

# **Transport Assessments, Travel Plans and Parking Developer Guidance**

**October 2015**

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## Forward

A clear set of values which inform not just what we do, but also how we do it. Our values will inform the approach we take to decision making, the way we work with our partners and the way we develop and provide services that are used by people of Newcastle.

### Our Values

In all that it does Newcastle City Council will be:

- Fair - tackling inequality and promoting rights, responsibilities and respect.
- Cooperative - strongest when we work together in the interest of us all.
- Liberating - unlocking the power of people to realise the potential in their communities and in themselves.
- Accountable - putting the people we serve at the heart of what we do.
- Forward thinking - acting today to build a better tomorrow.
- Confident - proud to stand up for Newcastle and the North East.
- Leading - bringing people together to make a difference.

### Our Priorities

The council has four very clear priorities for how we will focus our efforts and resources to make a positive difference to the city. These are:

- A working city - creating good quality jobs and helping local people develop the skills to do them.
- Decent neighbourhoods - working with local communities to look after each other and the environment.
- Tackling inequalities - tackling discrimination and inequalities which prevent people from fulfilling their true potential.
- A fit for purpose council - a council which leads by enabling others to achieve.

## List of Abbreviations

BSAPP – Benwell Scotswood Area Action Plan  
CSUCP – Core Strategy Urban Core Plan  
DCSF – Department for Children, Schools and Families  
DfT – Department for Transport  
GFA – Gross Floor Area  
ITB – Influencing Travel Behaviour  
LDD – Local Development Document  
LDF – Local Development Framework  
LPA – Local Planning Authority  
NCC – Newcastle City Council  
PG - Planning Guidance  
PTW – Powered Two Wheelers  
SEN - Special Educational Needs  
STP – School Travel Plan  
TA – Transport Assessment  
TP – Travel Plan  
TS – Transport Statement  
UDP – Unitary Development Plan  
WRAAP – Walker Riverside Area Action Plan

## Definitions

**Habitable Room\*** - A room used, or intended to be used, for dwelling purposes, including a kitchen but not bathroom or utility room

**Non Habitable Room** - A room not used for dwelling purposes and is defined as bathroom, toilet, hall, landing, cloakroom or utility.

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\* From Approved Document M - Access to and Use of Buildings. Available at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

# **Section 1**

## **Purpose of the Document**

### **1.1 Aim**

To provide developers and their agents with fundamental development considerations at the earliest opportunity to ensure schemes meet policy objectives, foster sustainable travel choices, improve the quality of life for people in our communities and ensure development is suitably managed for the continuing prosperity of the City.

Consideration of this PG will help ensure that when planning applications are submitted they contain all the necessary information in order to deliver swift effective outcomes.

### **1.2 Objectives**

1. Plan the development of a working city, with decent neighbourhoods for current and future generations
2. Connect to the regions and global economy
3. To manage growth and travel demand effectively.
4. Make best use of existing infrastructure.
5. Widen sustainable transport choices and ensure developments are accessible by, walking, cycling and public transport.
6. Promote travel planning and influence travel behaviour.
7. Ensure parking at an appropriate level is available and accessible.
8. Seek contributions where appropriate to improve transport infrastructure and services as part of development in particular areas.
9. Integrated community, environmental, social and economic outcomes.

## Section 2

### Context

Various planning policy, related plans and guidance have a direct influence on this PG and the development outcomes for Newcastle. In essence these documents seek to ensure sustainable development provides choice, inclusive integrated access, is safe and supports our communities.

This PG expands on policies and contains practical advice on Transport Assessments, Travel Plans and Parking to support development.

#### 2.1 Planning Policy Context

##### **2.1.1 National Planning Policy Framework (NPPF)**

The National Planning Policy Framework (NPPF) is a national framework which was published in 2012. It is a statutory part of our Local Development Framework. The NPPF sets out the long term strategy for spatial sustainable development

Policies within the NPPF are material considerations. They are delivered through the preparation of the Local Development Frameworks (LDF) and Local Transport Plans (LTP) and strategic development control policies which are to be implemented directly through the grant or refusal of planning permission. The NPPF recognises three dimensions to sustainable development namely; economic, social and environmental.

The National Planning Policy Framework does not contain specific policies for nationally significant infrastructure projects for which particular considerations apply. Section 4 - Promoting Sustainable Transport of the NPPF is of particular relevance to managing highways and transport.

##### **2.1.2 National Policy Statements (NPS)**

National Policy Statements (NPSs) are produced by Government. They give reasons for the policy set out in the statement, and must include an explanation of how the policy takes account of Government policy relating to the mitigation of, and adaptation to, climate change. They include the Government's objectives for the development of nationally significant infrastructure.

Transport NPS cover Ports, Airports and National networks. The National Networks National Policy Statement (Dec 2014) looks at national road, rail and strategic rail freight interchanges. It sets out the assessment principles, wider Government policy on the networks and generic impacts.

##### **2.1.3 National Planning Policy Guidance (NPPG)**

National Planning Policy Guidance are produced by Government. Planning Practice Guidance is intended to provide up to date guidance on key topics. The following sections are of particular relevance;

- Planning Obligations
- Transport evidence bases in plan and decision taking

- Travel plans, transport assessments and statements in decision-taking
- Use of Planning Conditions

#### ***2.1.4 Core Strategy and Urban Core Plan for Gateshead and Newcastle upon Tyne 2010-2030 (CSUCP)***

The Core Strategy sets out the spatial planning framework for the City and was published in 2015. Overarching policies include:

CS13 Transport

UC6 Cycling

UC7 Public Transport

UC8 Freight and Servicing

UC10 Car parking

The CS also sets out site specific policies for housing and employment allocations.

CS policies are relevant to decision making and this PG supplements the policies.

#### ***2.1.5 Unitary Development Plan (UDP)***

Under the Planning and Compulsory Purchase Act 2004 a selected number of UDP policies have been saved until such time as they are superseded by the LDD policies. The LDF is a collection of local development documents produced by the local planning authority which collectively delivers the spatial planning strategy for its area. The key objective of the UDP saved policies is to ensure sustainable development and continuity of the development plans system. The saved UDP policies are relevant to planning decision making and this PG supplements the following saved UDP policies:

##### **Traffic Management**

T2

##### **Parking**

T4.5

##### **Pedestrians and Cyclists**

T5.3

##### **Highway Improvements**

T.6.1 and T6.2

##### **Provision of Transport Infrastructure**

T7.1 and T7.2

A document containing relevant Newcastle policies in the CSUCP, UDP, WRAAP and BSAPP is also available on the website <http://newcastle.limehouse.co.uk/file/3427913>

## **2.2 Other plans and guidance**

Circular 02/2013: Strategic road network and the delivery of sustainable development explains how Highways England will engage with the planning system. It also gives details on how Highways England will fulfil its remit to be a delivery partner for sustainable

economic growth whilst maintaining, managing and operating a safe and efficient strategic road network.

At a local level a number of policy documents are relevant including:

- The Local Transport Plan 3 (LTP 3) 2011-2021
- Rights of Way Improvement Plan

The Local Transport Plan is a statutory plan prepared by all local authorities which sets out the priorities and objectives for the development of transport. In Tyne and Wear a joint plan has been produced by the five local authorities. The plan addresses key transport problems affecting the area and sets out appropriate, affordable and acceptable strategies to bring about improvements in local transport systems. The LTP3 Strategy (2011-2021) is underpinned by a series of three-year delivery plans setting out how the strategy will be put into effect at a local level.

The Rights of Way Improvement Plan is a statutory plan that looks at how best to improve existing rights of way across Tyne and Wear. The main aims of the plan are to consider the present and future needs of the general public and users, look at the need for exercise, recreation and enjoyment of the countryside, and access to the countryside and to consider the accessibility needs of visually and mobility-impaired people, both now and in the future.

## Section 3

### Developing your planning application

It is essential that pre application advice is sought at the earliest opportunity by contacting Development Management so that the best advice is provided when developing your proposals. Pre application advice will avoid abortive work being undertaken, save time and money, whilst enabling discussion of issues in this document.

The Tyne and Wear validation check list provides details of the supporting information required when submitting your planning application. The supporting information enables the application to be registered and determined. The validation checklist can be found at; [http://www.newcastle.gov.uk/sites/drupalncc.newcastle.gov.uk/files/wwwfileroot/planning-and-buildings/planning/validation\\_doc\\_2013final\\_version\\_3\\_.pdf](http://www.newcastle.gov.uk/sites/drupalncc.newcastle.gov.uk/files/wwwfileroot/planning-and-buildings/planning/validation_doc_2013final_version_3_.pdf)

Transport Assessments, Transport Statements and Travel Plans are documents that may be required when submitting your planning application.

This planning guidance is relevant to new development, changes of use of buildings and land, as well as alterations to existing buildings when a planning application is required. The measures included are intended to operate collectively rather than individually, although not all issues will be relevant to every development proposal. The intention of this document is to improve transportation and accessibility outcomes arising from new development.

With respect to any development which could impact on the Strategic Road Network, Highways England, in accordance with circular 02/2013 would require to be consulted upon any development that would cause a traffic impact on the Strategic Road Network.

This document is an important material consideration in the decision making process and in the determination of planning applications.

## Section 4

### Transport Assessments and Transport Statements

#### 4.1 Why is a Transport Assessment or Transport Statement required?

Where a new development is likely to have significant transport implications, a Transport Assessment (TA) should be prepared and submitted with a planning application for the development. It will then be used to determine whether the impact of the development is acceptable. The TA is normally produced by developers and is used by decision makers in the planning process. In some cases, the transport issues arising out of development proposals may not require a full TA to inform the process adequately and identify suitable mitigation. In these instances, it has become common practice to produce a simplified report in the form of a Transport Statement (TS). With all development the existing network and proposed access points to the site should be suitable for future traffic levels.

Transport Assessments, Transport Statements and Travel Plans are required as part of the validation of planning applications that are submitted in accordance with the National Policy and the Tyne and Wear Validation Checklist.

The Tyne and Wear validation check list can be found at <http://www.newcastle.gov.uk/planning-and-buildings/planning-applications/apply-for-planning-permission/applications-forms-checklists-and-guidance-notes>

TS, TA and other supporting information are used to assess the suitability of a development and ensure it is in accordance with policy and other related guidance. The supporting information is also used to specify planning conditions, or negotiate relevant planning obligations.

#### 4.2 When is a Transport Assessment or Transport Statement required?

The type and scale of development will normally trigger the requirement for a Transport Assessment or Transport Statement. Details of the thresholds can be found in the table below:

Table 1: Thresholds based on size and scale of land use triggering the need for a Transport Assessment, Transport Statement and Travel Plan

Land Use	Description of development	Size	Case by Case Analysis. Pre application advice recommended	TS	T/ATP
A1-Food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	<250 sq.m	>250 sq.m <800 sq.m	>800 sq.m
A1-Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 sq.m	>800 sq.m <1500 sq.m	>1500 sq.m
A2-Financial & Professional Services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops,	GFA	<1000 sq.m	>1000 sq.m <2500 sq.m	>2500 sq.m

	principally where services are provided to visiting members of the public.				
A3- Restaurants and Cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq.m	>300 sq.m <2500 sq.m	>2500 sq.m
A4-Drinking Establishments	Use as a public house, wine bar or other drinking establishment.	GFA	<300 sq.m	>300 sq.m <600 sq.m	>600 sq.m
A5-Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq.m	>250 sq.m <500 sq.m	>500 sq.m
B1-Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry	GFA	<1500 sq.m	>1500 sq.m <2500 sq.m	>2500 sq.m
B2-General industrial	General industry (other than classified as in B1),The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class.	GFA	<2500 sq.m	>2500 sq.m <4000 sq.m	>4000 sq.m
B8-Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000 sq.m	>3000 sq.m <5000 sq.m	>5000 sq.m
C1-Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bed room	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
C2- Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds
C2- Residential institutions – residential education	Boarding schools and training centres.	Students	<50 students	>50 <150 students	>150 students
C2- Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Residents	<250 residents	>250 <400 residents	>400 residents
C3-Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwellings	<50 units	>50 <80 units	>80 units
D1- Non-residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq.m	>500 sq.m <1000 sq.m	>1000 sq.m
D2- Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq.m	>500 sq.m <1500 sq.m	>1500 sq.m

Others	For example; Stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres , POs. travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss highway authority	Discuss highway authority	Discuss highway authority
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The thresholds in the table are for guidance only. Other matters such as site access, congestion, current parking pressures, proposed parking, sustainability of location and other material considerations should be taken into account when deciding if a TA/TS/TP or other supporting information is required.

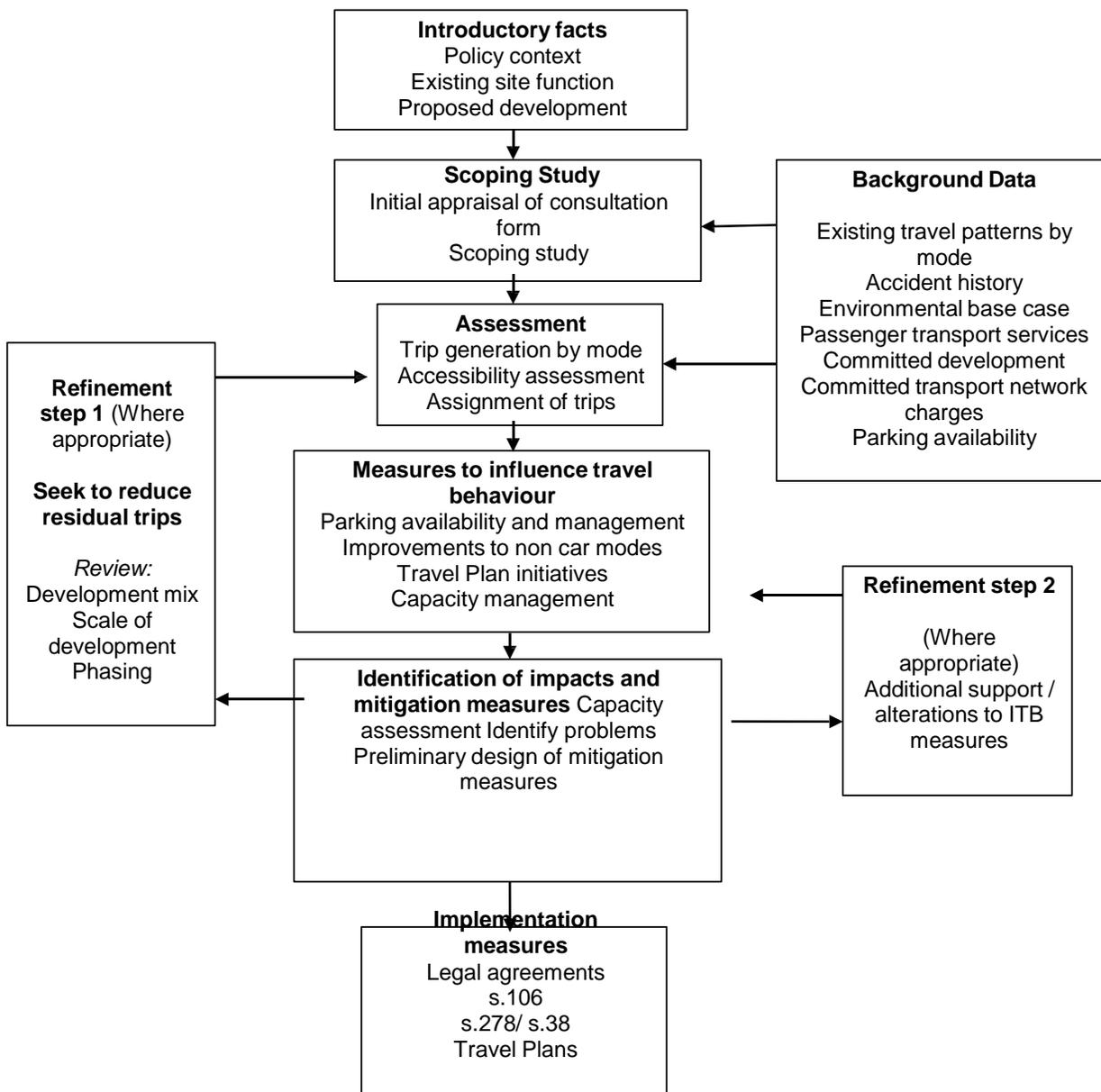
The individual units or uses of a mixed use development may not require a TA/TS/TP according to table one, however the cumulative impact of the whole development may require supporting information to be submitted with the application.

The following types of development may also require a Transport Assessment or Transport Statement.

- Any development generating 30 or more two-way vehicle movements in any hour.
- Any development generating 100 or more two-way vehicle movements per day.
- 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 movement 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) as referred to in the LTP.

#### 4.3 What content is expected in a TA?

The diagram below illustrates the key components of the TA.



Where pre-application consultation identifies a need for a TA, it is good practice to agree, as part of the pre-application consultation a scoping study before the TA is begun. A scoping study should identify the issues the TA will address, the methodologies to be adopted, additional supporting data required, and the limits of the assessment area. An agreed scoping study will help to reduce the potential for misunderstandings about the form of the TA and avoid abortive work. The preparation of a Transport Assessment shall reduce the need to travel, maximise sustainable accessibility, deal with residual trips, undertake mitigation measures to avoid unnecessary physical measures and promote sustainable transport solutions.

Where development is likely to have a material impact on the Strategic Road Network it will be important to liaise with Highways England at an early stage. The coverage and detail of the TA/TS will need to be agreed with Highways England.

A TA or TS is not a static process. It may need to be repeated where initial work on a TA indicates that revisions may be necessary to the proposed development. This approach ensures that the stages of the TA are not viewed in isolation, but that the full implications of each stage are thought through and revisions made either to the development proposal or to measures considered at another stage. Where revisions are made, their implications are analysed across the whole proposal in turn. A TA will improve the development proposal and achieve the optimum level of sustainability.

A TA needs to address the following:

- reducing the need to travel, especially by car. Thought should be given to reducing the need to travel and promoting multi purpose or linked trips;
- promoting accessibility to all modes of travel especially walking, cycling, public transport and develop appropriate measures to influence travel behaviour;
- analysing the predicted impact of residual trips from the development and ensuring that suitable measures are proposed to manage these impacts;
- putting forward mitigation measures which avoid unnecessary physical improvements and promote innovative and sustainable design solutions.

Development proposals may need to recognise and address the following Transport and Highway Considerations:

### ***Walking and Cycling Assessment***

The capacity of footways and cycle facilities combined with their connectivity needs to be considered in the assessment.

### ***Public transport***

Transport Assessments for major developments may need to consider the available capacity on existing public transport infrastructure relevant to the development or provide new services. Information can be used to determine a modal split and overall mitigation package. It is important to identify peak hours, relevant services, capacity, patronage and measures required to support the development.

### ***Accessibility Modelling***

Accessibility modelling tools may be used to establish the level of accessibility of a site and calculate vehicle journey times as an extension to the work

### ***Network Assessment - Roads***

Vehicular capacity on the road network, parking facilities and parking strategy may need to be assessed

### ***Traffic Data and Traffic Forecast***

The assessment should include recent counts for peak period movements at critical junctions. Queue Length Surveys are required with counts at signalised junctions to determine demand and traffic flow. Classified Counts may be required in order to identify all vehicle types. Additional counts that may be required include 24hour counts, pedestrians, cyclists or manual traffic counts for example.

Traffic Data should reflect normal traffic flow conditions and thus be undertaken during school term time and during typical weather conditions. Recommended months for data collection are spring and autumn.

Where there is a need to project existing or historical traffic data for future year assessments, the preferred option is the use of appropriate local traffic forecasts (such as TEMPRO), provided they offer a robust assessment. In some cases, National Road Traffic Forecast (NRTF) growth rates would be appropriate.

The use of any area-wide traffic models or background growth rates should be agreed with the LPA in conjunction with the relevant highway authority at the pre-application stage.

### ***Road Safety***

The extent of the safety issue considerations and accident analysis will depend on the scale of the proposed development and its location. The need to minimise conflicts between motorised vehicles and other road-user groups should be adequately addressed. The accident records at a particular location should be compared with local average accident rates

Developers should take account of the likely effect on road safety of any modification to the highway, and the Council may require road safety audits where appropriate.

### ***Parking Strategy***

Proposed parking strategy (number of spaces, parking accumulation, parking layout in relation to other site elements, ratio of operational to non-operational spaces, method of car park operation, overspill parking considerations, establishment of/proximity to controlled parking zones)

### ***Servicing***

New development needs to ensure that suitable servicing facilities, routes and turning facilities are in place.

### ***Development Phasing***

Delivery of major developments may require delivery over a number of years. Development phasing should provide years of first and full occupation, as well as intermediate years if appropriate.

### ***Assessment Years***

The assessment years will be agreed based on the size, scale and completion schedule of the proposed development, and that of other major developments in the vicinity of the site, as well as planned improvements to the transport system. Assessment should consider committed developments.

### ***Analysis Period.***

The analysis should be related to known and anticipated peak patterns of demand both for the transport system and development-generated trips. A TA should normally consider the following periods.

- weekday morning and evening peak period trips for the adjacent transport system, with particular focus on the peak period traffic flows on the road network;

- weekday morning and evening peak period trips for the proposed development;
- an off-peak period selected to assess levels of greatest change resulting from the development;
- weekend peak period if the development is anticipated to generate significant levels of new trips at weekends or the adjacent transport system suffers from greater levels of congestion than during weekdays.

### ***Trip distribution and assignment***

Prior to the distribution and assignment of development-related person trips, it is important to establish a development catchment area and identify the main population zones within it.

It is recommended that the distribution of development-related person trips be based on an appropriate methodology. These include, but are not limited to, the use of Geographical Information Systems (GIS) based census data analysis, a gravity model, 10 existing traffic flow patterns, area-wide traffic models (if available) and, by analogy, travel patterns for similar developments in the vicinity of the site.

Overall, assessments should be undertaken using the appropriate analytical tools and agreed methodologies. Local surveys may need to be undertaken. Assessments may need to take into account the different type of vehicular trips - new trips, pass by trips, linked trips, diverted and transferred trips.

## **4.4 What content is expected in a TS?**

A Transport Statement should set out the transport issues and demands relating to a proposed development site (existing conditions), site information and baseline transport data, and details of the development proposals (proposed development). This information follows and will also form part of a Transport Assessment for larger developments.

### **Existing conditions**

The developer should provide a full description of:

- existing site information - describing the current physical infrastructure and characteristics of the site and its surroundings;
- baseline transport data - background transport data and current transport infrastructure details.

This information should be accurately established to understand the context of the development proposal.

### **Existing site information**

The description should include as a minimum:

- a site location plan that shows the proposed development site in relation to the surrounding area and transport system;
- the permitted and existing use of the site;

- the existing land uses in the vicinity of the site, including development plan allocations, or potential future use in the case of undeveloped sites ;
- existing site access arrangements including access constraints, where appropriate
- whether the location of the site is within or near a designated Air Quality Management Area (AQMA);
- any abnormal load uses of the current site.

### **Baseline transport data**

The description should include as a minimum:

- a qualitative description of the travel characteristics of the existing site, including pedestrian and cyclist movements and facilities;
- existing public transport provision, including provision/frequency of services, location of bus stops/train stations, park-and-ride facilities;
- a description and functional classification of the highway network in the vicinity of the site;
- an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent three-year period, or five-year period if the proposed site has been identified as within a high accident area.

### **Proposed development**

The developer should provide a full description within the TS including:

- plans and drawings showing the proposed site layout, particularly the proposed pedestrian and cycle and motor vehicle access points into the site;
- the proposed land use;
- the scale of development, such as numbers of residential units and/or gross floor area (GFA), subdivided by land use where appropriate;
- the main features (design layout and access points) of the development;
- the person-trip generation of the proposed development and distribution of trips across mode;
- a qualitative and quantitative description (based on recent site observations) of the travel characteristics of the proposed development, including pedestrian and cyclist facilities/movements, in the vicinity of the site;
- proposed improvements to site accessibility via sustainable modes of travel, such as provision/enhancement of footpath, footway and cycle path linkages, public transport improvements, and servicing arrangements where appropriate;
- a proposed parking strategy and internal vehicular circulation (including number of spaces, parking accumulation, parking layout in relation to other site elements, ratio of operational to non-operational spaces, method of car park operation, overspill parking considerations, disabled parking, motorcycle parking, cycle parking, taxi drop-off points);
- residual vehicular trip impact;
- the transport impacts of site construction, including the requirements of abnormal loads in the construction, use and decommissioning the present development;
- the transport impacts of freight or service operations; and
- if the site of the proposed development has a current use or an extant planning permission with trip patterns/volumes, the net level of change that might arise out of the new proposals should be set out.

The above requirements are not exhaustive and there may be a need for supplementary information that takes account of local conditions as well as other material considerations. Not all proposed developments that are considered to require a TS would necessarily need all of the above matters to be considered. Therefore, it is important that the scope of the TS is agreed at the pre-application discussion stage between the developer and appropriate authorities.

In conjunction with the parking layout and provision, the car parking strategy will demonstrate how car parking will be managed and will deal with issues such as reserved areas for disabled and car sharing scheme members.

#### **4.6 Where can further information be sought?**

Developers can find further guidance by contacting the City Council

## **Section 5**

### **Travel Plans**

#### **5.1 What is a Travel Plan?**

A Travel plan is a long term management strategy which increases sustainable travel to a site through positive actions. It is set out in a document that is regularly reviewed.

This guidance focuses on destination travel plans, which are designed to increase sustainable travel to a specific destination such as a workplace, school or leisure attraction.

#### **5.2 Role of Travel Plans in the Planning Process**

Travel plans are an essential tool for improving sustainable access and increasing sustainable travel. They focus on achieving the lowest practical level of single occupancy vehicle trips to or from a site and widening the use of other travel modes. This contributes to the wider aims of encouraging sustainable travel, improving health, and reducing congestion, energy consumption and pollution. Travel plans need to address all the journeys that may be made to and from a site by anyone who may need to visit or stay there.

The starting point is a transport assessment which shows what the issues are. The travel plan puts forward clear objectives to address these issues in relation to access and sets out all the measures to be implemented in detail, with an action plan, timescales, targets and responsibilities for management, implementation, monitoring and review.

Where a development may cause transportation issues or concern because of local transport problems, it may be possible for a travel plan to address these and reduce them to acceptable levels. The submission of a travel plan does not guarantee the granting of planning permission.

#### **5.3 When is a Travel Plan required?**

Table 1 (page 12) details the scale and type of development that requires a travel plan as part of any planning application.

It is essential that applicants seek pre application advice at an early stage before submission of a planning application to determine whether a travel plan is required and what type/context may be appropriate.

Travel plans submitted alongside a planning application must have measurable outputs that might relate to targets in the local transport plan and should set out the arrangements for monitoring the progress.

#### **5.4 What type of Travel Plan is required?**

There are a number of types of travel plans:

- Full Travel Plan
- Interim Travel Plan
- Framework Travel Plan
- Travel Plan Statement
- Area Wide Travel Plan for a defined geographic area

#### **5.4.1 Full Travel Plan**

Full travel plans are required for full planning applications where the proposed use and accessibility needs are known. Wherever possible a full travel plan should be developed rather than an interim travel plan. Full travel plans will include clear outcomes, all relevant targets, and measures to ensure that these can be achieved as well as monitoring and management arrangements.

#### **5.4.2 Interim Travel Plan**

In some circumstances the future occupants of a development may not be known. The developer should prepare and submit an interim travel plan covering all substantive elements to be completed at an agreed time. The plan should include outcome targets for maximum allowable levels of car trips. We accept that some aspects of the travel plan and its measures may be provisional; nevertheless the interim travel plan should say when the full travel plan will be completed.

#### **5.4.3 Framework Travel Plan**

Large mixed use developments with multiple occupants need a framework travel plan. This should set overall outcomes, targets and indicators for the entire site. It should set out clearly that individual sites or occupants are required to prepare and implement their own subsidiary individual travel plans.

#### **5.4.4 Area Wide Travel Plan**

In some situations it is essential to consider an area wider than an individual site in order to bring about positive changes. This type of travel plan suits a major complex development. Similarly to framework travel plans, there are overall outcomes, targets and indicators and individuals organisations will be required to implement their own subsidiary individual travel plans to bring about the outcomes

### **5.5 Securing a Travel Plan for New Development**

Travel plans are dynamic, living documents that should be updated regularly. The aim is to ensure that they represent the current situation in respect of travel and access and progress towards targets. Implementing a travel plan involves a continuous process of improving, monitoring, reviewing and auditing the measures in the plan to reflect changing circumstances.

The table below outlines the main stages in the development of a travel plan as part of the planning application process:

Table 2 – Main stages to Travel Plan Development

	Stage	Activity
Planning Application	Scoping	<ul style="list-style-type: none"> <li>Applicant establishes the <b>need</b> for a Transport Assessment and Travel Plan through reference to the threshold criteria set down in any policy or other local guidance taking account of local circumstances.</li> <li>Applicant and authority agree the <b>type</b> of travel plan required – framework, interim, full, area.</li> <li>Applicant agrees the <b>requirements</b> for the TA/TP with the local planning and transport authorities. Exchange contact details.</li> <li>Applicant and authority agree how the TA/TP is to be <b>integrated</b>; establish and agree any base line data, key outcomes sought and assumptions to be used if appropriate.</li> </ul>
	Pre-application discussions	<ul style="list-style-type: none"> <li>Applicant submits draft TA/TP for initial evaluation by the local authority.</li> <li>Authority gives <b>feedback</b> to applicant to enable review of the assessment and travel plan.</li> <li>Applicant undertakes informal <b>consultation</b> on proposed application and the associated travel plan.</li> <li>Applicant and local planning authority undertake <b>negotiations</b> including the local highway/transport authority and others who will be party to any legal agreements such as Highways England and transport operators.</li> <li><b>Local authority and applicant agree draft terms</b> of legal agreement and extent of any conditions if appropriate.</li> </ul>
	Submission	<ul style="list-style-type: none"> <li>Developer submits final TA/TP with planning application.</li> <li>Authority carries out further/final evaluation of plan to determines its ‘fitness for purpose’</li> <li>Local planning authority undertakes statutory consultation</li> <li>Authority and applicant agree any amendments to the travel plan and legal agreement and finalise supporting documentation. If an interim travel plan, an approved agreement should include timing of full travel plan.</li> </ul>
	<b>Stage</b>	<b>Activity</b>
	<b>Determine planning application and grant permission</b>	
Monitoring	Post determination of planning application and pre-occupation	<ul style="list-style-type: none"> <li>Authority enters details of travel plan into <b>iTRACE database</b>, including contact details.</li> <li>Authority ensures collection of any baseline data required for monitoring from application on pre-determined standardised format (iTRACE compatible). School Travel Plans are monitored through the National Schools’ Census and through staff surveys</li> <li>Developer/occupier commences implementation of measures, including completing full travel plan where relevant.</li> </ul>
	Occupation	<ul style="list-style-type: none"> <li>Occupier/developer ensures <b>full implementation</b> of travel plan including completion of full travel plan where relevant.</li> <li>Authority agrees that travel plan requirements (especially implementation of agreed measures) have been met to enable occupation to take place, based on information provided by occupier/developer.</li> <li>Authority checks that all necessary <b>handover of responsibilities from developer to occupier</b>.</li> </ul>
	Post-occupation	<ul style="list-style-type: none"> <li>Occupier (or agent) <b>monitors</b> travel plan outcomes as set out in a planning condition or agreement.</li> </ul>

		<ul style="list-style-type: none"> <li>• Occupier or other approved party <b>collects</b> data at appropriate times in agreed form.</li> <li>• Authority ensures any <b>on-going measures</b> continue to be delivered.</li> <li>• Occupier and authority undertake review process to agreed <b>timescales</b>. <ul style="list-style-type: none"> <li>▪ If outcomes agreed and in line with <b>targets</b>, continue to monitor.</li> <li>▪ If outcomes not in line with targets considers amendments to plan.</li> </ul> </li> </ul>
	Default	<ul style="list-style-type: none"> <li>▪ We will consider use of default mechanisms if outcomes not delivered and amendments cannot be agreed with developer/occupier.</li> </ul>

## 5.6 Travel Plan Content

The travel plan should take the form of a single integrated document containing all key information.

It is recognised that a travel plan will be unique to a site and a variety of initiatives may be adopted. The following list gives an outline of what should be included for a full travel plan to be produced:

Table 3: Contents for full travel plan.

Key element	Content
<b>Background</b>	Explaining site, location, and numbers of people, measures already in place, current share of travel methods, if known and reason for producing the plan.
<b>Scope of the plan</b>	Identifying the travel elements of the destination's activity that the plan is addressing (commuter journeys, business travel, visitor travel, pupil and staff journeys) identifying main travel and transport issues.
<b>Objectives</b>	Stating what the plan is trying to achieve (e.g. reduction in single car users, increase in walking, cycling and public transport use).
<b>Measures/Action Plan</b>	Detailing the proposed actions and measures proposed to encourage sustainable travel, reduce single occupancy car use and achieve the stated objectives. The action plan will outline the implementation programme for the proposed measures, including roles and responsibilities, focusing on the implementation and delivery of the travel plan and including timeframes.
<b>Surveys</b>	Survey data outlining mode split travel for users, which is compatible with the iTRACE monitoring database. For schools data is submitted as part of the January Census supplemented with regular surveys on travel preferences
<b>Targets/Indicators</b>	Identifying outcomes and targets against which the effectiveness of each measure will be reviewed (including short medium and long term milestones).
<b>Monitoring</b>	Setting out arrangements for the review and monitoring of the plan on an ongoing basis to determine whether objectives are being met.
<b>Marketing and Promotion</b>	A strategy for communicating the travel plan to all site users, including: <ul style="list-style-type: none"> <li>▪ Raising awareness of sustainable travel options</li> <li>▪ Promoting individual measures and initiatives</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Disseminating travel information from the outset and on an ongoing basis.</li> </ul>
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More information on content of travel plans can be found at [www.gosmarter.co.uk](http://www.gosmarter.co.uk)

School travel plans should be developed using the Modeshift STARS system. This is an online travel plan toolkit that enables schools to develop and submit travel plans. The process includes an award scheme for school travel plans. More information and guidance is available from the City Council’s School Travel Advisor.

Different travel plans are needed for different types of development, so additional requirements to those outlined above will be required for interim travel plan, framework travel plan and area wide travel plan.

Table 4: Contents for an Interim/Framework/Area Wide Travel Plan

<b>Key Element</b>	<b>Content</b>
<b>Travel Plan Co-ordinator</b>	Contact details of a suitably qualified Travel Plan Co-ordinator need to be provided. If the developer is unable to appoint a TPC at the time it is appropriate to provide details of the developer or an appropriate person.
<b>Implementation programme</b>	If it is not possible to commit to the sustainable travel measures and/or a detailed action plan, an implementation programme of what measures will be considered can be provided.
<b>Site assessment</b>	A site assessment should be provided, outlining location accessibility and on site facilities. For schools there should be details of where the pupils will come from and the existing transport links.
<b>Aims/Objectives</b>	Clearly defined aims and objectives in relation to travel modes
<b>Governance</b>	Governance arrangements between the developer and future occupier need to be outlined.

### **5.6.1 Travel Plans for Specific Journey Purposes**

Travel plans have been developed for workplaces, schools and leisure/retail sites across Newcastle. There is considerable specific guidance available on these types of travel plans and for more information contact the Travel Plan Officer or the School Travel Advisor.

### **5.6.2 Toolkit of Travel Plan Measures**

There are a wide variety of measures that can be used to achieve the required outcomes. The measures used as part of a travel plan will vary depending on the circumstances of the development or use proposed, the requirements of the site users and the constraints and opportunities offered by the site itself.

Measures to reduce the need to travel include:

- alternative working practices (e.g. flexitime, Teleworking, home working, videoconferencing, compressed working week – 9 day fortnight);
- local recruitment of staff;
- local sourcing of raw materials/ produce;
- provision of on-site facilities (for shopping, eating, etc.);
- home delivery of products;
- co-ordination of deliveries;
- Fleet management;

Measures to reduce car usage include:

- site layout and design to encourage and provide for sustainable options;
- car parking restraint and management;
- introduction of (or use of existing) car clubs, including car club station/parking spaces;
- promotion of car sharing for employees (by setting up a database for users, providing a guaranteed ride home in emergencies and offering priority parking for car sharers) (see [sharesmarter.co.uk](http://sharesmarter.co.uk) for more information);
- use of pooled company cars, vans and taxis;
- offering financial incentives for not driving to work/ giving up parking space/ car sharing;
- establishing No Car Zones;
- introduction of site car parking charges;

Measures to promote public transport include:

- in site layout for public transport stops (shelters, raised kerbs and real time passenger information);
- public transport penetration of the site;
- direct convenient and attractive pedestrian links to public transport entry points (ideally not more than 300m in length, 400m maximum);
- pedestrian links to public transport stops to be at least as convenient and attractive as pedestrian links to car park;
- site specific public transport information (maps, leaflets, etc.);
- discount ticketing;
- Season Ticket Loans;
- new or enhanced public transport services to the site;
- introduction of shuttle services to local public transport interchange, rail station or park & ride site facilities;
- enhanced public transport waiting facilities integrated with development (e.g. bus "lounges" in reception areas/ lobbies incorporating real time information);
- promotion of personalised journey planner;
- dissemination of Public Transport Promotion and assistance initiatives;
- Travel Pass Schemes; and
- Scholars' Transport.

Measures to promote walking: include;

- direct convenient and attractive pedestrian routes to local facilities (ideally more convenient to use than route by car);
- site layout to be designed to maximise and encourage walking options;
- 20mph Home zones and traffic calming measures;
- information provided on health benefits of walking;
- advice on personal safety;
- setting up of 10 Minute Walking Zones;
- incentives for walking regularly; and
- maps showing walking routes to the site

Measures to promote cycling include:

- site layout designed to maximise and encourage cycling (ideally more convenient to use that route than by car)

- convenient links to any local cycle route network and surrounding roads (if the site is a 20mph zone cyclists will use the road network, although cycle paths that provide a short cuts should be included)
- secure, convenient and well-designed cycle parking facilities;
- cycle friendly traffic calming measures and 20mph/ Home Zones;
- changing, shower, drying and luggage locker facilities at workplaces;
- financial incentives (e.g. mileage allowance for work use, Bike to Work cycle purchase schemes)
- providing information on DfT/ NCC promotion of cycling and other initiatives (e.g. Bike Buddies/ local cycle route network information, cycle training for adults);
- for schools, provision of cycle training;
- pool bikes, delivery bikes, electric bikes and charging points;
- maps showing cycle routes to the site; and
- high profile cycling events.

Measures to promote and market travel plans include:

- travel plan measures included in organisation’s own marketing material (e.g. welcome packs at residential sites, employment packs at the workplace, school prospectus and newsletters at schools, sales details and staff inductions, notice boards, leaflet drops etc.);
- workplace, or school newsletter or website (as applicable) to promote/ market travel plan measures;
- joint incentives with other local organisations/ community groups to promote the wider community, economic and health benefits of travel plan measures; and
- participation in the Tyneside Travel Partnership, and Smarter Choices Club.

### **5.6.3 Travel Plan Co-ordinator**

The organisation should supply the Council with the name and contact details of the appointed person/s responsible for the successful implementation of the travel plan, known as the Travel Plan Co-ordinator. The Council must also be informed as soon as the post holder changes.

The post needs to be of sufficient seniority to undertake tasks such as chairing steering groups and managing budgets. The appointment need not necessarily be a new one but may be a case of extending the job profile of employee. However this will depend on the scale of the development and the size of the organisation/school. The role of the Travel Plan Co-ordinator will be to manage the travel plan, liaise with the Council and provide monitoring information when agreed.

## **5.7 Evaluation**

It is very important to set up a system for evaluating the proposed travel plan before its agreement. All non-school travel plans should meet the iTRACES evaluation criteria, as summarised in the table below:

Table 5: i TRACES evaluation criteria

T	Transparent	Plans should identify clearly which organisations are responsible for the elements of the plan, where the financing comes from, where responsibility lies, and how targets have been developed.
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R	Realistic	Plans should set realistic but stretching targets, which reflect Local Development Framework and Local Transport Plan policies and the likely make up of new occupier/inhabitants. Target should take account of previous experience of people adopting sustainable transport choices
A	Achievable	Plans should only include measures which developer and partners in the process are capable of delivering and which are likely to have a positive impact on transport behaviour.
C	Committed	Plans need clear commitment from the developer for the period of their implementation and beyond to their establishment.
E	Enforceable	The commitments established in the plan need to be enforceable by local authorities under planning condition obligations or accompanying S106 agreements.
S	Sustainable	Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from developer to occupiers, residents or other organisations and continuing sources of funding for the plan.

## 5.8 Monitoring

Monitoring is critical in determining the success of all travel plans, especially where specific targets have been agreed to help identify necessary adjustments.

Monitoring of the travel plan will be required to be carried out on a regular basis for an agreed period after approval of the travel plan. The arrangements, schedule and funding of the monitoring process should be set out clearly in the travel plan – generally the applicant funds the costs of monitoring.

Monitoring should be carried out by the occupier; the site based Travel Plan Co-ordinator or the Council's Travel Plan Officer. In some cases another independent party may be more appropriate to carry out the monitoring, particularly where the outcome has financial implications. The information monitored should relate to the targets included in the travel plan or other data that helps assess the impact and effectiveness of the travel plan.

We have - alongside the other four local authorities in Tyne and Wear - procured the iTRACE monitoring system for workplaces and schools. iTRACE enables all travel plans to be monitored and tracked over a period of time. All mode shift figures supplied to the Council must be compatible with iTRACE. Newcastle City Council's Travel Plan Officer can provide more information on this.

### 5.8.1 Organisational Monitoring (Workplace, Visitor/Leisure Sites)

Monitoring can include one or more of the following, depending on the type of travel plan and the objectives and targets:

- a snapshot modal split survey for employees, occupiers, and/or visitors;
- a full staff /occupier travel survey questionnaire. Surveys should always be conducted at the same time each year for consistency;

- regular traffic counts of motor vehicles (and their occupants), cyclists and pedestrians coming to and from the site;
- uptake of public transport or other alternative modes;
- use of vehicle and cycle parking spaces and any problems of overspill parking; and
- travel diaries.

### ***5.8.2 School Travel Plan Monitoring***

Newcastle City Council utilise the Modeshift STARS system for the submission, monitoring and review of School Travel Plans. More information and guidance is available from <https://modeshiftstars.org/> or the City Council's School Travel Advisor.

All draft, new or reviewed STP documents shall be submitted to Newcastle City Council's School Travel Advisor for approval.

## Section 6

### Delivery Service Plan and Construction Management Plan

Without adequate servicing businesses would cease to be able to operate efficiently, however this needs to be balanced with the adverse impact freight movements and servicing and loading requirements can have on the environment and quality of place.

The objective of the Delivery Service Plan and Construction Management Plan is to limit the adverse impacts of freight on:

- traffic and congestion
- the experiences of other users including those using the retail offer and those travelling in the Urban Core
- the operation of public transport,
- levels of greenhouse gas emissions and air quality
- the safety of pedestrians and cyclists

#### 6.1 Delivery Service Plan

The submission of a Delivery Service Plan is a requirement of Policy UC8 Freight and Servicing, which seeks to minimise the impact of freight movements by managing servicing traffic to limit its impacts upon the environment, promoting more attractive conditions for pedestrians and cyclists and the smooth flow of public transport.

##### **Policy UC8 Freight and Servicing**

To promote sustainable freight movement and minimise the impact on the environment and quality of place, major new development in the designated Freight Management Area will be required to provide a Delivery Service Plan.

The requirement for a Delivery Service Plan is triggered by its scale and location. Delivery Service Plans are required for all major applications contained within the Freight Management Area. The Delivery Service Plan will set out servicing arrangements for the completed development. It should set out details of the following:

- Context
- Management
- Servicing Operations

It should also set out how the adverse impacts of freight are addressed, particularly in relation to:

- traffic and congestion
- the experiences of other users in the Urban Core,
- the operation of public transport,
- levels of greenhouse gas emissions and air quality
- the safety of pedestrians and cyclists

#### 6.2 Construction Management Plan

The requirement for a Construction Management Plan is triggered by nature, scale and location of development. The plan can be submitted with the planning application or the matter may be dealt with by planning condition.

The Construction Management Plan will set out servicing arrangements for the development during its construction. It should set out details of the following:

- Context
- Management
- Construction Operations

It should also set out how the adverse impacts of freight are addressed, particularly in relation to:

- traffic and congestion
- the experiences of other users,
- the operation of public transport
- levels of greenhouse gas emissions and air quality
- the safety of pedestrians and cyclists

### **Additional Considerations**

Both the Delivery Service Plan and the Construction Management Plan need to demonstrate how they have considered the following:

#### **1. Preferred Routes**

Vehicles should join the Urban Core Distributor Road (UCDR) as soon as possible to minimise through traffic and vehicle movement within the UCDR.

#### **2. Abnormal Loads**

Abnormal loads will follow the designated abnormal load routes and will be agreed with Newcastle City Council in advance.

#### **3. Timings**

Delivery Service Plans and Construction Management Plans should demonstrate how the noise generated during the delivery process will be minimised to avoid disturbing local residents.

#### **4. Type of Service Vehicles**

The use of any vehicles which contribute to improving sustainable access, reducing CO2 emissions and mitigating the impacts of climate will be supported.

#### **5. Construction Logistics and Cycle Safety (CLOCS) and Fleet Operator Recognition Scheme standards (FORS)**

CLOCS and FORS define common national standards for logistical operators and promote best practice. They are voluntary schemes which demonstrate the commitment to meeting legal requirements and undertaking safe working practices.

### **CLOCS**

CLOCS has developed standards for managing Work Related Road Risk to help improve the safety of vulnerable road users. CLOCS aims to:

- Increase the use of safer trucks by design
- Ensure road safety is managed with the same rigour as site safety
- Ensure a national standard for managing construction work related road risk

Delivery Service Plans and Construction Management Plans should demonstrate how they have considered CLOCS standards.

## **FORS**

FORS is a national standard which encourages freight operators to consider all aspects of safety, fuel efficiency, economical operations and vehicle emissions. FORS is a voluntary scheme for fleet operators which aims to raise the level of quality within fleet operations, and to demonstrate which operators are achieving the standard.

There are three levels of FORS accreditation: Bronze, Silver and Gold. Whilst the membership of FORS is not mandatory, the Bronze level represents legal requirements for operation, and Delivery Service Plans and Construction Management Plans submitted to the Council should demonstrate how they align with the FORS Bronze standard.

Further information regarding the requirements for Delivery Service Plans and Construction Management Plans can be found in the Delivery Service Plan and Construction Management Plan Guidance.

## **Section 7**

### **Car Parking – residential and non residential**

The objective of the NPPF is to integrate planning and transport and promote sustainable development and transport choices. The Government policy is to effectively manage car use by locating development in accessible locations, or ensuring that the necessary accessibility improvements are secured.

Car parking needs to be considered as an important part of any scheme. The City Council will seek to ensure car parking provision is at an appropriate level to cater for the development and visitors, whilst taking into account the location, circumstances in the surrounding area - for example heritage assets, nature of the development, sustainability, impact on residential amenity and highway safety, and the availability of public transport.

#### **7.1 Residential Car Parking Levels**

Residential car parking levels apply citywide. The residential parking levels shown in Appendix 1 are Newcastle averages generated from 2011 census data and increased accordingly in line with current forecasts for car ownership. The recommended parking level is based on the number of habitable rooms (excluding bathrooms) plus the number of allocated car parking spaces.

Statistics suggest that car ownership varies most directly in relation to dwelling type, size and tenure; therefore the parking levels in the table sought for new development reflect this.

Specific site considerations and improvements to accessibility should be taken into account with all planning applications. Parking proposals shall be justified accordingly or presented through a Transportation Statement or Transport Assessment. Residential developments need to allow residents to park in a safe location which is convenient to their homes and ensure and even spread of visitor spaces throughout the development.

The parking requirements apply citywide and contributions will be sought accordingly where adopted developer contribution models apply. These are discussed in section nine and are in place for policy reasons or where issues of accessibility have arisen.

Car free developments will be considered if they are genuinely car free and legally controlled. A S106 agreement will be required in such instances.

#### **Student Accommodation**

Student accommodation (Class C3) car parking level seeks 1 per 4 bed spaces, and where appropriate 1 per unit of warden accommodation and suitable pick up and drop areas. This is evidence based following a thorough survey conducted in Jesmond, Sandyford, Heaton and South Gosforth as part of a study exploring car ownership, urban form and houses in multiple occupations and resulting parking (2005). The student parking level is applicable to the whole authority.

In some instances no parking will be acceptable for student accommodation in the city centre. Proximity to suitable pick up and drop off facilities is a key consideration along with the availability of disabled parking. The City Centre is defined in Appendix 2.

### **7.1.1 Unallocated Spaces**

Many new developments allocate parking spaces for each house/ flat, however this may not be the most efficient use of development land. Some households may own more cars than can be accommodated by their allocated spaces, while other households which don't own a car at all will have no need for allocated parking. The result is that many allocated spaces will go unused for much of the time, with other motorists parked illegally or obstructively.

Unallocated parking can be provided with residents and visitors sharing communal parking spaces. This can work particularly well where car ownership is lower, the area is served by good public transport and a controlled parking zone is in force. With unallocated parking less space overall may be required and the parking that is available can be used more flexibly.

The City Council will support applications for 100% unallocated car parking where a controlled parking zone is in force.

### **7.1.2 Garages – parking dimensions for acceptable spaces**

Domestic garages are often used for storage of various household articles. For garages to form part of the parking provision they must:

- have a minimum dimension of 6.0m x 3.0m to accommodate the car and storage of cycles and other items

Where these requirements are met then the garage will count as a car parking space. Where these requirements are not met then a garage will count as half a car parking space.

Garage doors that open next to the highway in most instances should have electronic doors instead of up and over roller shutter doors. This is to encourage use of the spaces and ensure swift and convenient access for residents.

### **7.1.3 Driveways – parking dimensions for acceptable spaces**

Driveways shall be at least 3.0m wide or 3.3m if the drive provides the main pedestrian access to the dwelling.

For a standard 'up and over' door, the face of the garage should be 5.6 m in length from the back of the footway or from the edge of a shared footway. Driveways with gates should be 5.6m in length to enable the inward opening of gates. Driveways with no gates or garage door considerations can be 5.0m in length.

Driveways longer than 5.6m that may be used by more than one vehicle are only acceptable for individual residential dwellings.

### **7.1.4 Visitor Parking – parking dimensions for acceptable spaces**

Public parking shall be independently accessible and be available in perpetuity.

Perpendicular parking bays (90 degree to aisle/ road) shall measure 2.5m x 5.0m (6.0m aisle width or reversing distance)  
Inline parking bays (bays run parallel to aisle/ kerb line) shall measure 2.5m x 6.0m  
Echelon parking bays (bays run 45 degree to aisle/ road) shall measure 2.5m x 5.0m

### **7.1.5 Parking design**

Parking layouts shall be safe, useable and secure. Car parking should not dominate the street scene and consideration must be given to users once they are out of the vehicles. There is no 'one size fits all' approach to minimising the impact of car parking and access. Developers should consider a range of approaches to car parking, and they will need to demonstrate that the most appropriate solution has been provided.

With respect to residential parking, it must be in a location that is convenient for residents and visible from their homes. Otherwise residents will find more convenient places to park adjacent to their dwelling rather than use their dedicated space.

On-street parking should be set out so that it does not obstruct or make access to private drives difficult. It is generally appropriate for visitors, servicing and deliveries. Where on street parking is not possible then visitor parking needs to be accommodated off street.

Natural surveillance and lighting is important along with maintenance and management of communal areas. By providing quality facilities and ensuring that they are properly managed and maintained means the creation of better places and the community will make best use of the resources.

### **7.1.6 Disabled Parking Requirements**

For on street and unallocated parking bays are designed for disabled drivers and passengers so that both can get in and out with ease. Dropped kerbs and tactile paving should be provided adjacent to the car parking spaces to ensure wheelchair users can access footway and carriage way. It is recommended that spaces for disabled people are generally located as close as possible to building entrances.

Guidance on disabled parking in the Department for Transport's Manual for Streets (2007) advises that 5% of residential car parking spaces are designed for use by disabled people. A higher percentage is likely to be necessary in some instances, for example where there are proportionally more older residents. We will be able to provide pre application advice in these instances.

A minimum standard car parking space (2.5m x 5.0m) should be provided along with a 1.2m clearance along all sides.

In developments where there are proportionally more older or disabled residents residing or visiting for example then the parking and charging of mobility scooters is a consideration.

## **7.2 Non Residential Parking Levels**

Non residential parking levels have been formulated from the most appropriate survey techniques and information. For example, on the hotels, boarding houses and guest houses requirement, external advice was sought on current occupancy rates for accommodation. For other uses parking surveys have been undertaken.

For non residential parking levels, the authority has been broken into two areas: the City Centre as shown in appendix 2, and Urban Areas. However with respect of B1 use (Business) the authority has been broken down into three areas based on public transport accessibility and the average travel time to employment uses. Appendix 3 shows the three B1 areas, the City Centre, Urban Area and Outer Area. Issues of connectivity and accessibility affect all developments.

Appendix 4 details the car parking levels within the City Centre, Urban Area and Outer Area. Specific site considerations and improvements to accessibility should be taken into account with all planning applications. Where no parking level is given, parking will be examined on the proposed development's own merits. Parking proposals shall be justified accordingly or presented through a Transport Assessment of Transport Statement.

Parking levels cited are a guide as Transport Assessments and Transport Statements provide a valuable tool in the thorough assessment of development proposals. A small number of uses may require suitable pick up and drop off areas to satisfy the operational requirements regardless of location.

Visitor parking, parking design and any necessary coach and lorry parking need to be taken into account as part of development proposals.

As with residential parking, the Council will seek opportunities to reduce parking provision for developments based on the Transport Assessment or Transport Statement or site specific supporting information. In such circumstances planning applications need to be supported by a travel plan and a parking management strategy. The Council will support opportunities where it is practicable and represents the most efficient use of land. A condition or planning obligation may also be required to ensure effective management of parking spaces. New development will result in changes in the way in which parking areas are used. A balance needs to be struck between the scale of development and the available facilities, including areas where permit schemes are in operation.

### **7.2.1 Disabled Parking Requirements**

Parking bays are designed for disabled drivers and passengers so that both can get in and out with ease. Dropped kerbs and tactile paving should be provided next to the car parking spaces to ensure wheelchair users can access footway and carriage way.

A minimum standard car parking space (2.5m x 5.0m) should be provided along with a 1.2m clearance along all sides.

Existing commercial premises will be expected to provide 2% disabled visitor parking of the total car park capacity, at least one space. Spaces for disabled employees must be additional.

For new commercial premises 5 % of the total car parking capacity should be designated for disabled parking. This provision includes employees and visitors.

For retail, leisure and recreation facilities and places where the public have access a minimum of one space per disabled employee is required plus 6% of the total capacity for visiting disabled motorists.

EV charging infrastructure should be provided at accessible parking spaces in the same proportion as it is provided across all spaces in parking facilities as part of new developments.

Disabled spaces must take priority over other car parking needs. Spaces should be located as close as possible to entrances preferably within 50 metres. For smaller infill developments or changes of use with no feasibility of providing on plot disabled parking the City Council will consider alternative public disabled provision nearby. This includes on street spaces.

### **7.3 Newcastle City Car Club**

Newcastle City Council is the first Council in the North East to enter into a formal contract with a car club operator. Newcastle has car club vehicles located across the city provided by our operator Common Wheels

The basic idea of a car club is that people can have access to a car without having to own it, and this therefore reduces individuals' dependence on owning a car in order to have access to it. Members pay an annual fee to an operator who provides and maintains a number of vehicles. They then pay by the hour and mile for each trip that they undertake. The combined costs of membership and use are intended to be cheaper than personal car ownership and car owners who do a low mileage. Research has shown that each car in a car club typically replaces 8 – 10 privately owned vehicles.

Newcastle City Council's Travel Plan Officer – as part of the travel plan process - would work with organisations to look at their sustainable travel demands and identify ways in which measures such as car clubs could help to deal with their business travel needs.

From a development perspective, developers are encouraged to have early discussions with either the Council or the car club operator on their car parking demands and look to initiatives such as the car club as a way to help ease such demands, including the provision of Electric Vehicles. Car Clubs will be secured through a S106 agreement.

### **7.4 Parking Permit Eligibility**

There may be instances whereby a proposed development may create levels of parking whereby demand would outstrip supply and the impact of the development would be harmful to adjacent occupiers and operation of the network for example. It may be necessary to remove parking permit eligibility through a S106 agreement. Existing legal orders may have to be amended or new legal orders created. Permit eligibility will be considered for major development proposals.

## **Section 8**

### **Electric Vehicles**

Electric vehicles (EVs) and associated charging infrastructure is an area where technology, standards and best practice are rapidly evolving. This section provides information on the location, numbers and type of EV charging points to be provided as part of developments. The Committee on Climate Change predict that by 2020, 16% of new car and van sales will be EVs, rising to 60% by 2030. Uptake of EVs could be higher in the North East than the rest of the UK because we are second only to London in the take up of EVs.

An EV is considered as any road vehicle with a battery that is intended to be charged from mains electricity. Therefore, plug-in hybrid, extended range EVs and pure electric EVs are all included under the definition of EV used in this guidance.

#### **8.1 Location of EV Charging Points**

EV charging points shall be located in prominent positions in order to ensure they are visible and convenient, helping to further raise the profile of EVs.

In public parking areas, parking spaces shall be dedicated for EVs and their charging, with appropriate penalties in place to deter the space being taken by other vehicles.

The number of EV charging points available in commercial and office developments shall be reviewed regularly through the Travel Plan. NCC recommends that the necessary wiring and ducting for additional EV charging points is installed during construction. This will ensure that the development is futureproofed and suitable facilities will be able to be provided as the use of EVs increases.

In private parking areas, flexibility should be a key consideration. Therefore, EV parking spaces shall be unallocated. This should be discussed in detail as part of any planning application, with consideration given to the Car Parking chapter in this document.

#### **8.2 Number of EV Points**

##### ***8.2.1 Residential EV Point Levels***

Major residential development (Class C3) maximum EV car parking level seeks one EV point per residential unit.

Where unallocated parking is provided with residents and visitors sharing communal spaces, 2 EV points per 10 units should be provided.

In some instances, for example in the City Centre no EV charge points will be able to be provided on site. Where developments are car free a possible alternative to individual provision may be 'a commuted sum' contribution in some circumstances. The City Council may be willing to consider this procedure on the basis that such contributions will be allocated solely for EV charge points, or other measures to help EV users.

##### ***8.2.2 Non Residential EV Point Levels***

Major non-residential development should provide EV charging facilities where appropriate. Where a proposed development comprises of number of separate premises (for example a parade of shops) EV charge points may be aggregated and shall incorporate operational needs for both employees and visitors/ shoppers.

In some instances, for example in the City Centre no EV charge points will be able to be provided on site. A possible alternative to individual provision may be ‘a commuted sum’ contribution in some circumstances. The City Council may be willing to consider this procedure on the basis that such contributions will be allocated solely for EV charge points, or other measures to help EV users.

### 8.3 Types of Charging Facility

Three levels of charging infrastructure are currently available:

- Standard – full charge in approximately 5 – 7 hours;
- Fast – full charge in approximately 2 – 3 hours; and
- Rapid – full charge in approximately 30 minutes.

The type of charge point by development type are detailed table 5 below:

Table 5 - Type of charge point by Development Type

Type of Charge Point (Voltage)	Typical parking application
Standard	Residential, Employee
Fast	Retail, Leisure, Visitor (Residential and Employment), Car club bays, Public
Rapid	Public, Fleet, Business, Strategic Road Network, Other specialist applications

In determining the appropriate power capability to install at a given parking space, the main consideration is how long cars would typically be expected to park at that location.

For example, parking spaces at residential developments that are intended for use by residents could reasonably be fitted with ‘standard’ charge points as it is expected that vehicles would be parked overnight. Similarly, ‘standard’ charging infrastructure would generally suffice at employee parking spaces where cars would typically be parked for a number of hours.

However, charging infrastructure at visitor parking at residential and employment developments, as well as retail parking would generally be expected to provide an element of ‘fast’ charge capability due to the shorter amount of time a vehicle would typically be parked for. Public charging points installed in the city centre are generally ‘fast’ chargers.

There is increasing demand for 'rapid' chargers and Highways England will be installing these across their strategic roads network. 'Rapid' charging facilities should be considered in particular by proposed developments such as:

- Transport hubs (stations, ports, airport)
- EV filling stations – may include several rapid chargers and other services
- Retail centres with convenience stores, coffee shops etc
- Business locations with fast turn around and 24 hour use eg taxi stances; janitorial services
- Business parks/industrial estates

In order to reduce clutter in parking areas the installation of charge points with two outputs should be considered, i.e. one charge post with an outlet on either side to serve two parking spaces.

#### **8.4 Electricity Supply**

The developer shall ensure that the connection to the local electricity distribution network, the electricity distribution board within the development, and any other necessary electricity supply infrastructure have sufficient capacity to enable all EV charging points to operate simultaneously at the full power they are designed for.

Developers should consider introducing incentives for EV charging to take place at times of low demand from other uses in the development, for example through the installation of smart meters. Smart meters facilitate off-peak charging and use of off-peak electricity tariffs.

It is preferable that users pay according to the amount of electricity they use and, in the future when smart meters allow, the time of day at which they charge in order to tailor demand to periods of low demand from other electricity consumers. However, it is recognised that until smart meters becomes widespread it may be simpler and more cost effective to simply charge a flat fee (e.g. an annual fee) for charge point access.

At private parking spaces, it is the responsibility of the developer (or subsequent operator) to install and operate appropriate charging mechanisms to ensure demand is managed fairly.

#### **8.5 Data**

All EV charging points must be Open Charge Point Protocol (OCPP), which is becoming the most widely used standard to connect charge points to management systems around the world.

Developers should liaise with the council as to the charge point network management system being used at the time of any planning application.

For EV users the benefits of a charge point network management company are:

- Access to a network of charge points in the North East and nationally
- A helpline
- Information on availability of charge points and charges

## **8.6 Registration**

New charge points accessible to the public and on private sites must be registered on the national network and any access restrictions and tariffs clearly advertised on or next to the post. Data should be provided on:

- Location
- Usage (number of charging events and time spent charging)
- Status reports
- Energy consumption
- Changes to access
- Tariffs in operation

The City Council will be responsible for registration on the national network and maintenance for EV facilities on the public highway.

New charge points in residential developments are required to be registered by the developer to ensure data is held on the number and location of charge points.

## **Section 9**

### **Planning Obligations and Developer Contribution Models**

Planning obligations, also known as Section 106 Agreements, are legally binding agreements entered into between a Local Authority and a developer. They provide the mechanism by which measures are secured to mitigate the impact of development on local facilities that are geographically or functionally related to it. Regulation 122 and Paragraph 204 of the NPPF set out the tests that must be satisfied in order for obligations to be required in respect of development proposals.

The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support development of the area. The CIL Regulations restrict the pooling of Section 106 contributions to no more than five obligations towards the provision of new infrastructure.

The City Council has adopted developer contribution models either for specific policy objectives or to address issues arising from numerous potential development sites clustered in a confined geographical area. In transportation terms two distinct contribution models types, the Urban Core Accessibility Developer Contribution Model and the Outer City Residential Transport Model have been in operation for a number of years. These models will cease when CIL becomes operational.

The Outer City Residential Transport Model was approved by the Council on 22 May 2013. The model sought to ensure that reasonable developer contributions can be secured as part of the planning process towards the delivery of the required improvements to transport and accessibility. New housing creates increased demand for travel by all modes. Patterns of movement change and ensuring appropriate contributions are secured from developer's allows the Council to manage the additional travel demands in a sustainable way.

The Urban Core Transport Model was approved by the Council on 14 September 2012. It consolidated a number of Transport Developer Contribution Models and its boundary reflected the Urban Core. The model supports the vision of a highly accessible City Centre. It acknowledges that the City Centre has numerous development sites within it and that the cost of accessibility improvements required to enable such developments should be shared amongst all developers. It is recognised that design specific highway requirements such as new access junctions will still need to be secured as part of particular planning applications over and above any area wide contributions. It should be noted that if the development falls within the developer contribution zone (Appendix A of the Approved Report) the Council would reduce the scope and consequently the work required by way of a Transport Assessment/Statement.

Financial contributions secured towards transport will be used in line with the relevant policies. Contributions will not be used to provide or improve strategic highway and transport infrastructure as these will be within the CIL list of infrastructure.

Further information can be obtained on Highway and Transport Planning Obligations in the City Council Supplementary Planning Document on Planning Obligations.

## Section 10

### Cycle Parking

The provision of secure, well located cycle parking is essential if people are to be encouraged to use a cycle as a means of transport. It is therefore essential to ensure that proper access for cyclists is considered as an integral part of development schemes. If this consideration is made early in the design process, there is greater potential for the development to be attractive to those travelling by cycle. This relates to the circulation arrangements, the hierarchy of access routes and the provision of facilities for cyclists at their destination.

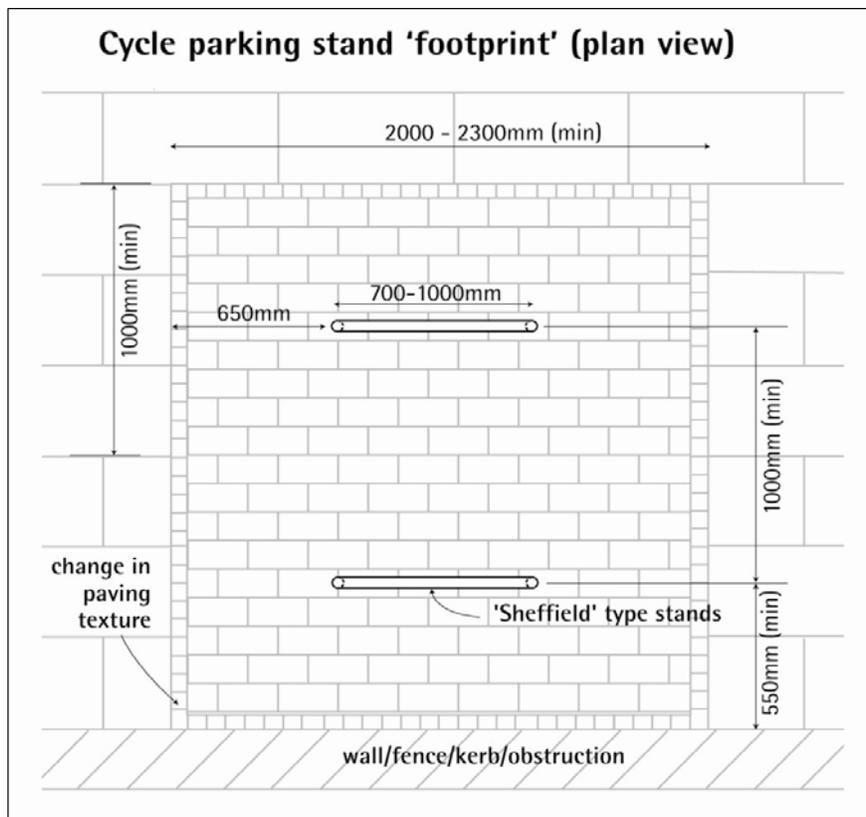
The requirements are compiled from national and regional advice. The following points are clarification for developers.

- Where a proposed development comprises a number of separate premises (for example, a parade of shops), they may be aggregated for the purposes of guideline calculation.
- The type of provision for long and short stay cycle parking are detailed.
- The levels are calculated to incorporate both operational needs for staff and non-operational needs for visitors (and as appropriate, for residents).
- In the City Centre, a possible alternative to individual provision may be 'commuted sum' contribution in some circumstances. The City Council may be willing to consider this procedure on the basis that such contributions will be allocated solely for cycle parking, or other measures to help cyclists.

#### 10.1 Cycle Parking Design

Figure 1 provides an example of a cycle parking stand layout. Figure 1 is taken from "*Cycle parking Information Sheet FF37*", published jointly by Sustrans and CTC

Figure 1 Cycle parking stand layout



Facilities shall be easy to use and must minimise the potential for damage to the bike. **Stands that support the bike by one wheel only are not acceptable.** 'Sheffield' type stands or hitching rings are the most appropriate designs. A Sheffield stand should be 750mm high or 650mm high for child bike stands with at least 1000mm between stands so that each can accommodate two cycles. Anything other than the basic Sheffield stand e.g. variations of the Sheffield design, would need prior approval. Hitching rings should be at a height of 750mm, project 50mm from the wall, and be at least 1800mm apart.

The spacing of stands is very important. If the correct dimensions are not complied with the agreed level of cycle parking will not be achieved.

Infrastructure such as dropped kerbs and linkages to the highway network should allow for easy access to the cycle parking.

One cycle parking stand provides 2 cycle parking spaces.

Depending on the type of development visitor parking may be required in excess of the cycle parking levels shown in Appendix 5.

## 10.2 Short Stay Cycle Parking

For visitors expected to stay up to two hours, facilities should be sited immediately adjacent to the main entrance of the building they serve. They should be in a secure location where they can be overlooked from the building or by passers by and well lit at night. They should not block the footway, and should be grouped together and signed. Facilities shall be undercover if at all possible, especially at retail developments e.g.

supermarkets, where cover is essential in inclement weather for packing goods bought. Cycle parking locations should also be well signed.

Public transport facilities and car parks may be suitably located to provide short stay spaces especially in the Urban Core.

### **10.3 Long Stay Cycle Parking**

For commuters or visitors expected to stay about 2 hours or more, a secure position is more important than accessibility, although both would be ideal. A roof or other protection from the weather is essential.

Cycle shelters or areas set aside within buildings, or convenient and overlooked locations within supervised undercover car parks are suitable. 'Sheffield' type stands or lockers should still be provided in undercover locations. Facilities may sometimes incorporate their own locking device, which may be money, token or key operated. Locations should be well signed. Storage facilities for equipment and accessories are also useful.

Public transport facilities and car parks should provide long stay spaces.

### **10.4 Residential Cycle Parking**

Providing convenient and secure cycle parking at peoples' homes is critical to achieving the Governments' policy of increased levels of cycling in order to meet its transport and health policy objectives. In residential developments, access to cycle storage should be at least as convenient as access to car parking. Where cycle access is more convenient, this will further encourage its use.

The space required for the accommodation of cycles is relatively small. Because of this, shared cycle parking can be more efficient than providing within each individual dwelling for the maximum number of cycles. Good quality, convenient and generous cycle parking facilities in new developments will in itself help to generate a positive attitude towards cycling, and demonstrate environmental commitment on the part of housing providers.

In houses, cycles are often kept in garages, and this can provide very convenient storage if the garage is located at or near to the front of the property. Garages are not normally designed for car and cycle storage but this needs to change with garages now requiring a minimum dimension of 6.0m x 3.0m to accommodate the car and storage of cycles and other items.

As garages become less popular for the storage of cars, and as the proportion of housing schemes with individual garages declines, greater consideration must be given to the provision of cycle storage with houses. If separate cycle parking is provided within the building then it should be conveniently located, close to the main point of access. If cycle parking is within a separate building – for example as an adjunct to a detached garage or other outbuilding, it should be adequately secure.

For ground floor flats or where adequately sized lifts to accommodate a cycle are provided then storage within dwellings is an option, but this will need to be expressly considered in the design of the accommodation. It is not acceptable for cycles to block hallways. If this option is used, designers should ideally allow for the likely number of residents per dwelling and provide for one cycle each.

Cycle parking can also be in properly designed internal communal areas e.g. hallways and under stairs. This can be on the ground floor or on upper floors where adequately sized lifts are provided. Such shared cycle parking should ideally provide for the overall total number of cycles anticipated for the building, allowing for the likely number of residents per dwelling and providing for one cycle each.

Communal cycle parking can be provided in secure and accessible external facilities, such as in underground car parks or as adjuncts to buildings. Facilities must adhere to the same requirements in terms of security, personal safety and convenience.

Visitor cycle parking should be provided in well-overlooked areas, which can include the street itself.

### **10.5 Cycle Parking Levels**

Cycle parking levels by development type are detailed in appendix 5.

Specific site considerations and improvements to accessibility should be taken into account with all planning applications. Proposals shall be justified accordingly or presented through a Transportation Statement or Transport Assessment.

## **Section 11**

### **Powered Two Wheeler Parking**

Powered two wheelers (PTW) include motorcycles, mopeds, powered scooters and other motorised two wheeled vehicles. There is no specific requirement for PTW parking but the City Council will expect the design of new development to cater for the access, parking security and storage of powered two wheelers.

In many situations PTW will be able to use car parking spaces; however in some situations it will be appropriate to provide designated motorcycle bays. Designated motorcycle bays are appropriate where there is a high density of development and where car parking is to be intensively used and where motorcycle parking is expected to be significant.

PTW users prefer to park close to their destination and secure their machine. PTW parking should be provided at educational, retail and employment uses and areas lacking private parking opportunities. Security should be a key consideration for those providing PTW parking facilities.

It is recommended that the space required for parking PTW is 2.0m x 0.8m, although it is not always necessary to mark individual bays.

Fixed features such as rails, hoops and posts designed to provide a simple locking point to secure a motorcycle should be considered.

PTW should not utilise cycle parking facilities. Design and access arrangements should discourage this occurring.

## Section 12 Appendices

### Appendix 1

Residential parking levels (citywide)

Residential Accommodation	Number of allocated spaces		
	0 No allocated spaces	1 Allocated space	2 Allocated spaces
3 rooms	1	1.5	2.4
4 rooms	1.3	1.5	2.4
5 rooms	1.8	1.9	2.5
6 rooms	2.2	2.2	2.6
7 rooms	2.5	2.5	2.7
8 rooms	2.6	2.6	2.7

For example a development of 5 houses each with 4 habitable rooms (2 bedrooms, kitchen and living room) can have the following car parking scenarios;

No allocated spaces (all spaces communally available)

$$5 \times 1.3 = 6.5$$

7 communal spaces are required.

Each property has a drive, but no garage (1 allocated space per property)

$$5 \times 1.5 = 7.5$$

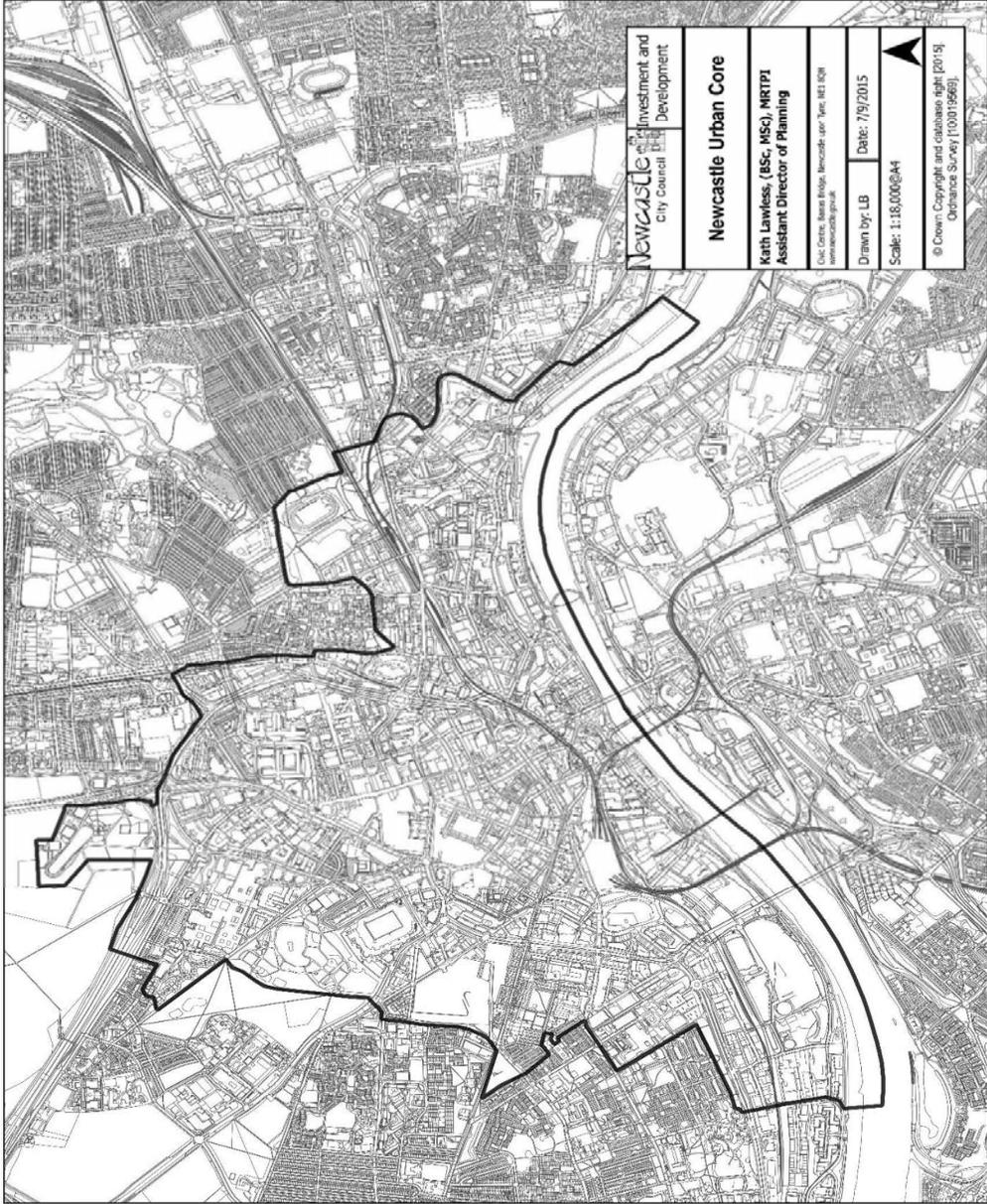
8 spaces are required, 3 of which are communal.

Each property has a drive and useable garage (2 allocated spaces per property)

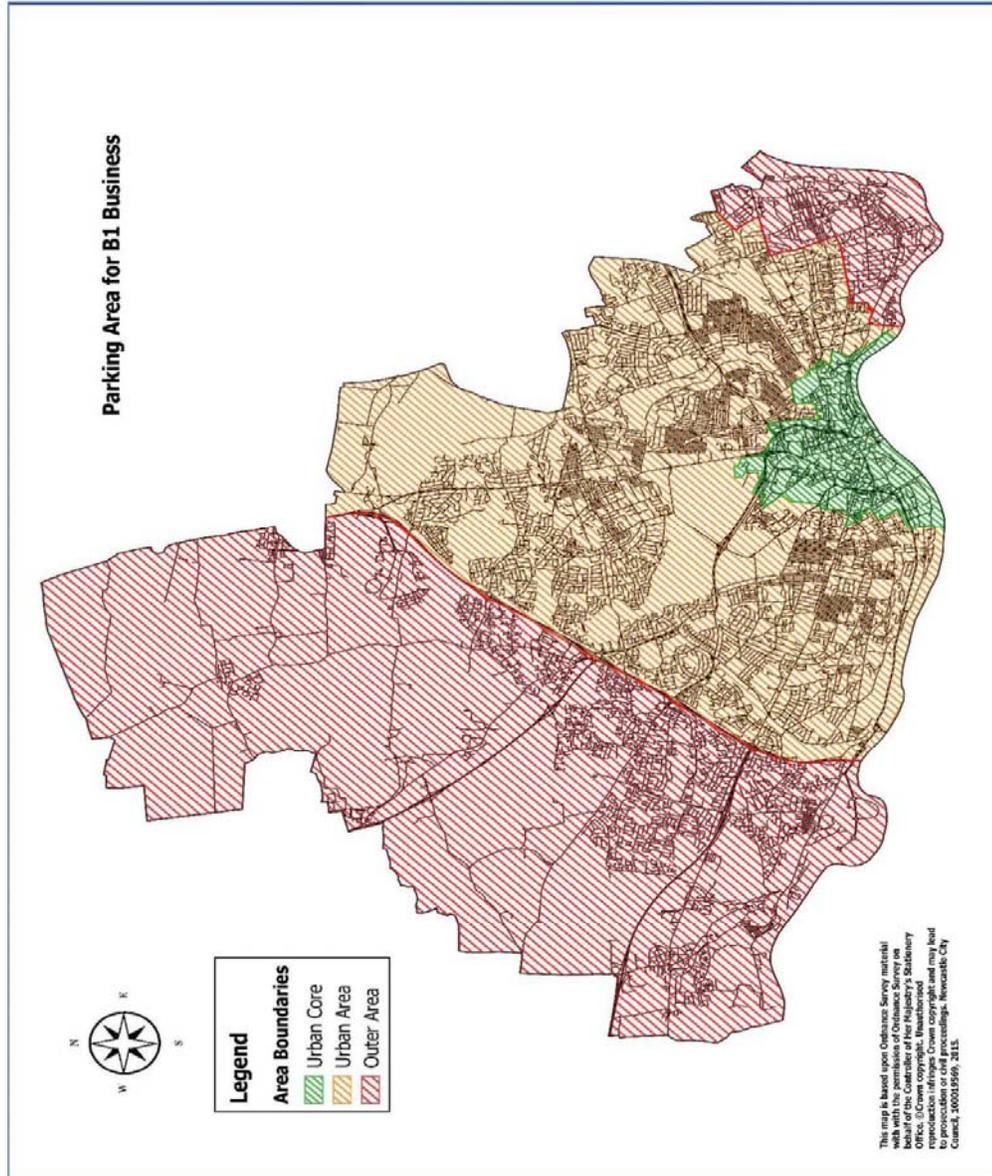
$$5 \times 2.4 = 12$$

12 spaces are required, 2 of which are communal.

**Appendix 2**  
**City Centre Area**



**Appendix 3**  
Parking level areas for B1 accommodation.



## Appendix 4

Car parking levels for non residential uses  
Floor spaces figures are gross floor areas

Use Class	City Centre	Urban Areas	Outer Areas
<b>A1 – Shops</b>			
Food Retail (GFA less than 250sqm)	0	1 per 80sqm	
Non Food Retail (GFA less than 800sqm) DIY stores (internal and external GFA)	0	1 per 50sqm	
Garden Centres (internal and external GFA)	0	1 per 33sqm	
		1 per 54sqm	
<b>A2 – Financial and Professional Services</b>			
Financial and Professional Services	0	1 per 50sqm	
<b>A3 – Restaurants and Cafes</b>			
Restaurants and Cafes	0	1 per 8 covers	
<b>A5 – Hot Food Take-away</b>			
Hot food takeaways	0	1 per 26sqm	
<b>B1 – Business</b>			
Business	1 per 200sqm	1 per 50sqm	1 per 33sqm
<b>B2 – General Industry</b>			
General Industrial Use	0	1 per 50sqm	
Vehicle Repair Garages	3 per MOT or vehicle service bay	3 per MOT or vehicle service bay	
<b>B8 – Storage or Distribution</b>			
Storage and Distribution (internal and external GFA)	0	1 per 50sqm for first 200sqm of individual unit then 1 per	

		200sqm gross floor area.	
<b>C1 – Hotels</b>			
Hotels, Boarding Houses and Guest Houses	0	75 percent of total bedrooms. Additional parking required if leisure and conferencing facilities	
<b>C2 – Residential Institutions</b>			
Convalescent/ Nursing Homes	0	1 per unit of wardens accommodation/ resident staff, 1 per 2 non resident staff, 1 per 8 bed spaces	
<b>D1 – Non Residential Institutions</b>			
Crèches and Day Nurseries	0	1 per 2 staff, 1 per 5 pupils	
Clinics/ Health Centres/ Consulting Rooms	0	3 per consulting room	
Non residential education and training centres	0	1 per member of full time teaching staff, adequate pick up and drop off area	
<b>D2 – Assembly and Leisure</b>			
Gymnasiums	0	1 per 30sqm	

## Appendix 5

### Cycle Parking Levels

Floor spaces figures are gross floor areas

Use Class	Minimum parking level	Notes
<b>A1 Shops</b>		
Small shops (less than 500sqm)	2 spaces per 250sqm for staff plus 2 per 300sqm	
Supermarkets (500 – 2500sqm)	2 spaces per 375sqm for staff plus 2 per 300sqm	
Superstores (more than 2500sqm) Hypermarket, DIY centre, Garden Centre, Builders Merchants	2 spaces per 600sqm for staff plus 2 per 300sqm	Floor area used in calculations should include any outdoor sales/ display area
Retail Warehouses	2 spaces per 750sqm for staff and visitors.	
<b>A2 Financial and Professional Services</b>		
Financial and professional services	2 spaces per 250sqm for staff and visitors.	
<b>A3 Restaurants and Cafes</b>		
Restaurants, snack bars and cafes	2 spaces per 50sqm for staff and visitors.	
<b>A5 Hot Food Takeaways</b>		
Hot Food Takeaways	2 spaces per 80sqm for staff and visitors	
<b>B1 Business</b>		
Offices, research and development, light industry	2 spaces per 375sqm for staff. Additional provision required for visitors.	
<b>B2 Industrial</b>		
General industrial Use	2 spaces per 500sqm for staff	
Vehicle Repair Garage	2 spaces per 500sqm for staff	
<b>B8 Storage and Distribution</b>		
Storage and Distribution <b>C1</b>	2 spaces per 750sqm for staff and visitors	
<b>Hotels</b> Hotels,		
Boarding Houses and Guest Houses	2 spaces per 10 bedrooms for staff and visitors.	Where hotels include restaurants and bars open to non residents, the appropriate cycle provision for these areas should be added
<b>C2 Residential Institutions</b>		
Residential Schools and Colleges	2 spaces per 4 bed spaces	Staff parking requirement should be calculated on

		the basis of the maximum number of staff present at any time.
Convalescent/ Nursing Homes	2 spaces per 3 flats or bedrooms for resident staff, and 2 spaces per 15 non resident staff	Staff parking requirement should be calculated on the basis of the maximum number of staff present at any time.
Hospitals/ Inpatient clinics	2 spaces per 20 beds	
<b>C3 Dwelling Houses</b>		
Houses	Must be accessible by cycle. Dwellings without garages must contain adequate internal storage for cycles. 1 space per unit.	
Flats	Long stay: 1 space per unit. Short stay: 2 spaces or 1 per 16 units, whichever is higher	
Purpose Built Student Accommodation	10 % of total number of bedrooms with space	Appropriate visitor provision is required
<b>D1 Non Residential Institution</b>		
Day nursery and Crèches	2 spaces per 15 staff. Additional provision required for visitors.	
Doctors, Dentists and Veterinary practices	2 spaces per 15 staff, plus 2 per 2 consulting room	
Primary Schools	2 spaces per 225 pupils for staff Cycle storage which allows for a 10% increase in pupils cycling	Staff cycle parking requirements calculated on basis of maximum number employed at any time including part time and auxiliary staff
Secondary Schools, Colleges, Higher Educational Establishments	2 spaces per 225 pupils for staff Cycle storage which allows for a 10% increase in pupils cycling	Staff cycle parking requirements calculated on basis of maximum number employed at any time including part time and auxiliary staff
Art Galleries, Museums, Public Halls, Exhibition Halls	2 spaces per 15 staff, plus 2 spaces per 100sqm	
Libraries	2 spaces per 15 staff, plus 2 spaces per 50sqm	
Places of Worship or Religious Instruction	2 spaces per 50sqm	
<b>D2 Assembly and Leisure</b>		

Cinemas, Concert Halls, Bingo Halls, Casinos	2 spaces per 15 staff, plus 2 per 50 sqm	
Sports clubs and centres, sports grounds, swimming pools, skating rinks etc	2 spaces per 10 staff, plus 2 spaces per 10 players, based on maximum number capable of playing	Additional provision required if bars and restaurants on site.
<b>Sui Generis</b>		
Theatres	As for Concert Halls (D2)	
Amusement Arcades/ Funfairs	As for Sports Clubs (D2)	
Launderettes, Petrol Filling Stations, Car showrooms	As for A1 small shops	
Hostels	2 spaces per 8 bedrooms	
Sales rooms	2 spaces per 600sqm for staff, plus 2 spaces per 300sqm	

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