North Yorkshire County Council

Transport Issues & Development - A Guide

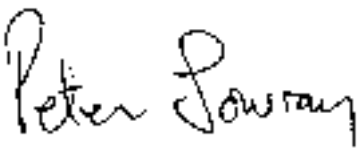
2003

A responsive County Council providing good quality and efficient services

Foreword

by County Councillor Peter Sowray

Following the Environmental Summit meeting in Rio de Janeiro, the approach to the use of the motor car has undergone a radical change. This document, 'Transport Issues and Development - A Guide', not only reflects the revised guidance published by central government in Planning Policy Guidance Notes 3 and 13, but also seeks to assist developers and their consultants in the preparation of the information which must be considered along with their planning applications. I hope you find it a useful guide.



Executive Member for Environmental Services

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1.0 Introduction

1.1 Background

In recent years there has been a growing recognition that continued expansion of highway capacity to meet increasing traffic growth is neither desirable nor feasible. A balanced and integrated transport system is therefore being developed which provides a choice of travel mode and encourages the use of alternative ways to travel.

It is now generally accepted that the availability of car parking can have a major influence on the form of transport people use for their journeys. It is therefore essential that the level of parking at new developments is considered within the broader context of land use and transport policy, whilst giving full consideration to local issues and objectives.

The preparation of revised car parking standards for North Yorkshire has been undertaken against the background of the emerging national transport policies launched by the Government's Transport White Paper, advice contained within Planning Policy Guidance Note 13 (PPG 13) March 2001, the strategy for the Draft Regional Planning Guidance for Yorkshire and Humber and the County Council's Local Transport Plan.

In particular, PPG 13 contains clear advice on the use of maximum rather than minimum parking standards and presents a set of national maximum standards. This sets a framework for the preparation of parking standards.

In reviewing the standards, it has been necessary to recognise that North Yorkshire is largely rural and that the predominant means of travel for the majority of journeys is the car. However, the County Council considers that priority attention should be given to promoting a shift in mode from car to more environmentally friendly forms of transport including public transport, cycling and walking.

The standards apply to the whole of North Yorkshire including the Yorkshire Dales and North York Moors National Parks. Information contained within this document will be used as a guideline for all proposed developments but may be amended to take account of specific local circumstances relating to individual proposals.

1.2 Report Content

This document is intended to show how the adopted parking standards fit in to the national, regional and local land use and transport planning policy and provides guidance on their use. It addresses the following specific issues:

- implications;
- transport assessments;
- travel plans;
- application of standards in North Yorkshire;
- guidance on developer contributions.

2.0 Policy Context

2.1 Introduction

This chapter considers the background to the development of the standards, reflecting the policy objectives set out in the Transport White Paper, Planning Policy Guidance Notes and the requirements of Regional Planning Guidance. In addition, reference is made to relevant local policies.

2.2 National Policy

Transport White Paper

The UK Integrated Transport White Paper, 'A New Deal for Transport, Better for Everyone' was published in July 1998, and set out a new approach to transport policy and links between transport and other policy objectives. In so doing, it established a framework for detailed policies to be developed and implemented.

A key proposal contained within the White Paper is for Regional Planning Guidance to contain a Regional Transport Strategy, which would be developed by the regional conferences. It states that:

> *The regional conferences will use Regional Planning Guidance to integrate the planning of major new development at the regional level and the identification of regional transport investment and management priorities. In doing so, the conferences will need to consider including in the Regional Planning Guidance:*
>
> *guidance for development plans on the approach to be taken to standards for off-street car parking provision, relating these to accessibility by public transport.*

At the local level, the White Paper suggests that "…for new developments the planning policies now being implemented should ensure that car parking space is limited to the minimum necessary and that full provision is made for public transport access."

With regard to planning policies on maximum parking standards, the White Paper states that the Government "will ensure that development plan policies for parking support our policies for the location of development. Parking standards should be devised and applied having regard to the accessibility of locations by modes other than the car."

Clearly, the Integrated Transport White Paper sets out the framework for the development of parking standards, with guidance provided at the regional level for implementation within development plans.

PPG 13

Pertinent national policy guidance is provided in Planning Policy Guidance Note 13: Transport (PPG 13). In March 2001, PPG 13 was published with the objectives to integrate planning and transport at a national, regional and local level to:

- promote more sustainable transport choices for both people and for moving freight;
- promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling;
- reduce the need to travel, especially by car.

In respect of parking, the document states that it is necessary to use parking policies, alongside other planning and transport measures, to promote sustainable transport choices and reduce reliance on the car for work and other journeys. In addition, the levels of good quality cycle parking need to be increased to promote cycle use. An emphasis is also placed on the requirement for strong locational policies in development plans intended to increase the effectiveness of transport policies and help to maximise the contribution of transport to improving the quality of life.

PPG 13 also states that policies on parking should be co-ordinated with parking controls and charging, and be consistent with the Regional Transport Strategy. In particular, when developing and implementing policies on parking, local authorities should:

- ensure that levels of parking in association with development will promote sustainable transport choices;
- not require developers to provide more spaces than they themselves wish;
- encourage the shared use of parking, particularly in town centres and as part of major proposals;
- take care not to create perverse incentives for development to locate away from town centres;
- where appropriate, introduce on-street parking controls to minimise the potential displacement of parking;
- consider appropriate provision for motorcycle parking;
- require convenient cycle parking in developments.

PPG 13 states that development plans should set maximum levels of parking for broad classes of development. The revised document sets out maximum national parking standards, with regional and local planning authorities being encouraged to adopt more rigorous standards, where appropriate.

The standards in PPG 13 should be applied as a maximum throughout England for all developments above a certain threshold size. For small developments, which will represent a large proportion in rural areas, local authorities should set levels of parking appropriate to reflect local circumstances.

PPG 13 also introduces the use of Transport Assessments to replace Traffic Impact Assessments. In both cases, the emphasis is on the delivery of sustainable transport objectives.

PPG 3

Policies on the development of housing are set out in PPG 3 Housing. To promote more sustainable residential environments, both within and outside existing urban areas, PPG 3 states that local planning authorities should promote:

- development that is linked to public transport;
- mixed use development;
- a greener residential environment;
- greater emphasis on quality and designing places for people;
- the most efficient use of land.

The guidance reinforces the need for local authorities to revise parking standards to allow for significantly lower levels of off-street parking provision, particularly for developments:

- in locations such as towns, where services are readily available by walking, cycling and public transport;
- which provide housing for elderly people, students and single people; and
- involving the conversion of housing or non residential properties where off-street parking is less likely to be successfully designed in to the scheme.

Developments with more than an average of 1.5 off-street parking spaces per dwelling are unlikely to accord with the Government's policies relating to sustainable residential developments.

2.3 Regional Planning Guidance

Regional Planning Guidance for Yorkshire and the Humber to 2016 (RPG 12) was published by the then Secretary of State for Transport, Local Government and the Regions in October 2001. It set out policies for the future pattern of economic development, the scale and location of new housing, improvements to transport, infrastructure and environmental and natural resource protection.

Policy T2 of RPG 12 states inter alia that there should be a consistent approach to the formulation of parking strategies adopted across the region to assist in reducing road traffic. This includes the introduction of maximum parking standards through planning controls for new developments in step with location and land use type.

Paragraph 7.40 of RPG 12 states that local authorities need to develop an integrated strategy on parking utilising planning policies and transport powers.

Paragraph 7.42 states that in preparing development plans local planning authorities should take account of the parking standards set out in Table 7.4.

It advises that these are maximum parking standards expressed as ranges which provide a framework to enable local planning authorities to set out in their development plans more specific standards based on the particular characteristics of their areas.

Paragraph 7.43 establishes that, in arriving at the appropriate standards for each land use and for

each location type, local authorities should take into account:

- the size of the settlement, particularly the level of public transport provision;
- the relative economic strength of an area;
- proximity to competing areas both within and outside the region taking into consideration the context set by the standards adopted in adjoining and competing areas.

2.4 Local Policies

North Yorkshire County Council's Local Transport Plan contains policies that seek to encourage the use of public transport, cycling and walking. In relation to car parking for new developments, the LTP states that:

- the concept of maximum parking standards is accepted;
- the application of a common set of national standards is not appropriate, as they should reflect the nature of the particular area;
- the adoption of a range of standards, which recognise the variable nature of an area, is supported;
- more wide-ranging Transport Assessments should be undertaken to assess the impact of new developments and to identify the contributions required from the Developer for improvements in highway/transport provision to and from the development site. This will replace the previously adopted commuted payment scheme, which was based on minimum car parking standards.

The County Council is committed to the development and implementation of Travel Plans for both new and existing developments.

3.0 Transport Assessments

3.1 Introduction

Transport Assessments together with Travel Plans are important tools to help show that all modes of travel are being encouraged and how easy it is to get to and from the site by each mode taking into account journey time, safety, public transport frequency, quality and access for disabled people.

To enable the Council to consider the issue of accessibility, Developers who apply for planning permission for larger developments will be asked to submit a Transport Assessment. The amount of work involved in preparing a Transport Assessment will depend on the impact of the development; for smaller schemes this could be little more than a letter, for larger schemes this is likely to be the traditional fully bound report.

At present, guidance on the form of assessment is provided in the Institute of Highways and Transportation 'Guidelines for Traffic Impact Assessment', although this is programmed to be updated through new government guidance. In all cases, the need for, and scope of, a Transport Assessment should be agreed with officers of the Council at an early stage in the planning process. Where appropriate, a scoping study should be submitted in advance of the commencement of the Transport Assessment.

In addition, significant proposals, as defined in Paragraph 3.2 below, should be supported by a statement which sets out the applicant's/occupant's company Travel Plan. The Council will be looking to ensure that Travel Plans encourage travel choice by promoting walking, cycling and public transport. Travel Plans are discussed in more detail later. The aims of a Travel Plan should be achievable and measurable. This accords with the Government's advice offered in PPG 13.

A Transport Assessment is expected to be an impartial report undertaken by an appropriately qualified professional employed by the Developer. It describes the effects of a development on the local highway network, and considers its accessibility by all modes of transport equally. This includes outlining both the positive and negative consequences of the development on the existing and/or proposed highway infrastructure.

In all cases it is recommended that a two-stage approach be adopted, since experience has shown that this can lead to a speedier acceptance of the Transport Assessment.

Stage 1
Establish the scope of the study, agree basic assumptions and confirm those areas of the study which are/are not needed with the appropriate officers of the Council, who will seek to deal with your request promptly.

Stage 2
Production of the Transport Assessment. Demonstrating how accessible the development is by all modes of transport.

The contents of a Transport Assessment will depend on the size, nature and location of a development. Smaller developments, at or around the trigger levels set out in Paragraph 3.2, will usually only be asked to show the following details, and these can be provided in letter form:

- **policy framework;**
- **existing highway conditions;**
  - how accessible the development is by all modes of transport;
  - whether the site access can accommodate the predicted level of traffic, if any;
  - what measures can be undertaken to encourage travel by walking, cycling and public transport;
  - trip generation and distribution;
  - future traffic conditions;
  - road safety;
  - conclusions and recommendations.

Larger developments, and/or those in critical locations, may also be required to investigate road links and junctions remote from the site that might be affected, again where possible these should be agreed in advance. However, in all cases developments should, wherever possible, not be designed on the assumption that the car will be the only realistic means of travel for the majority of people.

The guidance set out in this advice note does not necessarily reflect the views of the neighbouring Highway Authorities. Developers should seek the requirements of the relevant Highway Authority for any proposal that will have a material impact outside this Authority's boundary or on the Trunk Road network.

3.2 Priorities and Trigger Criteria

Developers should be aware that the Council's Local Transport Plan seeks to:

- promote social equality by providing genuine choices of travel mode;
- limit traffic growth by reducing the need to travel and developing alternative non-car modes;
- provide a safe, efficient and well maintained highway network;
- minimise the adverse impact of traffic on the environment;
- provide a quality public transport system for as many residents as possible;
- reduce the number and severity of casualties arising from road accidents in the County;
- facilitate opportunities for economic regeneration, growth and the sustainable movement of goods.

When planning new developments a balance needs to be struck between different road users. The priorities, in order, are:

- Pedestrians
- Cyclists
- Vehicles

The hierarchy of transport users above sets out the priority for balancing out the competing needs of different road users. It does not mean that those users higher up this list will be provided for regardless of the consequences. As a guide, when providing for vehicular access, pedestrians must not be disadvantaged by severance, whereas when considering improvements for pedestrians the loss of some vehicular capacity could be considered, provided it would not cause congestion or delays.

As a guide, the following table sets out the site area, or minimum gross floor area (GFA), above which the Council would expect a planning application to be supported by a Transport Assessment. [Please note that the Council reserves the right to request a Transport Assessment in other instances; for example where the location and/or nature of the development are of a particularly sensitive nature.]

Development	Site area	GFA/units
Food-retail	0.2 Ha	1,000m^2
Non-food retail	0.8 Ha	1,000m^2
Office (B1)	0.8 Ha	2,500m^2
Industry (B2/B8)	2.0 Ha	6,000m^2
Residential	1.0 Ha	80 units
Other	60+ vehicle movements in any hour	

In addition to the detailed consideration of other modes of transport, the Transport Assessment must consider (as a broad guide) any link or junction where total flows and/or individual turning movements are likely to be increased by 5% or more during any individual hour. In locations where, in the opinion of the Council, problems are already being encountered a smaller percentage may be considered a material concern, and therefore may also require investigation.

For developments with little or no car parking, but exceeding the above trigger levels, a Transport Assessment would still normally be required to consider in detail access by foot, cycle or public transport.

3.3 The Contents of a Transport Assessment

The contents of any individual Transport Assessment will be dependent on the size and complexity of the development proposal, but as a guide larger schemes should address the following points. To assist, a checklist is included in **Appendix D**.

Introduction

This should include a summary of the development including details of the proposed floor area, site composition, existing/historic use(s) of the site, and current traffic generation. The site location should also be described in relation to the local highway network.

Policy Framework

This should set out, in summary form, relevant local and national policies that shape the priority and focus of the Transport Assessment. Compliance with other local policies, especially the Local Transport Plan, current Regional Planning Guidance, the Government's Planning Policy Guidance Notes and the relevant District Wide Local Plan must be demonstrated.

Existing/Future Highway Conditions

The existing highway layout should be described in relation to the proposed development. Existing traffic flows at all critical periods, as agreed between the developer and the Council, should be set out in the appendices to the report. The prevailing highway conditions should also be described, including existing facilities for pedestrians, cyclists and public transport etc. The injury accident record (for the previous three-year period) must be examined to identify existing and potential problem areas.

Data can be supplied upon payment of the appropriate fee. Proposed or committed highway works, along with other developments (for which planning consent has already been granted, or is currently being sought) should be described in the Transport Assessment, detailing how these works will alter the existing traffic conditions. This is known as establishing the 'base-traffic conditions'.

Attraction

The potential generation of the site must be described. Traditionally this has focused on car generation. However, to check the infrastructure adequacy, pedestrian, bicycle and public transport attraction should also be quantified. To do this it is important to consider the likely numbers of people arriving by each different mode of transport, then assess the suitability of such routes/modes. When considering vehicles, the use of 85th percentile trip rates will be expected. Trip rate methodology should be explained and justified, mindful of local travel patterns. Furthermore, the trip rates used must relate to the car parking levels being proposed within the site and the modal split assumptions. Car and bicycle parking should accord with the Council's parking guidelines.

Catchment
Assumptions on numbers of pass-by, diverted, multi-purpose and newly generated trips should be justified and agreed with the Council.

Future Traffic Conditions
This should be the base-traffic conditions modified to reflect traffic growth in the design year, 15 years after opening, and altered to reflect the impact of the proposed development. The appendices must clearly demonstrate how the various changes to the base-traffic conditions have been built up (base flows + other committed developments + growth + network changes + new development traffic). In all cases growth assumptions must be justified. In addition consideration must be given to other critical times such as weekends, evenings and holiday periods.

Assessment
The Transport Assessment will be required to assess how easy it is to get to the site by comparing the different modes.

Pedestrians
Research suggests that 83% of pedestrian journeys are up to 1 mile in length. Direct pedestrian routes to/from/within the development, linking to the surrounding residential/business/shopping areas, public transport facilities and other attractions should be described. The suitability of routes (widths of footways, carriageways, surfacing, lighting, safety, dropped crossings, tactile paving, signing etc.) should be considered, especially for the less mobile. Conflict with vehicular traffic must be mitigated (which might include speed reduction measures) and severance created by roads/ railways/rivers etc. addressed. Undertaking a Pedestrian Audit is a good way to go about this exercise. The internal site layout must be designed to encourage walking and the Transport Assessment must show how the layout provides:

- direct routes, which follow desire lines;
- a site which is fully accessible;
- routes that are safe, have natural surveillance and avoid secluded areas;
- routes that avoid the need for pedestrians to have to cross large areas of car parking, wide junctions or areas liable to being obstructed.

Cyclists
Research suggests that 95% of bicycle journeys are up to 5 miles in length. Bicycle access to/from/within the site must be considered. Direct links between the development, the local road network and

existing/proposed bicycle routes should be assessed for adequacy. Provision/enhancement of bicycle routes must be considered, including lighting, signing, bicycle lanes, facilities at junctions, off-road routes etc. In addition, the provision of bicycle parking at nearby off-site facilities, such as shops and services, is important in improving their accessibility by non-car modes.

Facilities for cyclists within the site should be provided in accordance with the County Council's standards. These should be described. Facilities may include covered secure bicycle parking located in prominent and visible locations, shower/changing and locker facilities, etc. Bicycle parking provision must accord to the Highway Authority's standards. Undertaking a Cycle Audit is a good way to go about this exercise.

Public Transport

The level and frequency of public transport services (bus and train where appropriate) at different times of the day and week must be set out in the Transport Assessment.

The location of stops/stations/park and ride sites must be appropriate to the development. This includes ensuring that services are close by, have quality facilities to encourage use (such as shelters, bicycle parking facilities, lighting, customer information, etc.) and are seen as accessible and safe. Access on foot to/from stops must also be considered. This will include the ability for pedestrians to cross roads to/from the stop/station on the opposite side of a road. In the case of employment, retail or leisure developments the catchment areas by public transport must be analysed, with the aim of highlighting those catchment areas which are poorly served. Dependent upon the scale of the development, appropriate improvements can then be considered, including pump-priming. Again, the internal site layout must be shown to have been designed to encourage public transport use. In larger sites this could mean public transport penetration into the site.

Vehicles

Capacity calculations should be undertaken at critical junctions. Capacity of links and junctions should then be established, with mitigating improvements proposed if necessary. Normally this would be when the ratio of flow to capacity exceeds 85-90% or where queues would have an adverse effect. Of particular concern is the consequential impact on residential streets, where problems associated with inappropriate traffic or increased parking could be introduced/increased.

Other Issues

Consideration must also be given to existing accident data to ensure that problems are not exacerbated. The Transport Assessment should clearly set out the requirement for possible Traffic Regulation Orders that might affect the local highways. Servicing, parking and manoeuvring within the site must also be considered. Where changes are being proposed to the highway layout, improvements should include adequate provision to accommodate the needs of the disabled, cyclists and pedestrians. The use of railways/waterways for freight transport purposes is particularly encouraged at appropriate sites as this avoids unnecessarily utilising the public highway network. Air quality, noise and other transport related environmental issues should be discussed at this stage. Accommodation works for neighbouring properties affected by any improvements will also need to be considered. These properties may also be eligible for claims pursuant to the Land Compensation Act 1973. The County Council will pass such claims to the developer.

Accessibility for Emergency Vehicles

The Transport Assessment must consider and comment on the accessibility of the development to the emergency services, in particular the Fire and Rescue Service.

Road Safety

In many cases, where changes are being made to the public highway or where significant lengths of new roads are being constructed, a Road Safety Audit will be required. The Council can offer further advice on this requirement.

3.4 Conclusions

The Transport Assessment must realistically summarise the findings and proposed advantages and disadvantages of the development, clearly detailing any transport measures (including Traffic Regulation Orders) which may be required. This should be written in the form of a non-technical executive summary.

Experience has shown that a scoping meeting with appropriate highway authority officers, prior to the drafting of the Transport Assessment, can save considerable time, money and frustration. Such a meeting is useful to agree the basic assumptions to be used in the Transport Assessment.

A Transport Assessment is a publicly available reference document and may be read by people who are less familiar with technical terms (e.g. members of the public, etc.). Consequently, the report should be written with such an audience in mind and include a non-technical summary. Technical data and calculations etc. should only appear in appendices with the results summarised within the main text of the report.

4.0 Travel Plans

4.1 Introduction

The adoption of the maximum parking standards assumes that a range of measures will be adopted to encourage the use of non-car modes of transport. The County Council is keen to enable all types of developments from business to retail, residential to leisure, to develop and promote travel choice. This is done through the 'Travel Plan' (formally known as a Green Transport Plan). The Travel Plan is a travel policy statement prepared by an individual business which positively increases travel options for staff, visitors and customers. It will affect travel to and from the site as well as travel during the working day. It should comply with local and national policy on transport, be agreed by the Council and have measurable and achievable outputs which relate to the targets set out in the Local Transport Plan.

It is believed that businesses could benefit significantly from preparing and operating a Travel Plan. For example, savings arise through construction and land costs (from reduced car parking numbers etc.) or charging for parking. Savings could then be utilised to fund the other measures. Additionally, within a congested network, experience has shown cycling can be more time efficient than driving for shorter journeys. Walking and cycling is also better for the health of staff, thereby potentially reducing sickness absence. In the March 1999 Budget, the Government introduced a package of tax measures to help employers establish their Travel Plan and in the March 2001 Budget, increased the tax free bicycle mileage allowance to 20p per mile.

Planning Policy Guidance Note 13 states that the Government wants to help raise awareness of the impacts of travel decisions. The role of Travel Plans should:

- positively encourage sustainable travel choice, by increasing walking, cycling and use of public transport;
- reduce traffic speeds and improve road safety and personal security;
- where practical, consider more environmentally friendly delivery and freight movements, including home delivery services.

Although no standard format exists for Travel Plans, a significant amount of guidance is available. When the need for a Travel Plan is identified, it should be worked up in conjunction with officers of North Yorkshire County Council and local transport providers.

4.2 What a Travel Plan Can and Cannot Do

It is important to note that a Travel Plan is not a substitute for a sustainable development. If the Transport Assessment suggests that the proposal is inherently serviceable only by car, then a travel plan will not be sufficient to rectify this. Government estimates suggest that a 20% reduction in car traffic is possible in urban areas with good public transport provision. For North Yorkshire a reduction of 10% may represent an upper limit.

If local traffic problems are such that planning applications have previously been refused, then unless a 10% reduction in car traffic would rectify these problems then a Travel Plan will not normally be sufficient to make an application acceptable.

A Travel Plan that consists solely of promotional measures (such as provision of bus timetables) may have no measurable effect whatsoever. Where significant change is required, the Travel Plan will have to include both promotional 'carrots' and car disincentive 'sticks'.

A Travel Plan will not be a substitute for other areas of good planning. A site that proposes excessive numbers of car parking spaces may not be redeemable by a Travel Plan.

4.3 Triggers

The submission of a Travel Plan will be required as part of the supporting documentation for planning applications which are likely to have significant transport implications, and will include:

- all major commercial, retail and leisure development; this could involve a number of smaller employers joining together;
- smaller commercial, retail and leisure developments which could result in traffic levels being raised, in or near to air quality management areas or in other locations where local traffic reduction initiatives have been set;
- new and expanded school facilities should be accompanied by a school travel plan. Schools are a special case in which the majority of users will be encouraged to arrive on foot. In North Yorkshire, school bus passenger numbers can approach 1,000 pupils at a large secondary school and this will need careful treatment;
- where a Travel Plan would help to address a particular local traffic problem, which may have resulted in a planning application being refused;
- the parking provision proposed is in excess of the recommended maximum standard.

4.4 Issues for Inclusion

There are many measures that could be included in a Travel Plan. Some ideas are:

- setting targets for the use of alternative means of transport based, where available, on the results of a Travel Survey questionnaire;
- annual monitoring of staff travel and submission of a report to the Highway Authority;
- appointment of a travel co-ordinator to manage the Travel Plan, monitor its success and refine it annually in agreement with the North Yorkshire County Council;
- introduction of flexible working hours;
- provision of safe and secure cycle parking;
- use of low emission fuel vehicles especially for pool cars;
- provision of lockers, clothes drying, showering and changing facilities for walkers/cyclists;
- promotion of cycle and pedestrian routes;
- control of parking;
- promotion of local bus facilities;
- where appropriate, restriction of car parking spaces in favour of car sharers/energy efficient vehicles;
- organisation of a car-share database;
- guaranteed lift home (or taxi) in an emergency;
- provision of interest free loans for cycle purchase and/or public transport tickets;
- cycle shop discounts;
- provision of pool cars and pool bikes for the site occupants' use;
- inclusion of IT services such as teleconferencing within the design of the building to reduce the need to travel;
- home-working;
- improving public transport;
- company bike provision;
- competitive cycle mileage rates.

Clearly this list is not exhaustive, but it should be helpful as a guide.

4.5 Residential Areas

For residential schemes a formal Travel Plan is not expected but the development should promote travel choice. The principle means by which walking and cycling can be encouraged in residential developments is by a road layout that is permeable and legible. Vehicle speeds should be low and 'Home Zone' design principles should be used to give walkers and cyclists a perceived priority. A site with fast roads, wide junctions and discontinuous footpaths will not be redeemable by the subsequent addition of 'token' cycle parking stands.

Soft measures to be used as incentives to promote travel choice will be dependent upon the size of the scheme, but might include (but not be limited to):

- safe, secure and enclosed bicycle parking;
- offer free or subsidised bicycles to buyers;
- IT links and computers to facilitate home-working;
- develop a site Intranet with travel information;
- include public transport, pedestrian and cycle route information in buyers packs;
- offer free first year public transport season tickets;
- introducing car pooling or shared car ownership (over 200 units are needed to be viable).

4.6 Assessment of Travel Plans

The weight given to the Travel Plan will be influenced by the extent to which it is anticipated to materially affect the acceptability of the development proposed, and the degree to which it can be enforced. Under certain circumstances some or all of a plan may be made binding either through conditions attached to a planning permission or through a related planning obligation, usually in the form of a Section 106 Agreement. Conditions attached to a planning permission will be enforceable against any developer who implements that permission and any subsequent occupiers of the property. Planning obligations will be enforceable against the person who entered into the obligation and any person succeeding in title to that person.

In the case of a speculative development, a planning condition will be imposed, requiring businesses to submit and agree the Travel Plan prior to occupation of the site, although 'Heads of Terms' will be agreed at the planning stage.

Further information relating to the preparation and implementation of a Travel Plan should be obtained from 'The Benefits of Travel Plans', published by the DETR. There are many useful documents within which further information on Transport Assessments and Travel Plans can be found. Some of these include details of successful Travel Plans.

Advice to assist businesses in the establishment of Travel Plans is available through the County Council's Travel Awareness Officer.

5.0 Application of Parking Standards

5.1 Approach Adopted

North Yorkshire is essentially a rural county covering approximately 3,100 square miles but having a population of only just over 575,000. Overall, there are on average 185 people per square mile in the County. This compares to:

- 950 people per sq. mile throughout England;
- 1,700 people per sq. mile in York;
- 7,000 people per sq. mile in Middlesbrough.

This low population density in the majority of the County gives rise to a modest number of relatively small towns serving large rural hinterlands. Exceptions to this includes Harrogate/ Knaresborough and Scarborough. As a consequence people will often have to travel a significant distance to work and to shop, and for personal business, leisure and education. Such journeys in many cases will be too long to walk or cycle and the paucity of public transport means many are reliant on private cars if they are available. The modest number of relatively small towns serving large rural hinterlands gives rise to a low population density in the majority of the County.

This reliance on private cars is evident from car ownership data. Whereas the average number of cars owned per household in Yorkshire and Humberside is 0.91, in North Yorkshire the ratio is 24% higher at 1.13 and in Hambleton District is as high as 1.28 per household.

Whilst it is necessary to comply with the national and regional guidance, a flexible approach is required to take account of local circumstances. Consequently, in reviewing parking standards for this document, allowance has been made for particular local circumstances in deriving the appropriate standard.

5.2 Cycle Parking

The Government wishes to promote cycling, which has clear potential as a substitute for short car trips. The National Cycling Strategy included a target of doubling (on 1996 figures) the number of cycle trips by 2002, and doubling them again by 2012. The Transport White Paper subsequently endorsed these targets and reaffirmed the important contribution that cycling can make.

A component part of encouraging cycling is the provision of appropriate cycle parking facilities and cycle route connections within new developments. PPG 13 states that in determining planning applications, local authorities should:

> *"… seek the provision of convenient, safe and secure cycle parking and changing facilities in developments…"*

The adopted cycle parking standards are shown in **Appendix A** and facilities for cyclists in **Appendix B**.

In terms of facilities, the following should be taken in to account in the design and layout of new developments:

Employment

Cycle parking associated with employment development, should be secure and undercover, and where possible within the confines of the building. Shower and locker facilities should also be provided as part of the development.

Retail and Leisure

Cycle parking associated with retail and leisure development, should be secure and undercover. The employment component should accord with the specific requirements identified within this policy and should be accommodated on-site. Provision should be made in association with central retail developments and should be accommodated on-street.

Cycle facilities for new developments should seek to integrate with existing and proposed cycle networks, as defined by North Yorkshire County Council. Early discussions should take place with the local highway authority to determine the extent and form of any off-site cycle facilities.

5.3 Car Parking

The standards set out in **Appendix A** give the operational and non-operational car parking requirements for new developments.

These are maximum parking standards, with different values dependent on accessibility to public transport and proximity of differing land uses. The following areas are defined:

Inner Urban Central Cores	• **Harrogate and Knaresborough** • **Scarborough**
Urban Areas	• **Harrogate and Knaresborough** • **Scarborough**
Market Towns	• **Filey** • **Knaresborough** • **Malton/Norton** • **Northallerton** • **Richmond/Catterick** • **Ripon** • **Selby** • **Skipton** • **Thirsk** • **Whitby**
All areas other than those defined above	

Plans defining the urban areas and market towns can be found in the appropriate Local Plan.

In defining the standards, it has been acknowledged that the majority of new developments in rural areas and market towns will fall below the threshold values specified in the draft Regional Transport Strategy.

A flexible approach should be taken in using the standards so that each development proposal is assessed on its merit. A lower parking provision may be appropriate, particularly in more central locations where public transport provision is greater, depending on the circumstances of each case. This should be established from early discussions with the highway authority. All parking layouts must be designed in such a way that pedestrian and cyclist safety and convenience have absolute priority. There should be no requirement for cyclists or pedestrians to cross car park or service access roads to gain access to buildings.

5.4 Powered Two Wheeled Parking

Given the increasing use of motorcycles and scooters, adequate provision should be made for parking at new developments. The following standard applies to all commercial, retail and leisure uses:

- 1 powered two wheeled space equivalent for every 1000m^2 GFA.

These spaces should be additional to the number of required car parking spaces.

5.5 Parking for People with Mobility Problems

The needs of people with disabilities should be properly provided for in the design of parking areas, and reduced parking levels should not apply to the provision of such spaces. Parking for the disabled should be additional to the adopted maximum parking standards.

A provision equal to 6% of spaces should be designated for people with disabilities, with a minimum of 1 space for employment developments, and 3 spaces for retail/leisure developments above 1000m^2.

The spaces need to be extra wide to cater for wheelchair manoeuvring and be located as close as practical to building entrances. The kerb adjoining these spaces should be dropped along the entire length of the parking spaces to facilitate ease of movement for wheelchair users.

These wider bays should be provided from the opening of the facility and not created from standard bays as an afterthought.

5.6 Developer Contributions

PPG 13 states that "Given that there should be no minimum parking requirements for development, it is inappropriate for a local authority to seek commuted payments based purely around the lack of parking on the site."

However, the collection of contributions is still reasonable to ensure the full transport costs of new developments are covered by the developers. Where appropriate, contributions will be sought to provide for the following:

- public transport services;
- bus priority measures;
- cycling and walking facilities;
- park and ride facilities;
- traffic management and safety schemes;
- parking controls and enforcement;
- highway improvements;
- other provisions which are considered appropriate.

5.7 Access and Parking for Service Vehicles

Operational space for service vehicles is required, normally within the site, which will adequately cater for the expected servicing needs of the development. The applicant will need to demonstrate that the servicing requirements will not result in an adverse effect on the safety of pedestrians or other vehicles or cause congestion on the adjacent highway network.

Service vehicles should be able to enter and leave the development site in forward gear, and wherever possible, be segregated from all other vehicles. In certain instances, timing restrictions may be applied for deliveries.

Appendix A

Parking Standards for Development

Notes on the application of the standards

1 Plans defining the urban areas and market towns can be found in the appropriate Local Plan.

2 These are maximum parking standards, with different values dependent on accessibility to public transport proximity of differing land uses and location.

3 A flexible approach should be taken in using the standards so that each development proposal is assessed on its merit. A lower parking provision may be appropriate, particularly in more central locations where public transport provision is greater, depending on the circumstances of each case. This should be established from early discussions with the highway authority.

4 Operational parking space is defined as the space required for cars and other vehicles regularly and necessarily involved in the operation of the business of particular buildings. It includes space for commercial vehicles delivering goods to or collecting them from the buildings, space for loading and unloading and for picking up and setting down of passengers.

5 Where no operational requirement is specified, adequate provision for servicing must be provided. This should include sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time to manoeuvre with ease and stand for loading and unloading without inconvenience to other users of the site.

6 Staff requirements quoted refer to the likely maximum number of staff to be present on site at the busiest time.

7 In a number of cases, new development will incorporate more than one land use.
In these circumstances, the standards applicable to each use simultaneously will be demanded.

8 All parking layouts must be designed in such a way that pedestrian and cyclist safety and convenience have absolute priority.

9 Where a specific category is not listed standards will be determined by negotiation.

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking Non Operational Requirements (Maximum) Rural Areas	Market Towns	Urban Areas
1	**Education**						
	(a) Nursery Schools	D1	**Staff** 1 space/5 staff	Facility for contract buses and parents to pick up and set down as appropriate School Travel Plan	**Staff** 1 space/1 staff **Visitors** 1 space/6 staff	**Staff** 1 space/2 staff **Visitors** 1 space/6 staff	**Staff** 1 space/2 staff **Visitors** 1 space/6 staff
	(b) Primary and Secondary Schools	D1	**Staff** 1 space/5 staff **Students** 1 space/5 students	Facility for contract buses and parents to pick up and set down as appropriate School Travel Plan	**Staff** 1 space/1 staff **Students** 1 space/5 sixth formers	**Staff** 1 space/2 staff **Students** 1 space/15 sixth formers	**Staff** 1 space/2 staff **Students** 1 space/20 sixth formers
	(c) Sixth Form Colleges and Colleges of FE	D1	**Staff** 1 space/5 staff **Students** 1 space/5 students	School Travel Plan	**Staff** 1 space/1 staff **Students** 1 space/5 students	**Staff** 1 space/2 staff **Students** 1 space/15 students	**Staff** 1 space/2 staff **Students** 1 space/20 students
2	**Medical**						
	(a) Health Centres Doctors' Surgeries Veterinary Surgeries Dentists' Surgeries	D1	1 space/ 3 consulting rooms	1 space/doctor or nurse Facility for patients to pick up and set down as appropriate Disabled parking	**Staff** 1 space/every 3 other staff **Patients** 2 spaces/ consulting room	**Staff** 1 space/every 5 other staff **Patients** 1 space/ consulting room	**Staff** 1 space/every 5 other staff **Patients** 1 space/ 2 consulting rooms

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking Non Operational Requirements (Maximum) Rural Areas	Market Towns	Urban Areas
3	**Libraries/Museums/Art Galleries**						
		D1	1 space/300 m² GFA as appropriate.	space for mobile library van as appropriate.	**Staff** 1 space/2 members of staff **Visitors** 1 space/ 30 m² GFA	**Staff** 1 space/3 members of staff **Visitors** 1 space/50 m² GFA	**Staff** 1 space/4 members of staff **Visitors** 1 space/70 m² GFA
4	**Business Use**						
	(a) Office	B1/ A2	1 space/150 m² GFA	space for deliveries	1 space/30 m² GFA	1 space/40 m² GFA	1 space/50 m² GFA
	(b) Banks		1 space/150 m² GFA	1 suitably located space to accommodate security van for banks and building societies and other deliveries in a town centre location			
5	**Industry**						
	(a) Manufacturing	B2 to B7	**Staff** 1 space/200 m² GFA **Customers** 1 space/500 m² GFA	1 service vehicle space/ 500m² GFA	1 space/50 m² GFA	1 space/75 m² GFA	1 space/75 m² GFA
	(b) Warehousing	B8	1 space/400 m² GFA	1 service vehicle space/250 m² GFA	**Staff/visitors** 1 space/200 m² GFA **Plus for office areas** 1 space/30m² GFA	**Staff/visitors** 1 space/300 m² GFA **Plus for office areas** 1 space/40m² GFA	**Staff/visitors** 1 space/400 m² GFA **Plus for office areas** 1 space/50m² GFA
	(c) Offices		1 space/150 m² GFA		1 space/30 m² GFA	1 space/40 m² GFA	1 space/50 m² GFA

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking Non Operational Requirements (Maximum) Rural Areas	Market Towns	Urban Areas
6	**Hotels/Motels**						
	(Defined as 20 or more beds)	C1	1 space/10 bedrooms	1 space/resident member of staff Coach pick up/set down. Taxi/car pick up/set down. Space for deliveries.	**Guests** 1 space/bedroom and 1 coach space/ 100 bedrooms **Staff** 1 space/3 non-residential staff`(plus requirement for public facilities)	**Guests, Non-residential staff** 1 space/2 bedrooms (plus requirement for public facilities)	**Guests, Non-residential staff** 1 space/2 bedrooms (plus requirement for public facilities)
7	**Guest Houses**						
	(Defined as under 20 beds)	C1	space/10 bedrooms	1 space/resident member of staff	**Guests** 1 space/bedroom	**Guests** 1 space/2 bedrooms	**Guests** 1 space/2 bedrooms
8	**Restaurants**						
		A3	1 space/50 m^2 PFA (minimum 4 spaces)	Taxi/car pick up/set down space for deliveries **Note**: these standards may be varied for town centre sites depending on the availability of public car parking	**Staff** 1 space/3 staff **Customers** 1 space/4 seats **or** 1 space/5 m^2	**Staff** 1 space/4 staff **Customers** 1 space/8 seats **or** 1 space/10 m^2	**Staff** 1 space/5 staff **Customers** 1 space/12 seats **or** 1 space/20 m^2
9	**Public Houses/Licensed Clubs**						
		A3	space/10m^2 PFA	Space for deliveries **Note**: these standards may be varied for town centre sites depending on the availability of public car parking	**Staff** 1 space/3 staff **Customers** 1 space/2 m^2 public space	**Staff** 1 space/4 staff **Customers** 1 space/4 m^2 public space	**Staff** 1 space/5 staff **Customers** 1 space/8 m^2 public space

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking Non Operational Requirements (Maximum) Rural Areas	Market Towns	Urban Areas
10	**Public Halls/Places of Assembly/Community Centres/Places of Worship**						
		D1	1 space/25 m² GFA	space for deliveries	1 space/22 m² GFA	1 space/25 m² GFA	1 space/50 m² GFA
11	**Garages/Service Stations/Car Repair Workshops**						
		None	**Staff** 1 space/6 staff	1 space/breakdown/ towing vehicle. Where Car Wash is provided, space for 5 cars to wait	**Staff** 1 space/2 staff **Car Repairing/Servicing** 4 spaces/repair bay **Sales** 1 space/4 cars displayed **Parts** 1 space/25 m² GFA **Paint/Body Shop** 1 space/20 m² GFA	**Staff** 1 space/3 staff **Car Repairing/Servicing** 4 spaces/repair bay **Sales** 1 space/4 cars displayed **Parts** 1 space/25 m² GFA **Paint/Body Shop** 1 space/20 m² GFA	**Staff** 1 space/4 staff **Car Repairing/Servicing** 4 spaces/repair bay **Sales** 1 space/5 cars displayed **Parts** 1 space/40 m² GFA **Paint/Body Shop** 1 space/20 m² GFA
12	**Motorist Centres**						
	(tyre/exhaust fitting etc)	None	1 space/6 staff		**Staff** 1 space/2 staff **Users** 2 spaces/repair bay	**Staff** 1 space/3 staff **Users** 2 spaces/repair bay	**Staff** 1 space/4 staff **Users** 2 spaces/repair bay

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking		
					Non Operational Requirements (Maximum)		
					Rural Areas	Market Towns	Urban Areas
13	**Retail**						
	(a) Town Centre/ Neighbourhood shops	A1	**Staff** 1 space/200 m² GFA **Customers** 1 space/100 m² GFA	1 service vehicle space/500 m² GFA	1 space/30 m² GFA shared in a public parking area and not allocated to individual units	1 space/40 m² GFA shared in a public parking area and not allocated to individual units	1 space/50 m² GFA shared in a public parking area and not allocated to individual units
	(b) Supermarkets (under 1000 m² GFA)	A1	**Staff** 1 space/200 m² GFA **Customers** 1 space/500 m² GFA	1 service vehicle space/500 m² GFA	1 space/14 m² GFA	1 space/20 m² GFA	1 space/25 m² GFA
	(c) Superstores (over 1000 m² GFA)	A1	**Staff** 1 space/200 m² GFA **Customers** 1 space/750 m² GFA	1 service vehicle space/750 m² GFA	1 space/14 m² GFA	1 space/18 m² GFA	1 space/20 m² GFA
	(d) DIY Stores/ Retail Warehousing	A1	**Staff** 1 space/200 m² GFA **Customers** 1 space/750 m² GFA	1 service vehicle space/500 m² GFA	1 space/20 m² GFA	1 space/25 m² GFA	1 space/30 m² GFA
	(e) Garden Centres	A1	**Staff** 1 space/200 m² GFA **Customers** 1 space/750 m² GFA	1 service vehicle space/1000 m² GDA (Gross Display Area)	**Staff** 1 space/100 m² GDA **Customers** 1 space/25 m² GDA	**Staff** 1 space/100 m² GDA **Customers** 1 space/25 m² GDA	N/A

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking Non Operational Requirements (Maximum) Rural Areas	Market Towns	Urban Areas
14	**Entertainment**						
	(a) Cinemas and Theatres excluding multiplexes	D2	1 space/50 seats	Space for coaches to pick up and set down as appropriate. Space for deliveries	**Staff** 1 space/3 staff **Patrons** 1 space/5 seats	**Staff** 1 space/4 staff **Patrons** 1 space/10 seats	**Staff** 1 space/5 staff **Patrons** none
	(b) Dance Hall/ Discotheque	D2	1 space/50 m^2	Space for deliveries **Note:** these standards may be varied for town centre sites depending on the availability of public car parking	**Staff** 1 space/3 staff **Patrons** 1 space/10 m^2 public floor area	**Staff** 1 space/4 staff **Patrons** 1 space/20 m^2 public floor area	**Staff** 1 space/5 staff **Patrons** none
15	**Sports/Leisure**						
	(a) Indoor/ Outdoor Stadia inc Rugby League/ Football Stadia/ Cricket Grounds	D2	**Staff** 1 space/10 staff **Players & Spectators** 1 space/10 staff	Coaches for players	**Staff** 1 space/2 staff **Players/Competitors** 1 space/2 players **Spectators** 1 space/5 seats 1 coach space/500 spectators	**Staff** 1 space/3 staff **Players/Competitors** 1 space/2 players **Spectators** 1 space/15 seats 1 coach space/500 spectators	**Staff** 1 space/4 staff **Players/Competitors** 1 space/2 players **Spectators** 1 space/15 seats 1 coach space/500 spectators
	(b) Sports/ Leisure Centres	D2	**Staff** 1 space/10 staff **Players & Spectators** 1 space/10 staff		**Staff** 1 space/2 staff **Players** 1 space/2 players 1 coach space/4 pitches **plus** suitable spectator provision	**Staff** 1 space/3 staff **Players** 1 space/2 players 1 coach space/4 pitches **plus** suitable spectator provision	**Staff** 1 space/4 staff **Players** 1 space/4 players 1 coach space/4 pitches **plus** suitable spectator provision

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking		
					Non Operational Requirements (Maximum)		
					Rural Areas	Market Towns	Urban Areas
	(c) Swimming Pool/ Skating Rink	D2	**Staff** 1 space/10 staff **Players & Spectators** 1 space/10 staff		**Staff** 1 space/2 staff **Patrons** 1 space/10 m^2 pool/rink **Spectators** 1 space/10 seats & 1 coach space	**Staff** 1 space/3 staff **Patrons** 1 space/10 m^2 pool/rink **Spectators** 1 space/10 seats & 1 coach space	**Staff** 1 space/4 staff **Patrons** 1 space/20 m^2 pool/rink **Spectators** 1 space/20 seats & 1 coach space
	(d) Golf Courses	D2	**Staff** 1 space/10 staff		1 space/2 staff 3 spaces/hole Bar and Restaurant to be assessed separately	N/A	N/A
16	**Residential - Special**						
	(a) Frail Elderly/ Nursing Homes (restricted to elderly 60/65+)	C2	1 space/6 staff	**Staff** 1 space/staff resident 1 space/2 non-resident **plus** Ambulance/ customised transport	1 space/5 residents	1 space/5 residents	1 space/5 residents
	(b) Sheltered Accommodation (restricted to elderly 60/65+ and restricted to 1 bedroom units)	C2	1 space/10 staff	**Staff** **plus** Ambulance/ customised transport	1 space/4 units 1 space/resident	1 space/4 units	1 space/4 units

	Land Use	Use Class	Cycle Parking (Minimum)	Operational Requirement	Vehicular Parking Non Operational Requirements (Maximum) Rural Areas	Market Towns	Urban Areas
	(c) Semi-Retirement Accommodation (where individual units are self - contained)	C2		**Staff** 1 space/2 non-resident **Visitors** 1 space/unit	1 space/10 units	1 space/10 units	1 space/10 units
	(d) Student Accommodation	C2	1 space/5 units	1 space/3 students	**Visitors** 1 space/10 students	**Visitors** 1 space/10 students	**Visitors** 1 space/10 students
	(e) Community Housing for the Handicapped	C2		**Staff** 1 space/resident member of staff **Residents** 1 space/4 residents (physically handicapped only) **plus** Ambulance/ customised transport	**Staff** 1 space/3 non resident members of staff **Visitors** 1 space/10 units	**Staff** 1 space/4 non resident members of staff **Visitors** 1 space/10 units	**Staff** 1 space/5 non resident members of staff **Visitors** 1 space/10 units

	Land Use	Use Class	Cycle Parking	Rural Areas	Vehicle Parking		Visitors
					Residents		
					Market Towns	Inner Urban Areas	
17	**Residential – Non Special**						
	(a) Dwelling 4 or more bedrooms	C3	No specific provision	3 spaces	2 spaces	2 spaces	1 designated casual visitor parking space per 5 dwellings for shared access roads or estate roads with a carriageway width of less than 5.5 metres. These must be contiguous with the highway and must not be conveyed to an individual dwelling.
	(b) Dwelling 3 bedrooms	C3	No specific provision	2 spaces	2 spaces	2 spaces	
	(c) Dwelling 2 bedrooms	C3	No specific provision	2 spaces	1 space	1 space	
	(d) Dwelling 1 bedroom	C3	No specific provision	1 space	1 space	1 space	
				For estates with more than 50 dwellings an average of 1.5 spaces per dwelling should be provided.			
	(e) Houses in multiple occupation/ Bedsitters	C3	1 per unit	1 space/bedroom	1 space/bedroom	1 space/bedroom	

Appendix B

Cycle Parking Facilities

Guidelines for Provision

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

Short Stay

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

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

Long Stay

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

Location of Cycle Parking

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

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

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

Ongoing Review of Provision

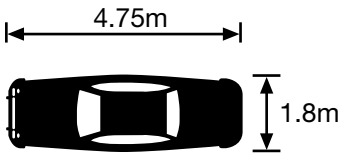
The number of cycle parking places specified in the guidelines is the recommended minimum provision. The developers should always assess whether an increased level of provision may be necessary or advantageous. Additionally, the developers should monitor usage of the cycle parking facilities following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

Appendix C1

Car Parking Dimensional Requirements

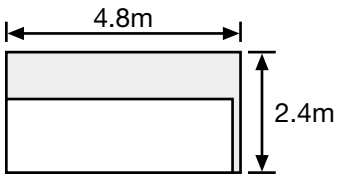
‘Standard’ Car Size

99% of all new cars will fit within the dimensions of a rectangle 4.75m x 1.8m.



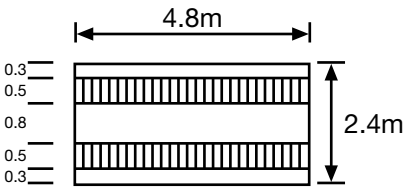
‘Standard’ Car Parking Space

A minimum space of 4.8m x 2.4m is required for the hardstandings, car ports and the internal dimensions of garages. The standard dimensions of 4.8m x 2.4m must only be used as a general minimum (16ft x 8ft).



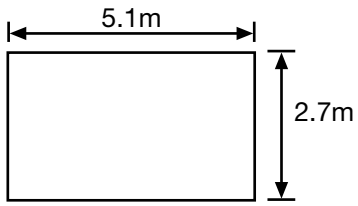
Basic Hardstandings

For a standard car excluding working space for individual plots.



Basic

Convertible hardstandings/Convertible car port.
Attached garage/Detached garage.
Group hardstandings (convertible to garages later)



Notes

a. Dimensions of convertible hardstandings include allowance for wall thickness.

b. Slab dimensions are the absolute minimum for garages and larger sizes will be to provide working space.

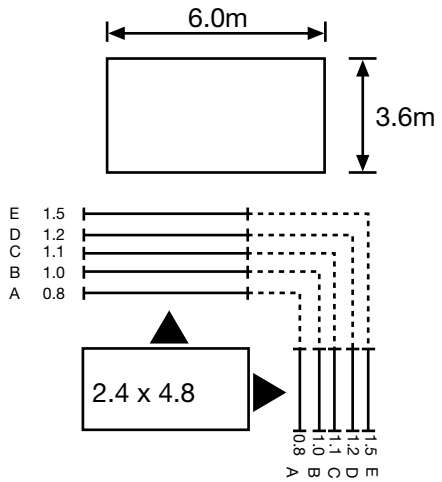
c. Add from 0.6m in length x 1.0m in width to 1.5m in length and 1.5m in width for working space.

d. In special case of garages or car ports for the semi-ambulant, see ‘Designing for the Disabled’ by Selwyn Goldsmith RIBA.

Car Working Space

For practical purposes standard car parking spaces need to be increased to accommodate working areas e.g. for washing and storage space

A Working surface and minimum clearance
B Door opening from dwelling
C Washing and cleaning
D Washing and storage space
E As D, with space for kneeling



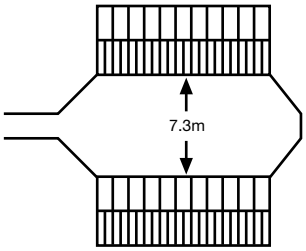
Appendix C2

Car Parking Dimensional Requirements

Manoeuvring space between walls or garages.

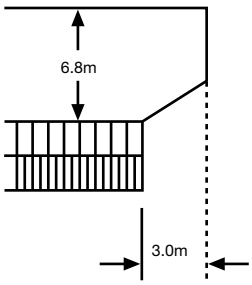
Min 7.3m – up to 9.0m desirable.

To allow for opening lock up doors and cars parked outside.



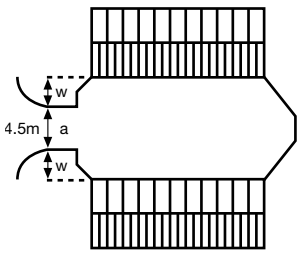
Manoeuvring space between garage and opposite kerb.

Manoeuvring space at end of forecourt aisles 3.0m.



Garage forecourts need to be kept as visually unobtrusive as possible.

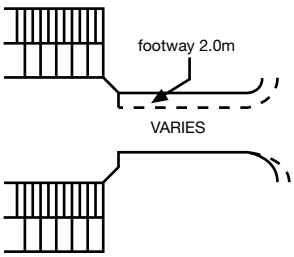
The provision of screening by layout or by screen wings (w) may be required.



Accessway Widths to Garage Courts

Total spaces*	Widths
(a) Up to 6	2.5m
(b) 7-16	4.5m
(c) Over 16	5.0m

* Garages and hardstandings
For service vehicles to mews area 4.5m.

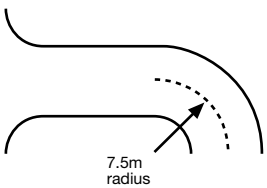


Radius

For accessways up to 16 spaces a minimum centre line radius of 7.5m.

For accessways over 16 spaces radius to be designed for 10mph and forward visibility provided accordingly.

Washing areas should be sited clear of the vehicular access and parking area.



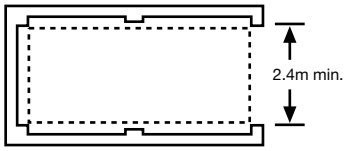
Appendix C3

Car Parking Dimensional Requirements

Individual Garage

The MINIMUM internal size is 4.8m x 2.4m.

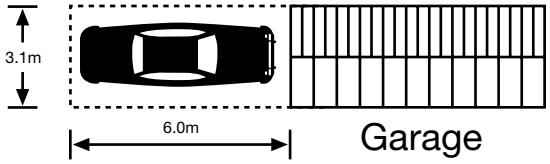
THROUGH garages – with doors back and front are strongly recommended when this can give access for additional rear curtilage parking.



Parking Space in Front of a Garage

Allow a minimum of 6m space for minimum working at rear, up and over door clearance at front.

This space MUST NOT lie within future highways limits.

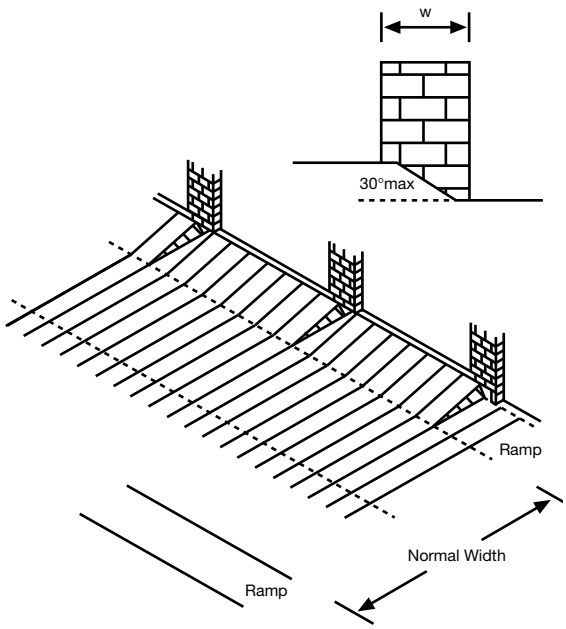


Grouped Garages on Sloping Sites

Where garages are sited across contours they may need to be wider than normal to accommodate wider piers.

The manoeuvring space in a garage forecourt will need to be wider than the minimum to accommodate a short ramp.

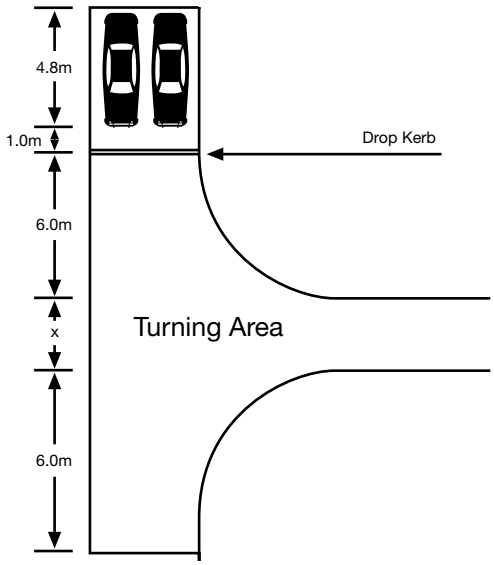
The length of a ramp and width of pier will depend on the slope of the forecourt.



Parking Space Abutting Turning Areas

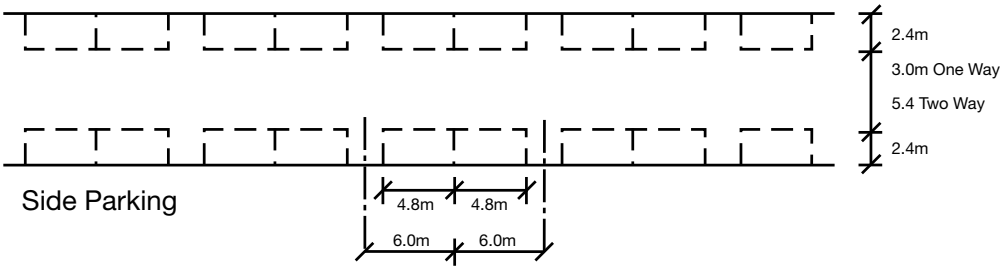
Parking bays will need to be lengthened where they abut turning areas and provided with a drop kerb to act as a distance stop.

This will enable large vehicles to turn properly.



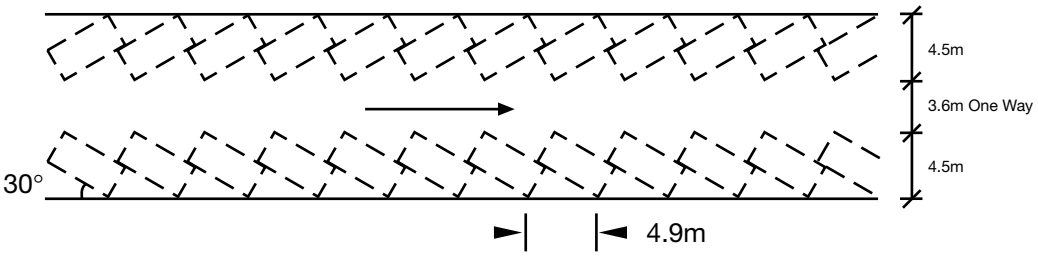
Appendix C4

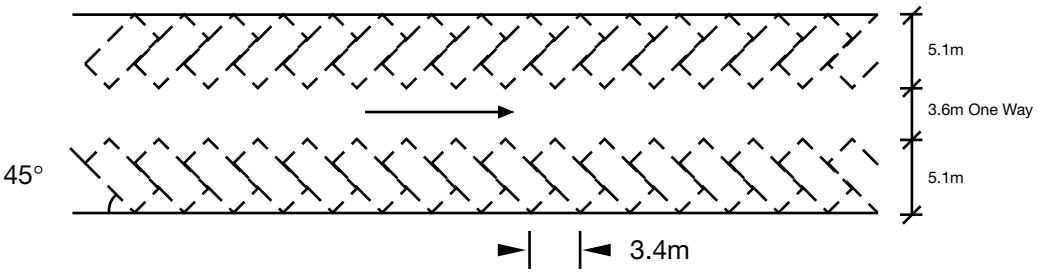
Car Parking Dimensional Requirements

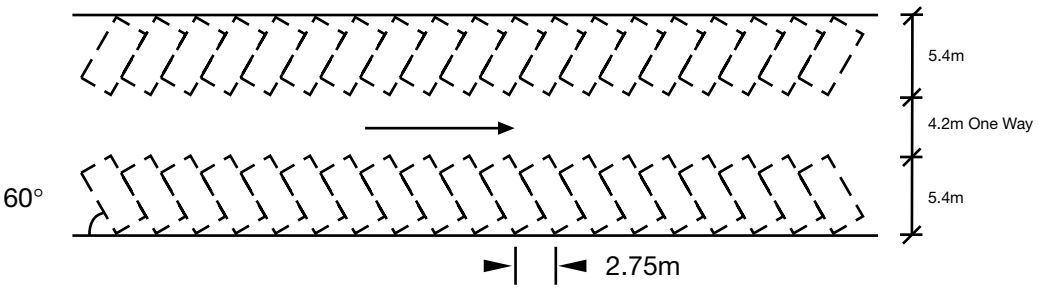


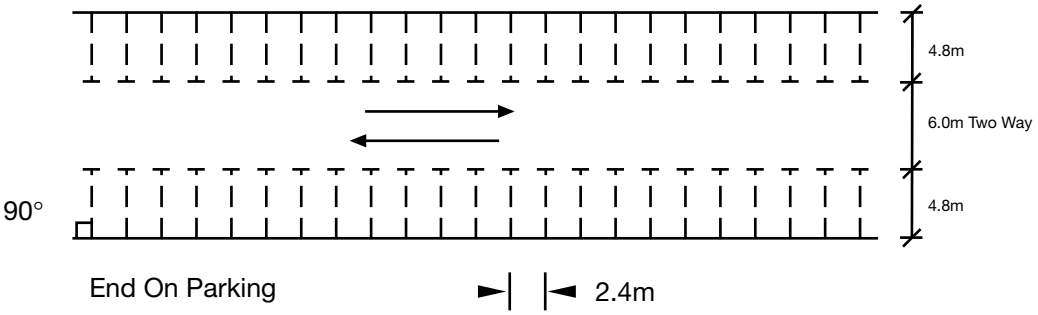
Alternative Parking Layouts

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









Appendix D

Checklist for a Transport Assessment

Developers are advised to use this as a prompt/checklist to assist in the preparation of a Transport Assessment for significant developments. Smaller developments may not need to address all issues. Highway Authority Officers will use this list when checking Transport Assessments. This list should save time and money by making sure the developer's Transport Assessment covers all the required points, although by definition no list can cover all issues or eventualities. Please feel free to copy the checklist for the sole purpose of assisting you prepare a Transport Assessment.

ISSUES TO BE CONSIDERED BY DEVELOPER

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

How have the critical junctions and links been analysed, has this been done properly?	☐
Do the calculations model existing conditions; do these reflect what actually occurs?	☐
What is the future impact in terms of capacity, delay, queuing etc?	☐
Consider the implications of the impact (increased accident risk, effect on other road users, pollution, noise, vibration, queuing through junctions, excessive delay, rat-running to avoid problems, impact on schools and other sensitive locations etc.)	☐
What mitigating measures is the developer proposing, are these deliverable, have TROs been considered and what effect will these have on frontagers, how do these affect other road users etc?	☐
What about HGVs?	☐
Is secure powered two-wheeled parking provided?	☐
What are the consequences on other vehicles, pedestrians, cyclists and public transport etc?	☐
What developer funded improvements are required?	☐
Pedestrian Impact – Please agree with the Highway Authority	
What is the catchment zone?	☐
What are the routes on foot to/from the site (access to/from residential areas, public transport connections, local facilities etc.)?	☐
Are there any accident problems involving pedestrians?	☐
Is there, or will there be, a need for help in crossing roads?	☐
What about dropped crossings/tactile facilities etc?	☐
What about footway/path widths, surfacing, lighting, safety/security?	☐
Has the site been designed to achieve good access on foot or do you have to negotiate a sea of car parking?	☐
Are pedestrians disadvantaged in any way by these proposals?	☐
What developer funded improvements are required?	☐
Bicycle Accessibility – Please agree with the Highway Authority	
What is the catchment zone?	☐
What are the routes by bicycle to/from the site (access to/from residential areas, public transport connections, local facilities etc.)?	☐
Are there any accident problems involving cyclists?	☐
Is there, or will there be, a need for help in crossing roads?	☐
What about cycleway/path widths, surfacing, lighting, safety/security, junction arrangements?	☐
Has the site been designed to achieve good access by bike without negotiating a sea of car parking?	☐
Is the bicycle parking convenient, safe, secure, covered etc. and in accordance with the highway authority's guidelines?	☐
Have bicycle changing, showering, locker, clothes drying facilities been provided?	☐
What developer funded improvements are required?	☐
Public Transport Access – Please agree with the Highway Authority	
Which bus/train services pass the site, and do they stop?	☐
How frequent, when do they start and finish, what about at the weekend?	☐
Where can you get to on the existing services (where can't you get)?	☐
Are the stops close to the site (consider shelters, lighting, bicycle parking, seating, information etc.)?	☐
How accessible are the stops on foot (directness, dropped crossings, tactile facilities, crossing facilities)?	☐
For major sites – do the buses have sufficient capacity at peak times?	☐
Can public transport penetrate the site? Consider cost, increased journey times for other users etc.	☐
What developer funded improvements are required?	☐
Conclusions & Reminders	
What developer funded improvements are required? – Please list including the need for any TROs.	☐
Is a road safety audit needed?	☐
Are legal agreements required? T&CP Act Section 106, Highways Act Section 278 and/or Section 38?	☐
Is a 'Travel Plan' Required? – Please agree with the Highway Authority	
What measures are to be included?	☐

Appendix E

County and District Boundaries

Appendix F

Checklist for a Travel Plan

Developers are advised to use this as a prompt/checklist to assist in the preparation of a Travel Plan for significant developments. This list will be used as part of the appraisal process of the Travel Plan. This list should save time and money by making sure Travel Plans cover all the required points, although by definition no list can cover all issues or eventualities. Note also that the level of input can be important and that travel plans that include only minimal coverage of the items listed below will not be sufficient, especially in areas where the Transport Assessment suggests there may be a problem. Please feel free to copy the checklist for the sole purpose of assisting you prepare a Travel Plan.

Issues to be Considered by Developer

Executive Summary	
To be written so the public can understand the conclusions.	☐
Policy Framework	
Consideration should be given to relevant national and local policy, especially the LTP.	☐
Administrative Arrangements	
Is there a nominated person with responsibility for the travel plan and its maintenance?	☐
Is there a survey of staff travel choices for current staff and/or statistics that will inform the likely use of the new development?	☐
Have you presented a timetable for completion of the travel plan and submission of interim reports to the travel awareness officer at NYCC (at not less than two-year intervals)?	☐
Is there evidence that public transport operators have been consulted?	☐
The Proposed Development	
Is the site permeable for walkers and cyclists so that all of the desire lines across the site are possible without detour?	☐
Is there a car park management system that includes parking permits?	☐
Does the car park layout incorporate spaces for car sharers in an attractive and visible location?	☐
Is the approach to key locations convenient and convivial for walkers?	☐
Is the approach to key locations convenient and convivial for cyclists?	☐
Is there secure (i.e. overlooked) cycle parking in a location that encourages cycling? E.g. near the clocking-in point in a workplace.	☐
Are there features within suitable buildings that would encourage cycling? E.g. changing rooms, lockers, showers.	☐
Are there clear, safe, well-lit connections to the nearest public transport routes?	☐
Are there facilities for waiting for public transport on-site?	☐
Public Transport Promotions	
Are timetables displayed in a visible location and telephone calls to public transport information lines made available free of charge?	☐
Are there initiatives planned to encourage a positive attitude to public transport? E.g. free trial weeks, discount on ticket purchase etc?	☐
Car Sharing Promotion	
Is there a car-share database or other means to encourage car sharing?	☐
Are there any promotion measures/incentives to encourage car sharing?	☐

Walking Promotions	
Are there plans to encourage walking, e.g. through promotional campaigns linked to walking and health?	☐
Will walkers benefit in any way from the Transport Plan?	☐
Cycling Promotions	
Is there a mileage allowance (of 20 pence per mile) for work-related bicycle use?	☐
Is there a bicycle user group?	☐
Is there promotion of national events such as Bike to Work Week?	☐
Is there financial assistance towards the purchase or loan of a bicycle?	☐
Office Practice	
Is maximum possible use made of flexible working in order to reduce the need to travel?	☐
Is maximum possible use made of information technology in order to reduce the need to travel?	☐
Is there a goods inwards/outwards delivery policy that discourages wasteful journeys?	☐
Is there a company car policy that discourages driving?	☐
General Promotions	
Is there constant reminders of the need to reduce unnecessary car use?	☐
Are there two or more per year positive attempts to involve occupants in promotions of alternatives to the car?	☐
Are small efforts made to avoid all forms of travel, e.g. canteen or shop on site?	☐
Conclusions & Reminders	
What developer funded improvements are required? – Please list	☐
Are legal agreements required? T&CP Act Section 106?	☐