

**DESIGN & ACCESS STATEMENT
PROPOSED EXTERNAL ATM INSTALLATION**

POST OFFICE

**Chesterfield Post Office
295 Chichister Road
North Berstead
Bognor Regis
PO21 5AL**

Introduction

This Design and Access statement has been prepared in support of a planning application for the installation of an Automatic Teller Machine. ATM's are currently part of the Post Office's financial product, and as such are key to providing customers with additional free cash withdrawal facilities (available 24 hrs) . Following the closure of other Post Offices in the local area the proposed ATM at this Post Office will serve a greater number of customers, which is essential for the viability of this Post Office.

Application

The application seeks planning permission for an ATM to be built within the existing building at 295 Chichister Road. The ATM is accessed externally by the public from the main pavement immediately to the front of the unit. We consider the ATM would not be detrimental to the existing street scene. The benefit of the ATM is that it will add a banking facility to the local community and visitors to the area providing cash on demand thus encouraging people to visit and spend money in the local shops.

Survey

The Post Office has undertaken a survey to establish the need for an external ATM in this location and is satisfied that a need has been identified.

Location

The machine is to be located at the front elevation where there is a public footpath to the front. The area of the building where the ATM is to be installed has no special architectural or historic features.

Car Parking

There is parking in the area but it is anticipated the majority of users will be pedestrians from the local community, visitors to the area and customers of the Post Office.

Design

The ATM is of standard design as located in many areas throughout the UK and is accepted as a necessary facility. There are a number of mandatory standards which apply, relating to the position of the ATM, its visibility, ambient lighting, building structure, building security features, ATM anchoring, safe strength.

Disability Discrimination Act

The ATM is set at a height which allows access to wheelchair users, and is complaint and conforms to the requirements laid down by the Disabled Discrimination Act.

Landscaping

This is not applicable as the installation does not require it.

Scale

Not Applicable; It is submitted that the size, location and proportion of the proposed ATM will be proportionate and not overbearing to the existing design of the unit and the existing signage.

General Statement

Post Office Ltd has a number of standards used to ensure that all ATMs have a minimum level of security. All details are available on the Association of Chief Police Officers (ACPO) website www.securedbydesign.com. These generic standards are supplemented by a risk assessment which identifies whether each post office is a High, Medium or Low risk based on Post Office & industry data for incidents within a 20km radius. For high-risk sites, additional security measures are put in place where appropriate to minimise specific risks.

Alarms

The alarm fitted will be a monitored alarm system that meets Post Office Ltd security standards version 2.0. Each Post Office has an alarm system individually designed to ensure that the solution is specific to the site conditions.

The system meets the requirements of the latest versions of; ACPO Police Response to Intruder Alarms, PD6662, DD243 and EN50131.

Security

It has been assessed that the immediate surrounding area comprises of small business premises with Residential occupancy.

The ATM is to be located in an open area with street lighting to help protect users of the machine.

The ATM will be cash replenished by Post Office staff in a secure environment outside customer hours in accordance with the Post Office Ltd Operational Standards. These are available upon request however should be treated as strictly confidential.

The ATM safe used is UL2891 Standard. In addition to aid security and help prevent possible crime we will be taking the following measures:

- The ATM will be ground anchored in accordance with Post Office Standards Ref: 1049 and with a plinth to which the ATM is secured in accordance with Post Office Standards Ref: 1053

- The glazing into which the ATM is to be installed is to be to 11.5mm clear laminated safety glass
- The ATM at this site will be installed using an anti-tamper cabinet, the purpose of which is to ensure the ATM locks & alarms are not visible to the public
- The shop has shutters
- Minimum spec for external door lock is 3G110