



Design and Access Statement Information Sheet for Listed Buildings

A Design and Access Statement should explain why your proposal is designed in a particular way and the things you considered before making your application for planning permission and/or listed building consent. Please note that we are unable to deal with your application until a completed statement is provided.

What should be included?

- **An assessment of the site and its surroundings**

You should include an assessment of the site's immediate and wider context, evaluating physical characteristics by identifying opportunities and constraints and balancing any identified conflicting issues. Understanding the context will help produce and justify the design. You should also include any established planning policies.

- **Design and appearance (questionnaire below)**

The site analysis should support your proposal where access, layout, scale, and appearance should be considered. To complete your statement, you can answer the following questions or you can provide a separate document (as long as it addresses at least the points set out in the question below).

Have you assessed the elements which constitute the historic and special architectural interest/character of the building? If there is particular adverse impact on these explain what is the purpose of your proposal, why is it necessary and what approach of the design has been taken to minimise impact.

Does your proposal have an impact on the building's setting? If so, what is the impact; does it enhance significant views of the building and how does it affect the character of the wider area?

If an extension or new structure is proposed, explain the scale, height, width and length of the proposal and its relationship to the existing building. How is the special character and fabric of the listed building being affected?

If an extension is proposed, what thought has been given to it's appearance, position, visual impression, architecture, materials, decoration, lighting, colour and texture?

If internal works or alterations are being proposed, what is the relationship between your proposal and the original layout, fabric and features of the building?

Describe the materials you propose to use, why you chose them, the way in which they relate to the historic character of the building? Have environmentally friendly materials been considered? What consideration has been given to maintenance?

How have you followed the advice provided by [CABE](#)* and [Westminster City Council](#)** on the issue of inclusive access? If not explain the reasons for your departure from this guidance.

What consideration has been given to accessibility, to and between parts of the proposed works? Has disabled access been considered?