

# Crime Prevention through Environmental Design (CPTED) - Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES	IF NO, PLEASE PROVIDE JUSTIFICATION
<p>* Where relevant, each item is to be shown on the architectural plans. A description of how the development complies, together with the corresponding plan reference number, should also be provided.</p> <p>* This checklist is designed to assist the Developer to introduce these CPTED measures into a final Safer By Design Report.</p>			
<p><b>1. STREET NUMBER / WAY FINDING SIGNAGE</b></p>	<p>1.1 The street number must be clearly visible from the street.</p> <p>1.2 The street number must be visible at night.</p> <p>1.3 Unit block identification signage must be visible from the street frontage.</p>		
<p><b>2. SIGNAGE</b></p>	<p>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.</p> <p>2.2 There must be warning signs displayed.</p> <p>2.3 The warning signs must be appropriate.</p> <p>2.4 A map must be displayed of the complex.</p>		
<p><b>3. FENCES AND GATES</b></p>	<p>3.1 Alcoves or recesses must be monitored by CCTV.</p> <p>3.2 Garbage bays must be locked to</p>		

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
	<p>restrict unauthorised entry.</p> <p>3.3 There must be a 'Rapid Removal' policy for graffiti.</p> <p>3.4 There must be graffiti resistant materials utilised in the design of the building. For example painted on masonry garden walls, fencing.</p> <p>3.5 There must be perimeter fences erected around the property.</p> <p>3.6 Access must not be restricted by large garbage bins or other objects.</p> <p>3.7 Fences must be fitted with locks.</p> <p>3.8 Fences and gates must be in good condition.</p> <p>3.9 Fences must be constructed of appropriate materials.</p> <p>3.10 Gates must be secured.</p> <p>3.11 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.</p> <p>3.12 Gate locking mechanisms must be at a distance unable to be reached by a human arm.</p> <p>3.13 Fences need to be at a height that does not allow jump access.</p> <p>3.14 Box lights, garden beds or any other fixed objects must not be built near fence lines and used as a ladder.</p>		
<p><b>4. LANDSCAPING</b></p>	<p>4.1 People must be able to see your unit/premises clearly from the street.</p> <p>4.2 Landscaping must be regularly maintained.</p> <p>4.3 No person should be able to conceal themselves behind vegetation or gardens.</p>		

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
<p><b>5. SECURITY LIGHTING</b></p>	<p>5.1 Security lighting must be installed.                      5.2 Security lighting must be operating.                      5.3 The entry and exit points must be adequately lit.                      5.4 Lighting must be positioned in a way to reduce opportunities for vandalism?                      5.5 The lighting must be sufficient to support images obtained from CCTV footage.                      5.6 Light switches for all lights must be located in a secure area within the premises.                      5.7 There must be light timers.</p>		
<p><b>6. POWER BOARD &amp; LETTERBOX</b></p>	<p>6.1 The power board must be enclosed in a cabinet or room.                      6.2 The cabinet or room must be fitted with a lock set approved by the local authority.                      6.3 The cabinet or room must be kept locked?                      6.4 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 collection facility in a unit complex.</i></p> <p>6.5 The letter box collection facility must be enclosed in the foyer window of the property that has street frontage.                      6.6 The letter box collection facility must be in view of video surveillance.</p>		<p>This is strongly recommended. Please provide a description of the proposed letter box facility.</p>

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
<b>7. GARAGE</b>	<p>7.1 The garage must be lockable.</p> <p>7.2 The garage 'tilta' door must have a bolt lock installed.</p> <p>7.3 The garage facility must have floor to ceiling wall. For example strong mesh or masonry walls.</p> <p>7.4 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>7.5 The contents inside the garage facility must not be able to be visible from the outside.</p> <p>7.6 The garage facilities must have CCTV coverage.</p> <p>7.7 The garage facility area must be restricted to non-residents by way of security gates.</p>		
<b>8. BALCONY</b>	<p>8.1 The balcony must be designed so as not to act as a natural ladder.</p> <p>8.2 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>8.3 The railings must be designed so that foot or hand grips cannot be used by offenders.</p> <p>8.4 The balcony must have a sensor light to automatically activate when motion is detected.</p> <p>8.5 Sliding doors and windows adjacent to balconies must be re-enforced with adequate locks etc to restrict unauthorised access.</p>		

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
<p><b>9. DOORS AND FIRE EXITS</b></p>	<p>9.1 The external doors must be of solid construction.</p> <p>9.2 The door frames must be of solid construction.</p> <p>9.3 The doors must be fitted with quality lock sets to restrict access when not in use.</p> <p>9.4 The locks must be in good working order.</p> <p>9.5 A peep hole (door viewer) must be installed.</p> <p>9.6 An Australian standard security/screen door must be installed on the front door or any glass sliding doors.</p> <p>9.7 Security screen doors are recommended for ground to 3<sup>rd</sup> Floor unit complexes.</p> <p>9.8 Balconies are to be designed with anti climb features.</p> <p>9.9 Sliding doors must be fitted with a suitable lock sets.</p> <p>9.10 Entry/exit points must be clearly identified by signage.</p> <p>9.11 All fire exit doors must be self-closing.</p> <p>9.12 All external door hinges must be mounted so they cannot be removed?</p>		
<p><b>10. WINDOWS</b></p>	<p>10.1 All external windows must be solidly constructed.</p> <p>10.2 All windows must be fitted with quality lock sets.</p> <p>10.3 All unused windows must be permanently closed &amp; secured.</p> <p>10.4 Windows must be able to be locked in a partially open position. For example with a bolt lock.</p> <p>10.5 Skylights must be suitably secured.</p> <p>10.6 Keys must be removed from locks when no persons are home.</p>		

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
<p><b>11. CARPARK</b></p>	<p>11.1 There must be security car parking facilities available.</p> <p>11.2 Residents must have an individual secured garage spaces.</p> <p>11.3 The access to residential car park must be restricted to residents only.</p> <p>11.4 Access and control must be restricted to residents only by keypad, swipe card or remote system.</p> <p>11.5 'Park Smarter' signage must be displayed within this area to warn motorists to secure their vehicle and property.</p> <p>11.6 CCTV system must be installed and monitor inside the car park facility.</p> <p>11.7 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>11.8 The car park must be well lit.</p> <p>11.9 The ceiling of the car park must be painted white.</p> <p>11.10 The car park entry must be restricted by a security roller shutter.</p> <p>11.11 Access to the security roller shutter must have access control measures such as swipe card, key pad or remote system.</p> <p>11.12 Bicycle racks must be positioned in visible areas from the street.</p> <p>11.13 Emergency Services parking should be provided in a large unit complex.</p>		

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
<p><b>12. SURVEILLANCE SYSTEM</b></p>	<p>12.1 CCTV systems must be installed at vehicle entry points.</p> <p>12.2 CCTV systems must be installed at all foyer entry points.</p> <p>12.3 CCTV systems must be installed on the perimeter of the building.</p> <p>12.4 CCTV systems must be installed near to letter box collection facilities.</p> <p>12.5 CCTV systems must be installed near to waste facilities.</p> <p>12.6 CCTV systems must be installed near to fire exits.</p> <p>12.7 Footage must be recorded appropriately.</p> <p>12.8 Footage must be kept for a minimum of 14 days.</p> <p>12.9 The property must be free of dummy cameras.</p> <p>12.10 The cameras must be placed in suitable locations to positively identify an individual from recorded images.</p> <p>12.11 Information must be provide on where the CCTV system will be stored.</p> <p>12.12 Information must be provided on who will be able to access the footage.</p>		
<p><b>13. FIRE SAFETY</b></p>	<p>13.1 Smoke detectors must be installed within foyer areas and garages of unit blocks to comply with the Building Code of Australia?</p> <p>13.2 Smoke detector must be installed in the unit complex.</p> <p>13.3 Gutters must be kept clean.</p> <p>13.4 The unit complex must have a site plan displayed in a prominent position.</p> <p>13.5 Waste bins must be stored in a secure place after hours.</p>		

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
<p><b>14. Construction Stage</b></p>	<p>14.1 During construction stage all tools and building materials must be stored in strong rooms with tamper proof security systems.</p> <p>14.2 Construction sites should be fenced with appropriate security fencing.</p> <p>14.3 Security Guards should be used during high risk times.</p> <p>14.4 CCTV should be used during construction stage.</p> <p>14.5 Lighting should be installed on the grounds of the construction site.</p> <p>14.6 Lighting should be installed near to containers/storage facilities.</p>		
<p><b>15. Rooftop</b></p>	<p>15.1 Are retaining walls/fencing/ barriers adequate to prevent accidental falls/ slips/suicide attempts</p> <p>15.2 Are there protocols in place to monitor and regulate the times in which the roof common areas can be used by residents (to minimise noise issues)</p>		
<p><b>16. Security Consultant</b></p>	<p>16.1 With the large developments, it is advantageous to engage a Crime Prevention Through Environmental Design Consultant to compile a Safer by Design Report.</p> <p>16.2 It is also advantageous to engage a Security Consultant to assist with the correct camera placements.</p>		

Crime Prevention through Environmental Design Checklist

CPTED MEASURES	RECOMMENDATIONS	COMPLY YES 	IF NO, PLEASE PROVIDE JUSTIFICATION
<p><b>17. Emergency Management</b></p>	<p>17.1 An Emergency Management / Evacuation Plan must be developed for the building prior to occupation and forwarded to Emergency Services.</p> <p>17.2 Police recommend that there must be an inspection with a Town Planner and the Building Manager prior to Occupancy Certificate Stage.</p>		

**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.