

# FOUR COURT SPORTS HALL

## DESIGN BRIEF 2006



KCC Sports Development Unit  
KCC Property Group



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[www.kent.gov.uk/property](http://www.kent.gov.uk/property)

CHIEF EXECUTIVE'S DEPARTMENT



## **Please read the following advice:**

You are strongly advised to make contact with and consult Kent Sports Development Unit when considering a new sports facility project. The Unit can assist in refining the requirements for your facility from the minimum specification detailed within this brief. The information used to compile this document is subject to change and therefore the Unit will be able to advise on this.

## **How can Kent Sports Development Unit support your project?**

Kent Sports Development Unit's existing work in facility development includes:

- Advising on the planning, design, funding and management of sports facilities.
- Encouraging increased sports use of education sites by the community.
- Seeking to attract facilities of strategic significance to Kent, including ensuring the development of County centres of excellence and centres of performance.
- Prompting and supporting key project applications to funding organisations (including advising on National Lottery applications).
- The Unit works with a wide range of organisations in order to achieve the above.

Kent Sports Development Unit's Advice Regarding the National Lottery includes:

- Helping organisations in Kent, including those in the public, private, voluntary or education sector, to ensure the aims and objectives of their projects are matched to the criteria laid down by the Lottery Sports Board, Big Lottery Fund and other funding organisations.
- Helping to identify other areas of funding to contribute towards the partnership funds required.
- Advise on the additional relevant information, which will help to show that the project is both feasible and viable, through supplying guidance documents on the production of feasibility studies and development plans etc.
- Provide documents, which will guide the applicant to show that the project envisaged is of sufficient quality.
- Provide information on strategic and technical issues, which will help the Lottery Sports Board come to a decision about the project.
- Help the applicant organisation to complete the application form, ensuring that all the questions asked are answered in a manner that will reduce the need for the Lottery Sports Board to seek further information.
- Advice on the design of the project (if it is construction of a new building or alterations/adaptations of an existing building).

For facility development advice contact:

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Or

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**Kent County Council**  
**Sports Development Unit and Property Group**  
**Four Court Sports Hall Design Brief**

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**1. GENERAL PRINCIPLES AND CONSIDERATIONS**

- 1.1** This four court sports hall design brief has been developed to specify the provision required for a four court sports hall and the issues associated with the technicalities of meeting sport specific requirements. It should not be read alone, as guidance should also be taken from Sport England, Sport Scotland and every individual Governing Body of Sport that the hall will provide for.
- 1.2** Scope and Scale of Project: The initial priority is to determine the level of participation within the sports hall. The standard and level of the sport being played will ultimately define the size, dimensions and finishes for the hall, defined by the following 5 categories: International, National, County, Club and Recreation. The community use for the site will largely determine this and therefore should form part of the initial feasibility. This brief gives recommendations for a standard Club level facility. County, National or International Governing Bodies of Sport should be consulted to determine these requirements.
- 1.3** A four badminton court hall will generally be sufficient for schools with a school roll between 400 and 1100 pupils, obviously this is offset against provision of existing facilities for PE and Sport on or accessible to the school. This therefore could be considered standard for most schools in the County.
- 1.4** Provision of 1, 2, 3, 6, 8, 12 court halls is possible but the specifications laid down in this brief will change significantly for each.
- 1.5** The brief can be used as part of developing new build or as part of planning to upgrade existing facilities.
- 1.6** It is not specific to just educational facilities.
- 1.7** The building should ensure an economic use of the available space provide and be in keeping with the location and setting.
- 1.8** The brief takes no account of bespoke elements to be attached to a sports hall, links to existing buildings, which will also have design and cost implications.
- 1.9** It is recommended that, where possible, other sports facilities attached, or adjacent, can add to the significance, financial viability and compliment the sports hall. This can take the form of other sports facilities such as dance studios, fitness suites, ancillary halls, squash courts, climbing walls etc. Or outside facilities like synthetic turf pitches or multi-use games areas. All of which will also have design and cost implications if not pre budgeted for, where a cost saving may be possible on economies of scale.
- 1.10** Equally, non-sporting facilities can compliment a sports hall. To improve community use and functionality this could include classrooms, meeting rooms, offices, staff room, conference facilities and catering/dining. In consideration of the requirement to build a sports hall, consideration should be given to the whole site and existing and future building projects which could work in conjunction with

this new sport provision. All of which will also have design and cost implications if not pre budgeted for, where a cost saving may be possible on economies of scale.

- 1.11** Consideration for future expansion should be well thought-out in the overall design and location.
- 1.12** Consideration of how and where the sports facility sits within the site are important. This should take account of perceived community use, school use, dual use, child protection and how the facility is to be managed and operated. Consideration to planning issues should also be taken into account in taking this decision.
- 1.13** Access: Consideration should be given to how the facility functions in terms of school use, community use, school staff, community staff, general access and use the building. The location of car parking and potential to combine facility with other community accessible parts of the school.
- 1.14** Access: Dual use facilities that restrict community use to out of school hours can benefit from shared use of car and cycle parking facilities.
- 1.15** Access: If car park and cycle facilities are limited or at a distance from the new provision, then provision for additional parking may be necessary.
- 1.16** Access: 5% of all parking bays must be reserved for disabled parking.
- 1.17** Access: A coach drop off point is required, if not already in existence.
- 1.18** Access: Appropriate access to the facility and space to park close to main entrance is required for emergency vehicles.
- 1.19** Design features to the outside of the building are not a necessity but could take greater significance where the project is part of a significant regeneration project, where it becomes a focal point, the prime building on the site, or where it becomes the most visible building on the site. Generally the building should look to fit with the existing buildings on the site unless otherwise specified. The building should look attractive and welcoming. Unless carefully designed, sports halls can look too much like a warehouse and that impression should be avoided. The client will assess the cost implications of this.
- 1.20** If community use is perceived to be significant, some architectural significance should be given to the entrance and reception areas to the building.
- 1.21** Signage should be included on the outside of the building. This should include the centre/building name, logo and main entrance sign. These should be to scale of the building, attractive, lit at night and well seen.
- 1.22** A sympathetic planting scheme may be required to improve the setting of the new building. This should account for any loss of planting as a result of providing the new building, planning sensitivities and to improve general site appearance. Any planting scheme should be designed so as not to compromise potential for future expansion.
- 1.23** The whole building should be on a level threshold or measures taken to mitigate where this is not possible.
- 1.24** Consideration to assist people with visual impairment should be given where thresholds change, where there are steps, doorways and signs.
- 1.25** Minimum specification must meet the Disability Discrimination Act 1995 and subsequent revisions to this.

- 1.26 Door widths throughout the building should make provision to accommodate sports wheelchairs, which have greater cambers/wheel base widths. Minimum DDA requirements may not account for this.
  - 1.27 Door opening pressures should account for use by wheelchair users and where budget permits automatic or press button doors should be used.
  - 1.28 Emergency lighting will be required to all areas of the centre, including stores.
  - 1.29 The facility should take account for ongoing maintenance, management and sustainability in choice of materials, fixtures and fittings. Materials used should be durable, able to withstand intensive use and long lasting. The facility should be economical to operate in terms of use utilities in particular water use and energy consumption for lighting, heating and ventilation.
  - 1.30 Reference should be made to accommodate all items of equipment and furniture within the overall design. (Refer to section 12)
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## **SPECIFIC AREAS**

### **2. Entrance/Waiting area/Vending and Reception**

- 2.1 This area will be the first impression many people will gain of the facility. Therefore, the appearance of this area must be appealing to community users.
- 2.2 This area must be clearly sign posted from the school entrance.
- 2.3 Care should be taken to avoid its use as a thoroughfare for pupils moving from one part of the school to another.
- 2.4 This area should provide sufficient space for a reception desk to which all people entering the building should be channelled past. The reception desk could be incorporated within the office space and access to the community could be from behind a open/lockable glazed screen.
- 2.5 The fire and security alarm controls should be located behind the reception desk where possible.
- 2.6 The office detailed in section 3 should be accessed from the reception desk.
- 2.7 Some casual seating should be provided in this area.
- 2.8 Space should also be provided for a minimum of two vending machines.
- 2.9 Electricity, telephone and IT points should be provided in this space to accommodate reception and vending requirements.
- 2.10 A public payphone should be located in this area.
- 2.11 Sufficient space for notice boards on walls is required.
- 2.12 Where the facility comprises of only a sports hall, the viewing, waiting, vending and reception areas can be accommodated in one.
- 2.13 Viewing areas are important for spectators and for those waiting to observe when the hall is safe and free to access. This can be achieved by placing a reinforced window next to the entrances to the hall (the viewing area can be more elaborate where an upper floor is planned alongside another development). The viewing area should ensure that young people and disabled people have ability to view.

### **3. PE staff room/Office/Reception**

- 3.1 The office should be best located to observe the entrance to the building. Where separate school and community entrances are planned in larger developments,

- consideration should be given to separate PE offices and Community staff offices.
- 3.2 Windows are essential and the area should be well lit by natural light.
  - 3.3 The office should include space for a desk/workspace and filing cabinet for every member of full time staff. Part time staff can share one or more desks.
  - 3.4 The office should be reasonably sound proof due to possible confidential meetings.
  - 3.5 Electricity, telephone and IT points should be provided for each desk.
  - 3.6 At least one lockable cupboard should also be included for small equipment and stationary.
  - 3.7 This area should accommodate a small safe.
- 4. Staff Changing**
- 4.1 Staff changing should include one shower, toilet and sink per 5 members of staff.
  - 4.2 This should be located near or within the office accommodation.
  - 4.3 Where costs permit separate provision for male and female staff should be considered.
- 5. First Aid Room**
- 5.1 This should be located within easy access of the main entrance for emergency services and accessible from all areas of the centre.
  - 5.2 The first aid room should be suitable for a bed or stretcher.
  - 5.3 The room should accommodate a sink and at least one lockable cabinet/cupboard.
- 6. Cleaning store**
- 6.1 This cupboard will be used for storing domestic services materials. It should include a butler sink to fill a bucket, and space for cleaning apparatus, including sports hall floor cleaners.
- 7. Sports Hall**
- 7.1 The sports hall is to be purely utilised for sporting purposes and as such is not a utility hall; all specifications for the hall are made on this basis.
  - 7.2 The minimum requirement for a four badminton court hall played to local club level is given within this brief. The size of the hall could increase depending on the sports played within and the level of the competition being played. The sports that the hall accommodates and the level of play should be determined from the client. The minimum court dimensions, run off, space between courts, finishes should then be obtained from the relevant National Governing Body of those sports to ensure that the sports hall meets the purposes for which it is intended.
  - 7.3 Walls: There should be no projections to the internal walls of the sports hall. All doors, whether entrances, fire exits or stores, should be flush with the internal wall. All fixtures, fittings, netting etc should also be laid flush with closed recesses where necessary.
  - 7.4 Walls: The internal walls of the sports hall should either be light green or light blue in colour and must be of a matt finish with a reflectance level value of 0.5.

- 7.5** Walls: Consideration of visual markings to assist visually impaired people should be given to the internal sports hall walls.
- 7.6** Access doors should not open into the sports hall (note, this is opposite for store doors).
- 7.7** Any cricket netting should be stored against an end wall, as oppose to the side, to prevent disruption to ball games. It should also not obstruct access to the hall, fire escapes or store cupboards when in use.
- 7.8** Fire alarm sounders, call points and fire exit lights are likely to require a protective cage to protect from projectile damage.
- 7.9** Cabling and ducting to the relevant power points and emergency lighting should be within the brickwork.
- 7.10** Signage is required on each wall indicating the appropriate court number.
- 7.11** Eyebolts need to be fitted at each end of the hall if accommodating football, hockey, handball and Goalball, to prevent goals from toppling.
- 7.12** When designing the internal walls and ceiling layout, consultation should occur with the selected fixed equipment supplier to ensure the walls and ceiling has sufficient dimensions and strength to withstand equipment such as basketball hoops, trampoline rigs, gymnastic equipment and scoreboards, etc. This should not compromise the required clearance height above courts.
- 7.13** No ledges should be present within the hall that will trap projectiles and gather dust including the internal fixtures. This causes maintenance and operational difficulties and can be alleviated by design.
- 7.14** Lighting: Lighting lux should be 500lux variable system to 300lux as standard. Governing Bodies of Sport may have higher lux requirements depending on the level of sports participation and whether TV coverage is likely.
- 7.15** Lighting: The lighting should not cause glare to participants or spectators.
- 7.16** Lighting: Provision to light the full hall or half of the hall should be made.
- 7.17** Lighting: Lights should be situated between badminton courts and not directly above any part of them. It is important the floor line-markings plan corresponds to that of the lighting to meet with this requirement. Please also note the clearance requirements above the court area.
- 7.18** Lighting: Natural light is not recommended within a sports hall due to its negative impact on projectile sports. Natural light should only be considered when applied as a mechanism to save on energy costs, to create a more appealing ambience and for sports halls where projectile sports are not intended. It is possible to combine natural light within a hall providing it can be isolated and implemented at high level (windows must be above 3m). Toughened glass would be required. Curtains are not recommended as they may cause operational problems, wear, fade and gather dust. A better option would be security blinds automatically operated and coloured to match hall walls. This will have a significant cost implication.
- 7.19** Lighting: Should capable of safe maintenance and replacement. It should also be able to withstand impact from projectiles. Avoid using lighting that will trap/catch projectiles.
- 7.20** Hall Flooring: A sprung floor in most instances is essential, especially where the hall is specifically for multi use. The minimum standard for sprung floors should comply with BS EN14904:2006 – Indoor Sports Surfaces or CEN217. (However,

where higher standards of participation are expected or where the hall is being provided specifically for a certain sport this may not be the case. Individual Governing Bodies of Sport should be consulted on specification for this.)

- 7.21** Line Markings: Line markings will vary depending on number of sports selected. To avoid confusing line markings, no more than a maximum of 5 colours should be marked (specific additional temporary floor matting can be used to facilitate higher level sport or additional sports as required).
- 7.22** Line Markings: Line priority should be given to the sport with either the highest level of participation, highest importance or the sport with greatest level of perceived use. Priority of colours is in the following order, unless specified by client or governing body of relevant sports: white, red, black, blue, and green.
- 7.23** Line Markings: Governing Bodies of Sport should be consulted with regard to the latest line marking recommendations, run off and official's areas and also their preferred colours. It is vital that the latest guidance in line markings, run off requirements and space for spectators is taken into account.
- 7.24** Line Markings: It should be noted that if wheelchair sport is played the minimum sports dimensions need to be extended to that specifically governing the wheelchair version of that sport (e.g. The three point throw line to the side line needs to be a minimum of 1.3m for wheelchair basketball thus extending the minimum court dimensions than specified currently by Sport England, to a width of 15m).
- 7.25** Line Markings: The line marking scheme will need to correspond with the lighting scheme to ensure that lights are not placed directly over the badminton court or if they are that these lights can be isolated separately.
- 7.26** Heating: Under floor heating is preferred to avoid obstructions over the courts, obstructing roof mounted sports equipment, to avoid obstructing netting rigs and due to the difficulty of cleaning surfaces.
- 7.27** The hall temperature range should be 13°C to 20°C.
- 7.28** Floor fixings for gymnastics, volleyball and other sports, if required, are best installed at the time when the floor is laid to avoid problems with under floor heating at a later date. A detailed floor plan of the under floor heating should be kept on file and ideally copper coated pipes used that can be tracked by metal detectors.
- 7.29** Wireless IT infrastructure should be available within the hall.
- 7.30** A minimum of 8 electricity points should be provided to the hall to correspond on each side of the four courts. Either placed 2 metres high or with protective covers to prevent damage. These should be flush to the wall.
- 7.31** An audible system should be installed in the building to permit music and audible communication inside hall. This should include a connection to school system, if applicable. Flush, high level speakers will be necessary to facilitate this with suitable protective coverings.

## **8. Mat Store**

- 8.1** The mat store should represent 2.5% of the overall sports hall floor space. Where a large number of sports requiring matting is planned for the hall this may require additional space. In particular gymnastics, trampolining, high jump and judo will require significant amounts of matting.

- 8.2 The mat store should be mechanically externally ventilated and comply with 1 hour fire construction.
- 8.3 Large double doors to this space are required for easy access and to open outwards where possible.
- 8.4 Ensure lights are fitted with guards.
- 8.5 The doors to this area must be lockable and a suitable flush opening mechanism incorporated into the door.

## 9. **General Store**

- 9.1 The general store or stores should represent 12.5% of the overall sports hall floor space. Where a number of large items are stored or where the store supports other areas other than the sports hall itself the space should be increased to account for these. Note, equipment that may affect size of sports hall store in particular are trampolines, table tennis tables, gymnastic equipment (such as a balance beam) and portable basketball posts.
- 9.2 The general store must store both large and small pieces of equipment. Which must be accessible for easy of operation. At least one set of double doors is essential but two would assist in improving this further, to open outwards where possible. Doors to be 2.7m high and at least 4.5m width. Some shelving to one wall will assist in storing small items.
- 9.3 With trampolines it is also beneficial to have one store with higher access. This will prevent you having to jack up and down the trampolines each time you remove them from the store.
- 9.4 Ensure lights are fitted with guards.
- 9.5 The doors to this area must be lockable and a suitable flush opening mechanism incorporated into the door.

## 10. **Changing areas** (including showers, toilets, sink and changing) Refer to Sport England technical guidance notes: Access for Disabled People; Changing and lockers; Sports halls: design, for additional information.

- 10.1 Two separate changing areas are required for male and female, although by careful management these areas can be used to accommodate one single gender.
- 10.2 Ensure changing facilities are fully accessible for ambulant disabled persons
- 10.3 Allow 1.2m sq. per person for community use. (A standard sports hall is 4 badminton courts = max 16 people x 2 for change over = 32. This equates to 38.4sq metres in total, no guarantee can be made that at all times activity will be specific to only one gender. Please note that the size of the changing accommodation should be larger if the changing spaces are used for more than just the sports hall and therefore needing to facilitate greater use. The same equation should be applied to maximum capacity.
- 10.4 A buffer changing area comprising changing benches separated between changing areas by interchangeable key lockable doors should be incorporated between changing areas for maximum flexibility of use within the allocated space. Please note that the doors to these areas must be secure and allow no opportunity for vision to the other side.
- 10.5 The space should allow for easy supervision for teaching.

- 10.6 The area should allow for ease and speed for cleaning.
- 10.7 Privacy barriers should be included at the entrance to the changing rooms.
- 10.8 All showers should be enclosed within individual shower cubicles for privacy, ensuring sufficient space to open door.
- 10.9 One shower should be allocated to 3/4 changing spaces/users. (4 for the brief specified herewith.)
- 10.10 Toilets: Male: One WC, washbasin and urinal per 15 – 20 users (2 of each for the brief specified herewith). Note, toilets could be accommodated off of a common area adjacent to changing to allow for spectator use of mixed gender when changing required for one specific gender.
- 10.11 Toilets: Female: One WC per 7-10 users, one washbasin per 15 users (4 and 3 respectfully for the specified brief herewith). Note, toilets could be accommodated off of a common area adjacent to changing areas to allow for spectator use of mixed gender when changing required for one specific gender.
- 10.12 All fixtures and fittings should be robust and able to cope with intensive use.
- 10.13 All pipe work should be hidden/ducted.
- 10.14 No plugs should be fitted to showers or sinks.
- 10.15 Taps to be press button; timer should be set to minimum.
- 10.16 No drinking fountains are to be provided within changing areas due to hygiene issues.
- 10.17 One full length mirror should be included and mirrors above all sink units.
- 10.18 High level, toughened, opaque windows are recommended to allow some ventilation and natural light where possible.
- 10.19 Floors should be non-slip.
- 10.20 Baby change facilities should be located within both sets of changing areas.

## 11. **Assisted Disabled Change**

- 11.1 This should be a completely separate facility of the changing rooms to enable persons of different gender to change and be assisted changing.
- 11.2 It should accommodate sink toilet and shower all fully accessible to people with disabilities including wheelchair users.
- 11.3 Provision to accommodate sports wheelchairs which have greater cambers/wheel base widths should also be made, as minimum DDA requirements may not account for this.

## 12. **Equipment and Furniture**

- 12.1 The equipment listed below is to be included within in the contract sum and includes supply and where necessary installation costs and falls within the overall project costs.
- 12.2 Equipment provided but which requires installation only within the contract sum is listed and an installation cost only in the description.
- 12.3 Equipment listed but not in the contract sum is to be provided separately but is listed to act as a guide to storage requirements and future installation requirements and should be noted with regard to the overall design.
- 12.4 The description indicates specific and desired brands, level, size and type of equipment required. This is important for the standard of participation and where necessary governing Bodies of Sport should be consulted.

- 12.5** Specific items of furniture could also influence the building design and should be accounted for accordingly.
- 12.6** Lockers: Refer to Sport England Design Guidance Changing Rooms and Lockers.
- 12.7** Lockers: Allow 2.5 times assessed occupancy levels for changing.
- 12.8** Lockers: Over 10% of lockers should be suitable for disabled users.
- 12.9** Lockers: Provision for wheelchair lockers should be made.

**Fixed Sports Equipment Required: (e.g. basketball hoops ends/sides, cricket nets etc)**

List

Item	Description	Quantity	To be Included in contract sum (Yes/No)

**Tangible Sports Equipment Required: (e.g. Any consumable/moveable equipment regardless of size, i.e. table tennis balls to trampolines)**

List

Item	Description	Quantity	To be Included in contract sum (Yes/No)

**Furniture Required:**

List

Item	Description	Quantity	To be Included in contract sum (Yes/No)

### **Further Design Notes for Reference:**

The following Sport England/Scotland documents should also be adhered to. Minimum requirements specified in this brief take precedence. Governing Body of Sport requirements for specific sports are a greater importance.

#### **SPORT ENGLAND TECHNICAL GUIDANCE NOTES (available to download on line)**

- Access for Disabled People (including Facility Audit Sheets) when considering access requirements for a modern sports facility.
- Badminton
- Car parking and landscape design
- Court and pitch sizes (available 2006)
- Changing and lockers
- Floors for indoor sports
- Optimum Sports Hall
- Sports halls: design
- Sports halls: sizes and layouts
- Pitches and Court Layouts
- “Wet” and “Dry” Sports Facilities Basic Checklist

#### **SPORT SCOTLAND**

- Design Guidance for Secondary School Sports Facilities
- Design Guidance for Primary School Sports Facilities

## SCHEDULE OF ACCOMMODATION FOR A FOUR COURT SPORTS HALL

### SPORTS HALL

#### Hall Dimensions (for a standard school and club sized hall)

Minimum Sports Hall 646 sq m

This is a minimum requirement for a multi sport hall played to local club level. Note that, the size of the hall could increase depending on the sports played within and the level of the competition being played. The sports the hall accommodates and the level of play should be determined from the client. The minimum court dimensions, run off, space between courts and finishes etc should then be obtained from the relevant National Governing Body of those sports to ensure that the sports hall meets the purposes for which it is intended.

Minimum Length	34m
Minimum Width	19m
Minimum Height	7.6m
<i>(This is the minimum unobstructed height above the playing area including lights curtain rails and any intake/extract fans etc)</i>	

#### Ancillary Accommodation

Mat store (2.5% of floor space)	16.15 sq m
General store (12.5% of hall floor space)	80.75 sq m
Internal Viewing/ waiting area/vending and reception	25 sq m
Cleaning store	1 sq m
First Aid Room	4 sq m
PE staff room/Office/Reception	36 sq m

<b>Changing</b> (Ceiling height 2.7m)	
Staff changing (including shower, toilet and sink)	9 sq m
Changing area 1	38.4 sq m
Changing area 2	38.4 sq m
Assisted Disabled Change	9 sq m

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<b>TOTAL MINIMUM BUILDING FLOOR SPACE</b>	<b>903.7 sq m</b>
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**Signatures:**

Client

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

End User

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

I/We (Name) \_\_\_\_\_ (Company) \_\_\_\_\_

agree to provide a facility that satisfies the clients specification outlined within this project brief within the agreed project costs and fees. Any variations to the above agreed project brief require an amendment and agreement to be signed by client, end user and consultant. All variations and changes to the brief by either party should be communicated at the earliest opportunity to all stakeholders. Any changes and implications to project costs and programme should be assessed accordingly in accordance with the client's authorisation.

Consultant project Manager

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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*Kent is preparing for the 2012 Olympic Games, to find out more please visit: [www.kent2012.org](http://www.kent2012.org)*

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#### Without Prejudice

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May 2006  
Kent County Council, Sports Development Unit  
Kent County Council, Property Group