

**TORFAEN  
COUNTY  
BOROUGH**



**BWRDEISTREF  
SIROL  
TORFAEN**

**Torfaen County Borough Council**  
**Supplementary Planning Guidance**

**CSS Wales**



**CSS Cymru**

**Wales Parking Standards  
2014**

**Adopted - September 2016**

For ease of reference, users of this document are recommended to use it in hard copy format.

The computer file is designed to be printed double sided and for this reason it contains blank pages.

The drafting committee for these standards comprised:-

Mark Noakes - Caerphilly County Borough Council

Alison Brown - Powys County Borough Council

Andrew Firman - Swansea City Council

Amanda Pugh - Swansea City Council

Aeron Kirczey - Swansea City Council

This work was undertaken on behalf of the CSS Wales Development Control Forums.

© CSS Wales 2014

There are minor modifications to the CSS Standards 2014 to suit the requirements of Torfaen County Borough Council for the purpose of this Supplementary Planning Guidance.

These Parking Standards were adopted by resolution of Torfaen Council on 20<sup>th</sup> September 2016. As there were no comments received during the consultation on the Draft Standards, there was no report of Consultation - see link to Council report below:-

<http://moderngov.torfaen.gov.uk/documents/s12792/Adoption%20of%20Updated%20Planning%20Obligations%20and%20Parking%20Standards%20Supplementary%20Planning%20Guidance.pdf>

<b>CONTENT</b>	<b>PAGE</b>
1. PREAMBLE	5
2. PURPOSE	5
3. APPLICATION	5
4. STRATEGIC FRAMEWORK	5
5. PARKING ZONES	7
6. APPLICATION OF PARKING STANDARDS	8
7. DEFINITIONS AND NOTES	10
8. GENERAL STATEMENT	12
9. PARKING STANDARDS BY LAND USE	13
a. Residential	14
b. Offices	16
c. Shops	17
d. Retail Warehousing & Garages	19
e. Industry & Industrial Warehousing	21
f. Places of Entertainment	23
g. Hotels & Restaurants	24
h. Community Establishments	26
i. Educational Establishments	28
j. 'Horsiculture'	30
<b>APPENDICES</b>	
1. ACCESS FOR DISABLED PEOPLE	32
2. LAYOUT OF PARKING AREAS	34
3. LANDSCAPING	36
4. CYCLE PARKING STANDARDS	37
5. MOTORCYCLE PARKING STANDARDS	40
6. SUSTAINABILITY	41
<b>BIBLIOGRAPHY</b>	43

- This Page is intentionally blank -

## **CSS WALES: WALES PARKING STANDARDS 2014**

### **1 PREAMBLE**

- 1.1 These Parking Standards should be read in conjunction with individual Regional Transport Plans, Local Transport Plans, Local Development Plans and 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. The Parking Standards will be material to decisions on individual planning applications and appeals and will be used as a technical reference document.
- 1.2 As regards Torfaen, the Adopted Torfaen Local Development Plan (December 2013) Policies: S2 (Sustainable Development), S3 (Climate Change), S4 (Place Making / Good Design), S8 (Planning Obligations); and BW1/E (General Policy / Design and Transport) relate to the parking standards and sustainable transport.
- 1.3 This document is the same as the CSS Wales Parking Standards 2014, except for Educational Establishments; where Torfaen considered that some of the proposed requirements were too onerous and did not encourage the use of sustainable modes of transport. Here Torfaen have amalgamated proposed Zones 2-4 & Zones 5-6 into a Zones 2-6 Standard for all types of educational establishment; with the detailed parking requirements being similar to those of the previous CSS Wales 2008 Parking Standards.

### **2 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.

### **3 APPLICATION**

- 3.1 These Parking Standards will inform observations made by Highway Authorities on applications received for Planning Permission.

### **4 STRATEGIC FRAMEWORK**

- 4.1 This document provides detailed parking requirements according to land use and type of development. It has been prepared by CSS Wales on behalf of all 22 Welsh Unitary Authorities and aims to:
- a. assist developers, designers and builders in the preparation and submission of planning applications.
  - b. achieve a common approach to the provision of vehicle parking facilities associated with new development and change of use.
- 4.2 CSS Wales Standards were first published in 2008 and local authorities should consider parking issues on a joint basis with neighbouring authorities, utilizing existing collaborative bodies such as regional planning for a 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 levels should apply.

- 4.3 Since 1993, fundamental changes in national planning framework and transport policy have taken place with the publication of Active Travel (Wales) Act 2013, PPG13 (in England) in 1994, 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 2016, Planning Policy Wales Technical Advice Note 18 in 2007 and Manual for Streets 2 in 2010. In particular, paragraph 8.4.2 of Planning Policy Wales 2016 states that *'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 LDP.'* TAN18 supplements Planning Policy Wales and states that *'Maximum car parking standards should be used at regional and local level as a form of demand management'* and, that for new development, regard should be given to alternative transport modes, economic objectives, public and shared parking arrangements.
- 4.4 Local Authorities therefore have introduced a system of zones for parking purposes into their Local Development Plans. This document lays out six such zones, each with differing designated levels of parking requirement for development control purposes. It is the responsibility of individual Local Authorities to decide which of these zones are applicable and where the zone boundaries should be drawn within their area.
- 4.5 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 this revision has been prepared 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.
- 4.6 Where parking cannot be provided for conversion of existing buildings, if appropriate, consideration should be made for financial contributions for public transport improvements or off-site parking.
- 4.7 This standard 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.
- 4.8 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. Beware that some of the content of this publication however refers specifically to PPG13, which does not apply to Wales. 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 only and excludes any consideration of demographics. 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 Technical Advice Note 12: Design (TAN12).

## 5 PARKING ZONES

**Zone 1 - City Core:** Limited to the centre of the largest towns. 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.

**Zone 2 - Town Centre or City Centre Fringe:** 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.

**Zone 3 - Urban:** 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.

**Zone 4 - Suburban or Near Urban:** The outer edges of the largest towns; suburban locations in towns; 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.

**Zone 5 - 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. 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.

**Zone 6 - Deep Rural:** 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**

1. References above to 'public transport' should be taken to mean bus or train services.
2. Bus service frequencies above must operate consistently between 7am and 7pm to qualify.
3. For information on acceptable walking distances refer to the IHT document *Guidelines for Journeys on Foot* and the DETR advice note *Encouraging Walking*.

## **6 APPLICATION OF PARKING STANDARDS**

- 6.1 The scale of parking provision varies throughout Wales and local priorities will dictate the manner in which the standards are used. Interpretation and application of the standards will rest with the Local Authority, but flexibility in the standards allows local circumstances to be taken into account. It is expected that the preparation of Regional Transport Plans, Local Development Plans, the designation of Conservation Areas, Housing Action Areas, General Improvement 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 to and the service provided by the public transport system;
  - b. the availability of private buses or the extent of car pooling;
  - c. the relative proportions of full time / part time / local catchment of labour;
  - d. accessibility by walking and cycling;
  - e. the existing and possible future congestion in streets adjacent to the development; and
  - f. accessibility to and the availability of public and/or private car parking space in the vicinity.
- 6.3 This Standard covers all built up and rural areas. The full operational standard 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.
- 6.4 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 should 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 1000m<sup>2</sup> 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 it's 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 below.

### **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 500m<sup>2</sup> shopping (5 units) on the ground floor and 1000m<sup>2</sup> 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 / 20m<sup>2</sup> = 25 spaces

**OFFICE USE:**

Non Operational Parking 1 space / 25m<sup>2</sup> = 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 1500m<sup>2</sup> on an industrial estate.

The operational requirement for industrial premises of 1500m<sup>2</sup> is (from note 5) 175m<sup>2</sup> of yard space and 13 non-operational parking spaces (1 space / 120m<sup>2</sup>).

The requirement for retail warehousing is 3 commercial vehicle bays (225m<sup>2</sup>) and 50 spaces (1 space / 30m<sup>2</sup>).

Therefore, an additional operational area of 50m<sup>2</sup> 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-bedroom 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 1 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 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 (i.e. commuter 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** - Includes space required for residents and space for cars of people visiting the residents.
- 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 235m<sup>2</sup> 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 19.5m<sup>2</sup> per employee; industrial 35 - 45m<sup>2</sup> employee, office 16.5m<sup>2</sup> 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.

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

**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.

## **8 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 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**
- j. 'Horsiculture'**

**a) RESIDENTIAL: NEW BUILD & CONVERSIONS: ZONE 1**

Type of Development	Residents	Visitors
<b>General Purpose Houses and Apartments</b>		
Houses	0.5 to 1 space per unit	Nil
Apartments	0.5 to 1 space per unit	1 space per 5 units
House conversions to bedsits, or self-contained apartments	0.5 to 1 space per unit	Nil
<b>Special Purpose Housing</b>		
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 for warden 1 space per 2 ancillary staff	Nil

**Notes relating to Residential parking standards 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 between each dwelling unit and its parking space.
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, as suggested by Manual for Streets, for a single garage of 6m x 3m. If disabled access is required, these dimensions must be increased to 6m x 3.8m. All properties with a garage must also have a 6m long driveway which has a width of not less than 3.6m.
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. Acceptable evidence of this would be a contractual arrangement with tenants to secure low car ownership levels.
6. If a parking space is adjacent to a wall it must be a minimum width of 3m.

**RESIDENTIAL: NEW BUILD & CONVERSIONS: ZONES 2 - 6**

Type of Development	Residents	Visitors
<b>General Purpose Houses and Apartments</b>		
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
House conversions to bedsits, 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
<b>Special Purpose Housing</b>		
Self-contained elderly persons accommodation (not wardened)	1 space per 2 to 4 units	1 space per 4 units
Self-contained elderly persons accommodation (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	1 space per 25 beds for servicing, wardens and drop-off areas.	1 space per 10 beds (for students &/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 relating to Residential parking standards for all Zones Contd.**

7. 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.
8. Where parking cannot be provided for conversions of existing buildings consideration should be given to financial contributions toward public/sustainable transport improvements or off-site parking.

**b) OFFICES: Use Class B1 Business and Class A2 Financial & Professional Services (Including Call Centres)****ZONE 1**

<b>Development</b>	<b>Requirement</b>	<b>Development</b>	<b>Requirement</b>
Offices (< 1000m <sup>2</sup> )	Nil	Offices (> 1000m <sup>2</sup> )	Nil
Call Centres (< 1000m <sup>2</sup> )	Nil	Call Centres (> 1000m <sup>2</sup> )	Nil

**ZONES 2 & 3**

<b>Development</b>	<b>Requirement</b>	<b>Development</b>	<b>Requirement</b>
Offices (< 1000m <sup>2</sup> )	1 space per 20m <sup>2</sup>	Offices (> 1000m <sup>2</sup> )	1 space per 30m <sup>2</sup>
Call Centres (< 1000m <sup>2</sup> )	1 space per 10m <sup>2</sup>	Call Centres (> 1000m <sup>2</sup> )	1 space per 20m <sup>2</sup>

**ZONES 4 to 6**

<b>Development</b>	<b>Requirement</b>	<b>Development</b>	<b>Requirement</b>
Offices (< 1000m <sup>2</sup> )	1 space per 20m <sup>2</sup>	Offices (> 1000m <sup>2</sup> )	1 space per 20m <sup>2</sup>
Call Centres (< 1000m <sup>2</sup> )	1 space per 10m <sup>2</sup>	Call Centres (> 1000m <sup>2</sup> )	1 space per 15m <sup>2</sup>

**Notes relating to Offices parking standards 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 200m<sup>2</sup> 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 (Including Shops, Supermarkets & Superstores)****ZONE 1**

Type of Development	Operational	Non-operational
Shops ( All sizes)	1 space per 400m <sup>2</sup>	Nil

**ZONES 2 & 3**

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

**ZONES 4 & 5**

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

**ZONE 6**

Type of Development	Operational	Non-operational
Shops (All sizes)	1 commercial vehicle space	1 space per 60m <sup>2</sup>

**Notes relating to Shops parking standards 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 200m<sup>2</sup> 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. 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.
6. 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.

**d) RETAIL WAREHOUSING AND GARAGES: ZONES 2 to 5**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
Retail Warehousing (non-food) (non-DIY) (> 1000m <sup>2</sup> )	3 commercial vehicle spaces	1 space per 30m <sup>2</sup>
Retail Warehousing (DIY & Garden Centres) (> 1000m <sup>2</sup> )	3 commercial vehicle spaces	1 space per 20m <sup>2</sup>
Builders Merchants (Trade & Retail)	3 commercial vehicle spaces	1 space per 80m <sup>2</sup> & 10% of GFA
Cash & Carry Warehousing (Trade Only) (> 1000m <sup>2</sup> )	3 commercial vehicle spaces	1 space per 50m <sup>2</sup>
Open Air Markets & Car Boot Sales	1 space per stall pitch	1 space per 30m <sup>2</sup> 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 75m <sup>2</sup> of retail area (internal & external)
Motorcycle Sales Premises	1 commercial vehicle space	1 space per 75m <sup>2</sup> 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

**Note:** 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.

**Notes relating to Retail Warehouses and Garages parking standards for all Zones**

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 and 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 200m<sup>2</sup> 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. 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
6. The non-operational standard includes employees parking.
7. Relaxation may be given to the parking requirements at fast service centres, e.g. tyres, exhausts, MOT, etc.
8. Where car sales premises include external display areas, additional parking space will be required.
9. Parking Reserved for Disabled People: Refer to Appendix 1.
10. For cycle and motorcycle parking refer to Appendices 4 & 5.
11. 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.
12. 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**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
Small Industry (< 1000m <sup>2</sup> )	1 van space	Nil
Industry	1 space per 1000m <sup>2</sup>	Nil
Highly Technical Industry	1 space per 1000m <sup>2</sup>	Nil
Industrial Warehouses	1 space per 1000m <sup>2</sup>	Nil
Storage Warehouses	1 space per 1000m <sup>2</sup>	Nil

**ZONES 2 to 4**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
Small Industry (< 100m <sup>2</sup> )	1 van space	1 space
Small Industry (< 235m <sup>2</sup> )	1 van space	2 spaces
Industry	See Note 5	1 space per 120m <sup>2</sup>
Highly Technical Industry	See Note 5	1 space per 35m <sup>2</sup>
Industrial Warehouses	See Note 5	1 space per 140m <sup>2</sup>
Storage Warehouses	1 commercial space per 500m <sup>2</sup>	Nil
Distribution Centres (< 1000m <sup>2</sup> )	35% of GFA	1 space per 120m <sup>2</sup>
Distribution Centres (> 1000m <sup>2</sup> )	25% of GFA	1 space per 120m <sup>2</sup>

**ZONES 5 & 6**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
Small Industry (< 100m <sup>2</sup> )	1 van space	1 space
Small Industry (< 235m <sup>2</sup> )	1 van space	2 spaces
Industry	See Note 5	1 space per 80m <sup>2</sup>
Highly Technical Industry	See Note 5	1 space per 20m <sup>2</sup>
Industrial Warehouses	See Note 5	1 space per 140m <sup>2</sup>
Storage Warehouses	1 commercial space per 500m <sup>2</sup>	Nil
Distribution Centres (< 1000m <sup>2</sup> )	35% of GFA	1 space per 80m <sup>2</sup>
Distribution Centres (> 1000m <sup>2</sup> )	25% of GFA	1 space per 80m <sup>2</sup>

**Notes relating to Industry and Industrial Warehousing parking 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 235m<sup>2</sup> 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:-

<b>GFA m<sup>2</sup></b>	<b>Minimum m<sup>2</sup></b>	<b>GFA m<sup>2</sup></b>	<b>Minimum m<sup>2</sup></b>	<b>GFA m<sup>2</sup></b>	<b>Minimum m<sup>2</sup></b>
100	70	500	100	1,001	150
250	85	1,000	150	2,000	200

Above 2,000m<sup>2</sup> GFA, the required minimum operational area should be taken as 10% of GFA.

6. The General Development Order limit of 235m<sup>2</sup> 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. CSS Wales - Wales Parking Standards 2014
10. For cycle and motorcycle parking refer to Appendices 4 & 5.

**f) PLACES OF ENTERTAINMENT****ZONE 1**

Type of Development	Operational	Non-operational
All development types	1 commercial vehicle space	Nil

**ZONES 2 - 4**

Type of Development	Operational	Non-operational
Children's Play Centres	1 space per 3 members of staff	1 space per 20m <sup>2</sup> of play area
Assembly Halls (Commercial) e.g. Bingo Hall	1 commercial vehicle space	1 space per 8m <sup>2</sup>
Assembly Halls (Social) e.g. Unlicensed Club Community Centre	1 commercial vehicle space	1 space per 10m <sup>2</sup>
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**

Type of Development	Operational	Non-operational
Children's Play Centres	1 space per 2 members of staff	1 space per 15m <sup>2</sup> of play area
Assembly Halls (Commercial) e.g. Bingo Hall	1 commercial vehicle space	1 space per 8m <sup>2</sup>
Assembly Halls (Social) e.g. Unlicensed Club Community Centre	1 commercial vehicle space	1 space per 10m <sup>2</sup>
Cinemas, Theatres & Conference Centres	1 commercial vehicle space	1 space per 3 seats
Stadia and pitches	1 commercial vehicle space	1 space per 15 seats

**Notes relating to Places of Entertainment parking standards 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 people.
3. For cycle and motorcycle parking refer to Appendices 4 & 5.
4. In relation to new Stadia and sports pitches, it may be appropriate to provide additional parking for participants at a rate of 1 space per 2 participants. This will be dependant on the location and nature of the site and the availability of on-street and off road parking.

**g) HOTELS AND RESTAURANTS****ZONE 1**

Type of Development	Operational	Non-operational
All development types	1 commercial vehicle space	Nil

**ZONES 2 - 4**

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 5m <sup>2</sup> of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7m <sup>2</sup> 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 <sup>2</sup> of dining area
Hot Food Takeaways (See Note 7)	1 commercial vehicle space	1 space for 3 non-resident staff & adequate on-street parking for customers nearby and outward delivery vehicles
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 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 6 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. Hot food takeaways offering an outward delivery service must consider adequate parking provision for its delivery vehicles. Where a takeaway is located in a residential area then on street provision may be considered if it can be demonstrated there is adequate availability. Where a takeaway is located in commercial areas then designated off street spaces are required. The level of parking provision will be decided on a case by case basis.
8. Appropriate provision must be provided for use by disabled people.
9. For cycle and motorcycle parking refer to Appendices 4 & 5.

#### **HOTELS AND RESTAURANTS: ZONES 5 & 6**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
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 5m <sup>2</sup> of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7m <sup>2</sup> 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 <sup>2</sup> of dining area
Hot Food Takeaways	1 commercial vehicle space	1 space for 3 non-resident staff & adequate on-street parking for customers nearby and outward delivery vehicles
Transport Cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

**h) COMMUNITY ESTABLISHMENTS: ZONE 1**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
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
Sports fields (without Club House) (see Note 6)	1 coach space	Nil

**Notes relating to Community Establishments parking standards 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. Consideration may need to be given to spectator parking.
7. Parking Reserved for Disabled People: See Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 4 & 5.

**COMMUNITY ESTABLISHMENTS: ZONES 2 - 6**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
Hospitals (See Note 1)	Essential vehicles as required	2.5 spaces per bed
Health Centres & Surgeries (See Note 2)	1 space per practitioner	1 space per 3 ancillary staff (1 space per 2 in <b>Zones 5 &amp; 6</b> ) & 3 spaces per practitioner
Churches & Places of Worship (See Note 3)	1 commercial vehicle space	1 space per 10 seats or 1 space per 8m <sup>2</sup> of praying floor space
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 10m <sup>2</sup>
Marinas	1 car and trailer space	1 space per berth
Golf course (see Note 6)	1 commercial space	4 spaces per hole
Libraries	1 commercial vehicle space	1 space per 45m <sup>2</sup>
Sports fields (without Club House) (See Note 6)	1 coach space	12 spaces per pitch

**i) EDUCATIONAL ESTABLISHMENTS****ZONE 1**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
All Educational Establishments	1 commercial vehicle space	Bus parking as required

**ZONES 2 - 6**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
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 (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 5 students and 5 visitor spaces.

**Notes relating to Educational Establishments**

1. In addition to the non-operational parking such as home to school transport, an area must be provided for the picking up and setting down of school children within the curtilage of the school premises.
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 the school is used for dual social and adult educational purposes, the use of hard playground surfaces for parking is acceptable.
7. Definitions of schools for the purposes of these standards:-
  - Nursery: pre-school age groups 3 to 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; and
  - Colleges of Higher and Further Education: includes sixth form colleges.
8. Appropriate provision must be provided for use by disabled people.
9. 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 jeopardized.
10. For cycle and motor cycle parking refer to Appendices 4 & 5.

**j) 'HORSECULTURE': NEW BUILDING AND CONVERSIONS****ZONE 4 - 6**

<b>Type of Development</b>	<b>Operational</b>	<b>Non-operational</b>
Equestrian Centre	1 commercial vehicle space	1 space per stable

*Notes relating to 'Horsiculture'*

1. Curtilage parking must be provided within the site.
2. Adequate operational space must be provided to enable all vehicles including horsebox lorries and vehicles towing trailers to access and egress in a forward gear at all times.

**APPENDICES**

***Appendix 1 Disabled Parking***

***Appendix 2 Layout of parking Areas***

***Appendix 3 Landscaping***

***Appendix 4 Cycle Parking Standards***

***Appendix 5 Motorcycle Parking Standards***

***Appendix 6 Sustainability***

## **APPENDIX 1**

### **ACCESS FOR DISABLED PEOPLE: GUIDANCE NOTES FOR APPLICANTS**

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; the Chronically Sick, Disabled Persons (Amendment) Act 1976; and the 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 disabled people 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.

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.

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 PEOPLE**

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).

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 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).

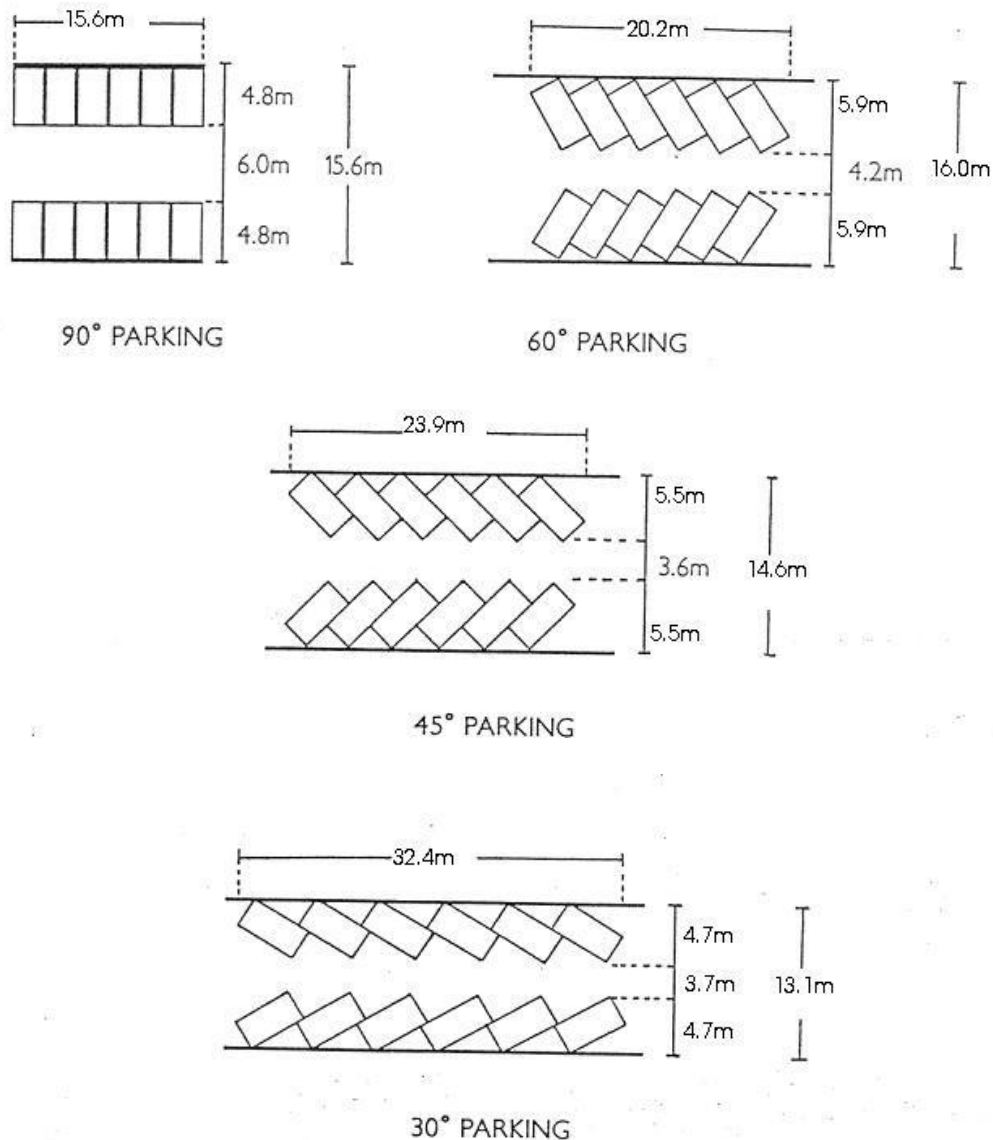
On street disabled parking bays should be indicated by signs and marked out in full compliance with the Traffic Signs Regulations and General Directions (1994). Each bay should have a raised sign at the head of the bay to ensure that if snow or fallen leaves obscure the road markings, the purpose of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

## APPENDIX 2 - LAYOUT OF PARKING AREAS

**Cars:** The standard dimensions of car parking spaces are: 4.8m x 2.6m

In ground parking areas the average requirement per car including space for access is 21m<sup>2</sup> (approximately 226 sq. ft.)

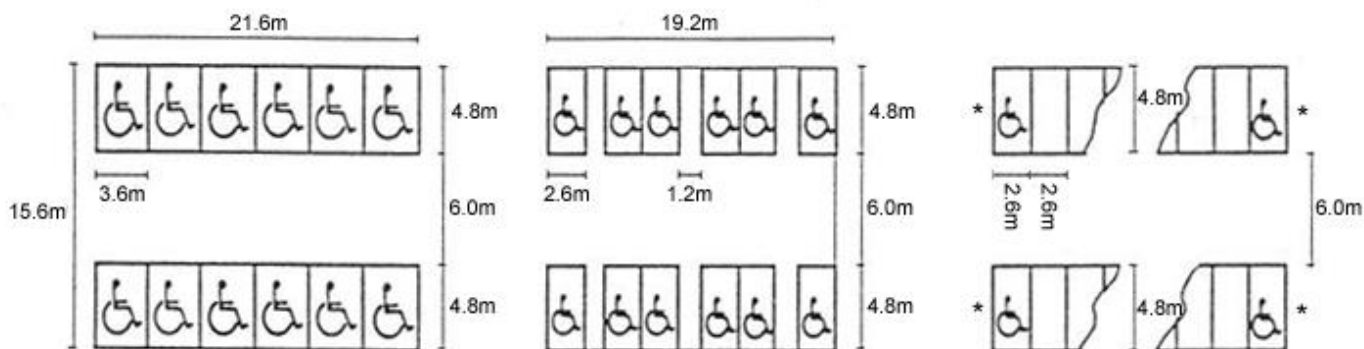
### ALTERNATIVE WAYS OF ARRANGING 12 PARKING SPACES



**Disabled Driver's Vehicles** - The standard dimensions of car 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 PARKING SPACES



\* This adjacent road surface must be clear of obstructions if 2.6m wide spaces are to be used

**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 12m rigid lorry requires an absolute minimum of 105m<sup>2</sup> 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 16.5m 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

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

Further guidance on parking layouts can be found in Manual for Streets and Approved Document M - Building Regulations

## **APPENDIX 3**

### **LANDSCAPING**

1. 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. 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.
2. 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.
3. 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](http://www.plantspec.org.uk).
4. In some circumstances, hard landscaping may be more appropriate, e.g. concrete blocks, bricks, paving slabs, cobbles.
5. 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.
6. 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 Technical Advice Note 12: Design (TAN12).

**APPENDIX 4****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 people 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
<b><u>a ) Residential</u></b>		
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

TYPE OF DEVELOPMENT	CYCLE PARKING PROVISION	
	Long Stay	Short Stay
<b><u>b ) Offices</u></b>		
Offices	1 stand per 200m <sup>2</sup>	1 stand per 1000m <sup>2</sup>
Call Centres	1 stand per 150m <sup>2</sup>	1 stand per 1000m <sup>2</sup>
<b><u>c ) Shops</u></b>		
Shops < 200 m <sup>2</sup>	1 stand per 100m <sup>2</sup>	1 stand per 100m <sup>2</sup>
Shops 201 m <sup>2</sup> - 1,000 m <sup>2</sup> :		
▪ Food	1 stand per 500m <sup>2</sup>	1 stand per 500m <sup>2</sup>
▪ Non-food	1 stand per 500m <sup>2</sup>	1 stand per 750m <sup>2</sup>
Supermarkets	1 stand per 500m <sup>2</sup>	1 stand per 500m <sup>2</sup>
<b><u>d ) Retail Warehousing</u></b>		
Non-food	1 stand per 500m <sup>2</sup>	1 stand per 1000m <sup>2</sup>
Cash & Carry Warehousing	1 stand per 500m <sup>2</sup>	No requirement
Open Air Markets	1 stand per 500m <sup>2</sup>	1 stand per 500m <sup>2</sup>
Garages	1 stand per 250m <sup>2</sup>	No requirement
Car Sales Premises	1 stand per 1000m <sup>2</sup>	No requirement
<b><u>e ) Industry and Industrial Warehousing</u></b>		
Industry	1 stand per 500m <sup>2</sup>	1 stand per 1000m <sup>2</sup>
Industrial Warehouses & Storage Centres	1 stand per 500m <sup>2</sup>	No requirement
<b><u>f ) Places of Entertainment</u></b>		
Assembly Halls:		
▪ Commercial	1 stand per 10 staff Incl. in short term	1 stand per 40 seats 1 stand per 30m <sup>2</sup>
▪ Social		
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

TYPE OF DEVELOPMENT	CYCLE PARKING PROVISION	
	Long Stay	Short Stay
<b><u>g ) Hotels and Restaurants</u></b>		
Hotels & Public Houses	1 stand per 5 bedrooms	1 stand per 40m <sup>2</sup> of public floor space
Restaurants & Cafes (All types)	1 stand per 10 staff	No requirement
<b><u>h ) Community Establishments</u></b>		
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 <sup>2</sup> of public floor space
Public Leisure Centres	1 stand per 10 staff	1 stand per 50m <sup>2</sup> of public floor space
Fitness Clubs	1 stand per 10 staff	1 stand per 25m <sup>2</sup> of public floor space
Leisure Clubs & Sports Clubs	1 stand per 10 staff	1 stand per 10 facility users
Libraries	1 stand per 10 staff	1 stand per 30m <sup>2</sup> of public floor space
<b><u>i ) Educational Establishments</u></b>		
Day Nurseries & Creches	Incl. in short term	1 stand per 30 children
Nursery, Infants & Primary Schools	1 stand per 5 staff and 1 stand per 20 children	1 stand per 100 children
Secondary Schools & Colleges of Further Education	1 stand per 5 staff and 1 stand per 6 students of age 17	1 stand per 100 students
<b><u>j ) Transport Facilities</u></b>		
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 provision for car parking



**APPENDIX 6****SUSTAINABILITY**

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 shall not be applied unless an acceptable travel plan is also submitted.

Sustainability points will be awarded to developments that meet the criteria below for their proximity, in terms of walking distance to local facilities, public transport, cycle routes and the frequency of local public transport. The maximum walking distance is defined as the distance along the most appropriate route from the point of origin (or centre of development) to the facility and back to the point of origin. Award of these sustainability points will result in a reduction in parking requirement as detailed below:

<b>Sustainability Criteria</b>	<b>Maximum Walking Distance</b>	<b>Single Sustainability Points</b>
<p><b><u>Local Facilities</u></b></p> <p>Local facilities include a foodstore over 1000m<sup>2</sup>, post office, community medical practice, primary / secondary 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 400m 800m</p>	<p>3 pts 2 pts 1 pt</p>
<p><b><u>Public Transport</u></b></p> <p>Access to bus station or railway station</p>	<p>300m 400m 800m</p>	<p>3 pts 2 pts 1 pt</p>
<p><b><u>Cycle Route</u></b></p> <p>A cycle route needs to be segregated from vehicular traffic and must provide links to local facilities and employment areas</p>	<p>200m</p>	<p>1 pt</p>
<p><b><u>Frequency of Public Transport</u></b></p> <p>Bus stop or rail 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>Frequency 10 minutes 20 minutes 30 minutes</p>	<p>3 pts 2 pts 1 pt</p>

Thus the sustainability points score for a dwelling within 400m of a school and a post office (1 x 2pts = 2pts), within 300m of a bus station (3pts) and having a bus stop with 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**

<b>Sustainability Points</b>	<b>Parking Reduction (Per dwelling)</b>
<b><u>Residential Developments</u></b>	
10 pts	2 spaces
7 pts	1 space

<b>Sustainability Points</b>	<b>Parking Reduction</b>
<b><u>All Other Developments</u></b> (other than shops and retail warehouses)	
10 pts	30%
7 pts	20%
5 pts	10%

## BIBLIOGRAPHY

- DfT white paper, *A New Deal For Transport: Better For Everyone*, 1998, London, TSO
- Chronically Sick and Disabled Persons Act 1970*, London, TSO
- Chronically Sick, Disabled Persons (Amendment) Act 1976*, London, TSO
- Sustrans Information Sheet FF37, *Cycle Parking*, 2004, Bristol, Sustrans
- BSI, *Design of Buildings and their Approaches to Meet the Needs of Disabled People (BS 8300:2001)*, 2001, London, British Standards Institution
- Designing for Deliveries*, 1998, Tunbridge Wells, Freight Transport Association
- Disability Discrimination Act 2005*, London, TSO
- DETR advice note, *Encouraging Walking*, 2000, London, TSO
- Environment Act 1995*, London, TSO
- IHT Guidelines for *Providing for Journeys on Foot*, 2000, London, Institution of Highways and Transportation
- DfT, *Inclusive Mobility, A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure*, 2002, London, TSO
- DfT Traffic Advisory Leaflet 5/02, *Key Elements of Cycle Parking*, 2002, London, DfT
- DfT, *Making Residential Travel Plans Work*, 2007, Wetherby, DfT
- DfT, *Making Residential Travel Plans Work: Good Practice Guidelines For New Development*, 2005, London, DfT
- DfT, *Manual for Streets*, 2007, London, Thomas Telford Publishing
- DfT, *Using the Planning Process to Secure Travel Plans*, 2002, London, DfT
- Standing Conference on Regional Policy in South Wales, *Parking Guidelines (Revised Edition 1993)*, 1993, Cardiff, South Glamorgan County Council
- Parking Strategies and Management*, 2005, London, Institution of Highways and Transportation
- ACPO, *Park Mark Safer Parking Assessment Guidelines*, 2007, Haywards Heath, British Parking Association
- DCLG, *Planning and Access for Disabled People: a good practice guide*, 2003, Wetherby, Communities and Local Government Publications
- DoE & DfT, *Planning Policy Guidance 13: A Guide to Better Practice*, 1994, London, TSO
- WAG, *Planning Policy Wales*, 2002, Cardiff, NAFW

WAG, *Planning Policy Wales Technical Advice Note 12: Design*, 2002, Cardiff, NAFW

WAG, *Planning Policy Wales Technical Advice Note 18: Transport*, 2007, Cardiff, NAFW

IHT Guidelines for *Reducing Mobility Handicaps*, 1991, London, Institution of Highways and Transportation

DCLG, *Residential Car Parking Research*, 2007, Wetherby, Communities & Local Government Publications

*Road Traffic Reduction Act 1997*, 1997, London, TSO

*Road Traffic Reduction Act 1998*, 1998, London, TSO

*Traffic Signs Regulations and General Directions 1994*, London, TSO

Welsh Office, *Transporting Wales into the Future*, 1998, Cardiff, Welsh Office