7 Parking standards

Introduction

7.1 A review of parking standards and best practice was undertaken by the council's former term consultant Mouchel in 2010. As it is considered that this work is still largely valid, only a 'light touch' review was undertaken as part of the development of this revised LTP3 Car Parking Strategy.

Minimum residential parking standards

7.2 In view of the points made in chapter 3, the council has developed a set of minimum parking standards for residential development across Wiltshire. These standards should ensure that sufficient parking is provided in new developments to cater for demand, while Policy PS6 provides the flexibility to allow for a lower level of provision where specific circumstances can be demonstrated.

7.3 The following minimum parking standards (see Table 7.1 below) are based on allocated parking (that is, parking allocated to individual dwellings).

Table 7.1 Minimum parking standards (allocated parking)

Bedrooms	Minimum spaces
1	1 space
2 to 3	2 spaces
4+	3 spaces
Visitor parking	0.2 spaces per dwelling (unallocated)

7.4 Garages will only count as part of the allocated parking provision where they meet the minimum size requirement of 6m x 3m (internal dimensions). This is to ensure that there is sufficient room for an average sized family car, a cycle and some storage provision. Where these minimum size requirements are not met, the council will require design statements and/or transport assessments to demonstrate the need for such provision and/or to set-out the role of alternatives (e.g. car ports which are unlikely to be used for storage and could therefore count towards allocated parking provision).

7.5 Policy PS6 sets out the presumption that unallocated communal parking will be included in the majority of new residential developments; to allow sufficient flexibility, this will be negotiated on a case-by-case basis with the aim of reflecting local circumstances and need.

Maximum private non-residential parking standards

7.6 Maximum parking standards for private non-residential developments in Wiltshire are presented in Appendix C.

Discounting maximum parking standards

7.7 The use of accessibility levels as a basis for the discounting of maximum parking standards is now an established policy among many local authorities. The council has identified a process, following best practice, to apply such an approach to private non-residential developments in Wiltshire.

7.8   The discounting process has two stages:

1.   Assess the broad development location in terms of the Wiltshire Core Strategy's Settlement Strategy and apply a primary discount
2.   Assess the actual site in terms of local accessibility to non-car modes of transport through the use of a questionnaire and apply a secondary discount based on the resulting questionnaire score.

Broad development location

7.9   For the first stage of the approach, the following primary discount would be applied to the maximum parking standard.

Table 7.2 Primary discount based on broad development location

Location	Initial discount
Town centres in 'Principal Settlements'	10%
All other areas	0%

7.10   The Principal Settlements are: Chippenham, Trowbridge and Salisbury.

Local accessibility

7.11   For the second stage of the process, a questionnaire will be used to assess local levels of accessibility of a development site. The questionnaire is presented in Appendix D.

7.12   The questionnaire will result in a development being scored on the basis of the current level of accessibility it has to non-car modes of transport. The score will enable the site to be assessed as having low, moderate, high or very high local accessibility. This score will be translated in the secondary discount using the percentages identified in Table 7.3 below.

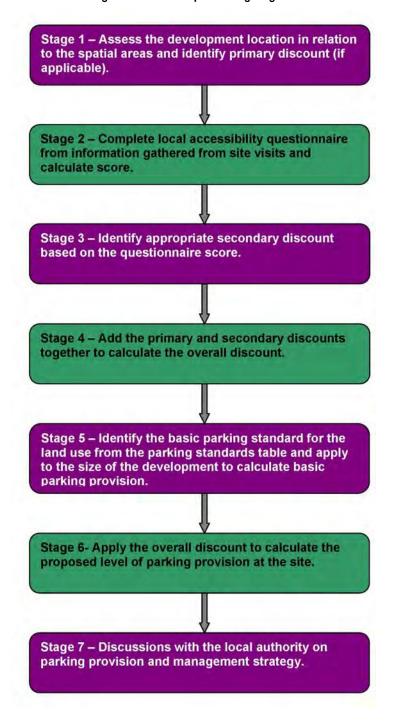Table 7.3 Secondary discount based on local accessibility of the development site

Accessibility rating	Points from questionnaire	% secondary discount
Low	0 to 14	0%
Moderate	15 to 22	5 to 10%
High	23 to 30	10 to 25%
Very high	30 to 36	At least 25%

7.13   It should be noted that the discounts identified above would not be applied to disabled (Blue Badge) parking spaces which should be based on recognised national standards (currently Traffic Advisory Leaflet 5/95 (DfT, April 1995).

Discounting Process

7.14   Figure 7.1 (see below) illustrates the key steps in the overall accessibility-based discounting process.

Figure 7.1 Discount processing diagram

Stage 1 – Assess the development location in relation to the spatial areas and identify primary discount (if applicable).

↓

Stage 2 – Complete local accessibility questionnaire from information gathered from site visits and calculate score.

↓

Stage 3 – Identify appropriate secondary discount based on the questionnaire score.

↓

Stage 4 – Add the primary and secondary discounts together to calculate the overall discount.

↓

Stage 5 – Identify the basic parking standard for the land use from the parking standards table and apply to the size of the development to calculate basic parking provision.

↓

Stage 6- Apply the overall discount to calculate the proposed level of parking provision at the site.

↓

Stage 7 – Discussions with the local authority on parking provision and management strategy.

Appendix A Car parks schedule

Revised Car Parks Schedule to be included following the approval of the strategy by Wiltshire Council's Cabinet on 17th March 2015.

Appendix B Residents' parking scheme process

Stage 1 - identification of demand for a potential scheme

Stage 1 of the process will be based on evidence from a significant proportion of residents or Wiltshire Council itself. Following on from receipt of a request, it is at Wiltshire Council's discretion where and when to conduct surveys to analyse the presence or severity of the issue.

The council has set the following as the standard criteria for the level at which a scheme design may be considered appropriate.

Scheme design criteria

Daytime issue (8am - 6pm)	Nighttime issue (6pm - 8am)	24 hour issue
60% of available kerb space is occupied by non-residents' vehicles for more than 6 hrs during which 85% of the available kerb space is occupied by all parked vehicles.	40% of available kerb space is occupied by non-residents' vehicles for more than 4 hrs during which 85% of the available kerb space is occupied by all parked vehicles.	A combination of the daytime and night time issues.

The cost of developing residents' parking scheme is high and in some cases schemes do not justify the cost of further development if there is not a readily identified problem. There is also significant risk to the council of promoting schemes which may not be self supporting. Given these factors, options may be made available for local Area Boards to underwrite the cost of developing a scheme, with those costs potentially reimbursed from permit sales, if there is sufficient uptake.

Stage 1 - actions required:

- Residents request consideration of a parking scheme or Wiltshire Council identifies an issue itself.
- Residents to undertake initial survey of households directly affected to ascertain level of support for a scheme. Wiltshire Council will provide the initial questionnaire documentation which explains the outline principles of the scheme. A response rate of over 50% is required with a majority of 51% or above to carry the vote for a scheme to be progressed to the next stage.

Stage 2 - assessment of request and definition of scheme type and limits

Stage 2 of the process follows on from the initial request for a scheme and an indication that the minimum level of support from those directly affected has been achieved.

It is at this stage that a survey of the existing parking types and level within the area needs to be undertaken to assess against the scheme design criteria shown above. The type and limit of the scheme needs to be agreed dependent on the survey results. Wiltshire Council does not currently have the staff resources available to undertake parking occupancy surveys; it is therefore likely that these would need to be outsourced (subject to the required funding being identified).

Residents owning too many cars – No scheme. If it is found that issues exist due to residents owning too many cars, a residents parking scheme should not go ahead.

Long stay issue – Shared use. A shared use scheme is one in which existing or proposed parking restrictions are believed to place a disadvantage on the residents. In this case, residents' parking permits could be allocated, and restrict parking to two hours for example, in order to allow access to local facilities but prevent all day parking in the area.

Short stay issue – Exclusive use. An exclusive use scheme would arise where the demand for parking by residents and visitors is currently greater than the existing number of parking spaces. In this case, restrictions are required to provide an equal advantage to residents and visitors to park.

Stage 2 - actions required:

- Identification of the need for a Residents' Parking Scheme.
- Agree resourcing and conduct on-site survey to establish parking types, level and demand.
- Decide whether the residents' parking scheme is to address a long-stay or short-stay issue.
- Identify the potential restrictions and time limits based on the user profile.

Stage 3 - justification of scheme

Stage 3 involves gathering the evidence from Stages 1 and 2 to assess the feasibility of promoting a scheme. From the evidence obtained at Stage 1 and identification of the issue and possible type of scheme at Stage 2, an assessment can be carried out as to the scope and impact of implementing a scheme. From this, the possible capital and revenue implications can be calculated. These will be set out in a report showing the conclusions of the findings to date. This will support the consultation and marketing process. The report should provide justification for the scheme or the need for support from the Area Board to progress.

Stage 3 - actions required:

- Consider scope and detail of a potential scheme.
- Set out a written justification for sending the scheme to consultation through criteria and observation data.

Stage 4 - prioritisation of measures

If there are a number of requests for schemes then Wiltshire Council must prioritise these. The promotion of schemes is costly and with limited funding available to implement, it is likely that all requests will need to be prioritised. Rankings should be completed against common criteria such as the scale of parking problem, the likely cost of implementing a scheme and public support for the scheme. This will provide a ranked list of requests that can be progressed as funding becomes available.

Stage 4 - actions required:

- Provide a list prioritising potential schemes and also the associated measures which would be adopted.

Stage 5 - consultation with residents and businesses

Stage 5 is a key and significant stage within the whole process. Developing a strategy for whom and how residents are consulted needs careful preparation. Wiltshire Council needs to identify the area which will be consulted, a methodology and also a budget. The streets adjacent to those under investigation can also be considered in the consultation process. The views of surrounding local businesses are also important in the potential implementation of a scheme.

The council will look to a minimum consultation response rate of over 50% and a majority of 51% or above to carry the vote.

Stage 5 - actions required:

- Identify areas and stakeholders to be consulted.
- Determine standard method of consultation.
- Clearly define the principles of a scheme and the level at which the vote will be carried forward.

Stage 6 - permit allocation and pricing

Stage 6 of this process is another significant stage involving setting permit entitlements and charging. In terms of residential entitlement, this may be based upon a maximum number of permits per household, e.g. one, two or in some cases three. In other cases, permits have been allocated based on the availability of parking spaces (e.g. 75-100% – allow two permits/household and visitors' permits). Visitor permits may be awarded at set amounts per year or as above based on space availability. The number of business permits also needs to be considered.

In terms of charging, some areas allow the first permit to be free, others impose specific zone costs or some are attempting to create a county wide fee. The charging structure for Resident Parking Permits is generally set by Wiltshire Council's parking enforcement service although in some cases consideration may need to be given to site specific needs.

Stage 6 - actions required:

- Consider effectiveness of county wide or site specific entitlement and charges.
- Identify a method to apply entitlements for residents, visitors and businesses.
- Set a charging schedule which will reflect the site specific needs.

Stage 7 - traffic regulation orders and implementation

Stage 7 of this process involves the drafting of the legal orders, a statutory consultation process and implementation stage. At this point there needs to be consideration of the initial consultation process. New or amended Traffic Regulation Orders need to be drafted and advertised. This stage provides an opportunity to invite formal comments on the scheme. Any objections must be resolved or overridden before the scheme can be implemented.

Stage 7 - actions required:

- Draft Traffic Regulation Orders, formally advertise and invite comments from residents/members of the public.
- Collate consultation responses and amend where necessary.
- Submit a report to the relevant Cabinet Member for consideration.
- If approved, undertake legal process to implement Traffic Regulation Order.
- Implement signs and lines on the ground to enable scheme enforcement.
- Administer scheme documentation (permits, etc).

Stage 8 - enforcement and monitoring

Stage 8, the final stage of the process is applied when the scheme is in effect. Wiltshire Council will determine the level at which to monitor or enforce the scheme. In most cases, a residential parking scheme is defined as a low priority within the council's overall traffic management issues. If, however, the council receives a significant number of complaints from residents and compliance is also low, it may then be necessary to enforce the scheme further.

Stage 8 - actions required:

- Maintain a record of residents' complaints or levels of low compliance.
- Where necessary, enforce the scheme and monitor suitability of measures.

Appendix C Maximum parking standards

Maximum parking standards[1]

Use class	Land use	Standard
A1: Retail	Food Retail	1 per 14m^2 (>1000m^2), 1 per 35 m^2 (<1000m^2)
	Non-Food Retail	1 per 20m^2 (>1000m^2), 1 per 35 m^2 (<1000m^2)
A2: Financial and Professional Services		1 per 30m^2
A3: Food and Drink	Restaurant	1 per 5m^2 public floor area
	Fast Food and Drive Through	1 per 5m^2 public floor area
B1: Business	Stand Alone Offices	1 per 30m^2
	Business Parks	1 per 35m^2 (above 2500m^2)
B2: General Industry	General Industry	1 per 30m^2 (less than 500m^2), 1 per 50m^2 (min. 8 above 500m^2)
B8: Storage and Distribution	Storage and Distribution	1 per 30m^2 (less than 500m^2), 1 per 200m^2 (min. 8 above 500m^2)
C1: Hotels and Hostels	Hotels and Hostels	1 per bedroom (plus requirement for public facilities)
C2: Residential Institutions	Hospitals	1 per 4 members of staff + 1 per 3 visitors
	Nursing Homes	1 per 4 beds + 1 per 2 members of staff
	Residential Schools and Colleges	1 per bed (including staff bed spaces) + 1 per 2 non-residential and ancillary staff
C3: Dwelling Houses	Sheltered Accommodation	1 per 2 units + 1 space per 5 units
	Other 'Retirement' Homes	1 per unit + 1 space per 5 units
D1 Non Residential Institutions	Places of Worship, Church Halls, Public Halls	1 per 5m^2
	Clinics, Health Centres, Surgeries	5 per consulting room
	Libraries	1 per 50m^2
	Art Galleries and Museums	1 per 40m^2
Education Centres	Staff	2 per 3 staff
	Visitors	1 per 7 staff
	Pupils	1 per 10 2nd yr 6th formers
	College Students	1 per 4 students

Use class	Land use	Standard
	Parent – Pre-school[2] and Infants	1 per 12 pupils
	Parents – Primary	1 per 20 pupils
	Parents Secondary	1 per 30 pupils.
	Higher and Further Education	Staff: 1 per 2 staff + 1 per 15 students[3]
D2 Assembly and Leisure	Cinemas, Music, Concert Halls and conference facilities	1 per 5 seats
	Dance Halls, Bingo Halls, Casinos	1 per 5 seats (<1000m^2) 1 space per 22m^2 (>1000m^2)
	Music and Entertainment	1 space per 5 seats (<1000m^2) 1 space per 22 m^2 (>1000m^2)
	Sports Facilities	1 space per 22m^2 (>1000m^2) 1 per 2 players + 1 per 5m^2 (<1000m^2)
	Field Sports	Max. no. participants
	Stadia (over 1,500 seats)	1 per 15 seats
Other land uses	Vehicle Service Stations	1 per 1.5 employees
	Tyre and Exhaust Centres	1 per 1.5 employees
	Petrol Filling Stations	1 per 2 employees

Notes:

1. All standards relate to gross floor area unless otherwise stated.

2. A place where a number of children under 5 years of age are brought together for part or all of a working day on a regular basis and where provision is made for their care, recreation and in some cases meals.

3. Relates to total number of students attending an educational establishment rather than the full-time equivalent.