



**Parking Provision Supplementary Planning Document  
Adopted January 2012**





## Translation Facilities

### Translation Facilities

We can make published information available in different languages, Braille and large print upon request. We also have interpreting facilities for people who do not speak English. Telephone 01438 242242 or Textphone 01438 242555 for information.

আমরা মুদ্রিত তথ্যাবলী প্রকাশ করতে পারি যা অনুরোধক্রমে বিভিন্ন ভাষায়, ব্রেইলে এবং বড় প্রিন্টে পাওয়া যাবে। যারা ইংরেজী বলেন না তাদের জন্য আমাদের অনুবাদকের সুবিধাও রয়েছে। তথ্যের জন্য ফোন নাম্বার 01438 242242 বা টেক্সটফোন নাম্বার 01438 242555।

我们可以应需求，以各种不同的语言，布莱叶盲文以及大字体格式来制作出版资料。我们还可以为那些不会说英语的人士提供便利的口译服务。请致电 01438 242242 或播打文本电话 01438 242555 来获取相关信息。

વિનંતી મુજબ પ્રકાશિત થયેલ માહિતી અમે જુદી જુદી ભાષામાં, બ્રેઈલમાં અને મોટા અક્ષરના મુદ્રણમાં ઉપલબ્ધ કરાવી શકીએ છીએ. અંગ્રેજી ભાષા ન બોલનાર લોકો માટે અમારી પાસે દુભાષિયાની સેવા પણ છે. માહિતી માટે ફોન કરો 01438 242242 અથવા ટેક્સ્ટફોન 01438 242555.

अनुरोध करने पर हम प्रकाशित जानकारी को विभिन्न भाषाओं, ब्रेल और बड़े अक्षरों में उपलब्ध करा सकते हैं। हमारे पास अंग्रेजी न बोलने वाले व्यक्तियों के लिए दुभाषिया की सुविधा भी है। जानकारी के लिए 01438 242242 पर टेलीफोन करें या 01438 242555 पर टेक्स्टफोन पर बात करें।

ਅਸੀਂ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ ਤੇ, ਵੱਖੋ ਵੱਖ ਭਾਸ਼ਾਵਾਂ, ਬਰੇਲ ਲਿਪੀ ਅਤੇ ਵੱਡੇ ਪ੍ਰਿੰਟਾਂ ਵਿੱਚ ਉਪਲਬਧ ਸੂਚਨਾ ਛਪਵਾ ਸਕਦੇ ਹਾਂ। ਸਾਡੇ ਕੋਲ ਉਹਨਾਂ ਲੋਕਾਂ ਵਾਸਤੇ ਦੁਭਾਸ਼ੀਆਂ ਸੁਵਿਧਾਵਾਂ ਵੀ ਹਨ ਜਿਹੜੇ ਕਿ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ। ਜਾਣਕਾਰੀ ਲੈਣ ਲਈ 01438 242242 ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ 01438 242555 ਤੇ ਅੱਖਰਫੋਨ ਦੀ ਵਰਤੋਂ ਕਰੋ।

ہم درخواست کرنے پر مختلف زبانوں، بریل، اورچھاپے کے جلی حروفوں میں شائع شدہ مواد فراہم کر سکتے ہیں۔ ہمارے پاس انگریزی نہ بولنے والے افراد کے لئے ترجمانی کی سہولت بھی موجود ہے۔ معلومات کے لئے ٹیلیفون 01438 242242 یا ٹیکسٹ فون 01438 242555 پر بات کریں۔



## Translation Facilities

## **Main Document**

---

|                                                            |           |
|------------------------------------------------------------|-----------|
| <b>1 Introduction</b>                                      | <b>5</b>  |
| <b>2 Residential Parking Standards</b>                     | <b>9</b>  |
| <b>3 Non-residential Parking Standards</b>                 | <b>13</b> |
| <b>4 Mixed Use Sites and Town Centre Parking Provision</b> | <b>25</b> |
| <b>5 Transport Assessments and Travel Plans</b>            | <b>27</b> |
| <b>6 Design and Layout</b>                                 | <b>31</b> |
| <b>7 Accessibility Contributions</b>                       | <b>35</b> |

## **Appendices**

---

|                                       |           |
|---------------------------------------|-----------|
| <b>Appendix 1 Accessibility Zones</b> | <b>38</b> |
|---------------------------------------|-----------|



## Contents

# 1 Introduction

## Purpose of the document

- 1.1** The Parking Standards Supplementary Planning Document (SPD) supplements policies TW8, T15 and TR9 of the Stevenage District Plan Second Review (1991-2011) and replaces the 2003 Vehicle Parking Provision SPG.
- 1.2** The purpose of this document is to explain the Council's approach to vehicle parking provision at new development. Its intention is to provide clear guidance and more certainty for developers.
- 1.3** Standards are put forward for the provision of car parking, cycle parking, motorcycle parking and disabled parking at all new developments. The document also provides guidance on the layout and design of these.
- 1.4** Due to its status as a Supplementary Planning Document (SPD) this document is a material consideration in determining all planning applications, and applications will be assessed against the standards contained within it.
- 1.5** As the council is currently in the process of replacing the Local Plan with revised local development documents, the SPD should be read in conjunction with policies in both the saved Local Plan and these emerging Development Plan Documents (DPDs).

## Why do the standards need to be revised?

- 1.6** The council's current maximum parking standards, contained within the SPG, were adopted in 2003 and have not been revised since. Since this time, national guidance on parking provision has changed. This means that some of the policy basis for the SPG has now been removed.
- 1.7** In addition to this, the 2003 standards were based on a car ownership level derived from the 2001 census (1.16 cars per household) and the assumption that average car ownership was not likely to reach 1.5 cars per household by 2011 – this update allows for new car ownership figures across the Borough to be identified, in order to ensure parking levels are based on the most up to date local evidence and to allow for current levels of car ownership, which may have exceeded previous expectations.
- 1.8** The update of this document provides the opportunity to investigate whether the local standards and advice provided for Stevenage are actually working. Monitoring of the existing SPG parking standards will provide a robust evidence base to ensure that up to date, effective standards are maintained.

## Policy context

- 1.9** Parking Provision SPD has been created to provide additional guidance to the saved policies within the District Plan (Second Review 1991-2011). It supplements policies TW8, T15 and TR9, by providing parking standards for all types of development.

**Policy TW8: Environmental Safeguards**

All development proposals will be required to comply with the Environmental Safeguards, Development Control Standards and other Supplementary Planning Guidance.

**Policy T15: Car Parking Strategy**

Car parking provision will be made at, or below, the maximum provision specified in the Borough Council's adopted car parking standards. Developments with significant transport implications will be expected to demonstrate the measures that will be taken to minimise the need for car parking.

For non-residential developments, operational, staff, and customer parking provision on-site will be kept to a minimum. Parking will only be provided for servicing, dropping off, delivery and, where communal public parking is not available nearby, for customers or visitors that the Borough Council accepts as being essential to the operation of the development.

Redevelopment of existing car parking areas will be permitted where this is in conformity with the car parking strategy.

Where appropriate, accessibility contributions will be sought, to improve the accessibility of a development by alternative modes of transport.

**Policy TR9: Town Centre Car Parking**

Proposals within the Town Centre Policy Area will be required to provide car parking in accordance with Policy T15. Additionally in the town centre the following criteria will apply:

- a. any existing car parking which is necessary to meet the needs of the town will be either required to be replaced within the development proposal or a planning obligation will be sought to ensure that it is provided elsewhere in the town; and
- b. all car parking provision shall be made available for public use and operated in accordance with the council's pricing policy.

**1.10** The following national and regional policies, as well as county level guidance, have also been taken into account:

**National policy**

- Draft National Planning Policy Framework, 2011
- Cutting Carbon, Creating Growth: Making Sustainable Local Transport Happen, White Paper, Jan 2011, DfT.
- PPS 1: Delivering Sustainable Development



- PPS 3: Housing
- PPS 4: Planning for Sustainable Economic Growth
- PPG 13: Transport

#### Regional policy

- East of England Plan

#### Hertfordshire guidance

- Hertfordshire's third Local Transport Plan, 2011-2031 (April 2011)
- Roads in Hertfordshire: Highway Design Guide, 3rd Edition (2011)
- Best Practice Guide: Parking Provision at New Development (March 2003)

#### Local policy documents

- Stevenage Transport Strategy (2002)
- Stevenage West Development Masterplanning Principles (Adopted July 2000)
- Stevenage Design Guide SPD (2009)

#### Emerging local policy documents

- Gunnels Wood Area Action Plan
- Old Town Area Action Plan

**1.11** It also takes into account best practice guidance such as Manual for Streets and the Urban Design Compendium.

### National policy approach

**1.12** National policy is to locate new development preferably where it is highly accessible by passenger transport, walking and cycling. New development should offer a realistic choice of means of access in order to minimise car use.

**1.13** Locating new development in locations easily accessible by sustainable modes of transport allows for a reduction in car use to be achieved, however, parking provision can also have an important part to play. National policy realises that, in terms of non-residential development, reducing the availability of car parking can encourage the use of non-car modes of transport and also allow for more efficient

use of land in line with PPS1 requirements. Therefore, maximum standards are set out for major non-residential development, with the flexibility for local authorities to set their own maximum standards for smaller-scale development of this type.

- 1.14** Having also previously set out a requirement for local authorities to have a maximum standard for residential car parking, PPG13 has recently been revised to remove this requirement for residential development. PPG13 now allows local authorities the opportunity to set their own targets with more flexibility – depending on individual site and town-wide circumstances.

### Stevenage approach

- 1.15** In responding to Government guidance, and according with sustainability objectives, the overall policy approach adopted in Stevenage seeks to reduce car use through minimising parking provision at new development.
- 1.16** However, it is important to acknowledge that car ownership is not the same as car use and does not necessarily affect it. Car ownership levels may increase, even where the level at which cars are used does not. Households are not deterred from owning cars, but factors such as parking at any given destination might affect whether or not they choose to use the car on a particular journey.
- 1.17** Therefore, a differentiation must be made between the parking provision required for developments where cars are kept/owned ('trip origin' - i.e. Residential developments) and developments which cars are used to get to ('trip destination' - i.e. Non-residential). This is reflected by the changes made to PPG13, which remove the requirement for maximum standards for residential development, as car ownership levels still need to be accommodated.
- 1.18** Consequently, this SPD sets out separate standards for residential and non-residential development.
- 1.19** The residential standards have not been changed from those contained within the 2003 version of this SPD, however, the way that these are used has been altered. The standards are now fixed figures as opposed to maximum levels. Evidence has been collated to ensure that these standards are working effectively<sup>(1)</sup>, and the results of this illustrate that although parking problems do exist at some sites, these are more likely to be due to the design and layout of the car parking provided, rather than the level of provision being made.
- 1.20** The non-residential standards also remain largely unchanged. Maximum figures still apply in these cases, in line with PPG13 requirements.
- 1.21** For both development types, areas have been identified within the town where a reduction in the standards set might be effective. This allows for local circumstances to be taken into account in allowing for parking to be minimised. The zones have been identified based on criteria which are likely to influence the amount of parking provision required. For residential development, for example, this is criteria which are likely to affect levels of car ownership such as a central location, or access to community facilities, where as for non-residential this is criteria which affect levels of car use to that site, such as access by passenger transport. Details of this analysis, as well as the zonal maps, can be found in Appendix 1.

---

1 Investigating the need for updated car parking standards, Evidence Study, February 2011

## 2 Residential Parking Standards

**2.1** Table 1 sets out the Council's car parking and minimum cycle parking standards for new residential development.

| Description                                                                    | Car parking standard        | Minimum cycle parking standard                                                                                              |
|--------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| a) General needs                                                               |                             | 1 l/t space per unit if no garage or shed provided<br><br><b>Note:</b><br><i>l/t = long term</i><br><i>s/t = short term</i> |
| i) 1 bedroom                                                                   | 1 space per unit            |                                                                                                                             |
| ii) 2 bedrooms                                                                 | 1.5 spaces per unit         |                                                                                                                             |
| iii) 3 bedrooms                                                                | 2 spaces per unit           |                                                                                                                             |
| iv) 4+ bedrooms                                                                | 2.5 spaces per unit         |                                                                                                                             |
| b) Houses in multiple occupation (i.e. Separate households sharing facilities) | 0.5 spaces per tenancy unit |                                                                                                                             |
| c) Sheltered housing for the elderly - warden control                          | 0.5 to 1 spaces per unit    | 1 s/t space per 3 units<br><br>plus<br><br>1 l/t space per 5 units                                                          |

**Table 1 Residential parking standards**

- 2.2** Where the total level of provision calculated results in a fraction of a space, the level of provision should be rounded up to the nearest whole number.
- 2.3** One space is defined as a space for parking one car e.g. a single garage, driveway or hardstanding. However, for new developments, garages will only be counted as a parking space where they meet the minimum size requirements of 6m X 3m.
- 2.4** Evidence shows that garages are often not used for parking provision, and are instead used for storage, or eventually converted into living accommodation. In line with advice contained within Manual for Streets and Roads in Hertfordshire, garages will only be counted as a parking space where they meet the minimum size requirements above, thus allowing for both storage and parking provision to be made.
- 2.5** The conversion of garages that are required to meet these standards will only be permitted where all spaces to be lost are reprovided within the curtilage of the dwelling.
- 2.6** There will be a presumption for the relevant standard above to be applied (subject to the accessibility zones identified below). Any parking provision proposed above or below the standard specified for that type of development will need to be justified through a Transport Assessment (TA), or within the Design and Access Statement, where a TA is not required.

- 2.7** Reductions below the standards may be permitted where the location and/or characteristics of the development could reduce car ownership levels. However, it is important that any existing residential car parking problems are not exacerbated. This will be a consideration when determining the acceptability of a lower level of parking provision. If under-provision is likely to increase on street parking problems, this will not be permitted.
- 2.8** Increased levels will generally be resisted, as these are likely to result in over-provision, which is not in accordance with our sustainability objectives of minimising car use.
- 2.9** The cycle standards above are the minimum levels which will be acceptable. A higher level of provision will be encouraged, particularly within the accessibility zones, where lower levels of car ownership are considered to be likely.
- 2.10** Guidance on the design and layout of parking provision is set out in Chapter 6 of this document.

### **Disabled car parking provision**

- 2.11** Where communal parking is proposed, 5% of the total number of spaces should be designated for use by disabled people. This is in line with guidance set out in Manual for Streets.
- 2.12** A higher percentage is likely to be necessary for elderly persons accommodation.
- 2.13** The number of disabled parking bays to be provided should be included in the total parking provision required, rather than in addition to it. However, it should always be provided at the full standard and should not be reduced according to accessibility zones.
- 2.14** Ideally parking spaces for disabled drivers should be provided in unallocated areas, including on-street, as it is not normally possible to identify which properties will be occupied by or visited by disabled people. These should be located as close as possible to building entrances.
- 2.15** Consideration should also be given to the provision of storage for mobility scooters, especially when dealing with schemes for elderly persons accommodation. The need for this will be assessed on a site by site basis.

### **Visitor Spaces**

- 2.16** Visitor spaces must be provided at a standard of 0.5 spaces per dwelling. If parking is to be allocated, these will be in addition to the above standards. Where a significant proportion of parking is unallocated, additional visitor spaces may not be required.
- 2.17** The number of visitor spaces required may be reduced according to accessibility zones. This will be assessed on a case by case basis depending on the accessibility of the site and its proximity to jobs and local facilities.

## Reduced standards for areas within accessibility zones

**2.18** National policy seeks to manage car use but not ownership. Car use responds to non-car accessibility levels but car ownership need not. Thus residential parking standards are not considered to be directly amenable to the same zonal approach that applies to non-residential development. However, car ownership does respond to other factors that can relate to locational characteristics. The characteristics that could reduce car ownership levels include:

Locational characteristics:

- housing with high accessibility to shops, jobs and services
- housing with high accessibility to a wide range of public transport services.

Development/ownership characteristics <sup>(2)</sup> :

- lower income
- occupation by the elderly
- occupation by students
- single person occupation
- high-density, affordable and special needs housing.

**2.19** In light of this, there are areas within the town where it is considered that lower levels of parking provision are likely to be appropriate. Accessibility zones have been mapped, based on the locational criteria above, to set out areas where lower levels of car ownership are likely.

**2.20** Reduced standards have been allocated to each of the zones by way of a percentage, representing the percentage allowance of the standards put forward in table 1.

| Zone type | Car parking provision recommended* |
|-----------|------------------------------------|
| 1         | 25-50%                             |
| 2         | 50-75%                             |
| 3         | 75-100%                            |

**Table 2 Zonal reductions**

*\*Expressed as percentages of the standards set out in table 1.*

**2.21** These reduced standards will provide the basis for negotiations in these areas, as specific sites will have individual characteristics which need to be considered.

**2.22** Car-free residential developments will only be permitted in those locations that have high accessibility by non-car modes and are within easy walking distance of shops and services.

- 2.23** Emerging town centre policies in Stevenage, as well as national guidance, encourage the shared use of public parking facilities to maximise housing density and minimise land occupied by parking. This should make reduced standards easier to achieve. Further information on this is provided in Chapter 4.
- 2.24** Where residential use is proposed as part of a mixed-use development, e.g. housing over shops, car parking provision for the residential component should be calculated separately.
- 2.25** The development/ownership criteria are not mappable, as they are directly related to the types of development being proposed and the occupation of the properties. These additional criteria will be considered on a site by site basis when determining whether the proposed level of provision is acceptable, and may provide the justification for further reductions against the standard.
- 2.26** Where it can be demonstrated that parking problems exist within, or around, the proposed development site, the zonal reductions may not apply. This will be determined on a case by case basis.

### Loss of private car parking spaces

- 2.27** Stevenage District Plan Policy T16 manages the loss of car parking spaces within residential developments.
- 2.28** This policy requires developments which will result in a loss of off-street parking provision to reprovide the parking lost, in addition to any parking associated with the new development.
- 2.29** Where there is evidence of parking over-provision, the loss of spaces may be approved, subject to an acceptable TA. This must demonstrate that the loss of private car parking spaces will not have adverse consequences on-street.
- 2.30** In such cases, developers will normally be required to contribute to nearby car parking improvement schemes, or other relevant transport improvements.
- 2.31** Where there is evidence of parking under-provision that is currently causing unacceptable impacts in the surrounding area, or where a loss of spaces would induce such effects, then the development must include measures that ensure such problems are not exacerbated or created. Measures may include providing replacement on-site parking spaces, but only after consideration is given to improvements to accessibility by non-car modes and a Travel Plan has been formulated. The package of measures will need to be justified in a TA.

### 3 Non-residential Parking Standards

**3.1** The following table sets out the maximum non-residential car parking standards and minimum cycle parking standards adopted by the council. For major developments, the standards either follow, or are more stringent than, the requirements set out in PPG13 (Annex D). For all other developments, standards issued by Hertfordshire County Council<sup>(3)</sup> have been used to provide the maximum standards required.

| Description                                                                 | Maximum car parking standards                                                                                                                  | Minimum cycle parking standards                                                                      |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| A1                                                                          |                                                                                                                                                |                                                                                                      |
| Retail foodstores                                                           |                                                                                                                                                |                                                                                                      |
| a) Small food shops up to 500m²gfa                                          | 1 space per 30m²gfa                                                                                                                            | 1 s/t space per 150m²gfa<br><br>plus<br><br>1 l/t space per 10 maximum staff on site at anyone time  |
| b) Food supermarkets exceeding 500m²gfa but not exceeding 1,000m²gfa        | 1 space per 18m²gfa                                                                                                                            |                                                                                                      |
| c) Food superstores/hypermarkets exceeding 1,000m²gfa                       | 1 space per 14m²gfa                                                                                                                            | 1 s/t space per 250m²gfa<br><br>plus<br><br>1 l/t space per 10 maximum staff on site at any one time |
| d) Food retail parks                                                        | To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site) |                                                                                                      |
| A1                                                                          |                                                                                                                                                |                                                                                                      |
| Non-food retail                                                             |                                                                                                                                                |                                                                                                      |
| a) Non-food retail warehouses up to 1,000m²gfa                              | 1 space per 25m²gfa                                                                                                                            | 1 s/t space per 350m²gfa<br><br>plus<br><br>1 l/t space per 10 maximum staff on site at any one time |
| b) Non-food retail warehouses exceeding 1,000m²gfa                          | 1 space per 20m²gfa                                                                                                                            |                                                                                                      |
| c) Garden centres up to 4,000m²gfa                                          | 1 space per 20m²gfa                                                                                                                            |                                                                                                      |
| d) Garden centres exceeding 4,000m²gfa                                      | To be decided in each case on individual merits                                                                                                |                                                                                                      |
| e) Non-food retail parks where individual land use components are known     | To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site) |                                                                                                      |
| f) Non-food retail parks where individual land use components are not known | 1 space per 40m²gfa (shared parking)                                                                                                           |                                                                                                      |
| A2                                                                          |                                                                                                                                                |                                                                                                      |

3 Best Practice Guide: Parking Provision at New Development, HCC, 2003

| Description                                                             | Maximum car parking standards                                                   | Minimum cycle parking standards                                                                                           |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Financial & professional services                                       |                                                                                 |                                                                                                                           |
| Banks, building societies, estate agencies, betting shops               | 1 space per 30m²gfa                                                             | 1 s/t space per 200m²gfa<br><br>plus 1 l/t space per 10 f/t staff<br><br>Note: A2 offices should be treated as B1 offices |
| A3                                                                      |                                                                                 |                                                                                                                           |
| Food & drink                                                            |                                                                                 |                                                                                                                           |
| a) Restaurants/café                                                     | 1 space per 5m² of floorspace of dining area plus 3 spaces per 4 employees      | 1 s/t space per 100m²gfa<br><br>plus<br><br>1 l/t space per 10 maximum staff on site at any one time                      |
| b) Public houses/bars                                                   | 1 space per 3m² of floorspace of bar area plus 3 spaces per 4 employees         |                                                                                                                           |
| c) Hot food takeaway shops (excluding fast food drive thru restaurants) | 1 space per 3m² of floorspace of public area plus 3 spaces per 4 employees      |                                                                                                                           |
| d) Fast food drive thru restaurants                                     | 1 space per 8m²gfa                                                              |                                                                                                                           |
| e) Roadside restaurants                                                 | 1 space per 4m² of floorpsace of dining area plus 3 spaces per 4 employees      | 1 l/t space per 10 maximum staff on site at any one time                                                                  |
| f) Transport café                                                       | 1 lorry space per 3.5m²gfa plus 3 spaces per 4 employees                        |                                                                                                                           |
| B1                                                                      |                                                                                 |                                                                                                                           |
| Business                                                                |                                                                                 |                                                                                                                           |
| a) B1 (a) offices                                                       | 1 space per 30m²gfa                                                             | 1 s/t space per 500m²gfa<br><br>plus<br><br>1 l/t space per 10 f/t staff                                                  |
| b) B1 (b) research & development, high-tech/B1 (c) light industry       | 1 space per 35m²gfa                                                             |                                                                                                                           |
| B2                                                                      |                                                                                 |                                                                                                                           |
| General industry                                                        |                                                                                 |                                                                                                                           |
| General industry                                                        | 1 space per 50m²gfa (lorry provision to be checked against benchmark standards) | 1 s/t space per 500m²gfa<br><br>plus<br><br>1 l/t space per 10 f/t staff                                                  |



| Description                                                                                                 | Maximum car parking standards                                                                                                                                                                                                                                                                                                                                                                                                   | Minimum cycle parking standards                                                                     |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| B8                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                     |
| Storage & distribution                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                     |
| Wholesale distribution, builders merchants, storage                                                         | 1 space per 75m²gfa (lorry provision to be checked against benchmark standards)                                                                                                                                                                                                                                                                                                                                                 | 1 l/t space per 10 f/t staff                                                                        |
| Business Parks                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                     |
| Mixed B1/B2/B8 (unless heavily orientated to B8) for use where individual land use components are not known | 1 space per 40m²gfa (lorry provision to be checked against benchmark standards)                                                                                                                                                                                                                                                                                                                                                 | 1 s/t space per 500m²gfa<br>plus<br>1 l/t space per 10 f/t staff                                    |
| C1                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                     |
| Hotels & hostels                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                     |
| a) Hotels                                                                                                   | All of the following:<br><br>1 space per bedroom (including staff accommodation)<br><br>1 space per manager<br><br>2 spaces per 3 staff minus spaces related to staff bedrooms<br><br>1 space per 5m² dining area<br><br>1 space per 3m² bar area<br><br>1 space per 5m² public area in conference facility<br><br>1 space per 6m² of public area in exhibition hall<br><br>A minimum of 1 coach parking space per 100 bedrooms | 1 l/t space per 10 beds<br><br>plus<br><br>1 l/t space per 10 maximum staff on site at any one time |
| b) Hostels                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                     |
| i) Small (single parent or couple with no children)                                                         | 3 spaces per 4 units                                                                                                                                                                                                                                                                                                                                                                                                            | 1 l/t space per 3 units                                                                             |
| ii) Family (2 adults & 2 children)                                                                          | 1 space per unit                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                     |
| C2                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                     |

| Description                                                                                                                                            | Maximum car parking standards                                                                                                                                                               | Minimum cycle parking standards                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Residential Institutions</b>                                                                                                                        |                                                                                                                                                                                             |                                                                                                   |
| a) Institutions/homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres) | 1 space per 5 residents' bed spaces<br>plus<br>1 space per 2 staff (non resident);<br>Parking for resident staff to be based on general needs standard                                      | 1 s/t space per 20 beds<br>plus<br>1 l/t space per 10 staff on duty at any one time               |
| b) Elderly persons residential & nursing homes (Category 3)                                                                                            | 0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard                                                                                        |                                                                                                   |
| c) Hospitals                                                                                                                                           | 1 space per 0.5 beds or to be decided on individual merits (including a full transport assessment & proposals in a green transport plan); special hospitals must be considered individually |                                                                                                   |
| d) Education - halls of residence                                                                                                                      | 1 space per full-time staff plus 1 space per 6 students (but with linkage to student transport plans where appropriate)                                                                     | 1 l/t space per 10 f/t staff<br>plus<br>1 l/t space per 3 students                                |
| <b>D1</b>                                                                                                                                              |                                                                                                                                                                                             |                                                                                                   |
| <b>Non-residential institutions</b>                                                                                                                    |                                                                                                                                                                                             |                                                                                                   |
| a) Public halls/places of assembly (excluding D2)                                                                                                      | 1 space per 9m <sup>2</sup> gfa or 1 space per 3 fixed seats<br>plus<br>3 spaces per 4 staff members                                                                                        | 1 s/t space per 200m <sup>2</sup> gfa<br>plus<br>1 l/t space per 10 staff on duty at any one time |
| b) Community/family centres                                                                                                                            | 1 space per 9m <sup>2</sup> gfa plus 1 space per full-time staff member or equivalent                                                                                                       |                                                                                                   |
| c) Day centres                                                                                                                                         | 1 space per 2 staff members<br>plus<br>1 space per 3 persons attending;<br>Or<br>1 space per 9m <sup>2</sup> gfa                                                                            |                                                                                                   |
| d) Places of worship                                                                                                                                   | 1 space per 10m <sup>2</sup> gfa                                                                                                                                                            |                                                                                                   |

| Description                                                                                                                                          | Maximum car parking standards                                                                                                                                                                                                                                                                                                                  | Minimum cycle parking standards                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| e) Surgeries and clinics                                                                                                                             | 3 spaces per consulting room<br><br>plus<br><br>1 space per employee other than consulting doctors/dentists/vets                                                                                                                                                                                                                               | 1 s/t space per consulting room<br><br>plus<br><br>1 l/t space per 10 staff on duty at any one time                                                  |
| f) Libraries                                                                                                                                         | 1 space per 30m <sup>2</sup> gfa of freestanding development (otherwise assessed on merits)                                                                                                                                                                                                                                                    | 1 s/t space per 100m <sup>2</sup> gfa<br><br>plus                                                                                                    |
| g) Miscellaneous cultural buildings                                                                                                                  | 2 spaces plus 1 space per 30m <sup>2</sup> of public floorspace                                                                                                                                                                                                                                                                                | 1 l/t space per 10 f/t staff                                                                                                                         |
| h) Educational establishments (including residential)                                                                                                |                                                                                                                                                                                                                                                                                                                                                | 1 l/t space per 10 f/t staff<br><br>plus...                                                                                                          |
| i) schools                                                                                                                                           | All of the following:<br><br>1 space per f/t member of staff<br><br>1 space per 100 pupils<br><br>1 space per 8 pupils over aged 17+<br><br>1 space per 20 pupils aged under 17.                                                                                                                                                               | Primary school: 1 l/t space per 15 students<br><br>Secondary school: 1 l/t space per 5 students<br><br>Further education: 1 l/t space per 5 students |
| ii) further education                                                                                                                                | 1 space per f/t member of staff plus 1 space per 5 f/t students<br><br>1 space per 4 pupils                                                                                                                                                                                                                                                    | Nursery schools/playgroups: none additional                                                                                                          |
| iii) nursery schools/playgroups                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                      |
| Note: overspill parking for community purposes (outside school day) should be catered for by use of dual purpose surfaces such as school play areas. |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                      |
| <b>D2</b>                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                      |
| <b>Assembly &amp; leisure</b>                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                      |
| a) Places of entertainment/leisure parks for use when individual land use components are known                                                       | To be decided in each case on individual merits: parking for individual land use components should be based on the standards set out in this Guidance, but with an overall reduction in provision to reflect linked trips on site (all parking should be shared and an overall reduction of 25% should form the starting point for discussion) | on merit, depending upon mix of uses                                                                                                                 |

| Description                                                                                        | Maximum car parking standards                     | Minimum cycle parking standards                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b) Places of entertainment/leisure parks for use when individual land use components are not known | 1 space per 15m <sup>2</sup> gfa (shared parking) |                                                                                                                                                                                                                                                                                                      |
| c) Cinemas (including multiplexes)                                                                 | 1 space per 5 seats                               | <p>Cinemas up to 500 seats:</p> <p>1 s/t space per 20 seats</p> <p>plus</p> <p>1 l/t space per 10 staff on duty at any one time</p> <p>Cinemas over 500 seats:</p> <p>25 s/t spaces plus 1 s/t space per 100 seats in excess of 500</p> <p>plus 1 l/t space per 10 staff on duty at any one time</p> |
| d) Swimming pools                                                                                  | 1 space per 15 m <sup>2</sup> gfa                 | 1 s/t space per 25 m <sup>2</sup> gfa                                                                                                                                                                                                                                                                |
| e) Tennis/badminton                                                                                | 4 spaces per court                                | plus                                                                                                                                                                                                                                                                                                 |
| f) Squash courts                                                                                   | 3 spaces per court                                | 1 l/t space per 10 f/t staff                                                                                                                                                                                                                                                                         |
| g) Ice rinks                                                                                       | 1 space per 12 m <sup>2</sup> gfa of rink         |                                                                                                                                                                                                                                                                                                      |
| h) Fitness centres/ sports clubs                                                                   | 1 space per 15 m <sup>2</sup> gfa                 |                                                                                                                                                                                                                                                                                                      |
| i) Ten pin bowling                                                                                 | 4 spaces per lane                                 | 1 s/t space per 3 lanes/rink                                                                                                                                                                                                                                                                         |
| j) Indoor bowls                                                                                    | 4 spaces per rink                                 | <p>plus</p> <p>1 s/t space per 25 spectator seats</p> <p>plus</p> <p>1 l/t space per 10 f/t staff</p>                                                                                                                                                                                                |
| k) Outdoor sports grounds                                                                          |                                                   | 1 s/t space per 10 players/participants at busiest period                                                                                                                                                                                                                                            |
| i) with football pitches                                                                           | 20 spaces per pitch                               |                                                                                                                                                                                                                                                                                                      |
| ii) without football pitches                                                                       | 50 spaces per hectare                             |                                                                                                                                                                                                                                                                                                      |
| l) Golf                                                                                            |                                                   | 10 l/t spaces per 18 holes                                                                                                                                                                                                                                                                           |
| i) 18 hole golf course                                                                             | 100 spaces                                        | 5 l/t spaces per 9 holes                                                                                                                                                                                                                                                                             |

| Description                                                        | Maximum car parking standards                                                                                             | Minimum cycle parking standards                                   |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| ii) 9 hole golf course                                             | 60 spaces                                                                                                                 | 5 s/t spaces per 20/30 tee driving range<br><br>pro rata to above |
| iii) golf driving range                                            | 1.5 spaces per tee                                                                                                        |                                                                   |
| iv) golf courses larger than 18 holes &/or for more than local use | to be decided in each case on individual merits                                                                           |                                                                   |
| Motor trade related                                                |                                                                                                                           |                                                                   |
| a) Showroom car sales                                              | 3 spaces per 4 employees<br><br>plus<br><br>1 space per 10 cars displayed                                                 | 1 l/t space per 10 f/t staff                                      |
| b) Vehicle storage                                                 | 3 spaces per 4 employees<br><br>plus<br><br>2 spaces per showroom space or provision at rate of 10% annual turnover       |                                                                   |
| c) Hire cars                                                       | 3 spaces per 4 employees<br><br>Plus<br><br>1 space per 2 hire cars based at site                                         |                                                                   |
| d) Ancillary vehicle storage                                       | 3 spaces or 75% of total if more than 3 vehicles                                                                          |                                                                   |
| e) Workshops                                                       | 3 spaces per 4 employees<br><br>plus<br><br>3 spaces per bay (for waiting & finished vehicles) in addition to repair bays |                                                                   |
| f) Tyre & Exhaust                                                  | 3 spaces per 4 employees<br><br>plus<br><br>2 spaces per bay                                                              |                                                                   |
| g) Parts stores/sales                                              | 3 spaces per 4 employees<br><br>plus<br><br>3 spaces for customers                                                        |                                                                   |

| Description                                                                           | Maximum car parking standards                                                                                                                           | Minimum cycle parking standards                                               |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| h) Car wash/petrol filling station                                                    | 3 spaces per 4 employees<br><br>plus<br><br>3 waiting spaces per bay or run in to row of bays (additional parking is required where a shop is provided) | 1 l/t space per 10 f/t staff<br><br>plus<br><br>5 s/t spaces if shop included |
| <b>Passenger transport facilities</b>                                                 |                                                                                                                                                         |                                                                               |
| a) Rail stations                                                                      | to be decided in each case on individual merits                                                                                                         | 5 l/t spaces per peak period train                                            |
| b) Bus stations                                                                       | to be decided in each case on individual merits                                                                                                         | 2 l/t spaces per 100 peak period passengers                                   |
| <b>Parking for disabled motorists</b>                                                 |                                                                                                                                                         |                                                                               |
| a) Employment generating development                                                  |                                                                                                                                                         |                                                                               |
| i) up to 200 space car park<br>(demand-based as calculated from above standards)      | Individual spaces for each disabled employee plus 2 spaces or 5% of total capacity, whichever is greater                                                |                                                                               |
| ii) more than 200 space car park<br>(demand-based as calculated from above standards) | 6 spaces plus 2% of total capacity                                                                                                                      |                                                                               |
| b) Shops/premises to which the public have access/recreation                          |                                                                                                                                                         |                                                                               |
| i) up to 200 space car park<br>(demand-based as calculated from above standards)      | 3 spaces or 6% of total capacity, whichever is greater                                                                                                  |                                                                               |
| ii) more than 200 space car park<br>(demand-based as calculated from above standards) | 4 spaces plus 4% of total capacity                                                                                                                      |                                                                               |
| c) Residential                                                                        |                                                                                                                                                         |                                                                               |
| i) General                                                                            | 1 space for every dwelling built to mobility standards                                                                                                  |                                                                               |
| ii) Elderly persons dwellings:                                                        |                                                                                                                                                         |                                                                               |
| - up to 10 spaces (demand-based as calculated from above standards)                   | 3 spaces                                                                                                                                                |                                                                               |
| - more than 10 spaces (demand-based as calculated from above standards)               | 1 space per 4 spaces                                                                                                                                    |                                                                               |
| Notes:                                                                                |                                                                                                                                                         |                                                                               |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Maximum car parking standards | Minimum cycle parking standards |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------|
| <p>1 Parking needs of disabled motorists shall be met in full irrespective of location i.e. should not be reduced based on zonal reductions.</p> <p>2 The number of disabled spaces specified are part of total capacity, not additional.</p>                                                                                                                                                                                                                                                                                                                                                  |                               |                                 |
| <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>■ <i>gfa = gross floor area</i></li> <li>■ <i>rfa = retail floor area</i></li> <li>■ <i>space = space to park 1 bicycle</i></li> <li>■ <i>l/t = long term</i></li> <li>■ <i>s/t = short term</i></li> <li>■ <i>f/t staff = full-time staff equivalents</i></li> <li>■ <i>l/t cycle parking provision at a ratio of 1 space per 10 f/t staff is equivalent to a modal split of 10% by bicycle</i></li> <li>■ <i>provision of showers and changing facilities is also important if staff cycling is to be encouraged.</i></li> </ul> |                               |                                 |

**Table 3 Non-residential parking standards**

- 3.2** Vehicle parking provision above these standards will not be permitted, unless it can be satisfactorily demonstrated through a Transport Assessment that exceptional circumstances exist.
- 3.3** The minimum cycle standards differentiate between long and short stay provision, as the type of provision which needs to be made for each is different. For short stay use, for example, “Sheffield” stands are appropriate, where as cycle lockers and/or supervised “cycle parks” provide better weather and security protection for long stay use.
- 3.4** The standards are based on “full-time staff equivalents” where relevant. Provision on this basis can relate directly to mode choice targets. The standards are based on a mode choice target of 10%. This ambitious target is considered suitable for Stevenage, due to the town's exceptional infrastructure for cyclists.
- 3.5** Cycle parking provision at a specific development can be increased to allow for higher levels of cycling, where local characteristics and employee travel plans indicate that this would be appropriate.

### Disabled motorists

**3.6** The Minimum parking standards for disabled motorists, in accordance with DfT guidance<sup>(4)</sup> are set out below:

| Car Park Use                                | Car Park Size                                             |                       |
|---------------------------------------------|-----------------------------------------------------------|-----------------------|
|                                             | Up to 200 Spaces                                          | Over 200 spaces       |
| Employees and visitors to business premises | Individual bays for each disabled employee                | 6 bays                |
|                                             | plus                                                      | plus                  |
|                                             | 2 bays or 5% of total capacity, whichever is the greater. | 2% of total capacity. |
| Shopping and recreation                     | 3 bays or 6% of total capacity, whichever is greater.     | 4 bays                |
|                                             |                                                           | plus                  |
|                                             |                                                           | 4% of total capacity. |

**Table 4 Parking provision for disabled motorists**

**3.7** It should be noted that the number of disabled bays specified above is part of total (demand-related) capacity, and not additional to it. Provision should also be calculated prior to any location-based reductions.

**3.8** Any pro rata calculations should be based on the full demand-based maximum standard, irrespective of location.

### Powered two-wheelers

**3.9** Developers will be expected to allow for around 5% of the total stock of publicly accessible vehicle parking spaces to be for motorcycle use.

**3.10** This standard accords with advice on motorcycle use and parking provision produced by the Institute of Highways Engineers<sup>(5)</sup>.

**3.11** The use of mopeds, scooters or small motorcycles can be beneficial in replacing car journeys; thus reducing congestion and emission levels. Secure parking for powered two-wheelers should be considered on its merits in every instance, taking into account the needs associated with the type of development proposed, particularly as its demands on development land are limited compared to those associated with car parking (i.e one car parking space can accommodate 5 or 6 motorcycles). Under or over-provision will be assessed on a site by site basis.

### Service vehicle/lorry parking requirements

**3.12** The following figures should be used as a guidance for what is likely to be considered acceptable in terms of service vehicle parking requirements:

- B2 general industrial: 1 lorry space per 200 m<sup>2</sup> to 1 lorry space per 1,000 m<sup>2</sup> gross floor area

4 Advisory Leaflet 5/95 - Parking for Disabled People, DfT

5 IHIE Guidelines for Motorcycling: improving safety through engineering and integration, Version 1.1, Nov 2007



- B8 warehousing/storage and distribution: 1 lorry space per 200 m<sup>2</sup> gross floor area (minimum 1 space) to 1 lorry space minimum plus 1 lorry space per 500 m<sup>2</sup> gross floor area.

**3.13** The ranges reflect the variation in such standards and are not intended to reflect location. Provision for proposed developments will be assessed on a case by case basis.

**3.14** In terms of other land uses (e.g shops and offices) any service vehicle/lorry parking requirements are likely to be very specific to the operation in question. Therefore, the onus will be on the developer to make a convincing case. Requirements are likely to differ from those of B2/B8 uses where parking may well be required to accommodate lorries overnight.

**3.15** The benchmark standards above were identified by Hertfordshire County Council, following a review of lorry parking standards adopted/proposed by authorities outside of Hertfordshire.

### Reduced standards within accessibility zones

**3.16** In some areas of the town it is considered that ease of access by passenger transport, and access to daytime public parking, might allow for lower levels of parking to be provided for non-residential uses. Adoption of the standards above without further reduction would over-provide in locations where non-car accessibility is good or can be improved.

**3.17** Accessibility zones have been mapped, based on the availability and frequency of passenger transport, to set out areas where lower levels of car parking provision will normally be required.

**3.18** The zonal mapping process allows for progressive reductions in parking provision to be made accordingly. The resulting reductions are set out in table 5.

| Zone type       | Car parking provision<br>allowed* |
|-----------------|-----------------------------------|
| 1               | 0-25%                             |
| 2               | 25-50%                            |
| 3               | 50-75%                            |
| All other areas | 75-100%                           |

**Table 5 Zonal reductions**

*\*Expressed as percentages of the standards set out in table 3.*

**3.19** These ranges (expressed as percentages of the standards set out in Table 3) identify the degree of restraint to be applied to new development within each zone type. Within each range, the higher percentage represents the maximum level of parking provision. The level of provision will normally be expected to fall within the range shown.

**3.20** The general presumption is to use the lower provision that applies within each range. The range allows fine-tuning according to considerations such as:

- the nature of the development
- local traffic conditions
- the relevance of rail services
- the existing public parking supply.

**3.21** A provision higher than the maximum standard (including zonal reduction) will only be permitted in exceptional circumstances, and where it can be demonstrated in a TA that this is justified.

### Phased restraint

**3.22** In line with PPG13 and regional guidance, phased introduction of restraint may be acceptable at some new developments e.g. the removal of parking spaces/reduction in the number of spaces per phase of built development, after a specified period or when accessibility to the site by non-car modes is improved. Such developments are likely to be large.

**3.23** This approach may prove particularly useful for regeneration areas/large brownfield sites not ideally located in transport terms. Nevertheless, travel patterns (particularly those of employees) tend to become established at the outset of starting a new job and initial car dependence may subsequently be hard to break. It is therefore important not to exaggerate allowances made in these circumstances.

## 4 Mixed Use Sites and Town Centre Parking Provision

### Mixed-use sites and linked trips

- 4.1** Parking standards are not provided for mixed-use sites. Parking provision for such developments will be calculated on a site by site basis, and assessed via the TA process.
- 4.2** Mixed-use sites share parking and provision can be reduced below that required for each individual land use component. This takes account of linked trips on site and the fact that time profiles of car parking demand will vary according to use. Over-provision should be avoided.
- 4.3** Research<sup>(6)</sup> shows that trip rates for retail parks are significantly lower than the sum of the individual land use components. Linked trip-making can reduce parking demand by up to 50% and a reduction of 25% appears readily attainable. A similar pattern will apply to mixed leisure developments. Developers should demonstrate such effects in their TAs.
- 4.4** Single land use sites that have multiple functions e.g. schools used for community purposes outside of the school day raise similar issues to be addressed through TAs. In these instances, consideration should be given to the use of dual purpose surfaces such as school playing areas doubling as car parks if occasional overspill parking is envisaged.

### Non-residential town centre development

- 4.5** Non-residential development within the town centre will not follow the maximum standards provided in table 3. Parking provision for such developments will be calculated on a site by site basis, and assessed via the TA process.
- 4.6** National policy<sup>(7)</sup> says that town centre developments should meet any parking needs through shared public parking provision. Dedicated provision for customers and staff will only be permitted in exceptional circumstances.
- 4.7** However, it is important to ensure that the supply of town centre parking is sufficient to support the vitality and viability of the retail economy. Therefore, town centre developments may necessitate changes in public parking supply.
- 4.8** The acceptability of proposals for parking provision within these areas will be assessed in relation to the adequacy of the existing public parking supply. A Transport Assessment will form the basis for this assessment. This will be informed by the Stevenage Parking Strategy, the Retail Capacity Assessment and the emerging Town Centre Area Action Plan.
- 4.9** Where the parking needs of a development cannot be accommodated by the existing supply of public parking provision, developers will be required to provide for publicly-available car parking as part of their proposals.

6 for the TRICS consortium (Transport Characteristics of Non-Food Retail Parks, TRICS Report 97/1, 1998)

7 PPS4: Planning for Sustainable Economic Growth

**4.10** The provision of public parking by developers will involve:

- funding new car parking structures within the development site, and/or
- funding new car parking structures in other suitable off-site locations.

**4.11** If funding is for off-site spaces then a per space contribution will be sought based on the cost of providing one multi-storey car parking space.

**4.12** In principle, the level of public parking provision (that will be sought as multi-storey car parking structures) will be in proportion to each development's contribution to total regeneration floorspace. A higher or lower level of provision than that determined by a development's contribution towards total regeneration floorspace may be acceptable if this can be justified through a TA.

**4.13** Any new car park(s) will be subject to planning conditions and legal agreements that provide for their control and management.

**4.14** In addition, developers may be asked to fund suitable on-street parking controls, if there is likely to be a significant time-lag between redevelopment and replacement of lost parking spaces. This issue should be addressed in the relevant TA.

## 5 Transport Assessments and Travel Plans

### Transport Assessments

- 5.1** National guidance<sup>(8)</sup> requires Transport Assessments (TAs) to be prepared and submitted for developments that have significant transport implications. They are also a requirement of our emerging Development Management Policy DM28.
- 5.2** There are two levels of Transport Assessment;
- Transport Statement (TS) - for development that has relatively small transport implications.
  - Transport Assessment - for development that has significant transport implications
- 5.3** County guidance, Roads in Hertfordshire, sets out the criteria for schemes which will generally require a TA:

| Transport Statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Transport Assessment                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Residential development of between 50 and 80 units;</li> <li>• Non-food retail development of between 800m<sup>2</sup> and 1500m<sup>2</sup> floorspace;</li> <li>• Class B1 Business of between 1500m<sup>2</sup> and 2500m<sup>2</sup> floorspace;</li> <li>• Class B2 General industrial of between 2500m<sup>2</sup> and 4000m<sup>2</sup> floorspace;</li> <li>• Warehousing development of between 300m and 5000m floorspace;</li> </ul> | <ul style="list-style-type: none"> <li>• Residential development of over 80 units;</li> <li>• Non-food retail development of over 1500m<sup>2</sup> floorspace;</li> <li>• Class B1 Business of over 2500m<sup>2</sup> floorspace;</li> <li>• Class B2 General industrial of over 4000m<sup>2</sup> floorspace;</li> <li>• Warehousing development of over 5000m<sup>2</sup> floorspace.</li> </ul> |

- 5.4** An assessment may also be required for smaller developments if significant transport impacts are likely. Examples include proposals which are in a sensitive location, where congestion already exists, where a high level of traffic is expected to be created, and proposals for certain leisure facilities.
- 5.5** Pre-application discussions should be held with the Borough Council, as well as Hertfordshire County Council, as the Local Highway Authority, in order to determine whether or not a TA is required.

### What a Transport Assessment should contain

- 5.6** The coverage and detail of a TA should reflect the scale of development and the extent of the transport implications of the proposal. However, the following main subjects should be covered:

### Transport Statement

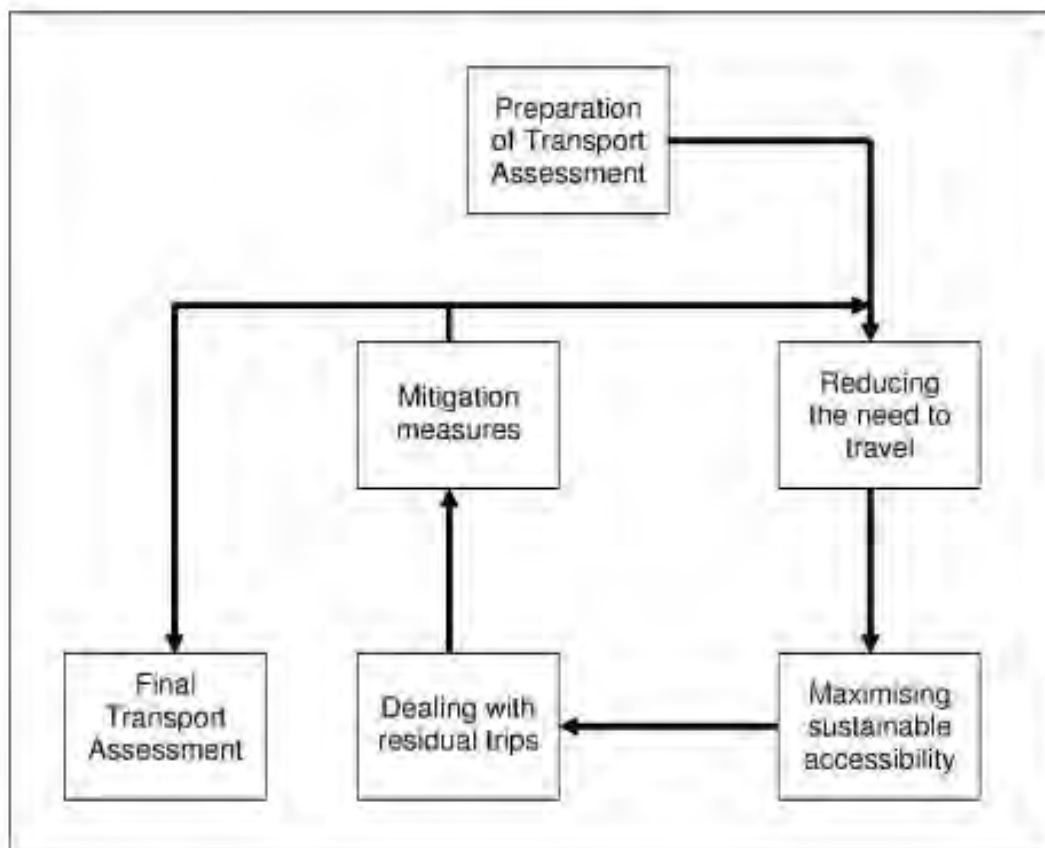
- Existing conditions - including site information and baseline transport data;
- Proposed development - including information such as site accessibility, parking strategy, traffic impacts of construction, drawings and trip generation.

### Transport Assessment

- Existing conditions and Proposed development, as above.
- Assessment years/analysis period
- Development trip generation
- Environmental impact issues
- Reducing the need to travel, especially by car
- Sustainable accessibility - promoting Smarter Choices via Travel Plans
- Transport impacts and mitigation measures

**5.7** TAs involve an iterative process with many inter-related factors influencing the transport characteristics of a new development (e.g. location, public transport accessibility, accessibility on foot and by cycle, on-site parking provision). The process should combine these factors to maximise sustainability.

**5.8** The following diagram illustrates the process involved in producing a TA:



- 5.9** A location that reduces the need to travel is the starting point for the TA process and is the foundation for current Government policy on planning for new development. Location determines catchments and influences overall accessibility to the development by different modes.
- 5.10** Maximising the use of non-car modes is the next consideration. Accessibility is influenced by the design of the development and new transport infrastructure and services provided for it. These factors may be required to meet operational requirements and standards but they may also help overcome poor accessibility by reducing pedestrian severance. Travel plans, planning conditions and legal agreements can also influence transport impacts by requiring measures that reduce car dependency.
- 5.11** Finally, assessing the effect of these influences allows analyses of consequent impacts on existing traffic and the site's surroundings. If these are unacceptable, the procedure may be repeated with different solutions.
- 5.12** It is highly desirable for developments to accommodate attracted vehicles off-street to avoid intrusion in surrounding areas through overspill parking. However, it is also important that on-site parking provision minimises car dependency. The amount of parking provided on-site should not be such that it encourages car use by people for whom travel by non-car modes is practical.
- 5.13** Car parking is both an input and an output of the TA process. While car parking standards provide a starting point by indicating the degree to which car usage could be discouraged, the demand for off-street parking provision is a conventional and independently derived output of a TA.
- 5.14** An acceptable Transport Assessment will need to demonstrate that the levels of parking proposed for a development are suitable in terms of meeting sustainability objectives, will not have an adverse impact on the site or the surrounding area and will not create an increase risk of accidents.
- 5.15** Further guidance on the production of Transport Assessments can be found in the DfT document *Guidance on Transport Assessments*<sup>(9)</sup>.

## **Travel Plans**

- 5.16** The value of travel plans in increasing the awareness of transport implications and sustainable development is now widely recognised. County level guidance<sup>(10)</sup> encourages the submission of a travel plan alongside planning applications for all major developments. This is also a requirement of our emerging Core Strategy.
- 5.17** Travel plans comprise measures to be adopted by businesses and other organisations to encourage staff to use sustainable/less polluting forms of transport and to reduce the amount of cars on the roads.
- 5.18** Travel plans can also have a positive impact upon large-scale residential development.
- 5.19** Initiatives within these plans often involve/impact upon parking provision, for example, cycle storage, showers, dedicated bus services and low levels of car parking provision. Initiatives to reduce the demand for car parking through improved passenger transport accessibility, and other relevant schemes will be supported.

---

9 *Guidance on Transport Assessments*, DfT, March 2007

10 *Roads in Hertfordshire: Highway Design Guide*, 3rd Edition, 2011





## 6 Design and Layout

- 6.1** National guidance states that parking should be well integrated into the overall design of a new development. PPS3 (paragraph 51) advises that:
- 6.2** 'Local Planning Authorities should, with stakeholders and communities, develop residential parking policies for their areas, taking account of expected levels of car ownership, the importance of promoting good design and the need to use land efficiently.'
- 6.3** Some guidance on the design and layout of parking provision is set out in the Stevenage Design Guide SPD. This highlights some of the parking problems which currently occur within the area, and provides locally relevant advice, mainly in terms of how to minimise the visual impacts of parking and to create provision which is safe and usable.
- 6.4** The County Council document Roads in Hertfordshire<sup>(11)</sup> provides more general design standards and advice in relation to parking provision for vehicles, as well as other modes of transport.
- 6.5** In addition to these publications, a number of best practice guidance documents covering parking provision also exist nationally. Manual for Streets provides detailed advice on the design and layout of parking provision including dimensional requirements for all types of spaces, requirements for disabled parking provision, cycle parking standards and advice, and guidance on motorcycle parking. It also provides links to other national guidance documents including the Urban Design Compendium<sup>(12)</sup>, Better Places to Live<sup>(13)</sup>, and Car Parking: What Works Where<sup>(14)</sup>.
- 6.6** All of the above publications should be used, in conjunction with this SPD, when creating an integrated development proposal.
- 6.7** This chapter provides locally specific guidance, in terms of which types of provision work best, and provides an overview of the more specific design details. The following guidance should be followed when creating a development proposal.

### Vehicle Parking

- 6.8** Unallocated parking will be the preference for most developments, and some unallocated parking should be included in all residential layouts, where possible.
- 6.9** Recent evidence<sup>(15)</sup> shows that the amount of parking provided is not generally the issue, it is the way in which this provision is designed and used which creates the problems. Often, parking spaces are available, yet many cars still park on the street. This occurs mainly in locations where spaces were allocated. The reasons for this include:

---

11 Roads in Hertfordshire: Highway Design Guide, 3rd Edition, 2011  
 12 Urban Design Compendium, Homes and Communities Agency  
 13 Better Places to Live by Design: A Companion Guide to PPG3, 2001  
 14 Car Parking: What Works Where, Homes and Communities Agency, 2006  
 15 Investigating the need for revised residential parking standards, Evidence Study, February 2011

- Allocated parking does not always allow for differing levels of car ownership between different properties, and over time. Some dwellings have a higher level of car ownership than their allocated number of spaces, and some may have less/not own a car meaning their spaces may be completely unused.
- Available spaces are not in a convenient location i.e. not situated next to the property. Evidence<sup>(16)</sup> shows that car owners prefer to park as near to their dwellings as possible, both for convenience, and for security reasons, so that parked cars can be overlooked.

**6.10** Unallocated parking may provide a solution to these problems by offering a more flexible approach. Unallocated parking allows for differing levels of car ownership at different properties and over time, and provides for the needs of both residents and visitors. It can also provide the opportunity for spaces to be used for non-residential use during the daytime.

**6.11** Unallocated off-street parking should be designed to be well integrated with the overall site layout. Spaces should be overlooked by nearby dwellings, ideally provided at the front of properties, but without being allowed to dominate the development. If blocks of parking are to be provided, these should be as small as possible, and should be dispersed through the development area, to allow for convenient and safe use.



**Unallocated off-street parking provision**

**6.12** Where allocated parking is to be provided, the layout and design of this should be carefully considered. Each space should be located in close proximity to its associated dwelling, but should not be allowed to dominate the street scene.

**6.13** Developments should be designed with layouts which ensure that additional on-site provision cannot easily be achieved informally (to the detriment of amenity). However, designing developments to achieve these objectives should not compromise other residential design principles.

---

16 Urban Design Compendium, Homes and Communities Agency

- 6.14** Parking provision should be designed in line with Secured by Design objectives<sup>(17)</sup>. Parking should be overlooked by nearby properties to create a high level of natural surveillance. Where security may be an issue, car parking areas should also be well lit throughout the night.
- 6.15** The Council also supports the provision of electric vehicle charging points and will seek to work with developers and providers to arrange the inclusion of charging points for new developments, where appropriate. These could be implemented as part of a comprehensive green travel plan.
- 6.16** Guidance within Manual for Streets and the Stevenage Design Guide SPD should be referred to for further details on the design and layout of car parking.

### Garages

- 6.17** Garages should be located close to the property that they serve. Segregated garage courts should be avoided. Experience of these within Stevenage shows that they are often not well used, and create dead frontages and security concerns.
- 6.18** Manual for Streets recognises that, in some developments, less than half the garages are used for parking cars; many are used primarily for storage or have been converted to living accommodation. To take this into account, a minimum size requirement for garages has been set within this SPD. Garages that do not meet these dimensions can be provided, but these will not be counted towards car parking provision.

### Cycle Parking

- 6.19** The type of cycle parking provision required will vary depending on its use. In public areas cycle parking should be well overlooked to allow for maximum security. For short stay use such as this, Sheffield stands are generally appropriate, as these provide a simple and effective facility.
- 6.20** For longer stay use, such as for employment premises, covered parking areas should be provided either within the building itself or located in close proximity to the building entrance, to allow for weather and security protection. This can be accommodated through the use of cycle lockers or secure cycle sheds. For employment premises, shower facilities should also be provided in conjunction with these facilities.
- 6.21** In terms of residential development, there is a preference for shared cycle parking facilities to be provided, as opposed to providing space within each dwelling, as this is normally more efficient. Shared cycle parking facilities should be secure and convenient to use, ideally provided by a cycle shed. Cycle parking must be covered. Short stay cycle parking should also be provided for visitors.
- 6.22** Cycle parking should be provided as close as possible to the facility it serves, so that it offers a real advantage over using a private vehicle.

---

17 Secured by Design: The Official Police Flagship for Security and Designing out Crime  
<http://www.securedbydesign.com>



**Short stay public and visitor cycle parking provision.**

**6.23** Guidance on cycle parking provision within Manual for Streets should be followed for all new developments.

### **Motorcycle parking**

**6.24** Designated motorcycle parking provision should be provided close to the use it is serving. This will help to avoid the informal use of vehicle and cycle parking spaces, or other areas close to the building curtilage.

**6.25** Parking spaces specifically for motorcycles are not required for residential development as standard, as in most cases spaces for cars can be used. Where designated spaces are provided, these should ideally be covered, to increase security and allow for protection against the elements.

**6.26** Manual for Streets sets out the recommended dimensions for effective motorcycle parking.

**6.27** For further, more detailed, advice on parking provision for motorcycles, the guidance issued by the Institute of Highways Engineers should be followed.

## 7 Accessibility Contributions

- 7.1** Policy TC15 of the District Plan states that 'where appropriate, accessibility contributions will be sought, to improve the accessibility of a development by alternative modes of transport'.
- 7.2** In line with this requirement, and the requirements of PPG13, planning obligations will be sought to enable improvements in accessibility to a site by all modes (with an emphasis on walking, cycling and passenger transport), where such measures would be likely to influence travel patterns to and from the development site.
- 7.3** Individual site circumstances will determine the nature of the planning obligations required, but schemes can include initiatives such as improvements to bus services and cycle routes, highway improvements, parking improvements around the site and car-share schemes. The Urban Transport Plan for Stevenage provides some guidance on the larger scale schemes proposed for Stevenage, and, where appropriate, may be used as a guide when requesting planning obligations for new development.



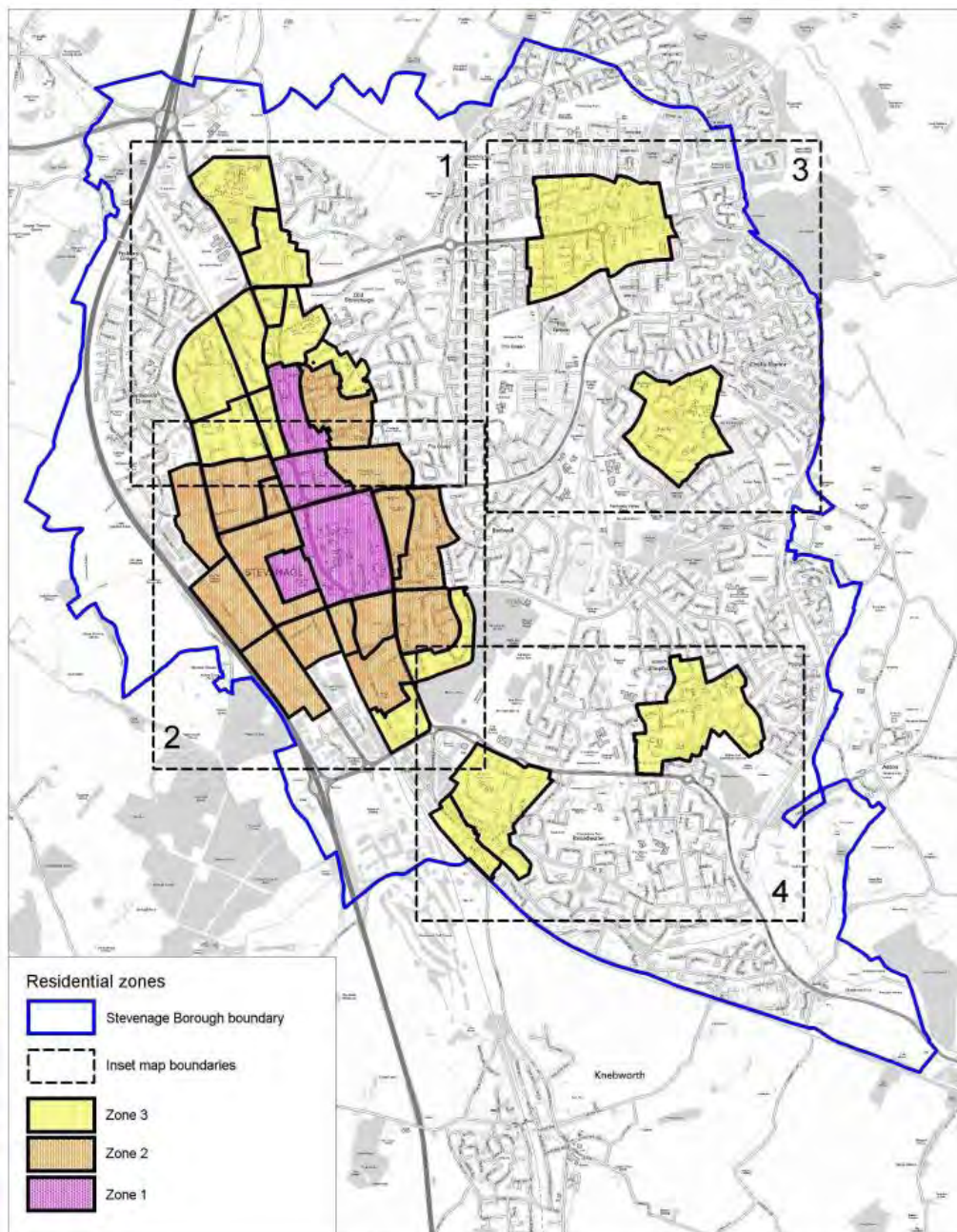


## Appendices

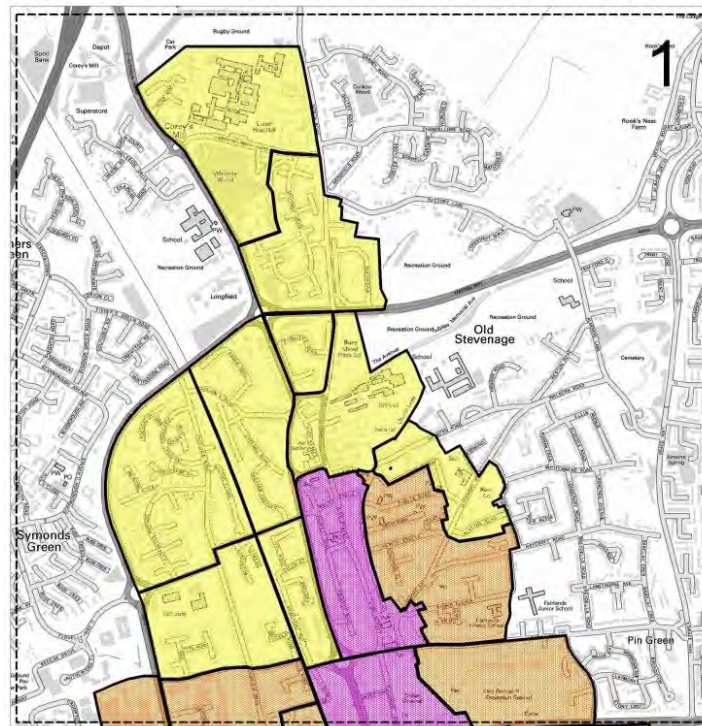


## Appendix 1 Accessibility Zones

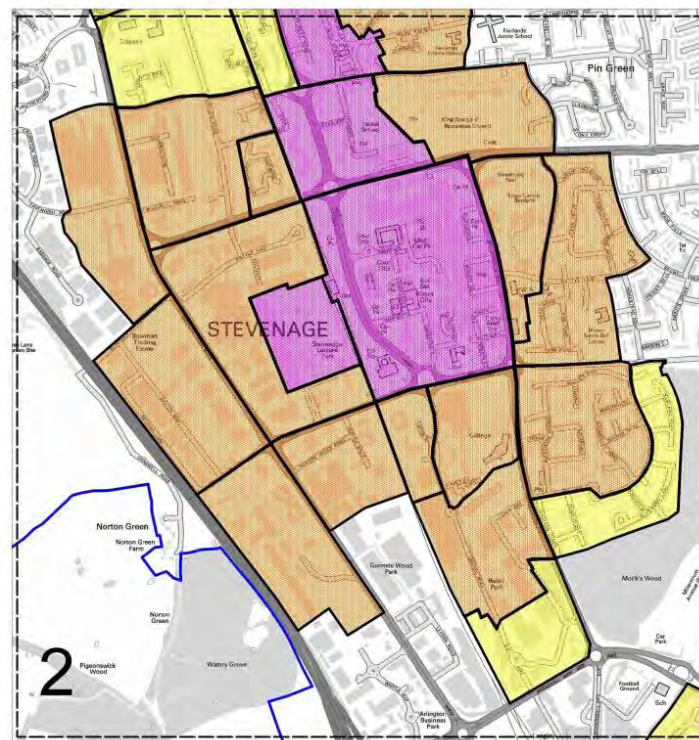
### Residential Accessibility Zones



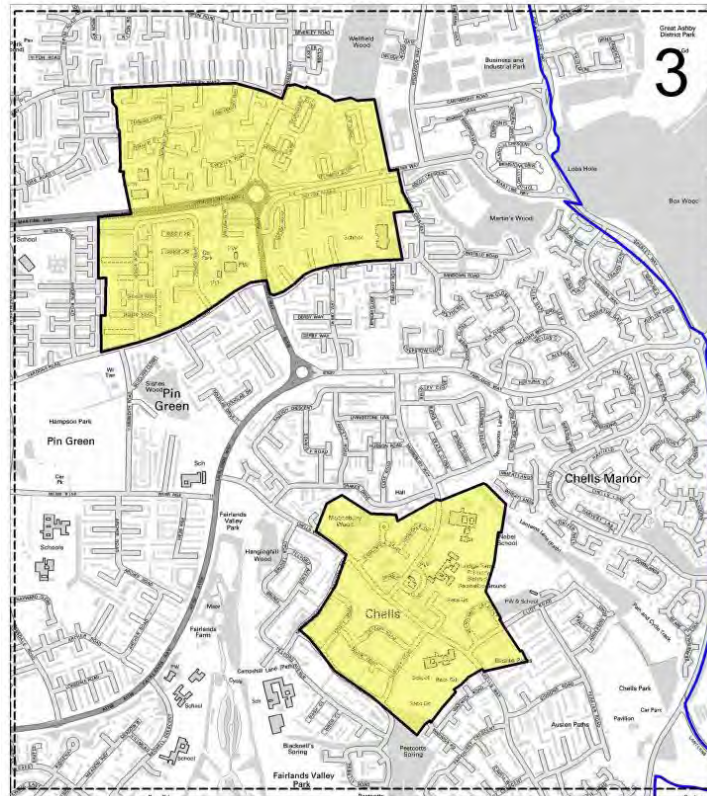




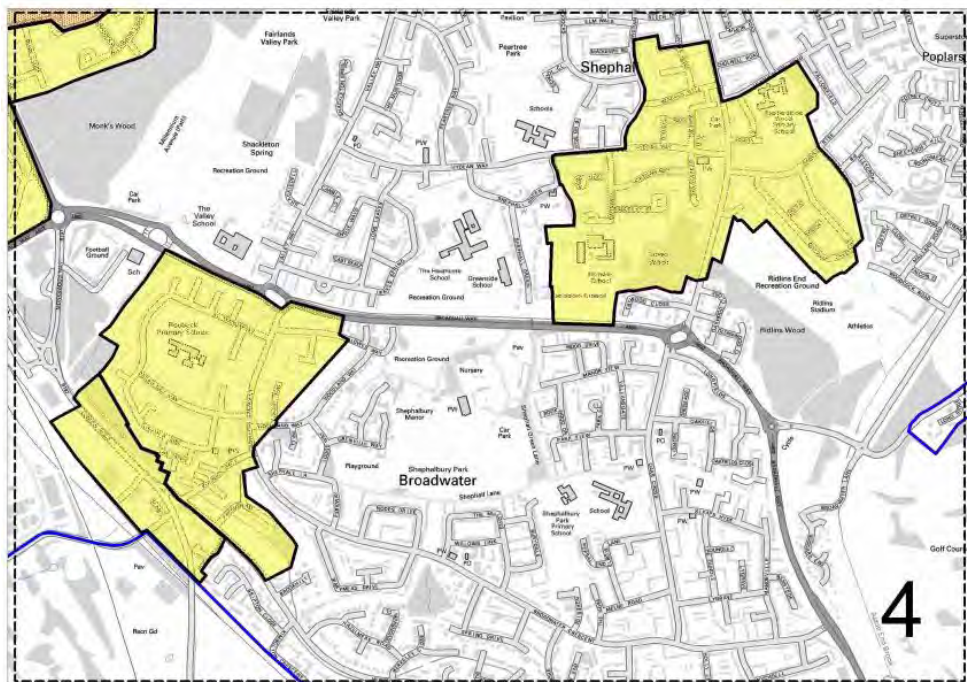
Inset map 1



Inset map 2



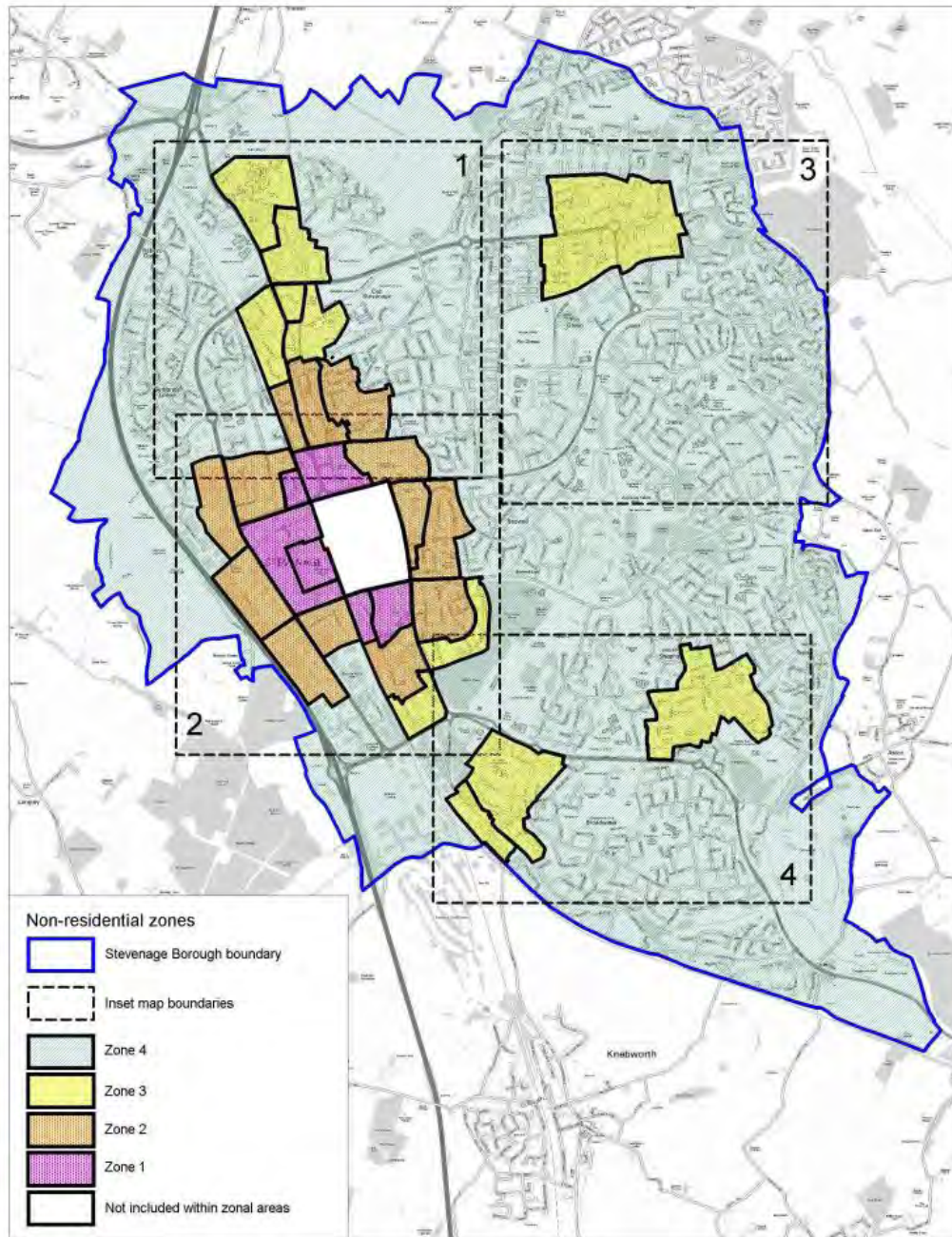
Inset map 3



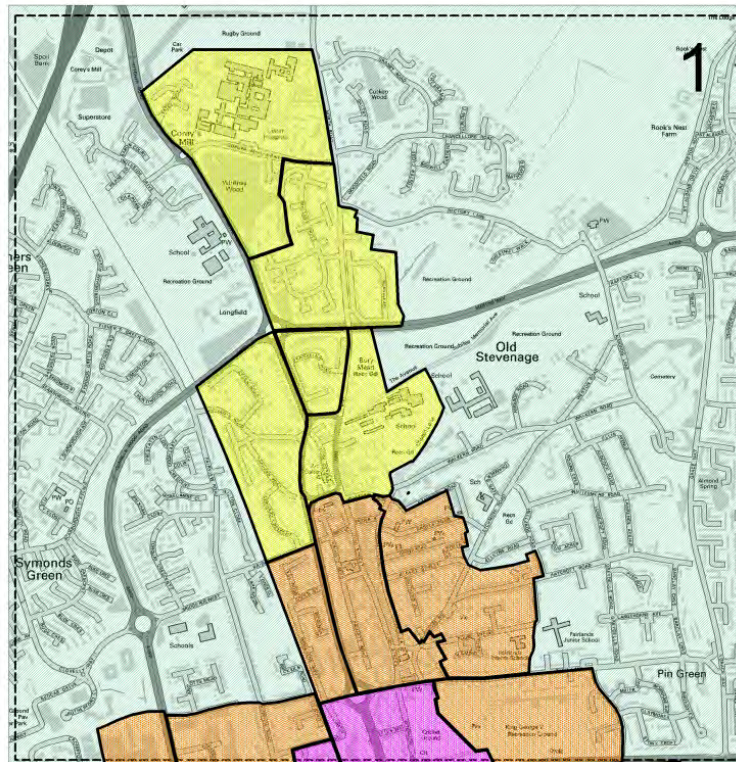
Inset map 4



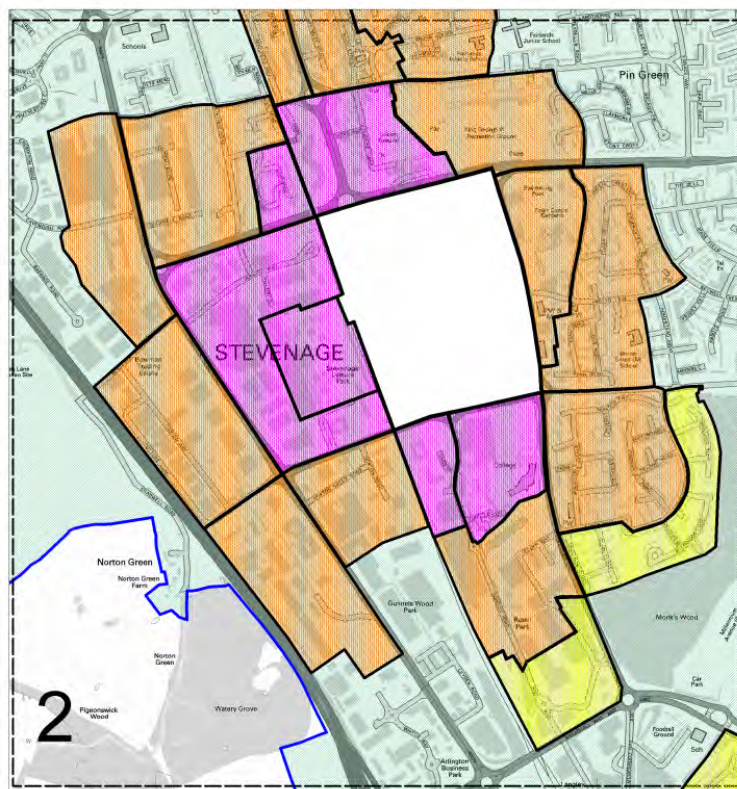
## Non-residential Accessibility Zones





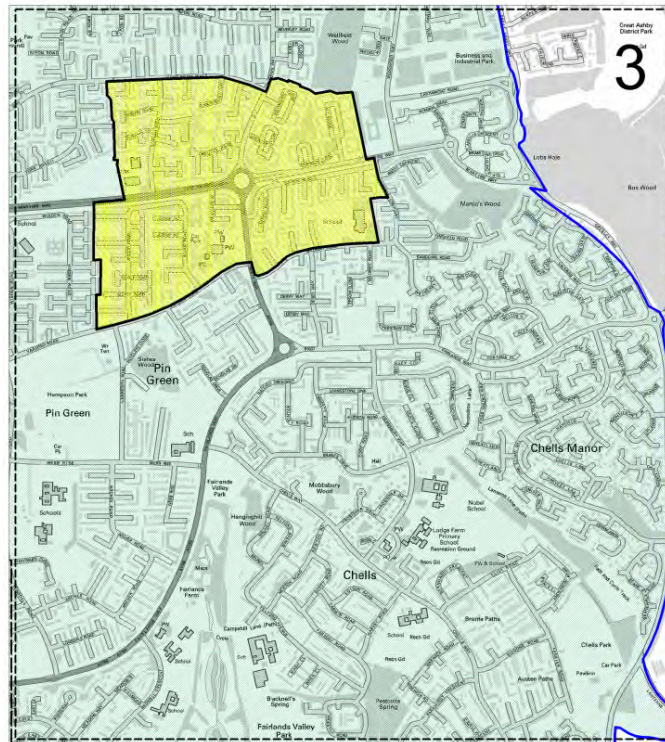


Inset map 1

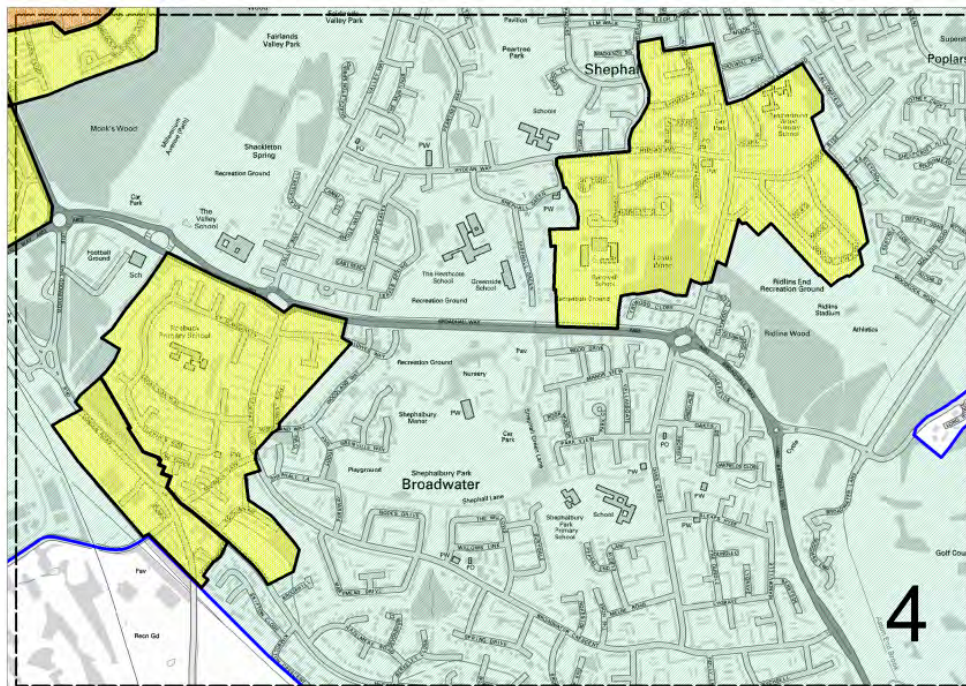




Inset map 2



Inset map 3



Inset map 4

## The zoning process

The zoning process used in this SPD is broadly based on the methodology used within the HCC Best Practice Guide on Parking Provision at New Development (March 2003). It involves assessing different areas within Stevenage according to how closely they meet accessibility criteria.

In order to do this, the town was initially divided up into a number of zonal areas, which share similar characteristics such as land use and densities, and generally using roads and railways to define boundaries. A set of criteria were set out, and then each area assessed to determine whether or not it met each criterion.

Separate maps have been produced for residential and non-residential development, as the criteria which determine car ownership/use levels for each of these is different. For non-residential development, the accessibility of the site in terms of passenger transport accessibility is the main determinant of whether or not people can use non-vehicle modes of transport. Residential accessibility does depend on these criterion; however levels of car ownership may not necessarily be lower just because there is good passenger transport. Residential car ownership also depends upon access to primary schools and access to shops and other services/facilities found within shopping areas.

## Criteria for residential accessibility zones

A list of criteria has been prepared for each residential zone - areas must meet all of the criteria to be placed in that zone. The criteria reflect access to facilities, such as retail, leisure and primary schools, as well as the availability of passenger transport.

### Zone 1

- Within the primary retail/leisure core; and
- Excellent passenger transport - within 1200m of the train and bus stations.

### Zone 2

- Directly surrounding the primary retail/leisure core; and
- Excellent passenger transport - within 1200m of the train and bus stations.

### Zone 3

- Within 400m of a local shop and a primary school; and
- Good passenger transport - high bus frequency and number of routes.

Areas within Zone 1 are most likely to have lower levels of car ownership, as they have access to local facilities as well as the ability to easily travel outside of the Borough by passenger transport, to access facilities and jobs in other towns.

## Criteria for non-residential accessibility zones

A list of criteria has been prepared for each non-residential accessibility zone. In terms of non-residential development, the accessibility of passenger transport is the major determinant of car use. The criteria used to designate the accessibility of areas within the town into zones are, therefore, based on access to the train station, bus frequency and number of bus routes available (during AM peak).

**Zone 1**

- Within 800m of bus and train stations

**Zone 2**

- Within 1200m of bus and train stations

**Zone 3**

- At least one bus every 5 minutes; and
- At least 6 routes available

**Zone 4**

- All other areas

Good access by passenger transport means that employees can travel more easily, and are therefore more likely to travel, by passenger transport rather than in a private car. In these locations, developers can encourage lower levels of car use effectively through minimising car parking provision.

The criteria used to calculate the accessibility of an area (by non-car modes) have been chosen to reflect local characteristics, and to designate areas where lower levels of car use/ownership are/could be likely. The criterion (within the Best Practice Guide) on the attractiveness and availability of pedestrian and cycle routes, for example, has not been included, as cycle routes and pedestrian routes exist across the town and are very similar throughout.







