

Supplementary Planning Guidance

City and County of Swansea Parking Standards



March 2012

If you would like this guidance document in another format, e.g. Large Print etc, please contact Group Leader Highways Management on Swansea 01792 635840.

Whilst based on the CSS Wales Parking Standards 2008, this guide has been amended where necessary, to reflect changes in legislation and local circumstances in the City and County of Swansea.

The original Wales Parking Standards 2008 are available to be downloaded in both English or Welsh language versions from the CSS Wales area of the CSS website, www.cssnet.org.uk

Document History.

Initial draft produced	October 2011
Public Consultation	November – December 2011
Adopted as SPG	1 March 2012

The drafting committee for the CSS Wales standards comprised:

**David Adlam of Neath Port Talbot County Borough Council
Stewart Burgess of Caerphilly County Borough Council
Nigel Moore of Bridgend County Borough Council
Paul Wheeldon of Torfaen County Borough Council**

This work was undertaken on behalf of the CSS Wales Development Control Forums.

CONTENT	PAGE
1. PREAMBLE	4
2. PURPOSE	4
3. APPLICATION	4
4. STRATEGIC FRAMEWORK	4
5. PARKING ZONES	6
6. APPLICATION OF PARKING STANDARDS	8
7. DEFINITIONS AND NOTES	11
8. GENERAL STATEMENT	13
9. PARKING STANDARDS BY LAND USE	15
(a) Residential	16
(b) Offices	18
(c) Shops	19
(d) Retail Warehousing & Garages	21
(e) Industry & Industrial Warehousing	23
(f) Places of Entertainment	26
(g) Hotels & Restaurants	28
(h) Community Establishments	30
(i) Educational Establishments	32
APPENDICES	
1. BLUE BADGE PARKING	36
2. LAYOUT OF PARKING AREAS	38
3. CYCLE PARKING STANDARDS	40
4. MOTORCYCLE PARKING STANDARDS	43
5. SUSTAINABILITY	44
6. LANDSCAPING	46
7. CORE AREA AND CENTRAL AREA BOUNDARIES	47
BIBLIOGRAPHY	48

1 PREAMBLE

These Parking Standards should be read in conjunction with individual Regional Transport Plans (RTP), Local Transport Plans (LTP), Unitary Development Plans (UDP), Local Development Plans (LDP) and Supplementary Planning Guidance (SPG). Parking requirements are listed according to land use and location and they list requirements for commercial vehicles, cars, motor cycles and cycles. The use of travel plans and the sustainability of new developments are also addressed. The Parking Standards will be material to decisions on individual planning applications and will be used as a technical reference document.

2 PURPOSE

These Parking Standards seek to ensure a transparent and consistent approach to the provision of parking, submission of travel plans and sustainability considerations that will inform developers, designers and builders what is expected of them and from them at an early stage of the development process.

3. APPLICATION

These Parking Standards will inform observations made by the Highway Authority on applications received for Planning Permission.

4 STRATEGIC FRAMEWORK

- 4.1 This document provides detailed parking requirements according to land use and type of development. It has been based on the parking standards document prepared by CSS Wales on behalf of all 22 Welsh Unitary Authorities and the four regional transport consortia, Sewta, SWWITCH, Taith and TraCC. Its aim is:
- (a) to assist developers, designers and builders in the preparation and submission of planning applications.
 - (b) to achieve a common approach to the provision of vehicle parking facilities associated with new development and change of use.
- 4.2 The underlying rationale for the South Wales Parking Guidelines Revised Edition of 1993 prepared by the Standing Conference on Regional Policy and the corresponding documentation relating to North Wales was to provide sufficient parking to avoid the need for vehicles to park on-street and thereby cause congestion, danger and visual intrusion.
- 4.3 Since 1993, fundamental changes in national planning framework and transport policy have taken place with the publication of PPG 13 (in England) in 1994, the Environment Act 1995, the Road Traffic Reduction Acts 1997 and 1998, A New Deal for Transport: Better for Everyone and Transporting Wales into the Future (1998), Planning Policy Wales in 2002, Planning Policy Wales Technical Advice Note 18 (TAN 18) in 2007 and Manual for Streets in 2007. In particular, paragraph 8.4.2 of Planning Policy Wales 2002 states that 'Car Parking Provision is a major

influence on the choice of means of transport and the pattern of development. Local authorities should ensure that new developments provide lower levels of parking than have generally been achieved in the past. Minimum parking standards are no longer appropriate. Local authorities should develop an integrated strategy on parking to support the overall transport and locational policies of the UDP.' TAN 18 supplements Planning Policy Wales and states that 'Maximum car parking standards should be used at regional and local level as a form of demand management' and, that for new development, regard should be given to alternative transport modes, economic objectives, public and shared parking arrangements.

- 4.4 A fundamental departure from previous practice is this document's requirement for Local Authorities to introduce a system of zones for parking purposes into their Local Development Plans. This document lays out six such zones, each with differing designated levels of parking requirement for development control purposes. It is the responsibility of individual Local Authorities to decide which of these zones are applicable and where the zone boundaries should be drawn within their area.
- 4.5 This new approach to transport, with the change from predicting and providing for cars to managing traffic and reducing car dependency, means a new role for parking provision and control which this revision has been prepared to address. The aim as previously remains to ensure that new development or a change of use is accompanied by sufficient parking space for private cars and service vehicles to avoid the need for vehicles to park on street and thereby cause congestion, danger and visual intrusion.
- 4.6 This guide is therefore intended to cover all built up and rural areas in order to facilitate the application of appropriate and sufficient levels of parking requirement in all circumstances.
- 4.7 General guidance on all aspects of parking, including on and off street parking and the needs of disabled people is available in the IHT (2005) publication Parking Strategies and Management. Beware that some of the content of this publication however refers specifically to PPG13, which does not apply to Wales. The Department for Communities and Local Government commissioned (DCLG) research document Residential Car Parking Research provides more detailed guidance, although it is based on average car ownership levels in England only and excludes any consideration of demographics. The design of parking areas should also take account of the guidance contained within the assessment guidelines of the Park Mark safer parking initiative of the Association of Chief Police Officers (ACPO) as well as the more general requirements of Planning Policy Wales Technical Advice Note 12: Design (TAN12).

5 PARKING ZONES

Zone 1 – Central Core (see map). Additional SPG may be in force

Limited to the centre of the largest towns. Typically there will be a wide range of public transport services, bus and rail. There will be very little car parking within the curtilage of individual buildings and that which there is, is almost entirely operational parking. The area is likely to be the commercial focus of a large hinterland. All on-street parking is regulated; all public off-street car parking is charged for.

Zone 2 – Central Area (see map). Additional SPG may be in force

The centre of towns which local people regard as their destination for most activity which is not met within their own local community, or an area immediately adjacent to the City Core (Zone 1). The area has a full range of retail activity and many commercial businesses, all within walking distance. The area is the focus of the local bus network and is likely to contain a railway station. Built density is high with little private car parking. There are significant parking restrictions and substantial amounts of off-street car parking available to the public.

Zone 3 - Urban.

Very much part of a substantial built up area with a number of basic local facilities within 400m walking distance. A range of bus routes offering up to 6 buses per hour; the range of destinations offering practical access to most but not all essential facilities. The curtilage of the site restricts, to an extent, what car parking can be provided. There are likely to be some restrictions on on-street parking and other available off-street parking is severely limited or non-existent.

Zone 4 – Suburban or Near Urban.

The outer edges of the largest towns; suburban locations in towns; the whole of smaller settlements offering a range of local facilities. There is an at least hourly bus service to the town centre and there may also be a railway station in the town. Local facilities include a local centre within 400m walking distance. Some other basic amenities such as a doctor's surgery are also available within the same walking distance.

Zone 5 – Countryside.

Areas, including small villages, with a few local facilities within walking distance. Motorised travel is required for most journeys, although there is some local employment. Public transport services less than hourly and then only to one local centre. There is no shortage of land for parking provision within the site but the adjacent highway system offers limited opportunities to park cars.

Zone 6 – Deep Rural.

Scattered individual buildings. Areas with no local facilities within walking distance. Motorised travel is required for all journeys but the most local. Public transport services are very infrequent or beyond walking distance. There is no shortage of land for parking

provision within the site but the adjacent highway system offers no opportunities to park cars because of the narrowness of the highway.

Notes relating to parking Zones

1. References above to 'public transport' should be taken to mean bus or train services.
2. Bus service frequencies above must operate consistently between 7am and 7pm to qualify.
3. For information on acceptable walking distances refer to the IHT document Guidelines for Journeys on Foot and the DETR advice note Encouraging Walking.

6 APPLICATION OF PARKING STANDARDS

6.1 The scale of parking provision varies throughout Wales and local priorities will dictate the manner in which the standards are used. Interpretation and application of the standards will rest with the Local Authority, but flexibility in the standards allows local circumstances to be taken into account. It is expected that the preparation of Regional Transport Plans, Local Development Plans, the designation of Conservation Areas, Housing Action Areas, General Improvement Areas, etc. will all impact on the interpretation of this document.

(a) In assessing the parking requirements for a particular development, the planning authority will need to take into account a number of factors in relation to the development and its location. These are listed below. However it should be noted that some of these factors are outside direct planning control, e.g.:

- Access requirements of disabled people
- Accessibility to and the service provided by the public transport system,
- The availability of private buses or the extent of car pooling,
- The relative proportions of full time / part time / local catchment of labour,
- Accessibility by walking and cycling,
- The existing and possible future congestion in streets adjacent to the development,
- Accessibility to and the availability of public and / or private car parking space in the vicinity.

6.3 This Standard covers all built up and rural areas. The full operational standard will normally be expected together with the non-operational standard for employees' vehicles and in certain cases for visitors. Normally developers will be required to provide all the parking space within the curtilage of the site.

6.4 Section 106 Agreements may be negotiated with developers and these can include a number of measures to mitigate the potential impact of development and to address concerns. This can include commuted payments in lieu of parking where circumstances permit.

6.5 All parking areas other than residential parking areas off low-trafficked, low speed, minor residential roads should be designed to allow vehicles to enter and leave the site in forward gear.

6.6 Safe pedestrian access routes must be provided within all new car parks.

6.7 Travel plans will be required as a condition of planning consent for all development proposals of greater than 1000m² gross floor area and for smaller developments that will have significant transport implications or will be sited where a reduction in vehicular traffic would be particularly beneficial. Appropriate relaxation of the tabled parking requirements may be made following acceptance of the details of a submitted travel plan, always provided that measures to enforce compliance with the travel plan are included within a Section 106 Agreement. Suitable enforcement measures will include the provision of targets, a monitoring regime and the appointment of a travel plan co-ordinator. Best Practice Guidance on the content and monitoring of travel plans is available in the Department for Transport documents "Using the Planning Process to Secure Travel Plans", "Making Residential Travel Plans Work" and its associated "Good Practice Guidelines For New Development".

- 6.8 In certain circumstances, e.g. Conservation Areas, modifications of the standards may be allowed in order to preserve environmental conditions.

Examples of the Use of Parking Standards

- (a) Proposed new shop and office development in a rural small local centre (Zone 5)

Public transport accessibility is poor. The development comprises 500m² shopping (5 units) on the ground floor and 1000m² offices on the first and second floors. (Gross floor area including external walls).

The parking requirement is assessed as follows:-

SHOPPING USE

Operational Parking = Space for 2 commercial vehicles

Non Operational Parking 1 space / 20m² = 25 spaces

OFFICE USE

Non Operational Parking 1 space / 25m² = 40 spaces

TOTAL PROVISION: Space for 2 commercial vehicles + 65 spaces
Including accessible spaces in accordance with Appendix 1

- (b) Change of use from industry to non-food retail warehouse (mixed)

(in Zone 2) Gross floor area 1500m² on an industrial estate.

The operational requirement for industrial premises of 1500m² is (from note 5) 175m² of yard space and 13 non-operational parking spaces (1 space / 120m²).

The requirement for retail warehousing is 3 commercial vehicle bays (225m²) and 50 spaces (1 space / 30m²).

Therefore, an additional operational area of 50m² should be provided so that a minimum of three commercial vehicles can be accommodated; plus an additional 37 parking spaces unless the site already has provision for 50 parked cars.

- (c) Conversion of a large 3-storey 5-bedroomed Victorian House to three one-bedroomed Flats (in Zone 3)

The parking requirement for the original house is three parking spaces, but given the age of the property, these may not actually be present.

The parking requirement for the flats is 1 space per bedroom. Three parking spaces are therefore required in theory. These should, if possible, be provided at the rear of the premises. If the site has no existing parking, the conversion will not require any although it would be desirable to gain these parking spaces. If the site is too small to accommodate three cars and the house fronts a local road that is

not a bus route and kerbside parking pressure is not evident then an allowance of on-street parking immediately outside may be possible. Local circumstances should always dictate the approach to be taken.

7 DEFINITIONS AND NOTES

- 7.1 Operational Parking Space - Sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time and to manoeuvre with ease and stand for loading and unloading without inconvenience to vehicles and pedestrians on the public highway or to other users of the site.
- Space for staff cars which, by the nature of the business, is required for day to day operation, may also be included.
- 7.2 Non-Operational Parking Space - The space occupied by vehicles not necessarily used for the operation of the premises and it is divided into two classes:
- (a) long term (i.e. commuter parking) mainly occupied by vehicles of staff / clients / customers whose attendance at the premises are of long single durations.
 - (b) short term parking space required by staff / clients / customers whose attendances at the premises are of short single durations.
- 7.3 Residential Parking Space - Includes space required for residents and space for cars of people visiting the residents.
- 7.4 GROSS Floor Area - The standards that are related to floor areas are GROSS floor area, i.e. including external walls, except where the text stipulates otherwise in respect of public houses, restaurants, cafes and places of worship.
- 7.5 Extension or Development of Existing Buildings – For industrial, office, commercial premises and pre-1914 public houses, under 235m² gross floor area, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.
- 7.6 Public Transport Accessibility – Public transport provision has the potential to reduce use of the car and where appropriate the level of this provision should be enhanced as planning gain through the planning process at the expense of developers. Ease of access to public transport is related to required parking levels through the zoning system introduced by this document and through application of the sustainability considerations contained within Appendix 5.
- 7.7 Employment Density - The standards have been assessed on density norms (retail 19.5m² per employee; industrial 35 - 45m² per employee, office 16.5m² per employee). Variations in density may be treated on their merits.
- 7.8 Land Use - for the purpose of applying the parking standards the following table outlines the land uses specified within the Town and Country Planning (Use Classes) Order 1987.

USE CLASSES IN 1987 ORDER	LAND USES IN PARKING GUIDELINES
Class A1 : Shops	Shops Supermarkets and Superstores Retail Warehousing (Cash and Carry)
Class A2 : Financial & Professional Services	Offices (only in cases where premises are provided principally for visiting members of the public).
Class A3: Food & Drink	Restaurants Public Houses Cafes Transport Cafes Licensed Clubs
Class B1 : Business	Offices (other than in A2 above) / Light Industry
Class B2 : General Industrial	Industry
Class B3 - B7 : Special Industrial	Industry
Class B8 : Storage or Distribution	Wholesale Warehousing
Class C1 : Hotels & Hostels	Hotels
Class C2 : Residential Institutions	Homes for older people, Children, etc. Nursing Homes Hospitals
Class-C3 : Dwelling houses	General Purpose Houses & Flats Sheltered Accommodation
Class D1 : Non-Residential Institutions	Health Centres Surgeries Churches Primary Schools / Nursery Schools Secondary Schools Colleges of Higher & Further Education Libraries Assembly Halls, e.g. Community Centres Unlicensed Clubs
Class D2 : Assembly and Leisure	Leisure Centres Sports Clubs Assembly Halls e.g.. Bingo Halls

Note Certain uses within this document do not fall within any specific Use Class and therefore must be dealt with separately (see general uses) e.g. open air markets.

The Standards have not been defined in terms of the 1987 Use Classes Order as this would lead to wide ranges of recommended provision, e.g. Class B1 business encompasses some office uses and industry. A standard anticipating this interchangeability would be very wide and therefore, standards are only given for specific land use concerned e.g. office or industrial use.

In view of the inter-changeability of uses it may be necessary to impose restrictions on development within these wider classes in order to reflect car-parking requirements.

8 GENERAL STATEMENT

The absence of parking standards for a particular land use does not mean that no parking provision will be required.

In addition the local authority reserves the right to treat all planning applications on their merits according to the size, nature, location, density, employment and traffic generation characteristics of the proposed development and its impact on the local and regional highway network.

The acceptance of a submitted travel plan by the local authority will always require the preparation of a Section 106 Agreement to ensure continual compliance with the contents of the travel plan.

This page is intentionally blank

9. PARKING STANDARDS BY LAND USE

- a. Residential**
- b. Offices**
- c. Shops**
- d. Retail Warehousing and Garages**
- e. Industry and Industrial warehousing**
- f. Places of Entertainment**
- g. Hotels and Restaurants**
- h. Community Establishments**
- i. Educational Establishments**

a) RESIDENTIAL : NEW BUILD & CONVERSIONS

ZONE 1

Type of Development	Residents	Visitors
Houses (General Purpose)	0.5 to 1 space per unit	Nil
Apartments (General Purpose)	0.5 to 1 space per unit	1 space per 5 units
House conversions to bedsits, or self-contained apartments	0.5 to 1 space per unit	Nil
Special Purpose Housing		
Purpose-built student accommodation	1 space per 25 beds for servicing, wardens and drop-off areas.	Nil
Self-contained older persons accommodation (not wardened)	1 space per 2 to 4 units	Nil
Self-contained older persons accommodation (wardened)	1 space per 4 units 1 space for warden 1 space per 2 ancillary staff	Nil

ZONES 2 to 6

Houses (General Purpose)	1 space per bedroom (maximum requirement 3 spaces)	1 space per 5 units
Apartments (General Purpose)	1 space per bedroom (maximum requirement 3 spaces)	1 space per 5 units
House conversions to bedsits, or self-contained apartments	1 space per bedroom	1 space per 5 units
Houses in Multiple Occupation(See note 8)	3 spaces for up to 6 sharing and 1 space per additional bedroom.	1 space per 5 units
House conversions to residential hostel	1 space per resident staff 1 space per 3 non-resident staff	Nil
Special Purpose Housing		
Self-contained older persons dwellings(not wardened)	1 space per 2 - 4 units	1 space per 4 units

Type of Development	Residents	Visitors
Self-contained older persons dwellings (wardened)	1 space per 4 units 1 space for warden 1 space per 2 ancillary staff	1 space per 4 units
Purpose built student accommodation under College / University control	1 space per 25 beds for servicing, wardens and drop-off areas	1 space per 10 beds (for students & / or visitors)
Residential childrens homes / homes for older people / residential and nursing care homes	1 space per resident staff 1 space per 3 non-resident staff	1 space per 4 beds

Notes relating to Residential parking standards for all Zones

1. Curtilage parking must be provided wherever possible. Where communal parking is provided, it must be conveniently sited and should be in a location that is also overlooked which will thereby enhance its security. No parking court may accommodate more than 12 parking spaces and, depending on local context, designated parking secured by a lockable bollard or other means may be required. Safe accessible route must be provided between each dwelling unit and its parking space.
2. Garages should be provided as the most secure parking option wherever possible, preferably located alongside the dwelling. Remote garage blocks must be avoided.
3. Garages may only be counted as parking spaces if they have clear internal dimensions, as suggested by Manual for Streets, for a single garage of 6m x 3m. If access for a disabled person is required, these dimensions must be increased to 6m x 3.8m. All properties with a garage must also have a 6m long driveway which has a width of not less than 3.6m.
4. Visitor parking must be designed as an integral part of any development where it is required and must take into account the needs of disabled people.
5. For developments where clear evidence has been supplied that car ownership levels will be lower than normal, a more flexible approach to numbers of parking spaces may be taken. Acceptable evidence of this would be a contractual arrangement with tenants to secure low car ownership levels.
6. In respect of residential homes for the older person and residential and nursing care homes, sufficient operational space must be provided close to the building to enable ambulance access and egress in a forward gear.
7. Low parking standards required for purpose built student accommodation will be based upon a condition requiring a legal tenancy agreement to prevent students parking on neighbouring streets within a 3 mile radius of the accommodation building, public transport facilities, and the provision of a travel plan.
8. Houses in multiple occupation – reduced parking will only be considered where circumstances permit. Permitted development for up to 6 people sharing facilities will be treated as a large single household with each additional bedroom requiring 1 space each.

b) OFFICES

Use Class B1 Business, Class A2 Financial & Professional Services (Including Call Centres)

ZONE 1

Development	Requirement	Development	Requirement
Offices (< 1000m ²)	Nil	Offices (> 1000m ²)	Nil
Call Centres (< 1000m ²)	Nil	Call Centres (> 1000m ²)	Nil

ZONES 2 & 3

Offices (< 1000m ²)	1 space per 35m ²	Offices (> 1000m ²)	1 space per 60m ²
Call Centres (< 1000m ²)	1 space per 25m ²	Call Centres (> 1000m ²)	1 space per 40m ²

ZONES 4 to 6

Offices (< 1000m ²)	1 space per 25m ²	Offices (> 1000m ²)	1 space per 40m ²
Call Centres (< 1000m ²)	1 space per 20m ²	Call Centres (> 1000m ²)	1 space per 25m ²

Notes relating to Offices parking standards for all Zones

1. Office redevelopments, extensions and conversions will have the same requirements as for new build, subject only to note 2 below.
2. For premises up to a maximum of 200m² gross floor area an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.
3. Consideration may be given to a relaxation of the parking requirements in shopping areas for the change of use at ground floor level of premises from Use Class A1 (shops) to Use Class A2 (Financial & Professional Services).
4. Blue Badge Parking requirements: Refer to Appendix 1.
5. For cycle and motorcycle parking refer to Appendices 3 & 4

c) SHOPS
(Including Shops, Supermarkets & Superstores)

ZONE 1

Type of Development	Operational	Non-operational
Shops (All sizes)	1 space per 400m ²	Nil

ZONES 2 & 3

Shops (< 200m ²)	1 commercial vehicle space	1 space per 60m ²
Shops and small supermarkets (201m ² –1000m ²)	2 commercial vehicle spaces	1 space per 40m ²
Shops and small supermarkets (1001m ² –2000m ²)	3 commercial vehicle spaces	1 space per 40m ²
Supermarkets & superstores (predominately food) (> 2000m ²)	3 commercial vehicle spaces	1 space per 14m ²

ZONES 4 & 5

Shops (< 200m ²)	1 commercial vehicle space	1 space per 60m ²
Shops and small supermarkets (201m ² –1000m ²)	2 commercial vehicle spaces	1 space per 20m ²
Shops and small supermarkets (1001m ² –2000m ²)	3 commercial vehicle spaces	1 space per 20m ²
Supermarkets & superstores (predominately food) (> 2000m ²)	3 commercial vehicle spaces	1 space per 14m ²

ZONE 6

Shops (All sizes)	1 commercial vehicle space	1 space per 60m ²
-------------------	----------------------------	------------------------------

Notes relating to Shops parking standards for all Zones

1. The non-operational standard assumes a retail/non-retail ratio of 75 / 25. Variation may be applied at the discretion of the Local Authority when a different ratio is used.
2. Although 'retail parks' may have shared parking, such developments will still require similar levels of parking to single stores, because of the longer duration of parking.
3. Where existing premises are used for the establishment of a stall type market, the applicant shall identify a location for the provision of visitor parking.
4. For premises up to a maximum of 200m² gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once, and any parking displaced must be relocated.
5. Increases in transactions at supermarkets are not proportional to increases in floor area. Extensions of 33% of gross floor area produce a 10% increase in transactions.
6. The non-operational standard includes employees parking.
7. Blue Badge Parking requirements: Refer to Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 3 & 4.
9. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the store servicing area in a forward gear.

d) RETAIL WAREHOUSING AND GARAGES

ZONES 2 to 5

Type of Development	Operational	Non-operational
Retail Warehousing (non-food) (non-DIY) (> 1000m ²)	3 commercial vehicle spaces	1 space per 30m ²
Retail Warehousing (DIY & Garden Centres) (> 1000m ²)	3 commercial vehicle spaces	1 space per 20m ²
Builders Merchants (Trade and Retail)	3 commercial vehicle spaces	1 space per 80m ² & 10% of GFA
Cash & Carry Warehousing (Trade Only) (> 1000m ²)	3 commercial vehicle spaces	1 space per 50m ²
Open Air Markets & Car Boot Sales	1 space per stall pitch	1 space per 30m ² of gross stall pitch area including pedestrian circulation area
Garages	1 car / lorry space per each car / lorry service bay	2 car / lorry spaces per each service bay.
Service Stations (exhausts, MoT, tyres etc.)	1 lorry space & 20% of GFA	2 car / lorry spaces per each service bay.
Petrol Filling Stations (see note 10 re. associated convenience stores)	1 space for petrol tanker	4 spaces for ancillary use (eg automatic car wash)
Car Sales Premises	1 space for car transporter	1 space per 50m ² of retail area (internal & external)
Motorcycle Sales Premises	1 commercial vehicle space	1 space per 50m ² of retail area (internal & external)
Driving Schools Private Hire / Vehicle Hire Licensed Taxis	1.25 spaces per vehicle operated	1 space per 3 auxiliary staff

Notes relating to Retail Warehouses and Garages parking standards for all Zones

1. It is assumed that developments of this nature will not be permitted within either Zone 1 or Zone 6. Consequently no data is provided for these Zones
2. The range of trip generation and parking demand at retail warehouses varies to a considerable extent. The parking requirements of the most common types of store can be classified in broad bands. This is reflected by the tabulated requirements.

Highest requirement	-	DIY stores
Mid-range requirements	-	Electrical/gas appliance, flat pack furniture stores
Lowest requirement	-	Assembled furniture/carpet stores, household and leisure goods stores
3. Although 'retail parks' may have shared parking, such developments will still require similar levels of parking to single stores, because of the longer duration of parking.
4. Where existing premises are used for the establishment of a stall type market, the applicant shall identify a location for the provision of visitor parking.
5. For premises up to a maximum of 200m² gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once, and any parking displaced must be relocated.
6. Increases in transactions at supermarkets are not proportional to increases in floor area. Extensions of 33% of sales floor area produce a 10% increase in transactions
7. The non-operational standard includes employees parking.
8. Relaxation may be given to the parking requirements at fast service centres, e.g. tyres, exhausts. MOT etc.
9. Where car sales premises include external display areas, additional parking space will be required.
10. Blue Badge Parking requirements: Refer to Appendix 1.
11. For cycle and motorcycle parking refer to Appendices 3 & 4.
12. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
13. Convenience stores located at petrol filling stations will attract customers who do not also purchase petrol and will therefore require parking space. The additional requirement for this must be assessed as for a small shop.

e) INDUSTRY AND INDUSTRIAL WAREHOUSING

ZONE 1

Type of Development	Operational	Non-operational
Small Industry (<1000 m ²)	1 van space	Nil
Industry	1 space per 1000 m ²	Nil
Highly Technical Industry	1 space per 1000 m ²	Nil
Industrial Warehouses	1 space per 1000 m ²	Nil
Storage Warehouses	1 space per 1000 m ²	Nil

ZONES 2 – 4

Small Industry (< 100m ²)	1 van space	1 space
Small Industry (< 235m ²)	1 van space	2 spaces
Industry	See Note 5	1 space per 120 m ²
Highly Technical Industry	See Note 5	1 space per 35 m ²
Industrial Warehouses	See Note 5	1 space per 140 m ²
Storage Warehouses	1 commercial space per 500 m ²	Nil
Distribution Centres (<1000 m ²)	35% of GFA	1 space per 120 m ²
Distribution Centres (>1000 m ²)	25% of GFA	1 space per 120 m ²

ZONES 5 & 6

Type of Development	Operational	Non-operational
Small Industry (< 100m ²)	1 van space	1 space
Small Industry (< 235m ²)	1 van space	2 spaces
Industry	See Note 5	1 space per 80 m ²
Highly Technical Industry	See Note 5	1 space per 20 m ²
Industrial Warehouses	See Note 5	1 space per 140 m ²
Storage Warehouses	1 space per 500 m ²	Nil
Distribution Centres (<1000 m ²)	35% of GFA	1 space per 80 m ²
Distribution Centres (≥1000 m ²)	25% of GFA	1 space per 80 m ²

Notes relating to Industry and Industrial Warehousing parking standards for all Zones

- Vehicles should be able to enter and leave the site in forward gear.
- Relaxation permitted for operational space when special servicing arrangements are made.
- Visitor parking is included in non-operational parking.
- For premises up to a maximum of 235m² gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.

5. Operational requirements:

GFA m ²	Minimum m ²	GFA m ²	Minimum m ²	GFA m ²	Minimum m ²
100	70	500	100	1,001	150
250	85	1,000	150	2,000	200

Above 2,000 m² GFA, the required minimum operational area should be taken as 10% of GFA.

- The General Development Order limit of 235m² is defined as the upper cut off for size for units to encourage new firms requiring garage size sites. Larger units are defined as, "Industry".
- Industries of a highly technical nature are companies specialising in technical innovation usually microprocessor based.

8. If the premises are to be used as a distribution depot, adequate space must also be provided to accommodate commercial vehicles that are likely to be parked overnight.
9. Blue Badge Parking requirements: Refer to Appendix 1.
10. For cycle and motorcycle parking refer to Appendices 3 & 4.

f) PLACES OF ENTERTAINMENT

ZONE 1

Type of Development	Operational	Non-operational
All development types	1 commercial vehicle space	Nil

ZONES 2 to 4

Children's Play Centres	1 space per 3 members of staff	1 space per 20m ² of play area
Assembly Halls (Commercial) e.g. Bingo Hall	1 commercial vehicle space	1 space per 8 m ²
Assembly Halls (Social) e.g. Unlicensed Club Community Centre	1 commercial vehicle space	1 space per 10 m ²
Cinemas, Theatres & Conference Centres	1 commercial vehicle space	1 space per 5 seats
Stadia	1 commercial vehicle space	1 space per 15 seats

ZONES 5 & 6

Children's Play Centres	1 space per 2 members of staff	1 space per 15m ² of play area
Assembly Halls (Commercial) e.g. Bingo Hall	1 commercial vehicle space	1 space per 8 m ²
Assembly Halls (Social) e.g. Unlicensed Club Community Centre	1 commercial vehicle space	1 space per 10 m ²
Cinemas Theatres & Conference Centres	1 commercial vehicle space	1 space per 3 seats
Stadia	1 commercial vehicle space	1 space per 15 seats

Notes relating to Places of Entertainment parking standards for all Zones

1. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
2. Blue Badge Parking requirements: Refer to Appendix 1.
3. For cycle and motorcycle parking refer to Appendices 3 & 4.

g) HOTELS AND RESTAURANTS

ZONE 1

Type of Development	Operational	Non-operational
All development types	1 commercial vehicle space	Nil

ZONES 2 to 4

Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public Houses & Licensed Clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 5 m ² of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7m ² of dining area
Cafes & Drive-Thru Restaurants (See Note 5)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14m ² of dining area
Hot Food Takeaways	1 commercial vehicle space	1 space for non-resident staff & adequate on-street parking for customers nearby
Transport Cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

ZONES 5 & 6

Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public Houses & Licensed Clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 3 m ² of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7m ² of dining area
Cafes & Drive-Thru Restaurants(See Note 5)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14m ² of dining area

Type of Development	Operational	Non-operational
Hot Food Takeaways	1 commercial vehicle space	1 space for non-resident staff & adequate on-street parking for customers nearby
Transport Cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

Notes relating to Hotels and Restaurants for all Zones

1. Facilities for non-residents should be assessed by applying the appropriate category. An allowance should be applied where facilities are to be shared.
2. The range in the parking requirements between zones allows for the distinction between 'country' public houses and 'suburban' public houses which are likely to have a higher proportion of walk-in trade.
3. The parking requirement will be relaxed for public houses built before 1914 to permit redevelopment or extension up to a 20% increase in gross floor area without extra parking being required.
4. The non-operational requirement for restaurants and cafes in established shopping areas may be relaxed if it can be shown that they are 'incidental' to the shopping area or where such restaurants are used largely in the evening when adequate parking exists in the vicinity. However, adequate parking for staff must be provided at the rear. (This does not apply to transport cafes).
5. Restaurants including drive through facilities for ordering and collecting food by car must have an internal segregated access for this purpose and be provided with a minimum of 6 waiting spaces.
6. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
7. Blue Badge Parking requirements: Refer to Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 3 & 4.

h) COMMUNITY ESTABLISHMENTS

ZONE 1

Type of Development	Operational	Non-operational
Health Centres & Surgeries	1 space per practitioner	Nil
Churches & Places of Worship	1 commercial vehicle space	Nil
Chapels of Rest & Funeral Homes	3 commercial vehicle spaces	Nil
Public Leisure Centres	1 commercial vehicle space	Nil
Fitness Clubs, Leisure Clubs & Sports Clubs (See Note 6)	1 commercial vehicle space	Nil
Marinas	1 car and trailer space	Nil
Libraries	1 commercial vehicle space	Nil

ZONES 2 to 6

Hospitals (See Note 1)	Essential vehicles as required	2.5 spaces per bed
Health Centres & Surgeries	1 space per practitioner (See Note 2)	1 space per 3 ancillary staff (1 space per 2 in Zones 5 & 6) & 3 spaces per practitioner
Churches & Places of Worship	1 commercial vehicle space	1 space per 10 seats or 1 space per 8m ² of praying floor space (See Note 3)
Chapels of Rest	3 commercial vehicle spaces	As per Churches etc.
Funeral Homes	3 commercial vehicle spaces	1 space per 2 members of staff
Public Leisure Centres	1 commercial vehicle space	1 space per 2 facility users & 1 space per 3 spectators
Fitness Clubs, Leisure Clubs & Sports Clubs (See Note 6)	1 commercial vehicle space	1 space per 2 facility users
Marinas	1 car and trailer space	1 space per berth
Libraries	1 commercial vehicle space	1 space per 45m ²

Notes relating to Community Establishments parking standards for all Zones

1. This level of provision would be appropriate for acute and neighbourhood District Hospitals. For other types of hospitals a lower level of provision may be acceptable.
2. Practitioner to include doctor, dentist, nurse, health visitor etc.
3. This range is intended to reflect different catchment areas of churches and places of worship. One serving a local area would require a lower provision than one serving a wide area.
4. Consideration must be given to the provision of a coach parking area where appropriate and to cycle and motorcycle parking.
5. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area, where provided, in a forward gear.
6. Clubhouse bar and restaurant facilities must always be separately assessed.
7. Blue Badge Parking requirements: Refer to Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 3 & 4.

i) EDUCATIONAL ESTABLISHMENTS

ZONE 1

Type of Development	Operational	Non-operational
All Educational Establishments	1 commercial vehicle space	Nil

ZONES 2 to 4

Day Nurseries & Creches, (new build property)	1 commercial vehicle space	1 space per 2 full time staff
Day Nurseries & Creches, (converted property)	Included in non-operational requirement	1 space per 2 full time staff (See Note 3)
Nursery / Infants / Primary Schools	1 commercial vehicle space	1 space per each member of teaching staff & 3 visitor spaces
Secondary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 20 students of age 17 and 3 visitor spaces. Bus parking as required
Colleges of Higher / Further Education (See Note 6)	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 8 students and 5 visitor paces.

ZONES 5 & 6

Day Nurseries & Creches, (new build property)	1 commercial vehicle space	1 space per 2 full time staff
Day Nurseries & Creches, (converted property)	Included in non-operational requirement	1 space per 2 full time staff
Nursery/Infants/Primary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff & 3 visitor spaces
Secondary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 10 students of age 17, & 3 visitor spaces. Bus parking as required

Type of Development	Operational	Non-operational
Colleges of Higher / Further Education (See Note 6)	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 5 students and 5 visitor spaces

Notes relating to Educational Establishments

1. In addition to the non-operational parking an area must be provided for the picking up and setting down of school children.
2. In the case of Day Nurseries in converted properties the availability of adequate kerbside capacity (i.e. unrestricted parking) should be taken account of.
3. This should be assessed when the nursery is at full capacity. Where part-time staff are employed they should be aggregated to their full time equivalents.
4. Experience has shown that a minimum of 15 car spaces will be required for most other types of schools. Exceptions to this may be specialised (e.g. religious or Welsh) secondary schools with a large catchment area where a reduced number may be adequate, or larger schools in each category where a substantial increase (up to 50) may be desirable. With regard to buses, sufficient off street spaces should be provided for all services that the operator of the new school anticipates running for pupils, with the exception of passing service buses.
5. The parking area should include a facility for vehicles to turn without reversing. In exceptional circumstances a circulation / turning area remote from pupil circulation areas would be acceptable.
6. Where there is a high level of part-time (day release) students, the standard for Colleges of Higher Education / Universities is increased to 1 per 3 students.
7. Where the school is used for dual social and adult educational purposes, the use of hard playground surfaces for parking is acceptable.
8. Definitions of schools for the purposes of these standards:-
Nursery - pre school age-groups 3-5 often in converted residential property.
Infants - formal schools ages 3 to 7
Primary - schools for children in the range 5 or 7 to 11
Secondary - age range 11 to 18

Colleges of Higher and Further Education - includes sixth form colleges.
9. Blue Badge Parking requirements: Refer to Appendix 1..
10. Appropriate provision must be provided for parental drop off / pick up of children as dictated by local circumstances and any school travel plan. Drop off areas must be located so that the safety of pupils walking or cycling to school is not jeopardised.
11. For cycle and motor cycle parking refer to Appendices 3 & 4.

This page is intentionally blank

APPENDICES

- Appendix 1 Blue Badge Parking**
- Appendix 2 Layout of parking Areas**
- Appendix 3 Cycle Parking Standards**
- Appendix 4 Motorcycle Parking Standards**
- Appendix 5 Sustainability**
- Appendix 6 Landscaping**

APPENDIX 1

BLUE BADGE PARKING

GUIDANCE NOTES FOR APPLICANTS

All new public buildings are now required to be accessible to and have facilities for disabled people. The requirements of the Equality Act 2010 and BS8300:2009 apply to a wide range of buildings, including: offices, shops, banks, post offices, sports centres, hotels, restaurants and public houses, theatres and cinemas, exhibition centres, libraries and museums, community and church halls; together with all places of education, including schools, universities and colleges. This list is not exhaustive and other types of building can fall within the terms of the Act.

In publishing a comprehensive document on parking standards, it was recognised that the fundamental requirement of access to buildings by disabled people was very much bound up with the parking arrangements and therefore this Appendix has been prepared to draw the attention of developers to these requirements.

PARKING RESERVED FOR DISABLED PEOPLE

It is recommended that appropriately positioned parking places, preferably within 50 metres of the facility served by the car park and which are adequate in size and number, shall be provided for disabled people. The size of each parking place and level of provision should be in accord with the recommendations in the Department for Transport's document 'Inclusive Mobility', 'A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure' (2002). Guidance is often updated and developers must comply with the most up to date guidance available which at the time of writing is BS8300:2009 and The Equality Act 2010.

The recommended proportions of spaces for Blue Badge holders are:-

- For car parks associated with new employment premises; 5% of the total car park capacity.
- For car parks associated with shopping areas, leisure or recreational facilities and places open to the general public;

A minimum of one space for each employee who is disabled plus 6% of the total car park capacity for visiting disabled people.

- For car parks associated with railway stations;

A minimum of one space for each railway employee who is disabled plus 5% of the total for visiting disabled people.

Note that in addition to the above a further 5% of spaces need to be of the larger dimensions in order to cater for users who would benefit from more room to access and egress vehicles.

Blue Badge Parking bays in off-street locations should be marked out with yellow lines and a yellow wheelchair symbol within the parking space. A sign, or if appropriate, signs should be provided at the entrance to the car park to direct disabled people to designated parking spaces which, if the car park is not under cover, should also have raised signs at the head of the reserved bays. Signs inside the car park should show the most convenient way to the facilities served by the car park, with an approximate distance to those facilities. The marking out should comply with British Standard BS8300:2009 'Design of buildings and their approaches to meet the needs of disabled people – Code of Practice' as well as to the recommendations of the Department for Transport's document 'Inclusive Mobility', 'A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure' (2002).

On street Blue Badge Parking bays should be indicated by signs and marked out in full compliance with the Traffic Signs Regulations and General Directions 2002. Each bay should have a raised sign at the head of the bay to ensure that if snow or fallen leaves obscure the road markings, the purpose of the bay is still apparent.

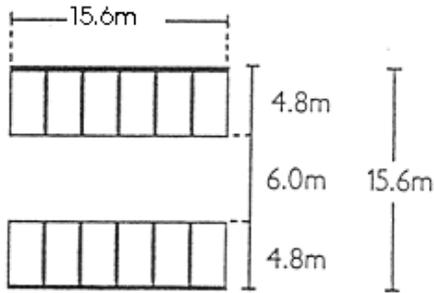
APPENDIX 2

LAYOUT OF PARKING AREAS

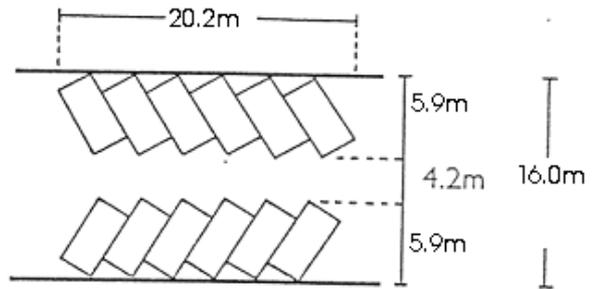
Cars: The standard dimensions of car parking spaces are: 4.8m x 2.6m

In ground parking areas the average requirement per car including space for access is 21m² (226 sq. ft. approx)

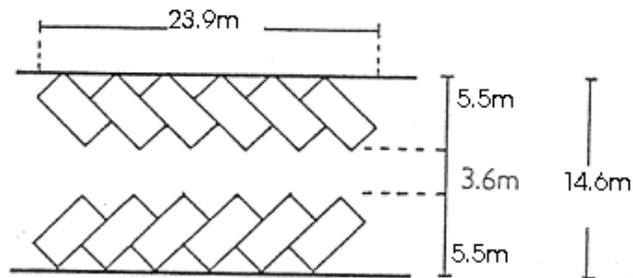
ALTERNATIVE WAYS OF ARRANGING 12 SPACES



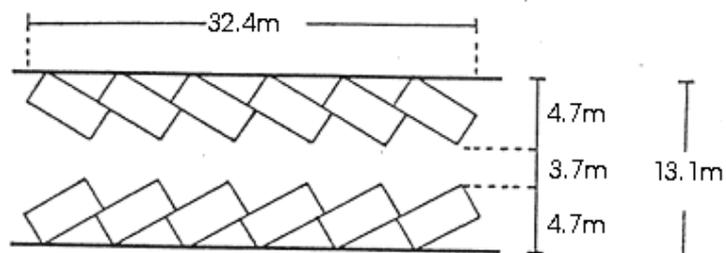
90° PARKING



60° PARKING



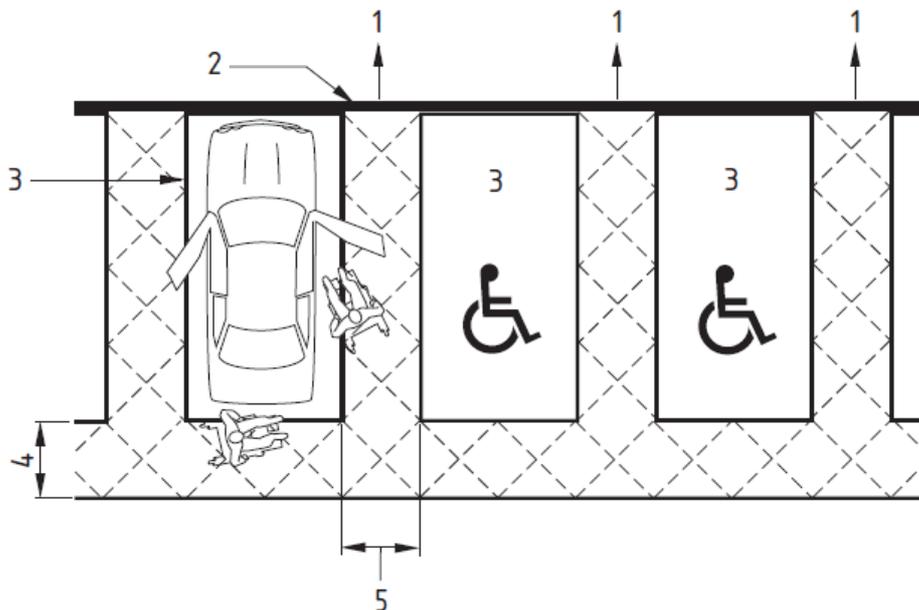
45° PARKING



30° PARKING

Blue Badge holders - The standard dimensions of accessible car parking spaces are: 4.8m x 2.4m with an additional 1.2m margin around 3 sides. This allows transfer from vehicle to wheelchair.

Access around designated off street spaces.



Key:

1. Preferred access route avoiding travel behind parked cars
2. Dropped kerb level access
3. Standard 2.4m x 4.8m designated parking space
4. 1.2m wide safety zone for boot access and cars with rear hoists, outside the traffic zone
5. 1.2m wide marked access zone between designated parking spaces

Vehicle Bays - The bay must be of sufficient size and be located so that the vehicle can be manoeuvred within the site, e.g. the 12m rigid lorry requires an absolute minimum of 105m² to allow it to leave a site in forward gear. Further details of good design practice can be found in appropriate Highway Authority Design Standards or 'Designing for Deliveries', Freight Transport Association 1998.

Articulated Vehicles	16.5m x 2.55m
Articulated Low loader Vehicles	18.0m x 2.55m
Rigid Vehicles	12.0m x 2.55m
Buses and Coaches (two axle)	13.5m x 2.55m
Buses and Coaches (three axle)	15.0m x 2.55m
Buses and Coaches (Articulated)	18.75m x 2.55m

Refrigerated vehicles maximum allowed width is 2.65m

All vehicles should enter and leave the site in forward gear.
Further guidance on parking layouts can be found in Manual for Streets.

Park Mark Safer Parking Award Standards

Where appropriate new car parks within the City and County of Swansea should meet the standards specified to meet the Park Mark Safer Car Parking Award standards. The Crime Prevention Design Advisor for the County should be consulted at an early stage for the car park to be designed / developed to meet the standards set.

APPENDIX 3

CYCLE PARKING STANDARDS

1. Short stay parking and long stay parking are separately considered in the following tables. Short stay parking addresses the needs of customers or other visitors to a development, whereas long stay parking is applicable to the needs of staff. Staff should also be encouraged to cycle to work by the provision of additional facilities such as lockers, changing areas and showers. Covered cycle parking stands can also be an important element in encouraging the use of cycles.
2. Cycle parking should be located in a safe, secure and convenient location. Care should also be taken to ensure that cycle parking facilities are not located where they may obstruct pedestrians, disabled people and particularly people with visual impairment.
3. Appropriate signage should always be provided to indicate the location of short term cycle parking.
4. For reasons of security, cycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. In certain instances this could need to be supplemented through the introduction of CCTV or other security means.
5. Guidance on the design of cycle parking is available in the DfT Traffic Advisory Leaflet 5 / 02 “Key Elements of Cycle Parking” and in Sustrans Information Sheet FF37 “Cycle Parking”.
6. All residential developments must be accessible by cycles and cycle storage must be a factor of dwelling design. In appropriate circumstances, convenient communal facilities may be provided. Guidance on this subject is available within Manual for Streets.
7. Where a development is located within a commercial centre and it is not appropriate for a particular reason to provide cycle parking facilities, the developer should be asked to provide a financial contribution towards the provision of sustainable transport.
8. The provision of facilities for cyclists should be specifically considered whenever a Travel Plan is accepted.

TYPE OF DEVELOPMENT	CYCLE PARKING PROVISION	
	Long Stay	Short Stay
<u>a) Residential</u>		
Apartments	1 stand per 5 bedrooms	No requirement
Purpose built student accommodation	1 stand per 2 bedrooms	No requirement
Self contained elderly persons accommodation	1 stand per 20 bed spaces	1 stand per 20 bed spaces
<u>b) Offices</u>		
Offices	1 stand per 200m ²	1 stand per 1000m ²
Call Centres	1 stand per 150m ²	1 stand per 1000m ²
<u>c) Shops</u>		
Shops < 200m ²	1 stand per 100m ²	1 stand per 100m ²
Shops 201m ² –1,000m ² :Food	1 stand per 500m ²	1 stand per 500m ²
Non-food	1 stand per 500m ²	1 stand per 750m ²
Supermarkets	1 stand per 500m ²	1 stand per 500m ²
<u>d) Retail Warehousing</u>		
Retail Warehousing: Non-Food	1 stand per 500m ²	1 stand per 1000m ²
Cash & Carry Warehousing	1 stand per 500m ²	No requirement
Open Air Markets	1 stand per 500m ²	1 stand per 500m ²
Garages	1 stand per 250m ²	No requirement
Car Sales Premises	1 stand per 1000m ²	No requirement
<u>e) Industry and Industrial Warehousing</u>		
Industry	1 stand per 500m ²	1 stand per 1000m ²
Industrial Warehouses & Storage Centres	1 stand per 500m ²	No requirement
<u>f) Places of Entertainment</u>		
Assembly Halls: Commercial	1 stand per 10 staff	1 stand per 40 seats
Social	Incl. in short stay	1 stand per 30 m ²
Cinemas, Theatres & Conference Centres	1 space per 10 staff	1 stand per 30 seats
Stadia	1 space per 10 staff	1 stand per 100 seats

TYPE OF DEVELOPMENT	CYCLE PARKING PROVISION	
	Long Stay	Short Stay
<u>g) Hotels and Restaurants</u>		
Hotels & Public Houses	1 stand per 5 bedrooms	1 stand per 40m ² of public floor space
Restaurants & Cafes (All types)	1 stand per 10 staff	No requirement
<u>h) Community Establishments</u>		
Hospitals	1 stand per 20 beds	1 stand per 20 beds
Health Centres & Surgeries	Incl. in short stay	1 stand per consulting room
Churches & Places of Worship	Incl. in short stay	1 stand per 50m ² of public floor space
Public Leisure Centres	1 stand per 10 staff	1 stand per 50m ² of public floor space
Fitness Clubs	1 stand per 10 staff	1 stand per 25m ² of public floor space
Leisure Clubs & Sports Clubs	1 stand per 10 staff	1 stand per 10 facility users
Libraries	1 stand per 10 staff	1 stand per 30m ² of public floor space
<u>i) Educational Establishments</u>		
Day Nurseries & Creches	Incl. in short stay	1 stand / 30 children
Nursery, Infants & Primary Schools	1 stand per 5 staff and 1 stand per 20 children	1 stand / 100 children
Secondary Schools & Colleges of Further Education	1 stand per 5 staff and 1 stand per 6 students of age 17	1 stand per 100 students
<u>j) Transport Facilities</u>		
Park & Ride and Car Parks	1 secure stand per 20 car park spaces	No requirement

APPENDIX 4

MOTORCYCLE PARKING STANDARDS

1. Motorcycle parking should be located in a safe, secure and convenient location where other vehicles cannot encroach or obstruct the motorcycle parking area.
2. Motorcycles are prone to theft. For reasons of security, motorcycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. Surrounding high walls or shrubbery should be avoided as they could provide cover for thieves. In certain instances the introduction of CCTV or other security means could be necessary. In particular these facilities should be located where other larger vehicles, such as vans, could not be used to steal the motorcycles.
3. Robust anchor points must be provided to lock the motor cycles to, but the design of the anchor points must be such that they are able to accommodate a wide range of motorcycle wheel sizes, but without affording easy leverage for bolt croppers or other equipment used for the purposes of theft. Care must also be taken to ensure that locking facilities do not present a trip hazard to pedestrians, disabled people and particularly people with visual impairment.
4. Covered motorcycle parking would clearly be of benefit to riders, particularly for long term parking, as would the supply of convenient litter bins as riders have little space for carrying surplus articles. It is also important to consider the supply of lockers for storage of riders protective clothing and helmets.
5. Motorcycle length and width dimensions are generally reduced when parked, as the front wheel will be turned to a locked position. The effective length and width vary between about 1600mm to 2300mm (length) and 650mm to 900mm (width). A bay size of 2.8m x 1.3m is recommended.
6. A further consideration is that of disabled riders. It is suggested that provision be made for disabled riders by way of special marked-out bays of increased size. Any rider experiencing e.g. reduced mobility, will benefit from extra room to position themselves to the side of their bike when manoeuvring or mounting. As the rider population ages, this may become a common issue.
7. Motorcycle parking bays should not be surfaced with bitumen based material as it can soften in hot weather, causing the stand of the motorcycle to sink and the bike to topple. Concrete surfaces should avoid this problem.
8. Further guidance is available in Manual for Streets.

TYPE OF DEVELOPMENT	MOTORCYCLE PARKING PROVISION
All classes of development	5% of provision for car parking

APPENDIX 5

SUSTAINABILITY

Sustainability points will be awarded to developments that meet the criteria below for their proximity, in terms of walking distance to local facilities, public transport, cycle routes and the frequency of local public transport. Award of these sustainability points will result in a reduction in parking requirement as detailed below:

Sustainability Criteria	Maximum Walking Distance	Single Sustainability Points
Local Facilities		
Local facilities include a foodstore, post office, health facility, school etc. Access to two of these within the same walking distance will score single points, whereas access to more than two of these will double the points score.	200m	3 pts
	400m	2 pts
	800m	1 pt
Public Transport		
Access to bus stop or railway station	300m	3 pts
	400m	2 pts
	800m	1 pt
Cycle Route	200m	1 pt
Frequency of Public Transport		
Bus or rail service within 800m walking distance which operates consistently between 7am and 7 pm. Deduct one point for service which does not extend to these times.	5 minutes	3 pts
	20 minutes	2 pts
	30 minutes	1 pt

Thus the sustainability points score for a dwelling within 400m of a school and a post office (1 X 2pts = 2pts), within 300m of a bus stop (3pts) and having a service frequency of every 15 minutes but only between 8am and 6 pm (2 pts – 1pt = 1 pt) would score a total of 6 pts.

Reductions in Parking Requirement

Sustainability Points	Parking Reduction (Per dwelling)	Sustainability Points	Parking Reduction
Residential Developments		All Other Developments (other than shops and retail warehouses)	
10 pts	2 spaces	10 pts	30%
7 pts	1 space	7 pts	20%
		5 pts	10%

Other than for Zone 1 City Centre locations, the reductions in parking requirement for residential units shall not result in less than one parking space remaining and for all other developments the reduction shall not be applied unless an acceptable travel plan is also submitted.

Where an applicant wishes a reduced standard of parking to be considered, this form must be completed and submitted accompanied by relevant evidence.

Sustainability Criteria	Maximum Walking Distance	Single Sustainability Points
Local Facilities		
Public Transport		
Cycle Route		
Frequency of Public Transport	Frequency	

Reductions in Parking Requirement Requested

Sustainability Points	Parking Reduction (Per dwelling)	Sustainability Points	Parking Reduction
Residential Developments		All Other Developments (other than shops and retail warehouses)	

Other than for Zone 1 City Centre locations, the reductions in parking requirement for residential units shall not result in less than one parking space remaining and for all other developments the reduction shall not be applied unless an acceptable travel plan is also submitted.

APPENDIX 6

LANDSCAPING

Planting should be used in car parks to relieve the monotony of areas of paving: to define or screen parking bays, and to provide visual features. Landscaping is seen as an integrated part of the design of parking areas and not as an after thought. Grass, ground cover plants, shrubs and trees used in car parks should be pollution resistant varieties, and in the case of trees should not be a type liable to heavy leaf fall, fruit dropping or branch shedding. Particularly to be avoided are most varieties of lime, maiden hair and horse chestnut. Care should be taken that planting does not obscure sight lines at junctions or remove any degree of natural surveillance.

NB Maintenance to ensure good access.

Plant selection should reflect local character and vegetation and draw on native as well as the more ornamental of exotic species. Ultimate height and spread should be considered in relation to nearby structures. Plant selection must exclude those species of plant that harbour litter.

A useful guide for species choice is available on a web site compiled by the Horticultural Trades Association in consultation with the Landscape Institute at www.plantspec.org.uk.

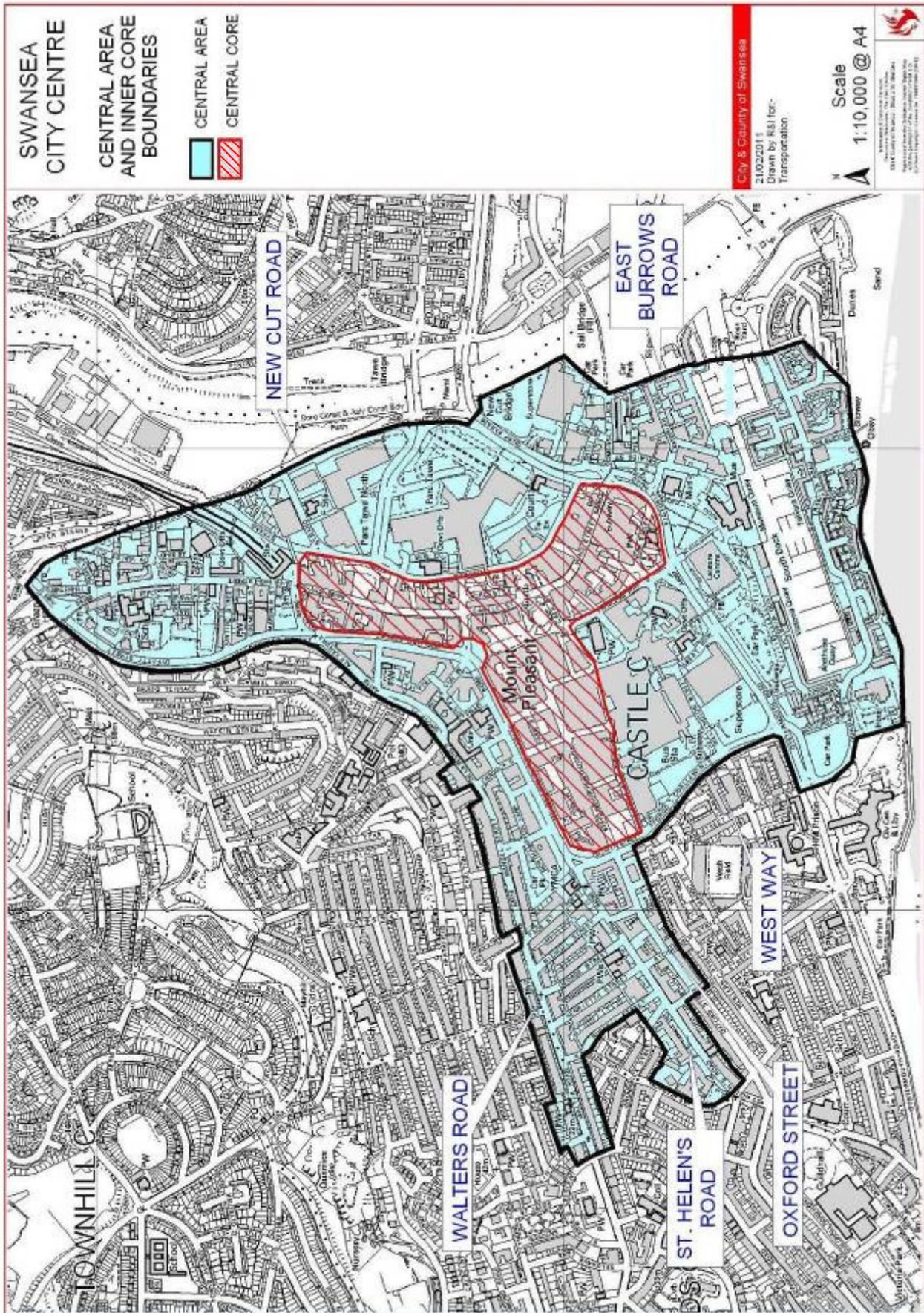
In some circumstances, hard landscaping may be more appropriate, e.g. concrete blocks, bricks, paving slabs, **cobbles (access for disabled people – certain surfaces will compromise access issues ie cobbles or shiny surfaces)**.

There is a wide variety of surfacing materials available, which can be used for car parks. The choice of which one to use in a specific situation will depend on the intensity of use expected, the desired appearance and the amount of money available for laying and maintenance.

The design and landscaping of car parks should take into account the guidance contained within the assessment guidelines of the Park Mark safer parking initiative of the Association of Chief Police Officers as well as the more general requirements of Planning Policy Wales Technical Advice Note 12: Design (TAN12).

APPENDIX 7

CENTRAL AND CORE AREA BOUNDARIES



BIBLIOGRAPHY

DfT white paper, A New Deal For Transport: Better For Everyone, 1998, London, TSO
Sustrans Information Sheet FF37, Cycle Parking, 2004, Bristol, Sustrans
BSI, Design of Buildings and their Approaches to Meet the Needs of Disabled People (BS 8300:2009), London, British Standards Institution
Designing for Deliveries, 1998, Tunbridge Wells, Freight Transport Association
Equality Act 2010
DETR advice note, Encouraging Walking, 2000, London, TSO
Environment Act 1995, London, TSO
IHT Guidelines for Providing for Journeys on Foot, 2000, London, Institution of Highways and Transportation
DfT, Inclusive Mobility, A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure, 2002, London, TSO
DfT Traffic Advisory Leaflet 5/02, Key Elements of Cycle Parking, 2002, London, DfT DfT,
Making Residential Travel Plans Work, 2007, Wetherby, DfT
DfT, Making Residential Travel Plans Work: Good Practice Guidelines For New Development, 2005, London
DfT, Manual for Streets, 2007, London, Thomas Telford Publishing
DfT, Using the Planning Process to Secure Travel Plans, 2002, London
Standing Conference on Regional Policy in South Wales, Parking Guidelines (Revised Edition 1993), 1993, Cardiff, South Glamorgan County Council
Parking Strategies and Management, 2005, London, Institution of Highways and Transportation
ACPO, Park Mark Safer Parking Assessment Guidelines, 2007, Haywards Heath, British Parking Association
DCLG, Planning and Access for Disabled People: a good practice guide, 2003, Wetherby, Communities and Local Government Publications
DoE & DfT, Planning Policy Guidance 13: A Guide to Better Practice, 1994, London, TSO
WAG, Planning Policy Wales, 2010, Cardiff, NAFW
WAG, Planning Policy Wales Technical Advice Note 12: Design, 2002, Cardiff, NAFW
WAG, Planning Policy Wales Technical Advice Note 18: Transport, 2007, Cardiff, NAFW
IHT Guidelines for Reducing Mobility Handicaps, 1991, London, Institution of Highways and Transportation
DCLG, Residential Car Parking Research, 2007, Wetherby, Communities & Local Government Publications
Road Traffic Reduction Act 1997, London, TSO
Road Traffic Reduction Act 1998, London, TSO
Traffic Signs Regulations and General Directions 2002, London, TSO
Welsh Office, Transporting Wales into the Future, 1998, Cardiff, Welsh Office
