

**Pembrokeshire County Council
Cygnor Sir Penfro**



**Advice Note
Requirement for Access Statements to accompany
Planning applications and Listed Building applications**

Q: When does this requirement come into force?

A: As from 1 July 2007, planning applications in Wales will need to include an Access Statement.

Q: Will all planning applications need to include an Access Statement?

A: No, the following are exempt:

- A material change in the use of land or buildings provided it will not necessitate access by an employee, or the provision of a service to the public;
- Engineering or mining operations
- Householder development within the curtilage of an existing single dwelling house;
- Advertisement control
- Tree preservation orders
- Storage of hazardous substances.

Q: Will all listed building consent applications need an Access Statement?

A: No, the following are exempt:

- An application limited to internal works only

- Q: If I fail to submit an Access Statement, what will happen to my application?**
- A: You will be advised that the application cannot be registered, as it is incomplete. It will be returned to you.**
- Q: In how much detail does the Access Statement have to go into?**
- A: This will depend on the scheme. It should relate to access immediately to and within the site, not (at this stage) within the building.**
- Q: How many copies of the Access Statement need to be submitted?**
- A: You need to supply a copy with each copy of the application – currently 4 copies.**
- Q: I am aware that there is a need for Access Statements for Building Regulations – (commonly referred to as part M requirements) – can I not just use the format suggested by Pembrokeshire County Council (the proforma produced by the Access Officer)?**
- A: The building regulation format may be appropriate in some circumstances, and it provides a useful aide memoir. However the requirement for a planning or listed building access statement could be more ‘strategic’ and you will need to demonstrate that access has been thought through from a very early stage. This may be particularly relevant to demonstrate how you have considered access on sloping sites for example.**
- Q: Where can I find good examples and guidance on what should be in an Access statement?**
- A: Below are several useful sources of further information – the Disability Rights Commission provides examples. The WAG has consulted on the draft document ‘Planning – Inclusive Design.’ Until further guidance is available, this draft should be used.**
- Q Isn’t this already a requirement in England?**
- A: Yes, however in England, there is a requirement to provide a joint document covering Design and Access. In Wales there is (at the moment) only a requirement to provide an Access Statement.**

Q: Is there anyone in Pembrokeshire County Council who can help me?

A: Alan Hunt is the Council's Access Officer. His email address is alan.hunt@pembrokeshire.gov.uk. Tel 01437 764551. Alan can assist with access solutions, but he is unable to write a statement for you.

Further sources of information

Name	Address/website	Telephone number	note
Commission for Architecture and the Built Environment	www.cabe.org.uk	020 7070 6700	See publication 'Design and Access statements –how to read, write and use them'
The Planning Advisory Service	www.pas.gov.uk	020 7296 6880	
The Disability Rights Commission	www.drc-gb.org	08457 622 633	See publication 'Access Statements' and other useful ones including: A Guide to Guest Accommodation
The Stationery Office	www.tso.co.uk/bookshop		Building Regulations (2000) part M and BS 8300:2001 Design of buildings and their approaches to meet the needs of disabled people – code of Practice
The Welsh Assembly Government	The new website www.new.wales.gov.uk – search for planning publications - consultations closed		Not the same as the requirement for tourism – see the consultation draft of Planning, inclusive design
The Design Commission for Wales	www.dcfw.org	029 2045 1964	Information on Access Statements due in Autumn 2007.

If you consider that this advice note needs updating or amendment, or could provide further information please contact Nadine Davey, Quality Pembrokeshire Unit, Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire SA61 1TP email: nadine.davey@pembrokeshire.gov.uk

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