M)

### Hazard Protection within a pedestrian approach

- 5.15** Entrance/exit doors and windows should not project into a pedestrian access route. However, where this is unavoidable, special measures should be taken to ensure pedestrians safety. For hazards that project more than 100mm into a route of travel, colour contrasting barriers should be used; incorporating a kerb or other guarding that can be detected by someone with a visual impairment, using a cane (as illustrated in Figure 2).



**Figure 2 Hazards on Access Routes (Source: Part M)**

- 5.16** A pedestrian access route should not contain steps, escalators or other features that may create a barrier to disabled people unless a suitable means for bypassing the barrier has been provided. Where steps and ramps are included they must be suitably designed in accordance with the standards detailed below.

### Car Parking and Dropping Off Points

**Guiding Principle 3:** Provision will be made for car parking spaces for disabled people, ensuring the number, location and standard of design are in compliance with Dudley Council's 'Parking Standards and Travel Plans SPD' or the latest guidance on this matter.

Similarly, provision for designated dropping off points will be provided for larger developments in compliance with 'Parking Standards and Travel Plans SPD'.

### Detailed Design Guidance

#### Parking

- 5.17** Parking for people with disabilities is an important consideration. Guidance on the design and location of parking for people with disabilities can be found in the Department for Transport (DfT) leaflet 5/95 (April 1995), DfT report 'Inclusive Mobility' and BS8300:2009. The use of disabled spaces on car parks is governed by the blue badge parking scheme. The badge is allocated to individuals and not to vehicles. It can only be used when the named badge holder is either the motorist or travelling with a carer. Unauthorised use of disabled parking bays should be controlled through appropriate parking management regimes.
- 5.18** The minimum disabled parking standards are set out in the Parking Standards and Travel Plans SPD, and should be applied in developments to cater for the needs of disabled people.



**Picture 2 Disabled parking bay with side and rear transfer zones, and signage at head of bay**

### Dropping off point

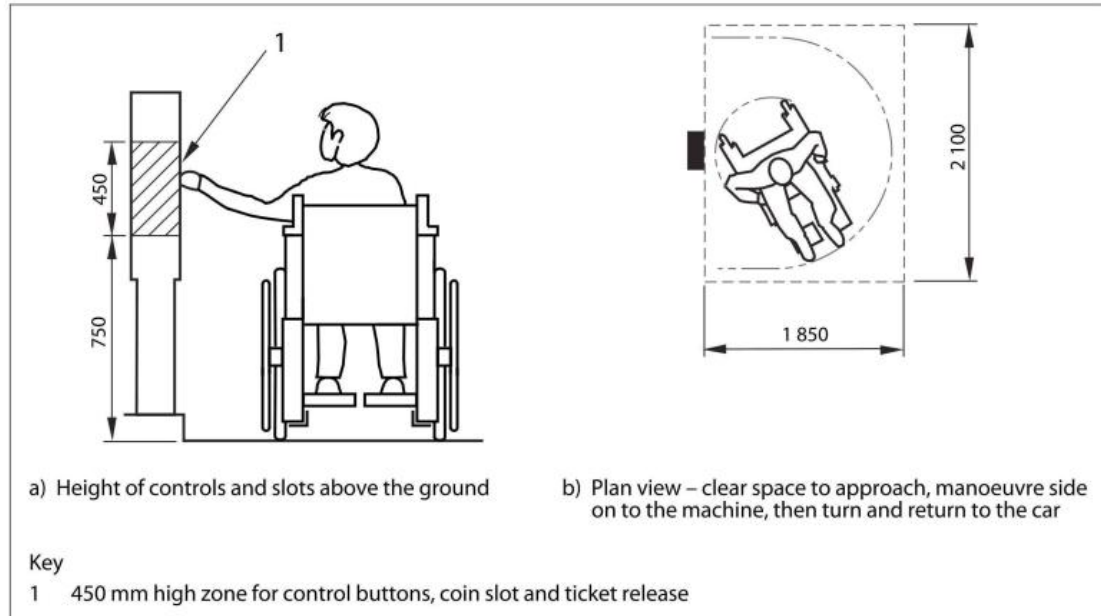
- 5.19** A designated dropping off point, suitable for disabled passengers should be provided on firm and level ground, located close (within 50metres) to an accessible entrance. Its location should be clearly signed. The surface of the footway adjoining the dropping off point should be level to allow for convenient transfer into and from a wheelchair.



Picture 3 Dropping off bay with level footway

### Pay and display/ticket dispensers

- 5.20** Clear information should be displayed, indicating whether free parking is available to people who have a Blue Badge. If payment is required, then the dispenser should be available to wheelchair users; located on a level surface, free from obstruction with sufficient space for accessibility (2100mm x 1850mm). The dispenser should also be fixed at a height, where the controls: key pad, coin/card slots etc., are at least 750mm and no greater than 1200mm above the ground (as shown in Figure 3).



**Figure 3 Ticket Dispensing Machine (Source: BS8300:2009)**

### Cycle Routes

**Guiding Principle 4:** Where cycle lanes provide access to developments they should, where possible, be physically separate from footways/footpaths to avoid any risk to pedestrians, particularly people with a visual impairment. Where there are limitations of space or other unavoidable restrictions, it may become necessary to allow cyclists access to pedestrian footways and footpaths.

### Detailed design guidance:

- 5.21** Where pedestrian footways/footpaths are shared with cyclists, appropriate design and application of tactile surfaces will be required, to ensure pedestrian safety. Detailed specification is provided in Department for Transport's '*Guidance on the use of Tactile Paving Surfaces*'.

## 6 Access into New Buildings

### Background

- 6.1** New development offers the greatest opportunity to achieve the principles of inclusive design, exceeding where possible minimum standards of reasonable provision. A level approach, leading to the entrances of buildings and spaces between them, should be designed to overcome differences in levels, creating an inclusive environment, accessible to all.
- 6.2** If site constraints prove insurmountable then a ramp, of the lowest possible gradient, will be required to allow access for wheelchair users, prams and pushchairs etc. In addition, because some people i.e. those with an ambulant disability, have difficulty using ramps, a stepped approach will also be required.
- 6.3** Entrance doors should be prominent, provide for level access/thresholds, and provide sufficient width and ease of opening to ensure access is available to all.

### Level Entrances

**Guiding Principle 5:** All new developments will, wherever possible, include for level entrances and thresholds.

### Detailed Design Guidance

- For the entrance to be level the gradient should be no steeper than 1 in 60 along its whole length or if the gradient is less than 1 in 20 but steeper than 1 in 60 a level landing is required for every 500mm rise, in all cases with a cross fall no greater than 1 in 40.
- A level landing is required preferably not less than 1500mm x 1500mm (minimum 1200mm x 1200mm), clear of any doorswing, immediately in front of entrance doors and constructed from a material that is slip resistant and reasonably smooth.
- Access thresholds are level or if raised are no greater than 15mm.



**Picture 4 Dudley Council Plus, Castle Street, Dudley - showing level access entrance**

### Ramped and Stepped Access into Buildings

**Guiding Principle 6:** Where level access is not possible and the gradient is between 1 in 20 and 1 in 12 then a ramp is required, at a minimum, in compliance with the attached guidance.

Where the rise of the ramp exceeds 300mm, stepped access will also be required.

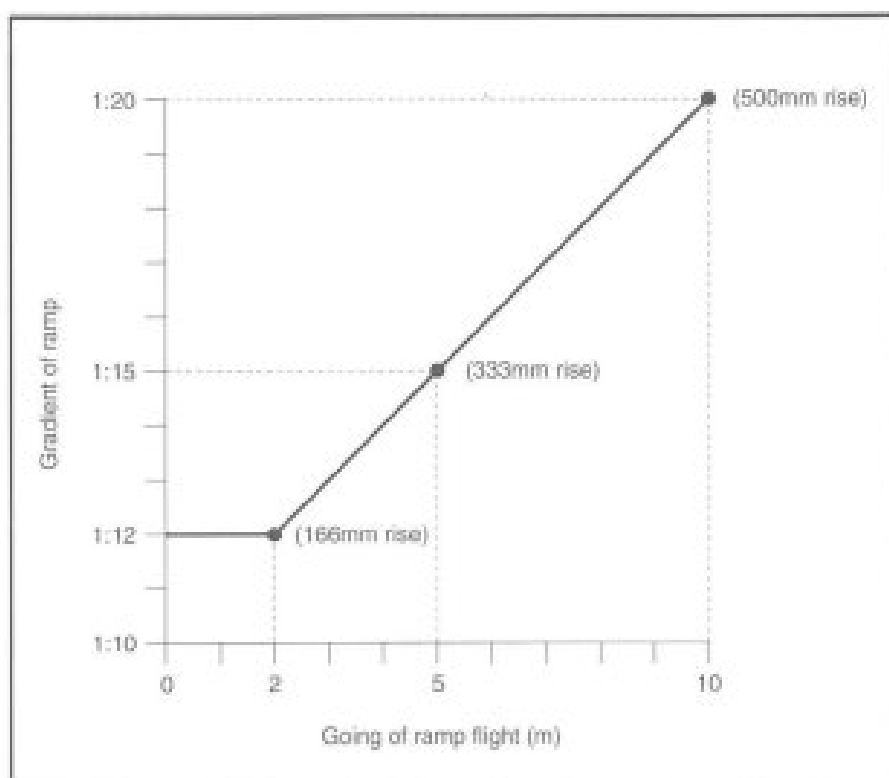
### Detailed Design Guidance

#### Gradient

- 6.4** The gradient of a ramp, its maximum length and rise is given in Table 1 and Figure 4.

Going of a Flight (m)	Maximum Gradient	Maximum Rise (mm)
10	1:20	500
9	1:19	473
8	1:18	444
7	1:17	411
6	1:16	375
5	1:15	333
4	1:14	285
3	1:13	230
Not exceeding 2m	1:12	166

**Table 1 Limits for Ramp Gradients (Source: BS8300:2009)**



**Figure 4 Relationship of ramp gradient to the going of a flight (Source: Part M)**

### Lift

- 6.5** If a series of ramps exceed a rise of 2m then a vertical lift should also be provided, taking appropriate measures to reduce the impact on the street scene.

### Cross-fall

- 6.6** The cross-fall gradient of a ramp, to help drain surface water, should not exceed 1 in 40.

### Width

- 6.7** The surface width of a ramp, between walls or upstands should be not less than 1500mm.

### Landings

- 6.8** Landings should be provided at both the top and bottom of a ramp. They should be at least 1500mm wide (the width of the ramp) and not less than 1200mm long; clear of any doorswing (to allow a wheelchair user to open a door whilst on a level surface).
- 6.9** Intermediate landings should be at least 1500mm wide (the width of the ramp) and not less than 1500mm long; clear of any doorswing, increasing to 1800mm wide and 1800mm long (provided as passing/resting places) when it is not possible for wheelchair users to see the opposite ends of a ramp or the ramp has 3 flights or more.
- 6.10** All landings should be level with a gradient no steeper than 1 in 60 along its whole length and a cross fall no greater than 1 in 40.

### Surface finishes

- 6.11** The ramp surface should be slip resistant, especially when wet. The surface of the ramp should also contrast visually with the landings so that its presence is distinguishable by visually impaired people.

### Ramp Upstands

- 6.12** A minimum upstand of 100mm is required on the edge/open side of a ramp to prevent wheelchair users from falling. The upstand should also contrast visually with the surface of the ramp/landing.

## Handrails (ramps and stairs)

**6.13** People require handrails on ramps and stairs for a variety of purposes; for support, help with pulling themselves up a ramp or stair, or for slowing their descent. Handrails can also be of benefit to people with a visual impairment, acting as a visual and physical guide. It is important therefore, that for a handrail to satisfy various demands, it complies with the following standards:

- Be continuous across flights and landings, without breaks or obstructions.
- Be located on both sides of a ramp or stair (for people with a weakness on one or both sides).
- Provision of additional handrails, ensuring that channels for **steps**: are not less than 1000mm wide and not more than 1800mm wide between handrails, and for **ramps**: not less than 1500mm wide and not more than 2000mm wide between handrails.
- Contrast visually against its background.
- Not be cold to the touch. To allow handrails to be used in all weather conditions, handrails should be coated with a low thermal conductive material e.g. wood or nylon.
- The height to the top of the handrail, from the pitch line of the surface of the ramp or stair, is between 900mm and 1000mm, and from the surface of a landing between 900mm and 1100mm.
- It extends at least 300mm horizontally at the top and bottom of the ramp or stair, beyond the start and finish of a flight, providing for stability and warning of a change in level (whilst not projecting into a route of travel).
- Terminates in a closed end, reducing the risk of clothing being caught.
- Easy to grip with a diameter of between 40mm and 45mm and slip resistant.

## Signage

**6.14** Where the entrance of a ramp cannot be located next to an accessible entrance, then information is required, advising people of the existence of a ramp and its location.

**6.15** Signage is further subject to the requirements of equality legislation. Guidance is available in BS8300:2009 or suitable alternative documents such as the Sign Design Guide.

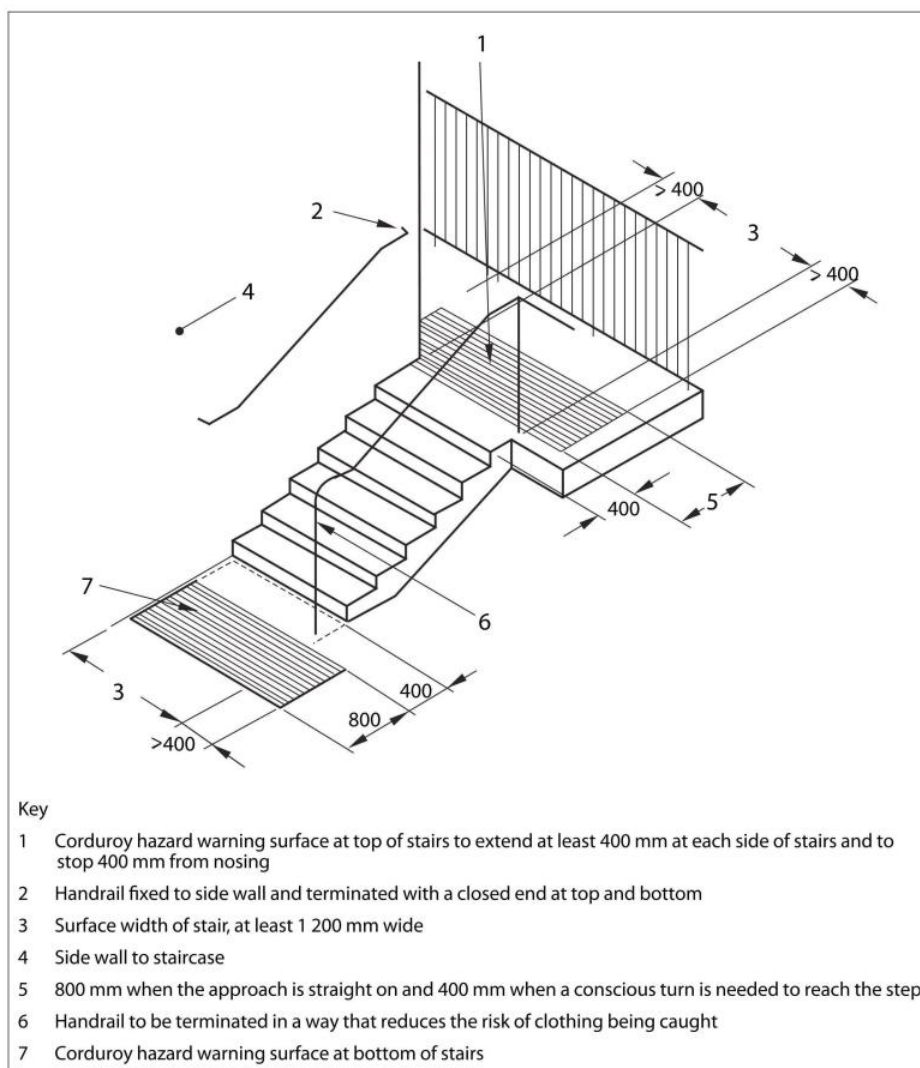
## Stepped Access into New Buildings

**Guiding Principle 7:** Where stairs are required, they should, at a minimum, be in compliance with the attached guidance.

### Detailed Design Guidance

#### Landings

- 6.16** A level landing should be provided at the top and bottom of each flight of steps, not less than 1200mm clear of any doorswing or other obstruction.



**Figure 5 Use of corduroy hazard warning surface and handrails on an external staircase (Source: BS8300:2009)**

### **Tactile paving**

- 6.17** To give advance warning of a flight of steps for people with a visual impairment a 'corduroy' hazard warning surface should be provided at the top and bottom of each flight in accordance with Figure 5.

### **Stair width**

- 6.18** The surface width of a stair, between enclosing wall, strings or upstands should not be less than 1200mm. The width between handrails should not be less than 1000mm.

### **Rise and Tread**

- 6.19** To minimise risk whilst using stairs and to maximise convenience the rise of each step should be between 150mm and 170mm and the tread of each step should be between 280mm and 425mm.
- 6.20** The rise and tread should be consistent throughout the flight.
- 6.21** Stair risers should be solid.

### **Step projection**

- 6.22** To prevent risk of trapping feet and consequent risk of tripping when ascending stairs, projecting nosings should be avoided. However, where projecting nosings are used, they should be no greater than 25mm.

### **Colour contrast of step nosings**

- 6.23** Each step nosing should be made apparent by using a permanently colour contrasting material 55mm wide on the tread and the riser, to help people with a visual impairment identify individual steps and the size of the stair.

### **Handrails**

- 6.24** A continuous, colour contrasting handrail, that is not cold to the touch, should be provided on both sides of stairs (see above).

### **Single steps**

- 6.25** Single steps which can easily cause a tripping hazard are not permitted and should be designed out of a scheme.

### Entrance Doors

**Guiding Principle 8:** The principal entrance or entrances and any alternative main staff entrance should be accessible, in compliance with the attached guidance.

### Detailed Design Guidance

#### Prominence

- 6.26** Entrances should be easily identifiable by ensuring that doors and/or door frames contrast in colour from other elements of a building (typically, adjoining walls and or screens).
- 6.27** Glazed entrance doors, adjacent to, or incorporated within glazed screens (which pose particular problems for people with visual impairments) should similarly be easily identifiable, by contrasting in colour the top and sides of the entrance door frame. Glass doors and screens should also be clearly defined, using correctly sized and colour contrasted markings (seen from both sides of the glass) fixed on the glass at two levels: 850mm to 1000mm and 1400mm to 1600mm.



**Picture 5 Entrance doors contrasted from frame ensures entrance is easily identifiable. Appropriate use of manifestation and level access.**

**6.28** Door handles should be easy to operate (wherever possible, have a lever action), should contrast visually with the door and should not be cold to the touch.

**6.29** An entrance should be well lit and clearly signed.

### **Weather Protection**

**6.30** In order to provide shelter for those having to pause before/whilst opening a manual entrance door, the entrance should incorporate weather protection e.g. a canopy or recessed entrance. Weather protection is not required when automatic doors are installed.

### **Structural Supports – typically on an entrance canopy**

**6.31** If it is unavoidable that a structural support or column etc has to be located in a pedestrian thoroughfare, then it should be carefully sited to ensure that it does not become an obstruction. Sufficient space, preferably 1500mm, should be available between a support or column and any other permanent feature of a building. To ensure a structural support or column etc located in a pedestrian thoroughfare does not become a hazard to people with a visual impairment it should be visually apparent, ensuring that it contrasts in colour against other elements of the building.

### **Landings/Thresholds**

**6.32** Entrance landings immediately in front of the doors should be level and at least 1500mm wide and not less than 1200mm long, clear of any doorswing (to allow a wheelchair user to open a door whilst on a level surface).

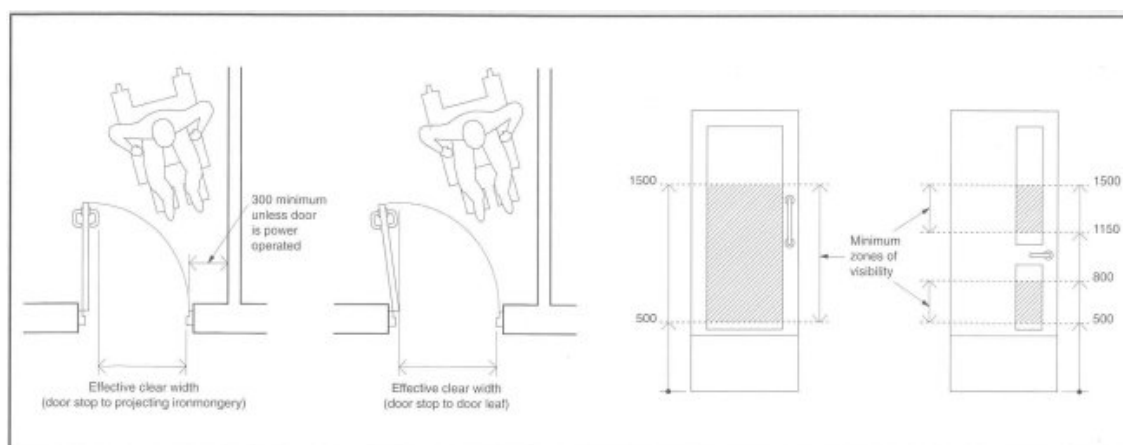
**6.33** The entrance threshold or upstand should be either level or no higher than 15mm.

### **Manual Entrance Doors: opening widths and opening force**

**6.34** The minimum clear opening width of a single leaf door or one leaf of a double leaf door (clear of any projections i.e. door handles) should be in accordance with Table 2 and Figure 6.

Direction and width of approach	New buildings (mm)	Existing buildings (mm)
Straight on (without a turn or oblique approach)	800	750
At right angles to an access route at least 1500mm wide	800	750
At right angles to an access route at least 1200 mm wide	825	775
External doors to buildings used by the general public	1000	775

**Table 2 Minimum effective clear widths of doors (Source: Part M)**



**Figure 6 Effective clear width and visibility requirements of doors (Source: Part M)**

- 6.35** On the 'pull side' of manual doors there should be a space, at least 300mm, between the leading edge of the door and any return wall. This allows wheelchair users to reach and grip a handle, manoeuvre and open a door, without colliding with the return wall (see Figure 6 above).
- 6.36** An unreasonable level of force, exerted by a self closing device on a door, can disadvantage many people. To ensure people can easily access doors, the opening force of the leading edge should be no greater than 30 Newtons from 0 **degrees** (door closed) to 30 **degrees** and not more than 22.5 Newtons from 30 **degrees** to 60 **degrees** of the opening cycle. Where this standard cannot be achieved, then fully compliant automatic doors should be used. Revolving doors are not considered accessible.

## 7 Access into Existing Buildings

### Background

- 7.1** The extension and alteration of existing buildings often poses the greatest challenge to inclusive design. Indeed, constraints imposed by a buildings structure and/or its immediate environment (e.g. significant level changes) can dictate what can be reasonably achieved. Nevertheless every opportunity should be taken, giving people the optimum means of accessing a building. **Level access** offers the preferred means of access into a building. However, if this is unreasonable then applicants should adopt the 'next best solution' - a ramp, and where the rise exceeds 300mm, an additional stepped approach. Similarly, if a **combined ramp and stepped approach** is unreasonable, then applicants should adopt a **ramped access**; and finally where constraints prove insurmountable - an **accessible stepped design**. The Design and Access Statement should be used to explore opportunities and constraints, and where necessary, justify any deviation from inclusive or even accessible standards of design.

### Level Entrances

**Guiding Principle 9:** When available, level access should be maintained.

### Detailed Design Guidance

- 7.2** Whenever possible, level access should be provided in accordance with the detailed design guidance detailed above.
- 7.3** The position of new doors should be carefully located within an elevation, taking advantage of the fall of the pavement, to maximise accessibility.



**Picture 6 Level entrance, maximising fall in pavement.**

### Ramped and Stepped Access into Existing Buildings

**Guiding Principle 10:** Where it is impracticable to achieve level access, it may be reasonable to provide a ramped and stepped access; in compliance with detailed design guidance. Whilst every effort should be made to include for a combined ramp and stepped approach (some people with ambulant disabilities find it more difficult to use a ramp than a stair) in certain circumstances (e.g. limited space) it may be acceptable to include for a ramp alone.

### Detailed Design Guidance

- 7.4** To minimise ramp gradients the position of new doors should be carefully located within an elevation, taking full advantage of the fall of the pavement by minimising the difference between internal and external levels.
- 7.5** Wherever possible, ramped/stepped access should be made within the confines of a building rather than on the footway, for example, by lowering a section of floor to pavement level, and ramping internally, or possibly, by providing a recessed entrance and ramp.

- 7.6** Physical site constraints, such as the difference in levels between the pavement and the internal finished floor level, can have a significant impact upon the gradient of a ramp and its overall suitability/reasonableness. Limited retail space may influence what is reasonable in the circumstances.
- 7.7** Whether an external ramp/stepped access is feasible will depend upon several physical constraints, not least, the space available from the back of the footway to the entrance door. The standard of design should comply with the details above, however, in special cases, where it can be demonstrated that no reasonable alternative is available, a pragmatic solution may be acceptable. However, safety considerations i.e. the maximum gradient, should not normally be compromised.
- 7.8** The provision of a ramp on the public footway is unlikely to be acceptable as it could constitute an obstruction under the Highways Act 1980. A minimum 1.1m wide footway should be maintained to the side of any ramp/stepped approach.



**Picture 7 Kingswinford Library, Market Street, Kingswinford - combined level access and stairs**

### Stepped Access into Existing Buildings

**Guiding Principle 11:** Where access to an existing building cannot be achieved either via a level approach or ramped/stepped access, then access via steps alone will be considered; ensuring compliance, where reasonable, with detailed design guidance.

#### Detailed design guidance:

- 7.9** Where reasonable, steps should be provided in compliance with paragraph Guiding Principle 7 and details for ‘Stepped access into new buildings’, in total or part, subject to physical constraints.
- 7.10** It is recognised that some constraints imposed by the structure of a building and/or its immediate environment may reasonably limit practical compliance. However, the inability to adopt full compliance does not mean that other achievable standards can be ignored. For example, whilst it may be impracticable to reconfigure existing steps to provide the correct rise and tread, it may be possible to provide a handrail and make each step nosing apparent, by use of a permanently colour contrasting material.
- 7.11** The Design and Access Statement should be used to explore all opportunities.

### Entrance Doors

**Guiding Principle 12:** The provision of new entrance doors to an existing building or a building that is being extended or altered should be accessible, in compliance with the detailed design guidance given below as far as it is reasonable in the circumstances.

#### Detailed design guidance:

##### Door Location

- 7.12** The position of new doors should be carefully located within an elevation, taking advantage of the fall of the pavement, to maximise accessibility.

##### Prominence

- 7.13** All entrances should be easily identifiable by ensuring that doors and/or door frames contrast in colour from other elements of a building (typically, adjoining walls and or screens).

- 7.14** Glazed entrance doors, adjacent to, or incorporated within glazed screens (which pose particular problems for people with visual impairments) should similarly be easily identifiable, by contrasting in colour the top and sides of the entrance door frame. Glass doors and screens should also be clearly defined, using correctly sized and colour contrasted markings (seen from both sides of the glass) fixed on the glass at two levels: 850mm to 1000mm and 1400mm to 1600mm .
- 7.15** Door handles should be easy to operate (wherever possible, have a lever action), should contrast visually with the door and should not be cold to the touch.
- 7.16** An entrance should be well lit and clearly signed.

### **Weather Protection**

- 7.17** In order to provide shelter for those having to pause before/whilst opening a manual entrance door, the incorporation of weather protection e.g. a canopy or recessed entrance, should be explored. Weather protection is not required when automatic doors are installed.
- 7.18** In accordance with the emerging 'Shopfront and Advertisement Design Guide SPD' well designed canopies and blinds incorporated into shop front design can make a positive addition to a building or streetscene, however, they should only be installed following the conditions given within the aforementioned SPD.

### **Structural Supports – typically on an entrance canopy**

- 7.19** If it is unavoidable that a structural support or column etc has to be located in a pedestrian thoroughfare, then it should be carefully sited to ensure that it does not become an obstruction. Sufficient space, preferably 1500mm, should be available between a support or column and any other permanent feature of a building. To ensure a structural support or column etc located in a pedestrian thoroughfare does not become a hazard to people with a visual impairment it should be visually apparent, ensuring that it contrasts in colour against other elements of the building.

### **Landings/Thresholds**

- 7.20** Entrance landings immediately in front of the doors should be level and at least 1500mm wide and not less than 1200mm long, clear of any doorswing (to allow a wheelchair user to open a door whilst on a level surface).
- 7.21** The entrance threshold or upstand should be either level or no higher than 15mm.

### **Manual Entrance Doors: opening widths and opening force**

- 7.22** The minimum clear opening width of a single leaf door or one leaf of a double leaf door (clear of any projections i.e. door handles) should be in accordance with Table 2 and Figure 6.
- 7.23** On the 'pull side' of manual doors there should be a space, at least 300mm, between the leading edge of the door and any return wall. This allows wheelchair users to reach and grip a handle, manoeuvre and open a door, without colliding with the return wall (see Figure 6).
- 7.24** An unreasonable level of force, exerted by a self closing device on a door, can disadvantage many people. To ensure people can easily access doors, the opening force of the leading edge should be no greater than 30 Newtons from 0 degrees (door closed) to 30 degrees and not more than 22.5 Newtons from 30 degrees to 60 degrees of the opening cycle. Where this standard cannot be achieved, then fully compliant automatic doors should be used. Revolving doors are not considered accessible.

## 8 New Residential Development: Accessible Housing

**Guiding Principle 13:** When planning new residential development, every opportunity should be taken by the developer to negotiate with the Council to introduce an element of accessible and adaptable housing on appropriate development sites where reasonable and realistic to do so.

### Background

- 8.1** The Black Country Core Strategy reinforces national planning policy with regard to housing, in that the creation of a network of cohesive, healthy and prosperous communities across the Black Country is a key element to achieve the wider Vision of creating sustainable communities. This requires a range of housing types, tenures and densities to provide choice and create sustainable communities. Policy HOU2 states that local authorities will work with partners to meet identified needs to accommodate older people, people with disabilities and those with special needs. New housing provides an opportunity to secure a more accessible housing stock for the future and ease the difficulties often faced by these groups of people.
- 8.2** Currently Building Regulations Part M applies to the construction and internal layout of all new dwellings and flats to enable people, including disabled people to reach an entrance to the dwelling, gain access into and within the principal storey, to be able to reach switches and sockets and to access a WC. The provisions are not necessarily expected to facilitate fully independent living for all people with disabilities.
- 8.3** The location and arrangement of dwellings on the site is generally dealt with under planning.

### Lifetime Homes

- 8.4** Whilst there is currently no statutory requirement for housing to be fully accessible for disabled people to live in, there is currently best/good practice guidance outlined in Lifetime Homes Standards (LTH)
- 8.5** The Lifetime Homes concept, seeks to design homes that are flexible for future occupants. To meet these standards, designers/developers need to incorporate sixteen structural features which are designed to be more convenient, flexible and adaptable, meet the needs of occupiers throughout their lifetime. Some of the Lifetime Homes standards incorporate the guidance in Part M of the Building Regulations, however there are standards that take accessibility further than the minimum requirements outlined in Part M.

- 8.6** Lifetime Homes are ordinary homes incorporating 16 Design Criteria that can be universally applied to new homes at minimal cost. Each design feature adds to the comfort and convenience of the home and supports the changing needs of individuals and families at different stages of life, for example, a family member with a broken leg, a parent with a pushchair and transporting heavy items. It is therefore an expression of Inclusive Design.
- 8.7** Lifetime Homes are all about flexibility and adaptability; they are not 'special', but are thoughtfully designed to create and encourage better living environments for everyone, they introduce design solutions that meet the existing and changing needs of diverse households.
- 8.8** The 16 Lifetime Homes design criteria are;
1. Parking (width or widening capability)
  2. Approach to dwelling from parking (distance, gradients and widths)
  3. Approach to all entrances
  4. Entrances
  5. Communal stairs and lifts
  6. Internal doorways and hallways
  7. Circulation Space
  8. Entrance level living space
  9. Potential for entrance level bed-space
  10. Entrance level WC and shower drainage
  11. WC and bathroom walls
  12. Stairs and potential through-floor lift in dwelling
  13. Potential for fitting of hoists and bedroom / bathroom
  14. Bathrooms
  15. Glazing and window handle heights
  16. Location of service controls
- 8.9** Currently, Dudley MBC do not require all new homes to be constructed to Lifetime Homes standards, however, it does encourage that where new homes are provided, they comply to these standards where it is reasonable and realistic to do so.
- 8.10** Further technical information on Lifetime Homes can be found online; [www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk)

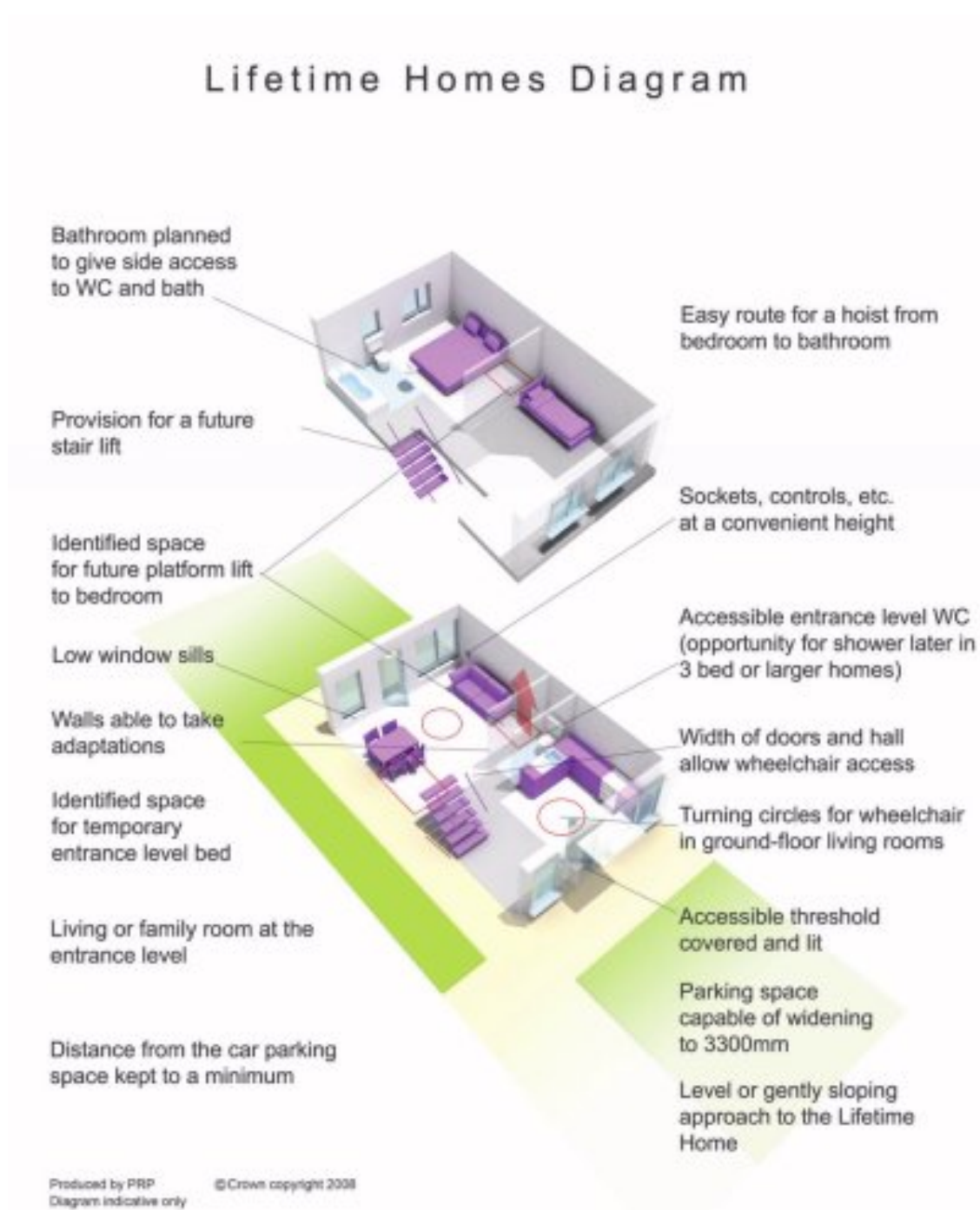


Figure 7 Lifetime Homes Diagram (Source: [www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk))

### The Code for Sustainable Homes

- 8.11** Category 7 (Health & Wellbeing) of the Code for Sustainable Homes allocates credit for compliance with all Lifetime Home principles applicable to the dwelling being assessed. It aims to encourage the construction of homes that are accessible and easily adaptable to meet the changing needs of current and future occupants.
- 8.12** Compliance with the Lifetime Home principles is a mandatory element for the achievement of Code Level 6. The Code for Sustainable Homes Technical Guide (May 2009) sets out the specifications and applicability of the Lifetime Homes principles required under the Code.
- 8.13** The guide can be viewed at:
- [www.planningportal.gov.uk/uploads/code\\_for\\_sustainable\\_homes\\_techguide.pdf](http://www.planningportal.gov.uk/uploads/code_for_sustainable_homes_techguide.pdf)

### Wheelchair Housing

- 8.14** A Lifetime Home allows wheelchair users to visit the home, but is not designed to deal with the additional spatial requirements of wheelchair users. In basic terms Wheelchair Housing is more spacious, with properties being designed to cater specifically to meet the diverse and changing needs of wheelchair users, and the associated impairments that wheelchair users may experience. The additional spatial requirements allow wheelchair users to access every room and facility of the dwelling, and thereby maximising their potential for independence.
- 8.15** Lifetime Homes and wheelchair housing do have features in common, but there are important differences and more detailed requirements for wheelchair housing that will almost certainly make the footprint of a dwelling to wheelchair housing standards different to that of other dwellings.
- 8.16** At the present time, this SPD cannot recommend that a percentage of new housing be designed specifically as Wheelchair Housing. However, it is intended that forthcoming Development Plan Documents will give additional weight in policy terms to require a proportion of new housing development to be Wheelchair Housing.
- 8.17** Until then, the Council will work closely with developers to consider an element of Wheelchair Housing, where it is considered reasonable and realistic.

## 9 Adaptations to Existing Dwellings

**Guiding Principle 14:** Alterations to a dwelling should be suitable for the resident, and sympathetic to the character of the dwelling, without adversely harming the streetscene.

### Background

- 9.1** Where inclusive access principles cannot or have not been previously implemented, prospective owner/occupiers may need to resort to innovative solutions to overcome barriers to independent living. Significant level differences, from pavement to the threshold of the dwelling, present the greatest challenge, requiring consideration of a number of appropriate solutions e.g. providing ramps, steps or lifts. Alterations of this nature are likely to require planning permission. However, it is possible that ramps with a gentle gradient, without handrails, may not require planning permission. You are advised to contact the Planning Department to discuss the details of the proposal.
- 9.2** Where alterations are made to the front elevation of dwellings and therefore largely visible within the public realm, the impact on the visual amenity of the area will be considered, in addition to the practical requirements of accessibility.

### Detailed Design Guidance

#### External ramps

- 9.3** It is recommended that whenever possible, accessible standards of design (highlighted above) are adopted, however, it is acknowledged that proposals may vary from recognised accessible standards of design, meeting instead, the unique requirements of the resident. These will be bespoke designs tailored to the needs of the user.
- 9.4** Whatever the configuration of ramp, once installed it would largely be a permanent addition. To ensure that the design of the external ramp does not detract from the character of the dwelling or harm the visual amenity of the area, the following should be considered;
- Minimise the number of flights (gradients) to reduce the size and appearance of the ramp, whilst providing the appropriate ramp gradient and intermediate landings.
  - Ensure materials match with the existing dwelling.

- Ensure the position of the ramp does not adversely impact upon the outlook of adjacent dwellings.
- Assess the impact on, off street parking/location of bin storage and any traffic related issues.

**9.5** In situations where an external ramp to the front elevation would harm the appearance of the dwelling and wider area, or where there are insurmountable practicable issues, it may be appropriate to reconsider the point of access to the dwelling; from the principal entrance to the side or rear of the dwelling.

### **Vertical Platform Lifts / Platform Stair Lift**

**9.6** On occasion ramped access may be impracticable - proposed gradients may prove excessive and/or access to an alternative entrance at the side or rear is considered unreasonable. In such instances, an alternative means of access such as a vertical platform or platform stair lift may be appropriate.

**9.7** Either form of platform lift can be useful to gain access to the principle entrance of a dwelling. Depending on personal requirements, platform lifts can be sized to accommodate either independent use or a wheelchair user and accompanying adult.

**9.8** A vertical platform lift is typically accessed independently from an existing stair access. Alternatively it is possible to install a platform **stair** lift directly on the stairs. The main disadvantage to this type of lift is that it can restrict access and use of the stairs. Either form of platform lift should not be used on new buildings, but may be acceptable on existing buildings.

**9.9** For either form of platform lift, consideration should be given to:

- Size of the platform, to determine, whether it can accommodate your wheelchair and/or carer or helper.
- Can the bulk of the structure be minimised to reduce impact on the character and appearance of the area
- Can the structure be colour coated to harmonise with the existing dwelling and minimise the impact on its surroundings by appearing less obtrusive.
- Does it remove any off-street parking provision or location of bin storage?
- Permanence of alteration – can the changes be easily undone, in the event of a resident moving.
- What contingencies there are in the event of an equipment breakdown/failure.

## 10 Buildings of Historic or Architectural Importance

**Guiding Principle 15:** Proposals affecting heritage assets including alterations and extensions to historic buildings and their setting should be designed so as to take every opportunity to improve access for all. Designs must fully consider the significance and level of importance of affected heritage assets, taking this into account such that improved access is achieved without unacceptable harm to the host asset.

### Background

**10.1** Planning Policy Statement 5 (PPS5): Planning for the historic environment, was published on 23rd March 2010, replacing PPG15 (Planning and the historic environment), 1994 and PPG16 (Archaeology and planning), 1990. The PPS is accompanied by a Practice Guide which was compiled by English Heritage.

**10.2** PPS5 emphasises that the Government sees heritage in a positive role in relation to regeneration, economic development, social enhancement and place-making.

**10.3** PPS5 advises that;

*Those parts of the historic environment that have significance because of their historic, archaeological, architectural or artistic interest are called 'heritage assets'.*

*That is: "A building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. Heritage assets are the valued components of the historic environment. They include designated heritage assets (as defined in this PPS) and assets identified by the local planning authority during the process of decision making or through the plan making process (including local listing)".*

**10.4** In determining applications, LPA's have to take into account the '*desirability of sustaining and enhancing the significance of heritage assets and of utilising their positive role in place-shaping*' and, '*the positive contribution that the conservation of heritage assets...can make to the establishment and maintenance of sustainable communities and economic vitality*'.

**10.5** Of particular relevance to this SPD is paragraph 45 of the PPS5 Practice Guide which provides supportive commentary on Accessibility and enjoyment of Heritage Assets.

*Local planning authorities are encouraged to set out a positive and proactive strategy for increasing opportunities for the enjoyment of the historic environment by all members of the local and wider community, with particular consideration being given to socially excluded groups...Removing physical and perceived barriers to access can be crucial to increasing participation.*

- 10.6** English Heritage has produced guidance on increasing participation in the historic environment, including: Easy Access to the Historic Environment (2004), Easy Access to the Historic Landscapes (2005).
- 10.7** In most cases, it is considered that with imaginative design, combined with a flexible and pragmatic approach and financial commitment, access can be improved without compromising the significance of heritage assets. There are only rare cases when nothing can be done to improve or facilitate access. The requirements of the Equality Act 2010 must be taken into account in all cases.



**Picture 8 Ramp and stepped access at The Old Crown Court, Priory Street, Dudley**

- 10.8** Heritage assets may be affected by direct physical change or by change in their setting. The survival of most historic buildings depends on their continued, viable use. Changes to improve access may well contribute to a

building's continued viability. Decisions reached about alterations to improve access must, however, balance the benefits against the potential damage those same alterations might cause to the significance of the building itself.

- 10.9** Alterations and extensions to historic buildings that include entrances and the area immediately adjacent to them should take every possible opportunity to improve access into and around the premises to the standards laid down in this SPD and other approved documents, whilst having regard to what makes that building special or significant so as to avoid unacceptable harm to the heritage asset or its setting.
- 10.10** In practice, improving access to heritage assets often requires bespoke solutions. Whilst national guidance and the detailed design guidance contained within this SPD provides a useful starting point, you are advised to contact the Council's Historic Environment Team and Access Officer (01384 814136 - Planning Support will direct you to relevant office) to discuss your proposal early on in the design process, when their input is likely to be of most value.
- 10.11** In relation to planning applications affecting the historic environment PPS 5 makes it clear that it is the applicants responsibility to ensure that the significance of affected heritage assets has been identified and assessed and that proposals have been developed taking this into account. Proposals that are fully justified and are designed so as to avoid or minimise harm to the assets significance will have the best possible chance of Council support.



## 11 Changes of Use

**Guiding Principle 16:** Where a planning application is submitted for a change of use, and the building is or will be used by the public, any work to the premises should also take the opportunity to improve access into and around the building to the standards laid down in this SPD.

- 11.1** Proposals for the change of use of a building, should consider appropriate improvements for inclusive design or where practicable, accessible design, to the appropriate standards laid down in this SPD and other approved documents. It is far more cost effective to make adjustments to the building whilst other works are ongoing. This may involve improving an access route, providing car parking spaces for disabled people, or changing the location of the door so that a level or ramped access can be provided.
- 11.2** Some of these improvements can be carried out without planning approval, however, where substantial works are sought which would require a planning application, there may be potential to include these works on the same change of use application, and therefore avoid the need to pay a separate planning application fee at a later date.
- 11.3** Applicants should be aware that equality legislation imposes legal obligations on service providers; not least, requiring reasonable adjustments to ensure disabled people are not discriminated against.
- 11.4** The Building Regulations Part M Access to and use of buildings, also control accessible standards of design when the following changes of use occur:
- The building is used as a hotel or boarding house, where previously it was not;
  - The building is used as an institution, where previously it was not;
  - The building is used as a public building, where previously it was not;
  - The building is used as a shop, where previously it was not.
- 11.5** Applicants are advised to contact Building Control (01384 814136) to discuss the details of the proposal.



## 12 Automated Teller Machines (ATMs)

**Guiding Principle 17:** Planning applications for Automated Teller Machines (ATMs), where reasonable, should be accessible and suitable for all to use.

### **Background**

- 12.1** Automatic teller machines are commonly referred to as ATMs or cash dispensers/machines. They are common features in most town centres and can be located at banks, building societies, supermarkets, post offices, petrol stations and other shopping outlets. Clearly, ATMs, where reasonable, should be accessible to and useable by all people.
- 12.2** Ease of operation, visibility, height and security, are key factors that affect the ease with which disabled people can use such devices.
- 12.3** The style and design of ATMS can vary. Where a device is proposed for an existing building, the visual impact upon the host building and wider streetscene will need to be taken into account.

### **Detailed Design Guidance**

- 12.4** The access route to an ATM should be direct and free from obstacles.
- 12.5** It is important that where reasonable an adequately sized and level clear space should be provided in front of a device to provide privacy and enable easy access/manoeuvrability for all, including wheelchair users; this should be a minimum of 1500mm by 1500mm, but where possible 2000mm by 2000mm.
- 12.6** To aid personal safety, an ATM, should be located in areas that are well overlooked by other activities and should be properly illuminated. Avoid siting an ATM where there are potential hiding places for criminals. Collectively, this can discourage criminal activity, providing a measure of protection and reduce intimidation for people using ATMs.
- 12.7** If possible, a recessed area below an ATM should be achieved, to allow frontal access for wheelchair users (at least 500mm deep and 700mm high).
- 12.8** Controls should be at a level where they are easy to view and use, so that devices can be easily operated by wheelchair users. For easy access from the front, controls that require precise hand movement should be in a zone from 750mm to 1000mm above ground level. Other features can be between 750mm and 1250mm above ground level.

- 12.9** Clearly there are scenarios where proposed replacement ATMs cannot be accommodated within these design guidelines, possibly due to limiting external factors (e.g. restricted pavement width). In such instances, consider an alternative location or an additional ATM, within the building, ensuring that full access is available.



**Picture 9 Accessible ATM**

## 13 Internal Circulation

- 13.1** The suitability of access and facilities within a building is not a requirement of planning but is controlled under the Building Regulations Part M, Access to and use of buildings and supported by an Approved Document. The earliest consideration of how internal space is used and how people circulate, can significantly improve the impact of external design, inclusive access and provision of facilities.
- 13.2** To aid consideration of these issues, the following checklist, extracted from the Building Regulations Part M, identifies key considerations/requirements for internal facilities and circulation issues. However, this is not an exhaustive list and should not be read in isolation.
- 13.3** Dudley Council's Building Control Service and the Access Officer, has extensive knowledge of Part M and its application, and welcome pre-application discussion to facilitate satisfactory solutions.

### Entrance Lobbies (Part M, Provisions 2.29)

- 13.4** An entrance lobby should be large enough and of a shape to allow a wheelchair user or someone pushing a pram to move clear of one door before opening the second. A clear space (min 1570mm) is required between openings, free from obstructions including opening or opened doors.

### Reception (Part M: Provisions 3.6)

- 13.5** A reception counter should be readily accessible from the main entrance, be easily identifiable, provide sufficient space for standing and seated use and provide an induction loop for people with hearing impairments.

### Internal Doors (Part M: Provisions 3.10)

- 13.6** Doors, particularly manual doors fitted with self closing mechanisms are potential barriers. Doors should be designed with care and their use minimised where possible. Door opening widths, opening force, vision panels, colour contrast of frame to wall, easy operation and contrast of door furniture are some of the design issues affecting the use of doors.
- 13.7** 'Hold open' devices, which close when activated at times of emergency, could be used where appropriate.

### Corridors and passageways (Part M: Provisions 3.14)

- 13.8** Sufficient width, minimum 1200mm with the additional use of wider passing places, is a basic requirement to allow people to pass each other and to allow wheelchair users space to turn into rooms and to be able to turn fully

around. To assist people with visual impairments to navigate around a building and appreciate the size of a room the use of colour contrast is essential.

#### **Lifting Devices (Part M: Provisions 3.24, 3.28, 3.34, 3.43, and 3.49)**

- 13.9** For new buildings, extensions to existing non-domestic buildings, material alterations and buildings where a relevant change of use is proposed (see Chapter 11), a lift will be required as the most suitable means of means of access for people moving from one storey to another. For new buildings, passenger lift is the most appropriate form of vertical movement. For existing non-domestic buildings or those buildings with significant constraints, a vertical lifting platform may be considered as an option. In exceptional circumstances, in an existing building, a wheelchair platform lift may be considered, taking into account the means of escape requirements.

#### **Internal Stairs, Ramps and Handrails (Part M: Provisions 3.51, 3.53 and 3.55)**

- 13.10** The design of internal stairs, ramps and handrails are similar to the standards detailed above.
- 13.11** For internal steps there are some variations, notably, no tactile warning surface is required on internal stairs; the total number of risers may be reduced where space is restricted to 16, and the going of each step may be reduced to, but no less than, 250mm.
- 13.12** For internal ramps, the notable variations from the standard detailed for external ramp include, where there is a change in level of 300mm or more additional steps will be required; and where a level change is no greater than 300mm then a ramp should be provided instead of a single step.
- 13.13** For internal handrails the standards are the same as those detailed for external handrail including the need for them to be 'not cold to the touch' i.e. nylon coated or similar.

#### **Audience and spectator facilities (Part M: Provisions 4.12)**

- 13.14** Where seating is provided at audience and spectator facilities, primarily venues for conference/lecture and entertainment e.g. theatres/cinemas and sport, provision should be made for a choice of seating location and a clear view of the activity taking place.

#### **Refreshment facilities (Part M: Provisions 4.16)**

- 13.15** Facilities such as bars, restaurants and other shared facilities e.g. tea making, should be accessible to all users.

**Sleeping Accommodation (Part M: Provisions 4.24)**

- 13.16** Sleeping accommodation in hotels, motels and student accommodation should be convenient and accessible for all to use. A wheelchair accessible bedroom should be available for every 20 bedrooms or part thereof, designed to a standard of amenity equivalent to that of other bedrooms. Sanitary and en-suite facilities serving a wheelchair accessible bedroom should be fully compliant with detailed design provisions.

**Switches, outlets and controls (Part M: Provisions 4.30)**

- 13.17** Ease of operation, visibility, height and freedom from obstruction are key factors that affect the use of switches, outlets and controls.

**Aids to communication (Part M: Provisions 4.36)**

- 13.18** Aids to communication e.g. induction loops/infra-red hearing enhancement systems, are required at reception counters located in noisy environments or positioned behind glass screens, and for spaces used for meetings, lectures, classrooms, spectator sport or films, etc.

**Sanitary accommodation (Part M: Provisions 5.4, 5.7, 5.10, and 5.14)**

- 13.19** Suitable sanitary accommodation should be available to all, including wheelchair users, people with ambulatory disabilities and people with visual impairments. Whilst there is general awareness of what constitutes satisfactory design/layout of a wheelchair accessible WC, sufficient care should be taken to fully address the requirements of the Approved Document, taking into account the breadth and detail of all 'sanitary provisions'. For example, visual contrast of sanitary fittings/grab bars, and visual contrast between wall and floor finishes must be achieved in ALL toilets not just wheelchair accessible WC's.

**Wheelchair-accessible changing and shower facilities (Part M: Provisions 5.18)**

- 13.20** Showers and changing rooms provided in commercial and sports facilities should be fully compliant ensuring disabled people have the choice to use the facilities independently.

**Wheelchair-accessible bathrooms (Part M: Provisions 5.21)**

- 13.21** The design of accessible bathrooms in non-domestic developments such as hotels, motels and student accommodation should allow disabled people the choice to wash or bathe independently.

**Means of access to and into the dwelling (Part M: Provisions 6.11, 6.21 and 6.23)**

- 13.22** Reasonable provision is required within the boundary of a dwelling for a disabled person to approach and gain access into a dwelling from the point of alighting from a vehicle. Provision of level access to/into a dwelling is always preferred. However, where there are significant topographical constraints, provisions allow for the installation of ramped access or where this cannot be achieved, stepped access into a dwelling is acceptable.

**Circulation within the entrance storey of the dwelling (Part M: Provisions 7.5 and 7.7)**

- 13.23** Circulation within the entrance storey or principal storey is required to habitable rooms and a room containing a WC.

**Accessible switches and socket outlets in the dwelling (Part M: Provisions 8.3)**

- 13.24** Wall mounted switches and socket outlets are required at appropriate heights to assist people with limited reach.

**Passenger lifts and common stairs in blocks of flats (Part M: Provisions 9.5, 9.6 and 9.7)**

- 13.25** For buildings containing flats, provision should be made for suitable stair design and, where provided, suitable lift accommodation.

**WC provision in the entrance storey of the dwelling (Part M: 10.3)**

- 13.26** A WC of appropriate design should be located in the entrance storey of a dwelling ensuring the door is wide enough to allow wheelchair access, that it opens outwards, and that it is located to allow wheelchair users to access the WC. In addition, the WC compartment should provide sufficient clear space, free from obstructions, to accommodate a wheelchair user.

## Appendix A - Checklist of Guiding Principles

Consideration	Section
<p><b>Guiding Principle 1</b></p> <p>New buildings will be required to be located and orientated within a site to maximise pedestrian movement from the site boundary and designated disabled car parking spaces and dropping off points, to accessible entrances (principal entrance or entrances and any alternative main staff entrance), and to and from facilities associated with buildings i.e. assembly points and between buildings.</p> <p>The location of accessible entrances should be adjacent to designated disabled car parking, dropping-off points, and as far as it is practicable, to public transport stops.</p>	5
<p><b>Guiding Principle 2</b></p> <p>Pedestrian Approach Routes - A pedestrian access route will be required to provide a safe, suitably designed means of access from the site boundary, designated disabled car parking, and dropping-off points, to the entrance(s) and between buildings and facilities within the curtilage of the site.</p> <p>In addition, planning applications impacting on the Public Realm and pedestrian access, will be required to meet appropriate standards of access and inclusion.</p>	5
<p><b>Guiding Principle 3</b></p> <p>Provision will be made for car parking spaces for disabled people, ensuring the number, location and standard of design are in compliance with Dudley Council's 'Parking Standards and Travel Plans SPD'.</p> <p>Similarly, provision for designated dropping off points will be provided for larger developments in compliance with 'Parking Standards and Travel Plans SPD'.</p>	5

Consideration	Section
<b>Guiding Principle 4</b>  Cycle Routes - Where cycle lanes provide access to developments they should, where possible, be physically separate from footways/footpaths to avoid any risk to pedestrians, particularly people with a visual impairment. Where there are limitations of space or other unavoidable restrictions, it may become necessary to allow cyclists access to pedestrian footways and footpaths.	5
<b>Guiding Principle 5</b>  Level Entrances - All new developments will, wherever possible, include for level entrances and thresholds	6
<b>Guiding Principle 6</b>  Ramped Access - Where level access is not possible and the gradient is between 1 in 20 and 1 in 12 then a ramp is required, at a minimum, in compliance with the attached guidance.  Where the rise of the ramp exceeds 300mm, stepped access will also be required.	6
<b>Guiding Principle 7</b>  Stepped Access - Where stairs are required, they should, at a minimum, be in compliance with the attached guidance.	6
<b>Guiding Principle 8</b>  Entrance doors - The principal entrance or entrances and any alternative main staff entrance should be accessible, in compliance with the attached guidance.	6
<b>Guiding Principle 9</b>  Level Access - When available, level access should be maintained.	7

Consideration	Section
<b>Guiding Principle 10</b>  Ramped Access - Where it is impracticable to achieve level access, it may be reasonable to provide a ramped and stepped access; in compliance with detailed design guidance. Whilst every effort should be made to include for a combined ramp and stepped approach (some people with ambulant disabilities find it more difficult to use a ramp than a stair) in certain circumstances (e.g. limited space) it may be acceptable to include for a ramp alone	7
<b>Guiding Principle 11</b>  Stepped Access - Where access to an existing building cannot be achieved either via a level approach or ramped/stepped access, then access via steps alone will be considered; ensuring compliance, where reasonable, with detailed design guidance.	7
<b>Guiding Principle 12</b>  The provision of new entrance doors to an existing building or a building that is being extended or altered should be accessible, in compliance with the detailed design guidance given below as far as it is reasonable in the circumstances.	7
<b>Guiding Principle 13</b>  When planning new residential development, every opportunity should be taken by the developer to negotiate with the Council to introduce an element of accessible and adaptable housing on appropriate development sites where reasonable and realistic to do so.	8
<b>Guiding Principle 14</b>  Alterations to a dwelling should be suitable for the resident, and sympathetic to the character of the dwelling, without adversely harming the streetscene.	9

Consideration	Section
<b>Guiding Principle 15</b>  Proposals affecting heritage assets including alterations and extensions to historic buildings and their setting should be designed so as to take every opportunity to improve access for all. Designs must fully consider the significance and level of importance of affected heritage assets, taking this into account such that improved access is achieved without unacceptable harm to the host asset.	10
<b>Guiding Principle 16</b>  Where a planning application is submitted for a change of use and the building is or will be used by the public, any work to the premises should also take the opportunity to improve access into and around the building to the standards laid down in this SPD and other approved documents.	11
<b>Guiding Principle 17</b>  Planning applications for Automated Teller Machines (ATMs), where reasonable, should be accessible and suitable for all to use.	12

### Checklist of Guiding Principles

## Appendix B - Sources of further Information

### **Black Country Core Strategy (February 2011)**

[www.blackcountrycorestrategy.dudley.gov.uk](http://www.blackcountrycorestrategy.dudley.gov.uk) or [www.dudley.gov.uk](http://www.dudley.gov.uk)

### **Building Regulations 2000, Access to and use of buildings Approved Document M – 2004 Edition, Office of the Deputy Prime Minister.**

[www.communities.gov.uk](http://www.communities.gov.uk)

### **BS8300:2009 + A1 2010, Design of buildings and their approaches to meet the needs of disabled people – Code of Practice**

[www.bsi-global.co.uk](http://www.bsi-global.co.uk)

### **Code for Sustainable Homes, A step-change in sustainable home building practice, Communities and Local Government (2006)**

[www.communities.gov.uk](http://www.communities.gov.uk)

### **Design and Access Statements – How to write, read and use them, CABE (2006)**

[www.cabe.org.uk](http://www.cabe.org.uk)

### **The Disability Discrimination Act 1995, as amended by the DDA 2005.**

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### **Easy Access to Historic Buildings, English Heritage (2004)**

[www.english-heritage.org.uk](http://www.english-heritage.org.uk)

### **Easy Access to Historic Landscapes, English Heritage (2005)**

[www.english-heritage.org.uk](http://www.english-heritage.org.uk)

**Equality Act 2010: What do I need to know**

[www.equalities.gov.uk](http://www.equalities.gov.uk)

**Disability and the Equality and Human Rights Commission**

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

**Guidance on changes to the Development Control system - Circular 01/2006, Department of Communities and Local Government**

[www.communities.gov.uk](http://www.communities.gov.uk)

**Guidance on the use of tactile paving surfaces, Department for Transport**

[www.dft.gov.uk](http://www.dft.gov.uk)

**Inclusion by design, Equality, diversity and the built environment. CABI (2008)**

[www.cabi.org.uk](http://www.cabi.org.uk)

**Inclusive Mobility, Department for Transport (2002)**

[www.dft.gov.uk](http://www.dft.gov.uk)

**Lifetime Homes Standard.**

[www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk)

**Manual for Streets, Department for Transport (2007)**

[www.dft.gov.uk](http://www.dft.gov.uk)

**Parking Standards and Travel Plans Supplementary Planning Document, Dudley MBC**

[www.dudley.gov.uk](http://www.dudley.gov.uk)

**Part V - Design and Access Statement, Dudley MBC (2008)**

[www.dudley.gov.uk](http://www.dudley.gov.uk)

**Planning and Access for Disabled People: A good practice guide. Office of the Deputy Prime Minister, (2003)**

[www.communities.gov.uk](http://www.communities.gov.uk)

**Planning Obligations Supplementary Planning Document, Dudley MBC**

[www.dudley.gov.uk](http://www.dudley.gov.uk)

**Planning Policy Statements (including PPS1, PPS3, PPS4, PPS5 and PPS12)  
Department of Communities and Local Government**

[www.communities.gov.uk](http://www.communities.gov.uk)

**Sign Design Guide - A guide to inclusive signage (2000)**

[www.signdesignsociety.co.uk](http://www.signdesignsociety.co.uk)

**Sport England Design Guidance Note, Accessible Sports Facilities (2010)**

[www.sportengland.org](http://www.sportengland.org)

**Unitary Development Plan (saved policies), 2011, Dudley MBC**

[www.dudley.gov.uk](http://www.dudley.gov.uk)



## Appendix C - Glossary

**ATM:** Automatic teller machine (cash dispenser).

**Approved Documents:** These are a series of technical documents which give much more information, diagrams, facts and figures to explain how it is possible to comply with the requirements of the Building Regulations.

**BS8300:2009:** A Code of Practice produced by the British Standards Institute for the design of buildings and their approaches to meet the needs of disabled people.

**Building Control:** The Building Control Section carries out the Council's statutory duty of applying Building Regulations. This means assessing proposed work to ensure compliance and inspecting work on site as it progresses at certain stages to ensure that buildings are safe, energy efficient and have reasonable access for all

**Building Regulations:** The Building regulations are legal requirements designed to ensure the health and safety of building users. They also take into account energy conservation, and access and use of buildings by people, including disabled people. The regulations themselves are in the form of a 40 page document known as a statutory instrument. This simply states the regulations but doesn't itself elaborate or give guidance on how to comply or meet the regulations.

**Building Regulation Consent:** A consent formally indicating that a design proposal meets the minimum standards of the relevant sections of the Building Regulations.

**CABE:** Commission for Architecture and the Built Environment

**Code for Sustainable Homes:** The Code for Sustainable Homes (the Code) is the national standard for the sustainable design and construction of new homes. The Code aims to reduce our carbon emissions and create homes that are more sustainable. The Code is not a set of regulations. The Code goes further than the current building regulations, but is entirely voluntary, and is intended to help promote even higher standards of sustainable design

**Core Strategy:** The Core Strategy is a Development Plan Document and forms the basis of Black Country Authorities' Local Development Frameworks, replacing certain policies in Dudley's Unitary Development Plan (UDP), setting the planning policy context for the preparation of other local development documents and supplementary planning documents. As well as providing the basis for decisions on planning applications, the Core Strategy will also shape regeneration, investment, and growth within the Borough.

**Cross Falls:** The surface of a footway or ramp having a slope across the line of travel.

**Design and Access Statement:** A Design and Access Statement demonstrates how the principles of design have been incorporated within proposals and enables the applicant to explain how access to, through and within it has been dealt with.

**DCLG:** Department for Communities and Local Government. This Department sets policy on supporting local government; communities and neighbourhoods; regeneration; housing; planning, building and the environment; and fire.

**Disability:** In the Equality Act 2010, a person has a disability if they have a physical or mental impairment that has a substantial and long-term effect on their ability to perform normal day-to-day activities.

**Effective clear width:** Available width measured at 90° to the plane of a doorway for passage through doorway, clear of any obstructions (e.g. door handles) when door is opened through 90° or more.

**Goings:** the horizontal or tread part of steps, or the horizontal distance between the start and finish of a ramp.

**Flight:** continuous series of ramps, steps and stairs.

**Inclusive Design:** Aims to remove barriers which create undue effort, separation or special treatment and enables everyone to participate equally in mainstream activities independently with choice and dignity.

**Landing:** level platform or part of a floor at the end of a flight, ramp or floor.

**Level Entrance:** Accessible level access over the threshold level.

**Local Development Framework (LDF):** Under the Planning and Compulsory Purchase Act, every Council is required to introduce a new Local Development Framework (LDF) for its planning policies. The LDF will replace the UDP. The Local Development Framework will be comprised of local development documents, which include Development Plan Documents that are part of the statutory development plan.

**Manifestation:** A series of broken lines or a continuous band or company logo either etched or attached to the surface of a glazed door/screen which provides a contrast to the glass. The location of the door/screen can therefore be identified by partially sighted people.

**Newton's:** a measure of force required to move an object.

**Part M of the Building Regulations:** One of the 13 Parts of the Building Regulations that relates to Access to and use of buildings. The aim of Part M is to foster a more inclusive approach to design to accommodate the needs of all people.

**Planning Policy Statements:** Planning Policy Statements (PPS) set out the Government's national policies on different aspects of planning.

**Public Realm:** An area around a building that is used by the public. It may be publically or privately owned, including highways, public squares market places or hard landscaped areas with a civic function.

**Stair riser:** Vertical component of a step between tread or landing above or below it.

**Stair tread:** Horizontal component of a step.

**Supplementary Planning Document:** Supplementary Planning Documents expand on policies set out in a Development Plan Document, or provide additional detail.

**Tactile paving:** profiled paving surface to convey important information to visually impaired people to aid access.

**Threshold:** A horizontal member across the foot of a doorway.

**Unitary Development Plan (UDP) Saved Policies:** The UDP sets out the strategic and local framework for guiding future development in the borough. The UDP document contains planning policies and provides guidance for the development of land and transport in the Borough.

**Upstand:** A concrete kerb or wall on the edge of for example, a ramp surface

**Visual Impairment:** Refers to someone who is blind or partially sighted. It does not refer to someone who is short-sighted (myopia) or long-sighted (hyperopia)

**Wayfinding:** The way in which people orient themselves in physical space and navigate from place to place (i.e. choosing a path within the built environment)

**Wheelchair Housing:** This type of housing has higher accessibility standards that enable a wheelchair user to have full use of all its rooms and facilities.

