






## Crime Prevention through Environmental Design Requirements

CPTED MEASURES	RECOMMENDATIONS	PLEASE NOTE * If this form is not completed correctly with an accompanying Safer By Design Report, the NSW Police will resubmit the application back to Council for completion.
ENGAGE SECURITY CONSULTANT	With all developments it is advantageous to engage a Security Consultant with qualifications in Crime Prevention through Environmental Design (CPTED). This consultant will be qualified to compile a Safer by Design Report that is required by Police.	The measures that must be in the Safer By Design Report are listed in column 1.  <b>ALL DETAILS MUST BE COMPLETED AND PAGE AND PARAGRAPH REFERENCE ARE TO BE LISTED BELOW.</b>
1. STREET NUMBER / WAY FINDING SIGNAGE	1.1 The street number must be clearly visible from the street. 1.2 The street number must be visible at night. 1.3 Unit block identification signage must be visible from the street frontage.	1.1... Yes – to be undertaken 1.2... Yes – signage lighting 1.3... Yes – business id. signage
2. SIGNAGE	2.1 There must be directional signage located at the entry to the estate/complex clearly indicating location of estate managers office, building names and unit numbers. 2.2 There must be appropriate warning signs displayed. 2.3 A map must be displayed of the complex.	2.1... Yes – business id. signage 2.2... Yes – business id. signage 2.3... N/a
3. BUILDING DESIGN	3.1 The orientation of buildings must allow for easy natural surveillance between the street, neighbouring property and the buildings. 3.2 The floors, walls and ceilings must be of solid construction. 3.3 There must be adequate steps taken to ensure that persons cannot utilise the design of the premises to climb structures from the outside. 3.4 Entry/exit points to the estate and/ or buildings been limited. 3.5 At entry/exit points there must be electronic entry for example keypad or swipe card entry. 3.6 Alcoves or recesses must be monitored by CCTV. 3.7 Garbage bays must be locked to restrict unauthorised entry.	3.1... Yes – building design 3.2... Yes – building design 3.3... Yes – building design/fencing 3.4... Yes – estate design 3.5... Yes – building security 3.6... Yes – building security 3.7... Yes – building design

	<p>3.8 There must be a 'Rapid Removal' policy for graffiti.</p> <p>3.9 There must be graffiti resistant materials utilised in the design of the building. For example, painted on masonry garden walls, fencing.</p>	<p>3.8... Yes – to be undertaken</p> <p>3.9... Yes – building design</p>
<p><b>4. FENCES AND GATES</b></p>	<p>4.0 There must be perimeter fences erected around the property.</p> <p>4.1 Access must not be restricted by large garbage bins or other objects.</p> <p>4.2 Fences and gates must be fitted with locks.</p> <p>4.3 Fences must be constructed of appropriate materials that cannot be cut through.</p> <p>4.4 If the estate complex is a gated complex local Ambulance, Fire Brigade and Police must have keys/swipe cards etc for access in an emergency. Please explain safe or cylinder system to store keys/swipe cards.</p> 	<p>4.0... Yes – building design/fencing</p> <p>4.1... Yes – to be undertaken</p> <p>4.2... Yes – building security</p> <p>4.3... Yes – building design/fencing</p> <p>4.4... Yes – to be undertaken</p>
<p><b>5. LANDSCAPING</b></p>	<p>5.0 People must be able to see your unit/premises clearly from the street.</p> <p>5.1 Landscaping must be regularly maintained. Please explain maintenance plan in report.</p> <p>5.2 No person should be able to conceal themselves behind vegetation or gardens.</p>	<p>5.0... Yes – site landscaping</p> <p>5.1... Yes – landscaping/maintenance</p> <p>5.2... Yes – landscaping/maintenance</p>
<p><b>6. SECURITY LIGHTING</b></p>	<p>6.0 Security lighting must be installed and operating.</p> <p>6.1 The entry and exit points must be adequately lit.</p> <p>6.2 Lighting must be positioned in a way to reduce opportunities for vandalism.</p> <p>6.3 The lighting must be sufficient to support images obtained from CCTV footage.</p> <p>6.4 Light switches for all lights must be located in a secure area within the premises.</p> <p>6.5 There must be light timers.</p>	<p>6.0... Yes – building security/lighting</p> <p>6.1... Yes – building security/lighting</p> <p>6.2... Yes – building security/lighting</p> <p>6.3... Yes – building security/lighting</p> <p>6.4... Yes – building security/lighting</p> <p>6.5... Yes – building security/lighting</p>

<p><b>7. POWER BOARD &amp; LETTERBOX</b></p>	<p>7.0 The power board must be enclosed in a cabinet or room.</p> <p>7.1 The cabinet or room must be fitted with a lock set approved by the local authority.</p> <p>7.2 The letter box must be fitted with an appropriate lock set and kept locked.</p>  <p><i>This is a strongly recommended method on how to secure the letter box system in a unit complex</i></p> <p>7.3 The letter box collection facility must be enclosed in the foyer window of the property or in a locked foyer with access for Australia Post via swipe card stored in Safe Cylinder Storage.</p>  <p>Safe Storage Cylinder</p>	<p>7.0... Yes – to be undertaken</p> <p>7.1... Yes – to be undertaken</p> <p>7.2... Yes – to be undertaken</p> <p>7.3...N/a</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>8. BASEMENT CAR PARKING FACILITIES</b></p>	<p>8.0 The garage facilities must be individual lockable garage facilities.</p> <p>8.1 The garage 'tilta' door must have a bolt lock installed.</p> <p>8.2 The garage facility must have floor to ceiling wall. For example, strong welded mesh or masonry walls.</p> <p>8.3 The garage ceiling and walls must be painted white or a light-coloured concrete must be used. This will enhance the light in the basement.</p> <p>8.4 The contents inside the garage facility must not be able to be visible from the outside.</p> <p>8.5 The garage facilities must have CCTV coverage.</p> <p>8.6 The garage facility area must be restricted to non-residents by way of security gates.</p>	<p>8.0...N/a</p> <p>8.1... N/a</p> <p>8.2... N/a</p> <p>8.3... N/a</p> <p>8.4... N/a</p> <p>8.5... N/a</p> <p>8.6... N/a</p>

<p><b>9. BALCONY</b></p>	<p>9.0 The balcony must be designed so as not to act as a natural ladder.</p> <p>9.1 The balcony must be adequately designed so as not to allow hand and foot holds to potential offenders trying to scale up the outside of the building.</p> <p>9.2 The railings must be designed so that foot or hand grips cannot be used by offenders.</p> <p>9.3 The balcony must have a sensor light to automatically activate when motion is detected.</p> <p>9.4 Sliding doors and windows adjacent to balconies must be re-enforced with adequate locks etc to restrict unauthorised access.</p>	<p>9.0... Yes – building design</p> <p>9.1... Yes – building design</p> <p>9.2... Yes – building design</p> <p>9.3... Yes – building design/security</p> <p>9.4... Yes – building design</p>
<p><b>10. DOORS AND FIRE EXITS</b></p>	<p>10.0 The external doors and frames must be of solid construction.</p> <p>10.1 The doors must be fitted with quality lock sets to restrict access when not in use.</p> <p>10.2 The locks must be in good working order.</p> <p>10.3 A peep hole (door viewer) must be installed.</p> <p>10.4 An Australian standard security/screen door must be installed on the front door or any glass sliding doors.</p> <p>10.5 Sliding Security balcony screen doors are recommended from ground to 3<sup>rd</sup> Floor unit complexes.</p> <p>10.6 Balconies are to be designed with anti-climb features.</p> <p>10.7 Sliding doors must be fitted with a suitable lock set.</p> <p>10.8 Entry/exit points must be clearly identified by signage.</p> <p>10.9 All fire exit doors must be self-closing.</p> <p>10.10 All external door hinges must be mounted so they cannot be removed.</p>	<p>10.0... Yes – building design</p> <p>10.1... Yes – building design/security</p> <p>10.2... Yes – building design/security</p> <p>10.3... Yes – building design</p> <p>10.4... Yes – building design</p> <p>10.5... Yes – building design</p> <p>10.6... Yes – building design</p> <p>10.7... Yes – building design/security</p> <p>10.8... Yes – building design</p> <p>10.9... Yes – building design</p> <p>10.10... Yes – building design/security</p>
<p><b>11. WINDOWS</b></p>	<p>11.0 All external windows must be solidly constructed.</p> <p>11.1 All windows must be fitted with quality lock sets.</p> <p>11.2 All unused windows must be permanently closed &amp; secured.</p> <p>11.3 Windows must be able to be locked in a partially open position. For example, with a bolt lock.</p> <p>11.4 Skylights must be suitably secured.</p>	<p>11.0... Yes – building design</p> <p>11.1... Yes – building design/security</p> <p>11.2... Yes – building design/security</p> <p>11.3... Yes – building design/security</p> <p>11.4... Yes – building design/security</p>

<p><b>12. CARPARKING FACILITIES AT GRADE AND BASEMENT LEVEL</b></p>	<p>12.1 There must be security car parking facilities available at grade level and basement level.</p> <p>12.2 The access to residential car park must be restricted to residents only. This must be done by roller shutter or boom gate at grade level car parks. Keypad, swipe card or remote systems must be used.</p> <p>12.3 'Park Smarter' signage must be displayed within this area to warn motorists to secure their vehicle and property.</p> <p>12.4 CCTV system must be installed and monitor inside all car park facilities.</p> <p>12.5 All residents must be supplied with additional storage facilities so that items are not left in areas where they can be seen or easily removed.</p> <p>12.6 The car park must be well lit.</p> <p>12.7 The ceiling of the car park must be painted white.</p> <p>12.8 Bicycle racks must be positioned in visible areas from the street.</p> <p>12.9 Emergency Services parking should be provided in a large unit complex.</p>	<p>12.1... Yes – building design/security</p> <p>12.2... Yes – building security</p> <p>12.3...N/a</p> <p>12.4... Yes – building security</p> <p>12.5... Yes – building design</p> <p>12.6... Yes – building security/lighting</p> <p>12.7...N/a</p> <p>12.8... Yes – building design/security</p> <p>12.9...N/a</p>
<p><b>13. SURVEILLANCE SYSTEM</b></p>	<p>13.0 CCTV systems must be installed at vehicle entry points.</p> <p>13.1 CCTV systems must be installed at all foyer entry points.</p> <p>13.2 CCTV systems must be installed on the perimeter of the building.</p> <p>13.3 CCTV systems must be installed near to letter box collection facilities.</p> <p>13.4 CCTV systems must be installed near to waste facilities.</p> <p>13.5 CCTV systems must be installed near to fire exits.</p> <p>13.6 Footage must be recorded appropriately.</p> <p>13.7 Footage must be kept for a minimum of 14 days.</p> <p>13.8 The property must be free of dummy cameras.</p> <p>13.9 The cameras must be placed in suitable locations to positively identify an individual from recorded images.</p>	<p>13.0... Yes – building security</p> <p>13.1... Yes – building security</p> <p>13.2... Yes – building security</p> <p>13.3... Yes – building security</p> <p>13.4... Yes – building security</p> <p>13.5... Yes – building security</p> <p>13.6...Yes – to be undertaken</p> <p>13.7... Yes – to be undertaken</p> <p>13.8... Yes – building security</p> <p>13.9... Yes – building security</p>

<b>14. FIRE SAFETY</b>	<p>14.1 Smoke detectors must be installed within foyer areas, garages and in the unit complex to comply with the Building Code of Australia?</p> <p>14.2 Gutters must be kept clean.</p> <p>14.3 The unit complex must have a site plan displayed in a prominent position.</p> <p>14.4 Waste bins must be stored in a secure place after hours.</p>	<p>14.1... Yes – building design</p> <p>14.2... Yes – to be undertaken</p> <p>14.3... Yes – to be undertaken</p> <p>14.4... Yes – to be undertaken</p>
<b>15. CONSTRUCTION STAGE</b>	<p>15.1 During Construction Stage all tools and building materials must be stored in strong rooms with tamper proof security systems.</p> <p>15.2 Construction sites should be fenced with appropriate security fencing.</p> <p>15.3 Security Guards should be used during high risk times.</p> <p>15.4 CCTV should be used during construction stage.</p> <p>15.5 Lighting should be installed on the grounds of the construction site.</p> <p>15.6 Lighting should be installed near to containers/storage facilities.</p>	<p>15.1... Yes – to be undertaken</p> <p>15.2... Yes – to be undertaken</p> <p>15.3... Yes – to be undertaken</p> <p>15.4... Yes – to be undertaken</p> <p>15.5... Yes – to be undertaken</p> <p>15.6... Yes – to be undertaken</p>
<b>16. ROOF TOP</b>	<p>16.1 The retaining walls/fencing/ barriers adequate to prevent accidental falls/ slips/suicide attempts.</p> <p>16.2 There must be protocols in place to monitor and regulate the times in which the roof common areas can be used by residents (to minimise noise and antisocial issues).</p> <p>16.3 CCTV should be installed in these areas.</p>	<p>16.1... Yes – to be undertaken</p> <p>16.2...N/a</p> <p>16.3...N/a</p>
<b>17. EMERGENCY MANAGEMENT</b>	<p>17.1 An Emergency Management/ Evacuation Plan must be developed for the building prior to occupation and forwarded to local Police Area Commands.</p>	<p>17.1... Yes – to be undertaken as required</p>
<b>18. NSW POLICE INSPECTION PRIOR TO OCCUPATION STAGE.</b>	<p>18.1 Police recommend that there must be an inspection with a Town Planner and the Building Manager prior to Occupancy Certificate Stage.</p>	<p>18.1... Yes – to be undertaken as required</p>

# NSW POLICE DISCLAIMER



## **Disclaimer**

NSW Police Force has a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained within this document, any person who does so acknowledges that:

- It is not possible to make areas evaluated by NSW Police Force absolutely safe for the community and their property.
- Recommendations are based upon information provided to, and observations made by NSW Police Force at the time the document was prepared.
- The evaluation/report is a confidential document and is for use by the person/organisation referred to at the start of this document.
- The contents of this evaluation/report are not to be copied or circulated otherwise than for the purposes of the person/organisation referred to at the start of this assessment.
- NSW Police Force hopes that by using the recommendations contained within the document, **criminal activity will be reduced and the safety of the community will be increased.**