



Version: 1.0

Original published date: xx/yy/zzzz

Revised date: xx/yy/zzzz

EC 4.0 Universal Design – Evidence Guidance

EC 4.0 folder to contain the following three submissions:

Submission 1 – PDF stating what level is being targeted.

Submission 2 – HPI UD checklist filled out, signed and stating what measures are being targeted.

Submission 3 – Folder containing individual folders for each measure being targeted. Each folder should be labelled after the corresponding number of the measure (1.1, 2.4, 4.1 etc.). Each folder to contain the following evidence:

Note: only relevant drawings to be uploaded to each folder. If one drawing is showing multiple measures, it can be uploaded to just one folder but should be noted in the folders for the other measures where the drawing can be found. Avoid large pdf files with multiple drawings as these can be hard to open and examine the drawings.

1.1 Provide accessible car parking and good set down points / communal parking close to the home
<ul style="list-style-type: none"> • Site map – showing location of parking and location to entrances to the building. • Site photos – showing sample of the parking.
1.2 Provide a dropped kerb for ease of access onto the pavement
<ul style="list-style-type: none"> • Site map – showing location of dropped kerbs on all pavements within the site. • Site photos – showing sample of dropped kerbs.
1.3 Provide an ease of access to front door and rear door - Ensure that paving within the property boundary is firm, non-slip and non-reflective
<ul style="list-style-type: none"> • Site photos – showing sample of entrances (front and rear) for houses. Apartments show all tenant entrances to the building and a sample of the balconies present.
2.1 Provide lighting to illuminate the door, the home number and location of the entry system separate to a P.I.R. light or general external light
<ul style="list-style-type: none"> • Site photos – showing sample of entrances for houses. Apartments show all tenant entrances to the building.
2.2 Provide porches or shelters at Front doors to provide improved weather protection at the door
<ul style="list-style-type: none"> • Site photos – showing sample of entrances for houses. Apartments show all tenant entrances to the building.
2.3 Provide different colours to Front Doors – Visual contrast and way finding
<ul style="list-style-type: none"> • Site photos – showing sample of entrances for houses. Apartments show all tenant entrances to the building.
2.4 Provide different colours to exteriors - way finding and break up of uniformity

<ul style="list-style-type: none"> • Site photos – showing sample of houses and all apartment buildings.
2.5 Plant at Front Door with scents and sounds to help guidance to door
<ul style="list-style-type: none"> • Site photos – showing sample of entrances for houses. Apartments show all tenant entrances to the building.
2.6 Provide wider doors, greater than 800mm, both external and internal
<ul style="list-style-type: none"> • Provide complete door schedule. • Site photos – showing a sample of external and internal doors with an extended tape measure in the photo.
2.7 Provide an entrance door with a clear width of between 800mm and 850mm
<ul style="list-style-type: none"> • Provide door schedule, highlighting entrance doors. • Site photos – showing sample of entrances for houses. Apartments show all tenant entrances to the building. Extended tape measure present in all photos.
2.8 Entrance and hallway in the home: Provide space, at least 300mm x 800mm for storing outdoor wear, coats, shoes and bags
<ul style="list-style-type: none"> • Floor plan for each unit showing location of space with measurements. For repeating units only one floor plan is needed per unit type.
2.9 Entrance and hallway in the home: Provide additional storage space for a buggy and/or shopping trolley
<ul style="list-style-type: none"> • Floor plan for each unit showing location of space with measurements. For repeating units only one floor plan is needed per unit type.
2.10 Entrance and hallway in the home: Provide opening (slabbed over) in first floor for future installation of platform lift
<ul style="list-style-type: none"> • Drawings showing location of the spot and engineer report showing that the floors have been constructed for easy installation of the platform lift in the future. <p>OR</p> <ul style="list-style-type: none"> • No evidence needed if all units are single level or serviced by a communal lift.
2.11 Provide an electrical spur to facilitate future fitting of remote control door opening devices. Magnetic locking is most suitable for remote opening systems
<ul style="list-style-type: none"> • Wiring layout floor plan for each unit showing location of electrical spurs. For repeating units only one floor plan is needed per unit type. • Site photos – showing sample of electric spurs on entrance to the unit.
2.12 Provide a power point for charging (for mobility scooter at entrance)
<ul style="list-style-type: none"> • Wiring layout floor plan for each unit showing location of charge points. For repeating units only one floor plan is needed per unit type. • Site photos – showing sample of charging points on entrance to the unit.
3.1 Living room: Ensure there is a living space at the same level as the entrance to the home



<ul style="list-style-type: none"> Floor plan at entrance level for each unit showing location of the living room. For repeating units only one floor plan is needed per unit type.
<p>3.2 Living room: Identify a location for a bed space at entrance level</p>
<ul style="list-style-type: none"> Floor plan at entrance level for each unit showing location of a bedroom. For repeating units only one floor plan is needed per unit type. <p>OR</p> <ul style="list-style-type: none"> Floor plan at entrance level for each unit showing location of the living room with area marked that can fit a bed space. For repeating units only one floor plan is needed per unit type.
<p>3.3 Living room: The living space should still be capable of functioning normally even with the bed space in use</p>
<ul style="list-style-type: none"> Units with a bedroom at same level as entrance automatically achieve points. Evidence provided in 3.2. <p>OR</p> <ul style="list-style-type: none"> Floor plan at entrance level for each unit showing location of the living room and the furniture layout with the bed space included. For repeating units only one floor plan is needed per unit type.
<p>3.4 Living room: Flexible space in living rooms for social interaction</p>
<ul style="list-style-type: none"> Floor plan for each unit showing location of the living room. For repeating units only one floor plan is needed per unit type.
<p>3.5 Dining room: Locate the dining area within or immediately adjacent to the kitchen</p>
<ul style="list-style-type: none"> Floor plan for each unit showing location of the dining room in relation to the kitchen. For repeating units only one floor plan is needed per unit type.
<p>3.6 Dining room: If the dining table is in the living room, provide a table for occasional eating in the kitchen.</p>
<ul style="list-style-type: none"> Floor plan for each unit showing location of the table in the kitchen. For repeating units only one floor plan is needed per unit type.
<p>3.7 Kitchens: Design the home so that the kitchen is not the main thoroughfare through the home</p>
<ul style="list-style-type: none"> Floor plan for each unit showing location of the kitchen in relation to the general layout of the unit. For repeating units only one floor plan is needed per unit type.
<p>3.8 Kitchens: Split level counters in Kitchen to allow people of different statures ease of use – discussion with tenant prior to installation to check if this is required</p>
<ul style="list-style-type: none"> Site photos – showing sample of kitchens with split level counters. Evidence of discussions with tenant requirements.
<p>3.9 Kitchens: Provide between 1200 – 1500mm between opposing work surfaces.</p>
<ul style="list-style-type: none"> Floor plan for each unit showing location of the kitchen and layout of the work surfaces, measurements needed if opposing surfaces are present. For repeating units only one floor plan is needed per unit type.

3.10 Kitchens: Provide colour or tonal contrast on worktop counter edges, for handles and controls, between floor finish and walls, switches and sockets and their backgrounds
<ul style="list-style-type: none"> • Site photos – showing sample of kitchens.
3.11 Kitchens: Ensure switches and sockets are clearly visible and within reach
<ul style="list-style-type: none"> • Site photos – showing sample of kitchens with switches and sockets clearly visible in relation to the rest of the kitchen.
3.12 Entry level toilet: Ensure all walls are constructed to be strong enough to take fittings and rails
<ul style="list-style-type: none"> • Technical drawings showing all wall builds for the entry level toilet. For repeating units only one floor plan is needed per unit type. • Engineer report signing off that all walls would be strong enough to take fittings and rails.
3.13 Entry level toilet: Make downstairs WC a Shower Wet Room. In order to ensure adequate wheelchair access when using a shower, then WC must be 1800mm x 2000mm. Provide below floor drainage and a drainage point. Provide level access for a future shower installation, with only very slight falls to the drain position
<ul style="list-style-type: none"> • Technical drawings showing construction details for the wet room and layout suitable for wheelchair use. For repeating units only one floor plan is needed per unit type. • Site photos – showing sample of wet rooms.
3.14 Entry level toilet: Tank floor and walls up to a height of 2000mm. Ensure ceiling plasterboard and light fittings are moisture resistant.
<ul style="list-style-type: none"> • Technical drawings showing construction details of the room. For repeating units only one floor plan is needed per unit type. • Site photos – showing sample of rooms. • Main contractor signs off that ceiling plasterboard and light fittings installed are moisture resistant.
3.15 Bedrooms: Locate the bathroom immediately adjacent to the main bedroom, with a full height door or 'soft spot' between them, for future installation of a door
<ul style="list-style-type: none"> • Floor plan for each unit showing location of a bathroom in relation to the main bedroom of the unit. For repeating units only one floor plan is needed per unit type. • In cases, where a 'soft spot' is present, sign off is needed from the main contractor stating that the 'soft spot' was built into the wall, with the locations marked on a floor plan.
3.16 Bedrooms: Provide 'hard spots' in the ceiling at the main bedroom and at the main or adjacent bathroom, or continuous between the main bathroom and an adjacent bathroom to allow a hoist-track to be installed supported by the ceiling construction
<ul style="list-style-type: none"> • Technical drawings showing locations of hard spots. For repeating units only one floor plan is needed per unit type. • Engineer report signing off that the ceiling constructed is capable of supporting a hoist track.
3.17 Bathrooms: 2100mm x 2500mm. The bathroom should have a logical, clear layout, and be accessible by all, regardless of whether it is on the entrance level of the home, or on an upper floor. All walls are constructed to be strong enough to take fittings and rails.

<ul style="list-style-type: none"> • Floor plans showing that at least one bathroom in all units meets the stated minimum measurements. For repeating units only one floor plan is needed per unit type. • Engineer report signing off that all walls would be strong enough to take fittings and rails.
3.18 Bathrooms: Provide the potential for a hoist-track to be installed, supported by the ceiling construction
<ul style="list-style-type: none"> • Technical drawings showing locations of hard spots. For repeating units only one floor plan is needed per unit type. • Engineer report signing off that the ceiling constructed is capable of supporting a hoist track.
3.19 Bathrooms: Tank floor and walls up to a height of 2000mm. Ensure ceiling plasterboard and light fittings are moisture resistant
<ul style="list-style-type: none"> • Technical drawings showing construction details of the room. For repeating units only one set of drawings is needed per unit type. • Site photos – showing sample of rooms. • Main contractor signs off that ceiling plasterboard and light fittings installed are moisture resistant.
3.20 Bathrooms: Ensure that provision is made for future adaptation to a shower room for example by providing a capped outlet for future installation of a floor drain and tanking of walls and floors
<ul style="list-style-type: none"> • Technical drawings showing construction details of the room. For repeating units only one set of drawings is needed per unit type. • Site photos – showing sample of shower rooms.
3.21 Provide a beam at ceiling level ground floor as part of the rear wall to allow for future extension in exceptional cases where design layouts cannot incorporate a future downstairs walk-in shower and/or a future room for conversion to bedroom.
<ul style="list-style-type: none"> • Technical drawings showing location of the beam. • Main contractor signing off that beam was installed as detailed.
3.22 Provide level access to all external spaces connected to the home
<ul style="list-style-type: none"> • Drawings showing levels between units and their external spaces (floor plans and sections). • Site photos – showing sample of entrances to external spaces for houses and apartments.
4.1 Sockets, light switches and windowsills at levels that are within easy reach and view for everyone
<ul style="list-style-type: none"> • Site photos – showing sample of sockets, light switches and windowsills for houses and apartments.
4.2 Avoid locating any fittings less than 500mm from an internal corner
<ul style="list-style-type: none"> • Wiring layout floor plans for each unit showing location of sockets, with measurements shown for sockets that are close to internal corners. For repeating units only one collection of floor plans is needed per unit type.
4.3 Install two- or three-way switching as necessary for main ceiling lighting and task lighting
<ul style="list-style-type: none"> • Wiring layout floor plans for each unit showing location of 2&3 way switches. For repeating units only one collection of floor plans is needed per unit type.



4.4 Provide light switches to the bottom and top of stairs
<ul style="list-style-type: none"> Wiring layout floor plans for each unit showing location of light switches in relation to the stairs. For repeating units only one collection of floor plans is needed per unit type. Site photos – showing sample of light switches at top and bottom of the stairs.
4.5 Details like lever door handles and taps that are easier to use for everyone, especially young children
<ul style="list-style-type: none"> Technical sheets/schedule on handles and taps. Site photos – showing sample of handles and taps. All handles and taps should be able to be operated with a closed fist.
4.6 Provide power supply to internal doors, above and beside window heads and at skirting level to provide for future automatic devices, such as assisted door openers, ceiling hoists and automatic curtain/blind opening
<ul style="list-style-type: none"> Wiring layout floor plans for each unit showing location of power supplies. For repeating units only one collection of floor plans is needed per unit type. Site photos – showing sample of power supplies at the different assessed locations.
4.7 Provide power supply to top and bottom of stairs for future installation of stairs lift
<ul style="list-style-type: none"> Wiring layout floor plans for each unit showing location of power supplies. For repeating units only one collection of floor plans is needed per unit type. Site photos – showing sample of power supplies at top and bottom of the stairs.
4.8 Ensure that the stair design will allow a stair lift to be fitted at a later date by providing at least 900mm clear width between handrails
<ul style="list-style-type: none"> Technical drawings of internal stairs within a unit showing the measurement of the clear width. Site photos – showing a sample of the stairs with an extended tape measure in the photo.
4.9 Easy control and use of systems and the capability to integrate smart energy efficiency, security systems, assistive technologies and entertainment systems
<ul style="list-style-type: none"> Technical documents for systems installed. Site photos – showing sample of units with systems installed.
4.10 Choice of materials and colour, with fittings and finishes that are easy to use, maintain and are attractively and smartly designed
<ul style="list-style-type: none"> Site photos – showing sample of units and different rooms within the units.
4.11 Optimised use of natural light, ventilation and energy efficiency
<ul style="list-style-type: none"> Achieve at least level 1 in EN 6.1 Energy use, HW 1.0 IAQ and HW 2.0 Daylighting for all units.