Leeds
CITY COUNCIL

Accessible Leeds

Supplementary Planning Document

Leeds Local Development Framework
Development Plan Document
November 2016

www.leeds.gov.uk/yourcity

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1. Introduction

Our vision is for Leeds to be the best city in the UK: one that is compassionate with a strong economy that tackles poverty and reduces the inequalities that still exist. We want Leeds to be a city that is fair and sustainable, ambitious, fun and creative for all. We will continue to work with others to achieve better outcomes for the city through a combination of innovation and efficiencies.

(Cllr Judith Blake, Leader of Leeds City Council and Tom, Riordan, Chief Executive, Leeds City Council – Best Council Plan 2015-2020: update 2016 – 2017)

1.1 Achieving inclusivity and equality in terms of access for disabled people via the development management process is crucial to Leeds City Council achieving its Best Council Plan objectives.

1.2 Leeds City Councils Equality and Diversity Annual policy 2011-2015 highlights the Councils approach to creating an inclusive and equal society:

Leeds City Council has adopted the Equalities Review 2007 definition of an equal society which strengthens our approach to equality and diversity. The definition is:

"An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises different people's different needs, situations and goals and removes the barriers that limit what people can do and can be"

The council is committed to:

- eliminating unlawful discrimination, harassment and victimisation;
- advancing equality of opportunity; and
- fostering good relations within and between our communities with a view to building good community relations

http://www.leeds.gov.uk/docs/Equality%20and%20Diversity%20Policy%202011%20-%202015.pdf

1.3 Leeds is a popular visitor destination, as the following quote illustrates:

Leisure & tourism

"Over the past decade Leeds city centre has seen a significant increase not only in the number but also its range of leisure and entertainment venues…

In terms of the value of business and leisure tourism to the city, the industry has developed rapidly and substantially over recent years. The Visit England survey, conducted in 2011, in partnership with the national tourist boards of Wales and Scotland, shows residents in England took 1.3billion trips to Leeds, spending £43billion.

Figures released from the survey on the importance of day visits to the domestic tourism industry, also showed that Leeds is in the top five destinations visited in the UK, with 25 million tourists attracted to the city for day trips during 2011 and that Leeds' day visitor economy reached £655m."

http://www.leeds.gov.uk/docs/LEH%2014%20City%20centre.pdf

1.4 This document recognises the importance of creating a high quality inclusive and accessible environment and eliminating physical barriers for both disabled residents of and visitors to Leeds.

1.5 This guide is a formal Supplementary Planning Document (SPD) to the Leeds Core Strategy, and should be taken into account when considering planning applications. It provides additional information/ guidance, to amplify Core Strategy **POLICY P10: Design**, and how this can be satisfied when applying for planning permission from Leeds City Council. Further information on the policy context can be found in Section 2 of this document.

1.6 This guidance document is intended for use by developers, architects, design teams, and those applying for planning permission, to ensure an inclusive design approach is adopted, and those developments:

a) Can be used safely, easily and with dignity by all, regardless of disability or impairment
b) Are convenient and welcoming with no disabling barriers, so everyone can use them independently without undue effort, separation or 'special treatment'
c) Are flexible and responsive taking account of the varying needs of people; adopting a pan-disability/ impairment approach.

1.7 The guidance contained within this document is intended for commercial planning applications/ proposals only, and not householder or residential applications, however the external arrangements around larger scale residential developments may benefit from the application of an inclusive design approach, the principles of which are highlighted in this document.

1.8 Additional guidance covering highways and highway related matters can be found in Leeds City Councils' 'Street Design Guide' supplementary planning document (SPD) (2009). This document is not intended to be applied to highways schemes or highways elements of schemes, and further guidance on these matters should be sought from the SDG SPD. This document is not intended to 'replace' or be used in the place of guidance found in the SDG SPD, the two documents should be used in conjunction with one another to create an inclusive, joined up built environment which is designed for the diverse population in Leeds.

SPD Implementation Point 1: Status of this SPD
This document is a Supplementary Planning Document (SPD) to the Leeds Core Strategy, and should be taken into account as a material consideration when assessing planning applications, it therefore has weight as part of the Leeds Local Development Framework (Local Plan).

1.9 It should be a priority for developers and applicants to adopt an inclusive approach and integrate access for disabled people into schemes and developments at the earliest possible stage. Experience has shown that if

access for disabled people and inclusive design are not incorporated into a scheme from the outset, they can be overlooked and end up being dealt with as an 'add on' at a later stage, resulting in poor design and compromised provision in terms of access for disabled people.

1.10 This guidance document should be applied to 'developments' in their widest sense, and inclusive design principles should be applied to not only buildings and their approaches, but also, where appropriate, the places and spaces between buildings, public realm schemes and car parking facilities. Additional guidance on highways related matters or development within or on the highway can be found in Leeds City Council's Street Design Guide Supplementary Planning Document 2009.

1.11 Leeds City Council adopts a 'pan disability' or 'pan impairment' approach, and for the purposes of this document is adopting the Equality Act 2010 definition of disability which states:

"A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities".

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85010/disability-definition.pdf

This therefore includes (but is not limited to):

- Sensory impairments; people who are blind or partially sighted,
  people who are Deaf or hard of hearing,
- Physical impairments; people with ambulant mobility difficulties,
  wheelchair users,
  people who use other mobility aids for example sticks, crutches or walking frames,
  people with conditions such as arthritis
- People with complex needs/ multiple impairments
- People with learning disabilities
- People with mental health issues
- People with hidden/ invisible impairments;
  people on the autistic spectrum, including people with asperger's, people with dementia, people with neurodiverse conditions, people with diabetes and people with progressive conditions

1.12 People interact with the built environment in very different ways, society is diverse, this document aims to assist applicants in creating an inclusive environment which provides for as many people as possible. It is however accepted that the built environment can potentially have more of an impact on disabled people and older people- this guidance will therefore have more of a focus on this area, setting out general principles in terms of creating an accessible and inclusive environment which applicants are expected to follow.

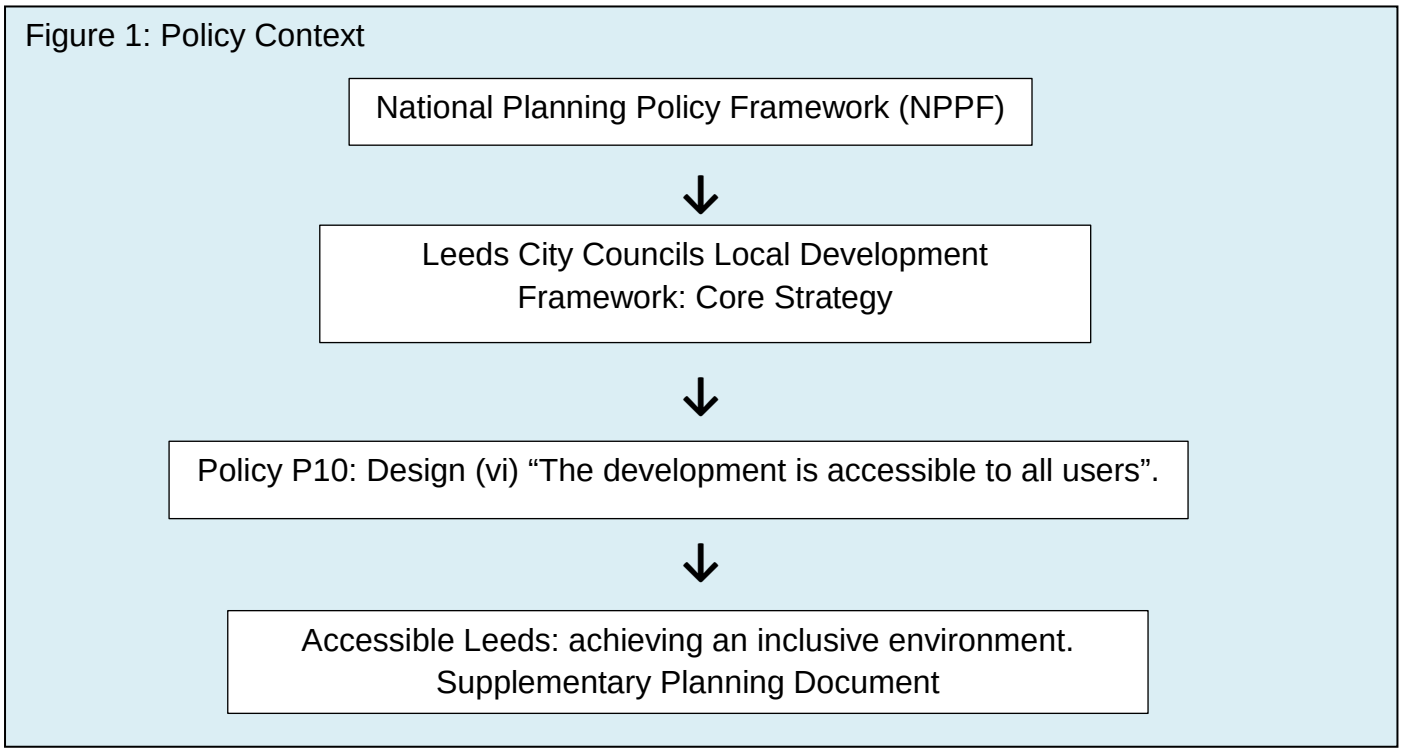
1.13 Because national technical design standards are constantly evolving and changing, the main body of this SPD will not provide detailed technical design standards for applicants to follow. Instead a set of subject specific 'Inclusive

Design Information Sheets' (IDIS) which provide guidance on the latest design standards in relation to inclusive design and access for disabled people, have been produced and can be applied to developments to ensure the minimum standard is achieved. See Section 8 Technical Standards and Inclusive Design Information Sheets.

SPD Implementation Point 2: Pan-disability approach
Development proposals should adopt a 'pan-disability'/ 'pan-impairment' approach, taking into account and creating an inclusive environment for people with a wide range of impairments.

2. Policy Context: international, national and local

Figure 1: Policy Context



2.1 International context

United Nations Convention on the Rights of Disabled People: The United Nations Convention on the Rights of Disabled People aims to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all disabled people, and to promote respect for their inherent dignity. Article 9: 'Accessibility' states that disabled people have the right to be able to access all areas of life including buildings, transport, information and communication. The UK government ratified the UN Convention on the Rights of Disabled People in July 2009.

2.2 National policy/ legislation

Equality Act 2010: The Equality Act 2010 ('the Act') provides the legal framework that aims to protect disabled people from discrimination.
The Equality Act legislates for 7 identified 'protected characteristics' which are:
Age- referring to a person belonging to a particular age, or a range of ages
Disability- see 1.10 for definition
Gender reassignment- the process of transitioning from one gender to another
Marriage and civil partnership
Pregnancy and maternity
Race
Religion and belief
Sex
Sexual orientation

The Equality Act replaced a range of anti-discrimination legislation, including the Disability Discrimination Act 1995 (DDA). The reasonable adjustments duty within the Act imposes a duty on employers and service providers (amongst others) to make reasonable adjustment to any physical feature which may put a disabled person at a substantial disadvantage compared to a non-disabled person, as the following quote from the Equality Act Statutory Code of Practice highlights:

> "The duty to make reasonable adjustments requires service providers to take positive steps to ensure that disabled people can access services. This goes beyond simply avoiding discrimination. It requires service providers to anticipate the needs of potential disabled customers for reasonable adjustments.
> 7.4
> The policy of the Act is not a minimalist policy of simply ensuring that some access is available to disabled people; it is, so far as is reasonably practicable, to approximate the access enjoyed by disabled people to that enjoyed by the rest of the public. The purpose of the duty to make reasonable adjustments is to provide access to a service as close as it is reasonably possible to get to the standard normally offered to the public at large…" (Equality Act Code of Practice, Services public functions and associations, Statutory Code of Practice, Equality and Human Rights Commission)

2.3 The Equality Act

Public Sector Equality Duty:

Section 149 of the Act imposes a duty on 'public authorities' and other bodies when exercising public functions to have due regard to the need to:
a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Public Sector Equality Duty applies to Leeds City Council as a public authority, and the function of planning.

Further guidance on this aspect of the Act is provided by the EHRC and can be found at:
http://www.equalityhumanrights.com/sites/default/files/documents/PSD/technical_guidance_on_the_public_sector_equality_duty_england.pdf

2.4 Planning and Compulsory Purchase Act

Access for disabled people was confirmed as a 'planning issue' or 'planning consideration' by the 1981 Disabled Persons Act, which introduced sections into the Town and Country Planning Act requiring that planning authorities draw the attention of developers to the "access needs of disabled people". The Planning and Compulsory Purchase Act 2004 introduced the concept of the design and access statement, giving weight to the idea that the developer should explicitly identify how the project or proposal takes on board access and inclusive design. This process has been helpful in ensuring that schemes address inclusive design and access from the outset rather than leaving

fundamental design issues to the later detailed stages of the planning and building control processes.

2.5 National Planning Policy Framework

The government's National Planning Policy Framework (NPPF) reinforces the importance of inclusive design.

Further information: NPPF guidance on Inclusive Design

Paragraph 7. There are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

…

- A social role- supporting strong, vibrant and health communities, by…creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being;

Paragraph 17. Core planning principles:

…

- Always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings;

Paragraph 56. Requiring good design

The Government attaches great importance to the design of the built environment. Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.

Paragraph 57. It is important to plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes.

Paragraph 58 … Planning policies and decisions should aim to ensure that developments:

- create safe and accessible environments

Paragraph 61. Although visual appearance and the architecture of individual buildings are very important factors, securing high quality and inclusive design goes beyond aesthetic considerations. Therefore, planning policies and decisions should address the connections between people and places and the integration of new development into the natural, built and historic environment.

Paragraph 69. Promoting healthy communities

…

- Safe and accessible developments, containing clear and legible pedestrian routes, and high quality public space, which encourage the active and continual use of public areas.

Paragraph 153. Plan making- local plans

Each local planning authority should produce a Local Plan for its area. This can be reviewed in whole or in part to respond flexibly to changing circumstances. Any additional development plan documents should only be used where clearly justified. Supplementary planning documents should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development.

https://www.gov.uk/government/publications/national-planning-policy-framework--2

2.6 Planning Practice Guidance

The Governments Planning Practice Guidance sets out a number of key points to take into account when considering access for disabled people.

Further information: Planning Practice Guidance Paragraph 012

Paragraph: 012 Reference ID: 26-012-20140306

Planning should promote access and inclusion

An inclusive environment is one that can be accessed and used by everyone. It recognises and accommodates differences in the way people use the built environment.

Good design can help to create buildings and places that are for everyone. Planning can help break down unnecessary physical barriers and exclusions caused by the poor design of buildings and places.

Inclusive design acknowledges diversity and difference and is more likely to be achieved when it is considered at every stage of the development process, from inception to completion. However it is often mistakenly seen as a Building Regulations issue, to be addressed once planning permission has been granted, not at the planning application stage. The most effective way to overcome conflicting policies and to maximise accessibility for everyone is for all parties to consider inclusive design from the outset of the process. This is particularly important when considering historic buildings and conservation, and highways. Thinking at the design stage about how the completed building will be occupied and managed can overcome many barriers experienced by some users. Too often the needs of users, including disabled people, older people and families with small children, are considered too late in the day.

Inclusive design should not only be specific to the building, but also include the setting of the building in the wider built environment, for example, the location of the building on the plot; the gradient of the plot; the relationship of adjoining buildings; and the transport infrastructure.

Issues to consider include:

- proximity and links to public transport;
- parking spaces and setting down points in proximity to entrances;
- the positioning and visual contrast of street furniture and the design of approach routes to meet the needs of wheelchair users and people with visual impairments; and
- whether entrances to buildings are clearly identified, can be reached by a level or gently sloping approach and are well lit."

Revision date: 06 03 2014

http://planningguidance.communities.gov.uk/blog/guidance/design/what-planning-objectives-can-good-design-help-achieve/

2.7 Leeds City Council Core Strategy, Leeds Local Development Framework, Development Plan Document

The Core Strategy is the main document within the Local Development Framework (LDF) and has replaced significant number of polices within the existing Leeds Unitary Development Plan (UDP). The Core Strategy sets out the strategic policy framework for the district to 2028 and comprises a long-term spatial vision and strategic objectives, a spatial strategy, thematic

policies and a monitoring and implementation framework, with clear objectives for achieving its delivery.

2.8 The Core Strategy was formally adopted by Leeds City Council on 12th November 2014 and has been found sound by the Inspector appointed to oversee the public examination process, subject to the inclusion of the main modifications set out in the Appendix 1 to his report. The Core Strategy now forms part of the Development Plan and will be used in determining planning applications. The Council will continue to have regard to the remaining UDP 'saved' policies, Appendix 1 of the Core Strategy sets out a list of policies which are now replaced by policies contained within the Core Strategy.

2.9 All Local Development Framework (LDF) documents will be directly guided by the Core Strategy policies, including the Site Allocations Plan, Aire Valley Leeds Area Action Plan and Neighbourhood Plans, along with this Supplementary Planning Document: Accessible Leeds.

2.10 Leeds City Councils Core Strategy Policy P10 highlights the importance of quality of life and wellbeing, and the development being accessible for a variety of users, and the expectation that new developments will deliver high quality innovative design that contributes positively towards place making and quality of life and is accessible. In accordance with Paragraph 153 of the nppf (see page 9), this document does not introduce new policy, instead it provides guidance on existing policy and how this can be satisfied.

Further information: Leeds City Council Core Strategy, Leeds Local Development Framework, Development Plan Document

POLICY P10: DESIGN

New development for buildings and spaces, and alterations to existing, should be based on a thorough contextual analysis and provide good design that is appropriate to its location, scale and function.

New development will be expected to deliver high quality inclusive design that has evolved, where appropriate, through community consultation and thorough analysis and understanding of an area. Developments should respect and enhance existing landscapes, waterscapes, streets, spaces and buildings according to the particular local distinctiveness and wider setting of the place with the intention of contributing positively to place making, quality of life and wellbeing.

Proposals will be supported where they accord with the following key principles;

(i) The size, scale, design and layout of the development is appropriate to its context and respects the character and quality of surrounding buildings; the streets and spaces that make up the public realm and the wider locality.

(ii) The development protects and enhances the district's existing, historic and natural assets, in particular, historic and natural site features and locally important buildings, spaces, skylines and views,

(iii) The development protects the visual, residential and general amenity of the area through high quality design that protects and enhances surrounding routes, useable space, privacy, air quality and satisfactory penetration of sunlight and daylight,

(iv) Car parking, cycle, waste and recycling storage should be designed in a positive manner and be integral to the development,

(v) The development creates a safe and secure environment that reduces the opportunities for crime without compromising community cohesion,
(vi) The development is accessible to all users.

http://www.leeds.gov.uk/SiteAllocationMaps/Core%20Strategy/Adopted%20Core%20Strategy%20Nov%202014%20Final.pdf

3. Leeds City Councils approach to access and inclusion

3.1 This section aims to highlight the approach to inclusive design in particular in terms of access for disabled people adopted by Leeds City Council, provide background information on this approach, which in turn informs this SPD and the guidance it provides.

3.2 Leeds City Councils approach is informed by the principles and theories of 'social model of disability'.

3.3 The social model of disability emerged in the United Kingdom in the 1980s as a reaction to the then, dominant approach which is now referred to as the 'medical model' of disability.

3.4 The medical model of disability identified an individual's illness or physical condition as the influencing factor in reducing their quality of life i.e. the 'blame' for any negative consequences or exclusion experienced by an individual was placed on them and their identifiable illness or physical condition. For example, if someone required level access and only a stepped approach into a building was provided- it was seen as the individuals 'problem' for requiring level access.

3.5 In contrast, the social model of disability is based on the distinction between the concepts of 'impairment' and 'disability'; where impairment refers to someone's physical, sensory, intellectual or psychological variation(s), and the term disability is used to describe the restrictions, barriers and disadvantage caused by society for people with said impairments- when society fails to take account of, include or plan for them. Under the social model of disability, if someone requires level access into a building and only a stepped approach were provided- the 'blame' would not be placed on the individual, but on the building design for not providing for the diversity of population which exists- including people who require level access.

3.6 The Government and Leeds City Council in their approach to achieving equality for disabled people, recognises that using the social model helps identify solutions to the barriers disabled people can encounter or experience. This approach encourages the prevention or removal of these barriers within society, or the reduction of their effects.

3.7 Leeds City Council is committed to adopting a social model approach, however for reasons of clarity to tie in with the language used in national legislation and design standards, this guide will continue to refer to 'disabled' people; whilst maintaining the aim of preventing and removing the barriers in the built environment which effectively disable people with impairments.

3.9 When initiating a design process, it is important to consider access for disabled people in terms of the social model of disability, and building on the principles of the social model of disability, the concept of inclusive design emerged in the 1990s. These principles are now seen as an effective way of ensuring that everyone in society can access and use buildings, places and spaces easily, comfortably and with dignity, mainstreaming access for disabled people.

3.10 The National Planning Policy Framework defines inclusive design as:

> Inclusive design: Designing the built environment, including buildings and their surrounding spaces, to ensure that they can be accessed and used by everyone.
>
> http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/annex-2-glossary/

3.11 Inclusive design recognises that people are all different, designing and planning for this diversity creating solutions that are welcoming, flexible and convenient, which provide a feeling of safety and choice as to how people access and use buildings or spaces. Inclusive design principles should enable everyone to use a development easily and with dignity, whilst feeling safe, and without unnecessary effort, separation or segregation.

3.12 Many people, including older people, parents with push chairs and people who do not consider themselves to be disabled, often benefit from improved accessibility and an inclusive design approach.

3.13 An inclusive design approach should ensure developments which are future proofed and which enable independent access with minimal management intervention.

3.14 Design Council Cabe provides the following statement on inclusion and inclusive design:

An inclusive society is one that leaves no one behind
Inclusive environments are places that work better for everybody- whether that place is a school, office, park, street, care home, bus route or train station. An inclusive approach to planning, design and management is an opportunity to use creativity and lateral thinking to make places that reflect the diversity of people who want to use them.
Inclusive environments are:

- Welcoming to everyone
- Responsive to people's needs
- Intuitive to use
- Flexible
- Offer choice when a single design solution cannot meet all user needs
- Convenient so they can be used without undue effort or special separation and so that they maximise independence

Crucial to this is consultation with user groups, putting people who represent a diversity of age, ability, gender and community at the heart of the design process.

Inclusive design is the responsibility of everyone who works in the built environment: planners, those who commission new buildings and places, access consultants, designers, architects, engineers, surveyors, property owners and facilities managers.

http://www.designcouncil.org.uk/projects/inclusive-environments

3.15 Design Council Cabe also provide the following illustration on 'why it matters':

http://www.designcouncil.org.uk/projects/inclusive-environments

3.16 This SPD should assist applicants identify, and avoid or remove potential barriers to inclusion, from the outset, at or before planning stage, to ensure a more inclusive environment for residents of and visitors to Leeds, ensuring that the populations diverse needs are integrated and considered as an essential element throughout the development process, not as a 'special' or 'segregated' component for a minority, or as an 'add on' after thought at the end of the design or construction process.

SPD Implementation Point 3: Inclusive design
Designers and applicants are expected to demonstrate how they have incorporated an inclusive design approach evidencing that they are meeting societies needs in particular disabled and older people's needs into their proposals. They should illustrate that proposals plan for the diversity of population, creating solutions that provide choice as to how people access and use buildings or spaces, and enable everyone to use the development safely, easily and with dignity without unnecessary effort, separation or segregation.

4. Planning Application Expectations

4.1 This section lists common development/ application ‘types’, giving guidance on how applicants applying for planning permission with Leeds City Council can show their proposals adopt an inclusive approach which provides access for disabled people, and satisfies the access component of LCCs core strategy policy P10:design which states “the development is accessible to all users”.

4.2 **Change of Use**
Applicants should wherever possible incorporate improvements in terms of inclusive design and access for disabled people. This is of particular importance if the proposed use will involve members of the public accessing/ using the development.

4.3 **New shop front applications**
Applications which involve the replacement of a shop front, or the creation of a new shop frontage, should incorporate access for disabled people. Proposals should adopt an inclusive design approach, demonstrating how access for disabled people will be achieved, wherever possible- including level access.

4.4 **Access alterations**
Applications which propose access improvements to a premises, for example a ramp, should provide solutions which are designed in accordance with the latest and most up to date design guidance (contained within the relevant Inclusive Design Information Sheets), to ensure a scheme which is future proofed, and accommodates the diverse population of the City including disabled people.

4.5 **New build developments**
New build schemes should incorporate an inclusive design approach which recognises that people are all different and accommodate this diversity by placing people at the heart of the design process from the outset, creating solutions that provide choice as to how people access and use buildings or spaces, and enable everyone to use the development safely, easily and with dignity.

Developments should be flexible and convenient, providing choice and where a single design solution cannot accommodate all users- a number of solutions are provided for users, whilst avoiding unnecessary effort, separation or segregation.

4.6 **Aesthetics**
Accessible provision should be recognisable to allow users to identify it, however it should not be designed to draw undue attention to it. In the past formal ramps may have come across as looking ‘medical’ or ‘institutional’ in appearance. Under an inclusive design approach this should not happen. Access features should be recognisable, and should provide sufficient levels of colour contrast etc. however they should tie in with the character and style of the building/ development in general. They should not draw undue attention to them or their users, and should avoid undue segregation from other users.

Prompts for applicants and developers on new build developments in terms of inclusive design (in terms of planning development management) could include:

Approaches

Links to wider environment/ neighbourhood:

- Is a network of suitably designed dropped kerbs and tactile paving provided nearby and within the site to ensure level access to and within the development can be achieved?
- Do the entrance points provide the most convenient routes into the site and are they logical and identifiable for a range of users?

Parking facilities:

- Is the correct level of suitably designed and positioned disabled persons parking bays provided?
- Are disabled persons parking bays a usable size and design- with appropriate symbols and side and rear transference zones?

Pedestrian routes:

- Convenient for everyone to use?
- Correct slopes/ gradients if level access is not achievable?
- Suitable and usable widths?
- Resting places/ passing places?

Lighting:

- Are approaches consistently well lit?

Inclusion:

- Are all approaches suitable for all users, avoiding segregation?

Signage and information

- Is signage clear to read in terms of contrast, font and layout?
- Is signage consistent throughout the building?

Entrance(s)

Identifiable and clear:

- Will visitors recognise/ easily identify the entrance without signage or additional directions?
- Is flat and level access provided for everyone to use?
- If a ramped approach is proposed- is this unavoidable: for example if the internal finished floor level is dependent on flood levels, and are steps provided in addition to the ramp?
- Can all users enter via the same door? e.g. a revolving door/ side pass door arrangement does not provide an inclusive solution; acting to segregate people who cannot use a revolving door.
- Correct effective clear opening width of entrance doors?

Internal environment and layout

Reception facilities

- Can everyone access the reception facilities/ counters?

Internal vertical circulation

- Are lifts and stair options given equal prominence/ equally easy to find and use?
- Are changes of level kept to a minimum?
- Are lifts an appropriate size in terms of capacity and manoeuvring space given the intended use of the building?

Lighting

- Is it well lit?

Glazing

- Does glazing incorporate appropriate manifestations?

Inclusivity of the development overall

Avoiding segregation

- Is the segregation of different user groups avoided (whilst still ensuring choice in terms of provision)?

Does the design of the scheme facilitate independent access/ use for as many people as possible?

Are built solutions provided over solutions which rely on management intervention/ people 'operating' them?

Equality in terms of choice and prominence of facilities

- Are all facilities (including accessible facilities) equally visible easy to find and use in the environment?
- Can all facilities be accessed by all users safely, easily with dignity and without undue separation or special treatment?

Other processes/ requirements

Applicants should also be mindful of:

Reflective or patterned surfaces

- Are highly patterned surfaces used which could cause confusion or give the impression or a change in level or object where one does not exist?
- Are reflective or mirrored surfaces used in a manner which could confuse or distort the environment?

Colour contrast

- Is colour contrast provided to allow users to use and read the environment, for example between wall and floor surfaces, door and door opening furniture?

Signage and information

- Is signage clear to read in terms of contrast, font and layout?
- Is signage consistent throughout the building?

Facilities provided: toilets

- Disabled persons toilet, or if more than one- is a choice or left and right handed transfer provided? Are travelling distances to that toilet appropriate?
- Are ambulant disabled persons and enlarged cubicles provided within separate sex toilets?
- Are separate accessible baby change facilities provided (not within disabled persons toilets)?
- Do toilets provided cater for a range of users, would a Changing Places toilet be appropriate in the development/ is one provided?

Communication aids

- What type of hearing loop is provided?
- Does the building design provide a suitable environment for someone to lip read?

Other requirements/ considerations under the Building Regulations include:

- Fire evacuation and the evacuation of disabled people with a range of impairments.

SPD Implementation Point 4:
Addressing inclusive design and access on a range of planning application types
Planning applications should address Inclusive Design and Access for disabled people and solutions taking into the type, scale and extent of development proposed should be agreed at planning stage.

5. Access Statements

5.1 The Planning and Compulsory Purchase Act 2004 (see Section 2. Policy Context) first introduced the concept of the 'Design and Access Statement', identifying that the developer should explain in detail how the project or proposals take on board various elements of design, within the planning application documentation.

5.2 An Access Statement is a written statement that accompanies a planning application, and is often located within the Design and Access Statement. The Access Statement should be used to specifically demonstrate how the principles of inclusive design, including the needs of disabled people have been planned for and integrated into the development proposals, and how inclusion will be maintained and managed. The access statement should explain the design thinking behind an application, and illustrate that the development has been carefully thought about given its context, that it has integrated considerations of inclusive design, including the specific needs of disabled people, to ensure they will be able to use the places, spaces and buildings created.

5.3 The Access Statement should demonstrate how national standards, such as British Standards and project specific guidance have been applied. It can also be a useful tool to communicate the development proposals to professionals and members of the public alike.

5.4 It should also give details of any consultation process that has been conducted with local access groups and any access professionals who have been involved in the scheme, for example Access Officers or Access Consultants. It should highlight when any involvement/ consultation took place in the development process, who it was with, any specialisms which were represented within these groups/ people- as well as what elements of the development were discussed, and how this informed the final solution.

5.5 Solutions, in terms of providing access for disabled people will vary depending on the size, scale, nature and intended use of the development/ building. When working with an existing building the principles of inclusive design should be applied to enable everyone to use the development safely, easily and with dignity. Where design standards or best practice standards cannot be adhered to, the access statement gives developers or applicants the opportunity to explain the constraints of the scheme and what solutions have been introduced to overcome any issues/ barriers, as well as citing what guidance or research has been applied to ensure an inclusive outcome.

SPD Implementation Point 5: Access statements
Access statements or the access element of design and access statements should identify the applicants approach to inclusive design, the key issues of the scheme, and the sources of advice and guidance used in relation to access and inclusive design.

6. The use of access expertise in the planning process

6.1 Depending on the scale and type of scheme proposed, it may be appropriate to consult with or involve specialists with specific knowledge in certain fields, to ensure that the needs of a diverse range of users are effectively considered, including the needs of disabled people. Professionals can assist in managing and deriving value from consultation with disabled people

6.2 'Specialists' could include the following:

- charities or similar organisations with specialist knowledge in a particular field- for example with impairment specific/ technical knowledge.
- access professionals or consultants
- highway engineers
- urban designers
- landscape architects
- rehabilitation officers or Occupational Therapists

6.3 Decisions as to which of the above groups it would be appropriate to involve should be made on a scheme specific case by case basis.

6.4 It may not always be appropriate to involve specialists or disabled people. Considerations when deciding on this could include:

- Scale- is it appropriate to involve disabled people in a scheme of this scale?
- Design guidance- are there aspects of the scheme which are not covered by national design guidance, is deviation from this guidance unavoidable?
- Making a difference- will consultation potentially make a difference to the final scheme?
- Is there a desire to go beyond national minimum standards?

6.5 The use of access expertise at the beginning of the development process can:

- help to embed the principles of inclusive design into the project management process;
- integrate a wide range of access requirements as a matter of course
- ensure compliance with design standards throughout all design stages
- help ensure that any particular requirements are budgeted for from the outset and that inclusive access remains a requirement until project completion.
- avoid costly retrofit solutions later
- support the developer in meeting responsibilities in terms of equality and mitigate against reputational risk

User engagement

6.6 **Access groups and organisations of disabled people**
The involvement of people with personal experience of impairments can often help in finding creative solutions during detailed design development. The minutes of access forum/ group meetings can provide an audit trail of how inclusive design and access has been considered throughout the development process.

6.7 The involvement of disabled people should be meaningful, and to ensure this, it should be undertaken as early into the development process as possible. It should not be embarked upon once all relevant decisions have been made.

6.8 Appropriate user engagement can be used to refine and improve on current standards, it should not be used to deviate and justify lower level of provision for new build.

6.9 Professionals undertaking user engagement should be mindful they have a responsibility to achieve standards, and should therefore validate any end user feedback provided prior to implementation.

Professional advice

6.10 **Access consultants**
The National Register of Access Consultants (NRAC) (www.nrac.org.uk) was originally set up the Department for Work and Pensions and the Department for Communities and Local Government, and comprises of appropriately qualified and experienced access consultants who have demonstrated their expertise in access and inclusive design, to the satisfaction of an admissions panel. NRAC core competencies and skills requirements include:

- understanding user needs;
- knowledge of construction processes;
- knowledge and understanding of good practice and standards in relation to access;
- legal understanding;
- problem identification and solving;
- professional understanding

6.11 **Organisations with specialist impairment specific/ technical knowledge**
On certain schemes the proposal type or site may dictate the need for specialist, more in depth knowledge than standard design guidance provided.

Case study:
Leeds City Councils' Access and Use-ability Group (AUAG) and the Victoria Gate development.

Type of development:
Phase 1 of Victoria Gate development in Leeds involves:

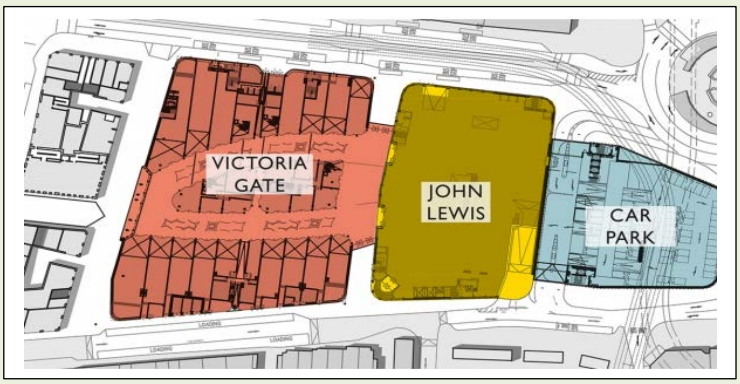
- A flagship John Lewis store, with a striking facade drawing on Leeds' textile heritage
- Victoria Gate arcade, with stores, restaurants, cafes and leisure space in an elegantly designed two street arcade linking Victoria Quarter to the John Lewis store
- A multi-story car park

Who was involved:
Hammerson plc who are a FTSE 100 owner, manager and developer of retail destinations in Europe, and were keen to go beyond and exceed minimum design standards to apply the highest standards of inclusive design, to create an inclusive environment suitable for the diversity of residents and visitors to Leeds, including disabled people.
Bevans Chartered Surveyors and Access consultants are Hammersons' Access Consultants on this scheme.

Leeds City Councils pilot AUAG represented an opportunity for Hammersons to involve the broad and diverse membership, including members from the following communities: Age; Black Minority Ethnic (BME); Carers; Disability; Lesbian, Gay, Bisexual and Transgender (LGBT); and Religion or Belief.

Through a series of meetings and partnership working between the group, LCC officers, the developers, architects and access consultants, many aspects of the development were debated and discussed including:

- Highways arrangements
- Disabled persons parking provision
- Drop off and pick up arrangements
- Areas of public realm
- Street furniture
- Surface finishes
- Lift provision
- Toilet provision
- Changing places toilet provision



7. Leeds' historic environment

7.1 Leeds diverse range of designated and non-designated heritage assets contribute to its status as a world class city. This diversity is a product of the way Leeds has grown throughout its history, and makes an important contribution to Leeds' success, and unique character, and popularity as a visitor city.

7.2 The importance of Leeds' historic environment is recognised, however crucial to the preservation of this is the careful protection and adaptive re-use of heritage buildings and their settings.

7.3 Historic England recognise the importance of the historic environment being accessible:

> "Historic Buildings, landscapes and places exist for the enjoyment and appreciation of everybody. Too many people think of the historic environment as being inaccessible. Historic England knows that this need not be the case. On the contrary, we know that good quality access can enhance our understanding of the historic environment and ensure its sustainability. What we have learnt is that with the right kind of thought and discussion a way can be found around almost any barrier. We also recognise that people's expectations- and the technical opportunities to meet them- are constantly evolving.
> While the needs of disabled people must be a priority, we also know that easier access will benefit almost all of us at some stage in our lives. Whether during pregnancy, as a parent pushing a buggy or an older person who is finding steps a bit harder to manage, we all value thoughtful and effective design for our access needs.
> We want to see the broadest possible public access to the historic environment and to the interpretation that makes it come alive. For that reason we will continue to promote good quality solutions that make access easier while simultaneously encouraging responsible care of the historic places that matter to us all."
>
> Easy Access to Historic Buildings, English Heritage, June 2015

7.4 The Historic England guide "Easy Access to Historic Buildings" June 2015, provides advice on all aspects of making historic buildings accessible including establishing an access strategy, overcoming barriers, making access a reality through practical examples and case studies.

7.5 Historic England advise that before any work is undertaken to improve access to a listed building an 'access strategy' is established and this is closely linked to the conservation assessment/ statement.

7.6 Key to a successful strategy is clarity, being sure that the needs of visitors and users are clearly understood, as well as understanding the sensitivities of the building. Proposals should:

a) Demonstrate an understanding of the existing context, which includes the historic environment or features of local distinctiveness or importance

b) Demonstrate an understanding of the values which are attached to the existing environment that need to be considered. This could include values such as visual appearance, communal understanding and association, and historical. From a heritage perspective this includes the 'significance' of heritage assets, why they are important in terms of archaeological, architectural, artistic or historic interest

c) Identify the challenges that need to be addressed e.g. a balanced approach between conserving the historic environment and improving access, and;

d) Identify the optimum (design and inclusive design) solution which addresses the issues identified within the context being delivered.

7.7 Specialist advice from heritage/ conservation officers/ consultants, and access officers/ consultants should be sought when dealing with historic or listed buildings.

7.8 When considering re-use or refurbishment of heritage assets, historic or listed buildings, opportunities should be explored to identify potential modifications to improve levels of inclusion and access for disabled people. There are now a considerable number of very good examples in Leeds where access improvements have been successfully achieved, adding a new layer of history to our historic buildings and landscapes.

SPD Implementation Point 5: Leeds' Historic Environment
When considering re-use or refurbishment of heritage assets, historic or listed buildings, opportunities should be explored to identify potential modifications to improve levels of inclusion and access for disabled people.
Conservation, heritage and access professionals should be engaged at pre-application stage, to ensure a sensitive and inclusive solution is achieved.

Case study:
Refurbishment of a historic environment: Leeds City Museum

Listing of building: grade 2*

Type of development: Refurbishment and remodelling of a historic building

Who involved: Client: Leeds City Council, Museums Service; Architect – Austin Smith Lord

Scope of work: Significant remodelling of the former Leeds Institute Building to form the new City Museum. It includes five museum galleries, one of which is the 'Story of Leeds' displayed on the first floor, café, meeting rooms, toilets and lift.

When undertaken/ completed: Design development and onsite works between 2002 and 2008. Onsite building works September 2005 to July 2007. Fitting out of galleries Jan- Aug 2008.

Leeds City Council planning, conservation and access officers worked closely in partnership with the architects and English Heritage to ensure a successful scheme which balanced inclusive design with conservation on a significant heritage asset to create a grade 2* listed building that can now be used safely, easily and with dignity by a range of users.

It is convenient and welcoming avoiding disabling barriers and allowing everyone to use it independently without undue effort separation or special treatment.

A 'sloped approach' up to the principal entrance was installed, allowing everyone- including people who require level access to enter via the same front principal entrance- which previously was not possible.
The proposals also incorporated a level access route to the new lower ground level café entrance on the front elevation.

The main customer lift in the Museum has a back-up power supply and can therefore be used for emergency evacuation if required, enabling people who require level access to evacuate the building safely and with dignity.

The City Museum is a flexible and responsive building which takes account of the varying needs of residents and visitors to Leeds.

Before and after photos of the Leeds Museum, Millennium Square, Leeds.

Before picture: courtesy of www.leodis.net

After picture: Leeds City Museum opening day

8. Technical standards and 'Inclusive Design Information Sheets' (IDIS)

8.1 To accompany this SPD, and to assist applicants in satisfying Leeds City Councils Core Strategy Policy P10 Design, Leeds City Council have produced subject specific 'Inclusive Design Information Sheets' (IDIS).

8.2 Guidance contained within the IDIS is sourced from the latest most up to date national standards, and the content of the sheets will be updated as national guidance is updated.

8.3 If applicants wish to apply different standards to those contained in the IDIS to a particular site or scheme, or wish to go beyond these minimum standards, the access statement provides an opportunity to cite what alternative guidance has been applied and to evidence how an inclusive and accessible outcome will be met.

8.4 The guidance contained within IDIS should be seen as minimum standards, and where possible should be exceeded to ensure an inclusive environment for residents of and visitors to Leeds.

8.5 In addition to information contained within the sheets, sector/ development specific guidance is also available.

8.6 Each IDIS provides subject specific guidance on a single built element or feature, for example: ramps. These should be used in conjunction with the inclusive design principles contained in the SPD 'Accessible Leeds'. For example, the IDIS on ramps should only be applied/ followed where a ramp is unavoidable i.e. to overcome a level change to an existing building or where flood levels dictate a higher internal finished floor level. In general ramps to new developments should not be required as a more inclusive approach, for example one of level access, should be achieved.

8.7 The IDIS should not be seen as providing a comprehensive or exhaustive source of guidance on all elements of the built environment; however they do provide guidance on key features.

8.8 It should be noted that guidance contained within IDIS is intended to be used under the planning process, and will not automatically satisfy other requirements, for example under Building Regulations.

8.9 IDIS may also sign post sources of further information, which are not technical design standards, but which applicants may find useful when designing specific building types or embarking on particular projects or processes.

8.10 Each IDIS will contain a full reference to the source of information it is quoting, and will be dated. Applicants should ensure that they are using the most up to date IDIS available on a particular subject; however LCC will update the IDIS when the relevant national guidance is updated. The latest IDIS will be published, alongside the SPD on the Leeds City Council website.

SPD Implementation Point 6: Inclusive Design Information Sheets
Leeds City Councils Inclusive Design Information Sheets provide the most up to date information and design guidance on the design of specific aspects of a development, and can be used to help proposals satisfy LCC core strategy policy P10: Design, in relation to the development being 'accessible to all users'. The guidance contained within these should be seen as minimum standards and should, where possible be exceeded, to ensure the highest standard of inclusive design is achieved for residents of and visitors to Leeds.

Inclusive Design Information Sheets (IDIS)

The following Inclusive Design Information Sheets (IDIS) have been published to support LCCs Supplementary Planning Document 'Accessible Leeds: achieving an inclusive environment' which is a formal supplement to the Leeds Local Development Framework Core Strategy, and should be taken into account when considering planning applications. They provide additional information/ technical guidance on the Leeds City Council Core Strategy **POLICY P10: Design**, and how this can be satisfied when applying for planning permission from Leeds City Council.

These IDIS are intended for use by developers, architects, design teams, and those applying for planning permission, to ensure an inclusive design approach is adopted, and that developments:

- Can be used safely, easily and with dignity by all, regardless or disability or impairment
- Are convenient and welcoming with no disabling barriers, so everyone can use them independently without undue effort, separation or 'special treatment'
- Are flexible and responsive taking account of the varying needs of people; adopting a pan-disability/ impairment approach.

The guidance contained within the IDIS is intended for commercial planning applications/ proposals only, and not householder or residential applications. However the external arrangements around larger scale residential developments may benefit from the application of an inclusive design approach, and the guidance provided in these sheets.

List of available IDIS:

IDIS No. 1 Paths and path gradients

IDIS No. 2 Seating and street furniture

IDIS No. 3 Ramps (external)

IDIS No. 4 Steps (external)

IDIS No. 5 Disabled persons parking (off highway)

IDIS No. 6 Entrance doors

IDIS No. 7 Glazing manifestations

IDIS No. 8 Colour/ visual contrast

IDIS No. 9 Disabled persons toilets

IDIS No. 10 Sources of further information

Inclusive Design Information Sheet (IDIS) No. 1

Paths and gradients

Design Guidance quoted on this sheet: British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice. 5 Access routes to and around buildings.

Alternative design guidance available on subject: Approved Document M of the Building Regulations Vol. 2 Section 1.

Note: this guidance applies to paths and gradients within sites and not highways. Additional guidance covering highways and highway related matters can be found in Leeds City Councils' 'Street Design Guide' supplementary planning document (SPD) (2009).

BS8300 2009 + A1: 2010 explains that:

5 Access routes to and around buildings

Commentary on Clause 5.

It is important to restrict the number of barriers, restrictions or other hazards that disabled people encounter on their approach to and from a building. Low-level bollards and chain-linked posts, for example, are particularly hazardous to blind and partially sighted people. For disabled people who need a generous amount of space when moving about, the provision of narrow approaches creates difficulties.
Uneven surfaces, surfaces of loose materials (e.g. unbonded gravel) and large gaps between paving materials cause problems for wheelchair users, blind and partially sighted people and people who are, generally, unsteady on their feet.
Street furniture, flower tubs, litter bins and signposts are all intended to improve the environment but, whether free-standing or projecting from a building, they are hazardous if not carefully designed and positioned.
For blind and partially sighted people, the presence of warnings that can be detected during the sweep of a cane, the absence of projections and overhangs, and good visual contrast with the background, will reduce the risk of colliding with items located along the access route.

Design features

Widths:
To be accessible, the minimum surface width of an access route (i.e. between walls, kerbs or path edgings) should be:

- at least 1 800 mm for general routes, however, a width of 2 000 mm is preferable.
- at least 1 500 mm, if passing places are provided
- at least 1 200 mm in existing developments, subject to a case being made in an access statement.

- These widths should be maintained up to a height of at least 2.1 m above ground level.
- Where the surface width of an access route is less than 1 800 mm, passing places should be provided to allow two wheelchair users to pass each other. Passing places should also be provided at junctions (e.g. corners) along an access route.
- A passing place should be 2 000 mm long and 1 800 mm wide and located within direct sight of another passing place, or at a maximum distance of 25 m from another, whichever is the closer.
- Where it is necessary to introduce occasional narrowing of the access route, the restricted width should be at least 1 200 mm and should extend for not more than 2 m in length

Gradients:

- An access route should either be level along its length (1:60 or shallower) or (where the topography of the land prevents this) should be gently sloping (between 1:20 and 1:60) or incorporate a ramp or ramps (1:20 or steeper see IDIS No. 3 Ramps)
- Where the change in level is sufficient to avoid a single step, a stepped approach should also be provided (see IDIS No. 4 Steps).
- Where an access route has a gradient steeper than 1:60, but not as steep as 1:20 (i.e. is gently sloping), it should have a level landing for each 500 mm rise of the access route. A level landing should also be provided wherever a change of direction occurs.
- The crossfall gradient across a level access route should not exceed 1:50, except when associated with a dropped kerb.

Surfaces:

- An access route should have a firm, slip-resistant and reasonably smooth surface. Cobbles, bare earth, sand and unbonded gravel should not be used.
- With the exception of recognized tactile paving surfaces, undulations in the surface of paving, whether paving slabs, split York stone, blocks, bricks or formless materials such as concrete or asphalt, should not exceed 3 mm under a 1 m straight edge.

Inclusive Design Information Sheet (IDIS) No. 2

Benches

Design Guidance quoted on this sheet: British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice 5.1 Access to and around buildings- General.

Inclusive Mobility, Department for Transport.

BS8300 2009 + A1: 2010 explains that:

5 Access routes to and around buildings

5.1 General

Access routes on level ground should have resting places not more than 50 m apart for people with limited mobility.

Seating in resting places should meet the following recommendations.
1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users.
2) Armrests should be provided to help people lower themselves onto the seat and stand up.
3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. They should also not restrict front or oblique transfer.
4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.

BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice

Key design considerations:

- Some wheelchair users may wish to transfer from their wheelchairs onto a bench- wherever possible the ability and space for people to do this should be incorporated into a design.
- Armrests and backrests benefit many users including people with ambulant mobility difficulties, older people, pregnant women, and people with temporary impairments/ injuries. The two should generally be provided in conjunction with one another as many people who require the use of one of these features will also require the other.
- Seating should contrast visually with the background against which it is seen to ensure that it is recognisable for a variety of users.
- Seating itself and the space around it which would be taken up when people are using the seating (i.e. space for luggage, pushchairs and shopping) should be set away from the main pedestrian route so the bench and users of the bench are not n obstruction for people using the route.

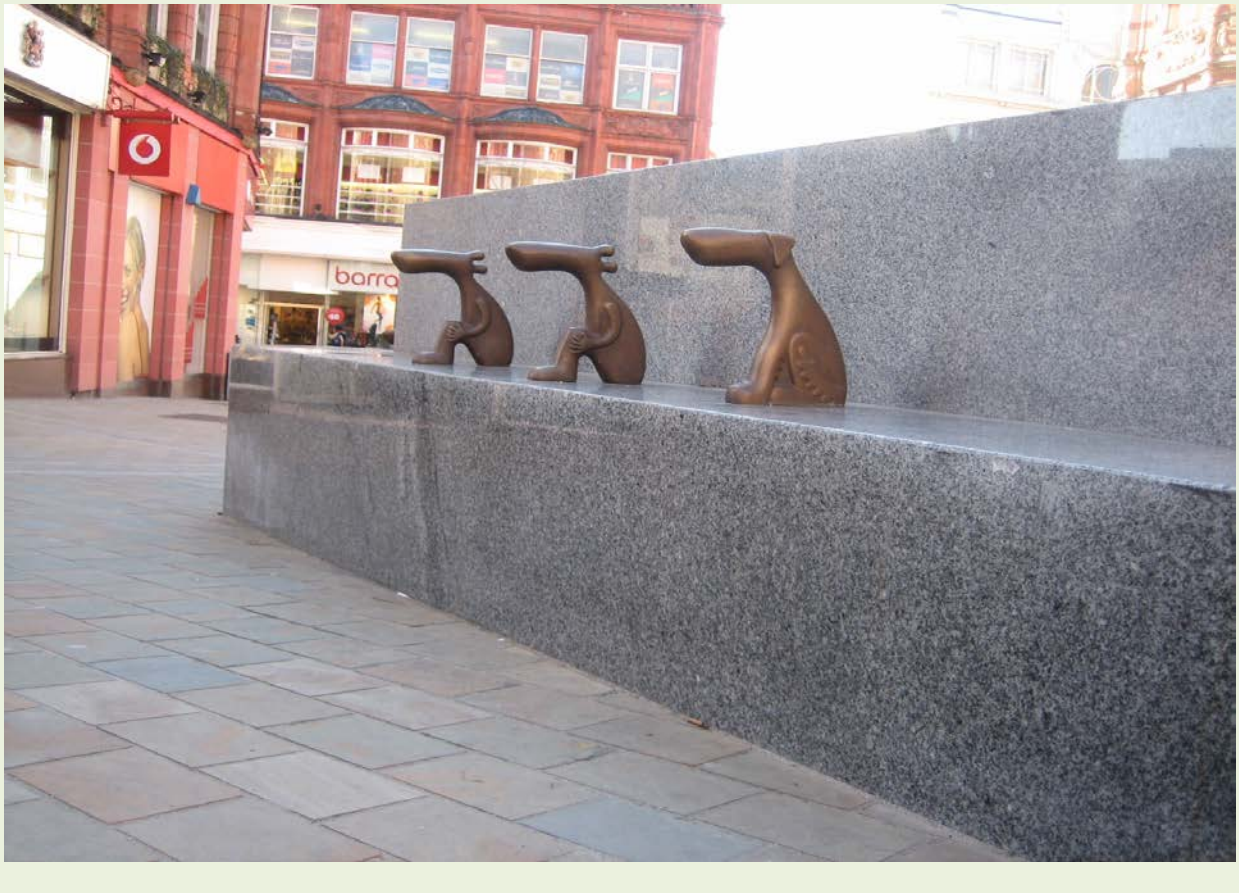
The Department for Transport document ‘Inclusive Mobility’ provides the following guidance on the positioning of arm rests: (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3695/inclusive-mobility.pdf)

Armrests are helpful for some people and should be placed about **200mm** above seat level. Seats placed in a row either should all have armrests or no armrests; a mixture within a single row can cause difficulties for visually impaired people. Seat widths are recommended to be a minimum of **500mm**.

Seating should be designed to allow surface water to ‘run off’ the seat element, and should be constructed of a material which does not get excessively hot or cold with varying weather conditions.

Consideration should also be given to the positioning of other items of street furniture around the seating- for example bins, to ensure that these to not block access to or transference areas associated with the seating/ bench.

Picture above: seating on Albion Street, Leeds.
Picture below: seating on Lands Lane, Leeds.



Inclusive Design Information Sheet

(IDIS) No. 3

Ramps

Design Guidance quoted on this sheet: British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice. 5.8 External ramped access and 5.10 handrails to ramped and stepped access.

Alternative design guidance available on subject: Approved Document M of the Building Regulations

Design features

Gradients

- Gradients in accordance with table below
- The cross-fall gradient of a ramp should be not more than 1:50

Length

- No individual ramp flight should have a going of more than 10m or a rise of more than 500mm
- If a series of ramp flights rise more than 2m, an alternative means of step-free access, such as an enclosed lift, protected from the weather, should be provided.

Width

- The surface width of a ramp, between walls, upstands or kerbs, should be not less than 1500mm. Where the width between the handrails of a ramp exceeds 2.5m, the ramp should be divided into two or more channels, with a distance between handrails of not less than 1m and not more than 2m to ensure that all users have access to a handrail. Where a ramp is divided into channels, at least one channel should have a surface width not less than 1500mm (a surface width of 1800mm is the minimum that permits two wheelchair users to pass each other).

Landings

- Landings should be provided at the foot and head of a ramp. They should be at least the width of the ramp and not less than 1500mm long, clear of any door swing or other obstruction.
- Any intermediate landings in a straight line should be at least 1500mm long (clear of any door swing or other obstruction) and if an intermediate landing is a quarter-turn or half-turn landing, the width of the ramp should be maintained throughout the turn or turns. Unless it is under cover, a landing should have a slight cross-fall gradient, not exceeding 1:50m to help drain surface water.

Upstands

- A continuous upstand at least 100mm high, or an equivalent barrier, should be provided at any open edge of a ramp, in conjunction with a barrier

(including a handrail component) positioned directly over the upstand and it should contrast visually with the surface of the ramp.

Surface

- Surface materials to external ramps should be chosen to be durable, easy to maintain and slip-resistant when wet. It should also contrast visually with that of a landing and of the edge protection.

Lighting

- Artificial lighting to a ramp should be evenly distributed, with an illuminance at ramp and landing level of at least 100lux.

Handrails

- Handrails should be provided to both sides of external ramps
- Handrails should be easy and comfortable to grip with no sharp edges. Those with an oval profile should have dimensions of 50mm wide and 39mm deep with rounded edges and a radius of at least 15mm. Circular handrails should have a diameter of between 32mm and 50mm.
- There should be a clearance of between 50mm and 75mm between a handrail and any adjacent wall surface.
- The clearance between the bottom of the rail and any cranked support, or continuous balustrade, should be at least 50mm to minimize the risk of the handrail supports interrupting the smooth running of a person's hand along the rail.
- The inside edge of the handrail (the edge nearest to the walking line) should be not more than 50mm outside the surface width of the stair.
- Handrails should terminate horizontally at least 300mm beyond the start and finish of the ramp and be terminated in a way that will reduce the risk of clothing being caught.
- Handrails should be finished so as to provide visual contrast with the surroundings against which they will be seen.
- The top surface of the handrail should be between 900 mm and 1 000 mm from the surface of the ramp and between 900 mm and 1 100 mm from the landing.
- For all buildings used by the general public and buildings designed principally for children, a second handrail should be installed with its top surface 600 mm from the ramp surface. Where necessary, structural guarding should be provided of sufficient height to prevent a child falling if they climb on the handrail.

Table for Calculating Ramp Gradients

To use this table refer to the 'Rise' column measuring the change in level from external ground to the internal finished floor level. E.g for a change of 270mm the gradient should be 1 in 13.7 over 3.7m.

Gradient should NEVER be greater than 1:12

Rise (mm)	Gradient (1:n)	Going (m)	Rise (mm)	Gradient (1:n)	Going (m)	Rise (mm)	Gradient (1:n)	Going (m)
167	12 **Max**	2	320	14.7	4.7	425	17.4	7.4
174	12.1	2.1	324	14.8	4.8	429	17.5	7.5
180	12.2	2.2	329	14.9	4.9	432	17.6	7.6
187	12.3	2.3	333	15	5	435	17.7	7.7
194	12.4	2.4	338	15.1	5.1	438	17.8	7.8
200	12.5	2.5	342	15.2	5.2	441	17.9	7.9
206	12.6	2.6	346	15.3	5.3	444	18	8
213	12.7	2.7	351	15.4	5.4	448	18.1	8.1
219	12.8	2.8	355	15.5	5.5	451	18.2	8.2
225	12.9	2.9	359	15.6	5.6	454	18.3	8.3
231	13	3	363	15.7	5.7	457	18.4	8.4
237	13.1	3.1	367	15.8	5.8	459	18.5	8.5
242	13.2	3.2	371	15.9	5.9	462	18.6	8.6
248	13.3	3.3	375	16	6	465	18.7	8.7
254	13.4	3.4	379	16.1	6.1	468	18.8	8.8
259	13.5	3.5	383	16.2	6.2	471	18.9	8.9
265	13.6	3.6	387	16.3	6.3	474	19	9
270	13.7	3.7	390	16.4	6.4	476	19.1	9.1
275	13.8	3.8	394	16.5	6.5	479	19.2	9.2
281	13.9	3.9	398	16.6	6.6	482	19.3	9.3
286	14	4	401	16.7	6.7	485	19.4	9.4
291	14.1	4.1	405	16.8	6.8	487	19.5	9.5
296	14.2	4.2	408	16.9	6.9	490	19.6	9.6
301	14.3	4.3	412	17	7	492	19.7	9.7
306	14.4	4.4	415	17.1	7.1	495	19.8	9.8
310	14.5	4.5	419	17.2	7.2	497	19.9	9.9
315	14.6	4.6	422	17.3	7.3	500	20	10

Any shallower than 1:20 and it is no longer a 'ramp'

Where…

rise= the level change the ramp is overcoming in mm

going = the length of the ramp measured in m

Inclusive Design Information Sheet

(IDIS) No. 4

Steps

Design Guidance quoted on this sheet: British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice. 5.9 External stepped access and 5.10 handrails to ramped and stepped access.

Alternative design guidance available on subject: Approved Document K of the Building Regulations

Design features

Step dimensions:

- Preferred riser dimensions between 150mm and 180mm
- Preferred going dimensions between 300mm and 450mm
- The rise and going of each step within a flight, and preferably between a series of flights, should be uniform.
- Preferably, a step should not overlap the one below. If there is an overlap, the nosing should not project over the tread below by more than 25 mm.

Risers:

- The riser should not be open and its profile should ensure that people who drag their feet do not trip when ascending.
- No flight on an external stepped access route should contain more than 20 risers and, as far as possible, the numbers of risers in successive flights should be uniform.

Single steps:

- Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of two steps or more, it should be treated as a stair and should include handrails each side and all other features of a stair. A stair should always be provided in addition to a ramp, unless the change in level is less than 300 mm, where it would otherwise be necessary to have a single step.
  NOTE 2 The 300 mm dimension assumes a minimum step rise of 150 mm.

Stair width:

- The surface width of a stair, between enclosing walls, strings, balustrades or upstands, should be not less than 1 200 mm, and the width between handrails should be not less than 1 000 mm. Where the width between handrails exceeds 2.0 m, the stair should be divided into two or more channels with a distance between handrails of not less than 1 m, or not more than 2 m, to ensure that all users have access to a handrail.

Step nosings:

- Each step nosing should incorporate a permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help

blind and partially sighted people appreciate the extent of the stair and identify individual treads. The material should be 50 mm to 65 mm wide on the tread and 30 mm to 55 mm on the riser, and should contrast visually with the remainder of the tread and riser.

Stair landings:

- A level landing should be provided at the top and bottom of each flight of steps. Its length, clear of any door or gate swing, should be not less than the surface width of the flight.
- Unless it is under cover, a landing should have a slight cross-fall gradient, not exceeding 1:50, to help drain surface water.
- To give advance warning of a step, tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight. Generally set back from the top and bottom risers by 400mm and laid to a depth of 800mm (see diagram below). Where the approach to the stair is wider than the flight, the tactile surface should extend beyond the line of each edge of the flight.

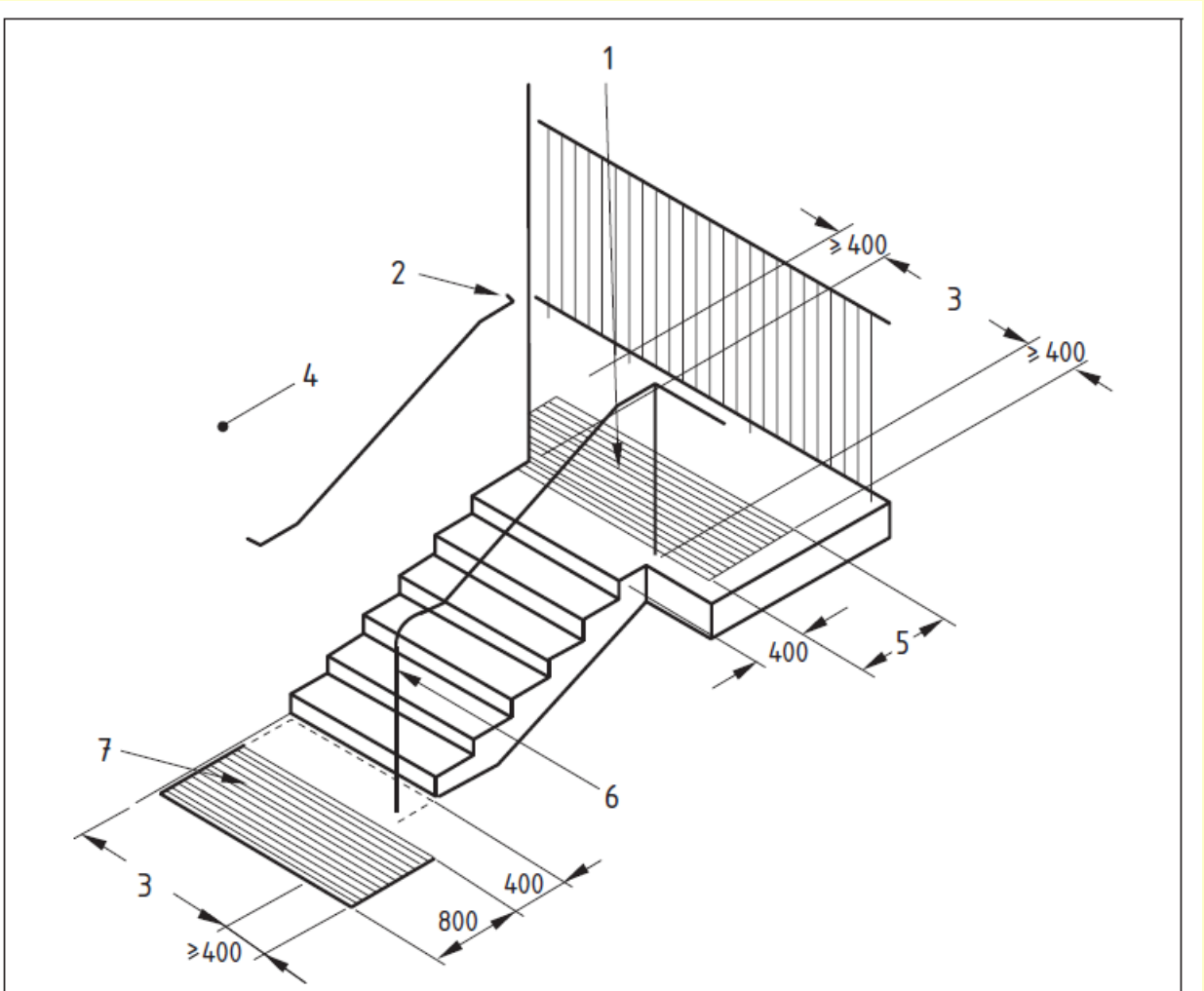
Handrails to steps and stairs:

- Handrails should be provided to both sides of external steps (also see stair width above).
- Handrails should be easy and comfortable to grip with no sharp edges. Those with an oval profile should have dimensions of 50mm wide and 39mm deep with rounded edges and a radius of at least 15mm. Circular handrails should have a diameter of between 32mm and 50mm.
- There should be a clearance of between 50mm and 75mm between a handrail and any adjacent wall surface.
- The clearance between the bottom of the rail and any cranked support, or continuous balustrade, should be at least 50mm to minimize the risk of the handrail supports interrupting the smooth running of a person’s hand along the rail.
- The inside edge of the handrail (the edge nearest to the walking line) should be not more than 50mm outside the surface width of the stair.
- Handrails should terminate horizontally at least 300mm beyond the start and finish of the ramp and be terminated in a way that will reduce the risk of clothing being caught.
- Handrails should be finished so as to provide visual contrast with the surroundings against which they will be seen.
- The top surface of the handrail should be between 900 mm and 1 000 mm from the pitch line of a stair and between 900 mm and 1 100 mm from the landing.
- For all buildings used by the general public and buildings designed principally for children, a second handrail should be installed with its top surface 600 mm from the pitch line. Where necessary, structural guarding should be provided of sufficient height to prevent a child falling if they climb on the handrail.

Use of a corduroy hazard warning surface and handrails on an external stepped access

Figure 9 of BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice

Dimensions in millimetres



Key

1 Corduroy hazard warning surface at top of stairs to extend at least 400 mm at each side of stairs and to stop 400 mm from nosing
2 Handrail fixed to side wall and terminated with a closed end at top and bottom
3 Surface width of stair, at least 1 200 mm wide
4 Side wall to staircase
5 800 mm when the approach is straight on and 400 mm when a conscious turn is needed to reach the step
6 Handrail to be terminated in a way that reduces the risk of clothing being caught
7 Corduroy hazard warning surface at bottom of stairs

Inclusive Design Information Sheet (IDIS) No. 5

Disabled persons parking (off highway)

Design Guidance quoted on this sheet:
LCC's Parking Supplementary Planning Document, January 2016.

Alternative design guidance: British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice.

Disabled persons parking (off highway) should satisfy the requirements of LCC's Parking SPD (January 2016) which states:

9.5 Guidelines for Minimum Allocation of Disabled Parking Spaces

Supporting: ***Core Strategy policy T2 (v)***

9.5.1 The guideline specified here are based on those recommended in BS 8300:2009+ A1:2010 (British Standards, 2010). This bases the minimum level of disabled parking on three requirements. The first requirement is that, when known one space should be provided for each disabled employee. The second is that an adidtional fixed percentage (5% or 6%) of the actual provision should be initially provided for visitors or customers and thirdly that there is potential for their conversion to disabled spaces when required. For sport leisure uses BS8300:2009 + A1:20101 makes reference to Sport England guidance…

9.5.3 Table 2 contains the minimum guidelines for provision of disabeld parking. The calculated number of spaces should always be rounded up. The provision should be taken from the general parking provision rather than in addition.

9.5.4 The access, size and layout of the spaces should conform to those specified in BS8300:2009 + A1:2010 paragraphs 4.2.2 (Access to and location of designated off-stretet parking spaces) and where approproate 4.2.4 (Multi-storey car parks).

Table 2 of LCCs Parking SPD is pasted in below and states the required levels of disabled persons parking for a range of development types:

Table 2 - Disabled Parking Guidelines

Use code	Instance	Unit	Initial allocation	Convertible
A1 A2 A3 A4 A5 C1 D1	Shopping, recreation and leisure	Actual parking provision	6% + 1 per disabled employee	4%
B1 B2 B8	Workplaces	Actual parking provision	5% + 1 per disabled employee	5%
C3	Flats	Actual parking provision	5%	5%
	Student Flats	No. of units[5]	10%	
D1	Religious Buildings and Crematoria	Actual parking provision	The greater of 2 spaces or 6%	4%
D2	Clubhouse/pavilion Full-size synthetic pitch Multi-use games area Fitness suit Gymnastics hall	Actual parking provision	The greater of 2 spaces or 6%	None
	Indoor bowls	Actual parking provision	The greater of 2 spaces or 8%	None
	Outdoor bowls	Actual parking provision	The greater of 4 spaces or 6%	None
	Four court sports hall Indoor cricket Tennis Table tennis Athletics 20m swimming pool	Actual parking provision	The greater of 4 spaces or 8%	None
	Six court sports hall	Actual parking provision	The greater of 6 spaces or 8%	None
	Nine court sports hall or larger 25m swimming pool 50m swimming pool	Actual parking provision	The greater of 8 spaces or 8%	None
	Other	Actual parking provision	Individual applications considered on their merits	
n/a	Railway and Other Public Car Parks[6]	Actual parking provision	5%+ 1 per disabled employee	5%
Sui Generis	Individual applications considered on their merits			

[5] In the case of a student hall of residence where bed spaces are not grouped in to 'cluster flats' the assumption should be that 5 bed spaces equates to one flat.

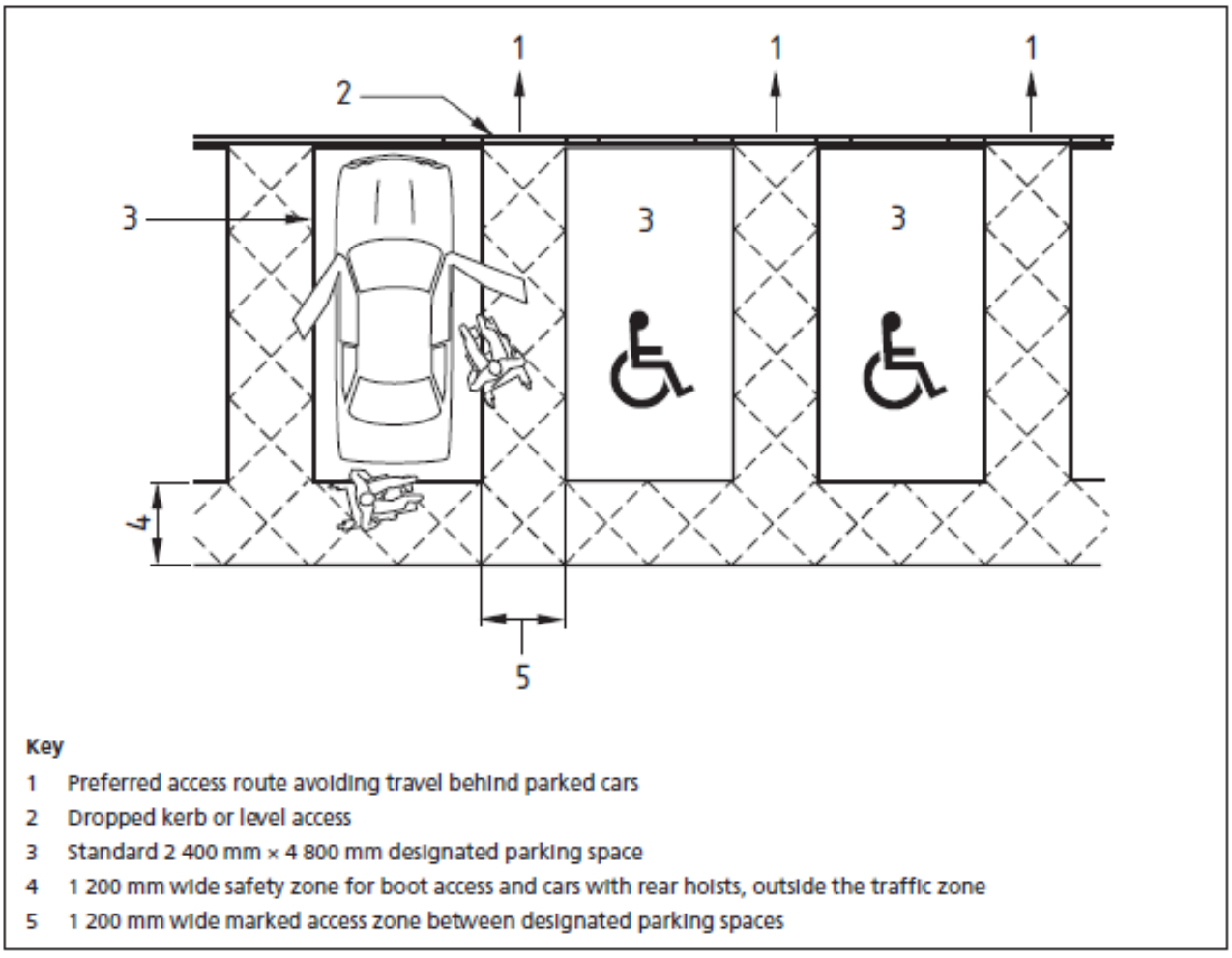
[6] For bus based park and ride car parks, the initial quantity of disabled parking may be lower than that shown

Off-street disabled persons parking bays should be designed in accordance with the following guidance from BS8300:2009 + A1:2010 which states:

4.2.2 Access to, and location of, designated off-street parking spaces
Designated parking spaces in uncovered parking areas should be located on firm and level ground, as close as is feasible to the accessible entrance to the building with which the parking spaces are associated.

4.2.3 Design and layout of designated off-street parking spaces
Space should be available to enable a disabled motorist or passenger to open the car door fully, to get in or out of the vehicle, and to manoeuvre around vehicles that are parked perpendicular to the carriageway, as shown in Figure 2.
…
A zone of 1 200 mm wide should be provided between designated parking spaces and between the designated spaces and a roadway (without reducing the width of the roadway) to enable a disabled driver or passenger to get in or out of a vehicle and access safely the boot or rear hoist. These zones should be marked as shown in Figure 3, with the markings contrasting visually with the surface to which they are applied.

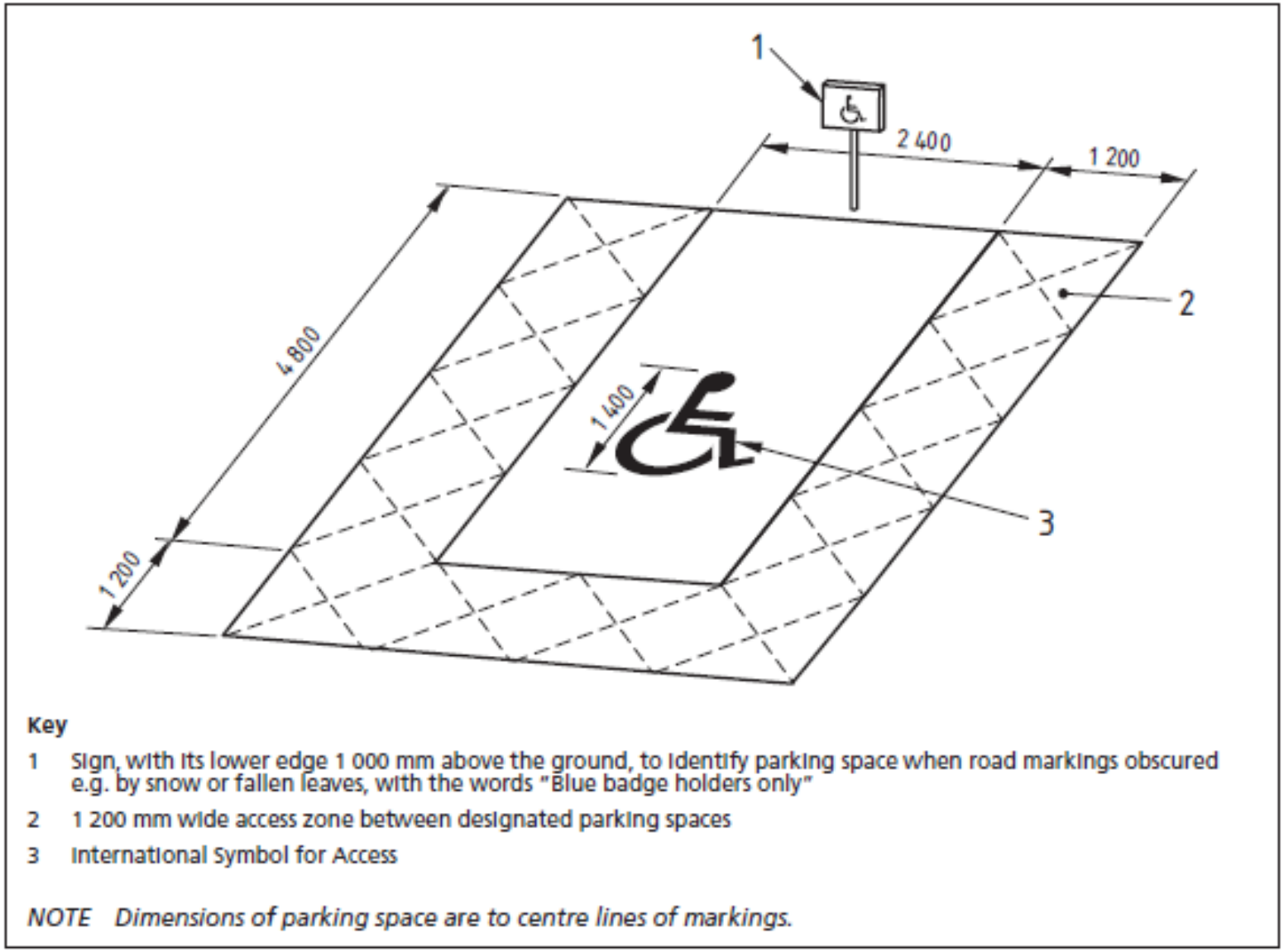
Figure 2 **Access around designated off-street parking spaces**



Key

1 Preferred access route avoiding travel behind parked cars
2 Dropped kerb or level access
3 Standard 2 400 mm × 4 800 mm designated parking space
4 1 200 mm wide safety zone for boot access and cars with rear hoists, outside the traffic zone
5 1 200 mm wide marked access zone between designated parking spaces

Figure 3 **Markings for multiple designated off-street parking spaces**
Dimensions in millimetres



Key

1 Sign, with its lower edge 1 000 mm above the ground, to identify parking space when road markings obscured e.g. by snow or fallen leaves, with the words "Blue badge holders only"

2 1 200 mm wide access zone between designated parking spaces

3 International Symbol for Access

NOTE Dimensions of parking space are to centre lines of markings.

Inclusive Design Information Sheet (IDIS) No. 6

Entrance doors

Design Guidance quoted on this sheet: British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice. 6. Entering a building.

Alternative design guidance available on subject: Approved Document M of the Building Regulations. Volume 2.

BS8300:2009 + A1:2010 highlights the importance of a prominent and inclusive entrance to a building:

6. Entering a building
6.1 The entrance
6.1.1 General
Unless suitably designed, the entrance to a building can often be a barrier to access for disabled people. The following factors should be addressed in the design of the entrance to a building:

a) the prominence and visual relationship of the entrance with its surroundings;
b) the type of threshold needed to allow convenient wheelchair manoeuvre;
c) the ease of operation of the entrance door;
d) the minimum effective clear width through the doorway.

Design features

Weather protection:

- In order to provide shelter for those having to pause before entering a building, the entrance should incorporate a form of weather protection, such as a canopy or recessed entrance, unless freely accessible automatic doors are installed.
- No part of the structure of a canopy should present an obstruction to blind and partially sighted people.

Threshold:

- The entrance threshold should either be level or, if the provision of a raised threshold is unavoidable, e.g. to prevent water ingress, should have one or more upstands, provided the cumulative height of such upstands is not more than 15 mm.
- If raised, the threshold should have as few upstands and slopes as practicable. Any upstand more than 5 mm high should have exposed edges chamfered or pencil rounded.

Power operated doors:

- Power-operated doors for installation in existing and new construction should be one of the following two types:
  a) a manually activated door controlled by a push pad, coded entry system, card swipe or remote control device; or
  b) an automatically activated door controlled, for example, by a motion sensor or a hands-free proximity reader.
- Manual activation controls for power-operated pedestrian doors should be located at a height of between 750 mm and 1 000 mm from the finished floor level. In order to be clearly visible, they should contrast visually with the surrounding background. They should be located as close to the door as possible without causing a safety hazard (e.g. risk of collision with blind and partially sighted people and wheelchair users) when the door opens.

Revolving doors:

- Revolving doors are not considered accessible and present particular difficulties to ambulant disabled people, blind and partially sighted people, people with assistance dogs and people with young children.

Door opening forces to non- powered doors:

- For most disabled people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.

Door widths and side clearance:

- Should be in accordance with Table 2 of BS8300:2009+A1:2010 below:

Table 2 **Effective clear widths of doors**

Direction of approach of wheelchair	Minimum effective clear width of door leaf (mm)	
	New buildings	Existing buildings
Straight-on (without a turn or oblique approach)	800	750
At right angles from an access route at least 1 500 mm wide	800	750
At right angles from an access route at least 1 200 mm wide	825	775
At right angles from an access route at least 900 mm wide	N/A	800
External doors and internal lobby doors at the entrance of buildings used by the general public	1 000	775 [A)]

NOTE 1 An effective clear width of less than 800 mm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame. Use of the 1 000 mm effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic. For buildings used by the general public, the greater effective clear width is likely to be best achieved using power-assisted doors.

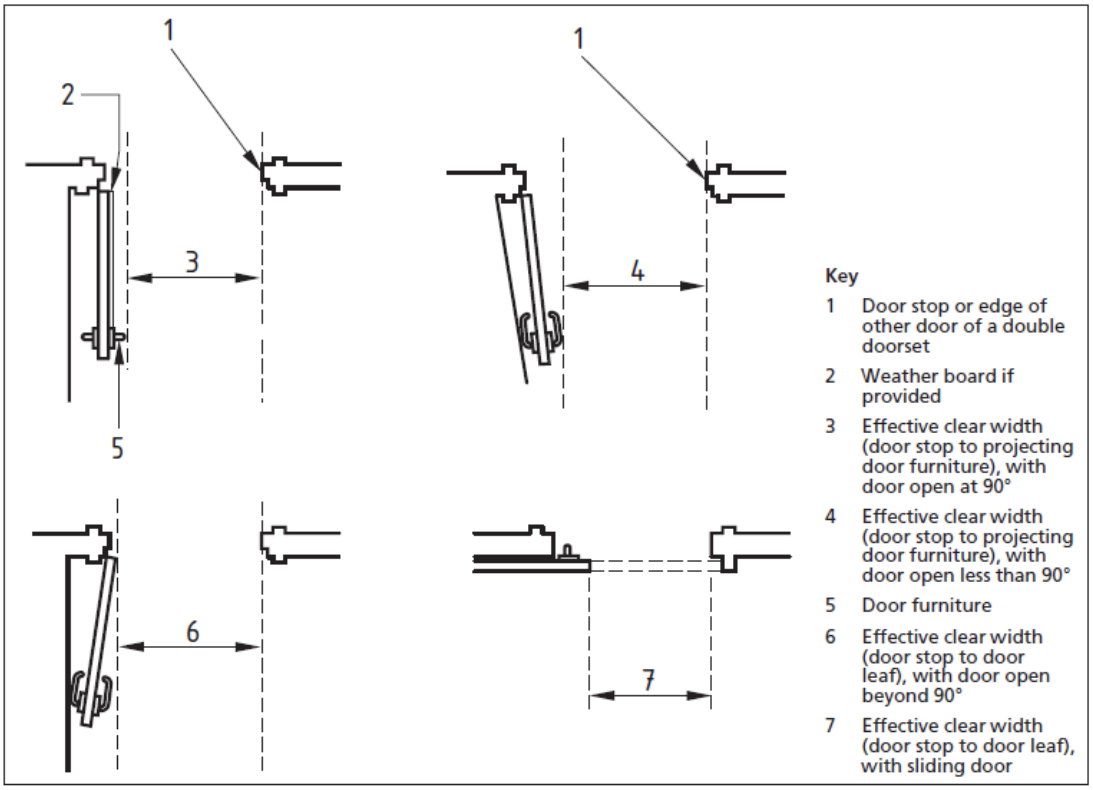
NOTE 2 For new buildings, effective clear widths of 800 mm and 825 mm are achievable using a 926 mm door leaf, provided the door opens beyond 90° and the projection of door furniture does not reduce the effective clear width.

NOTE 3 Sports facilities have their own requirements for the effective width of doors, e.g. tennis sports wheelchairs require a doorway with an effective clear width of 1 000 mm for convenient access (see Accessible sports facilities *[11]).*

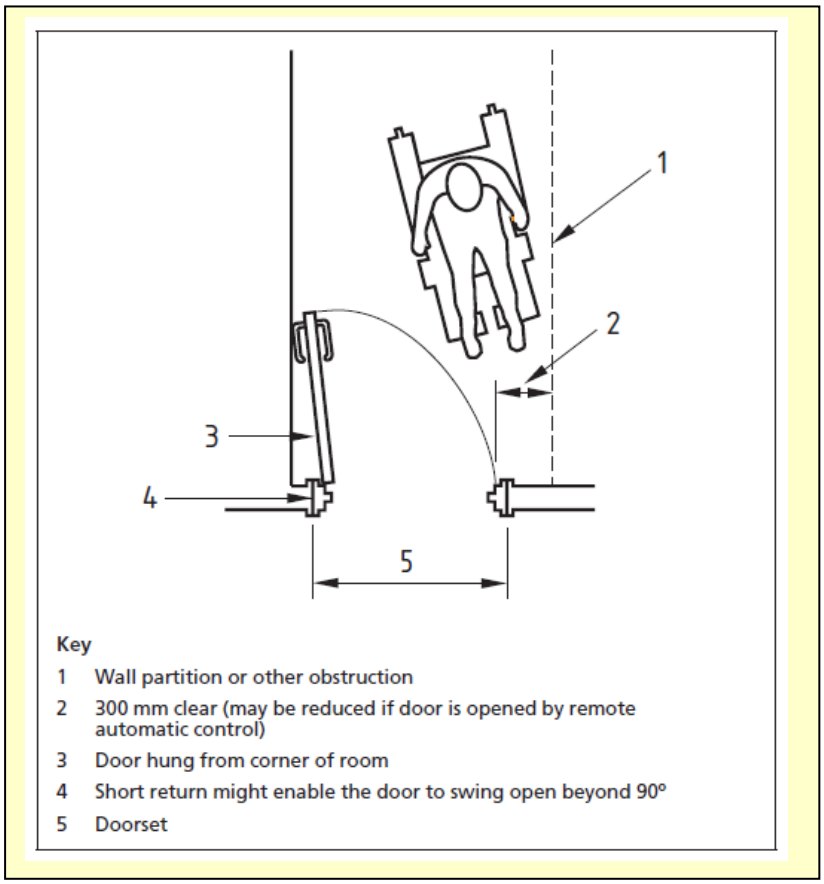
[A)] Where the entire frontage is being replaced, the width for a new building should be used.

- To be measured as Figures 11of BS8300:2009+ A1:2010 below:

Figure 11 Effective clear width through a doorway



- With a 300mm clear space to the opening of a pull door as Figure 12 of BS8300:2009 +A 1:2010:



Inclusive Design Information Sheet

(IDIS) No. 7

Glazing manifestations

Design Guidance quoted on this sheet: British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice.

Alternative design guidance available on subject: Approved Document K of the Building Regulations.

British Standard BS8300:2009 + A1:2010 defines a 'manifestation' as:

3.14 manifestation
Permanent markings or features within areas of full-height transparent glazing, glazed walls or screens, fully glazed doors or glass doors, which help to prevent collisions by making the glazing more visible to building users

Glazing manifestations should be provided to full height glazing where installed (for example fully glazed doors, curtain walling and screens), to ensure that it is as recognisable and visible as possible for as many people as possible.

The British Standard goes on to provide the following guidance:

6.4.4 Glass doors
The presence of a glass door, or a fully glazed door with a narrow stile, should be made apparent, with permanent manifestation within two zones, from 850 mm to 1 000 mm from the floor and from 1 400 mm to 1 600 mm from the floor (see **9.1.5**), contrasting visually with the background seen through the glass in all light conditions (see **9.1.1**). The edges of a glass door should also be apparent when the door is open.
If a glass door is adjacent to, or is incorporated within, a fully glazed wall, the door and wall should be clearly differentiated from one another, with the door more prominent.

9.1.5 Glazed walls and screens
*COMMENTARY ON **9.1.5**.*
Glazed screens, which give the illusion that there is unimpeded access at these points, can be hazardous and confusing for blind and partially sighted people.

Glazed walls should conform to BS 6262.

The surface of glazed walls and screens that are adjacent to doors, or form part of an enclosure, should be clearly highlighted with a manifestation which contrasts visually with the surface behind it under both natural and artificial lighting conditions. This manifestation should be located within two zones, from 850 mm to 1 000 mm from the floor and from 1 400 mm to 1 600 mm from the floor.
NOTE 1 Suitable manifestation is likely to take the form of a continuous or broken line, sign, logo or patterning on the glass that covers at least 10% of the glazing area within each zone.
…Any free-standing edges of glazed screens should have a strip contrasting visually with the surroundings against which they are seen.

Inclusive Design Information Sheet

(IDIS) No. 8

Colour/ visual contrast

Design Guidance quoted on this sheet: Approved Document M of the Building Regulations

Colour/ visual contrast is an essential tool for many people in terms of assisting orientation and navigation around a building or the built environment.

The definition of visual contrast as found in Approved Document M of the Building Regulations states:

“Contrast visually, when used to indicate the visual perception of one element of the building, or fitting within the building, against another means that the difference in light reflectance value between the two surfaces is greater than 30 points.”

Visual contrast is essential for many users, including but not limited to blind and partially sighted people, to successfully, safely and independently navigate and use a place or space.

Surface finishes in a variety of lighting conditions should also be carefully considered to reduce the effect/ impact of reflections or glare.

Approved Document M guidance on colour/ visual contrast:

Door/ corridors	
“Provisions 3.1 Internal doors will satisfy Requirement M1 or M2 if: e. all door opening furniture contrasts visually with the surface of the door; f. the door frames contrast visually with the surrounding wall; g. the surface of the leading edge of any door that is not self-closing, or is likely to be held open, contrasts visually with the other door surfaces and its surroundings;”	Poor contrast example: 

Toilet accommodation	
Sanitary accommodation generally… Provisions 5.4 Sanitary accommodation will satisfy Requirement M1 or M3 if: “k. the surface finish of sanitary fittings and grab bars contrast visually with the background wall and floor finishes, and there is also visual contrast between wall and floor finishes” Contrasting toilet seats also assist many users in locating and using the toilet.	Poor contrast in toilet example (plus poorly designed layout): 

Inclusive Design Information Sheet

(IDIS) No. 9

Disabled persons toilets

Design Guidance quoted on this sheet: Approved Document M of the Building Regulations

Alternative design guidance available on subject:
British Standard BS8300:2009 + A1:2010 Design of buildings and their approaches to meet the needs of disabled people- Code of practice

Toilets for a range of users should be provided. Solutions should be designed and agreed on a case by case basis depending on the area that they serve to ensure a successful and schedule of toilet accommodation is achieved.

Types of disabled persons toilet:

Unisex disabled persons/ accessible toilet	
Design guidance: Approved Document M of the Building Regulations Section 5. Use: disabled people with a range of impairments. Unisex element allows people who need to be accompanied/ assisted by someone of the opposite gender to use this facility. Should not incorporate baby change facilities. Choice of left and right handed transfer where more than 1 provided. If 'sole toilet facility' should be widened to incorporate standing height hand wash basin (Approved Document M of the Building Regulations).	

Ambulant toilet cubicles within separate sex accommodation	
Design guidance: Part M of the Building Regulations Section 5 Use: for people with ambulant mobility difficulties, people with bags or luggage, those assisting children, or people who require additional space or support. One should be provided	
Wider cubicles within separate sex accommodation	
Design guidance: Approved Document M of the Building Regulations Section 5 Use: (if 4 or more cubicles in separate-sex toilet accommodation) an enlarged cubicle for use by people who need extra space, baby change facilities could also be incorporated into this cubicle.	
Gender neutral toilets	
Use: for people who do not identify with a particular gender, or for those transitioning. If not provided- this can lead to people who require such a facility using the unisex accessible toilet.	
Family toilet facilities	
Use: for families for whom the ambulant toilet cubicles and wider toilet cubicles (above) are not suitable for, possibly larger families or those who need additional space for push chairs etc. Should be off communal area not gender specific toilets to allow range of user combinations.	

Baby change facilities	
Design guidance: BS8300. Baby change facilities should be accessible, however should not be in the unisex disabled persons toilet facilities, as if in use by someone changing a baby- disabled people who have no choice but to use the disabled persons toilet may have to wait a considerable time.	
Changing Places toilets	
Design guidance: BS8300 Changing Places toilets are provided for people with profound and multiple disabilities who require the assistance of 1 or more carers in a toilet. They contain a height adjustable change bed, sink, hoist and peninsular layout toilet. They do not replace the need for a unisex disabled persons toilet as they are designed specifically for assisted use. For further guidance on Changing Places toilets- see IDIS No. 9 Changing places toilets	

Inclusive Design Information Sheet (IDIS) No. 10

Sources of further information:

The Building Regulations 2000 – Approved Document M – Access to and use of buildings Volume 2- Buildings other than dwellings. 2015 edition. London: The Stationery Office, 2006.

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Access to ATMs – UK design guidelines. Robert Feeny Associates London: Centre for Accessible Environments (CAE), 2002. ISBN 0 903976 33 1.

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Leeds
CITY COUNCIL

Accessible Leeds

Supplementary Planning Document

Leeds Local Development Framework
Development Plan Document

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