

**North Yorkshire County Council****Business and Environmental Services****Transport, Economy and Environment Overview and Scrutiny Committee****14 October 2015****Proposals for Revisions to County Council guidance on Transport Issues including Standards for Parking for Developer Funded works within North Yorkshire****Report of the Corporate Director - Business and Environmental Services****1.0 Purpose of Report**

- 1.1. The purpose of the report is to inform Members of the options for the County Council in respect of its guidance on transport issues which is no longer in line with current national planning policy. The guidance set out in 'Transport Issues and Development – A Guide' covers a range of issues including parking standards, travel plans and transport assessments.
- 1.2. To inform Members of the decision taken by the Corporate Director of Business and Environmental Services (BES) on 3 July 2015.
- 1.3. To seek Member's comments on the proposal to seek the approval of the Executive to withdraw a substantive part of the County Council's document 'Transport Issues and Development – A Guide' which no longer complies with national planning policy and to retain some elements as an interim position prior to seeking approval from the Executive.

**2.0 Background**

- 2.1. 'Transport Issues and Development – A Guide' was approved by the Executive on 24 September 2002 and adopted by the County Council on 23 October 2002. When adopted it complied with the relevant national planning guidance contained in Planning Policy Guidance 13, PPG13) published in March 2001.
- 2.2. 'Transport Issues and Development – A Guide' contained advice to assist developers proposing to build within North Yorkshire on the submissions they should include in any planning application to adequately address highways and transport issues. The document included the County Council's parking standards for development.
- 2.3. The parking standards which were detailed in Appendix A to 'Transport Issues and Development – A Guide' were maximum standards in accordance with the national guidance in PPG 13. This aimed to encourage a move away from car use by restricting the ability to park cars and was adopted by the County Council to ensure advice on planning applications reflected national policy.
- 2.4. Implementation of the PPG13 standard has resulted in issues with indiscriminate parking on the highway particularly in residential areas. Further pressure is put on the parking provision by the current practice for residents to treat garages as domestic storage and not a parking space.

- 2.5. PPG13 was withdrawn when the National Planning Policy Framework (NPPF) was introduced in March 2012. This means that key elements of the County Council's guidance are no longer in line with national policy. In particular the NPPF removes the principle of maximum parking standards. Its advice on parking is at paragraph 39 which states:-

*"If setting local parking standards for residential and non-residential development, local planning authorities should take into account:*

- *the accessibility of the development;*
- *the type, mix and use of development;*
- *the availability of and opportunities for public transport;*
- *local car ownership levels; and*
- *an overall need to reduce the use of high-emission vehicles."*

- 2.6. Since the introduction of the NPPF officers have ensured compliance with the NPPF by generally requiring residential developments to provide the maximum parking standard quoted in 'Transport Issues and Development – A Guide'. This pragmatic solution has ensured the County Council has been able to offer guidance which is not contrary to national policy but a formal change is required to bring the County Council's guidance in line with the NPPF.

- 2.7. A report on this matter was taken to the Corporate Director and BES Executive Members on 3 July 2015 and the following decision was taken:  
"To agree to the withdrawal of 'Transport Issues and Development – A Guide' save for Appendices B,C,D, and F(as amended).

- a) To agree to the adoption, as an interim measure, of a revised Appendix A which will detail the revised minimum parking standards as set out in the report Paragraphs 5.3 to 5.7.
- b) To agree that the Corporate Director BES takes all necessary steps for a full review of parking standards; a full review of the requirements for Transport Assessments and a full review of the requirements for Travel Plans in conjunction with the local planning authorities within North Yorkshire.
- c) To agree that a further report be brought to Members following the conclusion of the review.
- d) To agree that a report goes to the Executive seeking approval for (a) to (d) above."

### **3.0 Policy Implications**

- 3.1. Withdrawing the majority of 'Transport Issues and Development – A Guide' will remove guidance which no longer complies with national planning guidance. In future responses to planning applications, made on behalf of the County Council in its role as local highway authority, need to be clearly based on national policy so they will stand up to challenge through the Appeals process or judicial challenge.

### **4.0 Options**

- 4.1. If the current guidance is, in the main, withdrawn to address the disparity between the County Council's guidance and national policy three options have been considered:

- Option A           ○       No Action, retaining the existing advice and no review;

- Option B
  - Undertake a full review with regard to replacing 'Transport Issues and Development – A Guide' without any interim guidance being put in place
- Option C
  - Introduce interim advice on residential parking standards
  - Retain other elements of the guidance detailed in 5.1 below as an interim position and
  - proceed with a full review of all standards with regard to replacing 'Transport Issues and Development – A Guide'

The detailed considerations for each option are below.

- 4.2. Option A  
 Given the changes to national policy it is considered inappropriate to continue with the ad-hoc arrangements currently employed by officers to address the differences between local guidance and national policy. It is considered appropriate that as local highway authority NYCC should provide local guidance on parking standards. The 'do nothing' approach is not recommended.
- 4.3. Option B  
 Ideally this would be the option to adopt. However a full review will require formal consultation with partners including the ten planning authorities within North Yorkshire. This is by its nature a lengthy process. The new guidance would not be available for some time so could not be used for the current high volume of residential developments that are coming forward for approval.
- 4.4. Option C  
 This gives the opportunity to withdraw outdated guidance which is in conflict with national policy and establish interim standards to address the key issue of residential parking. It would enable more appropriate standards to be applied to the high volume of residential development currently coming forward for approval. A formal review of the full standards could then be undertaken including all the appropriate consultations.
- 4.5. It is considered that Option C provides the most appropriate route to adopt. As the proposals will change adopted County Council policy it is necessary for it to be referred to the Executive for approval.

## 5.0 Other considerations

- 5.1. 'Transport Issues and Development – A Guide' contains other advice in addition to the parking standards; it is considered that some of this advice is worthy of retention in the interim as it provides useful guidance which is not in conflict with national policy; the majority of this advice is contained in the appendices. It is therefore proposed to retain the following appendices to 'Transport Issues and Development – A Guide' with some changes to assist developers and officers until the full review of the document is completed:

<u>Appendix B</u>	Cycle Parking Facilities
<u>Appendix C (all parts)</u>	Parking Dimensional Requirements (with amendments)
<u>Appendix D</u>	Check list for a Transport Assessment (with amendments)
<u>Appendix E</u>	Not used

Appendix F Check list for a Travel Plan

- 5.2. The existing Appendix A contains maximum parking standards for all types of development that may come forward in North Yorkshire. This was adopted as policy by the County Council on 23 October 2002. It acknowledges the diverse geography of the County and the associated accessibility to transport options other than the private car by setting different standards for differing parts of the County. As an interim measure it is proposed to adopt as policy a revised Appendix A which keeps the three categories but better defines them. The three categories are:
- 5.3. Rural Areas:  
The most remote areas of the County where there is a heavy reliance on private cars to access employment and services.
- 5.4. The Market Towns plus parts of Harrogate and Knaresborough, Scarborough and Catterick Garrison  
The market towns are clearly defined by the local planning authorities. They all have a degree of accessibility to services without reliance on the private car. However, particularly in the outskirts there is a reliance on the private car particularly outside peak hours.
- 5.5. Central Urban Areas  
Those parts of Harrogate and Knaresborough, Scarborough and Catterick Garrison not covered above but also including central areas in some of the market towns. Applying this category would be dependent on the developer showing the site had good access to all services without the need for a private car. There would also be a need to show that cars parking outside the site would not create conditions prejudicial to highway safety.
- 5.6. For each of these categories it is proposed for the interim to set **minimum** parking standards for residential development based on the number of bedrooms. It is also proposed that a garage will only be counted as a parking space if it is a minimum size of 3m by 6m. All other parking requirements would be set on an individual basis in accordance with paragraph 39 of NPPF. This will allow businesses to provide an appropriate level of parking to serve their needs and the accessibility of their site, guided by a Travel Plan where appropriate.
- 5.7. The revised Appendix A would also set the cycle parking standards and operational parking standards. Operational parking is that required by a business to enable it to function properly. It covers facilities for HGVs and vehicles owned by the business which is needed for its day to day business eg delivery vans.
- 5.8. The advice in Appendix B is considered appropriate without amendment.
- 5.9. Appendix C does not provide any information on the minimum size of garage that would allow a reasonable level of domestic storage whilst still enabling a car to be parked. National advice on an appropriate minimum garage size to provide parking and storage is to be found in Manual for Streets, 2007 (MfS) at paragraph 8.3.41 which recommends a minimum size of 3m by 6m. It is proposed to add this requirement for a minimum size of garage to be counted as a parking space to Appendix C and to set the minimum size for a single garage at 3m by 6m.
- 5.10. Historically guidance on the content of Transport Assessments has been set nationally the most recent advice was contained in Guidance on Transport Assessment (GTA) which was withdrawn on 22 October 2014. The advice in Appendix D ensures that the appropriate matters are covered but does not provide

any guidance on the acceptable impact of development before mitigation is required. It is proposed to amend Appendix D to set suitable levels for requiring mitigation. The levels are to be taken from 'Transport Issues and Development – A Guide' and GTA and will enable officers to secure the appropriate developer funded infrastructure to mitigate the impact of development on North Yorkshire's highway network.

- 5.11. It is not considered necessary to retain the advice in Appendix E which simply provided a map of the County with District Council Boundaries.
- 5.12. The advice in Appendix F is considered appropriate without amendment.
- 5.13. For completeness the proposed versions of the retained Appendices are attached to this report at Appendix 1.

## **6.0 Financial Implications**

- 6.1. Consideration has been given to the potential for any financial implications arising from the recommendation. It is the view of officers that the recommendation does not have a financial impact on the County Council.

## **7.0 Legal Implications**

- 7.1. The NPPF provides national policy on many aspects of development and any policy or advice the County Council produces at a local level needs to be in line with that policy. The proposals set out in this report are aimed at ensuring NYCC local policy is in line with national policy.

## **8.0 Consultation Undertaken and Next Steps**

- 8.1. The views of the lead officers at the ten planning authorities within North Yorkshire have been sought on the proposal to introduce interim standards, which in the context of residential parking would mean the withdrawal of maximum parking standards and replacing these with set minimum parking standards for residential development. This interim approach is proposed whilst a full review is completed. The approach has been welcomed.
- 8.2. If Option C is adopted the full review of 'Transport Issues and Development – A Guide' will include an appropriate consultation exercise with the relevant stakeholders.
- 8.3. It is proposed to report to the executive on 27 October 2015 seeking approval for the interim changes to policy which would then be formally adopted at the County Council meeting scheduled for 11 November.

## **9.0 Equalities Implications**

- 9.1. Consideration has been given to the potential for any adverse equality impacts arising from the recommendation. The standards relating to parking for the disabled listed in Appendix A remain unchanged from those in the previous advice. Consequently, it is the view of officers at this stage a full Equality Impact Assessment is not required in the context of the interim proposals as it is not considered that the recommendation would have an adverse impact on any of the protected characteristics identified in the Equalities Act 2010. However further consideration will be given to whether an Assessment is required as part of the detailed review.

## 10.0 Reasons For Recommendations

- 10.1. To bring the County Council's policy and advice used for highways development management in North Yorkshire in line with National Policies and Practices.
- 10.2. To introduce as policy **minimum** parking requirements for residential development in the interim to improve the quality of residential development. To retain Operational parking requirements for all types of development and to allow parking levels at other types of development to be agreed through negotiation having regard to the location and its accessibility, the contents of any Travel Plan and the requirements of the developer.

## 11.0 Recommendations

- 11.1. It is recommended that Members provide comments on the proposals :
  - a. To withdraw 'Transport Issues and Development – A Guide' save for for Appendices B,C,D, and F(as amended)
  - b. To adopt, as an interim measure, a revised Appendix A which will detail the revised minimum parking standards as set out in the report Paragraphs 5.3 to 5.7
  - c. To the Corporate Director BES taking all necessary steps for a full review of parking standards; a full review of the requirements for Transport Assessments and a full review of the requirements for Travel Plans in conjunction with the local planning authorities within North Yorkshire.
  - d. To bring a further report to Members following the conclusion of the review
  - e. To present a report to the Executive seeking approval for (a) to (d) above.

DAVID BOWE

Corporate Director - Business and Environmental Services

Author of report: Pam Johnson – Team Leader, Transport and Development Control  
Highways and Transportation

### Background Documents

Transport Issues and Development – A Guide <http://www.northyorks.gov.uk/media/523/Transport-Issues-and-Development---A-Guide/pdf/pdf8069825838254571758.pdf>

National Planning Policy Framework (NPPF) <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Policy Guidance 13 (PPG13) <http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/archived/publications/planningandbuilding/ppg13>

Manual for Streets (MfS) <https://www.gov.uk/government/publications/manual-for-streets>

**Interim Guidance  
on  
Transport Issues  
including  
Parking Standards  
and  
advice on  
Transport Assessments  
and  
Travel Plans**

## Parking Standards

### Guidelines for Provision

- 1 Plans defining the urban areas and market towns can be found in the appropriate Local Plan.
- 2 These are **MINIMUM** parking standards, to be applied at **residential developments** with different values dependent on accessibility to public transport proximity of differing land uses and location.
- 3 A flexible approach should be taken in using the standards so that each development proposal is assessed on its merit. A lower parking provision may be appropriate, particularly in more central locations where public transport provision is greater, depending on the circumstances of each case. This should be established from early discussions with the highway authority.
- 4 Operational parking space is defined as the space required for cars and other vehicles regularly and necessarily involved in the operation of the business of particular buildings. It includes space for commercial vehicles delivering goods to or collecting them from the buildings, space for loading and unloading and for picking up and setting down of passengers.
- 5 Where no operational requirement is specified, adequate provision for servicing must be provided. This should include sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time to manoeuvre with ease and stand for loading and unloading without inconvenience to other users of the site.
- 6 Staff requirements quoted refers to the likely maximum number of staff to be present on site at the busiest time.
- 7 In a number of cases, new development will incorporate more than one land use. In these circumstances, the standards applicable to each use simultaneously will be demanded.
- 8 All parking layouts must be designed in such a way that pedestrian and cyclist safety and convenience have absolute priority.
- 9 Where a specific category is not listed standards will be determined by discussion.
- 10 The needs of people with disabilities should be properly provided for in the design of parking areas, and reduced parking levels should not apply to the provision of such spaces. Parking for the disabled should be additional to the general parking provision. A minimum provision equal to 6% of spaces should be designated for people with disabilities, with a minimum of 1 space for employment developments, and 3 spaces for retail/leisure developments above 1000m<sup>2</sup>. The spaces need to be extra wide to cater for wheelchair manoeuvring and be located as close as practical to building entrances. The kerb adjoining these spaces should be dropped along the entire length of the parking spaces to facilitate ease of movement for wheelchair users.

### Cycle and operational parking for non-residential uses

Land Use	Use Class	Cycle Parking (Minimum)	Operational Parking (Minimum)
<b>Education</b>			
<b>Nursery Schools</b>	D1	<b>Staff</b> 1 space/5 staff	Facility for contract buses School Travel Plan <i>Space for deliveries</i>



Land Use	Use Class	Cycle Parking (Minimum)	Operational Parking (Minimum)
<b>Primary and Secondary Schools</b>	D1	<b>Staff</b> 1 space/5 staff <b>Students</b> 1 space/5 students	Sufficient facility for contract buses School Travel Plan <i>Space for deliveries</i>
<b>Sixth Form Colleges and Colleges of FE</b>	D1	<b>Staff</b> 1 space/5 staff <b>Students</b> 1 space/5 students	Travel Plan <i>Space for deliveries</i>
<b>Medical</b>			
<b>Health Centres Doctors' Surgeries Dentists' Surgeries Veterinary Surgeries</b>		1 space / 3 consulting rooms	1 space / doctor or nurse facilities for patients to pick up and set down as appropriate disabled parking
<b>Business and Industry</b>			
<b>Offices</b>	B1 A2	1 space / 150m <sup>2</sup> GFA	space for deliveries
<b>Banks</b>		1 space / 150m <sup>2</sup> GFA	1 suitably located space to accommodate security van and other deliveries in a town centre
<b>Industry</b>			
<b>Manufacturing</b>	B2 to B7	<b>Staff</b> 1 space /200m <sup>2</sup> GFA <b>Customers</b> 1 space / 500m <sup>2</sup> GFA	1 service vehicle / 500m <sup>2</sup> GFA
<b>Warehousing</b>	B8	1 space / 400m <sup>2</sup> GFA	1 service vehicle / 250m <sup>2</sup> GFA
<b>Offices</b>		1 space / 150m <sup>2</sup> GFA	space for deliveries
<b>Hotel and Catering</b>			
<b>Hotels /Motels</b> Defined as more than 20 beds	C1	1 space /10 bedrooms	1 space / resident member of staff Coach pick up/ set down Taxi pick up / set down
<b>Guest Houses</b> Defined as under 20 beds	C1	1 space /10 bedrooms	1 space / resident member of staff
<b>Restaurants</b>	A3	1 space / 50m <sup>2</sup> PFA (Public Floor Area) (minimum 4 spaces)	Taxi / car pick up / set down Space for deliveries <b>Note:</b> These standards may be varied for town centre sites depending on the availability of public car parking.
<b>Public houses / Licensed Clubs</b>		1 space / 10m <sup>2</sup> PFA (Public Floor Area)	Space for deliveries <b>Note:</b> These standards may be varied for town centre sites depending on the availability of public car parking.

Automotive industry			
<b>Garages Service Stations Car Repair Workshops</b>	none	<b>Staff</b> 1 space / 6 staff	1 space / breakdown or towing vehicle where a car wash is provided, space for 5 cars to wait
<b>Motorist Centres Tyre fitting, exhausts etc</b>		<b>Staff</b> 1 space / 6 staff	space for 2 cars to wait
Retail			
<b>Town centre / neighbourhood shops</b>		<b>Staff</b> 1 space / 200m <sup>2</sup> GFA <b>Customers</b> 1 space /100 m <sup>2</sup> GFA	1 service vehicle / 500 m <sup>2</sup> GFA
<b>Supermarkets (under 1000 m2 GFA)</b>		<b>Staff</b> 1 space / 200m <sup>2</sup> GFA <b>Customers</b> 1 space /500 m <sup>2</sup> GFA	1 service vehicle / 500 m <sup>2</sup> GFA
<b>Superstores (over 1000 m<sup>2</sup> GFA)</b>		<b>Staff</b> 1 space / 200m <sup>2</sup> GFA <b>Customers</b> 1 space /750 m <sup>2</sup> GFA	1 service vehicle / 500 m <sup>2</sup> GFA
<b>DIY stores Retail Warehouses</b>		<b>Staff</b> 1 space / 200m <sup>2</sup> GFA <b>Customers</b> 1 space /750 m <sup>2</sup> GFA	1 service vehicle / 500 m <sup>2</sup> GFA
<b>Garden Centres</b>		<b>Staff</b> 1 space / 200m <sup>2</sup> GFA <b>Customers</b> 1 space /750 m <sup>2</sup> GFA	1 service vehicle / 500 m <sup>2</sup> GDA (Gross Display Area)
Entertainment and public spaces			
<b>Public Halls Places of Assembly Community Centres Places of worship</b>	D1	1 space / 25 m <sup>2</sup> GFA	Space for deliveries
<b>Cinemas and theatres</b> excluding multiplexes		1 space / 50 seats	Space for coaches to pick up and set down as appropriate Space for deliveries
<b>Dance Hall discotheque</b>		1 space / 50 m <sup>2</sup> GFA	Space for deliveries <b>Note</b> these standards may be varied for town centre sites depending on the availability of public car parking
<b>Libraries museums and Art Galleries</b>	D1	1 space / 300m <sup>2</sup> GFA as appropriate	Space for mobile library van as appropriate
Sports and leisure			
<b>Indoor and outdoor stadia</b> including Rugby League and Football Stadia and Cricket Grounds	D2	<b>Staff</b> 1 space / 10 staff <b>Players and spectators</b> Determined by Travel Plan	Coaches for players space for deliveries

<b>Sports and Leisure Centres</b>	D2	<b>Staff</b> 1 space / 10 staff <b>Players and spectators</b> Determined by Travel Plan	space for deliveries
<b>Swimming pools and skating rinks</b>		<b>Staff</b> 1 space / 10 staff <b>Players and spectators</b> Determined by Travel Plan	space for deliveries
<b>Golf Courses</b>		<b>Staff</b> 1 space / 10 staff	space for deliveries
<b>Residential - special</b>			
<b>Frail elderly nursing homes</b> (restricted to 60/ 65+)		1 space / 6 staff	<b>Staff</b> 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries
<b>Sheltered accommodation</b> (restricted to 65/65+ and restricted to 1 bedroom units)		1 space / 10 staff	<b>Staff</b> 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries
<b>Semi-retirement accommodation</b> (where individual units are self-contained)			<b>Staff</b> 1 space /2 non- resident member of staffs <b>Visitors</b> 1 space / unit Space for deliveries
<b>Student accommodation</b>		1 space / 2 units	1 space / 3 students space for deliveries
<b>Community housing for the handicapped</b>			<b>Staff</b> 1 space / resident member of staff 1 space /2 non- resident member of staff ambulance or customised transport Space for deliveries
<b>Extra care facilities</b>		1 space / 6 staff	<b>Staff</b> 1 space / resident member of staff 1 space /2 non- resident member of staff  Space for ambulance or customised transport Space for deliveries

## Residential Parking Standards

Minimum Vehicle Parking					
use class	Land Use	Minimum Cycle Parking	Rural Areas	Market Towns and Harrogate / Knaresborough Scarborough Catterick Garrison	Central Urban Areas <i>with good accessibility to all services</i>
	Dwelling 4 or more bedrooms	Secure facility to lock cycles	3 spaces	2 spaces	
	Dwelling 3 bedrooms	Secure facility to lock cycles	2 spaces	2 spaces	
	Dwelling 2 bedrooms	Secure facility to lock cycles	2 spaces	1 space ?	
	Dwelling 1 bedroom	Secure facility to lock cycles	1 space	1 space	
	Houses in multiple occupancy Bedsitters	Secure facility to lock cycles per bedroom	?	?	

## **Cycle Parking Facilities**

### **Guidelines for Provision**

The type of cycle parking provided should be based on the expected length of stay by the prospective user.

#### **Short Stay**

Where the length of stay by the user is expected to be less than approximately 2 to 3 hours (e.g. customers at a supermarket) short stay cycle parking facilities will normally be adequate. These should preferably be 'Sheffield' type stands these being a fixed hoop against which a cycle can be lent and locked. These are available commercially from a number of manufacturers. Any type of stand that supports the cycle by its wheel should be avoided as these often cause damage to the wheel.

Short stay cycle parking facilities need not necessarily be undercover but providing covered parking facilities may benefit customers.

#### **Long Stay**

Where the length of stay by the user is expected to be over approximately 3 hours (e.g. staff parking) long stay facilities should normally be provided. These may be either Sheffield type stands provided in a covered area or covered bike shed or cycle lockers. Both of these types of facility are available commercially from a number of manufacturers.

Long Stay cycle parking should be located near to the final destination and be covered and secure.

### **Location of Cycle Parking**

The location of cycle parking is crucial to its successful use.

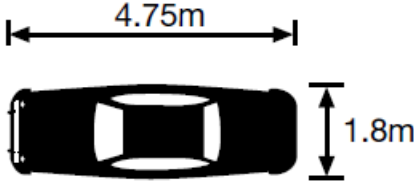
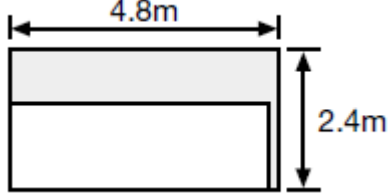
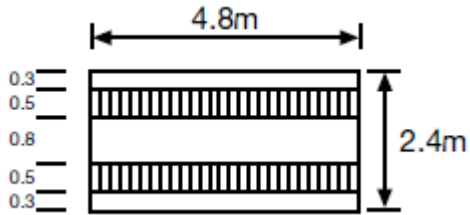
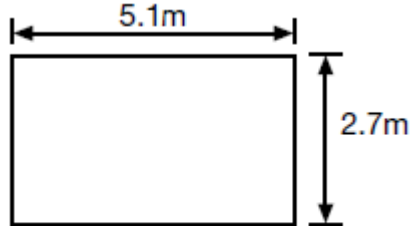
All types of cycle parking should be located in an area which has regular passing pedestrian traffic. This provides informal supervision, increases the security of the facilities and therefore increases its use.

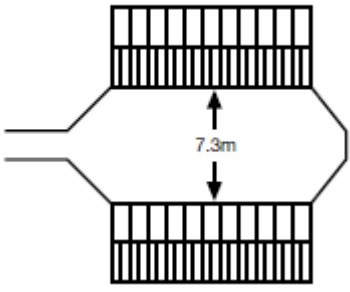
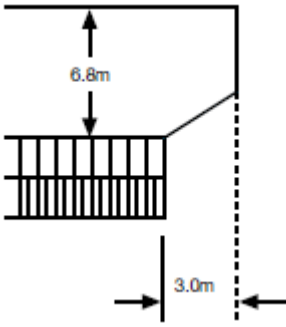
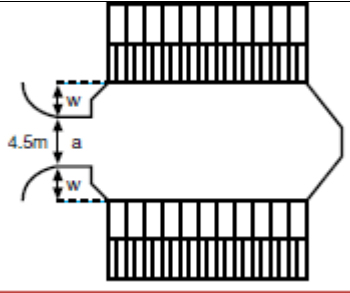
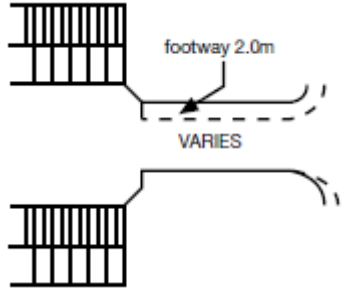
Short stay cycle parking should be located as close as possible (e.g. within 30 m) to the final destination (e.g. as close to the store entrance as possible). Experience shows that where the facility is not located close to the final destination its use is decreased. This can lead to problems with informal cycle parking at the entrance to the development (e.g. cycle locked to trolley parks at supermarket entrances).

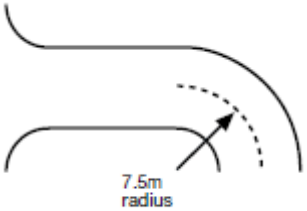
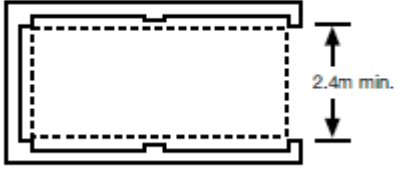
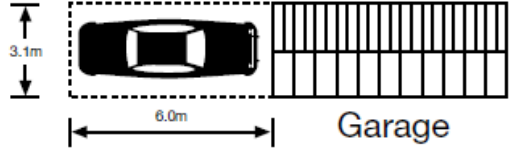
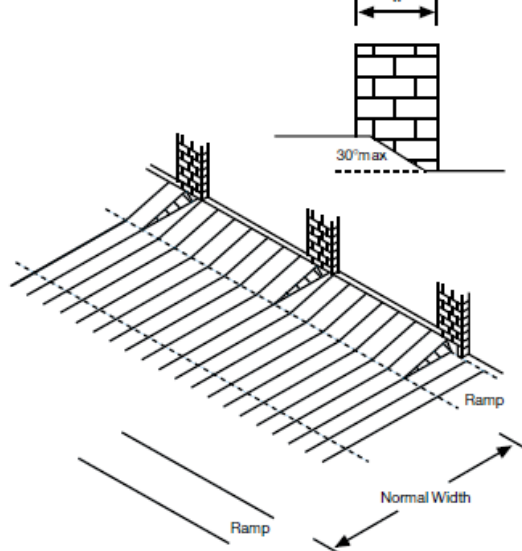
### **Ongoing Review of Provision**

The number of cycle parking places specified in the guidelines is the recommended minimum provision. The developers should always assess whether an increased level of provision may be necessary or advantageous. Additionally, the developers should monitor usage of the cycle parking facilities following completion of the development. If the cycle parking is well utilised consideration should be given to providing additional parking.

## Car Parking Dimensional requirements

Standard Car Size	
99% of all new cars will fit within the dimensions of a rectangle 4.75m x 1.8m.	
'Standard' Car Parking Space	
A minimum space of 4.8m x 2.4m is required for the hard standings, car ports and the internal dimensions of garages. The standard dimensions of 4.8m x 2.4m must only be used as a general minimum (16ft x 8ft).	
Basic Hard standing	
For a standard car excluding working space for individual plots.	
Basic Convertible hard standing or car port convertible to garage later. Group hard standings convertible to garages later	
<p><b>Notes</b></p> <p>a. Dimensions of convertible hard standings include allowance for wall thickness.</p> <p>b. Slab dimensions are the absolute minimum for garages and larger sizes will be to provide working space.</p> <p>c. Add from 0.6m in length x 1.0m in width to 1.5m in length and 1.5m in width for working space.</p> <p>d. In special case of garages or car ports for the semi-ambulant, see 'Designing for the Disabled' by Selwyn Goldsmith RIBA.</p>	

Car Working Space		
Basic space		2.4m x 4.8m
A	Working surface and minimum clearance	3.2m x 5.6m
B	Door opening from dwelling	3.4m x 5.8m
C	Washing and cleaning	3.5m x 5.9m
D	Washing and storage space	3.6m x 6.0m
E	As D, with space for kneeling	3.8m x 6.3m
Garage Forecourts		
Manoeuvring space between walls or garages Min 7.3m – up to 9.0m desirable. To allow for opening lock up doors and cars parked outside.		
Manoeuvring space between garage and opposite kerb Manoeuvring space at end of forecourt aisles 3.0m.		
Garage forecourts need to be kept as visually unobtrusive as possible. The provision of screening by layout or by screen wings (w) may be required.		
Access Widths to Garage Courts		
<b>Total spaces*</b>	<b>Widths</b>	
(a) Up to 6	2.5m	
(b) 7-16	4.5m	
(c) Over 16	5.0m	
* Garages and hard standings For service vehicles to mews area 4.5m.		

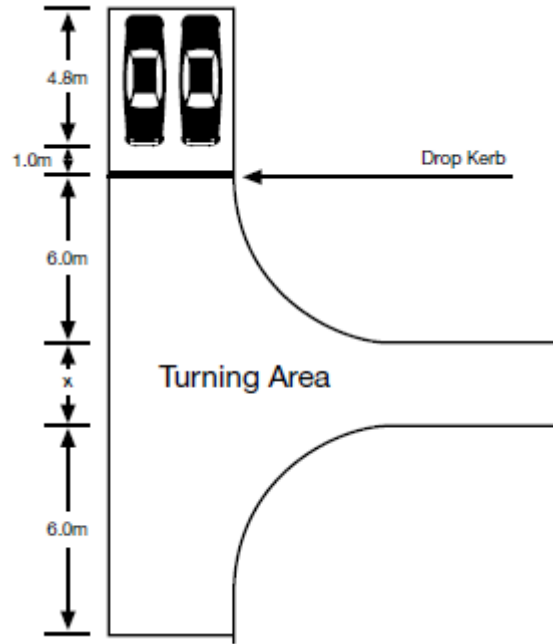
<p><b>Radius</b></p> <p>For access ways up to 16 spaces a minimum centre line radius of 7.5m.  For access ways over 16 spaces radius to be designed for 10mph and forward visibility provided accordingly.  Washing areas should be sited clear of the vehicular access and parking area</p>	
<p><b>Individual Garage</b></p> <p>The MINIMUM internal size is 4.8m x 2.4m.  THROUGH garages – with doors back and front are strongly recommended when this can give access for additional rear curtilage parking.</p>	
<p><b>Minimum Garage size to count as parking:</b></p>	
<p>From MfS the <b>Minimum Garage size for it to be counted as a parking space</b></p>	<p><b>3.0m x 6.0m</b></p>
<p><b>Other requirements</b></p>	
<p><b>Parking Space in Front of a Garage</b></p> <p>Allow a minimum of 6m space for minimum working at rear, up and over door clearance at front.</p> <p>This space MUST NOT lie within future highways limits.</p>	
<p><b>Grouped Garages on Sloping Sites</b></p> <p>Where garages are sited across contours they may need to be wider than normal to accommodate wider piers.</p> <p>The manoeuvring space in a garage forecourt will need to be wider than the minimum to accommodate a short ramp.</p> <p>The length of a ramp and width of pier will depend on the slope of the forecourt.</p>	



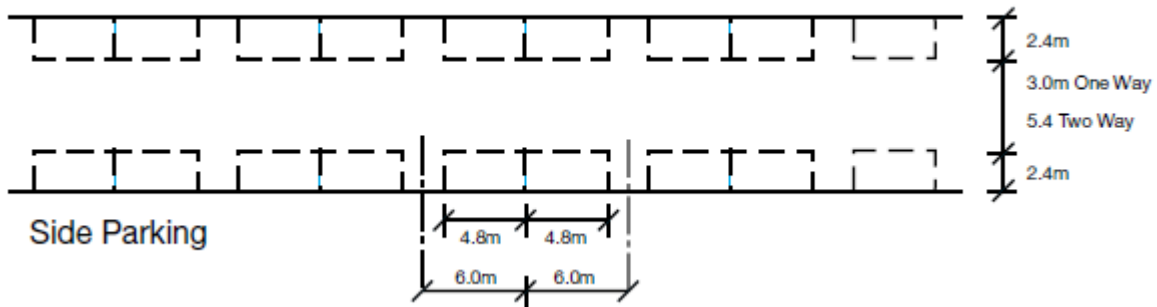
**Parking Space Abutting Turning Areas**

Parking bays will need to be lengthened where they abut turning areas and provided with a drop kerb to act as a distance stop.

This will enable large vehicles to turn properly.

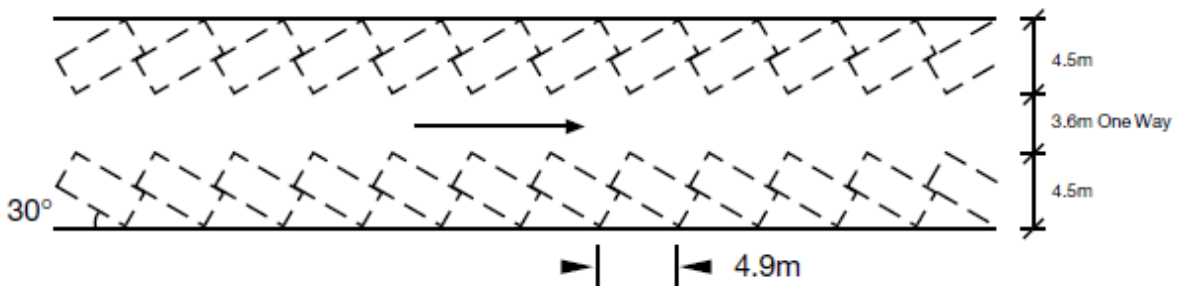


**Car parking Dimensional Requirements**

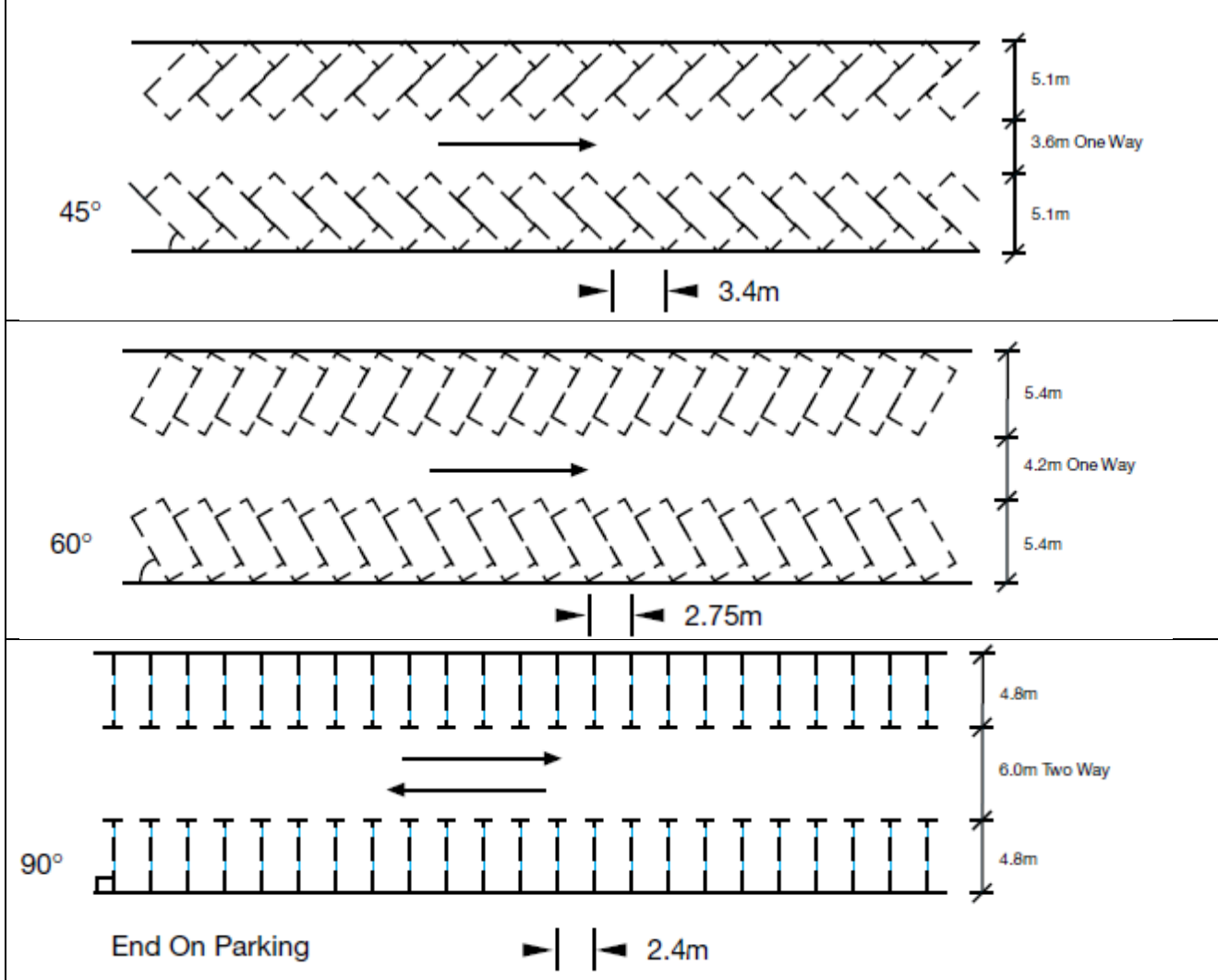


**Alternative Parking layouts**

N.B. These arrangements are not normally acceptable adjacent to highways



**Alternative Parking layouts continued**



## Checklist for a Transport Assessment

A properly prepared TA will help assess the development's compatibility with the relevant policies and allow the transport implications of proposed developments to be properly considered. It will, where appropriate, identify the appropriate developer funded mitigation to facilitate development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Transport Assessment.

The list should not be viewed as a substitute for a meeting with the local highway authority to scope the content of the Transport Assessment.

<b>ISSUES TO BE CONSIDERED BY DEVELOPER</b>	
<b>Executive Summary</b>	
To be written so the public can understand the conclusions. Also make sure the methodology and build-up of assumptions in the main report itself are clear to read and follow.	
<b>Policy Framework – Please agree with the Highway Authority</b>	
Consideration should be given to relevant national and local policy	
<b>Existing Highway Conditions – Please agree with the Highway Authority</b>	
Consider the existing road infrastructure.	
Highlight existing problems (queues, accidents, complaints etc.)	
Set out the existing traffic flows. Are the surveys current and representative? What are the peak hours? What about the weekend? Holiday periods?	
Have the counts included HGVs? Are PCUs conversions, or %HGVs used in capacity calculations?	
Does the report highlight all the critical junctions and links, or are there more?	
Does the report consider other committed developments (or vacant buildings etc.) which might have a noticeable impact on the base traffic assumptions?	
<b>The Proposed Development</b>	
Does the development description match that shown on the planning application?	
<b>Generation and Assignment – Please agree with the Highway Authority</b>	
What assumptions have been made about modal split, do these relate to the area?	
Is the traffic generation methodology robust?	
Are comparative sites similar in composition and location?	
Is the sample large enough and the sites comparable to the area?	
Are the figures mean or 85th percentile?	
Do the figures correlate to the proposed parking levels and modal split assumptions?	
What are the peak weekday and weekend times, do these relate to the surveyed network peaks or is there a combination of different peak times? Consider tidality for new junctions.	
What about HGV traffic generation, is this material?	
On what basis is the traffic assigned to the road network (comparative counts, gravity model, a range of tested options, a guess?) Is this reasonable, has it been justified? Are sensitivity tests needed?	
What assumptions have been made for traffic already on the network e.g. pass-by/diverted trips?	
What effect will competing sites have on the above?	
Without a further planning consent, what other uses could go on in the site?	
Do the conclusions match those in other reports e.g. Retail Impact Assessment?	
<b>Future Issues – Please agree with the Highway Authority</b>	
Are there any committed or protected highway or transportation schemes which would have a direct or indirect effect on any of the above?	
What traffic growth assumptions have been made, have these been substantiated?	

<b>Vehicular Impact – Please agree with the Highway Authority</b>	
Have the correct road junctions and links been identified?	
How have the critical junctions and links been analysed? Has this been done properly?	
Do the calculations model existing conditions; do these reflect what actually occurs?	
What is the future impact in terms of capacity, delay, queuing etc?	
Consider the implications of the impact (increased accident risk, effect on other road users, pollution, noise, vibration, queuing through junctions, excessive delay, rat-running to avoid problems, impact on schools and other sensitive locations etc.)	
What mitigating measures is the developer proposing; are these deliverable?	
What about HGVs?	
Is secure powered two-wheeled parking provided?	
What are the consequences on other vehicles, pedestrians, cyclists and public transport etc?	
<b>What developer funded improvements are required?</b>	
<b>Pedestrian Impact – Please agree with the Highway Authority</b>	
What is the catchment zone?	
What are the routes on foot to/from the site (access to/from residential areas, public transport connections, local facilities etc.)?	
Are there any accident problems involving pedestrians?	
Is there, or will there be, a need for help in crossing roads?	
What about dropped crossings/tactile facilities etc?	
What about footway/path widths, surfacing, lighting, safety/security?	
Has the site been designed to achieve good access on foot or do you have to negotiate a sea of car parking?	
Are pedestrians disadvantaged in any way by these proposals?	
<b>What developer funded improvements are required?</b>	

<b>Bicycle Accessibility – Please agree with the Highway Authority</b>	
What is the catchment zone?	
What are the routes by bicycle to/from the site (access to/from residential areas, public transport connections, local facilities etc.)?	
Are there any accident problems involving cyclists?	
Is there, or will there be, a need for help in crossing roads?	
What about cycleway/path widths, surfacing, lighting, safety/security, junction arrangements?	
Has the site been designed to achieve good access by bike without negotiating a sea of car parking?	
Is the bicycle parking convenient, safe, secure, covered etc. and in accordance with the highway authority's guidelines?	
Have bicycle changing, showering, locker, clothes drying facilities been provided?	
<b>What developer funded improvements are required?</b>	
<b>Public Transport Access – Please agree with the Highway Authority</b>	
Which bus/train services pass the site, and do they stop?	
How frequent, when do they start and finish, what about at the weekend?	
Where can you get to on the existing services and where can't you get to?	
Are the stops close to the site (consider shelters, lighting, bicycle parking, seating, information etc.)?	
How accessible are the stops on foot (directness, dropped crossings, tactile facilities, crossing facilities)?	
For major sites – do the buses have sufficient capacity at peak times?	
Can public transport penetrate the site? Consider cost, increased journey times for other users etc.	
<b>What developer funded improvements are required?</b>	
<b>Conclusions &amp; Reminders</b>	
What developer funded improvements are required? – Please list including the need for any TROs.	
Has a Road Safety Audit been organised?	
Are legal agreements required? T&CP Act Section 106, Highways Act Section 278 and/or Section 38?	
<b>Is a 'Travel Plan' Required? – Please agree with the Local Highway Authority</b>	
What measures are to be included?	

	<b>Indicative Thresholds for preparing Transport Assessments</b>	<b>TS</b>	<b>TA</b>	<b>TA/TP</b>
	Residential developments where there are more than 50 dwellings.	✓		
	Residential developments where there are more than 80 dwellings.			✓
	Any development that is not in conformity with the adopted development plan.			✓
	Any development generating 30 or more two-way vehicle movements in any hour.		✓	
	Any non-residential development generating 100 or more two-way vehicle movements per day.		✓	
	Any development proposing 100 or more parking spaces.		✓	
	Any development that is likely to increase accidents or conflicts among motorised users and non- motorised users, particularly vulnerable road users such as children, disabled and elderly people.			✓
	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		✓	
	Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.		✓	
	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA)		✓	
	Any development where in the opinion of the local highway authority problems are already being encountered and a lower threshold may be considered a material concern.		✓	

**Not used**

**Appendix E**

## Checklist for a Travel Plan

A properly prepared Travel Plan will assist in mitigating the impact of development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Travel Plan. It is not exhaustive and should not be considered as such.

The list should not be viewed as a substitute for a meeting with the local highway authority to discuss the content of a Travel Plan prior to drafting.

<b>Issues to be Considered by Developer</b>	
<b>Executive Summary</b>	
To be written so the public can understand the conclusions.	
<b>Policy Framework</b>	
Consideration should be given to relevant national and local policy.	
<b>Administrative Arrangements</b>	
Is there a nominated person with responsibility for the Travel Plan and its maintenance?	
Is there a survey of staff travel choices for current staff and/or statistics that will inform the likely use of the new development?	
Have you presented a timetable for completion of the travel plan and submission of interim reports to the local highway authority at not less than two-year intervals? Have you made provision for any monitoring fee required through a S106?	
Is there evidence that public transport operators have been consulted?	
<b>The Proposed Development</b>	
Is the site permeable for walkers and cyclists so that all of the desire lines across the site are possible without detour?	
Is there a car park management system that includes parking permits?	
Does the car park layout incorporate spaces for car sharers in an attractive and visible location?	
Is the approach to key locations convenient and convivial for walkers?	
Is the approach to key locations convenient and convivial for cyclists?	
Is there secure (i.e. overlooked) cycle parking in a location that encourages cycling; e.g. near the clocking-in point in a workplace?	
Are there features within suitable buildings that would encourage cycling; e.g. changing rooms, lockers, showers?	
Are there clear, safe, well-lit connections to the nearest public transport routes?	
Are there facilities for waiting for public transport on-site?	



<b>Public Transport Promotions</b>	
Are timetables displayed in a visible location and telephone calls to public transport information lines made available free of charge?	
Are there initiatives planned to encourage a positive attitude to public transport; e.g. free trial weeks, discount on ticket purchase etc?	
<b>Car Sharing Promotion</b>	
Is there a car-share database or other means to encourage car sharing?	
Are there any promotion measures/incentives to encourage car sharing?	
<b>Walking Promotions</b>	
Are there plans to encourage walking, e.g. through promotional campaigns linked to walking and health?	
Will walkers benefit in any way from the Transport Plan?	
<b>Cycling Promotions</b>	
Is there an appropriate mileage allowance for work-related bicycle use?	
Is there a bicycle user group?	
Is there promotion of national events such as Bike to Work Week?	
Is there financial assistance towards the purchase or loan of a bicycle?	
<b>Office Practice</b>	
Is maximum possible use made of flexible working in order to reduce the need to travel?	
Is maximum possible use made of information technology in order to reduce the need to travel?	
Is there a goods inwards/outwards delivery policy that discourages wasteful journeys?	
Is there a company car policy that discourages driving?	
<b>General Promotions</b>	
Are there constant reminders of the need to reduce unnecessary car use?	
Are there two or more positive attempts per year to involve occupants in promotions of alternatives to the car?	
Are small efforts made to avoid all forms of travel, e.g. canteen or shop on site?	
<b>Conclusions &amp; Reminders</b>	
<b>What developer funded improvements are required? – Please list</b>	
Are legal agreements required? T&CP Act Section 106?	
Are the Targets SMART and deliverable?	