



DOCO Report

25/0585

Dear Newport Planning,

I am contacting you regarding the planning application for '52-54 Clarence Place, Newport, - Change of use from 12 Bed HMO to 12 Bed Hostel Including Support Room and office'

I have reviewed the development plans and associated documents through the Newport Planning portal. Should any of these drawings be revised with significant alterations to the building design, layout, and/or specification level can I please request these are forwarded on.

To support my recommendations around the design and layout, physical security requirements, and product recommendations I have reviewed the crime statistics for the ward area of Victoria, for a 12-month period between 1st August 2024 – 1st August 2025.

From a Policing perspective the development is located in the Newport Council area, within the Maindee section. The Victoria ward is 1 of 6 wards covered by the Maindee.

The analysis of the statistics for the development location has focused on crime/incident types that could potentially pose a threat, risk, or harm to the development and users of –

Crime/Incident Type	Section – Maindee	Ward - Victoria	*Site – 52-54 Clarence Place, Newport	Demand % Ward v Site
Residential Burglary	82	29	1	3.44%
Criminal Damage	465	95	5	5.26%
Theft (non-shoplifting)	232	76	8	10.5%
Vehicle Crime	255	0	0	0
Bicycle Crime	33	17	3	17.6%
Drugs	154	59	5	8.47%
Violence and Sexual Offences	1848	471	28	5.94%
Public Order	478	116	11	9.48%
Anti-Social Behaviour	4407	1135	91	8.01%

**Site indicates within close proximity (same street, nearby/adjacent streets/roads) of the proposed planning application.*

From examining the crime/incident data, I can confirm that the current call volume for the ward area is causing a demand for policing due to the type and volume of incidents.

Policy Support:

- The Crime & Disorder Act 1998 created a statutory partnership between local authorities, the police and other key partners to work together in reducing crime and disorder in all aspects of their work.
- Section 17 of the Act states:
“It is the duty of the authority to exercise its various functions with due regard to the likely effect on crime and disorder in its area and the need to do all that it reasonably can to prevent crime and disorder.”



- TAN 12 Design. Para 5.17.1 “Local authorities are required to have due regard to crime and disorder prevention in the exercise of their functions under Section 17 of the Crime and Disorder Act 1998. Consideration should be given to practical ways in which the design of development can reduce opportunities for crime, disorder and anti-social behaviour.”

Planning Policy Wales

- 4.10.12 Local Authorities under Legal Obligation to consider the need to prevent and reduce crime and disorder.
- 8.2.1. – Transport – Provision of safe, convenient and well signed routes
- 9.1.1. –Housing – Objective to provide homes that are in good condition, in safe neighbourhoods and sustainable communities
- 9.1.2. Housing – Greater emphasis on quality, good design, and the creation of places to live that are safe and attractive

Should this Planning application be approved, I recommended that a management plan is put in place.

(ii). Management Plan

The Landlord and staff should have a Management Plan in place.;

- The staff who manage the site are vetted.
- There is to be 24/7 cover – main support staff.
- It is also important that the Manager is acquainted with the Local Policing Inspector for the area, as this will help to build a good working relationship with the local Police.
- In addition to the above, it is recommended that neighbouring residents are provided with a contact number for the Manager and staff so that any issues can be raised immediately and a solution found at the earliest opportunity. This will help to prevent any possible neighbour disputes and promote good neighbour relationships between all parties.
- Appropriate Fire Risk Assessments are in place and include adequate fire warning and prevention measures.

Following the advice and guidance from the Secured by Design Residential Guide 2025, combined with the reported crime/incidents for the area, I make the below design, layout, and physical security recommendations for the development.

Recommendations

Site layout

Front Boundary

The boundary between the public and private space should be clearly defined. It is desirable that dwelling frontages are open to view. Walls, fences, and or hedges should be kept to a maximum height of 1meter allowing surveillance across the boundary.

Boundaries

It is important within all developments to have a clear physical boundary between the public and private space.

Front Boundaries - Front boundaries should be open to view with any boundary treatments including walls, fencing, defensible planting/hedges kept to a maximum height of 1m. This promotes natural surveillance from the dwelling into the public space.

Rear access footpaths

It is preferable that footpaths are not located at the rear of properties. If they are essential to give access to the rear of properties they must be gated. The gates must be placed at the entrance to the footpath, as near to the front building line as possible, so that attempts to climb them will be in full view of the street. Where possible the street lighting scheme shall be designed to ensure that the gates are well-illuminated.

Gates must be capable of being locked (operable by key from both sides of the gate). The gates must not be easy to climb over, crawl under or removed from their hinges and they should serve the least number of homes as possible, usually no more than four.

Gates will generally be constructed of timber when allowing access to the rear of a small number of dwellings. However, where larger developments have a rear footpath which provides access to a number of properties, then a gate constructed of steel, certified to one of the following minimum standards, or above may be required by the DOCO:

Current standards:

LPS 1175 Issue 8 Security Rating A1, or

STS 202 Issue 12 Burglar Resistance BR1, or

Sold Secure SS323 Bronze, or

LPS 1673 Issue 1 Attack Rating AR.A60

Signage

Clear and prominent signage should be used to direct users around the site. This will include the indication of visitor bays, property locations, and/or refuge areas. The signage should be vandal proof and ideally made from metal. Signage increases and promotes rule setting in an area and reduces the opportunity for users to access unauthorised areas.

Lighting external (Communal areas)

All communal areas including footpaths and access routes are required to be illuminated to BS 5489:1-2020. It is recommended that this is in the form of dusk to dawn lighting providing a constant light level during the hours of darkness.

Bollard lighting can be used by only as a wayfinding method. It is not permitted to be used as a primary light source as it does not provide the required coverage.

Any large trees located near lighting columns should have a regular maintenance plan to ensure that the trees foliage does not encroach on lighting spill.

Lighting external (Doorsets)

All external doorsets for the dwellings including front and rear doors will require to be illuminated.

This will need to be in the form of dusk to dawn lighting providing a constant light level during the hours of darkness. PIR (re-active) lighting is not supported by SBD.

Access Control

This is a large complex and as such, access control is essential due to the high footfall into the building, along with supervision.

Recommendations

Larger developments containing 11 or more flats, apartments, bedsits or bedrooms shall have a visitor door entry system and access control system. The technology by which the access control system operates is outlined within UL 293



Vandal resistant, external door entry panel with a linked camera; • Ability to release the primary entrance door set from the dwelling or bedroom (in the case of student accommodation or House in Multiple Occupation);

Doors

It is recommended that all main entrance doorsets are to the below minimum-security standard with the required fire and smoke attributes –

- PAS 24:2022+A1:2024

Increased security rated doors are also available that provide increased burglary protection against enhanced tool sets, these are –

- STS 201 (certified to PAS 24:2022+A1:2024*), or
- LPS 2081 Issue 1 Security Rating B+, or
- STS 222 Issue 4 Burglar Resistance BR2(S), or
- LPS 1175 Issue 8 Security Rating A3+,
- or STS 202 Issue 12 Burglar Resistance BR2, or
- LPS 1673 Issue 1 Attack Rating AR.A180+

At present the area does not indicate the requirement for a doorset with an increase physical security rating. There has been limited reported incidents of residential burglaries in the proposed development area over the past 12 months.

It is important that the choice of door is fit for purpose. BS 6375-2:2009 specifies performance requirements for the operation and strength of manually operated internal/external pedestrian doorsets in their fully finished condition. In simple terms, this means testing a doorset to ensure that it will withstand the demands of being opened and closed repeatedly over a significant period of time.

Should an access control system, door viewer, mail delivery system be fitted to the door as an additional feature it will have to be both tested and certified as a complete doorset and not retro fitted. Additional features to doors can compromise the overall physical security integrity and design.

Windows

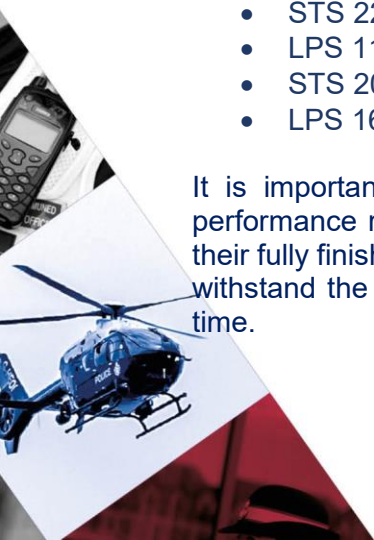
It is recommended that all easily accessible windows(including easily accessible roof windows, roof lights and roof lanterns) are to the below minimum-security standard with the required fire and smoke attributes –

- PAS 24:2022+A1:2024*

Increased security rated windows are also available that provide increased burglary protection against enhanced tool sets, these are –

- STS 204 (certified to PAS 24:2022+A1:2024, or
- LPS 2081 Issue 1 Security Rating A, or
- STS 222 Issue 4 Burglar Resistance BR1(S), or
- LPS 1175 Issue 8 Security Rating A1, or
- STS 202 Issue 12 Burglar Resistance BR1, or
- LPS 1673 Issue 1 Attack Rating AR.A60

It is important that the choice of window is fit for purpose. BS 6375-2:2009 specifies performance requirements for the operation and strength of manually operated windows in their fully finished condition. In simple terms, this means testing a window to ensure that it will withstand the demands of being opened and closed repeatedly over a significant period of time.



Any glazing within PAS 24 or STS 201 certified doorsets, including glazed panels/windows adjacent to doors installed within an integral door frame and windows adjacent to doorsets (within 400mm), must incorporate one pane of laminated glass certified to BS EN 356:2000 Class P1A, or above (*Note 23.18*). NB. This is a specific requirement within PAS 24, which is referenced within the GB Building Regulations

Refuse Store

It is recommended that the store doorsets should be fitted with automatic closures to prevent them from being left open and therefore the area insecure. Appropriate ventilation must be designed into these areas to avoid doors being left open for this purpose. It is recommended that the bin store door should be lockable as this prevents the bins being used as climbing aids, weapons or arson.

External Bicycle Store

I have noted that a Bike Storage unit is being installed, this is going to be located to rear of the property. It is my recommendation that the cycle store is covered by CCTV, as the planned location is away from natural surveillance.

CCTV

Although a CCTV system cannot address all aspects of security, it can form an invaluable element within a comprehensive security strategy as long as the specification and installation meet the users Operational Requirement. If CCTV is considered the below recommendations should be considered -

- Have CCTV cameras contained in vandal resistant housings with the facility for ceiling or wall mounting
- Record images in colour HD quality
- Not be affected by concentrated white light sources directed at the camera, such as car head lights and street lighting
- Have a lockable steel cabinet for 'on-site' recording equipment or other hard drive units to one of the following minimum standards:
 - LPS 1175 Issue 7 Security Rating 1+, or
 - STS 205 Issue 7 Burglar Resistance BR1, or
 - Sold Secure SS314 Bronze
- Identify each camera's location and record this information along with time and date stamping
- Provide suitable methods of export and incorporate the required software to view the exported footage
- Negatively impacted upon by lighting and landscape proposals
- Whether there is consideration for inclusion of comprehensive Operational use and Requirements Table
- Also, it is worth mentioning that the most important aspect of utilising CCTV is the quality of the system and its imagery

The below requirements should also be met regarding installation, monitoring, and maintenance.

- Installed to BS EN 62676
- Managed to BS 7958:2015, and
- Monitored to BS 8418:2021

As the CCTV cameras will be capturing users' personal data. The location will need to be registered with the Information Commissioners Office for data protection requirements. Details can be found through the following link –

Information Commissioners Office - [Information Commissioner's Office \(ICO\)](#)



Further information

Unfortunately, during the build process developments can be vulnerable to crime due to the materials, products and machinery stored on site. Guidance around site security can be found through the Secured by Design Construction Guide –

[CONSTRUCTION SITE SECURITY GUIDE A4 8pp.pdf \(securedbydesign.com\)](#)

If you have any question regarding the comments above, please contact me on the details provided or refer to the Secured by Design Residential Guide 2025 –

[RESIDENTIAL GUIDE 2025 27325.pdf](#)

Products and services

Secured By Design (the Police Preferred Specification) have worked with manufacturers, the construction industry and standards authority for many years to ensure that security standards are current and updated to keep pace with emerging trends. Further information around police approved suppliers of products and services can be found at [Secured by Design - Secured by Design](#)

If padlocks and chains are used to secure the gates they must meet appropriate security standards, e.g. Sold Secure. [Sold Secure - Security Product Testing & Approval](#)

Design Out Crime Officer (DOCO)
doco@gwent.police.uk

