

# DESIGN AND ACCESS STATEMENTS

HOW TO USE THEM TO PREVENT CRIME



As required by Communities and Local Government's publication: Guidance on Information Requirements and Validation (Paragraph 132)



# FOREWORD

One of the biggest problems that the field of planning for crime prevention has faced is the fact that, too often, crime prevention when it is considered at all in the design process is merely an afterthought. The consequence of this, very frequently, is that the scope for reducing the opportunity for crime to be committed via the design process becomes limited.

Experience suggests that, once design ideas get established, developers and their agents are often unwilling to change them very significantly to incorporate something that hasn't been thought about properly up to that point, and of course to incur the extra costs associated with undertaking further design work. And the consequence of this is that, unfortunately, the opportunity to incorporate crime prevention concerns into a development layout has often not been taken as fully as it could have been.

But it doesn't need to be like this, and Design and Access Statements provide an opportunity for the development community to face this issue more effectively than

has often been the case to date. The key to this is thinking about the kinds of crimes that the type of development being proposed is likely to be subject to right at the start of the development process (which can be established from crime statistics and from police advice), and then creating strategies to reduce the likelihood of these crimes occurring as an integral part of initial design thinking about the project rather than as a later consideration.

This guide gives lots of helpful advice about the kinds of things that developers and their agents need to think about when tackling the issue of planning for crime prevention in this manner. Adopting this approach in turn should mean that the requirements of paragraph 132 of Communities and Local Government's publication 'Guidance on Information on Requirements and Validation' (March 2010) can readily be met when preparing a Design and Access Statement.

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# THE BACKGROUND

## WHAT IS A DESIGN AND ACCESS STATEMENT?

- A Design and Access Statement is a report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way.
- It must accompany all applications for both outline and full planning permission (unless they relate to a material change in use of land and buildings, engineering or mining works, or householder developments).

## WHY IS IT IMPORTANT?

- It enables those responsible for the design of new developments to demonstrate their approach to designing out opportunities for crime within their planning proposals.
- Failure to do so may result in the local planning authority not validating the application or they may need to seek further information, either of which will cause a delay in determining the application.

- A successful statement will make the planning authority aware of the crime and disorder problems in the area of the application and importantly, show precisely what measures you are taking to alleviate these.

## WHAT ACTION DO I NEED TO TAKE?

- What is required in a Design and Access Statement is set out in the Communities and Local Government's publication "Guidance on Information Requirements and Validation" <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1505220.pdf>
- Paragraph 132 states the following, "Planning Policy Statement 1 (PPS1) makes clear that a key objective for new developments should be that they create safe and accessible environments where crime and

disorder or fear of crime does not undermine quality of life or community cohesion. Design and Access Statements for outline and detailed applications should therefore demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places – the Planning System and Crime Prevention (ODPM/Home Office, 2003)." [http://www.securedbydesign.com/pdfs/safer\\_places.pdf](http://www.securedbydesign.com/pdfs/safer_places.pdf)

- Therefore, your Design and Access Statement plays an important part in both validating your planning application and its future determination. Reference to crime prevention must be included within it.



## WHERE CAN I GET HELP?

- 'Design and Access Statements – How to use them to prevent crime', is an aide-memoire to the guidance contained in 'Safer Places – the Planning System and Crime Prevention' and will make your task easier.
- The 'Commission for Architecture and the Built Environment' (CABE) have published 'Design and Access Statements: How to write, read and use them' (reprint 2007 edition) and this provides further information and advice.
- Architectural Liaison Officers (ALOs) or Crime Prevention Design Advisors (CPDA) are part of the consultation process for the determination of planning applications and work with planning authorities throughout the region. It is strongly recommended that you consult with your local ALO/CPDA prior to formulating any detailed development proposals as their advice will be an invaluable source of information. You can

identify your local ALO/CPDA and contact details by visiting [http://www.securedbydesign.com/professionals/design\\_advisors.aspx](http://www.securedbydesign.com/professionals/design_advisors.aspx)

## WHAT SHOULD I DO NOW?

- Read 'Design and Access Statements – How to use them to prevent crime'.
- Make yourself familiar with additional sources of information as listed on page 17 of this publication.
- Contact the ALO/CPDA for the area in which your development is proposed and arrange to meet. The time will be well spent and reap benefits for all.



In writing a Design and Access Statement it is considered good practice to make use of 'Safer Places - The Planning System and Crime Prevention'. The document defines seven attributes of sustainable communities and all are particularly relevant to crime prevention.

These are:

1. Access and movement
2. Structure
3. Surveillance
4. Ownership
5. Physical protection
6. Activity
7. Management and maintenance

A good Design and Access Statement will address each attribute in full.

To ensure that any Design and Access Statement meets the requirements of the legislation, applicants are encouraged to offer comment on each of the points raised. This would be recognised as best practice as it would show the determining authority that the applicant is aware of the responsibility placed upon them, and as all the issues are originally

discussed in 'Safer Places – The Planning System and Crime Prevention', they are core to crime reduction and the creation of long-term sustainable communities.

The next section of this document aims to provide more detailed guidance on each of the seven attributes and to identify the important issues within each that the applicant should address. You should ensure that your design complies with all attributes and aim to demonstrate this by focusing on the issues identified within each attribute and comment appropriately.

Consideration should also be given to designing the whole development in accordance with Secured by Design (SBD). SBD supports one of the Government's key planning objectives - the creation of secure, quality places where people wish to live and work. Under the scheme, advice is provided free of charge. Independent evaluation demonstrates that it is an effective means of reducing crime and making communities safer. Again, the ALO/CPDA will be able to advise you further on this and is another reason why you should make contact.

## ACCESS AND MOVEMENT

*Note: see pages 16 to 19 inclusive of 'Safer Places – The Planning System and Crime Prevention'*

Definition: “Places with well-defined routes, spaces and entrances that provide for convenient movement without compromising security”

- Any access or service routes must not generate vulnerability to the rear of any premises (such as rear access footpaths).
- Routes must not provide potential offenders with unnoticed access to potential targets or multiple escape routes.
- All routes must be well defined so as not to undermine private or defensible space.
- All proposed routes must be safe to use at any time of the day or night.
- Routes for different users should be integrated and not segregated from each other.
- All users must be able to understand which routes they use.

- It must be easy to understand how to travel through an area.
- Routes must be designed to maximise the opportunity for natural surveillance.
- Routes should be straight and wide without blind spots where potential offenders could be hidden.
- Routes must not become a focus for anti social behaviour.
- Where street lighting is to be provided, this must be to the locally adopted standard.
- The number and nature of all connections must be considered.
- All routes proposed must be necessary and lead to places where people want to go.

**Did you know, “Every natural or legal person is entitled to the peaceful enjoyment of his possessions”?**

(Human Rights Act 1998: The First Protocol – Article 1)

## STRUCTURE

*Note: see pages 20 to 23 inclusive of 'Safer Places – The Planning System and Crime Prevention'*

Definition: “Places that are laid out so that crime is discouraged and different uses do not cause conflict”

- The types of building must be selected and designed with security in mind.
- All ‘uses’ in an area must be compatible with each other and potential conflicts must be identified and resolved within the design.
- Vehicle parking should be within the curtilage of the building it serves and be over looked.
- Where this is not possible, car parking provision must be located very close to the building(s) they serve and again be well overlooked.
- The layout of the development must be appropriate for the identified crime risk.
- All public open space (POS) must be clearly defined and serve a purpose. It must support an appropriate level of legitimate activity.

- Any open space that has become associated with anti-social behaviour must be redesigned to eliminate its continued future use as a venue for behaviour of this kind.
- Consideration should be given to the redevelopment, removal or re-use of buildings and spaces that historically have proven vulnerable to crime.
- Buildings should be orientated to maximise natural surveillance.

**Independent evaluation demonstrates that a non-Secured by Design home is 4 times more prone to burglary than a Secured by Design home.\***

\*Based on average burglary dwelling rate over a 12 month period in West Yorkshire when SBD homes are compared to non-SBD homes – Source: Re-Evaluating Secured by Design (SBD) Housing in West Yorkshire (March 2009): University of Huddersfield, Dr Rachel Armitage and Leanne Monchuk

## SURVEILLANCE

*Note: see pages 24 to 29 inclusive of 'Safer Places – The Planning System and Crime Prevention'*

**Definition: “Places where all publicly accessible spaces are overlooked”**

- Habitable rooms with an increased number of windows should overlook the street and other public spaces.
- Well-lit spaces are crucial to reducing the fear of crime and should be sensitive to the needs of residents and users.
- Lighting should be used to ensure good natural surveillance is available during the hours of darkness.
- Surveillance should not be relied upon as the sole strategy for tackling crime and disorder.
- Offenders should not be able to travel to and from locations without fear of being seen.
- Criminal activity should attract the attention of onlookers.
- Elevations of a building benefit from the surveillance provided by onlookers.
- Buildings and spaces should be designed to allow for all round surveillance.
- Open and bright spaces reduce the number of potential hiding places and reduce the fear of crime.
- Where in-curtilage vehicle parking is not provided, vehicle parking should be located in areas where surveillance is plentiful and where the provision is close to owners' homes.
- Blank walls and recesses should be avoided.
- CCTV may be introduced as a means of improving surveillance, but not as an alternative to getting the design right in the first place.
- An unmonitored CCTV system delivers no response to activities and is of little value.

**“Did you know national, regional and local government increasingly require evidence of good safety and security practices from those who tender for contracts or who are part of a supply chain?”**



## OWNERSHIP

*Note: see pages 30 to 33 inclusive 'Safer Places – The Planning System and Crime Prevention'*

Definition: “Places that promote a sense of ownership, respect, territorial responsibility and community”

- All space (i.e. public, semi-public, semi-private or private) must be clearly defined and adequately protected in terms of its use and ownership.
- It must be clear where one type of space ends and another begins.



- The creation of defensible space empowers residents to take control of areas close to their home and is an important principle that should be used extensively throughout any development.
- Anti-social behaviour can flourish in communal space if people do not identify the area as belonging to them as natural self-policing does not occur.
- Private space should not be easily accessible to people who have no right to be there.
- Low fencing, hedges and bushes can be used as demarcation of space where ultimate security is not an aim.
- High fencing that actively impedes access is most appropriate in places that are vulnerable to crime, such as the rear of dwellings.
- Sensitive placement and appropriate selection of physical barriers such as gates, fences, walls and hedges, creates safe places that are also attractive.
- Landscaping can be used to make places safer as well as more attractive provided it does not restrict natural surveillance. To ensure that this principle is adhered to, continued maintenance of the overall height of bushes and the canopies of trees is necessary.
- Most people respond to changes in paving, surface texture, materials, colour, landscaping and signage. These measures help to differentiate between public and private space for the benefit of all users.

**“Did you know your long-term sustainability and profitability can be significantly improved by considering the impact of crime?”**

## PHYSICAL PROTECTION

*Note: see pages 34 and 35  
'Safer Places – The Planning System and Crime Prevention'*

Definition: “Places that include necessary and well designed security features”

- Effective security creates a delay to the intruder and therefore the robustness of doors and windows should not be overlooked as a means of defeating the criminal.
- The target hardening principles and standards utilised by Secured by Design ([www.securedbydesign.com](http://www.securedbydesign.com)) should be used to inform the applicant on the nature of security hardware currently available.
- Designing-in effective physical security from the outset is cheaper, simpler, and more successful than retrospectively attempting to install measures later.
- Local development control officers may be asked to impose formal planning conditions requiring the use of security enhanced doors and windows

such as those referred to by Secured by Design. You should always consider these products as an extremely effective, image enhancing and cost effective way of creating physical security.

- In multi occupancy buildings, a combination audio - visual access control system should be installed.
- In multi occupancy buildings, access control should be used on each level to further restrict movement into private areas.
- Retrospective measures such as barbed wire and rotary spike treatments can be avoided by the adoption of designing out crime principles during the design stage of a new development.

**“Did you know that effective target hardening is an investment worth making that quickly pays for itself by reducing crime and your insurance costs?”**

## ACTIVITY

*Note: see pages 36 to 39 inclusive  
'Safer Places – The Planning System and Crime Prevention'*

Definition: “Places where the level of human activity is appropriate to the location and creates a reduced risk of crime and a sense of safety at all times”

- The public realm should be designed to be enjoyed by different cultural or age groups at the same time. This can be done by providing a range of complementary activities and designing the environment to minimise conflict.
- The creation of places that become devoid of activity at certain times of the day or night, whilst remaining accessible to offenders, should be avoided.
- As many law abiding people as possible should be attracted to make use of space in the public realm.
- Decisions about the appropriate level and type of activity must be made with the local context in mind.

- Criminals should not be able to go about their business unnoticed.
- Certain types of places, such as public squares and town centres, thrive on attracting a large number of people. The key is to create a high quality environment and alternative opportunities and activities for those who might otherwise become involved in crime or disorder.
- A town centre residential population brings activity, surveillance and ownership and should be encouraged. However bars and clubs are best located away from these areas.
- Local shopping areas should be designed to provide a safe environment whilst limiting the scope for anti-social behaviour.

**“Did you know that crime does not pay but costs millions of pounds each year?”**

## MANAGEMENT AND MAINTENANCE

*Note: see pages 40 to 43 inclusive 'Safer Places – The Planning System and Crime Prevention'*

Definition: “Places that are designed with management in mind, to discourage crime in the present and the future”

- Anyone with ‘ownership’ of space whether public, semi-public, communal or private must be aware of their personal maintenance responsibilities.
- Places must be tidy, attractive and well cared for as this indicates that crime and disorder will not be tolerated and generates a feeling of safety in the user.
- All signs of any previous disorder or signs of neglect such as broken windows, litter, abandoned vehicles or graffiti, must be removed promptly.
- Whilst getting the physical design and build of areas right is paramount, management and maintenance will remain important factors in the creation of safer places.

- Responsibilities of care should be agreed at the earliest opportunity during the development process and should be documented to prevent future disagreements between the relevant parties.
- When an organised human presence, such as security staff, vehicle parking attendants, concierges or gardeners is part of the overall management strategy, care should be taken to ensure their sustainability in the long-term.
- The provision of secure storage for maintenance equipment is required as they are both a target for theft and a tool for crime.

**“Did you know your company image and reputation can be enhanced by a close association with improving personal safety and designing out crime?”**

This publication takes into consideration current guidance offered in several documents including those issued by the ‘Communities and Local Government’ and the ‘Commission for Architecture and the Built Environment’.

### GUIDANCE ON INFORMATION REQUIREMENTS AND VALIDATION

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1505220.pdf>



Published in March 2010 by Communities and Local Government (CLG).

*Note: Section 6, Design and Access Statements, page 34, paragraph 132:*

**“PPS1 makes clear that a key objective for new developments should be that they create safe and accessible environments where crime and disorder or the fear of crime does not undermine quality of life or community cohesion. Design and Access Statements for outline and detailed applications should therefore demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places, The Planning System and Crime Prevention.”**

## CABE: DESIGN AND ACCESS STATEMENTS: HOW TO WRITE, READ AND USE THEM

<http://www.cabe.org.uk/files/design-and-access-statements.pdf>

Published in 2006, updated and reprinted in 2007 by the Commission for Architecture and the Built Environment (CABE).

*Note: ACCESS Page 8, Para 1.*

**“Statements should demonstrate how development can create accessible and safe environments, including addressing crime and disorder and fear of crime. These may be particularly relevant to address under layout and landscaping themes. Early consultation with police will help identify key issues in your local area, and measures to help address these. Safer places - the planning system and crime prevention (ODPM/ Home Office, 2004) contains more information”**

## SAFER PLACES, THE PLANNING SYSTEM AND CRIME PREVENTION

[http://www.securedbydesign.com/pdfs/safer\\_places.pdf](http://www.securedbydesign.com/pdfs/safer_places.pdf)

Published in 2004 by the Office of the Deputy Prime Minister (ODPM).



## THE PLANNING INSPECTORATE

Appeal decision by Mr Michael Say (BA DipTP MRTPI) 7th December 2007 ref:APP/D380/A/07/204898 Gloucester Motors, 201-205 Lower Church Road, Burgess Hill, RH15 9AA, and reason nine of the appeal dismissal:

**“I have to determine the appeal in light of all the material considerations, having regard to current planning policies and national advice. The appellant’s design and access statement did not respond to advice in Paragraph 87 of DCLG Circular 01/2006 Guidance on Changes to the Development Control System that such statements should demonstrate how crime prevention measures have been considered in the design of the proposal”.**

(In March 2010, DCLG Circular 01/2006 – Guidance on Changes to the Development Control System, was cancelled by the publication of CLG’s “Guidance on information requirements and validation” and consequently paragraph 87 became invalid. However, paragraph 132 of the new document is its direct and verbatim replacement.)

## MANUAL FOR STREETS

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/322449.pdf>

Published in 2007 by Communities and Local Government (CLG) and Department for Transport (DfT). It supersedes the Design Bulletin 32 and its companion guide “Places, Streets and Movement”.

*Note: Page 46, Paragraph 4.6: Crime Prevention 4.6.1*

**“To ensure that crime prevention considerations are taken into account in the design of layouts, it is important to consult police architectural liaison officers and crime prevention officers as advised in Safer Places”.**

## PLANNING POLICY STATEMENT 1: DELIVERING SUSTAINABLE DEVELOPMENT

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>

Published in 2005 by the Office of the Deputy Prime Minister (ODPM) this cancels both PPG1 – General Policy and Guidelines, and Circular 5/94 – Planning Out Crime.

*Note: Page 11, paragraph 27, General Approach.*

**“In preparing development plans, planning authorities should seek to: (iii) Promote communities which are inclusive, healthy, safe and crime free...”**

## PLANNING POLICY STATEMENT 3: HOUSING

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>

Published in June 2010 by Communities and Local Government (CLG)

*Note: Page 8, paragraph 14, Achieving high quality housing.*

**“Local planning authorities should develop a shared vision with their local communities of the type(s) of residential environments they wish to see and develop design policies that set out the quality of development that will be expected for the local area, aimed at: Creating places, streets and spaces which meet the needs of people, are visually attractive, safe...”**

## PLANNING POLICY STATEMENT 12: LOCAL SPATIAL PLANNING

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps12lsp.pdf>

Published in June 2008 by Communities and Local Government (CLG)

Planning Policy Statement 12 (PPS12) explains what local spatial planning is, and how it benefits communities. It also sets out what the key ingredients of local spatial plans are and the key government policies on how they should be prepared.

## ACPO SECURED BY DESIGN

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

Established in 1989, Secured by Design (SBD) is owned by the Association of Chief Police Officers (ACPO) and is the corporate title for a group of national police projects focusing on the design and security for new and refurbished homes, commercial premises and car parks. Being inherently linked to the governments planning objective of creating secure, quality places where people wish to live and work, Secured by Design has been cited as a key model in the Office of Deputy Prime Minister's guide 'Safer Places - The Planning System & Crime Prevention' and in the Home Office's 'Crime Reduction Strategy 2008-11'.

## IMAGE CREDITS

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