



Monmouthshire Parking Standards 2013

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MONMOUTHSHIRE PARKING STANDARDS

2013

1 PREAMBLE

These Parking Standards should be read in conjunction with the Regional Transport Plans, the council's Local Development Plan and other Supplementary Planning Guidance. Parking requirements are listed according to land use and location and they list requirements for cars, commercial vehicles, motor cycles and cycles. The use of travel plans and the sustainability of new development are also addressed. The Parking Standards will be material to decisions on individual planning applications and will be used as a technical reference document.

2 PURPOSE

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.

3 APPLICATION

These Parking Standards will inform observations made by the highway authority on planning applications received for development in Monmouthshire.

4 STRATEGIC FRAMEWORK

- 4.1 This document provides detailed parking standards according to land use and type of development. Its aim is:
- (a) to assist developers, designers and builders in the preparation and submission of planning applications.
 - (b) to achieve a common approach to the provision of vehicle parking facilities associated with new development and change of use.
- 4.3 Fundamental changes in national planning framework and transport policy have taken place in the last two decades with the publication of the Environment Act 1995, the Road Traffic Reduction Acts 1997 and 1998, A New Deal for Transport: Better for Everyone and Transporting Wales into the Future (1998), Planning Policy Wales in 2002, Planning Policy Wales Technical Advice Note 18 (TAN 18) in 2007 and Manual for Streets in 2007.
- 4.4 In particular, paragraph 8.4.2 of Planning Policy Wales 2002 states that '*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 UDP.*' TAN 18 supplements Planning Policy Wales and states that for new development, regard should be given to alternative transport modes, economic objectives, and public and shared parking arrangements.
- 4.4 A fundamental departure from previous practice is the introduction of a system of zones for parking purposes. This document lays out four such zones, each with differing designated levels of parking requirement for development control purposes.
- 4.5 The underlying rationale, 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, whilst seeking to avoid the over proliferation of parking capacity that would discourage the use of sustainable transport. The 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.
- 4.6 General guidance on all aspects of parking, including on and off street parking and the needs of the disabled is available in the IHT (2005) publication Parking Strategies and Management. The Department for Communities and Local Government commissioned research document 'Residential Car Parking Research' provides more detailed guidance, although it is based on average car ownership levels in England. The design of parking areas should also take account of 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 Technical Advice Note 12: Design (TAN12).

5 PARKING ZONES

Zone 1 – Town Centre

The centre of towns which local people regard as their destination for most activity not met within their own local community. 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. 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.

Zone 2 – Urban

Urban locations in towns and the whole of smaller settlements offering a range of local facilities within 400m walking distance. There is probably an at least hourly bus service to the nearest town centre. The curtilage of the site may restrict, 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 limited or non-existent.

Zone 3 – Countryside.

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. Local bus services probably exist but with limited routes and infrequent services. There is no shortage of land for parking provision within the site but the adjacent highway system offers limited opportunities to park cars.

Zone 4 – Deep Rural.

Scattered individual buildings. Areas with no local facilities within walking distance. Motorised travel is required for all journeys other than the most local. Local bus services are non-existent or very infrequent. 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.

6 APPLICATION OF PARKING STANDARDS

- 6.1 Local priorities will influence the manner in which the standards are used, allowing some flexibility in the application of the standards to take account of local circumstances. It is expected that the preparation of Regional Transport Plans, Local Development Plans, the designation of Conservation Areas, etc. will all impact on the interpretation of this document.
- 6.2 In assessing the parking requirements for a particular development, the planning authority will need to take into account a number of factors 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.
- (a) accessibility and frequency of the local public transport system,
 - (b) accessibility by walking and cycling
 - (c) accessibility and availability of existing public car parking in the vicinity.
 - (d) the existing and potential future congestion in streets adjacent to the development,
 - (e) the relative proportions of full time/part time/ local labour supply
- 6.3 This Standard covers all built up and rural areas. The full operational standard will normally apply, 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.
- 6.4 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.
- 6.5 All parking areas other than residential parking areas off low-trafficked, low speed, minor residential roads must be designed to allow vehicles to enter and leave the site in forward gear.
- 6.6 Safe pedestrian access routes must be provided within all new car parks.
- 6.7 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".
- 6.8 In certain circumstances, e.g. Conservation Areas, modifications of the standards may be allowed in order to preserve environmental conditions.
- 6.9 Examples of the assessment of parking requirements using these Parking Standards are given on page 23.

7 DEFINITIONS AND NOTES

- 7.1 **Operational Parking Space** - 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** - The space occupied by vehicles not necessarily used for the operation of the premises and it is divided into two classes:
- (a) long term parking mainly occupied by vehicles of staff/clients/customers whose attendance at the premises are of long single durations,
- (b) short term parking space required by staff/clients/customers whose attendances at the premises are of short single durations.
- 7.3 **Residential Parking Space** - space required for residents and for visitors cars
- 7.4 **Gross Floor Area** - 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** – For industrial, office, commercial premises and pre-1914 public houses, under 235m² 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** – 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** - The standards have been assessed on density norms (retail 19.5m² per employee; industrial 35 - 45m² employee, office 16.5m² per employee). Variations in density may be treated on their merits.
- 7.8 **Land Use** - 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.

8 GENERAL STATEMENT

The absence of parking standards for a particular land use does not mean that no parking provision will be required.

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.

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.

| LAND USE CLASSES - 1987 ORDER | LAND USES IN PARKING STANDARDS |
|---|--|
| Class A1 : Shops Class A2 : Financial & Professional Services Class A3: Food & Drink | Shops Supermarkets and Superstores Retail Warehousing (Cash and Carry) Offices (only in cases where premises are provided principally for visiting members of the public). Restaurants Public Houses Cafes Transport Cafes Licensed Clubs |
| Class B1 : Business Class B2 : General Industrial Class B3 to B7 : Special Industrial Class B8 : Storage or Distribution | Offices (other than in A2 above) / Light Industry Industry Industry Wholesale Warehousing |
| Class C1 : Hotels & Hostels Class C2 : Residential Institutions Class-C3 : Dwelling houses | Hotels Homes for the Elderly, Children, etc. Nursing Homes Hospitals General Purpose Houses & Flats Sheltered Accommodation |
| Class D1 : Non-Residential Institutions Class D2 : Assembly and Leisure | Health Centres Surgeries Churches Nursery Schools Primary Schools Secondary Schools Colleges of Higher & Further Education Libraries Assembly Halls, e.g. Community Centres Unlicensed Clubs Leisure Centres Sports Clubs Assembly Halls Bingo Halls etc. |

Note 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.

The 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 inter-changeability of uses it may be necessary to impose restrictions on development within these wider classes in order to reflect car parking requirements.

9 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**ALL ZONES**

| Type of Development | Residents | Visitors |
|--|--|---|
| General Purpose Houses and Apartments | | |
| Houses Apartments House conversions to bed sits, or Self-contained apartments | 1 space per bedroom (maximum requirement 3 spaces) | 1 space per 5 units |
| House conversions to residential hostel | 1 space per resident staff 1 space per 3 non-resident staff | Nil |
| Special Purpose Housing | | |
| Self-contained elderly persons dwellings (not wardened) | 1 space per 2 - 4 units | 1 space per 4 units |
| Self-contained elderly persons dwellings (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 &/or visitors) |
| Residential childrens 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 relating to Residential parking standards

1. Curtilage parking must be provided wherever possible. Communal parking will only be accepted in exceptional circumstances. When provided it must be conveniently sited and should be in a location that is 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 routes must be provided between each dwelling unit and its parking space(s).
2. Private parking spaces will not be located between public carriageways and public footways.
3. Domestic garages are considered as parking spaces only where certain specified criteria are met. More information regarding domestic garages is provided in Supplementary Planning Guidance 'Domestic Garages'.
4. Where it is required visitor parking must be designed as an integral part of any development and must take into account the needs of the disabled.
5. 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**

| Development | Requirement | Development | Requirement |
|--------------------------------------|------------------------------|--------------------------------------|------------------------------|
| Offices (< 1000m ²) | 1 space per 25m ² | Offices (> 1000m ²) | 1 space per 60m ² |
| Call Centres (< 1000m ²) | 1 space per 20m ² | Call Centres (> 1000m ²) | 1 space per 40m ² |

ZONES 2 to 4

| Development | Requirement | Development | Requirement |
|--------------------------------------|------------------------------|--------------------------------------|------------------------------|
| Offices (< 1000m ²) | 1 space per 25m ² | Offices (> 1000m ²) | 1 space per 40m ² |
| Call Centres (< 1000m ²) | 1 space per 20m ² | Call Centres (> 1000m ²) | 1 space per 25m ² |

Notes relating to Offices parking standards

- 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 200m² 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 & Professional Services).
- Parking reserved for use by disabled persons: Refer to Appendix 1.
- For cycle and motorcycle parking refer to Appendices 4 & 5.

C) SHOPS**ALL ZONES**

| Type of Development | Operational | Non-operational |
|---|-----------------------------|--|
| Shops (< 200m ²) | 1 commercial vehicle space | 1 space per 60m ² |
| Shops and small supermarkets (201m ² –1000m ²) | 2 commercial vehicle spaces | 1 space per 40m ² (per 20m ² zones 3 & 4) |
| Shops and small supermarkets (1001m ² –2000m ²) | 3 commercial vehicle spaces | 1 space per 40m ² (per 20m ² zones 3 & 4) |
| Supermarkets & superstores (predominately food) (> 2000m ²) | 3 commercial vehicle spaces | 1 space per 14m ² |

Notes relating to Shops parking standards

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 200m² 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 gross floor area produce a 10% increase in transactions.
5. The non-operational standard includes employees parking.
7. Parking Reserved for Disabled People: Refer to Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 4 & 5.
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. Shops greater than 200m² will generally not be permitted in zone 4.

D) RETAIL WAREHOUSING AND GARAGES**ZONES 1 to 3**

| Type of Development | Operational | Non-operational |
|---|---|--|
| Retail Warehousing (non-food) (non - DIY) (> 1000m ²) | 3 commercial vehicle spaces | 1 space per 30m ² |
| Retail Warehousing (DIY & Garden Centres) (> 1000m ²) | 3 commercial vehicle spaces | 1 space per 20m ² |
| Builders Merchants (Trade & Retail) | 3 commercial vehicle spaces | 1 space per 80m ² & 10% of GFA |
| Cash & Carry Warehousing (Trade Only) (> 1000m ²) | 3 commercial vehicle spaces | 1 space per 50m ² |
| Open Air Markets & Car Boot Sales | 1 space per stall pitch | 1 space per 30m 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 | 4 spaces for ancillary use (e.g. automatic car wash) |
| Car Sales Premises | 1 space for car transporter | 1 space per 50m ² of retail area (internal & external) |
| Motorcycle Sales Premises | 1 commercial vehicle space | 1 space per 50m 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 |

Developments of this nature will not be permitted within Zone 4. Consequently no data is provided for this zone.

Notes relating to Retail Warehouses and Garages parking standards

1. 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, flat pack furniture stores |
| Lowest requirement | - | Assembled furniture/carpet stores, household and leisure goods stores |
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 200m² 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.
9. 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
5. The non-operational standard includes employees parking.
6. Relaxation may be given to the parking requirements at fast service centres, e.g. tyres, exhausts. MOT etc.
7. Where car sales premises include external display areas, additional parking space will be required.
8. Parking Reserved for Disabled People: Refer to Appendix 1.
9. For cycle and motorcycle parking refer to Appendices 4 & 5.
10. 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.
11. 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**ZONES 1 and 2**

| Type of Development | Operational | Non-operational |
|--|---|--------------------------------|
| Small Industry (< 100m ²) | 1 van space | 1 space |
| Small Industry (100 - 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 |

ZONES 3 and 4

| Type of Development | Operational | Non-operational |
|--|--------------------------------|--------------------------------|
| Small Industry (< 100m ²) | 1 van space | 1 space |
| Small Industry (100 - 235m 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 relating to Industry and Industrial Warehousing parking standards

1. Vehicles should be able to enter and leave the site in forward gear.
2. Relaxation may be 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 235m² gross floor area (GFA), 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 based on gross floor area (GFA):-

| | | | | | | |
|--------------------------------------|-----|-----|-----|------|------|------|
| Gross floor area, m ² | 100 | 250 | 500 | 1000 | 1500 | 2000 |
| Minimum parking area, m ² | 70 | 85 | 100 | 150 | 175 | 200 |

Intermediate floor areas shall be interpolated.

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

6. The General Development Order limit of 235m² 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 People: See Appendix 1.
10. For cycle and motorcycle parking refer to Appendices 4 & 5.

F) PLACES OF ENTERTAINMENT**ALL ZONES**

| Type of Development | Operational | Non-operational |
|---|--------------------------------|---|
| Children's Play Centres | 1 space per 3 members of staff | 1 space per 20m 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 |

Notes relating to Places of Entertainment parking standards

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

G) HOTELS AND RESTAURANTS**ALL ZONES**

| Type of Development | Operational | Non-operational |
|---|----------------------------|--|
| 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 7m 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 14m 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 relating to Hotels and Restaurants

- Facilities for non-residents should be assessed by applying the appropriate category. An allowance should be applied where facilities are to be shared.
- 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.
- 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.
- 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).
- 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 6 waiting spaces.
- 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.
- Appropriate provision must be provided for use by disabled people.
- For cycle and motorcycle parking refer to Appendices 4 & 5.

H) COMMUNITY ESTABLISHMENTS**ALL ZONES**

| Type of Development | Operational | Non-operational |
|---|--|--|
| Hospitals (See Note 1) | Essential vehicles as required | 2.5 spaces per bed |
| Health Centres & Surgeries | 1 space per practitioner (See Note 2) | 1 space per 3 ancillary staff (1 space per 2 in zones 3 and 4) & 3 spaces per practitioner |
| Churches & Places of Worship | 1 commercial vehicle space | 1 space per 10 seats or 1 space per 8m ² of praying floorspace (See Note 3) |
| Chapels of Rest | 3 commercial vehicle spaces | As per Churches |
| 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 and Canal Wharves | 1 car and trailer space | 1 space per berth |
| Libraries | 1 commercial vehicle space | 1 space per 45m ² |

Notes relating to Community Establishments parking standards

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 People: See Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 4 & 5.

I) EDUCATIONAL ESTABLISHMENTS

ZONES 1 and 2

| Type of Development | Operational | Non-operational |
|---|---|---|
| Day Nurseries & Crèches, (new build property) | 1 commercial vehicle space | 1 space per 2 full time staff |
| Day Nurseries & Crèches, (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. |

ZONES 3 and 4

| Type of Development | Operational | Non-operational |
|---|---|--|
| Day Nurseries & Crèches, (new build property) | 1 commercial vehicle space | 1 space per 2 full time staff |
| Day Nurseries & Crèches, (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 relating to Educational Establishments

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 people
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 4 & 5.

Examples of the Use of Parking Standards

(a) Proposed new 500m² shop with offices above in urban area (zone 2)

Public transport accessibility is reasonable. The development comprises 500m² gross floor area shopping on the ground floor and a total of 1000m² gross floor area offices on the first and second floors.

The parking requirement is assessed as follows:-

Shopping use -

Operational Parking = Space for 2 commercial vehicles

Non Operational Parking 1 space / 40m² = 13 spaces

Office use -

Non Operational Parking 1 space / 25m² = 40 spaces

Total provision Space for 2 Commercial Vehicles plus 53 spaces

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

Existing industrial use with gross floor area of 1500m².

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

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

Therefore if the existing parking facilities accord with the standard an additional operational area of 50m² should be provided so that a minimum of three commercial vehicles can be accommodated, together with an additional 37 parking spaces.

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

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 1 space per bedroom, i.e. three parking spaces. If the site has no existing parking, or fewer than three spaces, and is too small to create three spaces then an allowance of on-street parking immediately outside may be possible if the house fronts a local road that is not a bus route and kerbside parking pressure is not evident. Local circumstances should always dictate the approach to be taken.

APPENDIX 1**ACCESS FOR THE DISABLED****General Principles**

1. All new public buildings are now required, where reasonable and practicable, to be accessible to and have facilities for disabled people. 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.
2. 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.
3. Having examined many guidelines provided by a number of bodies and authorities, which all cover the same ground to a greater or lesser extent, it has been 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

4. 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.
5. 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 for Disabled People

1. 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 people 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).
2. 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 facilities and places open to the 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.
3. 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 people – 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).
4. On street disabled parking bays should be indicated by signs and marked out in full compliance with the Traffic Signs Regulations and General Directions (2002). 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.

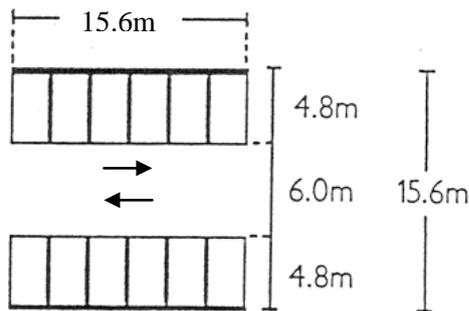
APPENDIX 2

LAYOUT OF PARKING AREAS

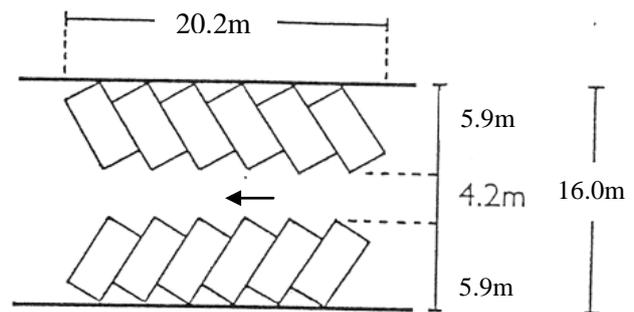
Cars

The minimum dimensions of car parking spaces are 4.8m x 2.6m.
 Spaces directly adjacent a wall or raised kerb should be a minimum width of 3.0m.
 The minimum aisle width between ranks at 90 degrees should be 6.0m.

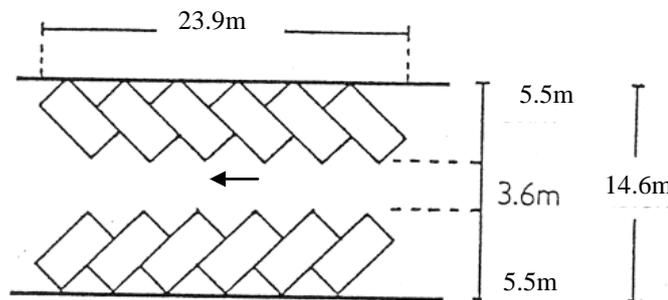
Alternative ways of arranging 12 parking spaces –



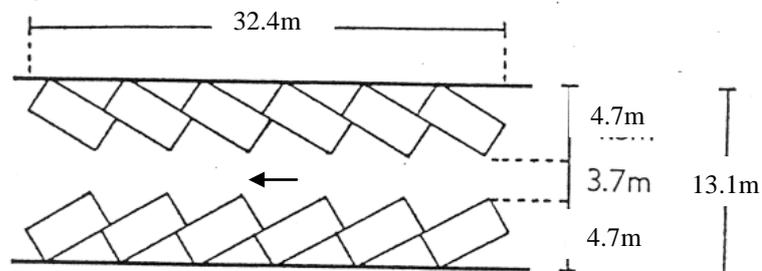
90° PARKING



60° PARKING



45° PARKING



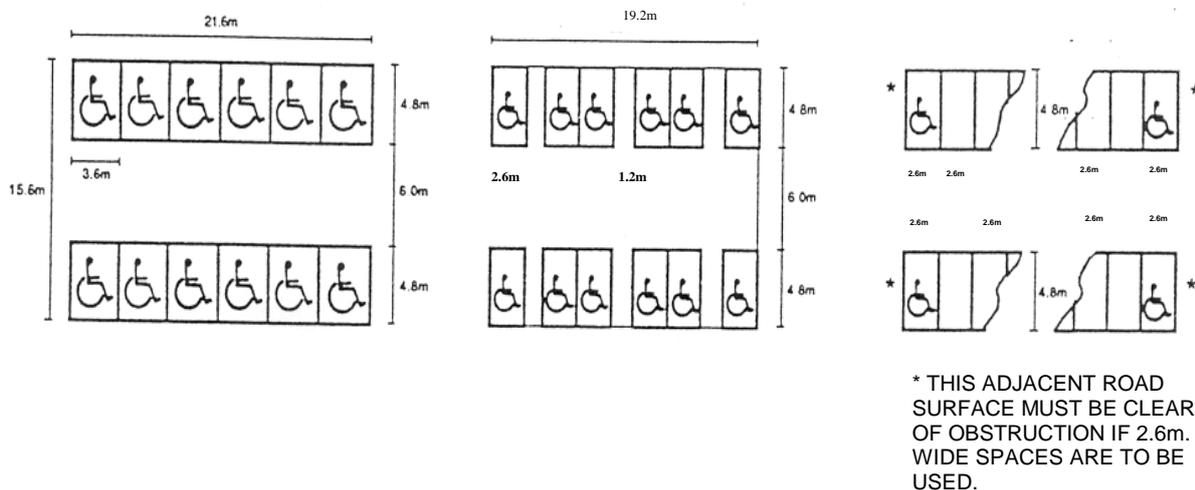
30° PARKING

Disabled Persons Vehicles - The standard dimensions of disabled parking spaces are: 4.8m x 3.6m

This allows transfer from vehicle to wheelchair. With certain layouts 4.8m x 2.6m bays can be used but additional provision must be made for the disabled to transfer to wheelchairs (see below)

Access to the rear must be provided.

Alternative ways of arranging disabled spaces -



Commercial Vehicles

Commercial vehicle bays must be of sufficient size and be located so that the vehicle can be manoeuvred within the site, and enter and leave the site in forward gear. Maximum permitted vehicle sizes are:-

| | |
|---------------------------------|----------------|
| Articulated Vehicles | 16.5m x 2.55m |
| Articulated Low loader Vehicles | 18.0m x 2.55m |
| Rigid Vehicles | 12.0m x 2.55m |
| Buses and Coaches (two axle) | 13.5m x 2.55m |
| Buses and Coaches (three axle) | 15.0m x 2.55m |
| Buses and Coaches (Articulated) | 18.75m x 2.55m |

Refrigerated vehicles maximum allowed width is 2.65m

Further details of good design practice for commercial vehicles can be found in appropriate Highway Authority Design Standards or 'Designing for Deliveries', Freight Transport Association 1998.

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

APPENDIX 3**DESIGN AND LANDSCAPING**

1. The design and landscaping of car parks should take into account the general requirements of Planning Policy WALES Technical Advice Note 12: Design (TAN 12) and the guidance contained within the assessment guidelines of the Park Mark safer parking initiative of the Association of Chief Police Officers.
2. 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
3. Wherever feasible permeable paving or other forms of sustainable drainage systems (SUDS) should be specified, as advocated in Planning Policy Wales TAN 15 Development and Flood Risk. More information is available in the Code of Practice for Sustainable Urban Drainage Systems, published by the National SUDS Working Group.
4. 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 after thought. 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. In particular most varieties of lime, maiden hair and horse chestnut should be avoided. Care should be taken that planting does not obscure sight lines at junctions or remove any degree of natural surveillance.
5. Plant selection should reflect the local setting and incorporate native species and plants of local provenance where possible. In some urban settings non-native planting may be appropriate. Ultimate height and spread of planting should be considered within the design and layout.
6. Guidance regarding species choice will be available from the Council's emerging SPG for Biodiversity, Landscape and Green Infrastructure.
7. In some circumstances, hard landscaping may be more appropriate, e.g. concrete blocks, bricks, paving slabs, cobbles.

APPENDIX 4

CYCLE PARKING STANDARDS

1. Short stay parking and long stay parking are considered separately 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 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. Care should be taken to ensure that cycle parking facilities are not located where they may obstruct pedestrians, disabled persons and particularly people with sight problems.
3. Appropriate signing should always be provided to indicate the location of short term cycle parking.
4. Cycle parking should be located in a safe, secure and convenient location. For security cycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. In certain instances this might 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 |
| <u>a) Residential</u> | | |
| 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 |
| <u>b) Offices</u> | | |
| Offices | 1 stand per 200m ² | 1 stand per 1000m ² |
| Call Centres | 1 stand per 150m ² | 1 stand per 1000m ² |
| <u>c) Shops</u> | | |
| Shops < 200m ² | 1 stand per 100m ² | 1 stand per 100m ² |
| Shops 201m ² – 1,000m ² : Food Non-food | 1 stand per 500m ² 1 stand per 500m ² | 1 stand per 500m ² 1 stand per 750m ² |
| Supermarkets | 1 stand per 500m ² | 1 stand per 500m ² |

| TYPE OF DEVELOPMENT | CYCLE PARKING PROVISION | |
|--|---|---|
| | Long Stay | Short Stay |
| <u>d) Retail Warehousing</u> | | |
| Retail Warehousing: Non-food | 1 stand per 500m ² | 1 stand per 1000m ² |
| Cash & Carry Warehousing | 1 stand per 500m ² | No requirement |
| Open Air Markets | 1 stand per 500m ² | 1 stand per 500m ² |
| Garages | 1 stand per 250m ² | No requirement |
| Car Sales Premises | 1 stand per 1000m ² | No requirement |
| <u>e) Industry and Industrial Warehousing</u> | | |
| Industry | 1 stand per 500m ² | 1 stand per 1000m ² |
| Industrial Warehouses & Storage Centres | 1 stand per 500m ² | No requirement |
| <u>f) Places of Entertainment</u> | | |
| Assembly Halls: Commercial Social | 1 stand per 10 staff Incl. in short term | 1 stand per 40 seats 1 stand per 30 m ² |
| Cinemas, Theatres & Conference Centres | 1 space per 10 staff | 1 stand per 30 seats |
| Stadia | 1 space per 10 staff | 1 stand per 100 seats |
| <u>g) Hotels and Restaurants</u> | | |
| Hotels & Public Houses | 1 stand per 5 bedrooms | 1 stand per 40m ² of public floor space |
| Restaurants & Cafes (All types) | 1 stand per 10 staff | No requirement |
| <u>h) Community Establishments</u> | | |
| Hospitals | 1 stand per 20 beds | 1 stand per 20 beds |
| Health Centres & Surgeries | Incl. in short term | 1 stand per consulting room |
| Churches & Places of Worship | Incl. in short term | 1 stand per 50m ² of public floor space |
| Public Leisure Centres | 1 stand per 10 staff | 1 stand per 50m ² of public floor space |
| Fitness Clubs | 1 stand per 10 staff | 1 stand per 25m ² of public floor space |
| Leisure Clubs & Sports Clubs | 1 stand per 10 staff | 1 stand per 10 users |
| Libraries | 1 stand per 10 staff | 1 stand per 30m ² of public floor space |
| <u>i) Educational Establishments</u> | | |
| Day Nurseries & Crèches | Incl. in short term | 1 stand /30 children |
| Nursery, Infants & Primary Schools | 1 stand per 5 staff and 1 stand per 20 children | 1 stand /100 children |
| Secondary Schools & Colleges of Further Education | 1 stand per 5 staff and 1 stand per 6 students | 1 stand per 100 students |
| <u>j) Transport Facilities</u> | | |
| Park & Ride and Car Parks | 1 secure stand per 20 car park spaces | No requirement |

APPENDIX 5

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 people 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 1600mm to 2300mm (length) and 650mm to 900mm (width). A bay size of 2.8m x 1.3m 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 spaces for car parking |

APPENDIX 6

SUSTAINABILITY

Sustainability points will be awarded to non residential developments that meet the criteria below for their proximity, in terms of walking distance to local facilities, cycle routes and public transport, and also taking account of public transport frequency. These sustainability points will result in a reduction in car parking requirement as detailed below:

| Sustainability Criteria | Maximum Walking Distance | Sustainability Points |
|---|-------------------------------------|---------------------------------------|
| <p><u>Local Facilities</u></p> <p>Local facilities include a foodstore, post office, health facility, school etc. Access to two of these within the same walking distance will score single points; whereas access to more than two of these will double the points score.</p> | <p>200m</p> <p>400m</p> <p>800m</p> | <p>3 pts</p> <p>2 pts</p> <p>1 pt</p> |
| <p><u>Cycle Route</u></p> <p>Access to dedicated cycle/pedestrian route</p> | <p>200m</p> | <p>1 pt</p> |
| <p><u>Public Transport</u></p> <p>Access to bus stop</p> | <p>300m</p> <p>400m</p> <p>800m</p> | <p>3 pts</p> <p>2 pts</p> <p>1 pt</p> |
| | Frequency | |
| <p><u>Frequency of Public Transport</u></p> <p>Bus service within 800m walking distance which operates consistently between 7am and 7 pm. Deduct one point for service which does not extend to these times.</p> | <p>20 minutes</p> <p>30 minutes</p> | <p>2 pts</p> <p>1 pt</p> |

Thus the sustainability points score for offices within 400m of a foodstore and a post office (1 X 2pts = 2pts), within 300m of a bus stop (3pts) and having a service frequency of every 20 minutes but only between 8am and 6 pm (2 pts – 1pt = 1 pt) would score a total of 6 pts.

Reductions in Parking Requirement

For all developments other than residential, shops and retail warehousing the car parking requirements shall be reduced by the following percentages:-

| Sustainability points total | Reduction in car parking requirement |
|-----------------------------|--------------------------------------|
| 10 points | 30% |
| 7 points | 20% |
| 5 points | 10% |

The reduction shall not be applied unless an acceptable travel plan is supplied.

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