

**Swindon Borough Local Plan 2011
Revised Draft Supplementary
Planning Guidance
Access For All**



October 2003

Access For All

Revised Draft Supplementary Planning Guidance Note

October 2003

Swindon Borough Council

This document is also available in large print or in non-print formats upon request.

The Swindon Borough Council aspires to encourage and achieve high standards of accessibility for all.

Key to delivering this commitment is the Council's work to improve the rights of disabled people and remove barriers to their participation in society, and the recognition that we do not have identical needs. Whether we are older people, disabled, children or carers, for example, we can be limited in our use of the environment. We can be segregated or excluded by unnecessary design barriers at any time in our lives.

The Council is to produce a plan to make its own service buildings more accessible for disabled people, and it manages the wider environment and controls development so that no part of the environment discriminates or disadvantages anybody in their use and enjoyment of it.

The Access For All Supplementary Planning Guidance gives those who develop or provide services the means to create an accessible and inclusive environment that will provide everyone with easy and dignified access to all Swindon's buildings, streets and places.

Contents	Page
1. Introduction	
Planning policies for access	1
Disability Discrimination Act obligations	1
Development Plan policies	2
Building Act and Highway Act consents	2
When the Supplementary Planning Guidance applies	3
2. Access up to Buildings	
Car parking provision	4
Public and visitor car parks	4
Visitor parking in residential areas	5
Staff car parks	5
Accessible car park bays	6
Car park barriers	6
Arrival by bus or taxi	7
Accessible bus and taxi stops	7
Accessible setting-down point	8
Accessible paths and pathways	8
Path width	9
Accessible Gates	9
Warning surfaces on paths	10
Road edges and crossings	11
Accessible seating	11
Accessible cycle barriers	12
Accessible cash dispensers	12
Street furniture	13
Accessible counters	14
3. Access into Buildings	
Accessible ramps	14
Handrails to ramps and steps	15
Accessible steps	16
Accessible doorways	16
Automatic doors	17
Secondary entrances	17
Floor levels	17
Accessible lifts	18
Accessible call bells and entryphones	19
Internal facilities	19
Sports developments	20
School developments	20
4. Approach to New Residential Properties	21
5. Specialised Disabled Housing Standards	22
6. Historic Buildings and Historic Areas	23
7. Contacts	24

1.0 Introduction

Planning policies for access

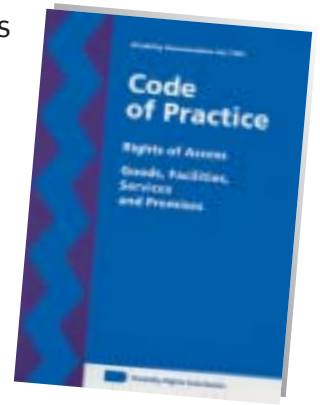
- 1.1 Planning Policy Guidance Note 1 (1997) states that Local Planning Authorities should take disabled access issues into account in local plans and in determining individual planning applications.
- 1.2 A local planning authority may impose conditions to require access provision for people with disabilities, where these meet the tests set out in Circular 11/95. Section 76 of the Town and Country Planning Act 1990 requires Local Planning Authorities to draw developers' attention to national design standards for disabled people's access.
- 1.3 In "Planning and Access for Disabled People" (2003) the government recommend that a planning application should be refused where development has failed to comply with development policies that provide for disabled people or other groups who are disadvantaged by poor design.
- 1.4 Local Planning Authorities may reject the registration of an application where key issues such as proposed ground and floor levels, gradients and transport infrastructure are not covered in plans or access statements submitted with the application.
- 1.5 Inclusion covers older people, women, children, parents and carers, and in particular the discrimination that disabled people face when confronted by barriers in the built environment. The guidance below draws on national standards to show how plans and designs can take inclusion into account.



Disability Discrimination Act obligations

- 1.6 The Disability Discrimination Act 1995 (DDA) is a material consideration for planning. From October 2004, it may oblige any service provider and any provider of a building or place that is open for people to enter or use, (whether in the public, commercial and voluntary sectors) to remove existing physical barriers to disabled people's access where service or access is provided.
- 1.7 When this is the reasonable improvement for the particular service provider or building provider to make, it may affect a building or open space in one of a number of ways that might require planning permission.
- 1.8 For example, it might involve a building being extended, or mean that the levels of a path, or the uses made of an open area of land or of a building might need to change. It may require a stile to be replaced by an accessible gate. Parking bays or entrances might need to be redesigned, enlarged, or moved to a different position. DDA obligations also apply to the design of the pedestrian malls and of transport infrastructure such as bus stops.

- 1.9 There is a Code of Practice (Rights of Access: Goods, Facilities, Services and Premises, Disability Rights Commission, 2002) that is taken into account by the Courts. This says that a service provider must provide service in a non-discriminatory way “it is recognised good practice for a service provider to consider first whether a physical feature which creates a barrier for disabled people can be removed or altered.”
- 1.10 The Code of Practice also states that it is sensible to remove or alter a barrier to access “whenever a service provider is planning or executing building or refurbishment works, such as extending existing premises or making structural alterations to an existing building”.



Development Plan policies

- 1.11 The Council’s emerging Local Plan to 2011 contains policy ENV8, which seeks to control new development, and changes of use and alterations affecting existing development. This applies to developments for employment use, to local authority school sites and other education uses and to the buildings and places that the public will visit and enter as customers or service users, or for recreation or transport purposes.
- 1.12 A further emerging Local Plan policy, H11, covers larger residential developments. This requires an element of housing in larger residential developments to be designed with the room layout and additional space suiting an occupier using a wheelchair in their home.

Building Act and Highway Act consents

- 1.13 The Planning System does not control constructional or other building requirements covered by the Building Acts. However the planning of development and use of land, and the location and arrangement of buildings or dwellings on a site, so that the needs of disabled people and other groups are included, is a matter for planning.
- 1.14 A similar, also separate, consent is needed under the Highway Acts for temporary or permanent alterations to a public highway proposed as part of a planning application.
- 1.15 The size of an access feature may be something required by other legislation e.g. the size of an accessible toilet, corridor or entrance lobby. When this in turn affects the size of a building extension, or the position of accessible entrances and exits and the paths or car parks that serve it, this is also a matter for consideration at the planning stage and material to whether planning permission is granted.

When the Access For All Supplementary Planning Guidance applies

1.16 The Access For All Supplementary Planning Guidance applies at the planning stage of works to bring service and access into compliance with the Disability Discrimination Act (DDA), and to the planning issues arising for schemes that require consent under other legislation.

1.17 The guidance applies:

- When planning applications are submitted. The guidance is based mainly on the latest researched national guidance BS 8300:2001 'Design of buildings and their approaches to meet the needs of disabled people'. All applications should take account of BS 8300:2001, and of other documents based on it including:
 - the Part M Approved Document (new edition when published),
 - Sport England 'Guidance Note: Access for Disabled People' (2002)
 - Department for Transport Guidance 'Best Practice on access to pedestrian and transport infrastructure' (2002).
- When transport or pedestrian infrastructure is being improved. For example when new road crossings or pedestrian paths are required to support new residential, educational or commercial development.
- When improvements to customer access require highways to be altered. Where the Highway Authority is satisfied there is no alternative means a building owner can improve customer access, it can grant a licence with conditions for temporary ramp structures to be created on footways.
- When improvements are made to enhance access to open uses and car parks. The guidance covers the design of recreational uses, urban and countryside parks, open air cafés, cycle routes and markets.
- When schools and colleges are altered or developed. Amendments to the Disability Discrimination Act (DDA) require plans and strategies to ensure pupils and students with disabilities are not disadvantaged in receiving education.



2.0 Access up to buildings

Car Parking Provision

- 2.1 For people with impaired mobility, close access to building entrances and open space is important to ensure maximum accessibility. Car parking and other transport facilities should be designed to allow arrival by car, or by accessible mini bus or taxi.



Disabled User Car Bay

Public & Visitor Car Parks

- 2.2 Parking spaces reserved for disabled motorists (those holding a personal Blue Badge permit as car drivers or passengers) and others allocated spaces, should be physically or visibly separated from other parking. In Swindon this has been found to reduce intrusion by other drivers.
- 2.3 Groups of disabled user car bays should be laid out as a separate car park or surfaced in a permanently distinguishable colour.

- 2.4 In public car parks, visitor car parks, and staff parks used for visitors, there should be:

- At least one space reserved for disabled motorists.
- At least 2 car spaces reserved for disabled motorists in car parks with 20 to 50 spaces, and in smaller car parks for users of religious buildings, cemeteries, crematoria, public halls, clinics, health centres and surgeries.
- In car parks for 50 or more cars for the public, customers or visitors, there should be at least 6% of all spaces reserved for disabled motorists.
- Separate spaces for parent and child parking, for health patients or for other authorized visitors requiring close access. Signs and parking surfaces for other groups, should be visibly different from those used to reserve spaces for blue-badge-holder disabled motorists.
- Each parking bay for disabled motorists should have a driver-eye-level sign at the head of the bay.
- Car park bays for disabled motorists should be designed as in diagram 1.



Disabled User Car Bay



Town Centre Car parking

- 2.5 Disabled people arriving by car may only have a limited ability to walk, or have visual impairment. As many of the bays permanently reserved for their use as possible should be located within 50 metres of all main building entrances.
- 2.6 In town centres, district centres, employment sites, countryside sites, and at leisure and retail parks, some visitors will need to move their cars from car park to car park, to get close enough to the individual facilities on larger sites.

Visitor parking in residential areas

- 2.7 Residential developments should have spaces where disabled people, the parents of small children, and carers and care workers, can park close to the houses or flats they may be visiting.
- 2.8 Where there are fewer than 2 or more private spaces per dwelling averaged throughout a residential development (including any in car parks or parking courts serving groups of dwellings or apartments) there should be some spaces where visitors can park. These should:

- Be either on the public highway, or marked out permanently in resident parking courts, or in communal car parks.
- Be no further than 100m from those houses and flats in the area that are without 2 private spaces (or one private space and one garage space).
- Provide one visitor space for every 5 dwellings or units of accommodation.
- In a communal car park, include at least one visitor bay that has the dimensions given for accessible car park bays in diagram 1.
- Where provided as bays that are head-on to a kerbed footway, be 3.3m wide by 6.0m long, and have dropped kerbs to provide access to the footway, and bollards to prevent any vehicles overhanging pedestrian paths.



Residential Car Parking bays

- 2.9 Where underground parking, or communal parking that is accessible only by steps or stairs to building entrances is proposed, this should have a resident keyholder or passenger lift to all dwelling levels that is sized and equipped for a disabled person with a wheelchair or scooter to use.

Staff Car Parks

- 2.10 Staff car parks, and the staff parking parts of customer car parks, should be designed so that at least one space can be marked out close to each main staff entrance, should any disabled employees require them. This will allow employers to implement Part II of the Disability Discrimination Act.

- 2.11 Disabled visitor requirements in staff car parks are specified in paragraph 2.4 above.
- 2.12 All covered car parks, including those constructed for staff, should have accessible entrances for pedestrians. All open car parks adjoining buildings should have accessible paths and accessible kerb ramps.

Accessible Car Park Bays

2.13 Disabled people may arrive driving themselves, or as passengers in private cars or in taxis. In either case they may need the space to fully open a car door, so as to transfer into a wheelchair, or to stand up with the help of sticks, crutches or walking frames, on the road surface beside the car.

- For those spaces provided in pairs, they should be on level or gently sloping ground, with a 1200mm wide central transfer gangway between each pair of bays.
- Parking bays in the open should be on firm, level ground, and where possible no further than 50m from the entrances to a building or open use.
- In a car park, there should be a 1200mm transfer zone on a level surface next to each bay and a 1200mm safety zone for unloading at the rear of the bays.
- Where the transfer gangway doubles as a pathway from the car park, any slope, kerb ramp or bollards to guard the pathway that are within the transfer gangway, should be positioned less than 1000mm from the head end of the bay.
- Each bay should have a permanent driver-eye-level sign stating that the bay is reserved for blue-badge holder disabled motorists.

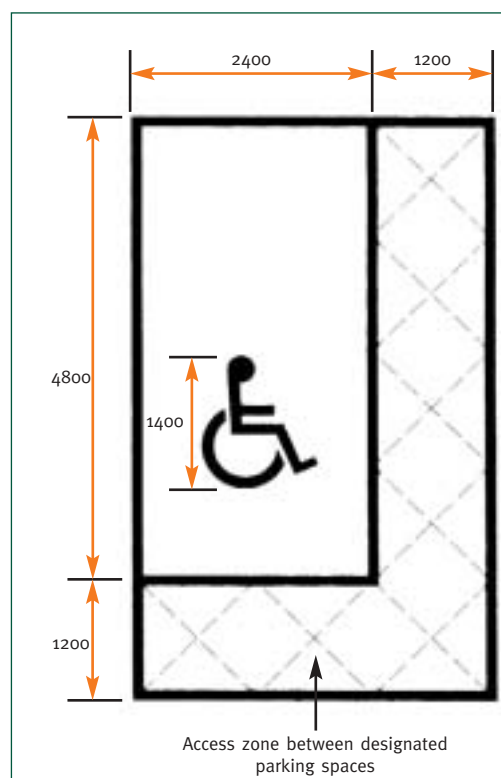


Diagram 1:
Design of an Accessible
Car Parking Bay



Car park sign

Car park barriers

- 2.14 Car parks with pay-on-exit barriers that offer free car parking to disabled motorists, should display signs to indicate where disabled motorists can obtain exit tickets and have a staff help service lay-by at the barrier exit.

Arrival by Bus or Taxi

- 2.15 Regulations made under the Disability Discrimination Act require new buses, coaches and taxis to offer access for disabled people, so bus stops and taxi ranks should be accessible, and be located as close to main building entrances as possible.
- 2.16 Currently around 14% of adults have a physical disability or longstanding health problem that makes it difficult to go out on foot, or use public transport. Disability Rights Commission has said that transport journeys “rely as much on the accessibility of the street and bus stop infrastructure as on the accessibility of the bus” and that “In many cases the absence of safe road crossing to allow people to access the bus stops will provide a sufficient deterrent”.

Accessible Bus and Taxi Stop

2.17 The Government Social Exclusion Unit (Final Report on Transport and Social Exclusion, February 2003) indicate that Local Planning Authorities should be actively involved in seeking to encourage developers’ proposals to fill gaps in transport provision. The Department for Transport (in “Inclusive Mobility- a guide to best practice on access to pedestrian and transport infrastructure” - 2002) recommend:



- The surface of a bus passenger waiting area should be 160mm - or at least a standard vehicle kerb height (130mm) - above the vehicle surface.
- In residential development, bus stops should be positioned no more than 400mm and - where possible 200m - apart.
- There should be clearance of 2m (minimum 1m) behind or in front of bus shelters for passing pedestrians, and an open boarding area at least 2m by 2m onto which an on-board bus ramp can be lowered.



Accessible bus shelter

- Bus shelters should have accessible 470-480mm height seating, and a 1.2m by 1.2m clear space inside for a wheelchair or buggy user to turn into, past seated passengers.
- Open-fronted bus shelters should be placed on pathways that are 3.7m-4.7m or 3.0m-4.0m wide, depending on whether the closed side is at the back of the footway, or is closest to the carriageway, and with any closed end wall at the downstream end of the shelter.
- Bus stops on opposite sides of a road should be positioned so that buses stop tail to tail, preferably 40m apart, and should have a kerb-dropped crossing between them.

Accessible Setting-Down Point

- 2.18 A setting-down lay-by will permit disabled people to transfer from private cars, saloon-type taxis or taxis with a rear access ramp or lift, onto the road surface, and from there onto the pavement. Where practicable, the setting-down point should be covered.

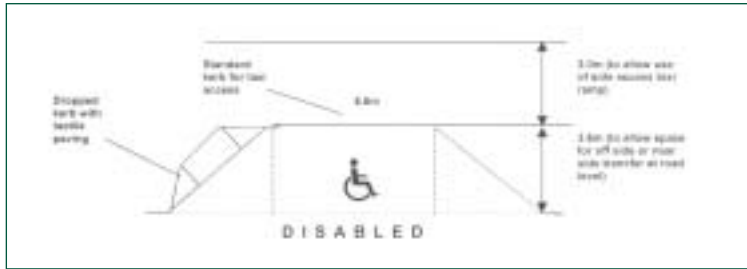


Diagram 2 Car or taxi lay by



Diagram 3 Mini Bus lay by

- An accessible setting-down point for disabled people should be close to the entrance to a building or use.
- A setting-down lay-by should be wide enough for safe transfer out of the vehicle, and if kerbed along its edge, have a flushed dropped kerb with tactile paving behind the stopped vehicle. The dimensions for cars, and for minibuses, are shown in diagrams 2 and 3.

Accessible Paths and Pathways

- 2.19 Disabled people require surfaced pathways to be designed to allow for their practical use and for other pedestrians to pass. This should include all paths not adopted as public highways that people will use to access buildings or places whether as visitors, customers, or staff.
- The design of landscaping should not impair the personal safety of disabled people, and should be planned to be below 600mm or above 2000mm in height where children and people using wheelchairs need to see, or be seen, e.g. at access ways, entrances and road junctions.
 - Accessible paths should be hard surfaced or compacted so as to be firm without trips or gaps in paving.
 - Crossfall gradients should be less than 1 in 40.

- 2.20 Where pedestrian paths such as footways are kerbed at the sides e.g. along roads and cycleways, there should be an accessible kerb ramp with flush-dropped kerbs, every 100 metres.

- 2.21 Where cyclists and pedestrians are to share a path creating a route through new development, or to a school or shopping centre, there should be separation between the cycle side and the pedestrian side of the path. If at the same level, there should be paving and a tactile white dividing line, which visually impaired people can detect with their feet. On the pedestrian side, the path should be at least 1.5 metres wide (or 1.75 metres wide where there is a wall or fence at the side).



Shared Cycle and Pedestrian Path

Path width

- 2.22 Pedestrian paths which are not to be adopted as a public highway should be at least 1.8m wide. They should be 2.0m wide where they are to be adopted as a public highway. Pedestrian paths can only be narrower than 1.8m wide in the following situations:



Residential Rear Access Path

- Paths may be 1.5m wide:
 - where a path leads from a staff car park to the entrance of a building, or from a residents car park to the residential development it serves;
 - where an access path in a residential development serves more than one dwelling or provides the accessible route to a new house whose unstepped entrance is at the rear;
 - and between a row of ram raider bollards and a shop frontage.
- 1.2m wide where a path is ramped and is by-passed by a flight of steps for walking people.
- 1.0m wide where a path passes through an opening or gateway, or between pairs of bollards.



Accessible Gate (Centrewire)

Accessible Gates

- 2.23 In open spaces, outdoor learning and recreation areas on school sites, and along routes in the open country side, paths laid for access should have a firm or compacted self-binding surface, and be reinforced around gates where stock may gather.
- There should be hard slopes up to boardwalks and areas of decking and there should be gaps of less than 5mm between boards.
 - An accessible gate should have a clear opening width of at least 1.0m when stood open, self-closing hinges, and a light action latch easily reached from both sides.

- 2.24 Stiles, wheelchair kissing gates and gates fitted with heavy springs do not provide access for all users. BS5709:2001 gives further information.

Warning Surfaces on Paths



Tactile Warning Surface at Pedestrian Crossing



Tactile Warning Surface into Busy Car Park

2.25 Tactile warning surfaces should be laid to warn people with a visual impairment of hazards ahead. The standard surfaces listed below are specified in the advisory document “Guidance on the Use of Tactile Paving Surfaces” (DETR 1998), and in Part M of the Building Regulations, (1999 edition).

- Road edges which are not kerbed, or which have upstands less than 25mm high;
- The position of a pedestrian button-controlled road crossing;
- The edges of vehicle crossings which are heavily used by traffic, e.g. crossings into shopper car parks, petrol filling stations;
- Descending flights of steps;
- At the beginning and end of the pedestrian and cycle sides of a cycle path that pedestrians and cyclists share;
- The tactile white line used to separate the cycle and pedestrian side of a shared cycle path (12-20mm high as specified in Traffic Sign Diagram 1049.1);
- At the end of a footpath which leads directly onto the cycle side of a shared cycle path;

2.26 The length of tactile warning paving must be enough to be detectable in time by a walking person, and continuous when dividing a shared cycle track (except where there are breaks for drainage, and where paths join the cycle side of the track). Tactile paving should be 1.2m long where it marks a road edge directly across the line of travel, and otherwise should be 0.8m long.



Tactile Warning Surface at Road Edge

Road edges and crossings

- 2.27 An accessible kerb crossing is one that is safe for pedestrians who use wheelchairs.
- The top face of any lowered kerb should be fully flush (within +/- 6mm) with the road, or car park surface to be crossed.
 - Half battered kerbing, granite setts, low-rise vehicle cross-over blocks, and bull-nose kerbing with more than 6mm of the bull-nose exposed, should not be used where pedestrians need to cross.
 - Where kerbs are lowered, there should be a level surface 0.8m wide behind kerb ramps cut into the pavement, that is clear of any road edge tactile paving.
- 2.28 At road junctions, pedestrian kerb crossings should be positioned just clear of the radius kerbing at junctions, so that people using wheelchairs may cross without turning into the path of passing traffic.



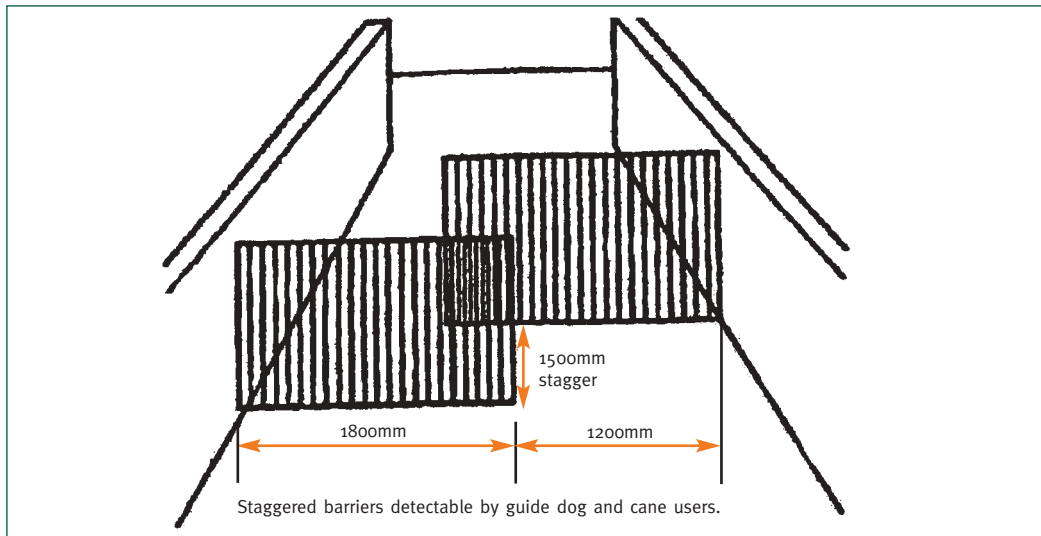
Accessible Seating in Swindon Town Centre

Accessible seating

- 2.29 Paths sloped less steeply than 1 in 20 do not require rest landings, but should provide accessible seats at intervals for people walking who are disabled, or frail, to use.
- An accessible seat should have a seat surface 470mm high, with side arms at each end projecting forward of the front edge, and heel space below to help people get up.
 - There should be contrast markings on the seat to distinguish it for people approaching it along a path.
 - If set back from a pathway the seat should have a flat space 1.0 m wide at one end that extends 1.2m back from the front of the seat, where a wheelchair user can sit.

Accessible cycle barriers

- 2.30 Barriers used to slow or dismount cyclists at the ends of paths will require the path to be widened to 3m, to allow barriers to be staggered 1.5m apart. The barriers used should have tapping rails so people using long canes or guide dogs can detect them and have sufficient space for pavement scooters, manual and powered wheelchairs to pass.



Accessible ATM Machine

Accessible Cash Dispensers

- 2.31 The style and design of cash dispensers can vary considerably, but a hole-in-the-wall cash dispenser is accessible to everybody if it is sited and levelled for operation by seated and standing users. The ATM should be canopied or out of direct sunshine where practicable, and if it is not possible to access an ATM inside.

- Keypads, screens, controls and slots should normally be less than 1200mm above ground.
- To be visible, screens and keypads should be no higher than 900mm if angled at or near the horizontal. Further guidance on reaching heights is given in BS 8300: 2001.



Street Furniture

- 2.32 Street furniture should be positioned taking into account the needs of disabled people. The Council's standards for accessible path and path way widths, accessible seating, the detailing of ramps, steps, stairs and their associated handrailing should be followed.

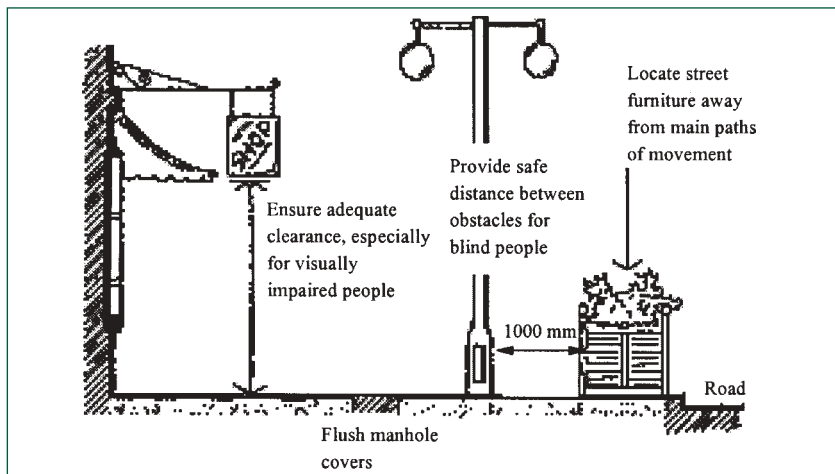


Diagram 5
Positioning of
Street Furniture

- 2.33 It is also important for poles, standards, bollards and litter bins to be detailed so as to be detectable by blind people using dogs or long canes, and by those people who have impaired sight. The general principles are:

- Overhanging furniture fixed onto the ground should have skirting, or be designed to present a detectable surface to long canes. Bins should not be mounted on a single, central leg.
- Furniture should be grouped away from main paths of movement. It should be sited close to buildings used as shore-lines by blind people, but well clear of shop fronts (see diagram 5).
- Loose, or moving furniture such as street cafe tables, should be confined into areas around which there is a detectable rail, or fence. To be detectable a kicker or kerb should be at least 100mm high and the lower edge of a tapping rail should be 150mm - 300mm high.
- Poles, columns, or street furniture that is not itself very brightly coloured, should be striped, or banded in a contrasting hue around its edge, or have a collar or band 150mm wide at a height of 1500mm from the ground in the case of tall objects.
- Street information point screens should be positioned to be out of direct sunshine.
- All bollards should be a minimum of 1000mm high.



Accessible Reception Counter

Accessible Counters

- 2.34 Where appropriate to planning, e.g. where there is a snack bar development providing an external counter, the counter should be 1000mm along its length. Alternatively there should be a section of the counter provided at 800mm with a 700mm high, 500mm deep, knee-hole underneath for wheelchair users.
- 2.35 BS 8300: 2001 advises that at reception desks and counters, there should be writing surfaces at two heights (760mm and between 950mm and 1100mm), and that knee-holes should be staggered so that wheelchair users can serve behind counters, as well as be served from the front.

3.0 Access into Buildings



Accessible ramp

Accessible Ramps

- 3.1 Some disabled people need to use ramps to overcome changes in level, but many who walk and find longer ramps or slopes too difficult will require steps.
- 3.2 It is essential for pupils in mainstream schools who are training to use new mobility aids to have safe and independent mobility around the school environment, and into all school building entrances.

- 3.3 The maximum gradient accepted by the Council for a ramp is 1 in 10, e.g. a kerb ramp, providing the ramp is no longer than 1.2 metres. A ramp is not required where the gradient is less than 1 in 20. The surface of an accessible ramp should be at least 1.2m wide (1.0m between handrails) and should have
- Half landings which maintain the width where the ramp turns;
 - Landings at each end of the ramped approach, which are 1.2m long, clear of any outward door swings and of any tactile surfacing used to highlight roadway edges and descending steps;
 - Ground banked up to the ramp edge, or have a solid balustrade or handrail with a kicker or kerb at least 100mm high where full-height guarding is required, or a 550mm high wall or decorative guarding panel as a detectable barrier, on any raised edge;
 - Accessible steps with handrails as an alternative for walking disabled people if the overall rise of the ramped approach is more than 250mm and an accessible passenger lift if the overall rise of a series of ramps is more than 2.0m;

- Handrails 900-1000mm high on each side of the ramp where there is no stepped access, and on each side of a school site ramp;
- At least one handrail to a ramp that may be slippery when wet;
- Rest landings 1.5m long where possible, to meet BS8300:2001 guidelines, at the intervals given below (see diagram 6). The maximum intervals for Disability Discrimination Act compliance as at May 2002 are given in brackets:
 - 1 in 10 ramp. Landing every 1.2m, or 120mm rise
 - 1 in 12 ramp. Landing every 2m (maximum 5m), or 170mm rise
 - 1 in 15 ramp. Landing every 5m (maximum 10m), or 300mm rise
 - 1 in 20 ramp. Landing every 10m, or 500mm rise.

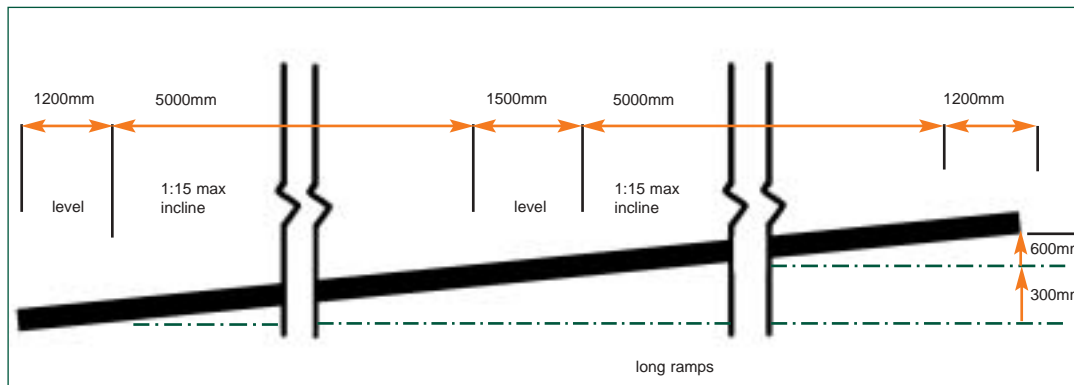


Diagram 6
An Illustrated
Example of
Ramp Gradients

Handrails to ramps and steps

- 3.4 Accessible handrails should give a continuous grip on either side of a ramp or flight of steps, (see diagram 7). They should extend 300mm running forward beyond the top and bottom of every ramp leg (or flight of steps) in the direction of travel, and be fixed 900mm above the ramp (or step nosing line), rising to 1000mm above (and continuing around) a raised landing.

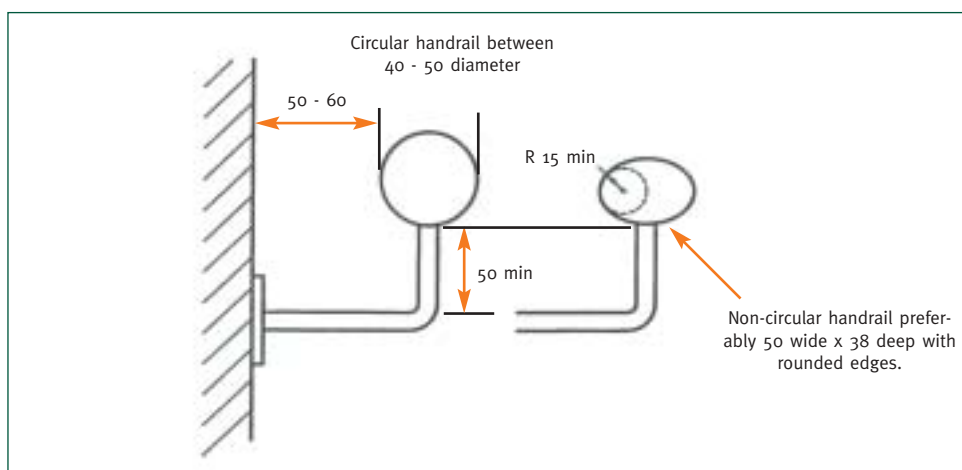


Diagram 7
Handrail dimension

- Handrails are easier to grasp if made of, or coated with, a material that is not cold to the touch.
- Galvanised handrails with gaps in the handrail, or with raised joints that project above the handrail surface, should not be used.
- On a primary school ramp or flight of steps, there should be a second handrail each side 600mm high, with panel guarding or a wall just behind to prevent it being climbed on.



Accessible Steps



Tactile Paving above steps

Accessible Steps

3.5 Accessible steps should have a 1.2m long top landing above the highest riser which incorporates a standard 800mm length of “corduroy” paving set 400mm back from the top step, to warn blind users of the hazard ahead.

- Accessible steps should have a half landing every 12 steps, risers of 150mm to 170mm, and treads which are no shorter than 250mm or longer than 400mm.
- Step nosings should be well lit, with handrails, nosings and risers visibly contrasting for the safety of people with visual impairment; the step nosing should not overlap the step below, or if it does, by no more than 25mm.
- Risers should be closed.
- There should be handrails each side of steps (or a central handrail).

Accessible doorways

3.6 Disabled people need building entrances and exits that are level, and that have doors and lobbies sized for their use and for people with small children. Whenever a main or secondary entrance is altered, this is an opportunity to make it possible for disabled people to begin to enjoy the same access as other users. Accessible entrances should have:

- Level thresholds, level approach landings which extend 1.2m clear of doorswings, and lobbies which are large enough to allow clear space of 1570mm by 750mm so that a wheelchair user, or wheelchair user with an assistant, will not be trapped between the swings.
- Entrance doors, whether the door is side-hung or pivoted, that give a clear opening width of 800mm measured from the face of the door when stood open.
- Double doors that have a combined clear opening width of at least 1000mm, whilst maintaining a clear opening width of at least 800mm through just one door when used on its own by a disabled or frail person.

3.7 Doors in accessible entrances should have vision panels extending at least from 800mm down to a point 500mm above the floor, and from 1150mm up to a point 1500mm above the floor.

3.8 Doors or side panels that are fully glazed should have coloured or contrasted warning stripes on the glass at a height of 1050mm and 1500mm above ground.

3.9 Where there is a change in levels at an entrance, a short ramp (or ramp with steps, or short rise lift), can be provided inside or outside the entrance, in each case with a landing for turning clear of door swings.



Automatic Doors

Automatic Door

3.10 The main public or visitor entrances to a building should have automatic or power assisted doors if wind or other considerations require a door closer operating with a force greater than 20 Newtons (30N if the door can be swung open in either direction), or if the entrance is used by large numbers of people.

- Revolving doors are not accessible to all disabled people, so there should be an adjoining door fulfilling the access criteria above.

Secondary Entrances

3.11 In public and multi-use buildings it is important that all secondary entrances and exits are accessible, with refuge terraces at exits served by steps wherever ramps would not be feasible. This allows for flexibility in the future use and subdivision of uses in the building, without disabled people being restricted in their access to the building.



Secondary exit

Floor levels

3.12 Where buildings are extended, floor levels should be maintained between the original and extended parts, or short rise vertical lifts (see below) with a platform size of at least 1050mm by 1250mm should be installed (1050mm by 1500mm where people are to bring pavement scooters into the building). This avoids disabled people having to leave the building and re-enter it through another entrance.



Debenhams car park lift

Accessible lifts



Large Lift

3.13 All enclosed public user lifts, lifts for access to and from car parks, and lifts that people may use for access and mobility outdoors should provide the facilities for disabled people, and for any carers and personal assistants who travel with them, that are specified in BS 8300:2001 and BS EN 81-70:2003. Lifts converted to serve uses for which planning permission is required should also be updated to these standards.

- Where a lift is unenclosed, there should be space on the lift platform, or on steps immediately alongside, that a carer or personal assistant can use. Open lifts should be no smaller than 1050mm wide by 1250mm long internally (or 1050mm wide by 1500mm long where people are to use pavement scooters inside a building).
- Open lifts should have turning space on the landings, and gates no narrower than 800mm.

3.14 More spacious lifts should be offered than lifts to the minimum size in Approved Document M (1100mm wide by 1400mm car size) where lifts this small are inadequate to provide inclusive service. Examples would be lifts attracting heavy use, lifts in multi-level shopping centres, and lifts serving outdoor uses where people may rely on pavement scooters for mobility.

3.15 Lifts larger than this minimum should normally:

- Be no smaller than 2000mm wide by 1400mm long and
- Have entrances that are 1100 mm wide, or at least 900mm wide (recommended in the ISO 4190-1:1999 international standard).



Lift Sign



Call Bell

Accessible Call Bells and Entryphones

- 3.16 BS 8300:2001 gives guidance on the design of controls and security devices at entrances.
- Call bells and entryphone call buttons should be fitted no higher than 1200mm, and card swipes between 950mm and 1000mm.
 - Door entry keypads, and other controls that require precise hand movement, should be between 750mm and 1000mm above ground level.
 - Call bells should have a light to indicate that the bell is working, and entryphones an LED display at 1200mm above ground to indicate to people with a hearing impairment when the door lock has been released.
 - Panels and fascias carrying Braille information should have a notch cut into the left hand edge level with the text so that the text can be located with the hand.



BS8300 toilet (photo N & C Phlexicare)

Internal facilities

- 3.17 The internal design or redesign of a building may in turn affect a matter that is material to planning. Examples are the size of an extension, alteration of a façade, or the feasibility of new planning use for an existing building.
- 3.18 Where this is so, it will be the provisions of BS 8300: 2001 that will provide the benchmark for accessibility, in the absence of other information provided by the applicant.
- 3.19 Building Act Controls will determine how alterations are designed in some cases. The standard Building Act size of a unisex accessible toilet (one that had an outward opening door) in May 2002 was 1.5m by 2.0m, although a more roomy facility is recommended in BS 8300:2001, and this may affect future Regulations.



Baby Change Room

- 3.20 The Disability Discrimination Act will require some buildings to be altered internally after October 2004, and many workplaces will need to be modified at some time to meet the needs of an individual employee.
- 3.21 These obligations to alter buildings and the environment around apply to a wide range of planning use and outdoor land uses. These include hotels, shops, offices, advice centres, schools and conference centres, uses such as country parks and play areas, and facilities such as bus stops and taxi ranks.



Sports developments

- 3.22 Some sports activity requires special building design standards to include for participants using sports chairs - larger doors, playing courts, gates, and changing areas for example.
- 3.23 Developments that propose sports uses should indicate the particular sports uses that are intended, and which criteria are to be followed in the separate national guidance issued by Sport England for different sports in its “Guidance Note: Access for Disabled People” (December 2002).



School developments

- 3.24 The Disability Discrimination Act was amended in 2001 to extend rights for disabled people and the parents of disabled children to access mainstream education.
- 3.25 The Swindon Local Education Authority Accessibility Strategy covers disabled pupils, and other pupils with special educational needs and who are in any way educationally vulnerable. The adopted strategy requires schools to apply the “New Schools Inclusion Brief” specification as good practice guidance in alterations to existing school buildings.



School Hygiene Room

- 3.26 The Swindon New Schools Inclusion Brief details transport drop-off arrangements, the design of path links to facilities around school sites, and how school buildings should be positioned to limit external noise falling on external teaching areas. The additional internal space required for inclusion indicated, will have impact on the footprints and leveling of new buildings and extensions.

- 3.27 Schools may be asked to submit copies of the School Accessibility Plan, or an Access Statement, where planning permission is sought for development that does not comply with the Swindon “New Schools Inclusion Brief”.

4.0 Approaches to Residential Properties



Level Access to Front Door

4.1 Part M of the Building Regulations applies requirements to the construction and internal layout of all new dwellings and flats, including, where feasible, one level access entrance to the dwelling from the edge of the site or a private driveway.

4.2 This includes a level or sloped pathway from a point of entry (the edge of plot, or a private driveway) to an accessible entrance into the dwelling.



Sloped Pathway to Front Door

4.3 The Part M Approved Document states that the internal layout and construction of new dwellings is a matter for Building Control, and the location and arrangement of dwellings on the site is a matter for Planning.

4.4 The Local Planning Authority advises on the external layout, and the slab levels for new residential development. This is so that the maximum number of houses and flats in larger blocks on any site can offer access for disabled residents and their visitors, and so that all paths, footways, shared driveways, open space, play areas, public car parks, school sites and local amenities are accessible in accordance with the guidance set out above.

4.5 Where houses front directly onto residential streets, the edges of ramps or steps to front doors should be railed for safety or contained within gated front garden areas.

- Where it is not feasible for level access to be provided at front doors, accessible paths and gates should be provided to an alternative level-access entrance (see Para 2.22).
- Where 4 or more upper floor flats are served by a common stairway, a keyholder or passenger lift access should be provided for visitors or guests with mobility impairment.



Ramp with Railed Front Garden

5.0 Specialised Housing For Disabled People

5.1 Policy H11 of the Local Plan (see Para 1.12 above), which seeks 2% of new dwellings on proposed developments of greater than 50 dwellings, is not affected by Part M of the Building Regulations, because this policy sets out to ensure an appropriate element of housing is built locally to meet the needs of disabled people who use wheelchairs to move around their homes.

5.2 The following criteria will apply to the design of a house, bungalow or flat designed for wheelchair users provided as part of the local housing stock in accordance with this policy:

- 3.6 metre wide parking beside front door;
- Accessible paths, and level landings and thresholds to all external doors;
- A 4.2 metres x 5.7 metres internal size garage (where a private garage forms part of the development);
- A hallway 1.5 metres wide, and internal corridors 1.2 metres wide;
- A bathroom, kitchen and bedroom, each with 1.5 metres wheelchair turning circle clear of basic fitments and furniture;
- A bathroom layout that
 - offers standard wheelchair turning and transfer space,
 - has space for a 400mm long platform beyond the head-end beyond the head end of a standard length bath, and
 - has a built in floor drain facility (possibly below a bath fitting) for a level entry shower if required.
- A kitchen layout that allows for deep knee holes adjacent to sinks, hob and floor units;
- In a dwelling on more than one floor, internal walls and walk-in cupboards are arranged so there is a location where a thru-the-floor house lift requiring a structural opening of 1.5 metres x 1.0 metres (or a lined opening of 1.35m by 0.8m) can be fitted between all floors if ever required by a future occupier.



6.0 Historic Buildings and Historic Areas



Ramp to Listed Building

6.1 Swindon Borough has many buildings and several areas of historical and architectural interest whose character and features it is considered desirable to preserve.

6.2 It is also desirable that all people should have safe and uncomplicated access to, and within, buildings. The Disability Discrimination Act brings a legal requirement to take all reasonable measures to make it easy for disabled people to make use of facilities.

6.3 Buildings which are officially listed by the Government for their special interest must not be altered without Listed Building Consent having been granted, and there is a presumption against granting consent for alterations which would damage features of interest, or which would reduce the building's architectural, or historical value.

6.4 To improve accessibility to, and within historic buildings (without harming character or features), may in some cases require considerable ingenuity and the reorganization of routes, or flexible use of spaces. The best solutions are often simple and understated, or examples of creative flair and good design.

- English Heritage have published "Easy Access to Historic Properties", offering guidance on the issue. The Council's Design, Conservation and Development Group can also provide advice.



Bath Road Museum Entrance Ramp

7.0 Contacts

Forward Planning Group
Local Plans Team
tel: 01793 466445
fax: 01793 466442
web: www.swindon.gov.uk

Environment & Property
Design, Conservation & Development Group
Access Team
tel: 01793 - 466333/466331

Conservation Architect
Tel: 01793 - 466326

Development Control Group
DC North; tel : 01793 - 466290
DC South; tel : 01793 - 466247
Fax : 01793 - 466459

Address
Swindon Borough Council
Premier House
Station Road
Swindon
SN1 1TZ

Should you require information in another format please contact Customer services on telephone number (01793) 463725

Per informazioni in altro formato, contattare il Servizio Clienti chiamando il numero:
01793 463725

আপনার যদি অন্য কোন আকারে বা রূপে তথ্যের দরকার হয়, কাস্টমার সার্ভিসেস্কে (01793) 463725 নম্বরে টেলিফোন করুন।

如果您需要用其它语言或方式咨询这方面的信息，请拨打我们的顾客服务热线：(01793) 463725。

જો તમને બીજા ફાર્મેટ (પત્રક) માં જાણકારી જોવતી હોય તો કૃપા કરી ગ્રાહક સેવા પ્રતિનિધિનો ટેલીફોન નંબર (01793) 463725 ઉપર સંપર્ક કરો.

यदि आपको अन्य फार्मेट (प्रपत्र) में जानकारी चाहिए तो कृपया ग्राहक सेवा प्रतिनिधि से टेलीफोन नंबर (01793) 463725 पर संपर्क करें।

別の構成・形式で資料をご使用される必要がある場合には、次の番号の弊社顧客サービスまでお問い合わせ下さい。電話：01793 463725

Jeśli chcesz uzyskać informacje w innym formacie, prosimy o kontakt z Wydziałem Usług dla Klientów pod numerem telefonu 01793 463725.

ਜੇਕਰ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਫਾਰਮੈਟ ਵਿਚ ਜਾਣਕਾਰੀ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਕਸਟਮਰ ਸਰਵਿਸਜ਼ ਠਾਲ ਟੈਲੀਫੋਨ ਨੰਬਰ (01793) 463725 ਤੇ ਸੰਪਰਕ ਕਰੋ।

اگر آپ کو کسی دیگر زبان یا بڑی لکھائی وغیرہ میں معلومات درکار ہوں تو براہ مہربانی کسٹومر سروسز سے ٹیلی فون نمبر : 01793 463725 پر رابطہ قائم کریں۔