

Possible Format for the layout of a DAC application

- Part M 2010 -

This document should only be used with the clear understanding of the following:

- a. The aim of this document is to illustrate one possible **format** for the **layout** of a DAC application to Part M 2010. Other formats such as that produced by the Local Government Management Service Board (www.LGMSB.ie) are available.
- b. It should in no way be taken as a full specification on how to comply with the Requirements of Part M of the Building Regulations.
- c. This sample format cannot possibly cover all eventualities which may arise for actual buildings.
- d. The information provided under the '*Particular Information*' headings is provided to illustrate how the information might be presented.

As Revised: 27th June 2013

Recent changes highlighted in RED

(short example version)

Notes on the composition & layout of this possible format

(a) Part M 2010 deals with access and use for all people. As such, this document does not make any reference to **people with disabilities**.

(b) Applicants should be aware that a DAC application is likely to be the first time that a Building Control Officer has seen the project.

In conjunction with the drawings, the information provided in items 0.4 to 0.8 must contain sufficient detail to adequately describe the works and to explain how the building will operate.

(c) Under each heading a statement of compliance with the relevant sections and paragraphs of TGD M2010 are provided. Thereafter, a clear description of what is actually being proposed is provided under the 'Particular Information' headings.

For example:

- Where are the accessible approach routes? [describe each]
- Which entrances are the accessible entrances?
- Which internal stairs are the accessible stairs?
- Which doors won't have vision panels? [provide reasons]

(d) Where elements of the works are not accessible to all people or deviate from the guidance given in TGD M2010, they are clearly identified. Justifications and compensating features are outlined.

(e) For existing buildings, the format adopted is to state that all works will comply with Section 1 of TGD M2010 and to only refer to Section 2 for the individual items where it is not practicable to meet the guidance given in Section 1.

Where direct reference is made to Section 2 in the 1st instance, this generally does not provide a BCO with sufficient information to:

- determine what won't comply with the section 1 guidance, or
- assess the 'Practicability' of compliance with the section 1 guidance

(f) The report is written in terms of what **WILL** be done rather than what **SHOULD** be done.

(g) An explanation should be provided wherever the phrase "*not applicable*" is used.

(h) It is not possible to fully describe the proposed works in the report only. The drawings accompanying the application must be sufficiently detailed and annotated. Some suggestions are provided at the end of this document.

In particular, to allow the BCO assess the access to the building, the ground floor plans **MUST** include details of the external features around the building. This should include all footpaths, ramps, steps, landings, other buildings, parking places etc to a reasonable distance out from the building. It is not possible to adequately assess these features at the scales usually used on site layout plans.

0.1 Introduction

This report is submitted together with the drawings listed below in support of an application for a Disability Access Certificate as required under the Building Control Regulations 1997 to 2009. This application demonstrates that the proposed works, if built in accordance with the drawings and design details submitted will comply with Part M of the second schedule to the Building Regulations as revised in 2010.

The application form is accompanied by the following documents (in duplicate)

- Technical Report
- Dwg_01 Site Location Map
- Dwg_02 Existing site layout plan
- Dwg_03 Existing ground floor plan
- Dwg_04 Proposed site layout plan
- Dwg_05 Proposed ground floor layout plan
- Dwg_06 Proposed elevations
- Dwg_07 Proposed sections & details

0.2 Notes on dimensions and wording of report

- a) All widths and other dimensions referred to within this report or indicated on the drawings are to be taken as meaning the clear unobstructed measurement of the finished works as set out in TGD M2010.

For example, a reference to the opening width of a door is to be taken as meaning the effective clear width as defined in diagram 10 of TGD M2010.

- b) Any reference to a Paragraph of TGD M2010 or other specified reference document is to be taken as including all sub paragraphs.

0.3 Basis of Compliance

Throughout this report, achievement of compliance with Part M of the Building Regulations is demonstrated by reference to Technical Guidance Document M 2010 – referred to in this report as TGD M2010

Reference may also be made to the following documents:

- Building For Everyone by the National Disability Authority (NDA)
- BS 8300 : 2009

The building will be designed and constructed such that:

- a) People can safely and independently approach, gain access and use the building, its facilities and environs,
- b) Elements of the building do not constitute an undue hazard for people, especially for people with vision, hearing or mobility impairments,
- c) People can circulate within the building and use the buildings facilities,

- d) Where sanitary facilities are provided, adequate sanitary facilities will be available and accessible to people with a range of abilities,
- e) Where relevant facilities such as fixed/unfixed seating for audience or spectators, refreshment facilities, sleeping accommodation and the like are provided, adequate provision will be made for people with a range of abilities, and
- f) Suitable aids to communication will be available for people with vision, hearing or mobility impairments.

0.4 Scope of the Application

The existing development is in a rural setting 7km outside of Ballymilltown and is situated on a gently sloping elevated site. The existing development is a tourist attraction consisting of a 19th century mill building and associated out buildings. The existing approach route from the northern boundary is generally unsuitable and required upgrading. The mill building is perpendicular to the public road and faces the courtyard, which includes stables and a grain store. A mill race runs through the site and there is a 3m diameter waterwheel. The location of the site and the mill are indicated on the Site Location Map.

It is proposed to provide a new entrance from the southern boundary to improve the approach route and parking facilities and to construct a new visitor centre attached to the existing mill building. The central courtyard is to be re ordered and upgraded to provide greater accessibility to the existing exhibition buildings and the waterwheel.

0.5 Outline description of the proposed works

0.5.1 Outline of works to the building

The proposed new single storey visitor centre will be attached to the existing mill building and will include offices, a café, a shop and sanitary facilities.

Works to the existing mill building will be restricted to breaking through to the new extension and the provision of a new exit on the western elevation to provide an area for closer viewing of the water wheel.

0.5.2 Outline of works to the building environs and external facilities

A new roadway from the southern boundary is to be constructed from the public road and a parking area for 30 cars and 2 coaches is to be provided. Designated parking spaces and a set down area are to be provided adjacent to the new main entrance.

The courtyard and routes between the buildings are to be upgraded and re-ordered to provide greater accessibility to the existing exhibition buildings and the waterwheel. While the routes from the existing exhibition buildings are being upgraded as part of the proposed works, the buildings themselves do not form part of this application.

0.6 Identification of inspection, repair and maintenance areas.

The areas of the building outlined below, are to be used solely to enable inspection, repair or maintenance of the building. In accordance with paragraph 0.6(d) they are not required to comply with the guidance given in TGD M2010.

- a) The Electricity Substation Room (externally accessed only)

0.7 Concept for approach to the building & external circulation

On completion, visitors will be required to pass through the visitor centre to gain access to the mill building and the existing exhibition buildings. All routes on site have been designed to be level or as gently sloping as possible. Only route E which leads to the waterwheel requires people to use steps.

Entrance ED01 will be the main entrance to the visitor centre and it will be approached from the new car and coach park **[Route A]**. As the car park is some distance from the visitor centre, 2 designated parking spaces and a set down area are provided closer to the building. **[Route B]**

Entrance ED02 provides access from the visitor centre to the courtyard and the existing exhibition buildings **[Routes C & D]**

The new entrance ED03 in the existing mill building provides access to view the waterwheel **[Route E]**. As this route crosses over the mill race, the provision of steps on this route was unavoidable.

The new fire escape ED04 provides access to assembly area to the north of the visitor centre **[Route F]**

0.8 Concept for internal circulation and operation of the building

It is anticipated that at the height of the tourist season up to 8 staff will be employed to operate the overall development and that there will be up to 350 visitors per day.

Visitors will be required to pay at the reception desk to gain entry to the visitor centre. There after they are free to circulate within the visitor centre and the mill building. The staff canteen (Rm03) the staff toilets (Rm04) and the office (Rm05) will be for staff only. The café has space for 20 seats with an additional 15 seats available on the raised area shown on the drawings. All facilities are available at the lower level and so a lift is not provided to this overflow seating area. During fine weather the courtyard area may also be used for seating.

The tour of the existing mill starts at the new doorway [Door10] and loops around the mill returning to the visitor centre via door 11. The visitor centre is to be constructed at the same floor level as the existing mill building. Internally the existing mill building is not being altered as part of the proposed works and is not adversely affected by the proposed works. The only section of the tour which requires the use of steps is the existing mill stone platform. The steps in this area are part of the original building and cannot be removed. This area may however be bypassed as shown on the drawings.

Section 1.1 Approach to building.

The provision and design of access routes will be in accordance with section 1.1 of TGD M2010.

- a) The provision of access routes will be in accordance with paragraph 1.1.2 of TGD M2010.
- b) The design of all access routes will be in accordance with paragraph 1.1.3 of TGD M2010.
- c) The gradient of all access routes will be as shallow as practicable.

1.1.1 Access Routes: General Information:

- a) Building features will not present a hazard to people on routes adjacent to the building and will be in accordance with paragraph 1.1.3.1 of TGD M2010. This will include routes which are not designated as access routes.
- b) Manifestation to glazing will be in accordance with item 1.3.1 of this report.
- c) Gentle slopes and ramps will have a maximum flight rise of 500mm.
- d) Ramps will have a maximum flight rise of 300mm unless specifically noted. Where this occurs, a stepped access route will be provided in addition to the ramp.
- e) A gradient of 1:20 or steeper is to be considered a ramp.

1.1.2 Identification and Description of access routes

The following routes, which are clearly identified and annotated on the drawings, will be the access routes.

Access Route A - (Approach)

New access route from car/coach park to main entrance ED01

		Comment	identification
Max level difference	100 mm		
Minimum Width	1500 mm	2 Passing Places	
Maximum Gradient	1:50	Level	-
Steps on route?	No		

- a) This will be the main approach route to the visitor centre and leads to the new main entrance door ED01.
- b) As the route is less than 1800mm wide, 2 passing places are provided.

Access Route B – (approach)

New access route from the designated parking and set down area to ED01

		Comment	identification
Max level difference	80 mm		
Minimum Width	1500 mm		
Maximum Gradient	1:50	Level	
Steps on route?	No		

- This route is straight and only 6m long so passing places are not necessary

Access Route C – (circulation)

New access route from ED02 to the Stables and store exhibition building

		Comment	identification
Max level difference	700 mm		
Minimum Width	1800 mm		
Maximum Gradient	1:20	Ramped	Ramp R01
Steps on route?	Yes	(Provided with ramp)	SW01

- There is a 700mm difference in level between the visitor centre and the stables. As clearly shown on the drawings, it was not possible to avoid the use of ramps on this route. 2 ramps with a gradient of 1:15 are provided. The upper flight has a rise of 250mm and the lower flight has a rise of 320mm and so steps [SW01] are provided in addition to the lower flight.
- As this route forms part of a wider ramped area across the courtyard, the intended ramped access route will be clearly identified and signposted.
- Where this route crosses the existing curved cobblestone courtyard the cobblestones will be replaced to provide an even surface.

Access route D - (circulation)

New access route from ED02 to the existing grain store

		Comment	identification
Max level difference	550 mm	Intermediate landing	
Minimum Width	1500 mm	2 Passing places provided	
Maximum Gradient	1:21	2 Gently sloping flights	
Steps on route?	No		

- As the rise of the gently sloping section exceeds 500mm an intermediate landing has been provided. See drawings.
- This route is 45m long with a clear view from start to finish. The top and bottom landings will be constructed as 2000mm long and 1800mm wide so that they can also act as passing places.

Access Route E - (circulation)

New access route from ED03 to loop around the waterwheel.

		Comment	identification
Max level difference	1200 mm		
Minimum Width	1200 mm	1500mm other than on bridge	
Maximum Gradient	1:50	level	
Steps on route?	Yes	To get over mill race	SW02 & SW03

- A new bridge is to be provided where the route crosses over the mill race. Steps (SW02 & 03) are provided at either end of the bridge to overcome the existing 1100mm high channel walls. These walls could not be reduced because the water level in the channel is above the adjacent ground level.
- The 3m x 2m wider area before the bridge allows for a turning place and a view of the waterwheel without the need to cross over the new bridge.

Access Route F - (circulation)

New access route from ED04 to the assembly point

		Comment	identification
Max level difference	100mm		
Minimum Width	1500mm		
Maximum Gradient	1:50	Level	
Steps on route?	No		

1.1.3 Hazards - Particular information

a) Small items (e.g. bollards or signposts) can be difficult to identify on scaled drawings. All access routes and circulation routes around the building will be free from hazards and obstructions and will be in accordance with TGD M2010, except where clearly highlighted and labelled on the drawings and listed here :

- No exemptions

b) All windows in the existing buildings are vertically sliding sash windows

c) All windows in the extension will be provided with restrictors where they open onto circulation routes.

d) Routes A and B run are to be separated from the building by a 1m wide gravel bed to prevent the windows and outward opening doors posing a hazard.

1.1.4 Pedestrian Crossings - Particular information

a) A pedestrian crossing is provided where Route A crosses the road.

1.1.5 On site Car parking - particular information.

a) 2 of the 32 parking spaces are designated spaces. This represents 6%

1.1.6 On site Set down areas.

- a) A set down parking area has been provided adjacent to the designated parking spaces. It is located within 6m of the main entrance ED01.

Section 1.2 Access to the Building

The provision and design of access to the building will be in accordance with section 1.2 of TGD M2010.

- a) The design of accessible entrances will be in accordance with paragraph 1.2.3 of TGD M2010.
- b) The design of accessible entrance doors will be in accordance with paragraph 1.2.4 of TGD M2010.

1.2.2 Identification of accessible entrances

All entrances to the building are listed and described in the tables below. For double doors, the effective clear width will be provided through at least 1 leaf.

Accessible Entrances	Minimum Effective clear width (leaf)	Vision Panels	comment
ED 01	1,000 mm	Yes	Main Entrance
ED 02	1,000 mm	Yes	Access to courtyard
ED 03	1,000 mm	Yes	Access to waterwheel
ED 04	800 mm	No	Fire Exit

Other External doors	Minimum Effective clear width (leaf)	Vision Panels	comment
ED05	750 mm	no	Electricity substation room

1.2.3 Accessible entrances – particular information

- a) ED01 will be the main entrance to the building.
- b) ED02 is to be provided by cutting down an existing window to provide a door. As shown in the drawings the mill race runs parallel to the walls of the mill with a gap of only 1.6m wide. As such it was not possible to provide a 1.8m x 1.8m landing outside ED02. A 1.5m x 1.5m landing will be provided, which is considered adequate in accordance with paragraph 2.2.3 of TGD M2010.

1.2.4 Accessible entrance doors - Particular Information

- a) Where vertical pull handles are provided, the bottom of the available grip zone will be between 700mm and 1000mm above finished floor level. The top of the grip zone will be at least 1300mm above finished floor level.
- b) ED04 is a fire escape exit from the reception centre. As it will only be used for escape out of the building it will not be provided with vision panels or external ironmongery.

1.2.5 Entrance lobbies - Particular Information

- a) The width of the entrance lobby at ED01 is increased by 1400mm to ensure that the required clear space at the reception counter does not obstruct passage through the lobby.

Section 1.3 Circulation within the building

Circulation within the building will be in accordance with section 1.3 of TGD M2010.

- a) Horizontal features will be in accordance with paragraph 1.3.3 of TGD M2010.
b) Vertical features will be in accordance with paragraph 1.3.4 of TGD M2010.

1.3.1 General Information

- a) All corridors and passageways will have a clear unobstructed width of at least 1200mm. Elements such as columns, radiators, fire hoses etc. will not project into this width.
b) Glazed elements of the building will not constitute an undue hazard for people. Manifestation to glazing will be in accordance with BS 6262 part 4 2005 (code of practice for safety related to human impact)

All large areas of glazing such as glazed walls, screens, doors or fixed panels will be sufficiently highlighted to ensure that it does not pose a hazard, especially in areas where a person might reasonably assume unimpeded passage. Where the glazing is not sufficiently highlighted by mullions, transoms, frames, large door handles, stall risers or other components of the glazing system, it will be provided with manifestation.

The design of manifestation will be in accordance with TGD M2010. If the manifestation takes the form of applied materials (e.g. stickers) they will be durable and not easily removed.

- c) Within each storey, there will be no slopes, ramps or stepped changes in level except where specifically identified here:
- All floors are level.

1.3.3.1 Reception area - Particular information

- a) The reception which is also the information and pay desk is to be located at the main entrance ED01. The counter will be at 2 levels to facilitate standing and seated users. As it is necessary to transact business across the desk, it will have a knee recess on both sides to facilitate both staff and visitors.
b) A fixed security screen and hearing enhancement system is to be installed.
c) The glazing behind the counter which is indicated on the plans is at high level only and does not affect lighting or communication at the reception.

1.3.3.2 Internal doors - Particular information

- a) Where vertical pull handles are provided, the bottom of the available grip zone will be between 700mm and 1000mm above finished floor level. The top of the grip zone will be at least 1300mm above finished floor level.

b) Vision panels will be provided to all doors other than those leading directly to sanitary facilities and closets, except where listed here:

- No exemptions.

c) Door 11 which was an exit from the mill, now becomes an internal door. It will be used to return to the reception centre at the end of the mill tour. The existing double door leaves are 600mm. The double doors will be replaced with a single 900mm wide door with a 300mm fixed panel.

d) Entry control systems are to be provided to the staff areas

1.3.3.3 Corridors and passageways - Particular Information

a) The dead end corridor leading to the staff room is less than 1.8m wide. As shown on the drawings, a passing place is provided at the door.

1.3.3.4 Internal Lobbies - Particular Information

a) All lobbies will be wheelchair accessible except as listed here:

- No exemptions

1.3.4.2 Provision of lifts - Particular Information

a) The visitor centre is a single storey structure and there are no changes of level with the storeys. No lift is required.

1.3.4.3 Internal stairs - Particular Information

The following steps and stairway shall be ambulant accessible.

Ambulant accessible stairs	New, existing or upgraded	Minimum clear width (between walls, strings or upstands)	Rise (mm)	Going (mm)	Max flight rise
Stair 1	New	1,200mm	150	300	600mm
Stair 2	upgrade	950mm	175	250	800mm

(a) Stair 2 is the original 150 year old stairs to the mill stones platform. It will be upgraded where practicable, including the provision of handrails, closing of nosing and increased lighting levels. It will comply with paragraph 1.3.4.3 of TGD M2010, except that the rise/going and width (items i & k) cannot be altered.

1.3.4.4 Internal Ramps – particular information

a) There are no internal ramps

1.3.4.5 Handrails – particular information.

The design of all handrails will be in accordance with paragraph 1.1.3.6 of TGD M2010 unless specifically noted otherwise.

- a) No exemptions

Section 1.4 Sanitary Facilities

Sanitary Facilities will be in accordance with Section 1.4 of TGD M2010.

- a) The provision of sanitary facilities will be in accordance with Paragraph 1.4.3 of TGD M2010 including all sub paragraphs.
- b) The design of sanitary facilities will be in accordance with Paragraph 1.4.4 of TGD M2010 including all sub paragraphs.

1.4.2 General information

- a) All sanitary facilities are clearly identified and annotated in the drawings.
- b) The provision and exact position of all new features within the sanitary facilities (e.g. grab rails, sink, alarms) will be in accordance with section 1.4 of TGD M2010 including diagrams unless specifically highlighted here:

- No exemptions

1.4.3 Identification of Sanitary Facilities

The following is a list of all sanitary facilities provided for the building:

- SF01 – female washroom
- SF02 – male washroom
- SF03 – unisex wheelchair accessible WC. (right hand transfer)

1.4.3.1 Wheelchair Accessible WC – Particular Information

- a) Wheelchair accessible WC facilities are provided at SF03 (Right hand transfer)
- b) The wheelchair accessible WC provides a 1800mm turning space and will be in accordance with Diagram 15a.
- c) The emergency assistance alarm will be linked to the reception area which will be manned at all times when the centre is in operation.

1.4.3.2 WC cubicles – Particular information

Unless specifically noted otherwise, all WC cubicles other than ambulant accessible and enlarged cubicles will be standard cubicles in accordance with paragraph 1.4.6 of TGD M2010 and will include a space clear of the door swing of at least 450mm diameter.

- a) The female washroom SF01 contains 4 cubicles. It includes 1 ambulant accessible cubicle and 1 enlarged cubicle (left handed)
- b) The male washroom SF02 contains 2 cubicles, one of which will be an ambulant accessible cubicle.

1.4.3.3 Urinals – Particular Information.

- a) The male washroom SF02 contains 2 urinals, one of which will be an ambulant accessible urinal.

1.4.3.4 Accessible Bathrooms/shower rooms -particular information

- a) There is no sleeping or bathroom accommodation.

1.4.3.5 Changing facilities – particular information

- a) There are no changing facilities

Section 1.5 - Other Facilities

The facilities of the building will in accordance with section 1.5 of TGD M2010.

1.5.3 Audience and spectator facilities (fixed seating) – Particular information

Audience and spectator facilities with fixed seating are provided at the following locations:

- a) There will be no fixed seating within the building.

1.5.4 Audience and spectator facilities (without fixed seating) – Particular information

The following areas within the building will be considered as audience and spectator facilities (without fixed seating)

- The interactive displays.

- a) All of the information from the historical & interactive displays and the guided tour will be available on portable hearing enhancement units.

1.5.5 Refreshment Facilities – Particular information

Refreshment facilities are provided at the following locations

- The cafe.
- The staff canteen (Rm03)

1.5.6 Accessible Sleeping accommodation – Particular Information

- No sleeping accommodation is provided.

1.5.7 Switches, outlets and controls – Particular Information

The design and location of all switches, outlets and controls will be in accordance with paragraph 1.5.7 and diagram 30 of TGD M2010.

- a) Entry controls are provided to the doors of the staff areas. The general location of these controls are indicated on the drawings

Section 1.6 Aids to communication

Aids to communication will be in accordance with section 1.6 of TGD M2010.

1.6.3 Signage – Particular Information

The provision of signage will be in accordance with TGD M2010 and as proposed elsewhere in this report. It will assist wayfinding and communication. All signs will be designed in accordance with paragraph 1.6.3 of TGD M2010.

The following is a non-exhaustive list of some of the signage provided.

- a) External directional signs to the designated parking spaces and set down.
- b) Notification of the presence of the audible aid at the reception.
- c) Signage for the sanitary facilities.
- d) Information for the portable hearing enhancement units for the mill tour.

1.6.4 Lighting and Visual Contrast – particular information

Lighting and visual contrast will be provided in accordance with paragraphs 1.6.4 and 1.6.5 of TGD M2010.

- a) A fixed security screen is to be provided between the reception and the entrance lobby. Lighting levels in this area will be carefully adjusted to ensure that they do not cause glare which might affect communication across the screen.

1.6.6 Audible Aids – particular information.

The provisions of aids to communication will be in accordance with TGD M2010 and as proposed elsewhere in this application.

The design of all audible communication systems will be in accordance with paragraph 1.6.6 of TGD M2010.

The following is a non-exhaustive list of some of the areas where aids to communication which will be provided.




























- a) The reception counter,
- b) The portable tour information units.

.....end

Suggested Notes to be provided on drawings.

- All widths and other dimensions are the clear unobstructed measurement of the finished works as set out in TGD M2010
- Within the sanitary facilities the exact position of all features (e.g. grabrails, sinks, alarms etc) will be in accordance with the relevant diagrams of TGD M2010 unless specifically highlighted on the drawings and in the report.
- All access routes will be free from obstructions and hazards unless clearly labelled on the drawings and highlighted in the report.

Disability Access Certificate Symbol Key

	Access Point on Site Boundary		
	Site Boundary		
	Access Route A		
	Access Route B		
	Access Route C		
	Access Route D		
	Access Route E		
	Accessible Entrance (2 way)		
	Accessible Entrance (1 way)		
	Accessible Entrance (with specified restriction)		
	Designated Parking Clear Space		
	Area of restricted accessibility (specified in report)		
	Existing Structure		
	900x1400mm Wheelchair Space		Tactile paving
	2200x1400mm Wheelchair Space	DK	Dished Kerb
	1.8m x 1.8m turning space	OB →	Obstruction on Access Route
	1.5m x 1.5m turning space		Audible Aid/ Induction loop
	43.650 Ground or floor level		HO Doors held open
	Access Control Panel		300mm Clear space
	Emergency call		Washrooms / WC facilities
	Bathrooms / Shower rooms		Changing facilities

Uncontrolled Copy