West Sussex County Council
Guidance for Parking in New Residential Developments
September 2010

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1. Introduction to Car Parking in New Residential Developments

1.1 The County Council has taken a strongly evidence-led approach to residential parking in new developments, to ensure that the number of parking spaces provided is appropriate to the location and the characteristics of the development.

1.2 To do this, a survey of residents in developments built between 2001 and 2008 was conducted in the summer 2009. The information collected using the residents' survey has been used along with Tempro to adjust car ownership rates from the 2001 Census to reflect the County Council's understanding of car ownership in new developments in West Sussex.

1.3 This guidance outlines the County Council's agreed approach to residential parking in new developments and provides guidance for car parking capacity surveys which may be required to support the preparation of transport statements and assessments.

2. Guiding Principles of the County Council's Approach

2.1 The following principles set out the County Council's recommended approach to residential parking in new developments and should be used to inform the design of new developments and decision-makers considering proposals for new development.

Principle A

2.2 In accordance with PPS3, residential car parking provision should take account of expected levels of car ownership; ensure high quality design and the efficient use of land.

2.3 The amount and method of parking provision should not adversely affect road safety, or result in unacceptable levels of parking demand in existing or new streets which cannot be reasonably mitigated.

2.4 If parking could reasonably be expected to take place in existing streets, then it will be necessary to demonstrate through a parking capacity survey that there is a sufficient amount of available space to accommodate the expected parking demand. Guidance on parking capacity surveys is provided in section 3 below.

Principle B

2.5 Expected levels of car ownership and demand should be determined taking account of dwelling size (rooms); unit type (houses or flats); unit tenure (private or local authority/housing association) and the way parking is to be provided (allocated or unallocated).

2.6 Calculation of expected levels of car ownership should normally be based on local ward census data, adjusted in light of the 2009 household survey (provided the ward is regarded as typical), and include expected growth in car ownership from 2009 to 2026 using local TEMPRO forecasts. The West Sussex County Council Residential Parking Demand Calculator should be used to calculate the expected levels of car ownership (parking demand) for each development.

Principle C

2.7 In some central areas, it will be appropriate and beneficial to provide constrained levels of parking, that is, below the amount that would otherwise be expected. However, in order to realistically promote lower levels of car ownership and to prevent unacceptable consequences, all of the following must be available or provided:

- Travel plan measures targeted at reducing car ownership
- High levels of accessibility to non-car modes of travel and to local amenities and facilities
- Comprehensive parking controls

Principle D

2.8 In some circumstances it may be necessary to regulate on-street parking in order to control / manage, or mitigate the impact of development. If Traffic Regulation Orders are required then developers will be expected to fund administration and works costs.

2.9 It may be necessary to prevent residents of new development within Controlled Parking Zones from qualifying for residents and visitors parking permits. Residents could qualify for permits, provided spare on-street capacity exists and the issue of permits will not undermine planning policies and travel plan measures. The County Council Integrated Parking Strategy would need to be amended to control the issue of permits in these circumstances.

Principle E

2.10 Good parking design is as important as providing the appropriate number of spaces. Developers will therefore be expected to provide balanced, mixed and flexible parking provision. This should reflect best practice as set out in national guidance, such as "Manual for Streets", and "Car Parking: What Works Where", to ensure high quality design of parking provision. The layout of on-street parking must also comply with "Traffic Signs Regulations and General Directions".

Principle F

2.11 To ensure that developments function efficiently and as intended, detailed consideration needs to be given to the following at the design stage:

a) *Providing garages of sufficient size* - If garages are provided they should be at least 6m x 3m internally. If garages meet this requirement, they should be regarded as an allocated parking space and calculations of parking demand should take account of this.

b) *Providing adequate visitor parking* - Adequate visitor parking is required and this will be influenced by the level of unallocated parking. The West Sussex County Council Residential Parking Demand Calculator should be used to ensure sufficient visitor parking is provided.

c) *Likely cycle ownership and storage* - Good cycle storage facilities are important, but requirements should take account of dwelling size and type, and have regard to existing levels of cycle ownership. The recommended levels of cycle provision are set out in Table 1.

Type	**Size**	**Cycle Provision (per unit)**
Houses	Up to 4 rooms (1 & 2 bed)	1 space
Houses	5+ rooms (3+ bed)	2 spaces
Flats	Up to 3 rooms (1 & 2 bed)	0.5 space (if communal storage otherwise same as 1 & 2 bed house)
Flats	4+ rooms (3+ bed)	1 space

d) *Spaces for disabled people* – Provision should be consistent with guidance in "Manual for Streets".

e) *Motorcycle parking* - Provision should be consistent with guidance in "Manual for Streets".

f) *Space for storage bins* - It is now common for houses to have two bins for refuse and recycling and these can take up space intended for parking. Consideration needs therefore to be given to providing convenient and adequate provision for bins so that parking areas are not blocked or lost.

Principle G

2.12 Sustainable drainage systems will be required in most parking areas to ensure that surface waters impacts are fully addressed and mitigated.

3 Guidance on use of the West Sussex Residential Parking Demand Calculator

Background

3.1 The West Sussex Residential Parking Demand Calculator has been designed to calculate the number of parking spaces required at new residential development on a site specific basis. The calculator predicts levels of car ownership using information about the location (ward), unit type, unit tenure, unit size and the number of allocated spaces.

3.2 This guidance aims to inform users about how to use the calculator and will be updated by West Sussex County Council as necessary.

Opening the Tool

3.3 When opening the calculator, click "Enable Macros" as these play an important role in calculating parking demand.

3.4 When opening the file in MS excel versions 97-2003, the user will be asked whether links should be updated. The user should click "Don't Update".

3.5 Before inputting any information into the spreadsheet, the user should click the "Reset" button on the summary worksheet.

Ward Information

3.6 The calculator uses information about car ownership in wards to calculate levels of car ownership on a site-specific basis. You must know the ward in which the development is located in order to use the tool.

3.7 A map showing the wards in West Sussex is available using the following link or by copying the URL into your internet browser: http://www.westsussex.gov.uk/idoc.ashx?docid=379370e1-dd77-44c7-a277-2145328ec040&version=-1

3.8 If you know the postcode for the site, the ward finder can be used by inputting the postcode **without** a space between the characters.

3.9 For every development, the user should specify three wards:

- Ward 1 – the ward in which the development is located
- Ward 2 & 3 – either i) the two nearest wards (other than ward 1), or ii) two nearby wards where the existing housing stock is similar to the proposed development

Unit Type

3.10 The user should specify whether the units are flats or houses.

Unit Tenure

3.11 The user should select from one of the following options:

- Private
- Local authority/housing association (not including shared ownership)

Dwelling Size

3.12 The user should specify how many habitable rooms the units will have. This measurement of dwelling size has been used because the number of bedrooms is a coarse measure of dwelling size and significant variation in car ownership has been found between dwellings with the same number of bedrooms.

3.13 Habitable rooms include all living rooms, bedrooms and kitchens, but **not** bathrooms, WCs or circulation space.

3.14 If the number of bedrooms is known, but the number of habitable rooms is not, then the following conversion should be used until this information is available.

Bedroom – Habitable Room Conversion

Flats
Studio = 1 room
1 bed = 2 rooms (1 bedroom, 1 kitchen/living room)
2 bed = 3 rooms (2 bedrooms, 1 kitchen/living room)
3 bed = 4 rooms (3 bedrooms, 1 kitchen/living room)
4 bed = 5 rooms (4 bedrooms, 1 kitchen/living room)

Houses
1 bed = 3 rooms (1 bedroom, 1 kitchen, 1 living room)
2 bed = 4 rooms (2 bedrooms, 1 kitchen, 1 living room)
3 bed = 5 rooms (3 bedrooms, 1 kitchen, 1 living room)
4 bed = 6 rooms (4 bedrooms, 1 kitchen, 1 living room)
5 bed = 7 rooms (5 bedrooms, 1 kitchen, 1 living room)

Allocated Parking

3.15 The user should specify how many parking spaces will be specifically allocated to individual units. Allocated spaces include numbered parking bays, driveways, garages and parking barns.

Description of Totals

3.16 The totals provided by the spreadsheet reflect the expected needs of the development and should be considered in the design of the development. The following list of cells corresponds to cells in the Residential Parking Demand Calculator.

- **Cell J39** – the input total number of allocated spaces (will depend on the design of the development)
- **Cell L39** – The calculated number of unallocated spaces (in addition to those which are being allocated) required to accommodate residents of the development
- **Cell N39** – The calculated total number of unallocated spaces which would be required to accommodate visitors to the development (will remain zero if less than 50% of spaces are allocated to residents)

- **Cell O39** – The calculated expected level of demand for parking at the development

4. Guidance for Car Parking Capacity Surveys

4.1 This guidance is intended to assist developers and their consultants when considering the car parking implications of new development and when preparing transport statements and assessments. The guidance seeks to ensure that car parking capacity surveys are robust and that information is of a consistent standard, therefore providing a reliable basis for decision-making.

4.2 Car parking capacity surveys should seek to satisfy the criteria outlined in this guidance and should be agreed with the County Council at the scoping stage for transport statements and assessments. In line with principle A above, **surveys are expected to be carried out only when it is reasonably expected that parking will take place on existing streets, and should follow calculation of the expected levels of car ownership and consideration of how this parking can be provided**. Surveys are expected to be reported in the form of a short summary report which may form part of a transport statement or assessment.

4.3 The geographical area which should be surveyed (survey area) should be proportionate to the impact of the development – determined as the number of vehicles that are expected to park on-street in the surrounding area. The survey area should include sufficient available space to accommodate the number of vehicles expected to be owned by residents of the site and their visitors. This can be determined using the West Sussex County Council Residential Car Parking Demand Calculator.

4.4 The survey area is expected to centre on the development site and should include the areas most likely to be used for parking by those living in, or visiting the site, and will therefore need to have regard for site access arrangements.

4.5 Car parking capacity surveys should be carried out when usage of available parking space is at its greatest (i.e. peak time) in the survey area. This may include early morning surveys to assess the amount of overnight parking in the area. The duration of the survey will be dependent on the likely impact of the development and whether or not there are existing pressures on parking space in the area. A development which is likely to have a large impact on on-street parking in an area where available space is already well used or insufficient to meet existing demands, would be expected to carry out an extensive survey throughout the day.

4.6 A car parking capacity survey should take the form of a beat survey (or similar alternative) where an enumerator walks a planned route at regular intervals recording registration plate details of the parked vehicles. The enumerator should record sufficient information to provide the following information in a summary report:

a) The rate of turnover of vehicles on each street expressed as a number of vehicles leaving/arriving per hour

b) The number of vehicles parked on each street
c) An estimate of the parking capacity of each street and a brief explanation of how this was calculated

4.7 If the development is located within a Controlled Parking Zone, the summary report should also provide details of the existing resident permit take-up and/or any waiting lists. This information can be obtained from the West Sussex County Council Parking Strategy Team on 01243 642105.

4.8 A summary reports of car parking capacity surveys should be accompanied by:

a) A map displaying the geographical area surveyed at a suitable scale for interpretation
b) Details of the dates and times of day when survey(s) were undertaken
c) Details of parking restrictions (Traffic Regulation Orders) which apply in the survey area which are available by using the following link or copying the URL into an internet browser: http://www.westsussex.gov.uk/apps/tro/

Example Car Parking Capacity Survey – Summary Report

Site location: *Astreet Close, Chichester*
Date of survey: *9th August 2010*

Location (street name)	Start time of survey	Rate of turnover of vehicles (veh/hr)	Number of vehicles parked on street	Estimated parking capacity of street (details of calculation provided below)	Details of existing parking restrictions (TROs)
Astreet Close, Chichester	*07:00*	*1*	*5*	*5*	*Link to website*
Astreet Close, Chichester	*07:30*	*1*	*5*	*5*	*Link to website*
Astreet Close, Chichester	*08:00*	*3*	*3*	*5*	*Link to website*
Astreet Close, Chichester	*08:30*	*2*	*4*	*5*	*Link to website*
Astreet Close, Chichester	*09:00*	*1*	*3*	*5*	*Link to website*
Astreet Close, Chichester	*09:30*	*1*	*3*	*5*	*Link to website*

Details of parking capacity calculation:
Length of available parking area (24m) / Length of vehicle (4.8m) = 5 vehicles

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