



SECURED BY DESIGN SELF BUILD

Application Form and Checklist

Secured by Design



Official Police Security Initiative

Secured by Design (SBD) is owned by the UK Police Service and is supported by the Home Office.

This SBD Self Build Application Form and Checklist includes the security measures required to achieve the SBD Self Build Award and should be read in conjunction with the SBD Self Build Guide.

Every police force has Designing Out Crime Officers (DOCOs) who will assist you with the application process and advise you about any site specific requirements. This service is free of charge and we strongly suggest you contact them at the earliest possible opportunity so that their recommendations can easily be incorporated into your self build home. 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 DOCO, the development may not meet the requirements of SBD if the design, layout or specification is unsatisfactory.

Your local Designing Out Crime Officer's details are available at www.securedbydesign.com in the 'Contact' section.

If all of the security measures agreed with your local DOCO are incorporated into your new or refurbished home, you will receive a Self Build Award which generates a certificate of compliance. This provides you with evidence that your home includes physical security products, such as doors and windows, that meet the Police Preferred Specifications for security and satisfies the needs of planning authorities and building control professionals across the UK.



SBD Self Build Award – Format

The SBD Self Build Guide and this SBD Application Form and Checklist are presented in three sections:

Section 1: Plot layout and design

Section 2: Physical security of the home

Section 3: Advice regarding additional features that may or may not be present in your design.

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 DOCO. These alternative and additional measures will be notified to you in writing. Please also note that unless you are informed otherwise by the DOCO in writing, you will be expected to achieve all of the applicable requirements as outlined in the SBD Self Build Guide.

Development Details				
Site Location and Main Contact for DOCO				
Name of contact				
Site address				
Postcode				
Telephone				
Email				
Total number of homes		Number of SBD homes		

Name, Address and Contacts Details of	
Architect	
Address	
Postcode	
Telephone	
Email	

Builder	
Address	
Postcode	
Telephone	
Email	

Local Authority	
Address	
Postcode	
Telephone	
Email	

Planning Officer	
Address	
Postcode	
Telephone	
Email	

Signature of Applicant		Date	
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Plans and documents to accompany each SBD Application	
	Location Plan (to scale not less than 1:2500)
	Site Layout (to a scale not less than 1:200) including services drawings building elevations
	Elevations
	House Plan (for each unit type)
	Lighting Scheme Declaration of Conformity
	Landscape and boundary details
	Door and window test and certification details or name of SBD Member Company (supply a copy of the SBD member's license)

NOTE: Please consult your local DOCO regarding how many sets of documents are required and whether they can be sent electronically.

Application Process

It is important that you meet with the DOCO at the earliest opportunity prior to submitting a planning application, as Design and Access Statements require the applicant to show an awareness of the crime and disorder issues in the area and demonstrate the measures that will be taken to design out these issues in your new or refurbished home.

The Process

- a. The applicant will provide adequate drawings, detailing the extent of the development, and send these with a completed application form to the DOCO at the earliest opportunity. Contact details for all DOCOs can be found on the SBD website www.securedbydesign.com in the 'Contact' section.
- b. The DOCO 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 DOCO shall be notified and provided with amended drawings.
- d. You will make contact with the local DOCO at the beginning of the project to ensure contractual requirements are in line with Secured by Design specifications. It may be necessary to meet with the DOCO at this stage.
- e. Contact will be made with the DOCO at least two weeks prior to completion to arrange a site visit so compliance with Secured by Design can be checked and certification issued prior to occupation.
- f. Applicants should be aware that products claiming to have certification under PAS24 in relation to doors and windows must be permanently marked in accordance with Paragraph 5 of the standard. This section requires the product to be permanently marked with the following information:
 - (i) The name of the company manufacturing the product
 - (ii) The standard title. e.g. PAS24:2016
 - (iii) The quarter and year in which the product was manufactured
 - (iv) The product classification. This is either 'D' for doors or 'W' for windows. (This deals with the occasions when product, such as a balcony door, has actually been tested as a window)
- g. Products claiming certification under the STS 201, 202 and 204 Security Technical Specifications operated by BM Trada / Exova / Elements under their 'Certisecure' scheme must meet the following requirement for product marking contained within those documents. They are required to have a tamper evident label containing the following information:
 - (i) The Certisecure Mark
 - (ii) The technical specification number (e.g. STS 202)
 - (iii) The performance classification achieved (e.g. BR1)
 - (iv) A unique serial number
 - (v) Optionally the manufacturer's or certificate holder's name. Note: if the manufacturer's or certificate holder's name is not applied, no other name or reference shall be identified on the label, window or door
- h. It is vital that the permanent marks or labels are not interfered with or removed as it invalidates the certification of the product and may lead to either a delay in an SBD award being made, or even a refusal of the award.
- i. There are other benefits for the homeowner and manufacturer in permanent marking of products. These include identifying the doorsets in the future in relation to any civil claims and enabling the home owner to get the maximum insurance benefits by making it easier for them to identify the fact that they have a PAS 24 or Certisecure approved doorset or window.

Section 1: Plot Layout & Design

The bracketed numbers at the end of the tick box sections refer to the corresponding paragraphs in the SBD Self Build Guide.

	The property is positioned within the plot facing the neighbouring properties to maximise its self-policing qualities (4.1)
	Vehicle and pedestrian routes are visually open, direct and do not undermine the defensible space of neighbours where shared surfaces are to be used (4.1)
	Defensible space is clearly indicated by creating 'buffer zones' between private and public space (4.2)
	Rear access footpaths have been avoided (4.3)
	Planting (soft landscaping) arrangements are appropriate, do not impede natural surveillance and do not create hiding places (4.4)
	Front boundaries between public and private areas are clearly indicated, open to view and does not exceed 1m in height (5.1)
	Side access gates are robustly constructed, the same height as the rear fence (1.8m minimum) on or as near to the front building line as possible and capable of being locked (5.4)
	Side and rear boundaries are robustly constructed and 1.8m high (minimum) (5.5)
	Side and rear boundaries have trellis topping and/or defensive planting (5.5)
	Entrance or driveway gates are inward opening, of substantial framed construction and have galvanised adjustable hinges and fixings mounted behind the external or attack face (5.7)
	Automated gates meet the relevant statutory safety standards and are CE marked (5.8)
	Sub-divisional fencing between gardens is adequate for the crime risk (5.9)
	Gable end walls have been avoided or designed to mitigate crime and disorder problems that they might generate (6.1)
	Dwelling identification will be clearly displayed (7.1)
	Aids to climbing have been avoided (8.1)
	Vehicle parking arrangements have been designed to minimise crime opportunity (9.1, 9.2)
	All street lighting for adopted highways, footpaths, private estate roads and car parks complies with BS 5489:2013. (10.1)

Section 2: Physical Security

The bracketed numbers at the end of the tick box sections refer to the corresponding paragraphs in the SBD Self Build Guide.

Dwelling Entrance Doorsets	
	All doorsets allowing direct access into the home comply with SBD security and performance standards (12.3)
	All doorsets allowing direct access into the home, e.g. front and rear doors, interconnecting garage doorsets, French doors, bi-fold or sliding patio doorsets, dedicated private flat or apartment entrance doorsets, easily accessible balcony doorsets, etc., must be certificated to one of the following standards:
	PAS 24:2016; or
	STS 201 Issue 7:2015; or
	LPS 1175 Issue 7.2:2014 Security Rating 2+; or
	LPS 1175 Issue 8:2018 Security Rating A3+; or
	STS 202 Issue 6:2015 Burglary Rating 2; or
	LPS 2081 Issue 1.1:2016 Security Rating B.
	Locking systems comply with SBD requirements
	Doorsets tested to PAS 24:2016 are permanently marked with the relevant details
	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 (12.2, 12.18)
	Fire rated doorsets requiring both fire and security ratings have independent third party dual certification from a United Kingdom Accreditation Service (UKAS) accredited certification body for both elements (12.4)
	Adjacent side panels (glazed or non-glazed) to the fire rated security doorset are included within the dual scope for certification for that doorset (12.5)
	I have sought the advice of a suitably qualified professional in relation to the specification and location of any fire rated security doorsets (12.6)
	Vehicular access doorsets that provide the primary security must be certificated to one of the following standards (12.8):
	LPS 1175 Issue 7.2:2014 Security Rating 1+ (or above); or
	LPS 1175 Issue 8:2018 Security Rating 1+/A1+ (or above); or
	STS 202 Issue 6:2015 Burglary Rating 1+ (or above); or
	LPS 2081 Issue 1: 2015 Security Rating A.
	Glazing within or adjacent to doorsets (within 400mm) incorporate one pane of laminated glass meeting or exceeding the requirements of BS EN 356:2000 class P1A (12.11)
	Outward opening doorsets form part of the manufacturer's certified product range (12.14)
	Door chains or limiters meeting TS003 will be fitted to the main entrance door (12.15)
	Door viewers or a secure viewing panel meeting TS002 will be fitted to the main entrance door (12.16)
	Mail delivery complies with one of the crime prevention solutions described in paragraphs 12.19 to 12.24 of the SBD Self Build Guide

Doorset manufacturer's details	
Name	
Address	
Postcode	
Telephone	
Email	
	Secured by Design Licensed Member – <i>(If the doorsets are being sourced from a Secured by Design Member Company you do not have to supply test house or certification information unless otherwise requested)</i>
Name of UKAS Test House:	
	Test Report(s)/Scope of Certification will be sent to the DOCO
	Test Report(s)/Scope of Certification have been included with the application
Name of UKAS Certification Authority:	

Windows and roof lights	
	All easily accessible windows will comply with relevant SBD security and performance standards (13.2)
All windows must be certificated to one of the following standards:	
	PAS 24:2016; or
	STS 204 Issue 6:2016; or
	LPS 1175 Issue 7.2:2014 Security Rating 1; or
	LPS 1175 Issue 8:2018 A1 Security Rating 1/A1; or
	STS 202 Issue 7:2016 Burglary Rating 1; or
	LPS 2081 Issue 1.1:2016 Security Rating A.
	Appropriate fire safety measures and fire service access has been incorporated (13.3, 13.4, 13.5)
	Windows that are not easily accessible have either locking hardware or an opening restrictor in the interests of child safety (13.6)
	Windows located within 400mm have laminated glass meeting either BS EN 356:2000 P1A or in the case of windows tested to LPS 1175, have laminated glass meeting LPS 1270 Issue 1. Security Rating 001 (minimum) (13.7)
	Easily accessible emergency egress windows with non-lockable hardware have laminated glass meeting either BS EN 356:2000 P1A or in the case of windows tested to LPS 1175, have laminated glass meeting LPS 1270 Issue 1. Security Rating 001 (minimum) (13.7)
	Easily accessible roof lights with non-lockable hardware have laminated glass meeting either BS EN 356:2000 P1A or in the case of windows tested to LPS 1175, have laminated glass meeting LPS 1270 Issue 1. Security Rating 001 (minimum) (13.7)
	Fire rated windows requiring both fire and security ratings have independent third party dual certification from a United Kingdom Accreditation Service (UKAS) accredited certification body for both elements (13.8)
	I have sought the advice of a suitably qualified professional in relation to the specification and location of any fire rated security windows (13.9)

Window manufacturer's details	
Name	
Address	
Postcode	
Telephone	
Email	
	Secured by Design Licensed Member – <i>(If the doorsets are being sourced from a Secured by Design Member Company you do not have to supply test house or certification information unless otherwise requested)</i>
Name of UKAS Test House:	
	Test Report(s)/Scope of Certification will be sent to the DOCO
	Test Report(s)/Scope of Certification have been included with the application
Name of UKAS Certification Authority:	

Rooflight manufacturer's details	
Name	
Address	
Postcode	
Telephone	
Email	
	Secured by Design Licensed Member – <i>(If the doorsets are being sourced from a Secured by Design Member Company you do not have to supply test house or certification information unless otherwise requested)</i>
Name of UKAS Test House:	
	Test Report(s)/Scope of Certification will be sent to the DOCO
	Test Report(s)/Scope of Certification have been included with the application
Name of UKAS Certification Authority:	

Conservatories

	Doors and windows will comply with relevant SBD security and performance standards (12 and 13)
	Where polycarbonate glazing is used, the conservatory shall be separated from the main dwelling by a door that meets the relevant SBD security and performance standards (12)

External lighting for dwellings

	Lighting will illuminate each elevation that contains a doorset (15.1)
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Utility Meters

	Utility cupboards will be located externally as close to the front building line as possible and be overlooked (16.1)
	'Smart' meters are being installed in this development (16.1)

Visitor door or gate entry systems, with or without remote locking, utilising telephone based Internet Protocol (IP)

	The system has been tested and certified to the British Standard Institute Kitemark for the Internet of Things (IoT) devices (17.1)
	The system will only allow remote unlocking when there is audio and visual feed (17.2)

CCTV and recording

	The CCTV system will comply with the relevant SBD security and performance standards (18.1 to 18.5)
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Section 3: Additional security requirements

Additional Window Requirements

	In high crime locations, laminated glass to BE EN356:2000 class 1A will be installed on all ground floor and basement windows and those easily accessible above ground floor (20.1)
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External Garage Doorsets

	External pedestrian access doors meet the same physical, locking and fixing specification, as 'Dwelling Entrance Doorsets' (12)
Vehicle access doorsets must be certificated to one of the following standards (21.2):	
	LPS 1175 Issue 7.2:2014 Security Rating 1+ (or above); or
	LPS 1175 Issue 8:2018 A1 Security Rating 1+/A1+ (or above); or
	STS 202 Issue 6:2015 Burglary Rating 1+ (or above); or
	LPS 2081 Issue 1:2015 Security Rating A.
	A non-certificated vehicle access door is fitted with a 'garage door defender' certificated to Sold Secure Bronze level or above (21.3)

Secure external storage facilities and bicycle security (including mopeds, scooters and motorcycles)

External cycle storage containers must be certificated to one of the following standards (22.1):	
	LPS 1175 Issue 7.2:2014 Security Rating 1+ (or above); or
	LPS 1175 Issue 8:2018 Security Rating 1/A1 (or above); or
	STS 202 Issue 7:2016 Burglary Rating 1; or
	LPS 2081 Issue 1.1:2015 Security Rating A; or
	Sold Secure (Bronze, Silver or Gold).
	Sheds used for storage of bicycles will satisfy the SBD requirements within the SBD Homes Guide 2019 (56.2)
A ground anchor certified to one of the following standards (22.3):	
	LPS 1175 Issue 7.2:2014 Security Rating 1 (or above); or
	LPS 1175 Issue 8:2018 Security Rating A1 (or above); or
	Sold Secure Silver or Gold
	External bicycle stores will satisfy the SBD requirements within the SBD Homes Guide 2019 (56.3)
	Bicycle stands will satisfy the SBD requirements within the SBD Homes Guide 2019 (56.4)
	Doorsets to communal areas are fitted with an access control system

Intruder Alarms

	An alarm system must comply with BS EN 50131 (23.1)
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