

Checklist of requirements for Planning approval, Building Regulations Part M 2004 and good practice access guidelines

Developed from LABC Services checklist on Building Regs., Part M, Design for Access 2 and other good practice guidelines and regulations.

- **Square Bullet Point** = Compliance with Part M Building Regulations
- ▶ **Arrow Bullet Point** = Best practice guideline

This list is not comprehensive but only a quick reference guide. There are likely to be additional access features to those listed in the checklist that will need to be considered, using best practice guidelines, Part M and through consultations.

Further information and guidelines are available in the Access Standards References and Resources checklist. Updates and new guidelines are produced regularly. Up to date information is available from most access groups and access consultants.

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Planning guidelines for the external environment

(for proposed design and access statements at Planning Application stage – ODPM consultations, 2005)

Further information on the external environment and best practice access guidelines for planning applications is available from the Manchester Disabled People's Access Group (admin@mdpag.org.uk) This guidance includes:

- ┌ physical, social and policy context
- ┌ specific issues relating to historic buildings and environments
- ┌ use and proposed use of development
- ┌ how development relates to uses around the development
- ┌ amount of development, distribution and density
- ┌ proposed layout
- ┌ height, width, length of buildings and development, including floorspace
- ┌ appearance of development
- ┌ relationship to surrounding network
- ┌ public and private transport options, incl. distances from transport
- ┌ layout and features of transport provision, including buses, trams, taxis etc.
- ┌ car parking, drop off areas, delivery (additional guidance)
- ┌ cycle routes and provision
- ┌ emergency vehicle provision
- ┌ pedestrian and access routes, including internal & external circulation (see below)
- ┌ footways and pathways (additional guidance)
- ┌ pedestrian crossings, dropped kerbs, tactile surfaces (additional guidance)
- ┌ means of escape
- ┌ landscaping design and access issues, including sensory and accessible designs
- ┌ barriers and ticket machines (additional guidance)
- ┌ street furniture
- ┌ external seating (additional guidance)

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- └ provision for assistance dogs (additional guidance)
- └ signage and wayfinding (additional guidance)

Section 1: Access to buildings

Site access, routes and surfaces

No

Yes

- | | | |
|--|--------------------------|--------------------------|
| Dropped kerbs available from public transport provision | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ■ Gradient no steeper than 1:20 with maximum cross fall of 1:40, or where the gradient is up to 1:60, include level landings at intervals and design guidance for ramps applies | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▶ Maximum cross fall of 1:50 | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ■ Surfaces to be durable, slip resistant, with a firm, smooth surface, with maximum undulations 3mm in 1000mm | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ■ Clearly defined drop off point near to accessible entrance | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Clearly defined pedestrian routes that are well-lit, avoiding pools of light and dark, and clearly signed | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Pedestrian routes protected from hazards, obstructions and vehicles and free of obstructions to a height of 2100mm | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▶ Headroom of at least 2500mm provided between any footway and the underside of any projection from walls, buildings, canopies, signs, tree branches etc. Entrance and exit doors and windows should not extend into an access route | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▶ Crossing points should have dropped kerbs and appropriately
<input type="checkbox"/> contrasted blister surfaces | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▶ Tactile paving one tile deep, on the approach to dropped kerbs.
<input type="checkbox"/> When pedestrian crossing in line with the direction of pedestrian movement, number of tiles increased to 3 in depth (1200mm). Crossings away from junctions should be 2 tiles deep (800mm) | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▶ Dropped kerbs or raised road crossings should be provided at
<input type="checkbox"/> all crossings, side roads and access points to and from parking areas. On longer side roads and residential roads, they should be provided every 100 metres. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ■ Access routes at 1800mm wide or no more than 1500mm with passing places 1800 x 2000mm in sight of each other (no more than 50 metres apart) | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▶ Access routes should have a minimum width of 2000mm and | <input type="checkbox"/> | <input type="checkbox"/> |

1800mm over a short distance to pass an obstruction

Site access, routes and surfaces (cont.)	Yes	No
▶ Where there is no building line or railings, path edges should be <input type="checkbox"/> defined with a 100mm upstand		<input type="checkbox"/>
▶ Street furniture including permanent and temporary features can <input type="checkbox"/> be hazards and should be removed, recessed from pedestrian routes or positioned in a zone allowing an obstacle free route of 1800mm		<input type="checkbox"/>
■ Posts, columns, bollards or other obstructions should be <input type="checkbox"/> highlighted with a colour and luminance contrast.	<input type="checkbox"/>	
▶ Bollards and other freestanding objects along a route should be <input type="checkbox"/> at least 1000mm high, and adjacent bollards should never be linked with a chain or rope		<input type="checkbox"/>
▶ Where possible, obstacles or physical features on a <input type="checkbox"/> building line should be recessed		<input type="checkbox"/>
■ Hazard protection and tactile surface indicators should be provided for obstacles projecting more than 100mm into a route	<input type="checkbox"/>	<input type="checkbox"/>
▶ Frequent resting places provided, at 475 – 500mm height, some <input type="checkbox"/> at a higher level if possible, not more than 50 metres apart		<input type="checkbox"/>
▶ Provision for assistance dogs provided on an access route, with <input type="checkbox"/> a dog relief area at least 3 metres x 4 metres with a 1200mm high secure fence with a simply operated and secure catch. A waste bin and signage provided, and easily cleanable surface.		<input type="checkbox"/>
▶ Even lighting provided where it does not cause glare, reflection, <input type="checkbox"/> shadows or pools of light and dark. Uplighters placed at ground level should not be used		<input type="checkbox"/>
▶ Further lighting standards for internal and external provision <input type="checkbox"/> available in other good practice guidelines		<input type="checkbox"/>

Parking		Yes	No
■	Car parks with clear signs and with level unobstructed pedestrian access routes	<input type="checkbox"/>	<input type="checkbox"/>
■	Designated parking spaces for disabled people, 4800mm x 2400mm, with a hatched shared or single space of 1200mm access space, to the end and side of each parking bay	<input type="checkbox"/>	<input type="checkbox"/>
▶	Designated parking provided within 50 metres of the entrance and dropped kerbs provided from parking to the pedestrian area	<input type="checkbox"/>	<input type="checkbox"/>
▶	1 – 10 bays should include at least 1 accessible bay, 11 – 25 bays should include at least 2 accessible bays, 26 – 50 should include at least 4 accessible bays, 51 – 75 bays should include at least 8 accessible bays, 76 – 100 bays should include at least 12 accessible bays, 100+ should include 12% accessible bays. Bays for disabled employees should be clearly designated and additional to visitor parking	<input type="checkbox"/>	<input type="checkbox"/>
▶	Ticket machine controls, key pads and buttons at barriers should be set between 750mm – 900mm above ground and a clear space of 1850 x 2100mm in front of machines	<input type="checkbox"/>	<input type="checkbox"/>
▶	Ticket machine controls and buttons at barriers no more than 900mm height and at a reach of no more than 90mm	<input type="checkbox"/>	<input type="checkbox"/>
▶	Car parking entry and payment systems are capable of use without the driver leaving their vehicle, easy to use and not rely solely on an intercom system. Signage should identify charging systems	<input type="checkbox"/>	<input type="checkbox"/>
■	A clear sign-posted setting down point on firm level ground, near to the entrance	<input type="checkbox"/>	<input type="checkbox"/>
Ramps		Yes	No
■	Steps provided as well as ramps as an alternative route <input type="checkbox"/>	<input type="checkbox"/>	
■	Width at least 1500mm wide with visually contrasting edge kerb	<input type="checkbox"/>	<input type="checkbox"/>
▶	Width at least 1800mm wide, preferably 2000mm, with rise no more than 500mm or distance no more than 10 metres	<input type="checkbox"/>	<input type="checkbox"/>

Ramps (cont.)	Yes	No
<ul style="list-style-type: none"> ■ Handrails to both sides which are continuous throughout, visually <input type="checkbox"/> contrasting, easy to grip, slip resistant, non-reflective and not cold to touch 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Gradient of 1:20, or 1:15 with maximum rise of 333mm and 5m going of flight, or 1:12 with maximum rise of 166mm and 2m going of flight 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Gradient no more than 1:20, maximum cross fall of 1:50 <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Maximum ramp length 10m, maximum ramp rise 500mm <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Intermediate landings and passing places 1800mm x1800mm where end of ramp out of sight, or where 3 or more consecutive ramp flights 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Intermediate landings at least 1500mm long and clear of door swings or other obstructions 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Landing at foot and head of ramp at least 1200mm long and <input type="checkbox"/> clear of door swings or other obstructions 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▶ Landings should be at least the width of the ramp, and a minimum of 1800mm, clear of any door swing or other obstructions, at foot and head of ramp and at intervals of no more than 10 metres 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Open sides of ramp should be protected by a raised solid kerb of at least 100mm in height, colour and luminance contrasted 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Areas below ramps where underside is less than 2100mm should <input type="checkbox"/> have guarding and low level cane detection or permanent barrier 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Surfaces to be durable, slip resistant and ramp slope to visually contrast with landings. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Clearly signposted steps provided in addition to ramp, where <input type="checkbox"/> rise of ramp exceeds 300mm 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Alternative access method e.g. lift, where total rise is greater than 2m 	<input type="checkbox"/>	<input type="checkbox"/>

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External steps		Yes	No
■	Corduroy tactile warning at level landing at top and bottom of steps (minimum 400mm deep, at side access to intermediate landing)	<input type="checkbox"/>	<input type="checkbox"/>
■	Door swings should not obstruct landings	<input type="checkbox"/>	<input type="checkbox"/>
■	Width of stair at least 1200mm	<input type="checkbox"/>	<input type="checkbox"/>
■	Width of stair at least 1800mm	<input type="checkbox"/>	<input type="checkbox"/>
■	Handrails at both sides which are continuous throughout, visually contrasting, easy to grip, slip resistant, non- reflective and not cold to touch.	<input type="checkbox"/>	<input type="checkbox"/>
■	Wider stair flight to be divided down to 1800mm wide 'channels' <input type="checkbox"/> with additional handrails.	<input type="checkbox"/>	<input type="checkbox"/>
■	Rise of between 150 and 170mm, rise and going of each step <input type="checkbox"/> consistent throughout each flight. For schools, preferred rise of 150mm.	<input type="checkbox"/>	<input type="checkbox"/>
▶	Rise of all steps should be as close to 150mm as possible and within a flight or series of flights, to be uniform and slip resistant.	<input type="checkbox"/>	<input type="checkbox"/>
■	Going (tread depth) to be between 280 and 450mm (450mm acts as a rest platform).	<input type="checkbox"/>	<input type="checkbox"/>
▶	Going (tread depth of 300mm) for all steps, nose of step rounded, with no overhang.	<input type="checkbox"/>	<input type="checkbox"/>
■	Maximum number of risers, 12 with going 350mm or less or 18 with going 350mm or more	<input type="checkbox"/>	<input type="checkbox"/>
■	No single steps and no open risers	<input type="checkbox"/>	<input type="checkbox"/>
▶	Minimum number of steps should be 3 (and no open risers)	<input type="checkbox"/>	<input type="checkbox"/>
▶	No tapered treads, including curved, spiral and helical stairs	<input type="checkbox"/>	<input type="checkbox"/>
▶	Steps and stairs well lit, minimum 200 lux <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶	No steps which feather into ramps <input type="checkbox"/>		<input type="checkbox"/>

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▶ No overlapping treads



External steps (cont.)

Yes		No
<ul style="list-style-type: none"> ■ Nosing should visually contrast with step, on tread and riser, with permanently contrasting band 55mm wide 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Areas below steps and stairs where underside is less than 2100mm should have guarding and low level cane detection or permanent barrier 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ No open recesses under steps <input type="checkbox"/>		<input type="checkbox"/>

Handrails to external and internal steps and ramps

No		Yes
<ul style="list-style-type: none"> ■ Vertical height to top of upper handrail from surface of ramp is between 900mm – 1000mm, and from surface of landing 900mm – 1100mm 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Where full height structural guarding, vertical height of second lower handrail is 600mm 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Handrails should be continuous across flights of stairs and landings 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Should extend at least 300mm horizontally beyond top and bottom of ramped access and of nosing of steps, while not projecting into an access route 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Should extend at least 450mm beyond start and finish of ramp and stairs 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Should not protrude more than 100mm into surface width of ramp or step where this would impinge on stair width requirement 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Handrails should be turned down and terminated at ground/floor level or turned into the wall on the closed side, or have a minimum rounded downturn of 100mm 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Handrails should be smooth, slip resistant, not cold to the touch <input type="checkbox"/> <p>and contrast visually with background, without being highly reflective</p>		<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Should be circular with diameter of 40mm – 45mm or oval preferably with a width of 50mm 	<input type="checkbox"/>	<input type="checkbox"/>

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- Clearance of 60mm – 75mm between handrail and adjacent wall surface

Section 2: Access into buildings

Approach	Yes	
No		
<ul style="list-style-type: none"> ■ Level thresholds outside entrance door 1500 x 1500mm clear of door swings <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Level thresholds outside entrance door at least 1800mm x 1800mm clear of door swings <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ No obstructions and hazards outside entrance doors <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Access systems to be suitable for deaf and hard of hearing people and people who can't speak <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Door entry systems to be accessible for disabled people with hearing impairments, visual impairments, mobility impairments, relying not only on intercom systems and considering height of systems, text size, tactile indicators etc. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Manifestations on glazed doors and screens to include 2 levels, at 850mm - 1000mm and 1400mm – 1600mm above floor <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Manifestations should visually contrast inside and out and in all lighting conditions <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>

External doors	Yes	No
<ul style="list-style-type: none"> ■ Automatic sliding doors are preferred to manually operated doors <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▶ Other powered door opening and closing or two way swing is acceptable in some circumstances. Buttons to open doors set at 800mm from floor <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▶ Outward manually operated doors should be recessed <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Weather protection required for non-powered external doors <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Glazed entrance doors, where adjacent to or part of glazed screen, need a high contrast strip at the top and on both sides using logo or sign at least 150mm high, repeated on glazed screen <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>

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- Glass entrance doors, capable of being held open, should have guarding at the leading edge
- Vision panels with a zone of visibility between 500mm and
 1500mm above ground level

External doors (cont.)	Yes	No
<ul style="list-style-type: none"> ■ Doors to have maximum opening force at leading edge of door not more than 30N from closed position to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ To initially open the door - 15N, to swing the door - 6N, to hold door open between 60° and 90° - 7.5N 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Hold opening devices fixed at the top rather than bottom of door 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Door furniture to be easily operated, visually apparent and not cold to the touch. Handles should be lever type and height of 900mm from ground 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Clear opening width of at least 1000mm for external doors 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Clear opening of major entrance doors at 1200mm 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Clear opening of single leaf doors of at least 900mm 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Revolving doors not considered acceptable without additional compliant doors immediately adjacent and signed as accessible 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Powered entrance doors require accessible manual controls at 750mm - 1000mm above floor level or automatic sensors 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Automatic sensors should permit safe entry and exit, include visual and audible warnings where swing opens towards people, incorporate safety stops and revert to manual control or fail safe in event of power failure 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Accessible handles e.g. lever handles and locks, contrasting visually with the surface of the door and not cold to the touch 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Locks fixed at 850mm, handles at no more than 900mm from centre of handle to floor 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Unobstructed space of 300mm between leading edge of door and return wall, unless powered entrance door 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Unobstructed space of at least 450mm at leading edge of door and return wall 	<input type="checkbox"/>	<input type="checkbox"/>

Lobbies	Yes	No
<ul style="list-style-type: none"> ■ Thresholds to be level, including provision of mat wells, where surface of mat is level with adjacent floor finish 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Lobby size related to door size, door swing and direction of wheelchair user and any companion 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Lobby size should be of 2000mm diameter whatever the layout 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Lobby floors to have smooth, slip resistant surface, free of trip hazards and to remove water from wheels and shoes to reduce slippy surfaces within building 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Floors should not use deep pile carpets or natural materials, e.g. coir matting which create traction and changes in floor materials should not create potential trip hazards 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Glazing within lobby does not create distracting reflections 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Designs for floors, walls and fittings should not use distinctive patterns, steps or stripes to avoid disorientation 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Walls and ceilings, walls and floors and all fixtures, fittings and controls should be colour and luminance contrasted 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ All columns or obstructions projecting more than 100mm into lobby, to be protected by a visually contrasting guard rail 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Transitional lighting should be provided 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Artificial lighting throughout the building to be compatible with Other electronic and radio frequency installations 	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Horizontal and vertical circulation and reception

Reception ticket and information areas

Yes

No

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ Reception should be easily identifiable, directly approached and free of obstructions <input type="checkbox"/> ■ Reception desk has a counter section at least 1500mm wide, <input type="checkbox"/>
760mm high and 700mm knee recess, and provision for seated visitors ▶ Queuing areas should have handrails and seating provided and alternative routes and assistance clearly indicated and available where barriers provide obstacles <input type="checkbox"/> ▶ Desks should be 760mm high with minimum knee recess <input type="checkbox"/>
1500mm wide (minimum 900mm), 730mm – 750mm high by 500mm deep, along the length of counter, with an open shelf provided at 900mm ▶ Ticket counters should have a support handrail at the side of <input type="checkbox"/>
each ticket office window ▶ Ticket counter tops should have a small upstand at the front edge <input type="checkbox"/>
of the counter and the design should reduce glare and reflection from natural and artificial lighting ■ Hearing enhancement system, e.g. induction loop at <input type="checkbox"/>
all reception points ■ Seating available, at different heights, with and without arms <input type="checkbox"/>
<input type="checkbox"/> ▶ Glass screens should be non-reflective <input type="checkbox"/>
<input type="checkbox"/> ▶ Good lighting and unobstructed access to reception staff <input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▶ Automatic ticket machines should be useable at maximum 900mm and minimum 750mm, with push buttons at least 20mm in diameter and slightly protruding <input type="checkbox"/> ▶ Instructions should be in 16 point font minimum, illustrated and <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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colour contrasted with background. Tactile information should be provided. Lighting around machines should be 200 lux

- Clear unobstructed space of 1200mm deep, 1800mm wide in front of reception desk or counter, or 1400mm deep and 2200mm wide if no knee recess



Reception, ticket and information areas (cont.)	Yes	No
▶ Clear manoeuvring space in front of machines and reception desks of 1850mm x 2100mm, with knee recess at all desks and counters <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Displays, leaflets, booklets, telephones, facilities available at 900mm	<input type="checkbox"/>	<input type="checkbox"/>
▶ Call buttons should not rely on intercom systems, have tactile indications and controls set at 900mm	<input type="checkbox"/>	<input type="checkbox"/>
■ Slip resistant floor surface <input type="checkbox"/>	<input type="checkbox"/>	
▶ Clear signage to information and all facilities at all reception points, in alternative formats and media	<input type="checkbox"/>	<input type="checkbox"/>
■ Appropriate hearing enhancement facilities provided, recognising the need for confidentiality in some provision, and providing indications of their availability with appropriate nationally recognised symbols <input type="checkbox"/>	<input type="checkbox"/>	
Telephones	Yes	No
▶ Some telephones should be positioned 260mm lower than standard height (i.e. 1040mm to top of unit instead of 1300mm) <input type="checkbox"/>		<input type="checkbox"/>
▶ Key pads should have tactile numbering and colour contrast to the background <input type="checkbox"/>		<input type="checkbox"/>
▶ Text phones should be provided at all large public facilities and phones with inductive couplers and adjustable volume control for incoming speech <input type="checkbox"/>		<input type="checkbox"/>
▶ Telephone cords should be at least 735mm long <input type="checkbox"/>		<input type="checkbox"/>
▶ A clear manoeuvring space in front of telephones of 1850mm x 2100mm, with no overhang which creates a hazard <input type="checkbox"/>		<input type="checkbox"/>
Seating and waiting areas	Yes	No

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- ▶ Seating should be provided in corridors and public areas not
- more than 50 metres apart and located in safe, clearly visible and well lit areas

Seating and waiting areas (cont.)

Yes **No**

- ▶ Variable seat heights should be provided, with standard heights
 - at 470mm – 485mm from the ground, with back support, some with arms and some without and additional perch seats at 700mm. Where possible, lower seat heights should also be provided.
- ▶ Seat widths should be a minimum of 500mm
- ▶ Space should be made available for wheelchair users to sit with companions
- ▶ Seats should be made of vandal resistant, easy clean material, and designed to avoid rain water collecting on outdoor seats
- ▶ Seating should be colour contrasted with the surrounding area and should not obstruct pedestrian flow
- ▶ Audible and visual signage to key services and areas should be provided at all waiting areas
- Clearly audible public address systems, where provided, are supplemented by visual information systems
- Sufficient public telephones with hearing enhancements, as appropriate
- ▶ Storage facilities, including lockers, should be provided at a range of heights, with some at no higher than 700mm

Internal doors

Yes **No**

- Internal door minimum opening width of between 800mm and 825mm (Existing buildings 750mm – 775mm)
- ▶ Internal single leaf door opening of 850mm (preferably 900mm)
 -
- Unobstructed space of at least 300mm between leading edge
 - and any return wall (unless powered door)
- ▶ Unobstructed space of at least 450mm between leading edge
 - and any return wall (unless powered door)
- ▶ Doors in corridors should be two way swing if possible or held open or open consistently in the same direction along a corridor

Internal doors (cont.)

Yes

No

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> ■ Doors to have maximum opening force at leading edge of door not more than 30N from closed position to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle (new guidance from ODPM) ▶ To initially open the door 15N, to swing the door 6N, to hold door open between 60° and 90° 7.5N ▶ Hold opening devices fixed at the top rather than bottom of door ■ Door furniture to be easily operated, e.g. lever handles, visually contrasted to surface of the door and not cold to the touch ▶ Locks fixed at 850mm, handles at no more than 900mm from centre of handle to floor ■ Surface of leading edge of doors that are not held open to contrast visually with the other door surfaces and its surroundings ■ Door frames contrast visually with surrounding wall contrasted to surface of the door and not cold to the touch ■ Vision panels between 500mm and 1500mm from the floor ■ Glazed doors should be clearly manifested as with external doors, manifestation at two levels, 850mm - 1000mm and 1400mm - 1600mm ■ Fire doors are held open with electro-magnetic device but self-close when activated by smoke detectors, power supply fails or activated by hand-operated switch ■ Fire doors, particularly to individual rooms, are fitted with free devices that close when activated by smoke detectors, or building's fire alarm, power supply fails or activated by hand-operated switch in powered mode or power-assisted mode ▶ Accessible toilet doors should have a clear opening of at least 925mm and open outwards, and be fitted with L or D shaped handles on the outside of the door | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|---|--|--|

Corridors

Yes

No

- Unobstructed corridor width of at least 1200mm, and where width is less than 1800mm wide, there are passing places at least 1800mm long with and width of 1800mm at junctions and at reasonable intervals

Corridors (cont.)	Yes	No
▶ Public two way corridors should be 2000mm wide with passing places where width is less than 1800mm	<input type="checkbox"/>	<input type="checkbox"/>
■ Projections to the corridor to have contrasting guardrails or hazard protection	<input type="checkbox"/>	<input type="checkbox"/>
▶ Obstructions e.g. notice boards, fire extinguishers, drinks <input type="checkbox"/> machines should be recessed or have hazard protection if projection is more than 100mm		<input type="checkbox"/>
■ No door to open across the corridor except a unisex toilet door where the corridor is 1800mm wide	<input type="checkbox"/>	<input type="checkbox"/>
■ Corridors have slip resistant floor surfaces <input type="checkbox"/> <input type="checkbox"/>		
■ Floors should not use deep pile carpets or natural materials, e.g. coir matting which create traction and changes in floor materials should not create potential trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
▶ Designs for floors, walls and fittings should not use distinctive patterns, steps or stripes to avoid disorientation	<input type="checkbox"/>	<input type="checkbox"/>
▶ Walls and ceilings, walls and floors and all fixtures, fittings and controls should be colour and luminance contrasted	<input type="checkbox"/>	<input type="checkbox"/>
■ Glazed screens alongside the corridor to have manifestation at two levels	<input type="checkbox"/>	<input type="checkbox"/>
 Lifts and escalators	 Yes	 No
■ Passenger lifts are the preferred option for all buildings, however <input type="checkbox"/> for existing buildings in exceptional circumstances, a platform lift, may be considered and in exceptional circumstances in an existing building giving access to a small area with a unique function, a wheelchair platform stairlift could be considered and argued in the Access Statement		<input type="checkbox"/>
▶ Stairlifts should never be used in public areas as they create a hazard for evacuation, cannot be used independently and are often not maintained	<input type="checkbox"/>	<input type="checkbox"/>
▶ Platform lifts should only be used where space is restricted and access is only between two levels. They should be enclosed and be capable of independent use	<input type="checkbox"/>	<input type="checkbox"/>

Lifts and escalators (cont.)	Yes	No
■ An unobstructed maneuvering space of 1500mm x 1500mm or 900mm straight access route to the lift	<input type="checkbox"/>	<input type="checkbox"/>
▶ An unobstructed space in front of lift entrance of at least 1800mm x 1800mm	<input type="checkbox"/>	<input type="checkbox"/>
▶ Seating provided outside and near to lift	<input type="checkbox"/>	<input type="checkbox"/>
■ Landing call buttons located between 900mm and 1100mm, with raised symbols for tactile reading	<input type="checkbox"/>	<input type="checkbox"/>
▶ All landing call buttons at 900mm, with raised symbols, on right hand side of door and colour and luminance contrasted with surroundings	<input type="checkbox"/>	<input type="checkbox"/>
▶ Signage indicating floor level, should be provided on the wall opposite the lift doors on each landing	<input type="checkbox"/>	<input type="checkbox"/>
 Passenger lifts	 Yes	 No
■ Passenger lift car 1100mm wide x 1400mm deep and the provision of a mirror, clear door width at 800mm	<input type="checkbox"/>	<input type="checkbox"/>
▶ Internal dimensions minimum 2000mm wide x 1500mm deep x 2000mm high. Part M regulations only in refurbishment schemes	<input type="checkbox"/>	<input type="checkbox"/>
▶ Clear width of door should be 900mm, clear height of doorway should be 2100mm, 2300mm inside lift cabin	<input type="checkbox"/>	<input type="checkbox"/>
■ Lift landing and car doors are distinguishable visually from the adjoining walls	<input type="checkbox"/>	<input type="checkbox"/>
■ Floor should not be of a dark colour and should have frictional qualities similar or higher than the landing floor	<input type="checkbox"/>	<input type="checkbox"/>
■ A handrail on at least one wall 900mm above the floor without obstructing controls or mirror	<input type="checkbox"/>	<input type="checkbox"/>
▶ Handrails around the walls at 900mm above the floor without obstructing controls or mirror, and contrasting in colour with the interior of the lift	<input type="checkbox"/>	<input type="checkbox"/>
▶ Handrails should not be less than 30mm in diameter, and at least 35mm from the wall with the ends be closed and turned in	<input type="checkbox"/>	<input type="checkbox"/>
■ An emergency communication system is provided	<input type="checkbox"/>	<input type="checkbox"/>

Passenger lifts (cont.)	Yes	No
▶ The emergency communication system should have visual <input type="checkbox"/>	<input type="checkbox"/>	
and audible signals and indicators, acoustic coupler and volume control and provision for people who use sign language or have no speech and indicate visually and audibly when an emergency call has been received or if there is another emergency		
▶ Simple clear information provided in minimum 16 point explaining emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>
▶ Push and talk systems are preferable to handsets, illuminated pictograms should be used to show when alarm has been activated and registered	<input type="checkbox"/>	<input type="checkbox"/>
▶ Audible signal (voice communication) should have adjustable sound level between 30dBA and 55dBA	<input type="checkbox"/>	<input type="checkbox"/>
▶ Lighting should be a minimum of 100 lux at floor level and avoid <input type="checkbox"/>	<input type="checkbox"/>	
glare, reflection, shadows or pools of light, avoiding use of spotlights or downlighters		
▶ Where lift has a single door, a mirror 1000mm x 1000mm positioned inside the lift opposite the door no higher than 900mm above floor level	<input type="checkbox"/>	<input type="checkbox"/>
▶ Tip up seat at 500mm above the floor, depth of 300 – 400mm, width of 400 – 500mm, ability to support weight of 100kg	<input type="checkbox"/>	<input type="checkbox"/>
■ Car controls between 900mm and 1200mm <input type="checkbox"/>	<input type="checkbox"/>	
▶ Call buttons, with raised and Braille symbols, provided <input type="checkbox"/>	<input type="checkbox"/>	
horizontally at 900mm and vertically within the lift		
■ Audible and visual indication of lift arrival and location in and out the car	<input type="checkbox"/>	<input type="checkbox"/>
Platform lifts	Yes	No
■ Used only with vertical travel distance of 2.0m maximum with no enclosure and no floor penetration or more than 2.0m with a lift enclosure	<input type="checkbox"/>	<input type="checkbox"/>
▶ All platform lifts should be enclosed <input type="checkbox"/>	<input type="checkbox"/>	

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- Over 3m travel, a product certificate issued by a Notified Body is required

Platform lifts (cont.)	Yes	No
▶ Platform lifts should only be used where space is restricted and access is only between two levels	<input type="checkbox"/>	<input type="checkbox"/>
■ Continuous pressure controls are located between 800mm and 1100mm	<input type="checkbox"/>	<input type="checkbox"/>
▶ Continuous pressure controls are located at 900mm	<input type="checkbox"/>	<input type="checkbox"/>
■ Three platform sizes depending on enclosures and accompanied or not, 800mm wide x 1250mm deep minimum	<input type="checkbox"/>	<input type="checkbox"/>
▶ Minimum internal dimensions of 1100mm wide x 1500mm deep	<input type="checkbox"/>	<input type="checkbox"/>
■ Doors are contrasted visually with walls and areas of glass are highlighted	<input type="checkbox"/>	<input type="checkbox"/>
▶ Floors are contrasted visually with walls and doors and are not in a dark colour	<input type="checkbox"/>	<input type="checkbox"/>
■ Doors either 800mm or 900mm wide depending on platform size <input type="checkbox"/>	<input type="checkbox"/>	
▶ Minimum door opening width of 900mm <input type="checkbox"/>	<input type="checkbox"/>	
▶ Door opening and closing system should be automatic <input type="checkbox"/>	<input type="checkbox"/>	
■ Clear and simple instructions on use of lift and emergency procedures provided	<input type="checkbox"/>	<input type="checkbox"/>
■ Audible and visual announcement of platform arrival <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wheelchair platform lifts (chair lifts)	Yes	No
■ In a single stairway, ensure clear width of stairs and landings for means of escape when the lift is in parked position	<input type="checkbox"/>	<input type="checkbox"/>
■ Continuous pressure controls are provided	<input type="checkbox"/>	<input type="checkbox"/>
■ Platform size of 800mm wide and 1250mm deep with access width of 800mm minimum	<input type="checkbox"/>	<input type="checkbox"/>
▶ Wheelchair platform lifts should never be used in buildings other than domestic dwellings, where they should be designed to meet the individual's requirements (because of evacuation, obstruction, <input type="checkbox"/>	<input type="checkbox"/>	

Checklist of requirements for Planning, Part M and good practice access guidelines
maintenance and lack of independent control issues)

Escalators	Yes	No
▶ A lift should always be provided and clearly signposted as an alternative to an escalator	<input type="checkbox"/>	<input type="checkbox"/>
▶ Maximum speed recommended is 0.75m per second, lower speeds down to 0.5m per second may be preferable when levels of use are not so great	<input type="checkbox"/>	<input type="checkbox"/>
▶ Recommended angle of inclination is 30° to 35°	<input type="checkbox"/>	<input type="checkbox"/>
▶ Recommended minimum width is 580mm and maximum is 1100mm	<input type="checkbox"/>	<input type="checkbox"/>
▶ Step heights at a maximum of 240mm or 210mm if escalator is used as an emergency exit when stationary	<input type="checkbox"/>	<input type="checkbox"/>
▶ Tread surface should be matt, non-reflective surface	<input type="checkbox"/>	<input type="checkbox"/>
▶ Moving handrail should be between 900mm – 1100mm (preferably 900mm) above step nosing, extend a minimum of 300mm – 450mm beyond ends of escalator, colour contrasted and move synchronously with the escalator	<input type="checkbox"/>	<input type="checkbox"/>
▶ Clear space on approach to busy escalators should be 10 metres <input type="checkbox"/> or more	<input type="checkbox"/>	<input type="checkbox"/>
▶ Direction of travel should be clearly indicated, top and bottom	<input type="checkbox"/>	<input type="checkbox"/>
▶ Steps should form level areas at top and bottom or at least 2000mm and 1600mm respectively	<input type="checkbox"/>	<input type="checkbox"/>
▶ An audible warning at beginning and just before end is essential	<input type="checkbox"/>	<input type="checkbox"/>
▶ Good lighting, at a minimum of 50 lux should be provided	<input type="checkbox"/>	<input type="checkbox"/>
▶ Good lighting, at a minimum of 50 lux should be provided and a noticeable change in lighting at the top and bottom of the escalator	<input type="checkbox"/>	<input type="checkbox"/>
▶ Step edge marking in a contrasting colour is required on the tread <input type="checkbox"/> 55mm deep	<input type="checkbox"/>	<input type="checkbox"/>
Internal stairs	Yes	No
■ Design as external stair dimensions above <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ 12 risers maximum to a landing but exceptionally 16 in small <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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premises where plan area is restricted

Section 4: Facilities in buildings other than dwellings
(further references available in specialist good practice guides)

Audience and spectator facilities	Yes	No
<ul style="list-style-type: none"> ■ The route to spaces for wheelchair users is accessible <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ All stepped access requires fixed handrails <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ 1% of total seating for wheelchair users, up to 6 removable seats <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Some wheelchair spaces provided in pairs <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Where more than 2 wheelchair spaces provided, located to give <input type="checkbox"/> <ul style="list-style-type: none"> a range of views of the event at each side as well as at the front and back of the seating area 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▶ Additional numbers of permanent and removable spaces which provide a range of views and allow wheelchair users and people with assistance dogs to sit next to companions and other wheelchair users <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Provision should also be made at the front for lip reading and for people who use interpreters and other communication systems <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▶ Greater spacing between rows of seats will provide extra legroom <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Some seats located to allow an assistance dog to rest in front of or under the seat <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Standard seats at end of rows and next to wheelchair spaces have detachable or lift-up arms <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Minimum clear space for access to wheelchair accessible spaces 900mm <input type="checkbox"/> 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ■ Minimum clear space for occupied wheelchair is 900mm x 1400mm and floor space should be horizontal <input type="checkbox"/> 		<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Hearing enhancement systems are provided <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>

Lecture and conference facilities

Yes

No

- Access to podium or stage for wheelchair users by lift or ramp
- Hearing enhancement systems are provided
- ▶ Even lighting to and for communication support staff, including signers
- ▶ Mobile microphone facility where appropriate
- Visual and audible alarm systems provided

Refreshment facilities

Yes

No

- All users, including staff, must have independent access to all parts of facilities including level thresholds internally and externally
- Part of working surfaces of bar/serving counter at 850mm
- and part at a higher level where required, with a clear space beneath of at least 700mm
- ▶ Counters heights should be no higher than 760mm
- Shared refreshment areas/tea making should be at 850mm with a clear space beneath of at least 700mm
- ▶ Priority seating provided for older and disabled people and clearly identified, with spaces for wheelchair users to sit with companions
- ▶ Tables should be 700mm – 740mm in height, minimum 600mm wide, 500mm deep, with legroom beneath the table
- ▶ Aisles between tables and in front of counters should be a minimum of 1300mm, (900mm minimum where space limited)
- ▶ Information available in clear, large print (minimum 14 point for menus, 16 point for signs) and alternative formats available as required and assistance
- ▶ Seating, tables, physical features, walls and floor should be colour and luminance contrasted

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- ▶ Assistance available to take products to tables and clearly
 indicated as available
- ▶ Even lighting provided which does not cause glare, reflection,
shadows or pools of light and dark

**Sleeping accommodation: hotels, motels,
student accommodation for all bedrooms**

Yes No

(further guidance available from MDPAG and specialist standards)

- Width of doors as for internal doors, with wide angle viewer and room numbers in embossed characters
- ▶ Minimum width of door 850mm (preferably 900mm)
- Windows and doors easily accessible, controls 800mm - 1000mm above floor level, easy to operate with one hand
- Swing doors for wardrobes and storage, where provided open through 180°
- Handles easy to grip and visually contrasted with surfaces
- Visual and audible alarm signals provided

Accessible bedrooms
No

Yes

- At least 1 accessible bedroom for every 20 at various locations on accessible routes
- Accessible bedrooms designed to provide a choice of location and have equivalent amenities to other bedrooms
- Design of doors as for all internal doors (see above)
- Wide angle viewers in entrance doors to accessible bedrooms, should be located at 1050mm and 150mm above floor level
- Circulation space and transfer space within the bedroom of at least 1500mm
- ▶ Circulation space of 1800mm x 1800mm, preferably 2000mm x 2000mm
- ▶ En-suite facilities preferred for accessible bedrooms
- ▶ There should be at least as many en-suite shower rooms as en-suite bathrooms
- ▶ Wheelchair users should be able to access other bedrooms
- ▶ A proportion of accessible bedrooms should have a connecting

Checklist of requirements for Planning, Part M and good practice access guidelines
door to an adjacent bedroom for a companion

Accessible bedrooms (cont.) **Yes**
No

- ▶ Accessible bedrooms of minimum dimensions 4000mm x 4000mm
- ▶ En-suite facilities of minimum dimensions 2000mm x 2000mm, to include WC, wash hand basin and shower
- ▶ Where only one bathroom provided, should have minimum dimensions of 2700mm x 2500mm, for WC, wash hand basin, bath and shower
- ▶ En-suite shower room or bathroom would benefit from having a finger rinse basin adjacent to the WC, as well as a wash basin or basin in a vanitory unit
- Balcony facility, if provided, should have level threshold, no horizontal transoms between 900mm and 1200mm above the floor
- Emergency assistance alarms (bedroom and bathroom) provided
 and sited to be accessible from bed, floor area, toilet, shower and floor area in bathroom, including re-set buttons with clear signals to central control point and assistance

Switches, outlets and controls **Yes** **No**

- Operation of switches, outlets and controls should not need use of two hands
- Wall mounted sockets set between 400mm and 1000mm
- ▶ Sockets and switches no higher than 900mm
- Permanently wired switches set between 400mm and 1200mm
- All switches and controls set no higher than 1200mm above floor
- Switches and controls preferably set no higher than 900mm with
 additional switches at a higher level if required
- Controls needing close vision set at 1200mm – 1400mm
- Emergency pull cords red in colour with 2 x 50mm bangles at 100mm and 800mm – 1000mm above the floor

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- ▶ Pull cords to extend to 100mm from floor level on transfer side of toilet

Switches, outlets and controls (cont.)	Yes	No
▪ Sockets set at 350mm away from room corners	<input type="checkbox"/>	<input type="checkbox"/>
▪ Light switches have large push pads aligned horizontally with door handles within range of 900mm – 1100mm or instead, lighting pull cords provided set between 900mm – 1100mm above floor level, with a 50mm diameter bangle, visually contrasting with its background and visually distinguished from any emergency pull cord	<input type="checkbox"/>	<input type="checkbox"/>
▪ All switches and sockets to indicate if “on” and mains and circuit isolator switches clearly indicate on/off position	<input type="checkbox"/>	<input type="checkbox"/>
▪ Front plates contrast visually with their backgrounds	<input type="checkbox"/>	<input type="checkbox"/>

Section 5: Sanitary facilities (toilets, showers, bathrooms, baby changing facilities, adult changing facilities, toilet suites)

General provision	Yes	No
▶ Toilet facilities should be located in a similar position on each floor to enable ease of wayfinding	<input type="checkbox"/>	<input type="checkbox"/>
▶ Choice of left and right hand transfer layouts and access for available from either side, for toilets, shower, baths where more than one accessible provision available	<input type="checkbox"/>	<input type="checkbox"/>
▪ Door opening furniture capable of being easily operated handles e.g. lever action or lever	<input type="checkbox"/>	<input type="checkbox"/>
▪ Doors are fitted with light action privacy bolts	<input type="checkbox"/>	<input type="checkbox"/>
▪ Doors have emergency release mechanism capable of being being opened outwards from the outside	<input type="checkbox"/>	<input type="checkbox"/>
▪ Doors when open don't obstruct emergency escape routes	<input type="checkbox"/>	<input type="checkbox"/>
▶ Door should have clear opening of minimum 900mm with a horizontal or diagonal handle	<input type="checkbox"/>	<input type="checkbox"/>
▪ Fire alarm systems should have visual and audible indicators	<input type="checkbox"/>	<input type="checkbox"/>
▪ Emergency assistance alarm systems		
▪ have visual and audible indicators to confirm an emergency call has been received	<input type="checkbox"/>	<input type="checkbox"/>
▪ are operable from wheelchair, WC or seat	<input type="checkbox"/>	<input type="checkbox"/>
▪ have reset controls reachable from wheelchair, WC or seat	<input type="checkbox"/>	<input type="checkbox"/>
▪ have signal distinguishable visually and audibly from fire alarms	<input type="checkbox"/>	<input type="checkbox"/>
▪ Features should visually contrast with their surroundings, including:		
▪ door furniture and door surface	<input type="checkbox"/>	<input type="checkbox"/>
▪ door frame and surrounding wall	<input type="checkbox"/>	<input type="checkbox"/>
▪ sanitary fittings, grab bars and wall and floor finishes	<input type="checkbox"/>	<input type="checkbox"/>
▪ wall and floor finishes	<input type="checkbox"/>	<input type="checkbox"/>

Sanitary facilities – general (cont.)

Yes

No

▶ also the following features should contrast with their surroundings:

- bins, storage and other fittings
- emergency and alarm controls, indicators
- switches, outlets and controls
 - Bath, shower and wash basin taps capable of being easily operated e.g. lever action or automatically controlled
- ▶ Tiles in floors should not be outlined as they can be misunderstood as steps
- ▶ Floor and wall designs, e.g. tiles, should not be distracting or confusing
- Lighting controls are as required in section on switches and
- Heat emitters screened or to have exposed surfaces kept below 43 degrees C
 - Height and arrangement of fittings as in Part M guidance
 - ▶ Shower fittings, including soap dispensers, towel rails, clothes hooks, hand dryers etc. at no more than 900mm above floor level, shelves at 700mm above floor level
 - ▶ Clothes hooks fitted at 900mm and 1800mm above floor level
 - ▶ There should be a counterbalanced drop down rail fixed to withstand 15kN
 - ▶ Disposal bins should be large enough to take adult pads and not placed in the transfer space
 - ▶ Mirrors should be full length and set at maximum 300mm above floor level
 - ▶ The emergency pull cord should be red, fitted with at least 2 pull rings at different heights, located in the transfer space and extend to 100mm above the floor
 - ▶ Storage space available in each accessible toilet, shower, bathroom and changing area in public facilities for aids and

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equipment

Sanitary facilities – general (cont.)

Yes **No**

- ▶ Vending machines should be provided in accessible facilities, with controls at no more than 900mm from floor level, where vending facilities are provided in other sanitary accommodation

Accessible toilet facilities

Yes **No**

- One accessible toilet located near to entrance and/or waiting area in a building
- Where only one toilet in a building, it is a unisex accessible design, enlarged to 2000mm x 2200mm and includes a standing height wash, basin as well as a finger rinse basin
- Minimum dimensions 1500mm x 2200mm, 2000mm x 2200mm where only one toilet
- ▶ Minimum dimensions 2800mm x 2200mm, to include transfer on both sides to WC and for assisted use and circulation space
- ▶ Minimum dimensions 2000mm x 2000mm, for circulation space
- ▶ Changing bed and WC, wash basin facilities with portable hoist, transfer both sides to WC at minimum 3900mm x 3450mm
- At least one accessible unisex toilet at each location where sanitary facilities are provided
- ▶ Provision of accessible changing bed facilities for children, young people and adults
- Unisex accessible toilets should not be used for baby changing facilities, which should be provided separately
- 40m maximum travel distance to an accessible toilet
- Unisex accessible toilets should be located on direct, obstruction free accessible routes
- Accessible toilet is not located in a way that compromises privacy
- Where more than 1 unisex accessible toilet, there is a choice of left-hand and right-hand transfer
- ▶ There should be clear access to WC, unobstructed by wash hand

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basin or other fittings

Accessible toilet facilities (cont.)

Yes

No

- | | | |
|--|--------------------------|--|
| <ul style="list-style-type: none"> ■ W.C. pans should accommodate variable height toilet seat risers
<input type="checkbox"/> | <input type="checkbox"/> | |
|--|--------------------------|--|
- | | | |
|---|--------------------------|--|
| <ul style="list-style-type: none"> ■ Cistern flushing mechanism positioned on open or transfer side
<input type="checkbox"/> | <input type="checkbox"/> | |
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- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ In separate sex toilet accommodation at least one ambulant disabled people's WC cubicle and where there are 4 or more cubicles, an enlarged cubicle (1200mm wide) is provided | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ▶ In some large buildings, there should be twice as many WCs for women as for men | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ▶ Low level urinals should be provided for children in male washrooms | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- | | | |
|---|--------------------------|--|
| <ul style="list-style-type: none"> ■ Doors are preferably outward-opening
<input type="checkbox"/> | <input type="checkbox"/> | |
|---|--------------------------|--|
- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ Doors are fitted with horizontal closing bar fixed to inside face | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Toilets in separate sex washrooms

Yes

No

- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ At least one WC compartment has support rails and space for people using crutches, walking frames, with children etc. | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ Accessible compartment should have the same layout as the accessible toilet layout in Part M (or better), with horizontal grab rails and vertical grab rail | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ Toilet seats must accept variable height toilet seat riser | <input type="checkbox"/> | <input type="checkbox"/> |
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- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ Minimum 750mm clear space in cubicle with grab rails clear of door swings | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ Minimum width of cubicle is 800mm with grab rails | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- | | | |
|---|--------------------------|--|
| <ul style="list-style-type: none"> ■ Minimum width of the enlarged accessible cubicle is 1200mm
<input type="checkbox"/> | <input type="checkbox"/> | |
| with horizontal and vertical grab rails and space for a shelf and fold-down changing table | | |
- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ■ Compartment doors for accessible cubicles preferably open outward (or if not, to have facilities for opening from the outside) | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

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- At least one low-level washbasin set at 720mm – 740mm above the floor

Toilets in separate sex washrooms (cont.)	Yes	No
■ Shelf facilities provided	<input type="checkbox"/>	<input type="checkbox"/>
Shelf facilities provided at 720mm – 750mm, with knee recess	<input type="checkbox"/>	<input type="checkbox"/>
■ At least 1 urinal has its rim set at 380mm above floor level, with 2 vertical grab rails 600mm long, with centre lines at 1100mm on either side of the urinal	<input type="checkbox"/>	<input type="checkbox"/>
▶ Unobstructed space not less than 900mm x 1400mm in front of urinal	<input type="checkbox"/>	<input type="checkbox"/>

Accessible changing and shower facilities

For changing and shower facilities:

No

Yes

■ Accessible shower facilities with a WC should be minimum 2000mm x 2200mm	<input type="checkbox"/>	<input type="checkbox"/>
▶ Accessible shower facilities with a WC should be minimum 2500mm x 2500mm for better manoeuvring space	<input type="checkbox"/>	<input type="checkbox"/>
■ Combined facilities should have clear wet and dry areas	<input type="checkbox"/>	<input type="checkbox"/>
■ Level and slip resistant floors, when dry or wet	<input type="checkbox"/>	<input type="checkbox"/>
■ Individual self-contained accommodation which contains a WC should not be the only accessible toilet provision	<input type="checkbox"/>	<input type="checkbox"/>
■ Minimum of one accessible shower for staff in commercial <input type="checkbox"/> developments where showers provided		<input type="checkbox"/>
■ In large buildings e.g. retail parks, sports centres, one accessible toilet capable of including an adult changing table	<input type="checkbox"/>	<input type="checkbox"/>
■ Sub-divisions in communal shower and changing facilities	<input type="checkbox"/>	<input type="checkbox"/>
■ Individual self contained shower and changing facilities in sports facilities in addition to communal separate sex facilities	<input type="checkbox"/>	<input type="checkbox"/>
■ A choice of left and right hand transfers where more than one	<input type="checkbox"/>	<input type="checkbox"/>
■ Wall mounted drop-down support rails and tip up seats	<input type="checkbox"/>	<input type="checkbox"/>
▶ Tip up seats to have drop down leg	<input type="checkbox"/>	<input type="checkbox"/>
▶ Shower seats to have drop down rails at either side of shower seat	<input type="checkbox"/>	<input type="checkbox"/>

Accessible Changing and Shower Facilities (cont.)

Yes

No

- ▶ Shower curtain enclosing seat and rails operable from the shower seat
- Shower terminal fittings to comply with guidance note G 18.5 and have logical and clear markings
- Shower controls positioned between 750mm – 1000mm above floor level
 - ▶ Adjustable shower controls positioned no higher than 900mm above floor level
- Emergency pull cord accessible from seat or from the floor
- An emergency alarm system as outlined above
- A manoeuvring space minimum 1500mm deep in front of lockers
 - ▶ A manoeuvring space minimum 1800mm deep in front of lockers
 - Storage facilities in changing rooms (at accessible heights)
 - A toiletries shelf within reach of shower seat or wheelchair
 - ▶ Shelf facilities provided at 720mm – 740mm, with knee recess
 - ▶ Changing bed and WC, where provided, with wash basin facilities
 - and portable hoist, transfer both sides to WC at minimum 3900mm x 3450mm
 - ▶ Changing bed and WC, where provided with wash basin facilities
 - and portable hoist, transfer one side to WC at minimum 3200mm x 3450mm
 - Arrangement of fittings comply with Part M guidance

Baby changing facilities

Yes

No

- ▶ Minimum dimensions of 2000mm x 2000mm
- ▶ Door should have clear opening of minimum 900mm with a horizontal or diagonal handle
- ▶ Door handle of a lever type with an easy lock, which can be

Checklist of requirements for Planning, Part M and good practice access guidelines
opened from the outside in emergencies

Baby changing facilities (cont.)	Yes	No
▶ Emergency alarm systems as for other sanitary accommodation <input type="checkbox"/>		<input type="checkbox"/>
▶ Changing table set against the wall, should be purpose designed <input type="checkbox"/> or have a raised edge and comply with relevant safety standards	<input type="checkbox"/>	
▶ Changing table at a maximum 500mm deep, permanently fixed <input type="checkbox"/> against the wall, at 740mm - 750mm above floor level, with knee recess		<input type="checkbox"/>
▶ Wash hand basin, hand dryer, towel holder, soap dispenser provided at no more than 900mm above floor level	<input type="checkbox"/>	<input type="checkbox"/>
▶ A full length mirror provided set at maximum 300mm above floor level	<input type="checkbox"/>	<input type="checkbox"/>
▶ The controls of vending machines where installed should be set at no more than 900mm above floor level	<input type="checkbox"/>	<input type="checkbox"/>
▶ A chair should be provided in each baby changing area	<input type="checkbox"/>	<input type="checkbox"/>
▶ A large bin capable of taking nappies without foot peddles, provided, should be recessed if possible, and not obstruct circulation space	<input type="checkbox"/>	<input type="checkbox"/>
Adult changing facilities in accessible toilet suites (hygiene suites)	Yes	No
▶ Changing bed and WC, wash basin facilities with portable hoist, transfer to both sides to WC at minimum 3900mm x 3450mm – 4000mm x 4000mm (BB77)	<input type="checkbox"/>	<input type="checkbox"/>
▶ Changing bed, mobile changing shower bed with sluice, assisted <input type="checkbox"/> WC, wash basin facilities, storage with portable hoist, at 3700mm x 5400mm or 4500mm x 4500mm (20m ²) (BB77)	<input type="checkbox"/>	
▶ Hoists should be capable of independent use <input type="checkbox"/>		<input type="checkbox"/>
▶ Moveable hoist approximately 2000mm x 750mm	<input type="checkbox"/>	<input type="checkbox"/>
▶ Height of ceiling should be 2600mm – 2800mm for hoist provision <input type="checkbox"/>	<input type="checkbox"/>	
▶ Height adjustable changing bed 1850mm x 1050mm	<input type="checkbox"/>	<input type="checkbox"/>

Checklist of requirements for Planning, Part M and good practice access guidelines

- ▶ Circulation space of 2300mm x 2300mm
- ▶ Fittings should include all facilities for accessible WC above

Adult changing facilities in accessible toilet suites (hygiene suites) (cont.)

	Yes	No
▶ Shower facilities may also be provided	<input type="checkbox"/>	<input type="checkbox"/>
▶ Door should have clear opening of minimum 900mm with a horizontal or diagonal handle	<input type="checkbox"/>	<input type="checkbox"/>
▶ Door handle of a lever type with an easy lock, which can be opened from the outside in emergencies	<input type="checkbox"/>	<input type="checkbox"/>
▶ Emergency alarm systems as for other sanitary accommodation <input type="checkbox"/>		<input type="checkbox"/>
▶ Adjustable height changing table set against the wall, should be <input type="checkbox"/> purpose designed and comply with relevant safety standards	<input type="checkbox"/>	
▶ Changing bed permanently fixed against the wall, at minimum <input type="checkbox"/> 480mm above floor level	<input type="checkbox"/>	
▶ Wash hand basin, hand dryer, towel holder, soap dispenser provided at no more than 900mm above floor level	<input type="checkbox"/>	<input type="checkbox"/>
▶ A full length mirror provided set at maximum 300mm above floor level	<input type="checkbox"/>	<input type="checkbox"/>
▶ The controls of vending machines where installed should be set at no more than 900mm above floor level	<input type="checkbox"/>	<input type="checkbox"/>
▶ A large bin provided, capable of taking pads, without foot peddles, <input type="checkbox"/> provided, should be recessed if possible, and not obstruct circulation space	<input type="checkbox"/>	

Accessible bathrooms

No	Yes
■ Arrangement of fittings as in Part M guidance	<input type="checkbox"/>
■ Left and right hand transfer layouts	<input type="checkbox"/>
■ Slip resistant floor	<input type="checkbox"/>
■ 400mm deep bath transfer seat	<input type="checkbox"/>
■ Outward opening doors with horizontal closing bar	<input type="checkbox"/>
▶ Shelf facilities with knee recess provided at 720mm – 740mm	<input type="checkbox"/>

Checklist of requirements for Planning, Part M and good practice access guidelines