

Interim Guidance

on

Transport Issues

including

Parking Standards

and

Advice on

Transport Assessments

and

Travel Plans

Appendix A (2015)

Parking Standards

Guidelines for Provision

- 1 Plans defining the urban areas and market towns can be found in the appropriate Local Plan.
- 2 These are **MINIMUM** parking standards, to be applied at **residential developments** with different values dependent on accessibility to public transport proximity of differing land uses and location.
- 3 A flexible approach should be taken in using the standards so that each development proposal is assessed on its merit. A lower parking provision may be appropriate, particularly in more central locations where public transport provision is greater, depending on the circumstances of each case. This should be established from early discussions with the highway authority.
- 4 Operational parking space is defined as the space required for cars and other vehicles regularly and necessarily involved in the operation of the business of particular buildings. It includes space for commercial vehicles delivering goods to or collecting them from the buildings, space for loading and unloading and for picking up and setting down of passengers.
- 5 Where no operational requirement is specified, adequate provision for servicing must be provided. This should include sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time to manoeuvre with ease and stand for loading and unloading without inconvenience to other users of the site.
- 6 Staff requirements quoted refers to the likely maximum number of staff to be present on site at the busiest time.
- 7 In a number of cases, new development will incorporate more than one land use. In these circumstances, the standards applicable to each use simultaneously will be demanded.
- 8 All parking layouts must be designed in such a way that pedestrian and cyclist safety and convenience have absolute priority.
- 9 Where a specific category is not listed standards will be determined by discussion.
- 10 The needs of people with disabilities should be properly provided for in the design of parking areas, and reduced parking levels should not apply to the provision of such spaces. Parking for the disabled should be additional to the general parking provision. A minimum provision equal to 6% of spaces should be designated for people with disabilities, with a minimum of 1 space for employment developments, and 3 spaces for retail/leisure developments above 1000m². The spaces need to be extra wide to cater for wheelchair manoeuvring and be located as close as practical to building entrances. The kerb adjoining these spaces should be dropped along the entire length of the parking spaces to facilitate ease of movement for wheelchair users.

Cycle and operational parking for non-residential uses

Land Use	Use Class	Cycle Parking (Minimum)	Operational Parking (Minimum)
Education			
Nursery Schools	D1	Staff 1 space/5 staff	Facility for contract buses School Travel Plan <i>Space for deliveries</i>
Primary and Secondary Schools	D1	Staff 1 space/5 staff Students 1 space/5 students	Sufficient facility for contract buses School Travel Plan <i>Space for deliveries</i>
Sixth Form Colleges and Colleges of FE	D1	Staff 1 space/5 staff Students 1 space/5 students	Travel Plan <i>Space for deliveries</i>
Medical			
Health Centres Doctors' Surgeries Dentists' Surgeries Veterinary Surgeries		1 space / 3 consulting rooms	1 space / doctor or nurse facilities for patients to pick up and set down as appropriate disabled parking
Business and Industry			
Offices	B1 A2	1 space / 150m ² GFA	space for deliveries
Banks		1 space / 150m ² GFA	1 suitably located space to accommodate security van and other deliveries in a town centre
Industry			
Manufacturing	B2 to B7	Staff 1 space / 200m ² GFA Customers 1 space / 500m ² GFA	1 service vehicle / 500m ² GFA
Warehousing	B8	1 space / 400m ² GFA	1 service vehicle / 250m ² GFA
Offices		1 space / 150m ² GFA	space for deliveries

Hotel and Catering			
Hotels /Motels Defined as more than 20 beds	C1	1 space /10 bedrooms	1 space / resident member of staff Coach pick up/ set down Taxi pick up / set down
Guest Houses Defined as under 20 beds	C1	1 space /10 bedrooms	1 space / resident member of staff
Restaurants	A3	1 space / 50m ² PFA (Public Floor Area) (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.
Public houses / Licensed Clubs		1 space / 10m ² PFA (Public Floor Area)	Space for deliveries Note: These standards may be varied for town centre sites depending on the availability of public car parking.
Automotive industry			
Garages Service Stations Car Repair Workshops	none	Staff 1 space / 6 staff	1 space / breakdown or towing vehicle where a car wash is provided, space for 5 cars to wait
Motorist Centres Tyre fitting, exhausts etc		Staff 1 space / 6 staff	space for 2 cars to wait

Retail			
Town centre / neighbourhood shops		Staff 1 space / 200m ² GFA Customers 1 space /100 m ² GFA	1 service vehicle / 500 m ² GFA
Supermarkets (under 1000 m ² GFA)		Staff 1 space / 200m ² GFA Customers 1 space /500 m ² GFA	1 service vehicle / 500 m ² GFA
Superstores (over 1000 m ² GFA)		Staff 1 space / 200m ² GFA Customers 1 space /750 m ² GFA	1 service vehicle / 500 m ² GFA
DIY stores Retail Warehouses		Staff 1 space / 200m ² GFA Customers 1 space /750 m ² GFA	1 service vehicle / 500 m ² GFA
Garden Centres		Staff 1 space / 200m ² GFA Customers 1 space /750 m ² GFA	1 service vehicle / 500 m ² GDA (Gross Display Area)
Entertainment and public spaces			
Public Halls Places of Assembly Community Centres Places of worship	D1	1 space / 25 m ² GFA	Space for deliveries
Cinemas and theatres excluding multiplexes		1 space / 50 seats	Space for coaches to pick up and set down as appropriate Space for deliveries
Dance Hall discotheque		1 space / 50 m ² GFA	Space for deliveries Note these standards may be varied for town centre sites depending on the availability of public car parking
Libraries museums and Art Galleries	D1	1 space / 300m ² GFA as appropriate	Space for mobile library van as appropriate

Sports and leisure			
Indoor and outdoor stadia including Rugby League and Football Stadia and Cricket Grounds	D2	Staff 1 space / 10 staff Players and spectators Determined by Travel Plan	Coaches for players space for deliveries
Sports and Leisure Centres	D2	Staff 1 space / 10 staff Players and spectators Determined by Travel Plan	space for deliveries
Swimming pools and skating rinks		Staff 1 space / 10 staff Players and spectators Determined by Travel Plan	space for deliveries
Golf Courses		Staff 1 space / 10 staff	space for deliveries

Residential - special			
Frail elderly nursing homes (restricted to 60/ 65+)		1 space / 6 staff	Staff 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries
Sheltered accommodation (restricted to 65/65+ and restricted to 1 bedroom units)		1 space / 10 staff	Staff 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries
Semi-retirement accommodation (where individual units are self-contained)			Staff 1 space /2 non- resident member of staffs Visitors 1 space / unit Space for deliveries
Student accommodation		1 space / 2 units	1 space / 3 students space for deliveries
Community housing for the handicapped			Staff 1 space / resident member of staff 1 space /2 non- resident member of staff ambulance or customised transport Space for deliveries
Extra care facilities		1 space / 6 staff	Staff 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries

Residential Parking Standards

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

Appendix B (2015)

Cycle Parking Facilities

Guidelines for Provision

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

Short Stay

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

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

Long Stay

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

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

Location of Cycle Parking

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

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

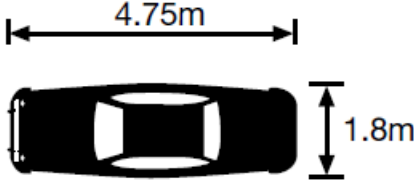
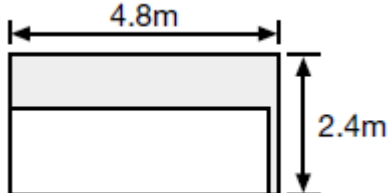
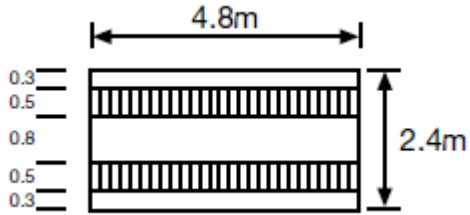
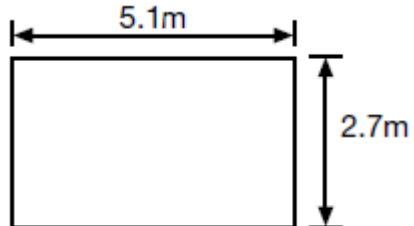
Short stay cycle parking should be located as close as possible (e.g. within 30 m) to the final destination (e.g. as close to the store entrance as possible). Experience shows that where the facility is not located close to the final destination its use is decreased. This can lead to problems with informal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

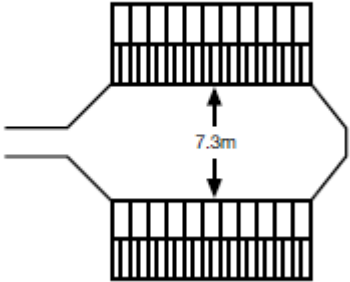
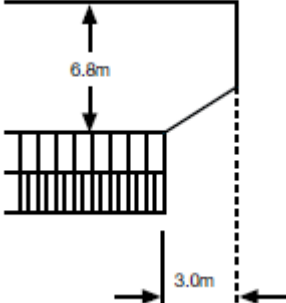
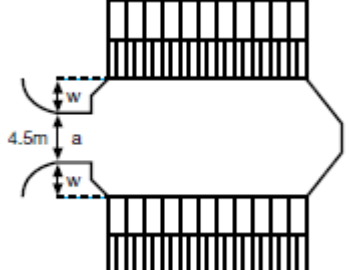
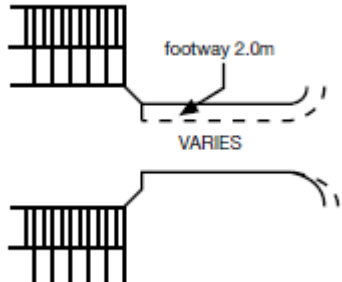
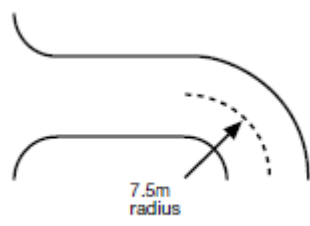
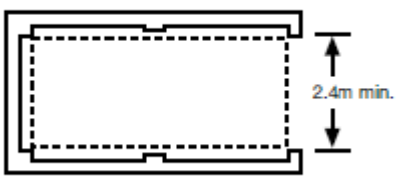
Ongoing Review of Provision

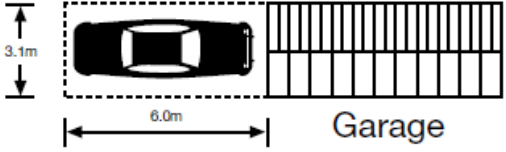
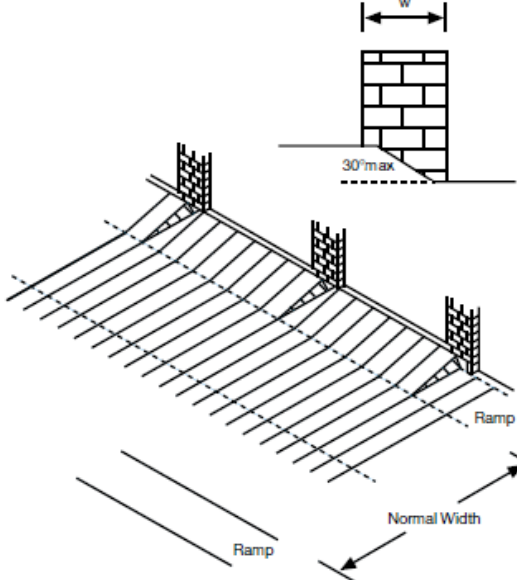
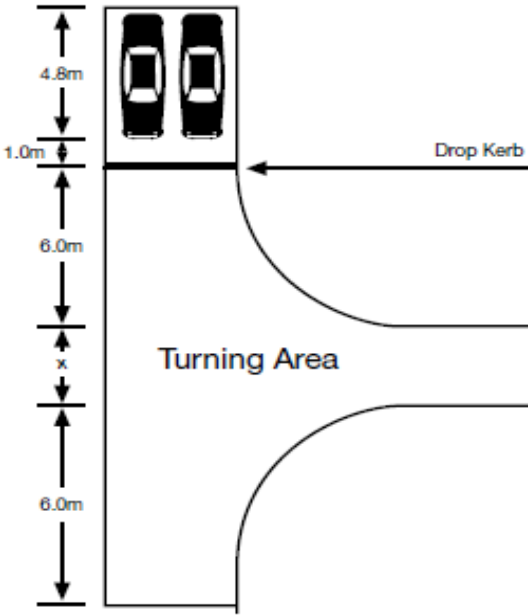
The number of cycle parking places specified in the guidelines is the recommended minimum provision. The developers should always assess whether an increased level of provision may be necessary or advantageous. Additionally, the developers should monitor usage of the cycle parking facilities following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

Appendix C (2015)

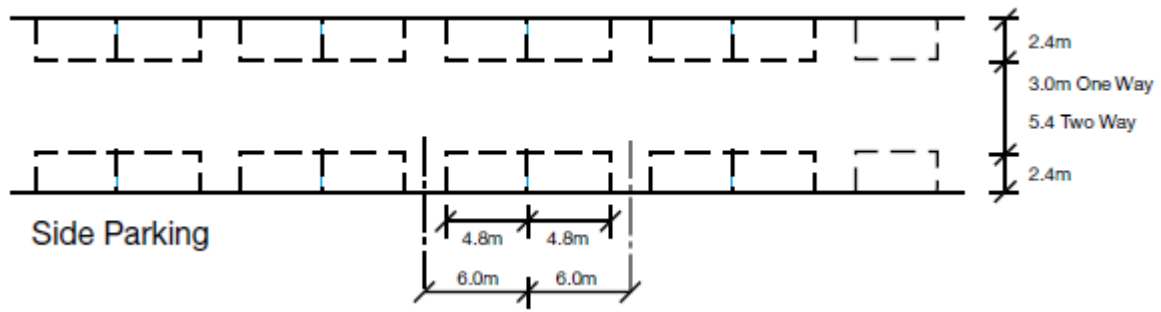
Car Parking Dimensional requirements

Standard Car Size	
99% of all new cars will fit within the dimensions of a rectangle 4.75m x 1.8m.	
'Standard' Car Parking Space	
A minimum space of 4.8m x 2.4m is required for the hard standings, car ports and the internal dimensions of garages. The standard dimensions of 4.8m x 2.4m must only be used as a general minimum (16ft x 8ft).	
Basic Hard standing	
For a standard car excluding working space for individual plots.	
Basic Convertible hard standing or car port convertible to garage later. Group hard standings convertible to garages later	
<p>Notes</p> <p>a. Dimensions of convertible hard standings include allowance for wall thickness.</p> <p>b. Slab dimensions are the absolute minimum for garages and larger sizes will be to provide working space.</p> <p>c. Add from 0.6m in length x 1.0m in width to 1.5m in length and 1.5m in width for working space.</p> <p>d. In special case of garages or car ports for the semi-ambulant, see 'Designing for the Disabled' by Selwyn Goldsmith RIBA.</p>	
Car Working Space	
Basic space	2.4m x 4.8m
A Working surface and minimum clearance	3.2m x 5.6m
B Door opening from dwelling	3.4m x 5.8m
C Washing and cleaning	3.5m x 5.9m
D Washing and storage space	3.6m x 6.0m
E As D, with space for kneeling	3.8m x 6.3m

<p>Garage Forecourts</p> <p>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.</p>									
<p>Manoeuvring space between garage and opposite kerb Manoeuvring space at end of forecourt aisles 3.0m.</p>									
<p>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.</p>									
<p>Access Widths to Garage Courts</p>									
<table border="1"> <thead> <tr> <th>Total spaces*</th> <th>Widths</th> </tr> </thead> <tbody> <tr> <td>(a) Up to 6</td> <td>2.5m</td> </tr> <tr> <td>(b) 7-16</td> <td>4.5m</td> </tr> <tr> <td>(c) Over 16</td> <td>5.0m</td> </tr> </tbody> </table> <p>* Garages and hard standings For service vehicles to mews area 4.5m.</p>	Total spaces*	Widths	(a) Up to 6	2.5m	(b) 7-16	4.5m	(c) Over 16	5.0m	
Total spaces*	Widths								
(a) Up to 6	2.5m								
(b) 7-16	4.5m								
(c) Over 16	5.0m								
<p>Radius</p>									
<p>For access ways up to 16 spaces a minimum centre line radius of 7.5m. For access ways over 16 spaces radius to be designed for 10mph and forward visibility provided accordingly. Washing areas should be sited clear of the vehicular access and parking area</p>									
<p>Individual Garage</p>									
<p>The MINIMUM internal size is 4.8m x 2.4m. THROUGH garages – with doors back and front are strongly recommended when this can give access for additional rear curtilage parking.</p>									

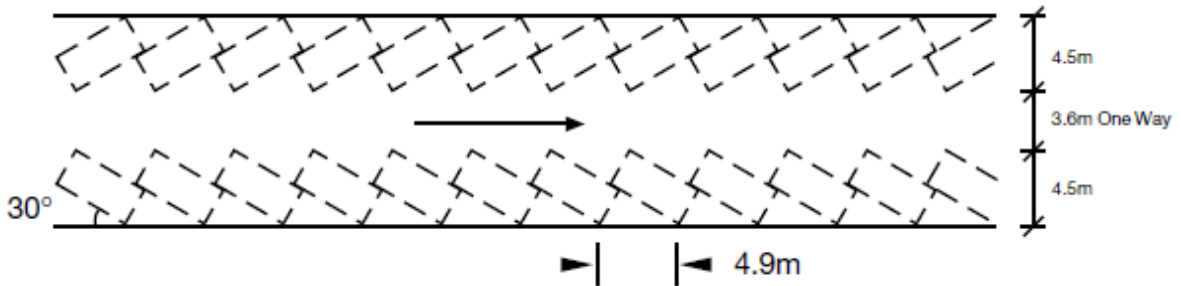
<p>Minimum Garage size to count as parking:</p>	
<p>From MfS the Minimum Garage size for it to be counted as a parking space</p>	<p>3.0m x 6.0m</p>
<p>Other requirements</p>	
<p>Parking Space in Front of a Garage Allow a minimum of 6m space for minimum working at rear, up and over door clearance at front. This space MUST NOT lie within future highways limits.</p>	
<p>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.</p>	
<p>Parking Space Abutting Turning Areas Parking bays will need to be lengthened where they abut turning areas and provided with a drop kerb to act as a distance stop. This will enable large vehicles to turn properly.</p>	

Car parking Dimensional Requirements

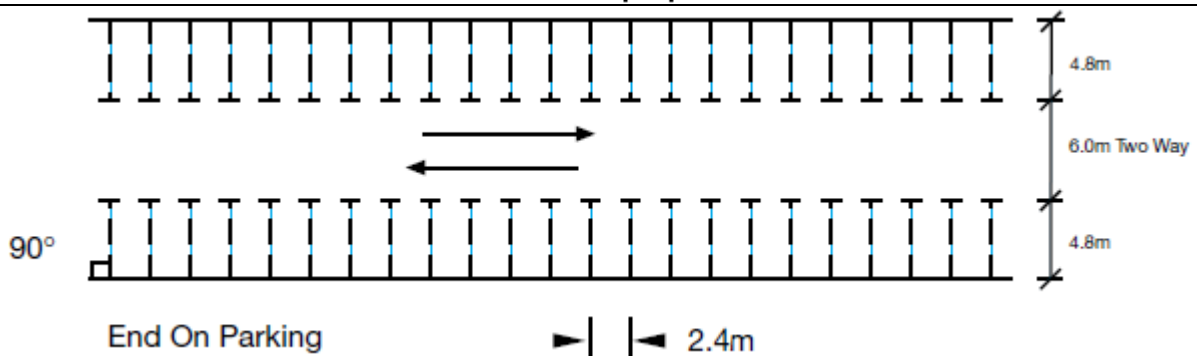
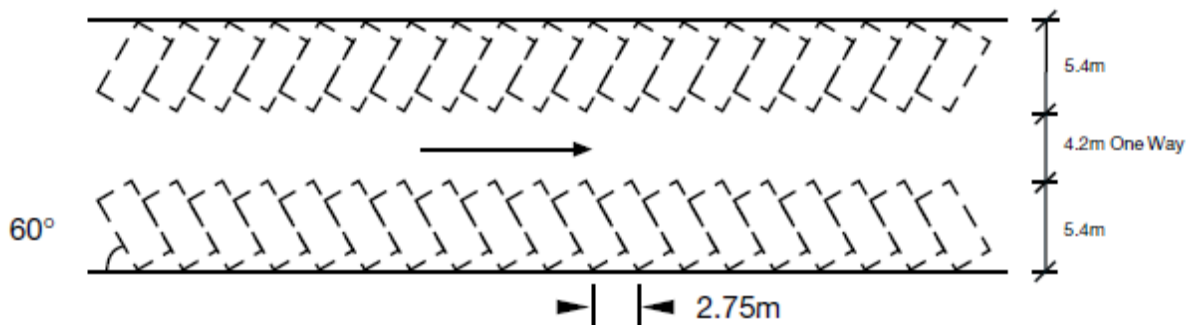
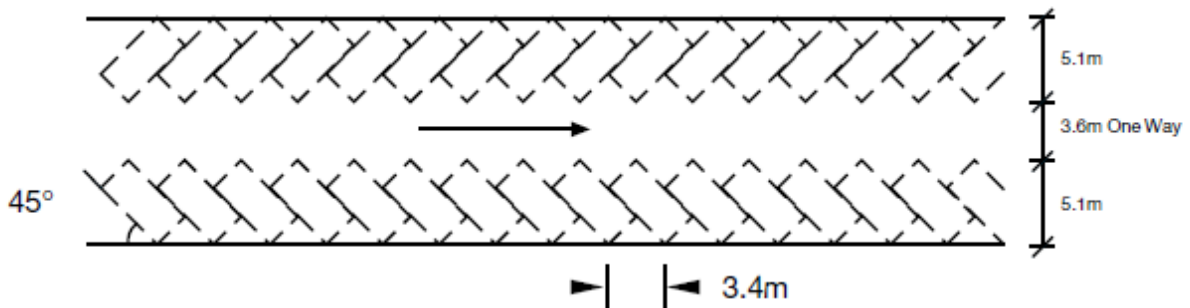


Alternative Parking layouts

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



Alternative Parking layouts continued



Appendix D (2015)

Checklist for a Transport Assessment

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

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

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

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	
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?	
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? Are sensitivity tests needed?	
What assumptions have been made for traffic already on the network e.g. pass-by/diverted trips?	
What effect will competing sites have on the above?	
Without a further planning consent, what other uses could go on in the site?	
Do the conclusions match those in other reports e.g. Retail Impact Assessment?	

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?	
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 and where can't you get to?	
Are the stops close to the site (consider shelters, lighting, bicycle parking, seating, information etc.)?	
How accessible are the stops on foot (directness, dropped crossings, tactile facilities, crossing facilities)?	
For major sites – do the buses have sufficient capacity at peak times?	
Can public transport penetrate the site? Consider cost, increased journey times for other users etc.	
What developer funded improvements are required?	
Conclusions & Reminders	
What developer funded improvements are required? – Please list including the need for any TROs.	
Has a Road Safety Audit been organised?	
Are legal agreements required? T&CP Act Section 106, Highways Act Section 278 and/or Section 38?	
Is a 'Travel Plan' Required? – Please agree with the Local Highway Authority	
What measures are to be included?	

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

Not used

Checklist for a Travel Plan

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

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

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

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.	
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 local highway authority at not less than two-year intervals? Have you made provision for any monitoring fee required through a S106?	
Is there evidence that public transport operators have been consulted?	
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 an appropriate mileage allowance for work-related bicycle use?	
Is there a bicycle user group?	
Is there promotion of national events such as Bike to Work Week?	
Is there financial assistance towards the purchase or loan of a bicycle?	
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	
Are there constant reminders of the need to reduce unnecessary car use?	
Are there two or more positive attempts per year to involve occupants in promotions of alternatives to the car?	
Are small efforts made to avoid all forms of travel, e.g. canteen or shop on site?	
Conclusions & Reminders	
What developer funded improvements are required? – Please list	
Are legal agreements required? T&CP Act Section 106?	
Are the Targets SMART and deliverable?	