

Newport City Council

Supplementary Planning Guidance

PARKING STANDARDS



Adopted August 2015



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1.0 PREAMBLE

- 1.1 These Parking Standards have been produced as Supplementary Planning Guidance and should be read in conjunction with the current development plan for Newport and other Supplementary Planning Guidance. Parking requirements are listed according to land use and location and they list requirements for commercial vehicles, cars, motor cycles and cycles. The use of travel plans and the sustainability of new development are also addressed. These Parking Standards will be material to decisions on individual planning applications and will be used as a technical reference document.

2.0 PURPOSE

- 2.1 These Parking Standards seek to ensure a transparent and consistent approach to the provision of parking, submission of travel plans and sustainability considerations that will inform developers, designers and builders what is expected of them and from them at an early stage of the development process.
- 2.2 This document provides detailed parking requirements according to land use and type of development. Its purpose is to:
 - a) Assist developers, designers and builders in the preparation and submission of planning applications; and
 - b) Achieve a common approach to the provision of vehicle parking facilities associated with new development and change of use.
- 2.3 The underlying rationale for these standards was to provide sufficient parking to avoid the need for vehicles to park on-street and thereby cause congestion, danger and visual intrusion.

3.0 APPLICATION

- 3.1 These Parking Standards will inform observations made by the Highway Authority at Newport City Council on applications received for Planning Permission.

4.0 POLICY CONTEXT

4.1 National policy

4.1.1 Planning Policy Wales (Edition 7, July 2014)

This document sets out the land-use planning policies of the Welsh Government. It is supplemented by a series of Technical Advice Notes (TANs). Procedural advice is given in circulars and policy clarification letters.

4.1.2 Chapter 4: Planning for Sustainability

Paragraph 4.1.2 states the following:

“The Welsh Government remains one of the few administrations in the world to have a distinctive statutory duty in relation to sustainable development. This duty, under the Government of Wales Act 2006 (Section 79) requires Welsh Ministers to make a scheme setting out how they propose, in the exercise of their functions, to promote sustainable development. Our latest scheme was published in 2009. The Welsh Government is committed to bringing forward legislation to strengthen our duty and commit government, at local and national level, to sustainable development. Where necessary, PPW will be reviewed and amended accordingly.”

4.1.3 Paragraph 4.7.2 states the following:

“Development plans need to provide a framework to stimulate, guide and manage change towards sustainability. They should secure a sustainable settlement pattern which meets the needs of the economy, the environment and health, while respecting local diversity and protecting the character and cultural identity of communities. In their land allocation policies and proposals, local planning authorities should:

- promote sustainable patterns of development, identifying previously developed land and
- buildings, and indicating locations for higher density development at hubs and interchanges and

- close to route corridors where accessibility on foot and by bicycle and public transport is good;
- maintain and improve the vitality, attractiveness and viability of town, district, local and village centres;
- foster development approaches that recognise the mutual dependence between town and country, thus improving linkages between urban areas and their rural surroundings;
- locate development so that it can be well serviced by existing infrastructure (including for energy supply, waste management and water);
- ensure that development encourages opportunities for commercial and residential uses to derive environmental benefit from co-location;
- locate development in settlements that are resilient to the effects of climate change, by avoiding areas where environmental consequences and impacts cannot be sustainably managed. Where development takes place in areas of known risks, ensure that the development is designed for resilience over its whole lifetime;
- ensure that tackling the causes and consequences of climate change is taken into account in locating new development.”

4.1.4 Chapter 8: Planning for Sustainability

Paragraph 8.1.4 states the following:

“Land use planning can help to achieve the Welsh Government’s objectives for transport through:

- reducing the need to travel, especially by private car, by locating development where there is good access by public transport, walking and cycling;
- locating development near other related uses to encourage multi-purpose trips and reduce the length of journeys;
- improving accessibility by walking, cycling and public transport;

- ensuring that transport is accessible to all, taking into account the needs of disabled and other less mobile people;
- promoting walking and cycling;
- supporting the provision of high quality public transport;
- supporting traffic management measures;
- promoting sustainable transport options for freight and commerce;
- supporting sustainable travel options in rural areas;
- supporting necessary infrastructure improvements; and
- ensuring that, as far as possible, transport infrastructure does not contribute to land take, urban sprawl or neighbourhood severance.”

4.1.5 Paragraph 8.4.2 states the following:

“Car parking provision is a major influence on the choice of means of transport and the pattern of development. Local authorities should ensure that new developments provide lower levels of parking than have generally been achieved in the past. Minimum parking standards are no longer appropriate. Local authorities should develop an integrated strategy on parking to support the overall transport and locational policies of the development plan.”

4.1.6 Paragraph 8.4.3 states the following:

“Local authorities should consider parking issues on a joint basis with neighbouring authorities, utilising existing collaborative bodies such as regional planning fora or transport consortia. They should jointly establish maximum levels of parking for broad classes of development, together with a threshold size of development above which such levels will apply. These maximum standards should be set in collaboration with interested organisations. Local authority groupings will need to ensure that their parking standards reflect local transport provision, are adopted by individual authorities as supplementary planning guidance, and are kept under review.

The Welsh Government will investigate mechanisms to endorse maximum parking standards prepared by local authority groupings.”

4.1.7 Paragraph 8.7.1 states the following:

“When determining a planning application for development that has transport implications, local planning authorities should take into account:

- the impacts of the proposed development on travel demand;
- the level and nature of public transport provision;
- accessibility by a range of different transport modes;
- the willingness of a developer to promote travel by public transport, walking or cycling, or to provide infrastructure or measures to manage traffic, to overcome transport objections to the proposed development (payment for such measures will not, however, justify granting planning permission to a development for which it would not otherwise be granted).”

4.1.8 Paragraph 9.1.2 states the following:

“Local planning authorities should promote sustainable residential environments, avoid large areas of monotonous character and make appropriate provision for affordable housing. Local planning authorities should promote [amongst other things] development that is easily accessible by public transport, cycling and walking, although in rural areas required development might not be able to achieve all accessibility criteria in all circumstances.”

4.1.9 Paragraph 9.2.12 states the following:

“Policies will be needed to cover the physical scale and design of new buildings, access, density, and off-street parking, taking account of particular residential areas and of changing needs. Strong pressure for development may give rise to inappropriately high densities if not carefully controlled. Higher densities should be encouraged on easily accessible sites, where appropriate, but these will need to be

carefully designed to ensure a high quality environment. In particular, local planning authorities should adopt a flexible approach to car parking standards.”

4.1.10 *Technical Advice Note 18: Transport (2007)*

This document, which should be read in conjunction with Planning Policy Wales, sets out a number of transport-related considerations.

4.1.11 Paragraph 4.6 states that “maximum car parking standards should be used at regional and local level as a form of demand management”.

4.1.12 Paragraph 4.7 states that local planning authorities, when determining maximum parking standards, should consider:

- “public transport accessibility and opportunities or proposals for enhancement;
- targets and opportunities for walking and cycling;
- objectives for economic development including tourism;
- the availability in the general area of safe public on- and off-street parking provision; and
- potential for neighbouring or mixed-use developments sharing parking spaces, for example at different times of the day or week.”

4.2 Local policy

4.2.1 *Newport Local Development Plan 2011 – 2026 (Adopted Plan, January 2015)*

Policy GP4 (Highways and Accessibility) states that development proposals should, amongst other things, make adequate provision for car parking and cycle storage.

4.2.2 Policy T4 (Parking) states that development will be required to provide appropriate levels of parking, within defined parking zones, in accordance with adopted parking standards. Paragraph 7.16 of the supporting text states the following:

“On street parking often causes problems by reducing road width, which affects free flow of traffic and causes road safety hazards and reduces amenity for residents, who have to compete for available spaces. Parking for new developments should generally be provided off-street, although purpose built on-street parking bays will be acceptable in new residential developments in addition to allocated on plot parking, for example, to provide facilities for visitors. Garages will only be considered as parking spaces where they meet the required minimum dimensions to encourage their use, which will be set out in the SPG.”

4.2.3 A fundamental departure from previous practice is the introduction of a system of zones for parking. This document lays out six such zones, each with differing designated levels of parking requirement for development management purposes. A sustainability test has been included to reduce parking requirements in sustainable locations.

4.2.4 This new approach to transport, with the change from predicting and providing for cars to managing traffic and reducing car dependency, means a new role for parking provision and control which these standards hope to address. The aim as previously remains to ensure that new development or a change of use is accompanied by sufficient parking space for private cars and service vehicles to avoid the need for vehicles to park on street and thereby cause congestion, danger and visual intrusion. This guide is, therefore, intended to cover all built-up and rural areas in order to facilitate the application of appropriate and sufficient levels of parking requirement in all circumstances.

5.0 PARKING ZONES

5.1 Zone 1: City Core

5.1.1 Limited to the City Centre. Typically there will be a wide range of public transport services, bus and rail. There will be very little car parking within the curtilage of individual buildings and that which there is, is almost entirely operational parking. The area is likely to be the commercial focus of a large hinterland. All on-street parking is regulated; all public off-street car parking is charged for.

5.2 Zone 2: City Centre Fringe

5.2.1 The centre of towns which local people regard as their destination for most activity which is not met within their own local community, or an area immediately adjacent to the City Core (Zone 1). The area has a full range of retail activity and many commercial businesses, all within walking distance. The area is the focus of the local bus network and is likely to contain a railway station. Built density is high with little private car parking. There are significant parking restrictions and substantial amounts of off-street car parking available to the public.

5.3 Zone 3: Urban

5.3.1 Very much part of a substantial built up area with a number of basic local facilities within 400m walking distance. A range of bus routes offering up to 6 buses per hour; the range of destinations offering practical access to most but not all essential facilities. The curtilage of the site restricts, to an extent, what car parking can be provided. There are likely to be some restrictions on on-street parking and other available off-street parking is severely limited or non-existent.

5.4 Zone 4: Suburban or Near Urban

5.4.1 The outer edge of the urban area; suburban locations within the City; the whole of smaller settlements offering a range of local facilities. There is an at least hourly bus service to the town centre and there may also be a railway station in the town. Local

facilities include a local centre within 400m walking distance. Some other basic amenities such as a doctor's surgery are also available within the same walking distance.

5.5 Zone 5: Countryside

5.5.1 Areas, including small villages, with a few local facilities within walking distance. Motorised travel is required for most journeys, although there is some local employment. Public transport services less than hourly and then only to one local centre. There is no shortage of land for parking provision within the site but the adjacent highway system offers limited opportunities to park cars.

5.6 Zone 6: Deep Rural

5.6.1 Scattered individual buildings. Areas with no local facilities within walking distance. Motorised travel is required for all journeys but the most local. Public transport services are very infrequent or beyond walking distance. There is no shortage of land for parking provision within the site but the adjacent highway system offers no opportunities to park cars because of the narrowness of the highway.

Notes relating to parking Zones:

- i) References above to 'public transport' should be taken to mean bus or train services.
- ii) Bus service frequencies above must operate consistently between 7am and 7pm to qualify.
- iii) For information on acceptable walking distances refer to the IHT document Guidelines for Journeys on Foot and the DETR advice note Encouraging Walking.
- iv) The standard dimensions of car parking spaces are 4.8m x 2.4m. An additional pedestrian access of 900 mm will be required to any dwelling (the footpath may be shared with adjacent dwellings). Where parking spaces abut a structure such as a wall, fence or garage, the length of the space must be increased to 5.5 m to alleviate any overhang of the public highway.
- v) Developers are advised to read Appendices 1-6.

6.0 APPLICATION OF PARKING STANDARDS

6.1 In assessing the parking requirements for a particular development, a number of factors will be taken into account in relation to the development and its location. These are listed below. However, it should be noted that some of these factors are outside direct planning control, e.g.

- accessibility to and the service provided by the public transport system;
- the availability of private buses or the extent of car pooling;
- the relative proportions of full time / part time / local catchment of labour;
- accessibility by walking and cycling;
- the existing and possible future congestion in streets adjacent to the development;
- accessibility to and the availability of public and/or private car parking space in the vicinity.

6.2 These standards cover all built up and rural areas. The full operational of these standards will normally be expected together with the non-operational standard for employees' vehicles and in certain cases for visitors. Normally developers will be required to provide all the parking space within the curtilage of the site.

6.3 Section 106 Agreements may be negotiated with developers and these can include a number of measures to mitigate the potential impact of development and to address concerns.

6.4 All parking areas other than residential parking areas off low-trafficked, low speed, minor residential roads should be designed to allow vehicles to enter and leave the site in forward gear.

6.5 Safe pedestrian access routes must be provided within all new car parks.

- 6.6 Travel plans will be required as a condition of planning consent for all development proposals of greater than 1000m² gross floor area and for smaller developments that will have significant transport implications or will be sited where a reduction in vehicular traffic would be particularly beneficial. Appropriate relaxation of the tabled parking requirements may be made following acceptance of the details of a submitted travel plan, always provided that measures to enforce compliance with the travel plan are included within a Section 106 Agreement. Suitable enforcement measures will include the provision of targets, a monitoring regime and the appointment of a travel plan co-ordinator. Best Practice Guidance on the content and monitoring of travel plans is available in the Department for Transport documents “Using the Planning Process to Secure Travel Plans”, “Making Residential Travel Plans Work” and its associated “Good Practice Guidelines For New Development”.
- 6.7 In certain circumstances, e.g. Conservation Areas, modifications of the standards may be allowed in order to preserve environmental conditions.
- 6.8 Examples of the assessment of parking requirements using these Parking Standards are given on the next page.

6.9 Examples of the use of parking standards

(a) Proposed new shop and office development in a rural small local centre (zone 5)

Public transport accessibility is poor. The development comprises 500 m² shopping (5 units) on the ground floor and 1000 m² offices on the first and second floors (gross floor area including external walls).

The parking requirement is assessed as follows:

SHOPPING USE

Operational Parking = Space for 2 commercial vehicles

Non Operational Parking 1 space / 20 m² = 25 spaces

OFFICE USE

Non Operational Parking 1 space / 25 m² = 40 spaces

TOTAL PROVISION:

Space for 2 Commercial Vehicles + 65 spaces

(b) Change of use from industry to non-food retail warehouse (mixed) (in zone 2)

Gross floor area 1500 m² on an industrial estate.

The operational requirement for industrial premises of 1500 m² is (from note 5) 175 m² of yard space and 13 non-operational parking spaces (1 space/120 m²).

The requirement for retail warehousing is 3 commercial vehicle bays (225 m²) and 50 spaces (1 space / 30m²).

Therefore, an additional operational area of 50 m² should be provided so that a minimum of three commercial vehicles can be accommodated; plus an additional 37 parking spaces unless the site already has provision for 50 parked cars.

(c) Conversion of a large 3-storey 5-bedroomed Victorian House to three one-bedroomed flats (in zone 3)

The parking requirement for the original house is three parking spaces, but given the age of the property, these may not actually be present.

The parking requirement for the flats is one space per bedroom. Three parking spaces are therefore required in theory. These should, if possible, be provided at the rear of the premises. If the site has no existing parking, the conversion will not require any although it would be desirable to gain these parking spaces. If the site is too small to accommodate three cars and the house fronts a local road that is not a bus route and kerbside parking pressure is not evident then an allowance of on-street parking immediately outside may be possible. Local circumstances should always dictate the approach to be taken.

7.0 DEFINITIONS AND NOTES

7.1 Operational parking space

7.1.1 Sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time and to manoeuvre with ease and stand for loading and unloading without inconvenience to vehicles and pedestrians on the public highway or to other users of the site. Space for staff cars which, by the nature of the business, is required for day to day operation, may also be included.

7.2 Non-operational parking space

7.2.1 The space occupied by vehicles not necessarily used for the operation of the premises and it is divided into two classes:

- i) long-term (i.e. commuter parking) — mainly occupied by vehicles of staff/clients/customers whose attendance at the premises are of long single durations;
- ii) short-term — required by staff/clients/customers whose attendances at the premises are of short single durations.

Footpaths need to be provided in car parks to provide safe and adequate pedestrian access to the facilities they serve.

7.3 Residential parking space

7.3.1 Includes space required for residents and space for cars of persons visiting the residents.

7.4 Gross floor area (GFA)

7.4.1 The standards that are related to floor areas are gross floor area, i.e. including external walls, except where the text stipulates otherwise in respect of public houses, restaurants, cafes and places of worship.

7.5 Extension or Development of Existing Buildings

- 7.5.1 For industrial, office, commercial premises and pre-1914 public houses, under 235 m² gross floor area, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.

7.6 Public-transport accessibility

- 7.6.1 Public-transport provision has the potential to reduce use of the car and where appropriate the level of this provision should be enhanced as planning gain through the planning process at the expense of developers. Ease of access to public transport is related to required parking levels through the zoning system introduced by this document and through application of the sustainability considerations contained within Appendix 6.

7.7 Employment density

- 7.7.1 The standards have been assessed on density norms (retail 19.5 m² per employee; industrial 35 – 45 m² employee, office 16.5 m² per employee). Variations in density may be treated on their merits.

7.8 Land use

- 7.8.1 For the purpose of applying the parking standards the following table outlines the land uses specified within the Town and Country Planning (Use Classes) Order 1987.

Use classes in 1987 Order		Land uses in parking guidelines
A1	Shops	Shops Supermarkets and superstores Retail warehousing (cash and carry)
A2	Financial and professional services	Offices (only in cases where premises are provided principally for visiting members of the public).
A3	Food and drink	Restaurants, public houses, cafes, transport cafes, licensed clubs and takeaways
B1	Business	Offices (other than in A2 above)/light industry
B2	General industrial	Industry
B3-B7	Special industrial	Industry
B8	Storage or distribution	Wholesale warehousing
C1	Hotels and hostels	Hotels
C2	Residential institutions	Homes for the elderly, children, etc. Nursing homes Hospitals
C3	Dwelling houses	General-purpose houses & flats Sheltered Accommodation
D1	Non-residential institutions	Health centres Surgeries Churches Primary schools/nursery schools Secondary schools Colleges of higher & further education Libraries Assembly halls, e.g. community centres Unlicensed Clubs

D2	Assembly and leisure	Leisure centres Sports clubs Assembly halls (e.g. bingo halls)
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Notes:

- Certain uses within this document do not fall within any specific use class and therefore must be dealt with separately (see general uses), e.g. open air markets.
- These Standards have not been defined in terms of the 1987 Use Classes Order as this would lead to wide ranges of recommended provision, e.g. Class B1 business encompasses some office uses and industry. A standard anticipating this inter-changeability would be very wide and therefore, standards are only given for specific land use concerned e.g. office or industrial use.
- In view of the interchangeability of uses, it may be necessary to impose restrictions on development within these wider classes in order to reflect car-parking requirements.

8.0 GENERAL STATEMENT

- 8.1 The absence of parking standards for a particular land use does not mean that no parking provision will be required.
- 8.2 In addition the local authority reserves the right to treat all planning applications on their merits according to the size, nature, location, density, employment and traffic generation characteristics of the proposed development and its impact on the local and regional highway network.
- 8.3 The acceptance of a submitted travel plan by the local authority will always require the preparation of a Section 106 Agreement to ensure continual compliance with the contents of the travel plan.

9.0 PARKING STANDARDS BY LAND USE

- a. Residential
- b. Offices
- c. Shops
- d. Retail Warehousing and Garages
- e. Industry and Industrial Warehousing
- f. Places of Entertainment
- g. Hotels and Restaurants
- h. Community Establishments
- i. Educational Establishments

a) RESIDENTIAL: NEW BUILD & CONVERSIONS

ZONE 1

<i>Type of development</i>	<i>Residents</i>	<i>Visitors</i>
General-purpose houses and apartments		
Houses	0.5 to 1 space per unit	Nil
Apartments	0.5 to 1 space per unit	Nil
Conversions to bedsits	0.5 to 1 space per bedroom	Nil
Conversions to self-contained apartments	0.5 to 1 space per unit	Nil
Special-purpose housing		
Purpose-built student accommodation	1 space per 25 beds for servicing, wardens and drop-off areas	Nil
Self-contained elderly persons accommodation (not wardened)	1 space per 2 to 4 units	Nil
Self-contained elderly persons accommodation (wardened)	1 space per 4 units 1 space per warden 1 space per 2 ancillary staff	Nil

RESIDENTIAL: NEW BUILD & CONVERSIONS

ZONES 2 - 6

<i>Type of development</i>	<i>Residents</i>	<i>Visitors</i>
General-purpose houses and apartments		
Houses	1 space per bedroom (maximum requirement 3 spaces)	1 space per 5 units
Apartments	1 space per bedroom (maximum requirement 3 spaces)	1 space per 5 units

Conversions to bedsits (including HIMO's)	1 space per bedsit	1 space per 5 units
Conversions to self-contained apartments	1 space per bedroom (maximum requirement of 3 spaces per unit)	1 space per 5 units
House conversion to residential hostel	1 space per resident staff 1 space per 3 non-resident staff	Nil
Special-purpose housing		
Self-contained dwellings for elderly persons (not wardened)	1 space per 2-4 units	1 space per 4 units
Self-contained dwellings for elderly persons (wardened)	1 space per 4 units 1 space for warden 1 space per 2 ancillary staff	1 space per 4 units
Purpose-built student accommodation under college/university control	1 space per 25 beds for servicing, wardens and drop-off areas	1 space per 10 beds (for students and/or visitors)
Residential children's homes/homes for elderly persons/nursing homes	1 space per resident staff 1 space per 3 non-resident staff	1 space per 4 beds

Notes for all zones:

1. Curtilage parking must be provided wherever possible. Where communal parking is provided, it must be conveniently sited and should be in a location that is also overlooked which will thereby enhance its security. No parking court may accommodate more than 12 parking spaces and depending on local context, designated parking secured by a lockable bollard or other means may be required. Safe pedestrian access must be provided.
2. Garages should be provided as the most secure parking option wherever possible, preferably located alongside the dwelling. Remote garage blocks must be avoided.
3. Garages may only be counted as parking spaces if they have clear internal dimensions of 6 m x 3 m for a single garage (6 m x 3.8 m where disabled access specifically required) and 6m x 5.4m for a double garage. All properties with a garage must also have a 5.5 m long driveway which has a width of not less than 2.4 m together with an additional 900 mm pedestrian footpath.

4. Visitor parking must be designed as an integral part of any development where it is required and must take into account the needs of the disabled.
5. For developments where clear evidence has been supplied that car ownership levels will be lower than normal, a more flexible approach to numbers of parking spaces may be taken.
6. In respect of residential homes for the elderly and nursing homes, sufficient operational space must be provided close to the building to enable ambulance access and egress in a forward gear.

b) OFFICES**ZONE 1**

Use Classes A2 (financial & professional services, including call centres) and B1 (business)

<i>Development</i>	<i>Requirement</i>	<i>Development</i>	<i>Requirement</i>
Offices (< 1000 m ²)	Nil	Offices (> 1000 m ²)	Nil
Call centres (< 1000 m ²)	Nil	Call centres (> 1000 m ²)	Nil

ZONES 2 AND 3

<i>Development</i>	<i>Requirement</i>	<i>Development</i>	<i>Requirement</i>
Offices (< 1000 m ²)	1 space per 35 m ²	Offices (> 1000 m ²)	1 space per 60 m ²
Call centres (< 1000 m ²)	1 space per 25 m ²	Call centres (> 1000 m ²)	1 space per 40 m ²

ZONES 4 to 6

<i>Development</i>	<i>Requirement</i>	<i>Development</i>	<i>Requirement</i>
Offices (< 1000 m ²)	1 space per 25 m ²	Offices (> 1000 m ²)	1 space per 40 m ²
Call centres (< 1000 m ²)	1 space per 20 m ²	Call centres (> 1000 m ²)	1 space per 25 m ²

Notes for all zones:

- Office redevelopments, extensions and conversions will have the same requirements as for new build, subject only to note 2 below.
- For premises up to a maximum of 200 m² gross floor area an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.
- Consideration may be given to a relaxation of the parking requirements in shopping areas for the change of use at ground floor level of premises from Use Class A1 (shops) to Use Class A2 (financial and professional services).
- Parking reserved for use by disabled persons: Refer to Appendix 1.

5. For cycle and motorcycle parking refer to Appendices 3 & 4.

c) SHOPS (including shops, supermarkets & superstores)

ZONE 1

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Shops (all sizes)	1 space per 400 m ²	Nil

ZONES 2 & 3

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Shops (< 200 m ²)	1 commercial vehicle space	1 space per 60 m ²
Shops and small supermarkets (201 m ² – 1000 m ²)	2 commercial vehicle spaces	1 space per 40 m ²
Shops and small supermarkets (1001 m ² – 2000 m ²)	3 commercial vehicle spaces	1 space per 40 m ²
Supermarkets and superstores (predominantly food) (>2000 m ²)	3 commercial vehicle spaces	1 space per 14 m ²

ZONES 4 & 5

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Shops (< 200 m ²)	1 commercial vehicle space	1 space per 60 m ²
Shops and small supermarkets (201 m ² – 1000 m ²)	2 commercial vehicle spaces	1 space per 20 m ²
Shops and small supermarkets (1001 m ² – 2000 m ²)	3 commercial vehicle spaces	1 space per 20 m ²
Supermarkets and superstores (predominantly food) (>2000 m ²)	3 commercial vehicle spaces	1 space per 14 m ²

ZONE 6

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Shops (all sizes)	1 commercial vehicle space	1 space per 60m ²

Notes for all zones:

1. The non-operational standard assumes a retail/non-retail ratio of 75/25. Variation may be applied at the discretion of the Local Authority when a different ratio is used.
2. Although 'retail parks' may have shared parking, such developments will still require similar levels of parking to single stores, because of the longer duration of parking.
3. Where existing premises are used for the establishment of a stall type market, the applicant shall identify a location for the provision of visitor parking.
4. For premises up to a maximum of 200 m² gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once, and any parking displaced must be relocated.
5. The non-operational standard includes employees' parking.
6. Increases in transactions at supermarkets are not proportional to increases in floor area. Extensions of 33% of gross floor area produce a 10% increase in transactions.
7. Parking Reserved for Disabled Persons: Refer to Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 3 & 4.
9. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the store servicing area in a forward gear.
10. Separate footpaths must be provided in supermarket car parks to provide safe and adequate pedestrian access to the store both for motorists and those arriving on foot or by other means of transport.

d) RETAIL WAREHOUSING AND GARAGES

ZONES 2 to 5

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Retail warehousing (non-food) (non-DIY) (> 1000 m ²)	3 commercial vehicle spaces	1 space per 30 m ²
Retail warehousing (DIY & garden)	3 commercial vehicle spaces	1 space per 20 m ²

centres) (> 1000 m ²)		
Builders merchants (trade & retail)	3 commercial vehicle spaces	1 space per 80 m ² & 10% of GFA
Cash-and-carry warehousing (trade only) (> 1000 m ²)	3 commercial vehicle spaces	1 space per 50 m ²
Open-air markets & car-boot sales	1 space per stall pitch	1 space per 30 m ² of gross stall pitch area including pedestrian circulation area
Garages	1 car/lorry space per each car/lorry service bay	2 car/lorry spaces per each service bay.
Service stations (exhausts, MoT, tyres, etc.)	1 lorry space & 20% of GFA	2 car/lorry spaces per each service bay.
Petrol filling stations (see note 10 re. associated convenience stores)	1 space for petrol tanker	Spaces for ancillary use (e.g. automatic car wash)
Car-sales premises	1 space for car transporter	1 space per 50 m ² of retail area (internal & external)
Motorcycle-sales premises	1 commercial vehicle space	1 space per 50 m ² of retail area (internal & external)
Driving schools Private hire/vehicle Hire Licensed taxis	1.25 spaces per vehicle operated	1 space per 3 auxiliary staff

Notes for all zones:

1. It is assumed that developments of this nature will not be permitted within either zone 1 or zone 6. Consequently no data is provided for these zones.
2. The range of trip generation and parking demand at retail warehouses varies to a considerable extent. The parking requirements of the most common types of store can be classified in broad bands. This is reflected by the tabulated requirements:

Highest requirement	DIY stores
Mid-range requirements	Electrical/gas-appliance and flat-pack

	furniture stores
Lowest requirement	Assembled furniture/carpet stores Household and leisure-goods stores

3. Although 'retail parks' may have shared parking, such developments will still require similar levels of parking to single stores, because of the longer duration of parking.
4. Where existing premises are used for the establishment of a stall type market, the applicant shall identify a location for the provision of visitor parking.
5. For premises up to a maximum of 200 m² gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once, and any parking displaced must be relocated.
6. Increases in transactions at supermarkets are not proportional to increases in floor area. Extensions of 33% of sales floor area produce a 10% increase in transactions
7. The non-operational standard includes employees parking.
8. Relaxation may be given to the parking requirements at fast service centres, e.g. tyres, exhausts, MoT, etc.
9. Where car sales premises include external display areas, additional parking space will be required.
10. Parking Reserved for Disabled Persons: Refer to Appendix 1.
11. For cycle and motorcycle parking refer to Appendices 3 & 4.
12. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
13. Convenience stores located at petrol filling stations will attract customers who do not also purchase petrol and will therefore require parking space. The additional requirement for this must be assessed as for a small shop.

e) INDUSTRY AND INDUSTRIAL WAREHOUSING**ZONE 1**

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Small industry (<1000 m ²)	1 van space	Nil
Industry	1 space per 1000 m ²	Nil
Highly technical industry	1 space per 1000 m ²	Nil
Industrial warehouses	1 space per 1000 m ²	Nil
Storage warehouses	1 space per 1000 m ²	Nil

ZONES 2 – 4

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Small industry (< 100m ²)	1 van space	1 space
Small industry (< 235m ²)	1 van space	2 spaces
Industry	See Note 5	1 space per 120 m ²
Highly technical industry	See Note 5	1 space per 35 m ²
Industrial warehouses	See Note 5	1 space per 140 m ²
Storage warehouses	1 commercial space per 500 m ²	Nil
Distribution centres (<1000 m ²)	35% of GFA	1 space per 120 m ²
Distribution centres (>1000 m ²)	25% of GFA	1 space per 120 m ²

INDUSTRY AND INDUSTRIAL WAREHOUSING

ZONES 5 & 6

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Small industry (< 100 m ²)	1 van space	1 space
Small industry (< 235 m ²)	1 van space	2 spaces
Industry	See Note 5	1 space per 80 m ²
Highly technical industry	See Note 5	1 space per 20 m ²
Industrial warehouses	See Note 5	1 space per 140 m ²
Storage warehouses	1 space per 500 m ²	Nil
Distribution centres (<1000 m ²)	35% of GFA	1 space per 80 m ²
Distribution centres (≥1000 m ²)	25% of GFA	1 space per 80 m ²

Notes standards for all zones:

1. Vehicles should be able to enter and leave the site in forward gear.
2. Relaxation permitted for operational space when special servicing arrangements are made.
3. Visitor parking is included in non-operational parking.
4. For premises up to a maximum of 235 m² gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.
5. Operational requirements:

GFA m ²	Minimum m ²	GFA m ²	Minimum m ²	GFA m ²	Minimum m ²
100	70	500	100	1,001	150
250	85	1,000	150	2,000	200

Above 2,000 m² GFA, the required minimum operational area should be taken as 10% of GFA.

6. The General Development Order limit of 235 m² is defined as the upper cut off for size for units to encourage new firms requiring garage size sites. Larger units are defined as "industry".

7. Industries of a highly technical nature are companies specialising in technical innovation usually microprocessor based.
8. If the premises are to be used as a distribution depot, adequate space must also be provided to accommodate commercial vehicles that are likely to be parked overnight.
9. Parking Reserved for Disabled Persons: see Appendix 1.
10. For cycle and motorcycle parking refer to Appendices 3 & 4.

f) PLACES OF ENTERTAINMENT

ZONE 1

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
All development types	1 commercial vehicle space	Nil

ZONES 2 - 4

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Children’s play centres	1 space per 3 members of staff	1 space per 20 m ² of play area
Assembly halls (commercial), e.g. bingo hall	1 commercial vehicle space	1 space per 8 m ²
Assembly halls (social), e.g. unlicensed club community centre	1 commercial vehicle space	1 space per 10 m ²
Cinemas, theatres & conference centres	1 commercial vehicle space	1 space per 5 seats
Stadia	1 commercial vehicle space	1 space per 15 seats

ZONES 5 & 6

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Children’s play centres	1 space per 2 members of staff	1 space per 15 m ² of play area
Assembly halls (commercial), e.g. bingo hall	1 commercial vehicle space	1 space per 8 m ²
Assembly halls (social), e.g. unlicensed club Community centre	1 commercial vehicle space	1 space per 10 m ²
Cinemas, theatres & conference centres	1 commercial vehicle space	1 space per 3 seats

Stadia	1 commercial vehicle space	1 space per 15 seats
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Notes for all Zones:

1. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
2. Appropriate provision must be provided for use by disabled persons.
3. For cycle and motorcycle parking refer to Appendices 3 & 4.

g) HOTELS AND RESTAURANTS**ZONE 1**

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
All development types	1 commercial vehicle space	Nil

ZONES 2 - 4

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public houses & licensed Clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 5 m ² of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7 m ² of dining area
Cafes & drive-thru restaurants (see note 5)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14 m ² of dining area
Hot-food takeaways	1 commercial vehicle space	1 space for non-resident staff & adequate on-street parking for customers nearby
Transport cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

HOTELS AND RESTAURANTS**ZONES 5 & 6**

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public houses & licensed clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 3 m ² of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7 m ² of dining area
Cafes & drive-thru restaurants (see note 5)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14 m ² of dining area
Hot-food takeaways	1 commercial vehicle space	1 space for non-resident staff & adequate on-street parking for customers nearby
Transport cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

Notes for all zones:

1. Facilities for non-residents should be assessed by applying the appropriate category. An allowance should be applied where facilities are to be shared.
2. The range in the parking requirements between zones allows for the distinction between ‘country’ public houses and ‘suburban’ public houses which are likely to have a higher proportion of walk-in trade.
3. The parking requirement will be relaxed for public houses built before 1914 to permit redevelopment or extension up to a 20% increase in gross floor area without extra parking being required.
4. The non-operational requirement for restaurants and cafes in established shopping areas may be relaxed if it can be shown that they are ‘incidental’ to the shopping area or where such restaurants are used largely in the evening when adequate parking exists in the vicinity. However, adequate parking for staff must be provided at the rear. (This does not apply to transport cafes).
5. Restaurants including drive through facilities for ordering and collecting food by car must have an internal segregated access for this purpose and be provided with a minimum of six waiting spaces.

6. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
7. Appropriate provision must be provided for use by disabled persons.
8. For cycle and motorcycle parking refer to Appendices 3 & 4.

h) COMMUNITY ESTABLISHMENTS**ZONE 1**

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Health centres & surgeries	1 space per practitioner	Nil
Churches & places of worship	1 commercial vehicle space	Nil
Chapels of rest & funeral homes	3 commercial vehicle spaces	Nil
Public leisure centres	1 commercial vehicle space	Nil
Fitness clubs, leisure clubs & sports clubs (see note 6)	1 commercial vehicle space	Nil
Marinas	1 car and trailer space	Nil
Libraries	1 commercial vehicle space	Nil

ZONES 2 – 6

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Hospitals (see note 1)	Essential vehicles as required	2.5 spaces per bed
Health centres and surgeries	1 space per practitioner (see note 2)	1 space per 3 ancillary staff (1 space per 2 in Zones 5 & 6) & 3 spaces per practitioner
Churches & places of worship	1 commercial vehicle space	1 space per 10 seats or 1 space per 8 m ² of praying floor space (see note 3)
Chapels of rest	3 commercial vehicle spaces	As per churches, etc.
Funeral homes	3 commercial vehicle spaces	1 space per 2 members of staff
Public leisure centres	1 commercial vehicle space	1 space per 2 facility users & 1 space per 3 spectators
Fitness clubs, leisure clubs & sports clubs (see note 6)	1 commercial vehicle space	1 space per 2 facility users

Marinas	1 car and trailer space	1 space per berth
Libraries	1 commercial vehicle space	1 space per 45 m ²

Notes for all zones:

1. This level of provision would be appropriate for acute and neighbourhood district hospitals. For other types of hospitals a lower level of provision may be acceptable.
2. Practitioner to include doctor, dentist, nurse, health visitor etc.
3. This range is intended to reflect different catchment areas of churches and places of worship. One serving a local area would require a lower provision than one serving a wide area.
4. Consideration must be given to the provision of a coach parking area where appropriate and to cycle and motorcycle parking.
5. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area, where provided, in a forward gear.
6. Clubhouse bar and restaurant facilities must always be separately assessed.
7. Parking Reserved for Disabled Persons — see Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 3 & 4.

i) EDUCATIONAL ESTABLISHMENTS**ZONE 1**

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
All educational establishments	1 commercial vehicle space	Nil

ZONES 2 - 4

<i>Type of development</i>	<i>Operational</i>	<i>Non-operational</i>
Day nurseries & creches (new build property)	1 commercial vehicle space	1 space per 2 full time staff
Day nurseries and creches, (converted property)	Included in non-operational requirement	1 space per 2 full time staff (See note 3)
Nursery/infants/primary schools	1 commercial vehicle space	1 space per each member of teaching staff & 3 visitor spaces
Secondary schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 20 students of age 17 and 3 visitor spaces. Bus parking as required
Colleges of higher/further education (see note 6)	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 8 students and 5 visitor spaces.

EDUCATIONAL ESTABLISHMENTS**ZONES 5 & 6**

<i>Type of Development</i>	<i>Operational</i>	<i>Non-operational</i>
Day nurseries & creches (new build property)	1 commercial vehicle space	1 space per 2 full time staff

Day nurseries & creches, (converted property)	Included in non-operational requirement	1 space per 2 full time staff
Nursery/infants/primary schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff & 3 visitor spaces
Secondary schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 10 students of age 17, & 3 visitor spaces. Bus parking as required
Colleges of higher/further education (see note 6)	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 5 students and 5 visitor spaces.

Notes:

1. In addition to the non-operational parking an area must be provided for the picking up and setting down of school children.
2. In the case of Day Nurseries in converted properties the availability of adequate kerbside capacity (i.e. unrestricted parking) should be taken account of.
3. This should be assessed when the nursery is at full capacity. Where part-time staff are employed they should be aggregated to their full time equivalents.
4. Experience has shown that a minimum of 15 car spaces will be required for most other types of schools. Exceptions to this may be specialised (e.g. religious or Welsh) secondary schools with a large catchment area where a reduced number may be adequate, or larger schools in each category where a substantial increase (up to 50) may be desirable. With regard to buses, sufficient off street spaces should be provided for all services that the operator of the new school anticipates running for pupils, with the exception of passing service buses.
5. The parking area should include a facility for vehicles to turn without reversing. In exceptional circumstances a circulation/turning area remote from pupil circulation areas would be acceptable.
6. Where there is a high level of part-time (day release) students, the standard for Colleges of Higher Education/Universities is increased to 1 per 3 students.
7. Where the school is used for dual social and adult educational purposes, the use of hard playground surfaces for parking is acceptable.

8. Definitions of schools for the purposes of these standards:

Nursery	Pre-school age-groups 3-5 often in converted residential property
Infants	Formal schools ages 3 to 7
Primary	Schools for children in the range 5 or 7 to 11
Secondary	Age range 11 to 18
Colleges of higher and further education	Includes sixth form colleges

9. Appropriate provision must be provided for use by disabled persons.

10. Appropriate provision must be provided for parental drop off/pick up of children as dictated by local circumstances and any school travel plan. Drop off areas must be located so that the safety of pupils walking or cycling to school is not jeopardised.

11. For cycle and motor cycle parking refer to Appendices 3 & 4.

APPENDICES

- Appendix 1: Disabled Parking
- Appendix 2: Layout of parking Areas
- Appendix 3: Cycle Parking Standards
- Appendix 4: Motorcycle Parking Standards
- Appendix 5: Sustainability
- Appendix 6: Landscaping

APPENDIX 1: ACCESS FOR THE DISABLED

GUIDANCE NOTES FOR APPLICANTS

All new public buildings are now required, where reasonable and practicable, to be accessible to and have facilities for disabled persons. The requirements of the Chronically Sick and Disabled Persons Act 1970 and the Chronically Sick, Disabled Persons (Amendment) Act 1976 and Disability Discrimination Act 2005 apply to a wide range of buildings, including: offices, shops, banks, post offices, sports centres, hotels, restaurants and public houses, theatres and cinemas, exhibition centres, libraries and museums, community and church halls; together with all places of education, including schools, universities and colleges. This list is not exhaustive and other types of building can fall within the terms of the Act.

In publishing a comprehensive document on parking standards, it was recognised that the fundamental requirement of access to buildings by the disabled was very much bound up with the parking arrangements and therefore this Appendix has been prepared to draw the attention of developers to these complementary matters.

It is recommended that the following publications be used as the basis for guidance:

“Reducing Mobility Handicaps”

Guidelines published by The Institution of Highways and Transportation, 6 Endsleigh Street, London, WC1H 0DZ.

“Planning and Access for Disabled People”

A good practice guide published by the Department for Communities and Local Government, PO Box 236, Wetherby, LS23 7NB

The former document is particularly detailed on the external considerations of a development whilst the latter concentrates more strongly upon the Planning System, however, they should be read and applied in a complementary manner.

In addition to the contents of these two documents, developers must give due consideration to the following aspects, which are considered important to disabled persons.

- a) The signing of pedestrian routes — Having established the most convenient location for parking the vehicles of disabled persons, it is essential that a clear system of sign posting to the appropriate access catering for disabled persons should be devised and implemented by the developer.
- b) The gradient of any ramp should be as slight as possible. The use of the term 'maximum gradient 1 in 12' should not be construed as being acceptable to disabled persons, except where it is absolutely unavoidable. Developers should consider very carefully the relative levels of parking spaces and finished floor levels at an early stage in their planning, so that a level or near level pathway (preferably less than 5% gradient) can be maintained between the two, if at all possible.
- c) The difficulty caused to disabled persons in gaining entrance into a building is covered by the documents but the delay in opening doors etc., can cause considerable discomfort and therefore the developer should consider providing a canopy over entrances designed for the use of disabled persons.

PARKING RESERVED FOR DISABLED PERSONS

It is recommended that appropriately positioned parking places, preferably within 50 metres of the facility served by the car park and which are adequate in size and number, shall be provided for persons with disabilities. The size of each parking place and level of provision should be in accord with the recommendations in the Department for Transport's document 'Inclusive Mobility', 'A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure' (2002).

The recommended proportions of spaces for Blue Badge holders are:

For car parks associated with existing employment premises	2% of the total car park capacity, with a minimum of one space	
For car parks associated with new employment premises	5% of the total car park capacity	
For car parks associated with shopping areas, leisure or recreational facilities and places open to the general public	A minimum of one space for each employee who is a disabled motorist plus 6% of the total car park capacity for visiting disabled motorists	
For car parks associated with railway stations	A minimum of one space for each railway employee who is a disabled motorist plus:	
	For a car park with fewer than 20 spaces	One disabled space
	For a car park of 20 to 60 spaces	Two disabled spaces
	For a car park of 61 to 200 spaces	Three disabled spaces
	For a car park with more than 200 spaces	4% of capacity plus four disabled spaces

Disabled persons parking bays in off-street locations should be marked out with yellow lines and a yellow wheelchair symbol within the parking space. A sign, or if appropriate signs should be provided at the entrance to the car park to direct disabled motorists to designated parking spaces which, if the car park is not under cover, should also have raised signs at the head of the reserved bays. Signs inside the car park should show the most convenient way to the facilities served by the car park, with an approximate distance to those facilities. The marking out should comply with British Standard BS8300:2001 'Design of buildings and their approaches to meet the needs of disabled persons – Code of Practice' as well as to the recommendations of the Department for Transport's document 'Inclusive Mobility', 'A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure' (2002).

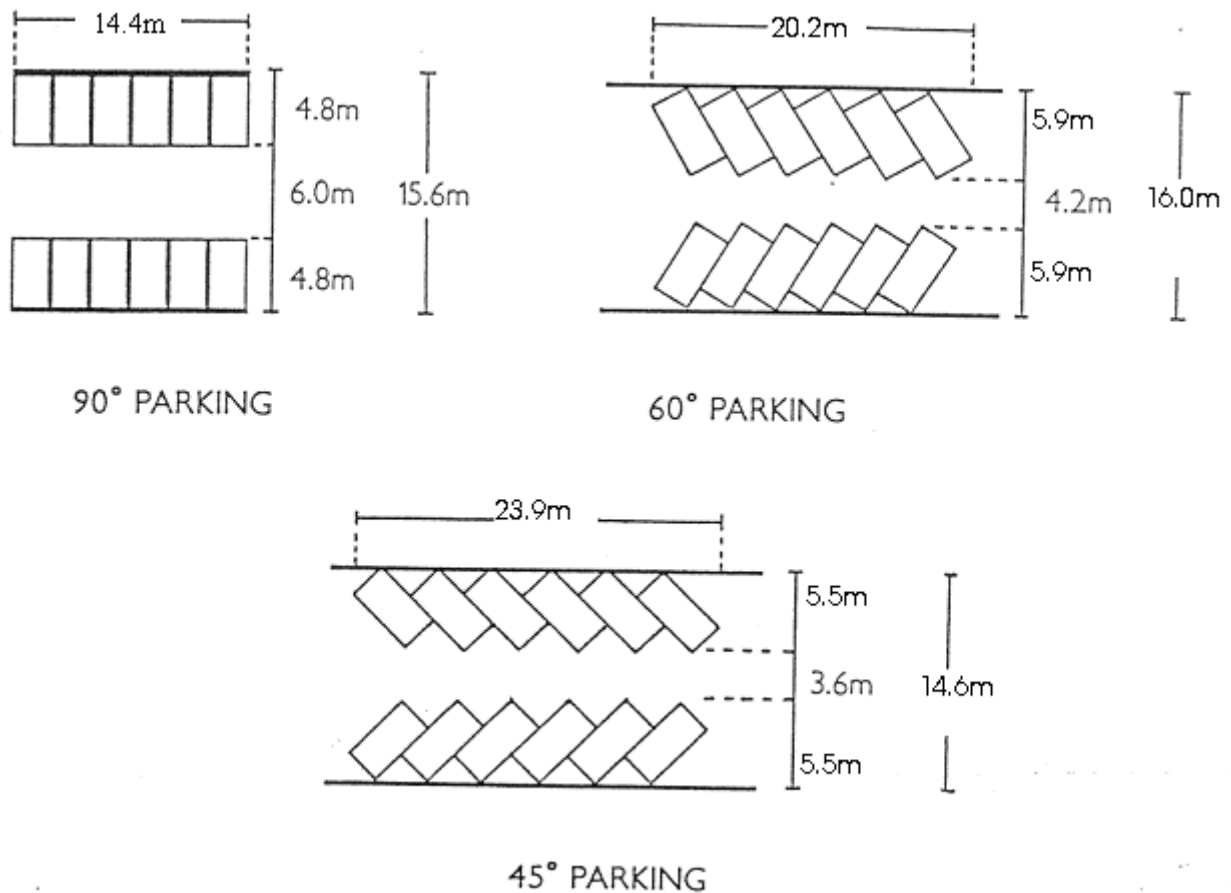
On street disabled parking bays should be indicated by signs and marked out in full compliance with the Traffic Signs Regulations and General Directions (1994). Each bay should have a raised sign at the head of the bay to ensure that, if snow or fallen leaves obscure the road markings, the purpose of the bay is still apparent.

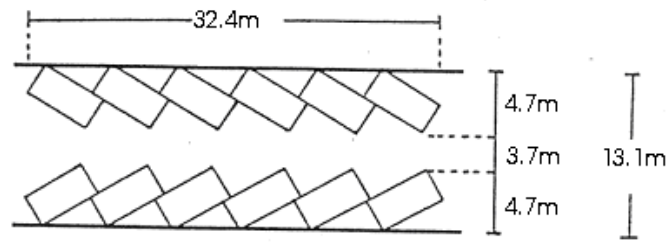
APPENDIX 2: LAYOUT OF PARKING AREAS

Cars: The standard dimensions of car parking spaces are: 4.8m x 2.4m. An additional pedestrian access of 900 mm will be required to any dwelling (the footpath may be shared with adjacent dwellings). Where parking spaces abut a structure such as a wall, fence or garage, the length of the space must be increased to 5.5 m to alleviate any overhang of the public highway.

In parking areas the average requirement per car including space for access is 21 m² (approximately 226 square feet).

ALTERNATIVE WAYS OF ARRANGING 12 SPACES



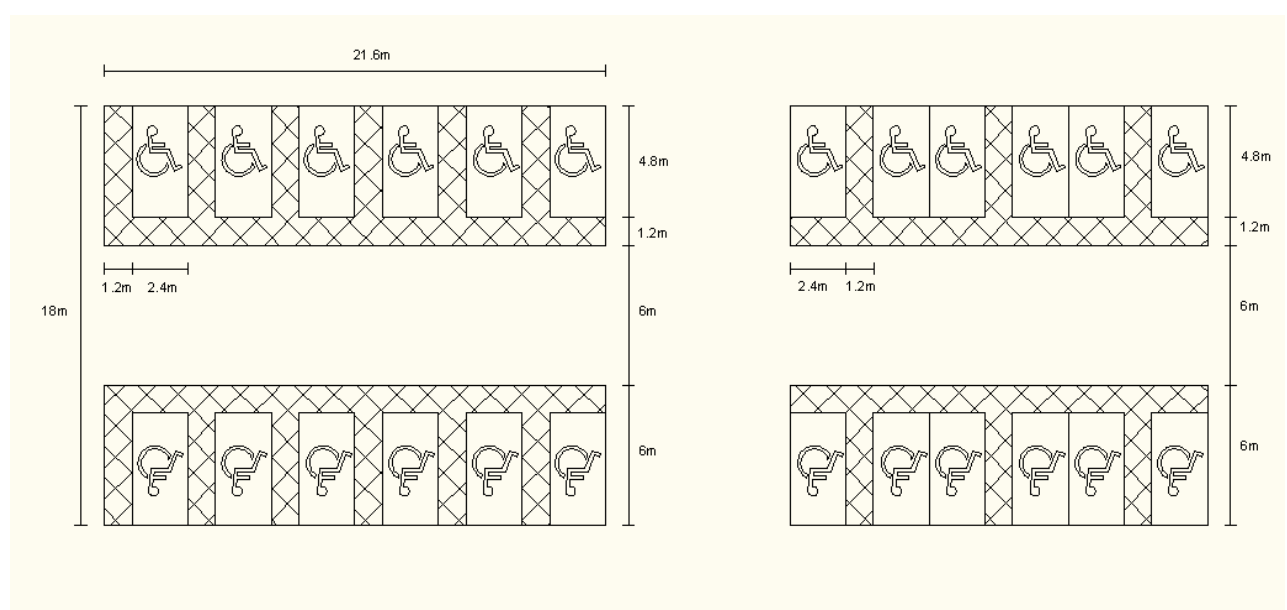


30° PARKING

Disabled driver's vehicles

The standard dimensions of car parking spaces are: 6 m x 3.6 m. This allows transfer from vehicle to wheelchair. With certain layouts 6 m x 2.4 m bays can be used but additional provision must be made for the disabled to transfer to wheelchairs (see below).

Ways of arranging disabled spaces:



Vehicle bays

The bay must be of sufficient size and be located so that the vehicle can be manoeuvred within the site, e.g. the 12 m rigid lorry requires an absolute minimum of 105 m² to allow it to leave a site in forward gear. Further details of good design practice can be found in appropriate Highway Authority Design Standards or 'Designing for Deliveries', Freight Transport Association 1998.

Articulated vehicles	16.5 m x 2.55 m
Articulated low-loader vehicles	18.0m x 2.55m
Rigid vehicles	12.0 m x 2.55 m
Buses and coaches (two axle)	13.5 m x 2.55 m

Buses and coaches (three axle)	15.0 m x 2.55 m
Buses and coaches (articulated)	18.75 m x 2.55 m

Refrigerated vehicles maximum allowed width is 2.65 m.

All vehicles should enter and leave the site in forward gear.

Further guidance on parking layouts can be found in Manual for Streets.

Drainage of car-parking areas

Developers and householders must also consider how parking areas are to be effectively drained to prevent surface water run-off from parking areas into the Public Highway and where appropriate to include sustainable drainage systems (SUDS) to control and discharge surface water. A variety of sustainable drainage measures exist and developers are advised to consult with up to date guidance when designing car parking areas.

APPENDIX 3: CYCLE PARKING STANDARDS

1. Short stay parking and long stay parking are separately considered in the following tables. Short stay parking addresses the needs of customers or other visitors to a development, whereas long stay parking is applicable to the needs of staff. Staff should also be encouraged to cycle to work by the provision of additional facilities such as lockers, changing areas and showers. Covered cycle parking stands can also be an important element in encouraging the use of cycles.
2. Cycle parking should be located in a safe, secure and convenient location. Care should also be taken to ensure that cycle parking facilities are not located where they may obstruct pedestrians, disabled persons and particularly persons with sight problems.
3. Appropriate signing should always be provided to indicate the location of short term cycle parking.
4. For reasons of security, cycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. In certain instances this could need to be supplemented through the introduction of CCTV or other security means.
5. Guidance on the design of cycle parking is available in the DfT Traffic Advisory Leaflet 5/02 “Key Elements of Cycle Parking” and in Sustrans Information Sheet FF37 “Cycle Parking”.
6. All residential developments must be accessible by cycles and cycle storage must be a factor of dwelling design. In appropriate circumstances, convenient communal facilities may be provided. Guidance on this subject is available within Manual for Streets.
7. Where a development is located within a commercial centre and it is not appropriate for a particular reason to provide cycle parking facilities, the developer should be asked to provide a financial contribution towards the provision of sustainable transport.
8. The provision of facilities for cyclists should be specifically considered whenever a Travel Plan is accepted.

TYPE OF DEVELOPMENT	CYCLE PARKING PROVISION	
	Long Stay	Short Stay
Residential		
Apartments	1 stand per 5 bedrooms	No requirement
Purpose built student accommodation	1 stand per 2 bedrooms	No requirement
Self-contained elderly persons accommodation	1 stand per 20 bed spaces	1 stand per 20 bed spaces
Offices		
Offices	1 stand per 200 m ²	1 stand per 1000 m ²
Call centres	1 stand per 150 m ²	1 stand per 1000 m ²
Shops		
Shops < 200 m ²	1 stand per 100 m ²	1 stand per 100 m ²
Shops 201 m ² – 1,000 m ² : Food	1 stand per 500 m ²	1 stand per 500 m ²
Non-food	1 stand per 500 m ²	1 stand per 750 m ²
Supermarkets	1 stand per 500 m ²	1 stand per 500 m ²
TYPE OF DEVELOPMENT	CYCLE PARKING PROVISION	
	Long Stay	Short Stay
Retail Warehousing		
Retail warehousing: Non-food	1 stand per 500 m ²	1 stand per 1000 m ²
Cash-and-carry warehousing	1 stand per 500 m ²	No requirement
Open-air markets	1 stand per 500 m ²	1 stand per 500 m ²
Garages	1 stand per 250 m ²	No requirement
Car-sales premises	1 stand per 1000 m ²	No requirement
Industry and industrial warehousing		
Industry	1 stand per 500 m ²	1 stand per 1000 m ²

Industrial warehouses and storage centres	1 stand per 500 m ²	No requirement
Places of entertainment		
Assembly halls: Commercial	1 stand per 10 staff	1 stand per 40 seats
Social	Incl. in short term	1 stand per 30 m ²
Cinemas, theatres and conference centres	1 space per 10 staff	1 stand per 30 seats
Stadia	1 space per 10 staff	1 stand per 100 seats
Hotels and Restaurants		
Hotels and public houses	1 stand per 5 bedrooms	1 stand per 40 m ² of public floor space
Restaurants and cafes (all types)	1 stand per 10 staff	No requirement
Community establishments		
Hospitals	1 stand per 20 beds	1 stand per 20 beds
Health centres and surgeries	Incl. in short term	1 stand per consulting room
Churches and places of worship	Incl. in short term	1 stand per 50 m ² of public floor space
Public leisure centres	1 stand per 10 staff	1 stand per 50 m ² of public floor space
Fitness clubs	1 stand per 10 staff	1 stand per 25 m ² of public floor space
Leisure clubs and sports clubs	1 stand per 10 staff	1 stand per 10 facility users
Libraries	1 stand per 10 staff	1 stand per 30m ² of public floor space
Educational establishments		
Day nurseries & creches	Incl. in short term 1 stand per 5 staff and 1	1 stand /30 children

Nursery, infants & primary schools	stand per 20 children	1 stand /100 children
Secondary schools and colleges of further education	1 stand per 5 staff and 1 stand per 6 students of age 17	1 stand per 100 students
Transport facilities		
Park & ride and car parks	1 secure stand per 20 car park spaces	No requirement

APPENDIX 4: MOTORCYCLE PARKING STANDARDS

1. Motorcycle parking should be located in a safe, secure and convenient location where other vehicles cannot encroach or obstruct the motorcycle parking area.
2. Motorcycles are prone to theft. For reasons of security, motorcycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. Surrounding high walls or shrubbery should be avoided as they could provide cover for thieves. In certain instances the introduction of CCTV or other security means could be necessary. In particular these facilities should be located where other larger vehicles, such as vans, could not be used to steal the motorcycles.
3. Robust anchor points must be provided to lock the motor cycles to, but the design of the anchor points must be such that they are able to accommodate a wide range of motorcycle wheel sizes, but without affording easy leverage for bolt croppers or other equipment used for the purposes of theft. Care must also be taken to ensure that locking facilities do not present a trip hazard to pedestrians, disabled persons and particularly persons with sight problems.
4. Covered motorcycle parking would clearly be of benefit to riders, particularly for long term parking, as would the supply of convenient litter bins as riders have little space for carrying surplus articles. It is also important to consider the supply of lockers for storage of riders protective clothing and helmets.
5. Motorcycle length and width dimensions are generally reduced when parked, as the front wheel will be turned to a locked position. The effective length and width vary between about 1600 mm to 2300 mm (length) and 650 mm to 900 mm (width). A bay size of 2.8 m x 1.3 m is recommended.
6. A further consideration is that of disabled riders. It is suggested that provision be made for disabled riders by way of special marked-out bays of increased size. Any rider experiencing reduced mobility and strength will benefit from extra room to position themselves to the side of their bike when manoeuvring or mounting. As the rider population ages, stiffness and reduced range of movement will make this a common issue.

7. Motorcycle parking bays should not be surfaced with bitumen based material as it can soften in hot weather, causing the stand of the motorcycle to sink and the bike to topple. Concrete surfaces should avoid this problem.
8. Further guidance is available in Manual for Streets.

TYPE OF DEVELOPMENT	MOTORCYCLE PARKING PROVISION
All classes of development	5% of provision for car parking

APPENDIX 5: SUSTAINABILITY

Sustainability points will be awarded to developments that meet the criteria below for their proximity as regards walking distance to local facilities, public transport, a cycle route and the frequency of the local public transport. Award of these sustainability points will result in a reduction in parking requirement as detailed below:

Sustainability criteria	Maximum walking distance	Singles sustainability points
<p><u>Local Facilities</u></p> <p>Local facilities include a foodstore*, chemist, post office, health-care facility** and school. Access to two of these within the same walking distance will score single points.</p> <p><i>*Foodstore includes larger convenience type shop and supermarket.</i></p> <p><i>**Health-care facility includes doctor's surgery and dentist.</i></p> <p>Access to a District Centre*** within the maximum walking distances will score double points, in addition access to a school and/or health care facility within the prescribed distances will score additional points.</p> <p>e.g. 1 – Foodstore and chemist within 400 m with school and doctor's surgery within 800m will score 2pts + 1pt = 3pts</p> <p>e.g. 2 – District Centre within 200 m with a school within 400 m will score 6pts + 2pts = 8pts.</p>	<p>200 m</p> <p>400 m</p> <p>800 m</p>	<p>3</p> <p>2</p> <p>1</p>
<p><u>Public Transport</u></p>		

Access to bus stop or railway station	300 m	3
	400 m	2
	800 m	1
<u>Cycle Route</u>	200 m	1
	Frequency	
<u>Frequency of Public Transport</u> Bus or rail service within 800 m walking distance which operates consistently between 7 am and 7 pm. Deduct one point for service which does not extend to these times.	5 minutes	3
	10 minutes	2
	20 minutes	1

REDUCTIONS IN PARKING REQUIREMENT

Sustainability Points	Parking reduction	Sustainability points	Parking reduction
<i>Residential developments</i>		All other developments (other than shops and retail warehouses)	
10	2 spaces	10	30%
7	1 space	7	20%
		5	10%

Other than for Zone 1 City Centre locations, the reductions in parking requirement for residential units shall not result in less than one parking space remaining and for all other developments the reduction should not be applied unless an acceptable travel plan is also submitted.

***District Centres are defined in the Unitary Development Plan and will be redefined in the Local Development Plan. The proximity to a Local Centre will be assessed on a case by case basis using the definition of a local centre set out in TAN 4 – Retailing and Town Centres.

APPENDIX 6: LANDSCAPING

Planting should be used in car parks to relieve the monotony of areas of paving: to define or screen parking bays, and to provide visual features. Landscaping is seen as an integrated part of the design of parking areas and not as an afterthought. Grass, ground cover plants, shrubs and trees used in car parks should be pollution resistant varieties, and in the case of trees should not be a type liable to heavy leaf fall, fruit dropping or branch shedding. Particularly to be avoided are most varieties of lime, maiden hair and horse chestnut. Care should be taken that planting does not obscure sight lines at junctions or remove any degree of natural surveillance.

Plant selection should reflect local character and vegetation and draw on native as well as the more ornamental of exotic species. Ultimate height and spread should be considered in relation to nearby structures. Plant selection must exclude those species of plant that harbour litter.

A useful guide for species choice is available on a web site compiled by the Horticultural Trades Association in consultation with the Landscape Institute at www.plantspec.org.uk.

In some circumstances, hard landscaping may be more appropriate, e.g. concrete blocks, bricks, paving slabs, cobbles.

There is a wide variety of surfacing materials available, which can be used for car parks. The choice of which one to use in a specific situation will depend on the intensity of use expected, the desired appearance and the amount of money available for laying and maintenance.

The design and landscaping of car parks should take into account the guidance contained within the assessment guidelines of the Park Mark safer parking initiative of the Association of Chief Police Officers as well as the more general requirements of Planning Policy Wales and Technical Advice Note 12: Design (TAN12).

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