

## SECURED BY DESIGN (SBD) NEW HOMES APPLICATION AND CHECKLIST

Secured by Design (SBD) is a minimum standard for security. Applicants should make themselves familiar with the relevant sections of the website [www.securedbydesign.com](http://www.securedbydesign.com) and consult their local Crime Prevention Design Adviser (CPDA) for site specific information and follow the application process outlined below. Please note that the CPDA is sometimes referred to as the Architectural Liaison Officer (ALO)

You are strongly advised to contact the local CPDA to discuss the development before completing this application checklist, submitting a planning application or completing a Design and Access Statement.

This checklist is a guide and contains only some of the component parts of the requirements of SBD New Homes and therefore **MUST** be read in conjunction with the full SBD New Homes document to ensure that your application will comply. The bracketed numbers refer to some of the clauses and sub clauses in the SBD New Homes document

If you are applying for Secured by Design Section 2 Part Compliance as part of an application under the 'Code for Sustainable Homes' please go to section 2 of the checklist. Please note that compliance with this section only enables the development to be described as 'Secured by Design – Part Compliant. Under no circumstances shall the development be marketed as 'Secured by Design' and neither must the SBD logo be used in any advertising/promotional material.

Should the local planning authority require Secured by Design certification under a planning condition then the development must meet the full requirements of both section 1 and 2 of the SBD New Homes guidance document.

Developers wishing to market their development as 'Secured by Design' may only do so if compliance with both section 1 and 2 of the SBD New Homes guidance document has been achieved or a Secured by Design Pre-Build Agreement has been completed. Should you wish to enter into an SBD Pre-Build Agreement please notify the CPDA who will in turn contact the relevant ACPO SBD Development Officer for your area.

Please tick the appropriate boxes to indicate compliance, but note that additional or alternative measures, which are subject to the local crime risks, may be required by the CPDA. These alternative and additional measures will be notified to you in writing. Please also note that unless you are informed otherwise by the CPDA in writing you will be expected to achieve all of the applicable requirements as outlined in the SBD New Homes document

Opportunities for designing out crime have often been lost by the time a development scheme has gained planning permission. Applicants should be aware that whilst late applications for Secured by Design may be considered by the CPDA, the development may not meet the requirements of SBD if the design, layout or specification is unsatisfactory.

## Development Details

**Site Location**.....

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**No. of Units**.....

**Name, Address and Contacts Details of:**

Architect.....

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Developer.....

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Builder.....

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Housing Association (if applicable).....

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Local Housing Authority (if applicable).....  
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Planning Officer (Name & Address).....  
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Signature of Applicant.....

Representing.....

Date.....

**Plans and Documents to accompany each SBD application form:**

- Location Plan (to scale not less than 1:2500)
- Site Layout (to a scale not less than 1:200) including services drawings
- Building elevations
- House Plan (for each unit type)
- Lux Plan
- Landscape and boundary details
- Door and window test and certification details or name of SBD Member Company supplying of a copy of the SBD member's license

NOTE A second set of documents may be required (check with the CPDA).

Further information on the Secured by Design initiative may be found on [www.securedbydesign.com](http://www.securedbydesign.com)

## Application process

The best crime prevention gain will be achieved through early negotiation. It is important that the applicant meets with the CPDA prior to submitting a planning application, particularly as Design and Access Statements require a profile of the crime and disorder problems within the area of the application.

- a. The applicant will provide adequate drawings, detailing the extent of the development, and send these with a completed application form to the CPDA at the earliest opportunity. Contact details for all CPDAs can be found on the SBD website [www.securedbydesign.com](http://www.securedbydesign.com)
- b. The CPDA will provide a written response to the applicant to include, where necessary, any additional or alternative crime prevention measures that may be required in order to achieve SBD certification.
- c. Should the proposed layout or specification alter as a result of liaison with the local planning authority or a statutory consultee the CPDA shall be notified and provided with amended drawings.
- d. The CPDA will meet with the developer or the developer's agent on site at the beginning of the project to ensure that contractual requirements are in line with Secured by Design specifications.
- e. The Secured by Design certificate will be issued upon completion of the first dwelling providing the CPDA is satisfied that all Secured by Design requirements have been met.
- f. The applicant may use the SBD logo for marketing purposes if the developer, or the developer's agent, completes a Secured by Design Pre-Build Agreement and there has been a satisfactory review of the proposed layout and technical specifications by the CPDA. Developers are reminded that completion of the SBD Pre-Build Agreement represents a legally binding contract. Therefore unauthorised alterations to the specifications, pertinent to the SBD application, will constitute an offence under the Trade Descriptions Act 1968 and other legislation. A copy of the SBD Pre Build Agreement can be found at [www.securedbydesgn.com](http://www.securedbydesgn.com).
- g. Successful applicants are reminded that once a Secured by Design Certificate has been issued the specification for all homes must be the same as the first dwelling. If any changes to the specifications of the dwellings or the surrounding environment are proposed, then the CPDA must be informed prior to any work being carried out on site. The Secured by Design logo signifies police approval and unauthorised use may constitute an offence against the Trade Descriptions Act 1968 and other legislation. The police service reserves the right to revisit all developments issued with a Secured by Design certificate.

## SECTION 1: THE DEVELOPMENT – LAYOUT & DESIGN (Planning Issues)

The planning application to which this checklist refers demonstrates adherence to the seven attributes of a sustainable community (1.5)

The Design and Access statement submitted with the planning application to which this checklist refers demonstrates an awareness of the crime and disorder issues in the area of the planning application and informs the planning officer of the measures to be taken to mitigate any identified problems (1.9)

NOTE A meeting with the local CPDA will help you complete your Design and Access statement

Secured by Design requirements overlap several of those found in the 'Code for Sustainable Homes'. The table at the end of this document identifies where these overlaps occur. It therefore follows that by applying SBD requirements and recommendations the applicant may also score credits from the 'Code for Sustainable Homes'

The development is not compromised by excessive permeability caused by the inclusion of too many routes (3.1)

Vehicle, pedestrian and cycle routes are visually open, direct, and well used and are not segregated. (4.1)

Footpath landscaping minimises the opportunity for crime and disorder (5)

Footpath seating, design and location avoids the creation of inappropriate loitering places and opportunities for crime and disorder (6)

Appropriate lighting has been provided for footpaths (7)

Consideration has been given to the delay of a footpath in a phased development (8)

Communal areas have been designed and located in such a way as to allow natural surveillance, prevent unauthorised vehicle access, reduce the opportunity for crime and disorder and not immediately abut residential buildings (9.1)

Adequate mechanisms are in place to maintain communal areas (9.2.2)

Private outdoor space has been secured to restrict access to the occupants of the building for which this space has been provided (9.6)

Boundaries between private and public space is clearly indicated (10.1)

- Access paths to the sides of dwellings have been securely gated on or as near to the front building line (10.5)
- Side and rear boundary fencing is adequate for the crime risk (10.6)
- Sub-divisional fencing between gardens is adequate for the crime risk (10.8)
- Dwellings are positioned to face each other (11.1)
- Gable end walls have been avoided or designed to mitigate crime and disorder problems that they might generate (12)
- Rear access footpaths have been avoided or gated at the entrance to the footpaths at the building line (13)
- Dwelling identification will be clearly displayed (14.1)
- Aids to climbing have been avoided (15)
- Car parking arrangements have been designed to minimise crime opportunity (16)
- Internal courtyard car parking has been avoided or is protected by a gate, the specifications of which will be agreed with the CPDA (16.3)
- Communal parking areas are to be lit to BS 5489 (16.6)
- Planting (soft landscaping) arrangements do not impede natural surveillance and do not create hiding places (18)
- All street lighting for adopted highways, footpaths, private estate roads and car parks complies with BS 5489. (19)
- Overall uniformity of street lighting and its colour rendering qualities achieve at least the minimum levels required (19.3 – 19.4)
- A 'Lux Plan' is or will be supplied to the CPDA (19.5)
- Light pollution has been minimised (19.6)

## SECTION 2: PHYSICAL SECURITY (Building Control & Code for Sustainable Homes Issues)

### Front doorsets

- Front doorsets comply with SBD security and performance standards (21.1 – 21.4)
- Locking systems comply with SBD requirements (21.5 – 21.8)
- Doorsets will be secured to the fabric of the building in accordance with the manufacturer’s installation specifications and will not be recessed by more than 600mm (21.9 – 21.10)
- Glazed panels, in or adjacent to doors have been glazed with laminated glass and are either part of the manufacturer’s range of certificated doorsets or are certificated to BS 7950: 1997 (21.11 – 21.12)
- Door chains or limiters will be fitted if required (21.14)
- Door viewers or a secure viewing panel will be fitted (21.15)
- Letter plates or boxes will comply with one of the sub clauses of 21.17

### Doorset manufacturer’s details

Company name and address

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Name of UKAS Test House \_\_\_\_\_

- Test Report(s)/Scope of Certification will be sent to the CPDA
- Test Report(s)/Scope of Certification have been included with the application

Name of UKAS Certification Authority \_\_\_\_\_

NOTE If the doorsets (all types of doors being used in this development) are being sourced from a Secured by Design Member Company you do not have to supply test house or certification information unless otherwise requested (go to [www.securedbydesign.com](http://www.securedbydesign.com))

### Side and back doorsets

- All external doorsets not designated as the main access/egress route will meet the same physical standard as ‘Front door’ (22.1)

**Sliding patio doorsets**

- Sliding patio doors will comply with the requirements of sub clauses [23.1 – 23.5](#)

**Communal entrance doorsets**

- Doorsets will comply with the requirements of sub clauses [24.1 – 24.2](#)
- Locks or locking mechanisms installed within communal doorsets will incorporate one or more of the requirements described in sub clauses [24.3.1 – 24.3.3](#)
- Door viewers or a secure viewing panel will be fitted to the door in accordance with sub clause [24.4](#)
- Letter plates/boxes within buildings comprising more than two dwellings will meet with one of the requirements described in sub clauses [24.6.1 – 24.6.4](#)
- Access control systems will comply with the measures described in clauses [24.7](#) to [24.9](#), which are dependent upon the number of dwellings accessed from a communal doorset

**Doorset manufacturer’s details**

Company name and address

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**Flat entrance doorsets served off a shared corridor or stairway**

- Ground floor flat entrance doors will meet the requirements of sub clause [25.1](#)
- Flat entrance doors above ground floor will meet the requirements of sub clause [25.2](#)
- Locks or locking mechanisms installed within doorsets shall also incorporate one or both of the requirements described in sub clauses [25.3.1](#) and [25.3.2](#)

- Clear operating instructions shall be attached to the inner face of all doors for the benefit of the operator (25.5)
- Door viewers or a secure viewing panel will be fitted to the door in accordance with sub clause 25.6
- All glazing in and adjacent to doors will be installed with a fire rated laminated glass (inner pane) securely fixed in accordance with the manufacturer's specifications (25.7)

#### **Doorset manufacturer's details**

Company name and address

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Name of UKAS Certification Authority \_\_\_\_\_

#### **French windows & external glazed double doorsets**

- All external doorsets not designated as the main access/egress route shall meet the same physical standard as 'front door' sub clauses 21.2 – 21.12 (26.2)
- All glazing in and adjacent to doors shall be laminated to a minimum thickness of 6.4mm and securely fixed in accordance with the manufacturer's specifications (26.3)

#### **Garages and underground car parking**

- External pedestrian access doors shall meet the same physical, locking and fixing specification, as 'Front Door', sub clauses 21.1 to 21.6 and 21.8 to 21.13
- Vehicle access doorsets will be certified to the Loss Prevention Certification Board standard – LPS 1175 security rating 1 or WCL 2 BR1 (27.2)
- Internal doors connecting the garage to the dwelling, shall meet the same physical, locking and fixing specification as 'Front Door', sub clauses 21.1 to 21.6 and 21.8 to 21.13. (27.3)
- These doors will also comply with BS 476 part 22 (½ Hour Fire Resistance with automatic closing) (27.3)

- Underground car parking arrangements include the security measures as outlined in the clauses under paragraph (27.4)

**Windows**

- All ground floor and easily accessible windows to be installed will have been successfully tested and certificated to BS 7950: 1997 and assessed to the relevant material standard: (28.1 – 28.4)

**Standards**

Tick all relevant boxes

- BS 7950
- BS 4873 (Aluminium)
- BS 7412 (PVC-U)
- BS 644 (Timber) or the BWF Timber Window Accreditation Scheme (TWAS).
- BS 6510 (Steel) or the SWA Steel Window Accreditation Scheme (SWAS)
- Composite – tick relevant material standard boxes above

**Style of window**

Tick all relevant boxes

- Tilt/turn
- Casement
- Vertical slider
- Fully reversible
- Fixed light
- Horizontal slider

**Window manufacturer’s details**

Company name and address

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Name of UKAS Test House \_\_\_\_\_

- Test Report(s)/ Scope of Certification will be sent to the CPDA
- Test Report(s)/ Scope of Certification have been included with the application

Name of UKAS Certification Authority \_\_\_\_\_

NOTE If the windows are being sourced from a Secured by Design Member Company (go to [www.securedbydesign.com](http://www.securedbydesign.com) ) you do not have to supply test house or certification information as this information would already have been gathered and checked by ACPO SBD

- Windows will be secured to the fabric of the building in accordance with the manufacturer’s installation specifications (28.5)

- All ground floor and easily accessible windows will be glazed with laminated glass (a site specific requirement subject to crime risk as advised by the CPDA) (28.8)
- Laminated glass, meeting the requirements of BS 6206, will be used where safety glazing is required under the Building Regulations or in windows that have been designated as emergency egress routes and for glazing immediately adjacent to emergency egress windows (28.6)
- Ground floor windows and those that are easily accessible to entry shall have key operated locks except for those required as emergency egress routes (28.6)

### Roof lights

- Easily accessible roof light apertures are being protected by roof lights that are certificated to BS 7950: 1997 or WCL 4 and are glazed with 6.4mm laminated glass (29)

#### Roof light manufacturer's details

Company name and address

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Name of UKAS Test House \_\_\_\_\_

- Test Report(s)/ Scope of Certification will be sent to the CPDA
- Test Report(s)/ Scope of Certification have been included with the application

Name of UKAS Certification Authority \_\_\_\_\_

NOTE If the windows are being sourced from a Secured by Design Member Company (go to [www.securedbydesign.com](http://www.securedbydesign.com)) you do not have to supply test house or certification information as this information would already have been gathered and checked by ACPO SBD

### Dwelling security lighting

- Lighting will illuminate all external doors, car parking and garage areas and some footpaths leading to dwellings and blocks of flats (30.1)
- Low energy lamps with an efficacy greater than 40 lumens per circuit watt are being used (30.2)
- Light spill is controlled using suitable photometry (30.3)
- External lighting switched using photo electric cell with manual override (30.4)

- 24 hour lighting will be provided to communal parts of a block of flats (30.5) and will include:

Tick all relevant boxes

- Entrance Hall  
 Lobbies  
 Landings  
 Corridors  
 Stairwells  
 Garaging facilities  
 Entrances to garages

NOTE The CPDA will notify the applicant in writing if other areas require lighting

- 75% of the fixed internal light fittings are dedicated for the use of energy efficient lamps

### Conservatories

- Conservatories shall be separated from the main dwelling by a door that meets the relevant SBD requirements (31.1)

### Intruder Alarms

- A 13amp non switched fused spur, suitable for an alarm system will be installed (32.1)  
 A hard wired alarm system, which complies with BS EN 50131 and PD 6662, is being installed (32.1)  
 A wire free alarm system, which complies with BS 6799 is being installed (32.1)

### Utilities

- Utility cupboards will be located externally as close as possible to front building line and be overlooked (33.1)  
 Utility meters in multi occupancy developments will be located on the ground floor between access controlled doors (air lock system) so that access can be restricted to the meters (33.1)  
 This development will have meters located in the dwellings for pre-payment tokens or keys (33.2)

### Internal communal drying rooms

- Internal communal drying rooms in blocks of flats will be fitted with a door as required by sub clause 34.1

### **Bicycle parking**

- External cycle storage containers will be certificated to LPS 1175 SR 1 (35.2)
- Sheds used for storage of bicycles will satisfy the requirements of sub clause 35.3
- Garages used for storage of bicycles will satisfy the requirements of sub clause 35.4
- External bicycle stores will satisfy the requirements of sub clause 35.6
- Bicycle stands will meet the requirements of sub clause 35.7
- Internal communal bicycle stores will meet the requirements of sub clause 35.8

### **Home office (working from home)**

- Where a 'Code for Sustainable Homes' credit is being sought for the inclusion of a home office the requirements of sub clause 36.1 will be met

### **Home composting facilities**

- Composting containers will be sited so that they cannot be used as a climbing aid (37.1)

### **Party wall construction & sound insulation**

- Party wall construction will resist intrusion (38.1)
- Increased sound insulation has been included to achieve additional 'Code for Sustainable Homes' credits in order to reduce noise complaints by neighbours (38.2)

### **Home user guide**

- A home user guide has been produced to achieve the 'Code for Sustainable Homes' credit and includes instruction for the operation of the window and door locks (39)

**Secured by Design (SBD) New Homes 2009 and the Code for Sustainable Homes (The Code)**

The SBD New Homes 2009 guidance document supports the objectives of The Code. Following the advice and requirements of SBD may lead to the scoring of various credits in The Code in addition to the 2 credits awarded for complying with Section 2 of SBD New Homes 2009.

The following table provides a guide as to where SBD requirements overlap with The Code. The overlaps shown below relate to 19 non-mandatory credits and 4 mandatory points.

Ene 1,4,6,8, Hea 5 and Man 1 are also SBD requirements and score a total of 10 credits. This includes the 2 credits for compliance with Section 2 SBD New Homes

Ene 9, Was 3 and Man 1 are not specific SBD requirements, but should these credits be applied for then the SBD guidance must be followed. A total of 5 credits can be scored.

Hea 2 relates to an SBD recommendation. 4 credits can be awarded for compliance

Standard 2 in the Hea 4 checklist for Lifetime homes is a requirement of SBD and may lead to the scoring of 4 mandatory credits if the other applicable Code standards have been achieved (there are 16 Standards)

<b>The Code for Sustainable Homes October 2008</b>				<b>Secured by Design New Homes February 2009</b>		
<b>Issue ID</b>	<b>Description</b>	<b>Max Credits</b>	<b>Mandatory?</b>	<b>Heading</b>	<b>Section</b>	<b>Paragraph</b>
<b>Ene 1</b>	Internal lighting	2	No	<b>Dwelling Security Lighting - Internal</b>	2	30.6
Fixed internal light fittings are dedicated for the use of energy efficient lamps 40% = 1 credit 75% = 2 credits				SBD requires at least 75% of the fixed internal light fittings are dedicated for the use of energy efficient lamps		
<b>Ene 4</b>	Drying Space	1	No	<b>Communal Areas</b>	1	9.5
				<b>Internal communal drying areas</b>	2	34
The space (internal or external) should be secure				External drying areas to be enclosed with secure access via a locked gate. Seek CPDA advice Internal communal drying room to have an enhanced secure door as specified.		
<b>Ene 6</b>	External lighting	2	No	<b>Dwelling security lighting - external</b>	2	30.1 – 30.5
Space lighting All lighting is provided by dedicated energy efficient fittings = 1 credit Security lighting All light fittings are designed for energy efficiency and are adequately controlled = 1 credit				The use of low energy consumption lamps with an efficacy greater than 40 lumens per circuit watt is required See note 30.2 in Secured by Design New Homes 2009 in respect to use of PIR detectors and 150w halogen lamps		

<b>Ene 8</b>	Cycle storage	2	No	<b>Bicycle parking</b>	2	35
Credits are awarded where adequately sized, safe, secure, convenient and weatherproof cycle storage is provided for each dwelling in accordance with Code's criteria				SBD requires secure cycle storage and sets out a number of security specifications		
<b>Ene 9</b>	Home office	1	No	<b>Home office (working from home)</b>	2	36
A credits is awarded on the basis of the provision of space and services that enable a room to be used effectively as a home office				Not a specific SBD requirement, but should a developer wish to apply for the relevant Code credit and apply for SBD Section 2 compliance then SBD requirements must be adhered to		
<b>Was 3</b>	Composting	1	No	<b>Home composting facilities</b>	2	37
A credit is awarded for the provision of home composting facilities				Not an SBD requirement, but if external composting containers are provided they must be sited so that cannot be used as a climbing aid		
<b>Hea 2</b>	Sound installation	4	No	<b>Part wall construction and sound insulation</b>	2	38.2 – 38.3
Credits awarded for achieving higher standards of sound insulation than those given in Approved Document E of the Building Regulations in order to reduce the likelihood of noise complaints from neighbours				An SBD recommendation to reduce noise complaints and to reduce resource implications for police and local authorities.		
<b>Hea 3</b>	Private space	1	No	<b>Communal areas</b>	1	9.6
A credit is awarded if the private space is only accessible to occupants of designated buildings				SBD requires that any such space is secured to provide access to the occupants of designated buildings only Seek CPDA advice		
<b>Man 1</b>	Home User Guide	3	No	<b>Home user guide</b>	2	39
Credits are awarded for the provision of a simple user guide which covers information relevant to the non-technical tenant/owner on the operation and environmental performance of their home				If a Home user guide is being produced to score the credits under the Code then it must include instructions for the operation of all door and window locking mechanisms		
<b>Man 4</b>	Security	2	No	<b>Secured by Design New Homes 2009</b>	2	All relevant paragraphs
Credits are achieved by complying with Section 2 – Physical Security from Secured by Design New Homes This does not permit the development to be described as 'Secured by Design' as both sections 1 and 2 have to complied with				Early consultation with the CPDA is essential to ensure that all elements of SBD New Homes Section 2 are complied with Full certification to SBD can only be achieved if the requirements of both Sections 1 and 2 have been attained		
<b>Hea 4</b>	Lifetime Homes	4	Yes	<b>Car Parking</b>	1	16.1
For a Level 6 assessment achievement of the Lifetimes Homes criteria is a mandatory requirement. Checklist Hea 4 Standard 2 requires that the distance from the car parking space to the home should be kept to a minimum and should be level or gently sloping. All standards applicable to the dwelling type must be achieved (There are 16 Standards)				SBD requires that cars should either be parked in locked garages or on a hard standing within the dwelling boundary, preferably behind a gate. See note 16.1 in Secured by Design New Homes 2009		