


**Summary of Secured  
By Design, New Homes  
2014 requirements for  
visitor door entry and  
resident access control**

## Secure By Design 2014

SBD 2014 is improved and brought up to date with latest technology so includes:

- **all visitor door entry technologies now accepted** (hardwired video monitors, TVTEL telephony & tv based, IP based etc)  
Section 24.8 “The technology by which the visitor door entry system operates is a matter of consumer choice,.....”
- **external panels must be Equality Act 2010 (DDA) compliant** (meaning braille, illuminated buttons etc) and anti-vandal  

- **requires fully networked systems** ie prox doors and vehicle radio entrances on the programmable network. See page 13.
- **colour images required to dwellings** (these can be provided on normal televisions, monitors, any medium)
- **comms package** must be in place for remote programming and control
- **resettable s.steel emergency exit buttons** on external entrance doors (no breakglass units)
- **security encrypted proximity keys** (to prevent unauthorised copying at local locksmiths etc)
- **compartmentalisation** ie prox to stop people inside the building moving to areas they should not be in

- CCTV made available on residents’ televisions (**TVCCTV**)
- CCTV tech parameters brought into line with latest product standards
- “As Installed” site specific drawings
- NSI (or equal and approved) certificate of compliance for the resident access control installation.

If development does not specifically require Secured By Design certification, these guidelines should still be used, for example, be careful to ensure you receive Equality Act 2010 (DDA) compliant panels, and proximity keys that are security encrypted and visibly ID numbered.

SBD 2014 New Homes came into use with effect 01/4/2014 and any application received by the Police CPDA from that date will be assessed against SBD 2014, including the requirements for visitor door entry, resident access control, CCTV.

## Very Important Cost-Risk Warning

Builders / electrical contractors / security specialists must be aware of the requirement to install self-resetting s.steel emergency exit devices instead of green breakglass units on communal external doors that give access to the building.

These units ref. EM24EX are expensive £500 + VAT installed, (excluding 1st fix cabling).

They are a health and safety device. They are not and MUST NEVER be just 2no buttons, each basically mimicking the other ie sending a signal to an access control system to activate/unlock a locking device, and also simultaneously physically breaking the power circuit to a fail-safe locking device, but only whilst the button is held down. This is NOT safe and is NOT building control approved:

Clause 2.17 of Part M (Access) of the Building Regulations, Section J: “the operation of switches, outlets and controls does not require the simultaneous use of both hands, except where this mode of operation is necessary for safety reasons.”

You cannot have a system where the emergency exiting procedure requires that the person needs to hold in a button, and at the same time pull/push the door because some people (elderly, physically impaired, children etc) will not be capable of doing this.

Also, if the distance from the exit buttons to the door makes this physically impossible (too far apart) to press in the button and push/pull the door simultaneously, the installation is obviously flawed and unsafe for everyone.

The emergency exit button MUST when pressed in the normal way ie pressed and immediately released also latch the door unlocked for a period of minimum 3 minutes. Each time the emergency exit button is pressed and immediately released it must “hold the door unlocked” for a minimum period of 3 minutes.



**NOT ALLOWED**

**NOT SAFE AND NOT  
BUILDING REGULATIONS  
COMPLIANT**

For information on the EM24EX self-resetting emergency exit system, please email [info@nacd.co.uk](mailto:info@nacd.co.uk)

## Excerpt from ACPO Secured by Design, New Home 2014 guidelines

### 24 Communal dwellings

#### Door entry and Access control systems

24.7 ACPO SBD, the British Security Industry Association (BSIA) and Underwriters Laboratories (UL) are collaborating on a new standard for Access Control Systems - (UL) 293 "Standard for Access Control System Units Intended for Use in the UK". Publication is expected late 2014. Secured by Design will publish the expected timescales for Access Control systems to comply when the new standard has been published. In the mean time Annex A contains the interim Technical Specifications for such systems. The following specific Access Control requirements paragraphs 24.8 & 24.12) form the basis by which all systems must comply.

24.8 Where there are between four and nine residential dwellings sharing a communal entrance the doors must incorporate an access control system, with an electronic lock release and visitor door entry system providing colour images and audio communications linked to each dwelling. The technology by which the visitor door entry system operates is a matter of consumer choice, however, the availability of colour images and release capability must be provided within the dwelling at all times (Note 24.9.1). Tradesperson release buttons are not permitted. Access control is not normally required where there are less than four residential units sharing a communal entrance, unless there is a flat with a floor level higher than 4.5 metres or the accommodation is intended for the elderly and/or persons with disabilities.

*Note 24.8: DOCOs and specifiers are reminded that the locking system must form part of the certificated doorset range. Locks that are supplied with the door which have not been tested as part of the particular doorset range, will fall outside the scope of the manufacturer's certification and will therefore fail to meet the SBD physical security standards.*

24.9 Where there are ten or more residential dwellings sharing a communal entrance, access control systems meeting the following minimum specifications will be required:

24.9.1 Developments of 10 to 25 dwellings sharing a communal entrance must have a visitor door entry system that meets the requirements of the Equality Act 2010 (DDA in Northern Ireland), vandal resistant external door entry panel with an integral or remote camera, providing colour images and audio communications between the resident and visitor (note 24.9.1). The further provision of a mobile GSM or Wi-Fi based enabled device is optional. With regard to site specificity, the DOCO may request that the system captures (records) images of people using the door entry panel.

*Note 24.9.1: audio/visual sound and images must always be made available to the dwelling and allow the remote release of the communal entrance doorset.*

24.9.2 Developments of over 25 dwellings sharing a communal entrance must have an access control system as stipulated for developments of between 10 to 25 dwellings, but must also capture (record) images of people using the door entry panel. Additional CCTV cameras may be installed required covering the communal entrances and lobby areas, enabling visitors to be viewed from each residential dwelling via a dedicated door entry system handset, digital television, GSM or Wi-Fi enabled device. Any requirement for additional CCTV cameras by the police DOCO will be supported by a crime risk assessment.

24.10 The resident access control system and associated electric locking mechanisms shall incorporate a battery back-up facility, in the event of a power failure, to enable system operation for a minimum period of 6 hours. In the event of an initial power failure door locks shall remain in the secure mode, however, once the battery back-up ceases to operate the system must revert to a safe (unlocked) mode.

## Excerpt from ACPO Secured by Design, New Home 2014 guidelines

### EXCERPT

### 38 Underground car parking standards

- 24.11 Break glass emergency door exit release devices (often green in colour) on communal external doors that give access into the building are not permitted due to constant abuse. Instead, vandal resistant stainless steel self-resetting emergency exit systems are to be installed. The installation and system type must be in full compliance and achieve final 'sign-off' by local Building Control.
- 24.12 Where there are ten or more residential dwellings served by a communal entrance, secondary secure doorsets (PAS 24:2012 or equivalent) with complementary access control are required on each floor to compartmentalise the blocks (not required where lift access is controlled by the access control system and there is adequate control of emergency stairwells). The means by which entry is facilitated through these secondary doors is a matter of site specificity, and will be negotiated with the DOCO i.e. audio or audio/visual access control systems.
- 24.13 The contractor must issue a Commissioning Certificate warranting operational safety and security. It is recommended that there are a minimum of two maintenance inspections per year.
- 38.1 The following requirements are necessary:
- 38.1.1 An access control system must be applied to all vehicular and pedestrian entrances to prevent unauthorised access in to the car park.
- 38.1.2 Inward opening automatic gates or roller grilles must be located at the building line or at the top of ramps to avoid the creation of a recess. They must be capable of being operated remotely by the driver whilst sitting in the vehicle, the operation speed of the gates or shutters shall be as quick as possible to avoid tailgating by other vehicles. This will allow easy access by a disabled driver, and should satisfy the requirements of the Highways Department who under normal circumstances do not permit vehicles to obstruct the pedestrian footway whilst the driver is unlocking a gate. Automatic roller shutters must be certificated to a minimum of LPS 1175 SR1 or STS 202 BR 1.
- 38.1.5 Any internal door that gives access to the residential floors must have an access control system and meet the physical requirements in Section 2, paragraphs 21.1 to 21.6 and 21.8 to 21.13. However, this will be subject to requirements for means of escape.
- 38.1.6 In larger developments closed circuit television (CCTV) may be required by the DOCO following a crime risk assessment. The residents must be able to observe the car park from individual dwelling units if no formal monitoring agreement is planned. Developers are reminded that if images of public space are visible and recorded then there may be a legal responsibility to register the system with the Information Commissioner. Such a system would only be practical if there is a planned management service for the development.

## Excerpt from ACPO Secured by Design, New Home 2014 guidelines

### EXCERPT APPENDIX

#### Access Control Technical Specifications and recommended Management and Maintenance Protocols

##### Electronic access control 'keys' and readers:-

- A1.1 Proximity keys must be security encrypted to protect against unauthorised copying, and be sufficiently robust to avoid constant replacement during everyday use by the residents.
- A1.2 The static onsite electronic reader must be vandal resistant, located in an area covered by the CCTV system (where required, see paragraphs 24.9.2 and 24.9.3) and connected via dedicated secured cabling to a network controller contained in a lockable steel cabinet to LPS 1175 SR1 or STS 202 BR1, located in a secure area within the premises.
- A1.3 Every proximity access controlled door and radio access controlled vehicle entrance will be included on the network. The access control system will have the facility to record and identify the location, user, type, time and date of every system event. Sufficient memory storage must be available for a period of not less than 30 days. The system will be fully programmable, with access restricted to the nominated system controller(s) who will be able to manage the system via remote access in order to expeditiously delete lost or stolen proximity key fobs and radio transmitters.

##### CCTV and Recording:

- A2.1 Each camera will be contained in a vandal resistant housing with the facility for ceiling or wall mounting, and will provide real-time high resolution colour images during daylight, and monochrome images when operating below 0.5 lux, with a minimum operational specification of: 1/3" CCD true, day and night camera, with removable IR cut filter, Auto Iris 3.3–12 mm\* vari-focal lens, 600 TVL, 0.45 lux (colour), 0.01 lux (monochrome).

\* A specific focal length may be required to achieve the system objective.

- A2.2 Cameras will be connected directly to a digital video recorder (DVR), remote server or other recording device via dedicated cabling, suitable for the transmission of PAL composite video.
- A2.3 Any 'on-site' DVR or other hard drive unit will be contained in a lockable steel cabinet to LPS 1175 SR1 or STS 202 BR1. Provision must be made for connectivity of a portable viewing device (a static on site monitor is acceptable if located within a private area). Any monitor must have at least 1280 x 1024 pixel resolution.
- A2.4 Any recording medium will have the facility to record the total number of connected cameras individually at 12 IPS (images per second), at a resolution of no less than 2CIF, with high quality compression. Sufficient hard disc storage must be available to retain all images for a period of not less than 30 days.
- A2.5 The recording medium will commence continuous recording of all related cameras located within the communal entrances and internal lobby areas, once entry has been granted. Recorded images include a preevent recording period of 20 seconds, and post-event recording period of 30 seconds.
- A2.6 All camera images will be location titled and have this information recorded to disc/drive along with time and date stamping.
- A2.7 The recording medium will provide suitable methods of export and incorporate the required software to view the exported footage.
- A2.8 Access to any monitor and recorded images will be restricted to the nominated system controller(s) who will manage the system.

##### Further additional requirements:

- A3.1 The system will be fully operational and demonstrated to the DOCO upon final inspection, prior to the occupation of the development.

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A3.2 Where a digital television is utilised to provide images and it can be reasonably demonstrated that the future occupants are not able to provide a television, then a suitable device for monitoring and door release shall be provided within the dwelling and should be free of charge for the duration of their occupancy (it is ultimately a matter for the building owners to develop a qualifying criteria).

A3.3 The communications package required for full remote connectivity of the visitor door entry, resident access control and CCTV systems must be live at handover and demonstrated to the DOCO.

### Management and Maintenance Protocols

A4.1 The system controller(s) will be trained to use the system and be available to download the images at all times upon reasonable police request.

A4.2 The power supply serving the cameras, the door entry and access control equipment and or camera transformers and DVR or hard drive will be maintained by a nonswitched 240V AC supply.

A4.3 An 'As Installed' system specification and schematic, site specific drawing and logbook will be provided to the system controller(s) and available to be viewed at all times.

A4.4 It is recommended that the system receives a minimum of two maintenance inspections per year. Each camera will be cleaned and a test recording completed and compared with the previous recording, to ascertain any deterioration in quality and performance. The contractor should issue a certificate of operational safety and security.

A4.5 The contractor will provide system-operating manuals to the system controller(s), which will include the method of reviewing and archiving recorded images and will be available for use at all times.

A4.6 Recorded images will not be removed or electronically transmitted from the premises other than by the authorised system administrators, or at the request of the Police Authorities.

A4.7 The contractor will issue a certificate to confirm that the CCTV installation is compliant with BS 7958: 2009 Closed circuit television (CCTV). Management and operation. Code of practice, and the requirements of the Data Protection Act 1998.

A4.8 The contractor will issue an NSI (or equal and approved) certificate of compliance for the resident access control installation.

A4.9 The contractor will issue a certificate to confirm that the systems and installations are in compliance with SBD guidelines.



ACCESS ■ COMMUNICATIONS ■ CCTV

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