

Atrium Manchester

Access Statement

14 September 2017

DAVID BONNETT **ASSOCIATES**
inclusive design consultancy & research

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DAVID BONNETT **ASSOCIATES**
access consultancy research and design

Studio One
32 Indigo Mews
Carysfort Road
London
N16 9AE

T 020 7275 0065
F 020 7275 9035
E info@davidbonnett.co.uk
W www.davidbonnett.co.uk

1. Introduction

1.1 The Atrium Manchester project

The proposals for The Atrium Manchester refurbishment project include the increase of hotel / aparthotel rooms from 116 to 160. A refurbished atrium entrance and lobby at ground floor with retail and basement improvements and associated facilities.

It is proposed to improve the current Aparthotel provision within all of the blocks, refurbishing all of the rooms. An additional 44 new rooms will be created, within the basement and on the ground floor. Communal areas will be refurbished and a new break out/creative space created within Johnson House.

The existing A3 retail units will be refurbished and a new lift will be installed within Dominion House providing step-free access to the basement and upper floors.

The hotel / aparthotel consists of four linked blocks with a main entrance on Princess Street and bounded to the Rochdale Canal, Beaver Street and Whitworth Street. The blocks are known as Dominion House (left and right), Johnson House, and Central House. Central House is a Grade II listed building; the other blocks are of architectural merit.

Given the existing nature of the blocks, step-free access to all areas will be a challenge. At present there are 4 accessible bedrooms located on the Johnson block on levels 1 to 4. The current proposals are to increase the accessible bedrooms from 4 to 8 thereby meeting the requirements in AD M for 5% accessible rooms for the hotel as a whole. (Note: of the new 44 rooms, 5% would require 3 rounded up).

The key proposals for the scheme will:

- Provide a refurbished, high-quality hotel serving local business and tourist needs, in a unique building and location,
- Refurbish and renovate the entrance and Atrium, ensuring it has accessible facilities,
- Provide step-free access to the leisure facilities,
- Provide step-free access to the 4 retail units,
- Provide an additional 4 accessible bedrooms to provide a total of 8 which meets the 5% requirement in AD M within the hotel as a whole,

Blue badge car parking and cycle parking will be as existing with no changes proposed other than drop off facilities in Princess Street.

General provision

All rooms and the common areas will be designed with consideration for the inclusive access requirements of all users while taking into account the existing and listed nature of the building. Inclusive access will be maximised wherever possible.

This access statement considers the requirements of all users, notably those with mobility impairments, blind and partially sighted people and people who are deaf. In doing so it is implicit that issues relating to older people and people with small children will also be considered.

Step-free external and internal routes, lifts, ramps, stairs, W.Cs and other access features are highlighted on plans in Appendix 3.

1.2 Purpose of the report

This access statement has been prepared to review the Planning Application for the proposals for The Atrium Manchester and associated public realm interface improvements. The review is based on the proposals prepared by Leach Rhodes Walker Architects on behalf of the client.

The access statement describes the access provisions using a journey through the proposed layouts, beginning with the immediate approach to the building, through all circulation and facilities, including public areas and facilities, retail and leisure facilities, hotel rooms and ends with the evacuation of disabled people.

1.3 Instruction

David Bonnett Associates (DBA) was appointed as access consultant for the project by the client SACO in August 2017 and has assisted with the design of the proposals since then.

DBA provides specialist advice on achieving inclusive access to the built environment.

1.4 Scope of the report

This access statement describes how the architect has developed The Atrium Manchester proposals with consideration for, and understanding of the principles of inclusive design.

The scheme is designed with specific regard to disabled people as:

- Hotel guests as users;
- Staff and users of the hotel and its facilities
- Tenants using the office, work space facilities
- Visitors to the development as a whole; and
- People working in and visiting the development.

The general arrangements for approaches to the development, parking, entrances and common circulation areas are described, along with other considerations where relevant.

The access statement does not describe or evaluate any part of the development that is used solely for inspection, repair or maintenance of any service or fitting, in line with the scope of Part M volume 2 of the Building Regulations.

If a disabled person requires access to these areas as part of their work then their employer is expected to take all reasonable steps to ensure that there are no barriers to them carrying out their work. Any building adjustments that are required for staff would be carried out retrospectively as and when the need is identified.

An Access Management Plan (AMP) will be developed at a later stage. The meaning of ‘disabled’ in this Access Statement is the definition stated in the Equality Act 2010.

1.5 Method of review

This access statement is based on a review of the following drawings prepared by Leach Rhodes Walker Architects.

Drawing number	Title / level	Date
LRW_7664_L(20)01	Proposed basement plan	18.07.17
LRW_7664_L(20)02	Proposed ground plan	14.06.17
LRW_7664_L(20)03	Proposed first floor plan	18.07.18
LRW_7664_L(20)04D	Proposed second floor plan	14.06.17
LRW_7664_L(20)06	Proposed fourth floor plan	23.08.17
LRW_7664_L(20)07	Proposed fifth floor plan	18.08.17
LRW_7664_L(20)08	Proposed sixth floor plan	18.08.17
LRW_7664_L(20)09	Proposed roof plan	Various
7664-A(32) code	Internal Door details	Various
7664-L(00) code	Original Fabric I.D plans	Various
7664-L(20) code	G.A Plans, Elevations & Sections	Various
7664-L(26) code	As Existing Plans, Elevations & Sections	Various
7664-L(70) code	Kitchen details	Various

1.6 The standards

The main access standards and regulations referred to in the access statement are:

- The Building Regulations 2010, Fire safety, Volume 2 - Buildings other than Dwellinghouses, Approved Document B (2006 edition incorporating 2007, 2010 and 2013 amendments) HMSO, 2013.
- The Building Regulations 2010, Protection from falling, collision and impact, Approved Document K, HMSO, 2013.
- Approved Document M (Access to and use of buildings) – Volume 2: Building other than dwellings, HMSO, 2015 edition;
- British Standard 8300:2009 +A1 2010 Design of Buildings and their Approaches to Meet the Needs of Disabled People - Code of Practice, British Standards Institution, 2010;
- British Standard 9999:2008 Code of Practice for Fire Safety in the Design, Management and use of Buildings, British Standards Institution, 2008.

A full list of references and a description of relevant legislation, regulations, standards and guidance are detailed in Appendix 2 | Criteria for inclusive design.

1.7 Interpretation of the standards

Approved Document M and BS 8300:2009 provide general access advice, but they both refer to other standards and regulations about specific aspects of buildings and their surroundings.

Access standards are in a continuing state of development because of changing needs, expectations and legislation. Therefore, several documents, including good practice guidance books written by specialists, such as:

- Design for Access 2 (MCC), Dec 2003
- Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure, Oxley P., Department for Transport, 2002;
- Designing for Accessibility, Lacy A., CAE/RIBA Publishing, 2004;
- The Colour, Light and Contrast Manual: Designing and Managing Inclusive Built Environments, Bright K., Cook G., Wiley-Blackwell, 2010; and
- Inclusive urban design: Streets for life, Architectural Press, 2006.

Refer to Appendix 2 for further details.

The nature of these changing needs and standards can result in anomalies and contradictions. Therefore it is important that access and inclusivity are considered and refined throughout the design process so that the development is as accessible as possible. The design of the scheme should seek to interpret these standards to provide the best possible level of inclusive design and this report describes situations and solutions where interpretation may be necessary.

1.8 Building Regulations and Listed Building Consent

The scope for making alterations to improve access in historic or listed buildings may be limited by the need to protect and conserve the architectural features of the existing fabric. A guiding principle for alterations to historic buildings is that the alterations should be reversible wherever possible, enabling the building to be restored to its original condition if required some time in the future. As a result, it may be possible that Listed Building considerations can override some of the guidance of Approved Documents M (Vol.2) and K, particularly for the existing building improvements. The proposed scheme will comply with Building Regulations as far as possible. Where alterations are not possible, service providers and employers still need to meet their duties under The Equality Act. In such cases a managed approach or alternative provision may be adopted and will be set out in this statement and the building's post-completion Access Management Plan.

2. Overview of proposals

2.1 Access aims

The designers aim to achieve the following in the built development:

- To maximise access to all parts of the development, its facilities and services for people who are visitors guests and members of staff regardless of disability;
- To ensure that wherever possible appropriate standards for accessibility can be met at the outset as part of mainstream inclusive design;
- To meet the requirements of Building Regulations Approved Document M (Vol 2) – Access to and Use of Buildings, 2015 and Approved Document K - Protection from falling, collision and impact, 2013;
- To meet the aims of the Equality Act 2010;
- To follow design guidance given in relevant British Standards, and other currently published good practice detailing the needs of disabled people where possible; and
- To meet Manchester City Council access policies where relevant.

2.2 Summary of access provisions

The proposals for the development at this stage demonstrate that inclusive design will be maximised by the finished schemes whilst considering the existing fabric and listed sections of the hotel.

Details of the access provisions are described in sections 3.0 of the access statement. All provisions are designed to meet the requirements of Building Regulations Approved Documents M and K 2013, unless otherwise specified.

The key access provisions are:

- Incorporation of the principles for inclusive design wherever possible;
- Accessible and attractive access to the main entrance adjoining pedestrian routes from Princess Street;
- Accessible drop-off points within 50m of the entrance will be provided on Princess Street for passengers of cars, taxis or minibuses, so that walking distances are reduced;
- All new hotel bedroom accommodation will be designed to meet Building Regulations Approved Document M and BS8300 standards where possible;
- 5 per cent of the total hotel bedrooms will be designed to meet the needs of a wheelchair user, ;
- Accessible retail units and leisure facilities will be provided;
- Accessible work spaces, meeting and conference rooms; and
- Lifts to all levels where accessible accommodation is located.

3. Topography and transport

3.1 Existing topography

The Atrium Manchester hotel is an existing building and therefore the entrances around the site are subject to existing constraints.

There is a change of level around the site which results in some retail and leisure entrances being stepped.

The travel from the Beaver Street stepped entrances to the main step-free entrance is approximately 110 m giving a gentle gradient of approx 1:50.

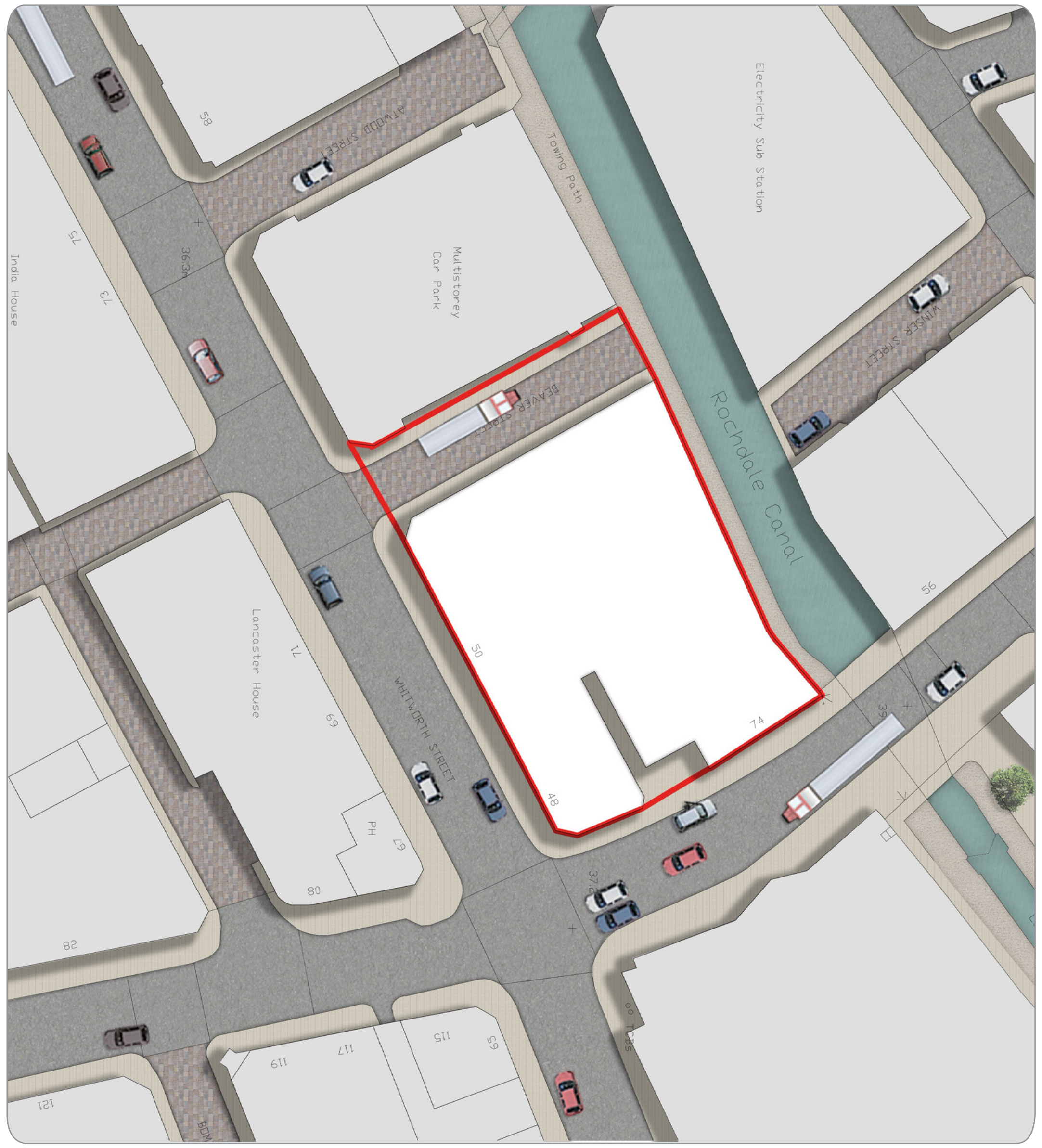


Fig.1 Site Plan

3.2 Public transport

Accessible transport facilities are key elements of city developments, which should be well served by a choice of connections. This is particularly relevant for people who cannot walk long distances and tire easily.

Details of the transport provision will be reviewed as part of the transport assessment. Refer to the separate Transport Assessment for details.

3.3 Buses

There are bus routes including the metro shuttle that travel along Whitworth Street and Princess Street. The Hart Street bus stop on Princess Street with a choice of 11 buses is located some 130 m from the entrance.

3.4 Rail services

Manchester Oxford Road station is located some 300 m from the Atrium entrance. There is no lift access to platform 1 (http://www.nationalrail.co.uk/stations/MCO/details.aspx). Manchester Piccadilly Station is 500 m distance and has step-free access to all areas with mobility assistance available.

3.5 Community transport and taxis

Refer to Transport Assessment for details.

Some users of the development or hotel guests may rely on community transport, taxis or minicabs. Taxi setting down arrangements can be provided on-street on Princess Street.

Taxis (including minicabs) would also be able to stop within on Princess Street.

The nearest on-street loading bay is situated directly outside the main entrance.

3.6 Car parking

Refer to Transport Assessment by others.

No general car parking will be provided within the development.

Alternative parking arrangements will be discussed as part of the transport assessment.

Given the accessibility of the site to public transport it is proposed that The Atrium Manchester project is effectively Car-free as existing.

3.7 Bicycles, motorcycles and mobility scooters

Accessible height communal charging points for power assisted cycles and mobility scooters will be discussed, with at least 1,2 m clear space to the side and a min 1,5 m wide circulation route to access them. This will accommodate larger cycles, tandems, adult trikes, child trailers and adapted cycles, e.g., recumbent tricycles, if required by disabled users.

Parking spaces and charging points for mobility scooters within The Atrium Manchester will be discussed and provided if Possible.

4. Pedestrian routes, approaches and entrances

4.1 Pedestrian network

Given the existing nature of the site and pavement network, approaches cannot be changed. There is a change of level bounding the site along Whitworth street of approximately 1 m. The travel from the Beaver Street stepped entrances to the main step-free entrance is approximately 110 m giving a gentle gradient of approx 1:50.

Any street furniture, paving and landscape features to external circulation routes that form part of the refurbishment proposals at The Atrium Manchester will not create barriers or hazards for disabled people with impaired vision.

4.2 Primary access routes

Primary access routes (PARs) are defined as the most direct and convenient pedestrian routes linking key parts of the development.

Primary access routes will be designed to be inclusive and have access features such as gentle gradients, suitable surfaces and rest points. PARs are indicated in yellow on the plans in Appendix 3 of this report. The PARs for the development are:

- Pedestrian footways along Princess Street, Whitworth Street and Beaver Street.
- Approaches to all building entrances;
- Any route that provides access to a unique facility or feature of the site; and
- Any route that connects with an adjacent pedestrian route or public space.

4.3 Access provisions in the public realm

The extent of the public realm is yet to be determined, however the provisions to ensure the comfort of all pedestrians using the public realm are to include:

- Clear visual links between the entrances to the site and key entry points wherever possible,
- Signage at the stepped entrances directing people to the step-free entrances with appropriate call points installed,
- A legible layout for visitors;
- A safe pedestrian zone, without traffic and with step-free, level or gently-sloping circulation routes;
- Planting and landscape feature including seats and resting places; and
- Predictable spaces, facilitating way finding for people who are blind or partially sighted.

4.4 Entrances

Main entrance - Princess Street

The Atrium Manchester main entrance on Princess Street will have a level approach to the main hotel entrance (main hotel reception and cafe).

Proposed secondary entrance - Beaver Street

A secondary stepped entrance is proposed from Beaver Street, however the main step-free entrance will be clearly signed.

Leisure entrance (gym / yoga - Beaver Street

The entrance to the leisure facilities from Beaver Street is stepped with a change of level up of 1.7 m. The alternative step-free access will be via the main entrance some 110 m travel distance giving a gentle gradient of approx 1:50. A new guest lift will provide step-free access via the Atrium.

Retail unit 1 - Princess Street / Whitworth Street / Atrium

There are 3 routes into the retail unit 1. The stepped entrance at teh corner of Princess Street and Whitworth Street is stepped and given the existing building constraints can not be made step-free. The step-free entrance will be provided via the main entrance corner in Princess Street and via the Atrium.

Details of the step-free access via the Atrium will be developed at the next stage of design development.

Retail unit 2 - Atrium

Retail unit 2 is only accessed via the Atrium and any change of level will be overcome by a ramp. The ramp will comply with AD K.

Details of the ramp to unit 2 via the Atrium will be developed at the next stage of design development to ensure compliance with AD K.

Retail unit 3 - Basement via Atrium

The retail unit 3 will be accessed vis the ground floor Atrium and the new guest lift. Once at the entrance to the unit, step-free access is provided throughout.

Retail unit 4 - Princess Street and Atrium

There are to be two access points to retail unit 4. The street frontage entrance from Princess Street is stepped due to the existing external constraints. A step-free route is via the Atrium is not possible due to site constraints internally. As the bar offer is not unique therefore, step-free access is not critical. Guests seeking food and beverage offerings, that require step-free access, can obtain service from either the atrium bar and retail units 1 / 2 & 3. All of which are step-free.

Details of the new steps / stairs from the Atrium to unit 4 will be developed at the next stage of design development to ensure compliance with AD M and K (steps).

Appropriately detailed design of the approaches will include surfaces that are slip resistant; paths that are well lit and the ramps and steps design will meet Approved Documents M and K in all respects wherever possible.

BOH - Beaver Street

There will be a goods entrance accessed off Beaver Street including a goods lift.



Fig.2 Proposed Lower Ground floor Plan

5. Main entrance lobby and reception

5.1 Main entrance

5.1.1 Main entrance doors

There is essentially one main accessible hotel entrances via Princess Street. This leads directly into the Atrium.

The hotel doors are currently shown as two sets of swing doors and a single door. The doors measure 700mm per leaf and therefore at least one set of doors will be automated.

Entrance doors will be designed to meet the guidance of Approved Document Part M regarding widths, opening forces etc. Details to be developed at the next stage of detail design development

5.1.2 General access provisions for entrances

Details of automatic and power assisted entrance doors, sizes, glazing manifestation, accessible secure entry and exit systems, materials and finishes, lighting and acoustics are to be reviewed at the next stage of detailed design.

The reception desks for the hotel and leisure facilities will be designed with a lowered section of counter and an induction loop system.

Sufficient space will be provided for disabled members of staff to operate behind reception.

All entrance doors will be maintained and available for people to use at all times without requiring assistance.

Each principal entrance will be designed to meet Building Regulations Approved Documents M and K standards and include:

- Manifestation to glazed screens and doors, dependent on their detailed design, with entrance doors providing at least one metre clear opening width;
- Any intercom will be located to suit all users (including wheelchair users) and have a speech reinforcement system and visual indication for users with hearing loss;
- Transitional lighting between the exterior and interior of the building;
- A large easily traversable flush fitted solid mat (or similar) to remove water and dirt from shoes, wheelchairs and buggies; and
- Highly reflective internal finishes will not be specified.

6. Horizontal and Vertical circulation

6.1 Horizontal Circulation

6.1.1 Accessible room corridors / doors

The only block that has step-free access to the bedrooms is Johnson building basement (no accessible rooms) and upper floors (2 accessible rooms per floor). The central and Dominion blocks all have stepped access routes.

Corridors to main common circulation areas at Atrium level will have level access throughout with ramps overcoming changes of level. The main ramp is currently shown as being 2.2 m wide.

Corridors at upper floors from the new guest lift to the accessible bedrooms are generally 1.4 m wide with some pinch points 1.2 m wide. There are passing places wherever possible at key junctions such as the lift lobbies.

Due to the building constraints, some doors to accessible rooms will be narrower than recommended and the 300 mm off set to the leading edge would be compromised. In these instances automation of the doors is to be discussed.

Corridor separating doors may be on hold open devices linked to the fire alarm system and recessed off the circulation route wherever possible.

6.1.2 General corridors

Corridors to main circulation areas in the inaccessible blocks vary in width.

6.1.3 General requirements

Details of new doors, leading edges, décor, surfaces, lighting and acoustics will be reviewed at the appropriate stage of design development.

Switches and sockets are to meet Approved Document M and BS8300 with regard to location, height and contrast, subject to detailed design.

All new internal doors are to meet Approved Document M regarding clear opening width, operating force, ironmongery and colour contrast. All accessible bedroom doors will be the appropriate clear width and will have a 300mm unobstructed return to the pull side wherever possible.

6.2 Vertical Circulation

6.2.1 New guest lift

There is an accessible passenger lift with access via the Atrium. This lift provides access to the basement and upper floors of the Johnson Block. The lift will meet AD M minimum size of 1.1 m wide by 1.4 m deep.

The new lift in the Central block is only accessible vis stairs. Once at the lift, this provided access to the upper floors.

A new goods lift will be used by back-of-house staff and deliveries and is accessed of Beaver Street.

6.2.2 General requirements

Details are to be reviewed at the next stage of detailed design.

All stairs will be to Approved Documents M and K, suitable for ambulant disabled users. Not everyone can use lifts and stairs may be preferred.

Details of lifts, stair nosings, finishes, handrails and lighting will be reviewed to ensure these meet AD M and K as well as best practice requirements wherever possible.

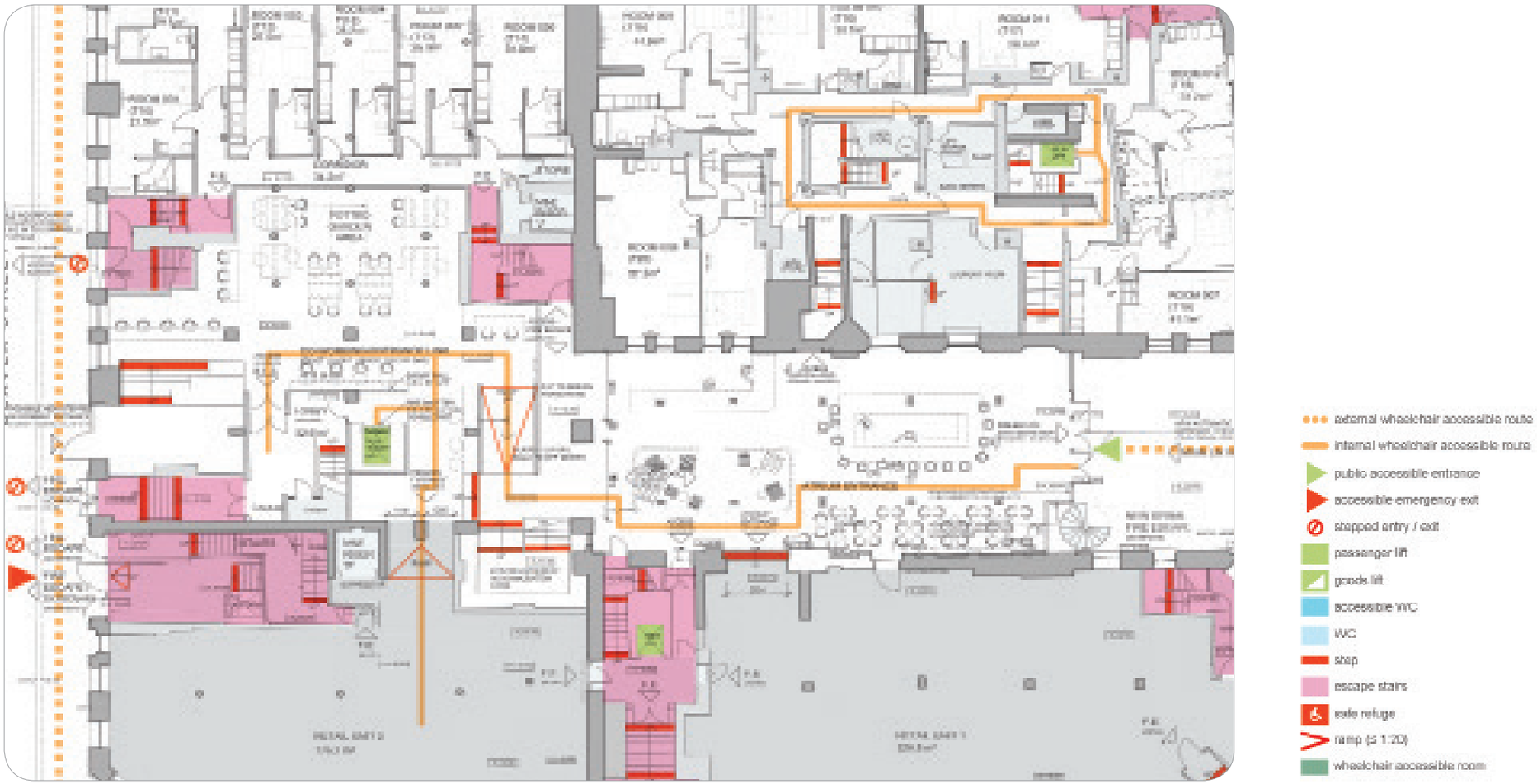


Fig.3 Vertical circulation locations

7. Sanitary provision

7.1 Sanitary provision

7.1.1 Hotel

Accessible WCs to common spaces will be located with the aim that users of the receptions, bars, restaurant etc will not have more than 40m horizontal travel distance to reach them. The distance from the reception desk to the lift and from the lift (basement level) to the Accessible WC is within 30 m distance.

There are no additional WCs on teh ground or upper floors.

Additional staff sanitary and changing facilities will be provided at basement level. This is shell and core only, however services will allow for WCs including Accessible WCs and changing facilities.

7.1.2 General requirements

Accessible WC's will be dimensioned and set out to Approved Document M and BS8300.

Provision for ambulant disabled people including wider cubicles will be detailed at the next stage of detail design.

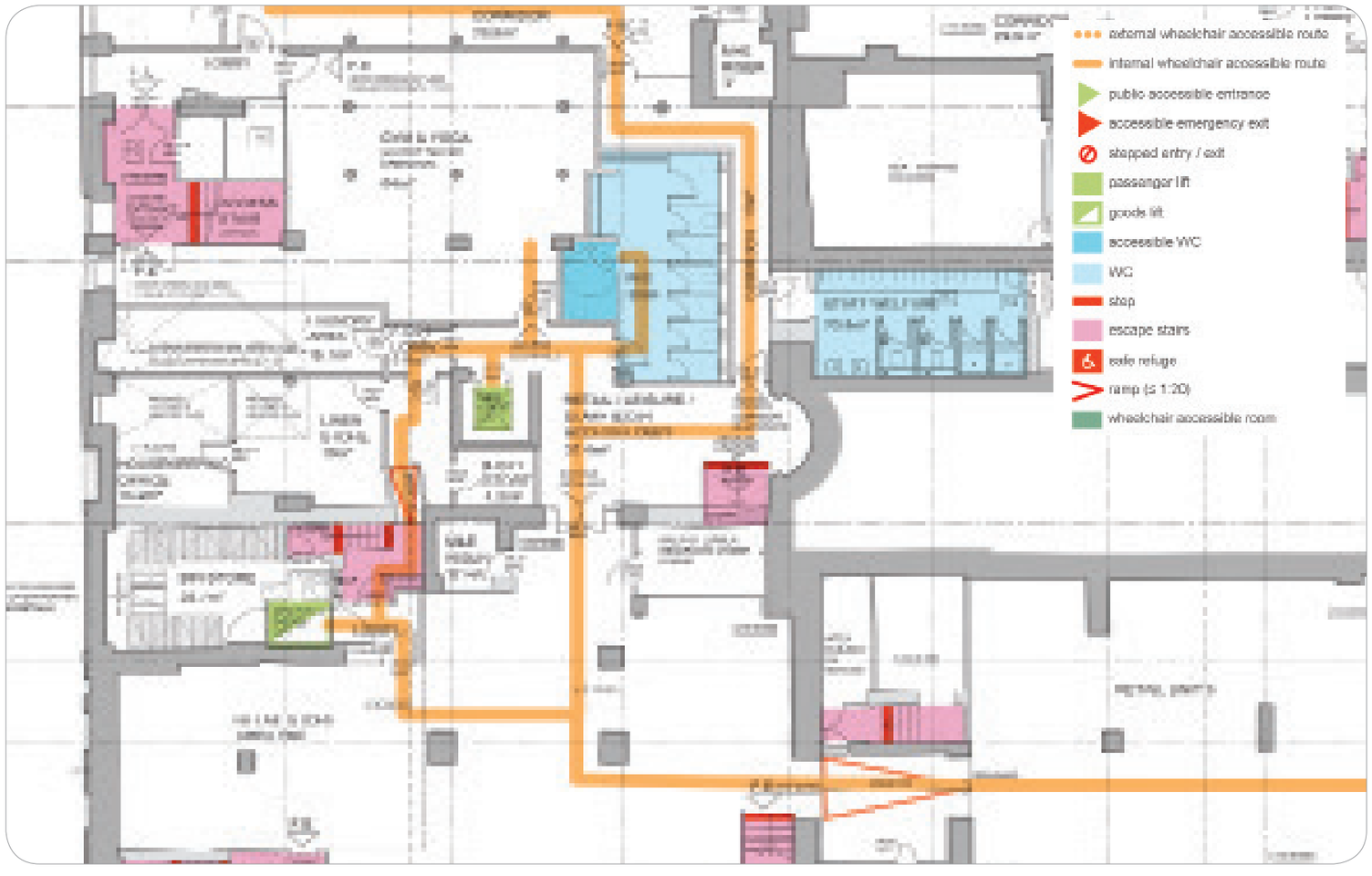


Fig.4 Plans showing key WC provision at basement level

8. Bedroom provision

8.1 Hotel bedrooms

116 bedrooms are currently provided In the hotel within the four blocks. The current proposal are provide an additional 44 bedrooms. This will give a total of 160 bedrooms. The new bedrooms are to be located at ground floor and basement levels.

The 160 bedrooms are to be located at basement, ground and levels 01 - 06.

Given the building constraints the accessible bedrooms are limited to the Johnson block.

5% of rooms to be accessible in line with AD M. These are to be located on levels 1, 2, 3 and 4 of the Johnson block. The accessible bedrooms are going to be created within existing constraints, therefore none of the rooms currently have an interconnecting door to adjacent bedroom. However an adjacent bedroom is always located very close to the accessible bedroom.

The accessible hotel rooms have wheelchair accessible en-suites, which will be designed to be accessible to both standing and seated users. One room will have an interconnecting private access foyer to an adjacent room.

8.1.1 Accessible provision

The accessible hotel bedrooms will be designed to meet the current standards using AD Part M, BS8300 and other industry standard recommendations wherever possible.

The standard hotel bedrooms are not easily accessible for wheelchair users, but colour contrast, assistance devices, lever taps, visual/audible doorbells and other fittings will be reviewed to be inclusive for users with sensory and other disabilities in the next stage of detailed design.

All accessible units are located adjacent to vertical circulation cores at each level for ease of access and means of escape.

Spaces within accessible bedrooms will permit wheelchair users to negotiate the entrance door, charge a powered wheelchair or mobility scooter, manoeuvre between furniture, turn through 180 degrees and generally undertake activities. Appropriately sized activity/manoeuvring space will be provided to one side of the bed.

All accessible bedrooms have level access en-suite WC/Showers with walls capable of taking grab rails and fixings and ceilings capable of accommodating a tracked ceiling hoist (TBC). To be reviewed at the next stage of detailed design. Baths are not being provided in any of the new bedrooms.

All doors to accessible en-suites will meet the minimum structural width and will open outward in an emergency.

Window cill heights will be as existing and cannot be modified as the scope of the project does not include changing the exterior of the building

Curtain/blind controls will be easy to operate via remote controlled where fittings or large furniture such as beds are positioned in front of windows.

Height, positioning, type and visual contrast of switches and sockets to all units will be designed to Approved Document M and will be reviewed at the next stage of detailed design.

8.1.2 Fit out and best practice

The following will be considered as the design is developed subject to the existing building constraints: See Appendix 1 | Access Management Plan (AMP).

8.1.3 Physical environment:

- There is a choice of location and equivalent standard / type of rooms provided where there is step-free access;
- There is a shower layout that allows for wheelchair circulation;
- One room is provided with interconnecting private hall space to an adjacent room, as this is not possible, rooms are located as close as possible to the accessible room.
- There are well-designed support rails by toilet and bath or shower, adjustable height and removable to accommodate the requirements of different users over time;
- There is a level shower, which is open or with an easy to use door to Approved Document M requirements;
- There are toilets and basins that are comfortable to use for all guests, whether disabled or not e.g. twin height, choice of different types or adjustable;
- Switches, taps and other controls that are easy to operate;
- Multi- sensory alarm and emergency pulls; and
- Switches and sockets to Approved Document M 2013, BS8300 requirements as appropriate.

8.1.4 Best Practice:

- Space to accommodate powered adjustable height bed, with adjacent power point - client to provide if deemed appropriate;
- Bed on adjustable legs to allow use of mobile hoists - client to provide if deemed appropriate;
- Choice of bed type, mattress and pillows - client to provide if deemed appropriate;
- Wardrobes with adjustable or double height clothes rail and swing doors opening 180 degrees;
- A choice of assistance devices and equipment as required, including visual alert doorbell, accessible height door viewer, vibrating emergency alert, DMS Deaf Messaging System; and
- Hoist provision to be discussed where possible within the exisitng fabric..

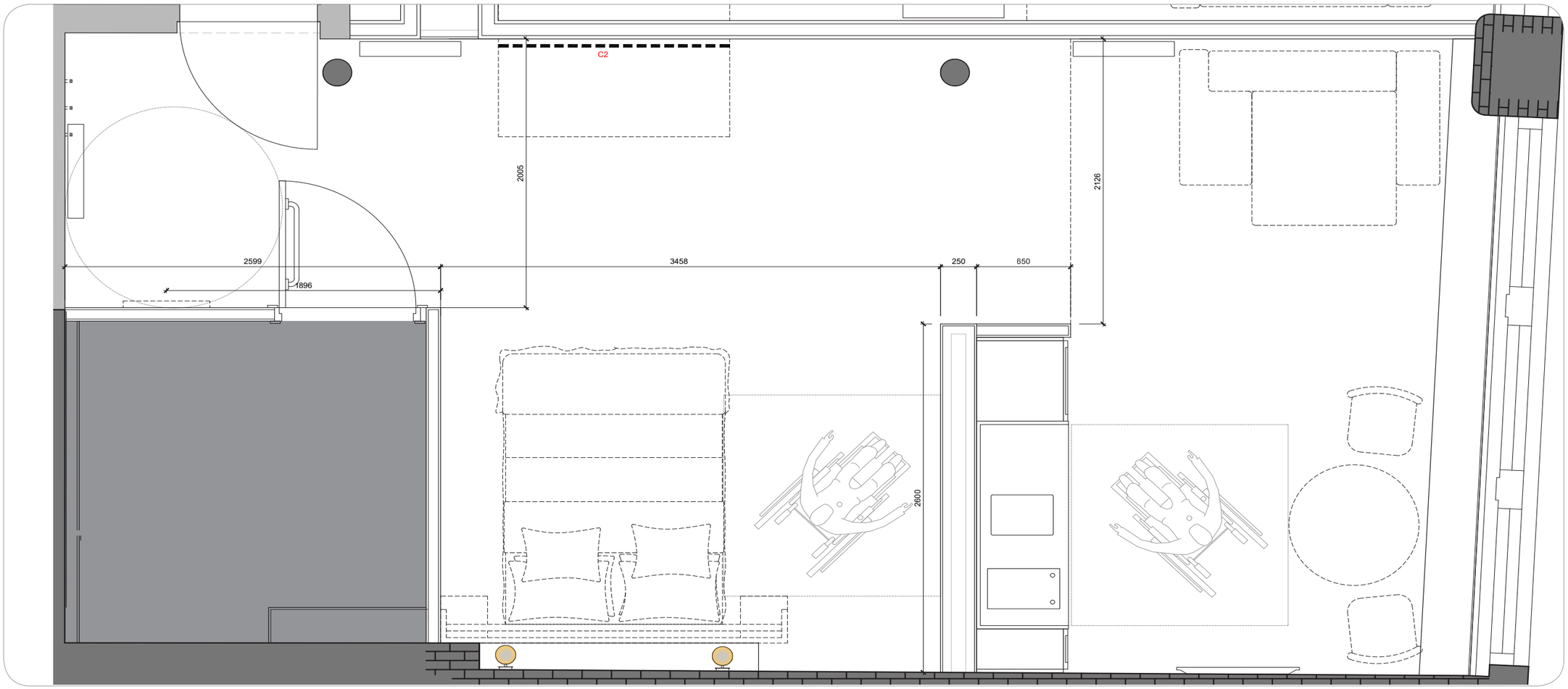


Fig.5 Accessible bedroom layout - this is subject to the detail design review process

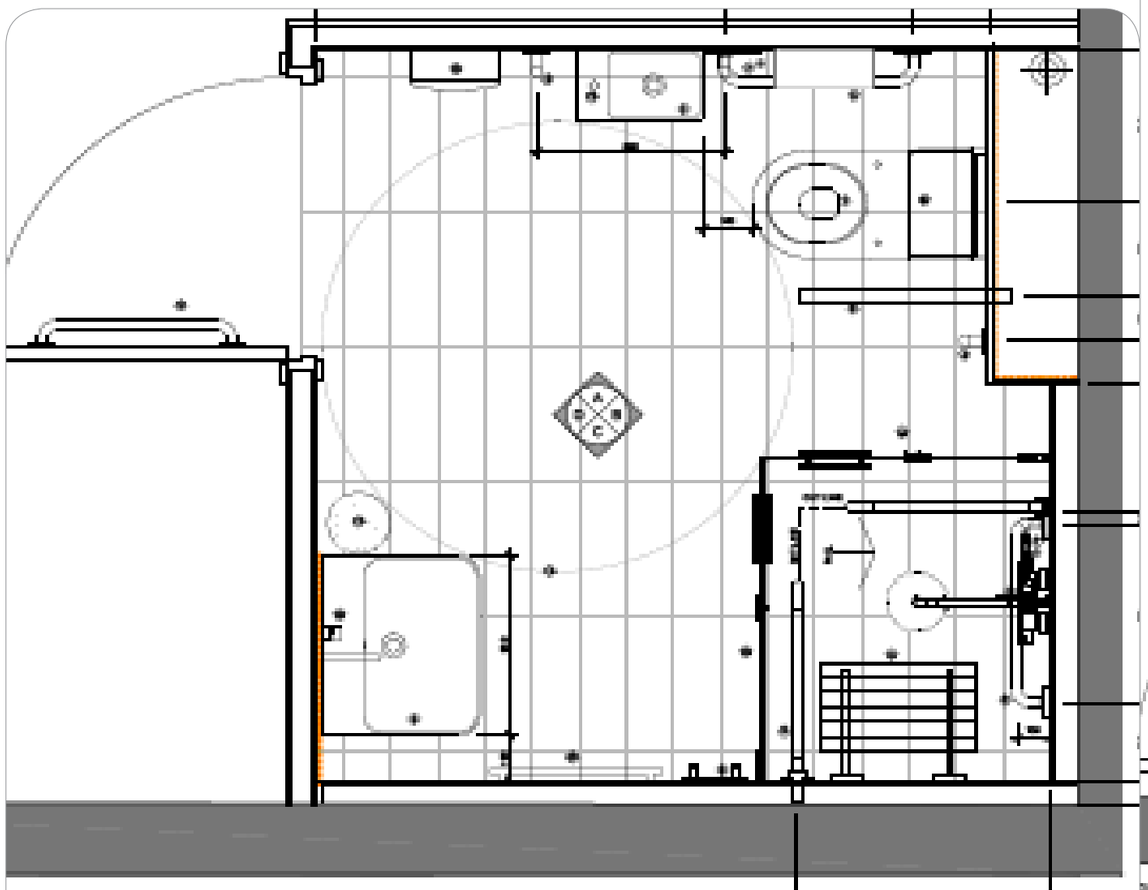


Fig.6 Accessible bathroom layouts R/H - this is subject to the detail design review process

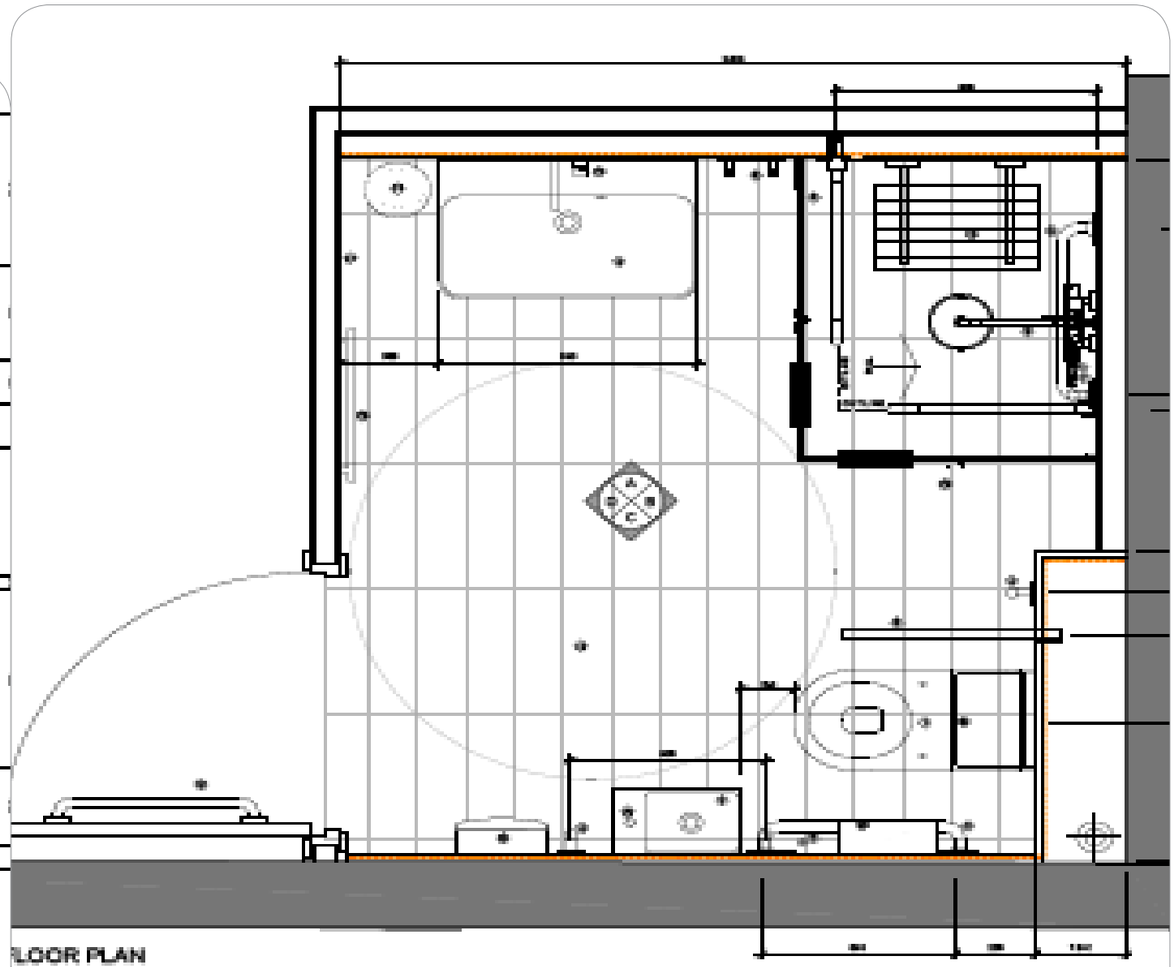


Fig.7 Accessible bathroom layouts L//H - this is subject to the detail design review process

9. Leisure, retail, refreshment facilities

9.1 Cafe and refreshment areas

There are common spaces such as cafe, refreshment and bar facilities at ground floor of the hotel within the Atrium. There is also step-free access to the Potted Garden area.

Step-free route to retail unit 4 is not possible due to site constraints externally and internally. As the bar offer is not unique therefore, step-free access is not critical. Guests seeking food and beverage offerings, that require step-free access, can obtain service from either the atrium bar and retail units 1 / 2 & 3. All of which are step-free.

Cafe and refreshment areas will be reviewed at the detailed design stage with regard to clear passage widths, flexibility of seating and table arrangements, visual contrast, lighting, acoustics and finishes.

9.2 Gym and yoga

The hotel gym and yoga facility is located at the lower basement floor accessed by the new guest lift.

These will be reviewed at the detailed design stage with regard to clear passage widths, changing and WC provision and use of the facilities.

9.3 Offices and workshops

The Atrium Manchester project will provide a mix of offices and workshops. All of these provision will be accessible by step-free routes. There will be wcs including accessible WCs accessed within 40 m of any office or workshop in the basement via the new guest lift.

These will be reviewed at the detailed design stage with regard to clear passage widths, flexibility of seating and table arrangements, visual contrast, lighting, acoustics and finishes.

9.4 Meeting and conference rooms

Meeting / conference facilities are located at ground and basement levels. These will be reviewed at the detailed design stage with regard to clear passage widths, flexibility of seating and table arrangements, visual contrast, lighting, acoustics and finishes.

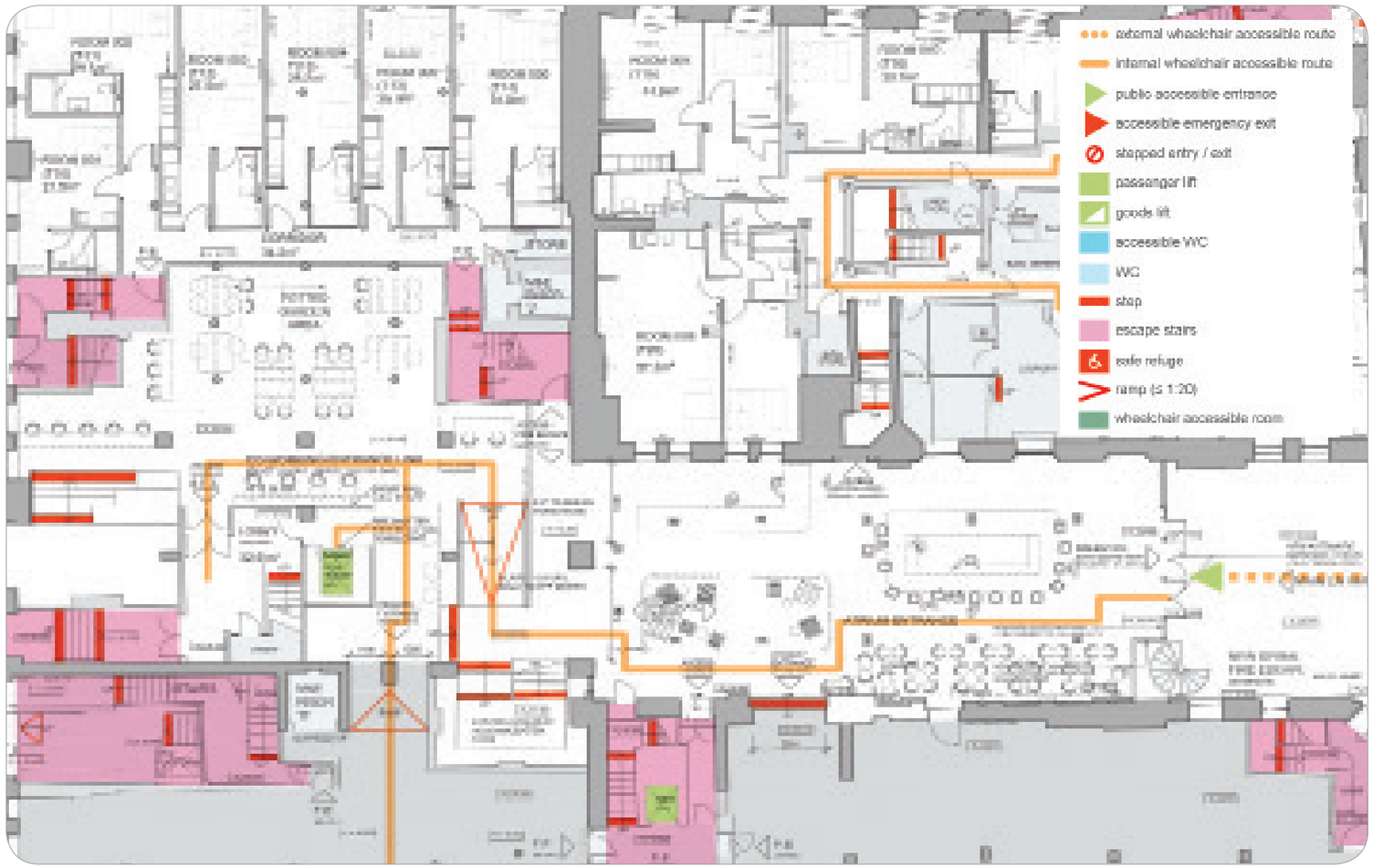


Fig.8 Cafe area - ground floor

10. Emergency evacuation aids and equipment

10.1 Emergency evacuation

There will be no evacuation lifts within the Project.

Safe refuge areas will be provided to lift landings or stair lobbies on each floor wherever required, in accordance with Building Regulations Approved Document B.

Refuges may be in the stair enclosure or within an associated protected lobby or protected corridor, which enables direct access to the stair. It is helpful to provide a flip down seat in this area for ambulant disabled people to await rescue.

The minimum size for each refuge area will be at least 0.9 m x 1.4 m. Each safe refuge will be equipped with an emergency voice communication (EVC) device, designed to comply with BS 5839-9: 2003. The EVC will be accessible from a wheelchair operated by a simple push pad with an inductive coupler or similar amplification system, to contact the building management or fire management control point.

Alternatively a radio-controlled device may be also acceptable. This would typically consist of a Type B outstation linked to the main reception or security desk for the building. This may also be used by the fire wardens to co-ordinate means of escape during evacuation. Details to be agreed at the next stage of design.

Alarm systems will provide visual as well as audible signals in an emergency where users may be in an isolated area. Consideration will also be given to the DMS Deaf Messaging Service where a text message is sent to individual's mobile phones and personal vibrating alerts issued to users whose requirements can be anticipated through a special needs assessment.

All Accessible WC's, showers and en-suites will incorporate combined visual and audible alerts. All lifts will incorporate both visual and audible means of assistance call and response indication. Mobile phone reception will be checked to all areas in the building including within lift shafts.

10.2 Management provisions

Refuge areas are relatively safe waiting areas for a specified period of time, however it is the responsibility of premises management to have a strategy in place to evacuate disabled occupants in the event of a fire as early as possible. This will require trained staff to assist disabled people to a place of safety.

Personal Emergency Evacuation Plans (PEEPS) will be in place to ensure safe evacuation from all areas of the building. This includes signage, assistance, and escape strategies. A management procedure for emergency evacuation should be set up by the management team, integrating the evacuation of disabled people.

The Regulatory Reform Order (Fire Safety) (RRO), will need to be considered given that the building provides both sleeping accommodation, and places of work. This will be confirmed with the Fire Consultant.

11. Auxiliary aids and equipment

11.1 Wayfinding

To facilitate wayfinding, the lift and stair cores form clear points of reference and corridors off each core are kept short.

Signage and wayfinding will be designed to current recommended standards to be easily used by all people including those with different languages. This includes use of orientation aids, signage, colour contrast, Braille where appropriate, pictograms and larger font sizes. Additional guidance in documents such as BS 8300, The Sign Design Guide (2000 RNIB) will be used.

Lift alarms, WC alarms, and emergency evacuation procedures will be easy to use and clearly signed. The use of visual tablet live information and assistance alarm systems in lifts will be reviewed in the detailed design stage.

11.2 Hearing enhancement Systems

Hearing enhancement systems to communal and public areas will be as for Approved Document M to desk and information points and public areas.

Hearing enhancement systems will be subject to specialist advice and will be re sourced from a range of systems as appropriate.

11.3 Management policies, practices and procedures

The accessibility of the building is dependent on how effectively the building management policies and procedures are implemented. This includes the awareness and training of staff responsible for day-to-day contact with visitors using the building and facilities.

This will form part of the access management strategy for the building, which will be developed following the detailed design. The AMP is encouraged to ensure that management and operation of facilities are fully considered at the outset of the design and that accessibility and inclusion are monitored throughout the life of the development.

The AMP is encouraged to ensure that management and operation of facilities are fully considered at the outset of the design and that accessibility and inclusion are monitored throughout the life of the development.

Please note that the contents list below identifies the title of the area that need to be considered. An expanded AMP should be developed prior to the development functioning. An example page is shown.

Appendix 1 | Accessibility Management Plan (AMP)

It is encouraged that the client prepare an Accessibility Management Plan (AMP) to ensure that the management and operation of facilities are fully considered at the outset of the design and that accessibility and inclusion are monitored and maintained throughout the life of the development.

The level of detail to be provided by an AMP depends on the type and scale of development being proposed; the needs of the future operator may also be unknown until the building is occupied and a sufficiently flexible AMP may be required in order to accommodate the needs of future tenants.

In the case of The Atrium Manchester Hotel, the future operator is known. As a result of this policies can be specific; for example the need to ensure that accessible rooms are allocated based on the needs of individual visitors.

A successful AMP also promotes visitor expectations of accessible facilities within the development and allow potential users to recognise that the hotel is user friendly and able to accommodate their needs. To this end DBA will consult with the hotel operator to ensure that the AMP is developed at the appropriate stage and includes detailed reference to the availability of suitable facilities.

The following table is a snap shot of the access issues to be included in the full AMP.

1 - PRE-ARRIVAL	
Provision	
1a: Websites, accessibility and booking	
1.1	Ensure websites are available in an accessible format
1.2	Ensure promotional materials & access guides are made available in a variety of formats
1.3	Enquires & Booking procedures
1.4	Accessible Parking & Transport enquires
1.5	Familiarisation Tours

2 - ARRIVAL	
Provision	
2a: Accessing the Car-park	
2.1	Entrance to Car-park/Access to drop-off
2b: Car Parking & Drop off	
2.2	Signage to Parking & Drop-off points
2.3	Designated pick-up and drop off points
2.4	Accessible Bay provision
2.5	On-street / Alternative Parking
2.6	Valet Parking

3 - EXTERNAL ACCESSIBILITY	
Provision	
3a: External Routes	
3.1	Keep access routes clear
3.2	Street Furniture
3b: Entrances (External)	
3.3	Portable / Temporary Ramps
3.4	Main Entrance Door(s)
3.5	Door controls
3c: Surrounds & Gardens	
3.6	Mobility Assistance e.g Wheelchairs
3.7	Facilities en route (e.g WC's/resting places/dog facilities in large gardens)
3.8	Maps & Guides
3.9	Accessible' routes (Shorter)

4 - CHECK-IN	
Provision	
4a: Reception Desk	
4.1	Reception Desk
4.2	Induction Loops
4.3	Assistance with luggage
4.4	Check-in (Documents)
4.5	Additional Keys (Multiple Occupants / Accessible facilities)
4.6	Payment Options
4.7	Familiarisation tours (offices / workshops)
4.8	Visitor assessment & PEEP
4.9	Evacuation

5 - INTERNAL ACCESSIBILITY	
Provision	
5a: Internal Doors	
5.1	Door weights
5.2	Door operation
5.3	Keys
5b: Horizontal Circulation (Inc Corridors)	
5.4	Visual contrast
5.5	Surface finish
5.6	Lighting
5.7	Windows
5.8	Furniture
5.9	Communications & PA Systems
5.10	Cleaners
5c: Vertical Circulation (Lifts/Ramps/Stairs)	
5.11	Lifts
5.12	Ramps
5d: Communal Areas & Equipment	
5.13	Seating (Public Areas) / City Temple / Cafe / bars
5.14	Viewing areas
5.15	Eating areas

5.16 Public Telephones
5.17 Vending Machines
5.18 Internet Access

5e: Other Facilities

5.19 Entrance & Reception areas
5.20 Changing & Shower areas
5.21 Auxiliary aids
5.22 Spectator/Viewing areas
5.23 Swimming pools (Specific requirements inc access)

5f: Retail Outlets (e.g Coffee shops & amenities)

5.25 General access requirements

5g: Conference Facilities

5.26 Pre-arrival access information (Booking)
5.27 Participation (or an accessible alternative)
5.28 Signage
5.29 Sound & Lighting
5.30 Auxiliary aids & Assistance
5.31 Facilities
5.32 Refreshments
5.33 Staff training

6 - WC's & CHANGING FACILITIES (PUBLIC)

Provision

6a: General Provision

6.1 Main Internal equipment & layout
6.2 Auxiliary aids & additional equipment

6b: Additional facilities

6.3 Accessible changing facilities
6.4 Alternative accessible facilities
6.5 Adult changing facilities

7 - ROOM ACCESSIBILITY

Provision

7a: Minimum rooms required

7.1 Minimum numbers
7.2 Record of Room Requests (Reviewed annually)

7b: Fixtures, Fittings & Equipment

7.3 Electrical outlets, switches & controls
7.4 Room & Equipment Maintenance
7.5 Hoists
7.6 Maintain accessible layout

7c: Audio Visual (Including Alarms)

7.7 Emergency Alarms
7.8 Televisions (Inc controls)
7.9 Telephones & Textphones

7d: Internal Doors

7.10 Door weights
7.11 Door operation
7.12 Door types
7.13 Keys
7.14 Locks
7.15 Door chime (Audio/Visual)

7e: Surfaces, Finishes & Lighting

7.16 Visual contrast
7.17 Surface finish

7f: Room Furniture

7.18 Furniture (Tables, work surfaces & chairs)
7.19 Wardrobes, drawers & Clothes rails
7.20 Beds & Bedding
7.21 Auxiliary Equipment (Alarms/Kettle etc)
7.22 Mirrors

7g: Environmental Controls

7.23 General & Flexible lighting
7.24 Heating

7h: Accessible Bathrooms

7.25 En-suite (Recommended)
7.26 Accessible bathroom requirements (Based on availability)
7.27 Shower controls, fittings & accessories
7.28 Bath controls & accessories (Inc over bath shower)
7.29 Accessories & Fittings (Provision & Maintenance)

8 - CHECK-OUT

Provision

8a: Reception Desk

8.1 Reception Desk
8.2 Induction Loops
8.3 Waiting areas, before & after check-out (Inc seating)
8.4 Assistance with luggage (Inc storage)
8.5 Check-Out (Documents)
8.6 Check-out (Location)
8.7 Access to facilities post check-out
8.8 Accessible Transport (e.g Taxis)
8.9 Feedback & Complaints Procedure

Management issues specific to The Atrium Manchester Hotel development

To be updated during design development

Assistance from staff

- The development will have a relatively high level of accommodation and will review staffing options dependent on take up of accessible rooms and apartments.
- Successful access provision will depend on the calibre of equality training.

Arrival

- Guests and visitors arriving to the stepped entrances may need assistance. Therefore ensuring any communication point is linked to reception and that assistance is available at all times.

Portable induction loops

- Staff to be trained to use portable induction loops in reception area.

Website information

- Many of the items listed in the Access Management Plan should be communicated to guests and visitors prior to their visit, eg, parking arrangements for disabled users and proximity of drop-off spaces. Potential guests and visitors with disabilities would expect this information to be easily available on the hotels website.

Website accessibility

- The hotel website is one of the services to its guests and visitors and therefore should not discriminate against people with disabilities. (Refer to the Equality Act, 2010, which replaced the Disability Discrimination Act). The Web Content Accessibility Guidelines give more detail on this subject.

Emergency evacuation

- Final evacuation plans need to be confirmed.
- As EVAC chairs are to be used, then regular training needs to be provided.

Appendix 2 | Criteria for inclusive design

A2.1 Principles of inclusive design

The following key points about inclusive design are from CABE's 2006 publication *The Principles of Inclusive Design - They Include You*, which also gives more detailed explanations of each point

1. Inclusive design places people at the heart of the design process.

2. Inclusive design acknowledges diversity and difference.

3. Inclusive design offers choice where a single design solution cannot accommodate all users.

4. Inclusive design provides for flexibility in use.

5. Inclusive design provides buildings and environments that are convenient and enjoyable to use for everyone.

A2.2 Legislation

Equality Act 2010

The majority of the Equality Act 2010 (the Act) came into force on October 1, 2010. The Act replaces various separate anti-discrimination laws, including all of the Disability Discrimination Act 2005 (DDA) and subsequent amendments.

Disability is one of nine 'protected characteristics' defined by Part 2 of the Act. Definitions of discrimination are also described.

Service providers and employers will have ongoing duties, similar to those in the DDA, under the Equality Act. These duties might include removing physical barriers to disabled people, provision of aids and equipment and ensuring management policies and practices do not discriminate against disabled people.

The Act does not contain any specific requirements for the built environment and therefore has no relevance to 'compliance' in respect of physical building standards.

Planning and Compulsory Purchase Act 2004

In April 2010, the government introduced changes to the planning applications process. The circular Guidance on Changes to the Development Control System, effective from 10th April 2010, set out the formal requirements for Design and Access Statements to accompany most applications.

A2.3 Building Regulations

- The Building Regulations 2010, Access to and Use of Buildings, Approved Document M, HM Government, 2013

- The Building Regulations 2010, protection from falling, collision and impact, Approved Document K, HM Government, 2013

- The Building Regulations 2000, Fire Safety, Volume 1 – Dwelling houses, Approved Document B, HMSO, 2006

- The Building Regulations 2000, Fire Safety, Volume 2 - Buildings other than Dwellings, Approved Document B, HMSO, 2006

It is essential to understand that the Regulations require Building Control approval. The Regulations make clear that designs other than those shown in the document can be approved if they are justified as being equally or more effective. Approval confers acceptance that the building meets all reasonable standards in respect of physical access for disabled people with regard to the Equality Act 2010.

A2.4 British Standards

British Standard 8300:2009 (Amended 2010) Design of Buildings and their Approaches to Meet the Needs of Disabled People - Code of Practice, British Standards Institution, 2010

This British Standard was reviewed and republished in 2009 and its guidance is considered good practice. Where practical and reasonable it is recommended that BS 8300 recommendations are applied to new buildings. BS 8300 does not apply to individual dwellings, however it is a useful reference until BS 9266 (accessible dwellings) is published.

British Standard 9999:2008 Code of Practice for Fire Safety in the Design, Management and use of Buildings, British Standards Institution, 2008

This standard was published in October 2008 and includes guidance for the safe evacuation of disabled people from buildings in an emergency.

A2.5 National policy

National Planning Policy Framework (NPPF), Department for Communities and Local Government, 2012

The NPPF states that all developments should be designed to be inclusive and that this should be addressed by local policies. It also advises that local planning authorities should assess their housing requirements by considering the needs of the different groups in the community including children, older people and disabled people.

A2.6 Regional policy and guidance

Design for Access 2

The DfA 2 was last published in 2003 and contains recommendations specific to Manchester.

Guide to Development in Manchester - Supplementary Planning Document and Planning Guidance (SPD) 2007

Manchester Final ICore Strategy 2012

A2.7 General guidance

Planning and Access for Disabled People (2003)

This good practice guide was published by the Office of the Deputy Prime Minister to provide guidance in the delivery of inclusive environments through the town and country planning system.

Design and Access Statements – How to Write, Read and Use Them, Commission for Architecture and the Built Environment (CABE), 2007

This guide is intended as best practice guidance in support of the Government circular *Guidance on changes to the development control system,* issued in August 2006

Guidance on Information Requirements and Validation, Department for Communities and Local Government, 2010

This guidance accompanies Government policy on information requirements for planning applications, including design and Access Statements and the validation process. This replaces the Validation of Planning Applications: Guidance for local planning authorities published on 7 December 2007.

Access Principles, Disabled Persons Transport Advisory Committee (DPTAC)

All Access Statements should recognise the DPTAC principles in advising Government and industry, which are as follows:

- Accessibility is a condition of any investment;
- Accessibility must be a mainstream activity; and
- Users should be involved in determining accessibility.

A2.8 Pedestrian routes

Provisions to ensure the comfort of all pedestrians using the public realm of this project are to include:

- Clear visual links between the entrances to the site and entrances to buildings;
- A legible layout for visitors;
- A safe pedestrian zone, without traffic and with step-free, level or gently-sloping circulation routes;
- Seats and resting places that take the needs of various users into account;.
- Quiet areas with minimal traffic noise, to facilitate conversation and communication, with particular benefits for people with impaired hearing; and
- Predictable spaces, facilitating wayfinding for people who are blind or partially sighted.

A2.9 Glossary of terms

Inclusive road network

The inclusive road network comprises a hierarchy of vehicular roads from primary roads, with a high level of traffic, to tertiary roads, quieter streets with limited traffic, as follows:

- Primary roads have vehicular traffic, including buses;
- Secondary roads have lower levels of vehicular traffic and have no bus routes; and
- Tertiary roads are designed to give greater priority to pedestrians. They are designed as shared spaces and the vehicular traffic is expected to be limited.

Setting-down points

Setting-down points are designated places, off the main carriageway, where taxis and other vehicles can stop for a short time to allow their passengers to get into or out of the vehicle.

Accessible routes

Accessible routes are pedestrian routes that are inclusive and designed to be accessible by everyone. These are categorised into two types: primary accessible routes and secondary accessible routes, as follows:

- Primary accessible routes are defined as the most direct and convenient accessible pedestrian routes linking transport, buildings, public open spaces and other key facilities such as including accessible vertical circulation points, crossings; and
- Secondary accessible routes generally have similar features to Primary accessible routes but are less prominent and will be used by smaller numbers of people.

Shared streets and spaces

Shared space is a way of enhancing a street's sense of place while maintaining its ability to accommodate vehicular movement (as defined in LTN 1/11 DFT 2011). Shared spaces can either have small kerbs between the vehicular and pedestrian zones or be level surfaces.

Level surface

A street surface with no level difference to segregate pedestrians from vehicular traffic (as defined in LTN 1/11 DFT 2011).

Comfort space

An area of the street predominantly for pedestrian use where vehicles, including bicycles, are unlikely to be present.

Slopes

Slopes are usually longer and flatter than ramps with a gradient of 1:21 maximum and rest landings for changes of level of 500mm or more.

Sanitary facilities for public use

Sanitary facilities for public use include public WCs, accessible WCs, baby changing and Changing Places.

Changing Places

Changing Places are combined toilet, shower and changing facilities for use by people with complex and multiple disabilities who require the help of up to two assistants. They should be provided in places where visitors are expected to spend longer periods of time or in buildings where public services are provided, for instance in community buildings.

Blue Badge parking bays

An accessible parking bay designated for use by Blue Badge holders only. Bays are typically located as close to the main entrance as possible. Blue Badges are issued by the local authority

Accessible car parking bays

An Accessible car parking bay is a bay designed with a width, length and transfer zone as defined in Approved Document M.

Appendix 3 | Access overlays



Fig.9 Proposed basement Plan



Fig.10 Proposed Ground floor Plan



Fig.11 Proposed First Floor Plan



Fig.12 Proposed Second Floor Plan



Fig.13 Proposed Fourth Floor Plan



Fig.14 Proposed Fifth Floor Plan

Appendix 4 | Consultative access groups

A4.1 Introduction

Legislation and planning policies require consideration of the needs of disabled people in the built environment as part of the Planning Approval process. The mechanism for consideration rests with the local authority and this might be achieved in a variety of ways.

For individual and small scale projects consideration is usually achieved via the design standards in place for that purpose, notably Building Regulation Controls. The local authority may also have an Access Officer to provide additional guidance and advice on local needs.

Consultation with an established local access group is recommended for larger scale projects where local interests and disabled persons' needs are combined. This can be coordinated by the local authority or the developer, usually through an Access Officer or Access Consultant.

A4.2 London Plan Policy 7.2C

Planning decisions

Design and Access Statements submitted with development proposals should explain how, following engagement with relevant user groups, the principles of inclusive design, including the specific needs of older and disabled people, have been integrated into the proposed development, whether relevant best practice standards such as British Standard BS 8300:2009 have been complied with, and how inclusion will be maintained and managed.

A4.3 Purpose of an access group

The members of an access group will collectively represent a body of local knowledge and experience. Consultation with an access group is not a substitute for the established access design standards and regulations that apply to a design, nor is it a substitute for the professional responsibilities of designers and approval authorities. Instead it is a source of comment and criticism that the local authority can note as part of the approvals process. Similarly the developer also may wish to respond to constructive comments and recommendations in advance of planning submission.

A4.4 Duration of group input

An access group may be an existing local group that works directly with the local authority or independently of it. Some groups are created specifically for a project and cease when the project has concluded.

For consultation purposes the meetings are structured around the RIBA design stages, including planning approvals, discharge of conditions and sometimes detailed design and fit-out. The latter might be the case for large cultural projects especially those in receipt of Heritage Lottery Funding or other public funding.

Sometimes groups continue to contribute after completion of the project to provide comments and suggestions relating to post-occupancy and management.

A4.5 Terms of reference

An existing group will have its own terms of reference concerning membership and scope. A group formed for consultation on a particular project will require its own terms, which are usually structured around the success of the project and involve a confidentiality agreement.

The group does not have power of veto but instead offers advice and comment for consideration. Comments can be noted by the approval authorities.

Matters that arise from discussion of the proposals but which are beyond the scope of published standards are often discussed by access groups. Recommendations for addressing these issues can be offered to the design team, usually with a commentary from the access consultant. Where suggestions might lead to additional costs a decision will rest with the developer or client.

A4.6 Membership

Consultative access groups can include people with physical, sensory and learning disabilities, elderly people and people from a minority group. Critically, group discussions should always include client, design team and local authority representatives. The Group should have an elected chairman.

Matters concerning payment for attendance are for the group and developer to decide. However a group must always be reimbursed for expenses incurred and should not bear the cost of a meeting venue. The meeting venue must be accessible and arrangements should be in place to support proper and effective engagement.

The chair is responsible for convening and managing the meetings of the consultative access group. The chair can invite others to observe the meetings with the agreement of the developer and local authority.

Appendix 5 | References

A5.1 Legislation

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Planning Act 2008, HMSO, 2008.

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A5.2 Building Regulations

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The Building Regulations 2010, Protection from falling, collision and impact, Approved Document K, HMSO, 2013.

Approved Document M (Access to and use of buildings) – Volume 2: Building other than dwellings, HMSO, 2015 edition*;*

A5.3 British Standards

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A5.6 Buildings / Hotels

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PAS 88:2008, Guidance on accessibility of large hotel premises and hotel chains.

A5.7 Signage, lighting and wayfinding

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A5.8 Policy documents

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