

## ACCESSIBILITY CHECKLIST

National Commission Persons with Disability  
Istituto Vincenzo Bugeja, Centru Hidma Socjali,  
Braille Street, Santa Venera SVR 1012  
Email: [helpdesk@knpd.org](mailto:helpdesk@knpd.org)



After consultations with MEPA and KTP, KNPD is issuing the following checklist to assist architects in the drafting of drawings that will be vetted for accessibility issues.

The reason for this checklist is to avoid situations in which applications are referred back to architects by MEPA for clarifications following vetting by KNPD. These may concern design elements in which the intention is to conform to accessibility requirements but which are not clearly indicated on drawings, and thus causing unnecessary delays due to the ensuing ambiguity.

Architects are encouraged to use this document to check whether basic information that will be required in the accessibility vetting process is indicated on the submitted drawings.

Please note that for general accessibility issues the 2011 (3<sup>rd</sup>) edition of the Access for All Design Guidelines applies, while the particular requirements for specific types of buildings may be found in the 2006 (2<sup>nd</sup>) edition.

Accessibility requirements concerning hotels are explained in specific guidelines dedicated to these types of development. Information regarding public footpaths / pavements / pedestrian crossings is available in 'Streets for All' guidelines. Both these sets of guidelines are freely available on the KNPD Website ([knpd.org](http://knpd.org)).

### 1.0 OUTDOOR AREAS

- |     |  |                          |
|-----|--|--------------------------|
| 1.1 | Type of ground surface material indicated on plan.   | <input type="checkbox"/> |
| 1.2 | When paving is used:<br>Confirmation that all joints/edges of the individual blocks/ slabs will be flush to provide an even and smooth surface of the slabs and that there will be no ridges at the joints or anywhere else in the paving surface. | <input type="checkbox"/> |
| 1.3 | External ramps indicated with gradient and levels at top, bottom and intermediate (if any) landings and surface material of ramp indicated if different from surrounding area.   | <input type="checkbox"/> |
| 1.4 | All areas are accessible to all (step free or alternative access). Formation levels to be indicated on plan.   | <input type="checkbox"/> |
| 1.5 | Entrance to outdoors areas from public footpaths / streets to be accessible to all. Levels indicated on both sides of entrances.   | <input type="checkbox"/> |

## 2.0 ENTRANCES

- 2.1 Levels on both sides of entrances. (i.e., internal and external levels; threshold heights (if any)).
- 2.2 The clear opening width of entrance door(s) indicated on plan.
- 2.3 Gradients and levels at top and bottom of ramps (if any); landing dimensions at top and bottom of ramps.
- 2.4 Lift platform sizes (if any), landing areas (1.5 m by 1.5m) indicated.
- 2.5 For existing entrances photos should show entrance clearly including threshold (i.e. not obscured by cars or not included in angle of photo shot).
- 2.6 Route between parking area / drop off point indicated on plan including levels along route.
- 2.7 Where platform lifts are warranted within an entrance route they are to be either (a) within the building fabric or, (b) protected from the elements by a canopy or similar covering.

## 3.0 TOILETS / SHOWERS / BATHROOMS

- 3.1 Accessible toilets clearly labelled on plan (showing sanitary ware in those cases where irregular plan geometry is concerned).
- 3.2 Internal dimensions of toilets, bathrooms and showers to be indicated on plan. (Drawings showing the structure should include tolerances for tiling thickness).
- 3.3 In existing buildings especially in sanctioning applications - a note on the drawing is required to indicate whether the accessible toilets indicated on plan actually exist on date of application or whether they are proposed. In the case of existing toilets - a note on drawing to indicate whether the toilet has been fitted out as accessible toilet - (including all required grab rails) is required. (Photos would be helpful)

## 4.0 LIFTS

- 4.1 In existing buildings - (especially in the case of sanctioning applications) the **existing** internal dimensions of cabin of lifts and the width of the door(s) to be indicated on the drawing(s).
- 4.2 In the case of proposed development featuring lifts, the internal dimensions of the lift shaft and of the doorway are to be indicated on the drawing(s).
- 4.3 Landing areas (1.5 m by 1.5m) in front of lifts to be indicated.

- 4.4 The size of the platform to be indicated on all proposed / existing platform lifts.
- 4.5 Where Type 1 lifts (i.e. cabin 1.25 m deep and 1.0 m wide) are proposed - if internal lift shaft dimensions are less than 1.55 m deep and 1.5 m wide - the technical (manufacturer's) specifications of the lift are to be submitted.
- 4.6 Where Type 2 lifts (i.e. cabin 1.4 m deep and 1.1 m wide) are proposed - if internal lift shaft dimensions are less than 1.7 m deep and 1.6 m wide - the technical (manufacturer's) specifications of the lift are to be submitted.
- 4.7 Where diagonal access lifts (i.e. cabin 1.6 m deep and 1.4 m wide) are proposed- if internal lift shaft dimensions are less than 2.2 m deep and 1.8 m wide - the technical (manufacturer's) specifications of the lift are to be submitted.

**5.0 MISCELLANEOUS**

- 5.1 If the proposal includes interventions on third party property including public property, the written consent of the third party property owners to be submitted. (e.g. Local Council approvals required for alterations on the public footpath /pavement)
  - 5.2 Drawings showing the whole extent of building(s) / facility are to be submitted even when alterations affect part of the building.
  - 5.3 Alternative to item 5.2 above, an accessibility audit may be submitted in lieu of plans showing the whole extent of the building(s) / facility, particularly in cases of proposed development featured in Schedule 1 of L.N. 514/10.
- The applicant / architect is encouraged to contact KNPD to ensure that the terms of reference of the accessibility audit is satisfactory prior to its commission.
- 5.4 For sanctioning applications - the application for development permission should be for **sanctioning and alterations** if the existing property does not conform to the Access for All Design Guidelines in all respects.

NB. Architects / Applicants, who believe that, due to reasons of a technical nature or due to financial hardship, there may be grounds for partial or full exemption from the standards set in the accessibility guidelines, may apply to the Test of Reasonableness Board for such exemption. (Applications may be downloaded from the KNPD website - knpd.org)