Transport Assessments, Travel Plans and Parking

Interim Planning Guidance for Newcastle upon Tyne
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This information can be made available in large print, Braille, audio and other languages. Please telephone 0191 2116056 for further information
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To achieve its vision for the long term future and well being of the City, the Council will,

“improve the quality of life for our people in our communities and play a leading role in the sustainable growth and prosperity of the region.”

NCC Vision and Values, 2009
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCSF</td>
<td>Department for Children, Schools and Families</td>
</tr>
<tr>
<td>DfT</td>
<td>Department for Transport</td>
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<tr>
<td>GFA</td>
<td>Gross Floor Area</td>
</tr>
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<td>IPG</td>
<td>Interim Planning Guidance</td>
</tr>
<tr>
<td>ITB</td>
<td>Influencing Travel Behaviour</td>
</tr>
<tr>
<td>LDF</td>
<td>Local Development Framework</td>
</tr>
<tr>
<td>LPA</td>
<td>Local Planning Authority</td>
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<tr>
<td>NCC</td>
<td>Newcastle City Council</td>
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<tr>
<td>PPG</td>
<td>Planning Policy Guidance</td>
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<tr>
<td>PTW</td>
<td>Powered Two Wheelers</td>
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<tr>
<td>RSS</td>
<td>Regional Spatial Strategy</td>
</tr>
<tr>
<td>SEN</td>
<td>Special Educational Needs</td>
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<tr>
<td>STP</td>
<td>School Travel Plan</td>
</tr>
<tr>
<td>TA</td>
<td>Transport Assessment</td>
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<tr>
<td>TP</td>
<td>Travel Plan</td>
</tr>
<tr>
<td>TS</td>
<td>Transport Statement</td>
</tr>
<tr>
<td>UDP</td>
<td>Unitary Development Plan</td>
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</table>
Definitions

**Habitable Room** - A room used, or intended to be used, for dwelling purposes, including a kitchen.

**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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1 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 IPG 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. To manage growth and travel demand effectively.
3. Widen sustainable transport choices and ensure developments are accessible by public transport, walking and cycling.
4. Promote travel planning and influence travel behaviour.
5. Ensure parking at an appropriate level is available and accessible.
6. Seek contributions where appropriate to improve transport infrastructure and services as part of development in particular areas.
7. Integrated community, environmental, social and economic outcomes.
Section 2

Context

Various planning policy, related plans and guidance have a direct influence on this IPG 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 IPG expands on polices and contains practical advice on Transport Assessments, Travel Plans and Parking to support development.

2.1 Planning Policy Context

2.1.1 Regional Spatial Strategy (RSS)

The Regional Spatial Strategy (RSS) is regional planning guidance for the North East which was published in 2008. It replaces the Regional Planning Guidance in the Development Plan for Newcastle and is a statutory part of our Local Development Framework. The RSS sets out the long term strategy for spatial development of the North East Region.

Policies within the RSS are material considerations. They are delivered through the preparation of the Local Development Frameworks (LDF) and Local Transport Plans (LTP) and strategic development control polices which are to be implemented directly through the grant or refusal of planning permission. Policy 53 covers demand management measures and Policy 54 covers Parking and Travel Plans. Policy 53 and 54 are of direct relevance and this IPG conforms to policy 53 and 54 of the RSS.

2.1.2 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 emerging LDF 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 IPG supplements the following saved UDP polices:

**Traffic Management**
T2

**Parking**
T4.5

**Pedestrians and Cyclists**
T5.2 and T5.3

**Highway Improvements**
T.6

**Provision of Transport Infrastructure**
T7.1 and T7.2

2.1.3 Wider Planning Policy Framework
The following is a list of existing policy, relevant policy and strategy documents that have been considered as part of this IPG.

PPS1 sets out the government’s key principles, which support the core principal of sustainable development that underpins planning. The following key principals are relevant to the document. Planning should:

- Address the causes and potential impacts of climate change (for example by reducing the need to travel by private car).
- Promote high quality inclusive design in the layout of new developments, and individual buildings, in terms of their function and impact.
- Prepare development plans that include clear, comprehensive and inclusive access policies in terms of both location and physical access.

Planning Policy Statement 3; *Housing* (PPS3) (2006)
This highlights that proposed development should:

- be easily accessible and well connected to public transport and community facilities and services, well laid out so that all the space is used effectively, and is safe,
accessible and user friendly;
• take a design led approach to the provision of car parking space, which is well integrated with high quality public realm, and streets that are pedestrian cycle and vehicle friendly.

The key objective for town centres is to promote their vitality and viability by improving accessibility. This means ensuring that an existing or new development is, or will be accessible and well served by a choice of transport means.

Planning Policy Guidance 13: Transport (PPG13) (2001) seeks to:
• reduce the need to travel especially by car;
• promote accessibility to jobs, retail leisure facilities and services by public transport, cycling and walking;
• promote sustainable transport choice;
• use parking policies alongside other planning and transport measures to promote sustainable transport choices and reduce the reliance on the car;
• prioritise people over the car.

PPG13 requires a Transport Assessment (TA) to be prepared and submitted with a planning application where a new development is likely to have significant transport implications. It will be used to assess the impact of the development on transportation and accessibility.

2.2 Other Plans and Guidance

Department of Transport Guidance on Transport Assessments (2007) is available to aid stakeholders in determining whether an assessment is required. It provides guidance on the content and preparation of Transport Assessments and Statements. Travel Planning is an important element of this guidance.

Circular 02/2007 ‘Planning and the Strategic Road Network’ from the Department for Transport (2007) explains how the Highway Agency on behalf of the Secretary of State will
participate in all stages of the planning process with Government Offices, regional and local planning authorities.

The Sustainable Communities Strategy is prepared by Local Strategic Partnerships as a set of goals and actions which they, in representing the residential, business, statutory and voluntary interests of a local area, wish to promote. The Sustainable Community Strategy should inform the local development framework and act as an umbrella for all other strategies devised for the local area.

The Newcastle Partnerships Sustainable Community Strategy and Local Area Agreement (2008 – 2011) identifies five big challenges that need to be addressed now in order to secure the long term success of Newcastle. This is an important document to take the city forward. The five big challenges are:

- Driving economic competitiveness and enabling all our communities to participate in the economy
- Long term demographic change and health
- Creating opportunities from climate change
- Housing and Communities
- Addressing the causes and symptoms of child poverty

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

- The Local Transport Plan 2 (LTP 2) 2006 -2011;
- The Local Transport Plan 3 (LTP 3) 2011-2016.
- 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 Right 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/wwwfileroot/regen/plantrans/ValidationTWfinalversionrb.pdf

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

This IPG is relevant to new development, changes of use of buildings and land, as well as alterations to existing buildings when a planning application 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, the Highways Agency, in accordance with circular 02/2007 would require to be consulted upon any development that would cause a material 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 Department for Transport Guidance on Transport Assessments (2007).

The Tyne and Wear validation check list can be found at http://www.newcastle.gov.uk/wwwfilerooot/regen/plantrans/ValidationTWfinalversionrb.pdf

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 overleaf.
Table 1: Thresholds based on size and scale of land use triggering the need for a Transport Assessment, Transport Statement and Travel Plan (Department for Transport - Guidance on Transport Assessments 2007)

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Description of development</th>
<th>Size</th>
<th>Case by Case Analysis</th>
<th>TS</th>
<th>TA/TP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1-Food retail</td>
<td>Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.</td>
<td>GFA</td>
<td>&lt;250 sq.m</td>
<td>&gt;250 sq.m</td>
<td>&lt;800 sq.m</td>
</tr>
<tr>
<td>A1-Non-food retail</td>
<td>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.</td>
<td>GFA</td>
<td>&lt;800 sq.m</td>
<td>&gt;800 sq.m</td>
<td>&lt;1500 sq.m</td>
</tr>
<tr>
<td>A2-Financial &amp; Professional Services</td>
<td>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, principally where services are provided to visiting members of the public.</td>
<td>GFA</td>
<td>&lt;1000 sq.m</td>
<td>&gt;1000 sq.m</td>
<td>&lt;2500 sq.m</td>
</tr>
<tr>
<td>A3-Restaurants and Cafés</td>
<td>Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).</td>
<td>GFA</td>
<td>&lt;300 sq.m</td>
<td>&gt;300 sq.m</td>
<td>&lt;2500 sq.m</td>
</tr>
<tr>
<td>A4-Drinking Establishments</td>
<td>Use as a public house, wine-bar or other drinking establishment.</td>
<td>GFA</td>
<td>&lt;300 sq.m</td>
<td>&gt;300 sq.m</td>
<td>&lt;600 sq.m</td>
</tr>
<tr>
<td>A5-Hot food takeaway</td>
<td>Use for the sale of hot food for consumption on or off the premises.</td>
<td>GFA</td>
<td>&lt;250 sq.m</td>
<td>&gt;250 sq.m</td>
<td>&lt;500 sq.m</td>
</tr>
</tbody>
</table>
| 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 |
<p>| 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 | &lt;2500 sq.m | &gt;2500 sq.m | &lt;4000 sq.m | &gt;4000 sq.m |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>GFA</th>
<th>Area (sq.m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B8-Storage or distribution</td>
<td>Storage or distribution centres – wholesale warehouses, distribution centres and repositories.</td>
<td>GFA</td>
<td>&lt;3000 sq.m  &gt;3000 sq.m  &gt;5000 sq.m</td>
</tr>
<tr>
<td>C1-Hotels</td>
<td>Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.</td>
<td>Bedro m</td>
<td>&lt;75 bedrooms  &gt;75 bedrooms  &gt;100 bedrooms</td>
</tr>
<tr>
<td>C2-Residential institutions - hospitals, nursing homes</td>
<td>Used for the provision of residential accommodation and care to people in need of care.</td>
<td>Beds</td>
<td>&lt;30 beds  &gt;30 beds  &gt;50 beds</td>
</tr>
<tr>
<td>C2-Residential institutions - residential education</td>
<td>Boarding schools and training centres.</td>
<td>Students</td>
<td>&lt;50 students  &gt;50 students  &gt;150 students</td>
</tr>
<tr>
<td>C2-Residential institutions - residential education</td>
<td>Homeless shelters, accommodation for people with learning difficulties and people on probation.</td>
<td>Residents</td>
<td>&lt;250 residents  &gt;250 residents  &gt;400 residents</td>
</tr>
<tr>
<td>C3-Dwelling houses</td>
<td>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.</td>
<td>Dwellings</td>
<td>&lt;50 units  &gt;50 units  &gt;80 units</td>
</tr>
<tr>
<td>D1-Non-residential Institutions</td>
<td>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.</td>
<td>GFA</td>
<td>&lt;500 sq.m  &gt;500 sq.m  &gt;1000 sq.m</td>
</tr>
<tr>
<td>D2-Assembly and leisure</td>
<td>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.</td>
<td>GFA</td>
<td>&lt;500 sq.m  &gt;500 sq.m  &gt;1500 sq.m</td>
</tr>
</tbody>
</table>
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. 
  [http://www.tyneandwearltp.co.uk/core.nsf/a/ltp2_airquality](http://www.tyneandwearltp.co.uk/core.nsf/a/ltp2_airquality)
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 for liaison with the Highways Agency at an early stage. The coverage and detail of the TA/TS will also need to be agreed with the Highways Agency.

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 public transport, cycling and walking 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.

4.4 What content is expected in 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 overleaf 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, where applicable;
- 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 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 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 on the preparation of a Transport Assessment and Transport Statement at:

http://www.dft.uk/pgr/regional/transportassessments/guidanceonta
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 and 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 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. For more information read DfT (2009) Good Practice Guidelines: Delivering Travel Plans through Planning Process.
5.3 When is a Travel Plan required?

Table 1 (page 16) 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. The Tyne and Wear validation check list provides details of the supporting information required when submitting your planning application.

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
A 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: (Source: 2009 Good Practice Guidelines: Delivering Travel Plans through Planning Process)

<table>
<thead>
<tr>
<th>Stage</th>
<th>Activity</th>
</tr>
</thead>
</table>
| Scoping                | • Applicant establishes the **need** 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.  
                           • Applicant and authority agree the **type** of travel plan required – framework, interim, full, area.  
                           • Applicant agrees the **requirements** for the TA/TP with the local planning and transport authorities. Exchange contact details.  
                           • Applicant and authority agree how the TA/TP is to be **integrated**; establish and agree any base line data, key outcomes sought and assumptions to be used if appropriate. |
| Pre-application discussions | • Applicant submits draft TA/TP for initial evaluation by the local authority.  
                               • Authority gives **feedback** to applicant to enable review of the assessment and travel plan.  
                               • Applicant undertakes informal **consultation** on proposed application and the associated travel plan.  
                               • Applicant and local planning authority undertake **negotiations** including the local highway/transport authority and others who will be party to any legal agreements such as Highways Agency and transport operators.  
                               • **Local authority and applicant agree draft terms** of legal agreement and extent of any conditions if appropriate. |
| Submission             | • Developer submits final TA/TP with planning application.  
                           • Authority carries out further/final evaluation of plan to determines its ‘fitness for purpose’  
                           • Local planning authority undertakes statutory consultation  
                           • 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. |

Determine planning application and grant permission
| Monitoring Post determination of planning application and pre-occupation | • Authority enters details of travel plan into iTRACE database, including contact details.  
• 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.  
• Developer/occupier commences implementation of measures, including completing full travel plan where relevant. |
| Occupation | • Occupier/developer ensures **full implementation** of travel plan including completion of full travel plan where relevant.  
• 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.  
• Authority checks that all necessary **handover of responsibilities from developer to occupier**. |
| Post-occupation | • Occupier (or agent) **monitors** travel plan outcomes as set out in a planning condition or agreement.  
• Occupier or other approved party **collects** data at appropriate times in agreed form.  
• Authority ensures any **on-going measures** continue to be delivered.  
• Occupier and authority undertake review process to agreed **timescales**.  
  ▪ If outcomes agreed and in line with **targets**, continue to monitor.  
  ▪ If outcomes not in line with targets considers amendments to plan. |
| Default | • We will consider use of default mechanisms if outcomes not delivered and amendments cannot be agreed with developer/occupier. |
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.

<table>
<thead>
<tr>
<th>Key element</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background</strong></td>
<td>Explaining site, location, and numbers of people, measures already in place, current share of travel methods, if known and reason for producing the plan.</td>
</tr>
<tr>
<td><strong>Scope of the plan</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td>Stating what the plan is trying to achieve (e.g. reduction in single car users, increase in walking, cycling and public transport use).</td>
</tr>
<tr>
<td><strong>Measures/Action Plan</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Surveys</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Targets/Indicators</strong></td>
<td>Identifying targets against which the effectiveness of each measure will be reviewed (including short medium and long term milestones).</td>
</tr>
<tr>
<td><strong>Monitoring</strong></td>
<td>Setting out arrangements for the review and monitoring of the plan on an ongoing basis to determine whether objectives are being met.</td>
</tr>
<tr>
<td><strong>Marketing and Promotion</strong></td>
<td>A strategy for communicating the travel plan to all site users, including:</td>
</tr>
<tr>
<td></td>
<td>▪ Raising awareness of sustainable travel options</td>
</tr>
<tr>
<td></td>
<td>▪ Promoting individual measures and initiatives</td>
</tr>
<tr>
<td></td>
<td>▪ Disseminating travel information from the outset and on an ongoing basis.</td>
</tr>
</tbody>
</table>
More information on content of travel plans can be found at [www.gosmarter.co.uk](http://www.gosmarter.co.uk).

School Travel Plans must meet the Quality Assurance standards set by the Department for Children, Schools and Families. More information and guidance is available on Teachernet at [www.teachernet.gov.uk](http://www.teachernet.gov.uk) or 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

<table>
<thead>
<tr>
<th>Key Element</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Plan Co-ordinator</td>
<td>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.</td>
</tr>
<tr>
<td>Implementation programme</td>
<td>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.</td>
</tr>
<tr>
<td>Site assessment</td>
<td>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.</td>
</tr>
<tr>
<td>Aims/Objectives</td>
<td>Clearly defined aims and objectives in relation to travel modes</td>
</tr>
<tr>
<td>Governance</td>
<td>Governance arrangements between the developer and future occupier need to be outlined.</td>
</tr>
</tbody>
</table>

**Case Study: Brunton First School**

An Interim School Travel Plan for the new Brunton First School was drafted by the Head Teacher as part of the planning process. The aims and objectives of the School Travel Plan were adopted by the Governors prior to the opening of the school and the built in to curriculum. Once the school was opened, a Final School Travel Plan was submitted including data on how pupils travelled and how they would like to travel.
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.

The Highways Agency can also provide support and advise through their Influencing Travel Behaviour Programme, for more information contact the Influencing Travel Behaviour Manager.

5.6.2 Toolkit of Travel Plan Measures

There are a wide variety of measures that can be used to achieve a mode shift. 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 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 Metro 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

Case Study: St Oswald’s RC Primary
The school introduced a Walk Once a Week Scheme with badges for those walking every Wednesday. Car use dropped from 72% to 58%. Pupils have now developed Five, Ten and Fifteen Minutes Walking Zones and promoted these through a school assembly.

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;
• maps showing cycle routes to the site; and
• high profile cycle 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.

Case Study: Newcastle City Council Travel Office
In 2006 the City Council set up a dedicated Travel Office which offers staff a range of sustainable alternatives to using a private vehicle for travel to work and travel at work. The office is staffed with 3 full time members of staff and oversees pool car bookings, bike to work scheme, public transport ticketing, and corporate travel.

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.

Case Study: Newcastle upon Tyne Hospitals NHS Foundation Trust
Since 2003, the Trust has had a full time dedicated travel plan co-ordinator, who oversees the development and implementation of the Trust wide travel plan covering three hospital sites across Newcastle. The post is cost neutral to the Trust through reserving a % of the public transport ticketing scheme that is provided to staff.
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: iTRACES 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. |
| 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. |

School Travel Plans should meet the QA standards set out by the Department for Children, Schools and Families.
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 parking spaces and any problems of overspill parking; and
• travel diaries.

Case Study: Newcastle University
Between 2006 and 2008, Newcastle University saw a decrease of 10% in single car occupancy, which meant they had already exceeded their 2011 target for an overall reduction to 29%.

5.8.2 School Travel Plan Monitoring

Monitoring and review of objectives and targets is built into School Travel Plans (STPs) and the plans must state how and when the STP itself will be reviewed.

On the travel patterns, all Local Authority schools in Newcastle are required to complete a return on their pupils’ mode of travel to school as part of the January school census. The census uses nationally agreed categories so that comparisons can be made year on year as well as locally and nationally.

Only one question is asked in the school census – how do you usually travel to school? For completion of an STP to approved standards, schools must also ask their pupils how they would prefer to travel. New and redeveloped schools must ask all of their pupils this question within a year of occupying the site and include this information in their STP review.

All draft, new or reviewed STP documents shall be submitted to Newcastle City Council’s School Travel Advisor for approval.
Section 6
Car Parking – residential and non residential

PPG 13 objective is to integrate planning and transport and promote sustainable transport choices. Government policy is to effectively manage car use by locating development in accessible locations or ensuring the accessibility improvements are secured. Development is to be accessible by public transport and people should be able to access local facilities and services on foot and by bicycle. The aim is to increase the number of sustainable trips.

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.

6.1 Residential Car Parking Levels

Residential car parking levels apply citywide and are **maximums**. The residential parking levels shown in Appendix 3 are Newcastle averages generated from 2001 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 maximum 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.
The parking requirements apply citywide and contributions will be sought accordingly where adopted developer contribution models apply. The adopted developer contribution models are discussed in section seven 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 may be required in such instances.

**Student Accommodation**

Student accommodation (Class C3) maximum 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 information follows 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 1.

**6.1.1 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.

6.1.2 Garages – parking dimensions for acceptable spaces
From a survey of recent residential properties in parts of Newcastle, only a proportion of properties with garages use these garages for their car. 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.

6.1.3 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. Lifetime Homes recommend where there is parking next to the home, it should be capable of enlargement to 3.3m. Lifetime Homes identify 16 design features that create a flexible blueprint for accessible and adaptable accommodation to increase choice, independence and longevity of tenure, vital to individual and community well being. (www.lifetimeshomes.org.uk)

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.

6.1.4 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

6.1.5 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.
6.1.6 Disabled Parking Requirements

For on street and unallocated parking it is recommended that 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 Transports 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.

6.2 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 from the Newcastle Tourist Board, 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 1, 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 2 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. Requirements are **maximums**, but 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 through 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.

**6.2.1 Disabled Parking Requirements**

It is recommended that 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 each side.
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.

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.

Further information can be sought from Department for Transports publication Parking for Disabled People Traffic Advisory Leaflet 05/95 (Published 2004). Available at www.dft.gov.uk

6.3 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. Since June 2009, there have car club vehicles located across the city provided by our operation Option C.

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 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.
Section 7
Developer contribution models

The City Council has adopted developer contribution models either for specific policy objectives or to address issues of accessibility arising from numerous potential development sites clustered in a confined geographical area. In transportation terms there are three distinct contribution models types, the City Centre Accessibility Developer Contribution Model, the Redheugh Bridgehead Developer Contribution Model and the Ouseburn Parking and Accessibility Study.

The City Centre Accessibility Developer Contribution Model was approved by Planning and Transport Strategy Committee in June 2007. This 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.

The Redheugh Bridgehead Developer Contribution Model is explained in Appendix B of the City Centre Accessibility Developer Contribution Model. This was originally approved in May 2000 and has been retained as the Council is actively pursuing improvement to the Redheugh Bridgehead. The contribution area is confined to around St.James Boulevard.

The Ouseburn Parking and Accessibility Study was approved by the Council on 19th March 2003. It addresses the development pressures on the Ouseburn area and also the accessibility and parking issues faced by much of the area. Contributions are zoned to particular sub areas that take account of the relative differences in accessibility needs.

In respect of the Urban Area parking requirements detailed in this report they are applicable to the Ouseburn, and contributions will be sought accordingly in accordance
with the Ouseburn Parking and Accessibility Study.

As part of the development of the Core Strategy, developer contribution models will be revisited.
Section 8
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 policies. 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 Centres, 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.

The documents LTN 2/08 Cycle Friendly Infrastructure (CID) published by the Department of Transport 2008, and “Cycle parking Information Sheet FF37”, published jointly by Sustrans and CTC should be consulted for more detail.
8.1 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

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

### 8.2 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.

### 8.3 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 only provide long stay spaces.
8.4 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 bicycles 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.

In flats, cycle parking has often been inadequately provided for in the past so that cycles have had to be stored in hallways or carried up flights of stairs. This is not acceptable in new developments, since cycle ownership and use is to be encouraged.

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.

8.5 Cycle parking levels

Cycle parking levels by development type are detailed in appendix 5. Figures are based upon best practice and are considered appropriate by cycle users.
Section 9
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.

Guidance on motorcycle parking is contained in the Department for Transport Traffic Advisory Leaflet 02/02 (published 2005). General advice on designing highways to meet the needs of motorcycles is given in the Institute of Highways Engineers (IHIE) guidelines 2005.

PTW should not utilise cycle parking facilities. Design and access arrangements should discourage this occurring.
Appendix 1 – City Centre Area
Appendix 2
Parking level areas for B1 accommodation.
### Appendix 3 -
Maximum residential parking levels (citywide)

<table>
<thead>
<tr>
<th>Residential Accommodation</th>
<th>Number of allocated spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>No allocated spaces</td>
</tr>
<tr>
<td>3 rooms</td>
<td>0.5</td>
</tr>
<tr>
<td>4 rooms</td>
<td>1.1</td>
</tr>
<tr>
<td>5 rooms</td>
<td>1.8</td>
</tr>
<tr>
<td>6 rooms</td>
<td>2.3</td>
</tr>
<tr>
<td>7 rooms</td>
<td>2.5</td>
</tr>
<tr>
<td>8 rooms</td>
<td>2.6</td>
</tr>
</tbody>
</table>

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 x 1.1 = 5.5
6 communal spaces are required.

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

5 x 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 x 2.4 = 12
12 spaces are required, 2 of which are communal.
### Appendix 4

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

<table>
<thead>
<tr>
<th>Use Class</th>
<th>City Centre</th>
<th>Urban Areas</th>
<th>Outer Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1 – Shops</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Retail (GFA less than 250sqm)</td>
<td>0</td>
<td>1 per 80sqm</td>
<td></td>
</tr>
<tr>
<td>Non Food Retail (GFA less than 800sqm)</td>
<td>0</td>
<td>1 per 50sqm</td>
<td></td>
</tr>
<tr>
<td>DIY stores (internal and external GFA)</td>
<td>0</td>
<td>1 per 33sqm</td>
<td></td>
</tr>
<tr>
<td>Garden Centres (internal and external GFA)</td>
<td>0</td>
<td>1 per 54sqm</td>
<td></td>
</tr>
<tr>
<td><strong>A2 – Financial and Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial and Professional Services</td>
<td>0</td>
<td></td>
<td>1 per 50sqm</td>
</tr>
<tr>
<td><strong>A3 – Restaurants and Cafes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurants and Cafes</td>
<td>0</td>
<td></td>
<td>1 per 8 covers</td>
</tr>
<tr>
<td><strong>A5 – Hot Food Take-away</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot food takeaways</td>
<td>0</td>
<td></td>
<td>1 per 26sqm</td>
</tr>
<tr>
<td><strong>B1 – Business</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>1 per 200sqm</td>
<td>1 per 50sqm</td>
<td>1 per 33sqm</td>
</tr>
<tr>
<td><strong>B2 – General Industry</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Industrial Use</td>
<td>0</td>
<td></td>
<td>1 per 50sqm</td>
</tr>
<tr>
<td>Vehicle Repair Garages</td>
<td>3 per MOT or vehicle service bay</td>
<td></td>
<td>3 per MOT or vehicle service bay</td>
</tr>
<tr>
<td><strong>B8 – Storage or Distribution</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage and Distribution (internal and external GFA)</td>
<td>0</td>
<td></td>
<td>1 per 50sqm for first 200sqm of individual unit then 1 per 200sqm gross floor area.</td>
</tr>
<tr>
<td><strong>C1 – Hotels</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotels, Boarding Houses and</td>
<td>75 percent of total bedrooms. Additional parking required if leisure and</td>
</tr>
<tr>
<td>Guest Houses</td>
<td>conferencing facilities</td>
</tr>
<tr>
<td>C2 – Residential Institutions</td>
<td>0.1 per unit of wardens accommodation/resident staff, 1 per 2 non resident</td>
</tr>
<tr>
<td></td>
<td>staff, 1 per 8 bed spaces</td>
</tr>
<tr>
<td>D1 – Non Residential Institutions</td>
<td></td>
</tr>
<tr>
<td>Crèches and Day Nurseries</td>
<td>0.1 per 2 staff, 1 per 5 pupils</td>
</tr>
<tr>
<td>Clinics/ Health Centres/</td>
<td>3 per consulting room</td>
</tr>
<tr>
<td>Consulting Rooms</td>
<td>Non residential education and training centres</td>
</tr>
<tr>
<td></td>
<td>1 per member of full time teaching staff, adequate pick up and drop off</td>
</tr>
<tr>
<td></td>
<td>area</td>
</tr>
<tr>
<td>D2 – Assembly and Leisure</td>
<td>0.1 per 30sqm</td>
</tr>
<tr>
<td>Gymnasiums</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 5
Cycle Parking Levels
Floor spaces figures are gross floor areas

<table>
<thead>
<tr>
<th>Use Class</th>
<th>Minimum parking level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1 Shops</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small shops (less than 500sqm)</td>
<td>2 spaces per 250sqm for staff plus 2 per 300sqm</td>
<td></td>
</tr>
<tr>
<td>Supermarkets (500 – 2500sqm)</td>
<td>2 spaces per 375sqm for staff plus 2 per 300sqm</td>
<td></td>
</tr>
<tr>
<td>Superstores (more than 2500sqm)</td>
<td>2 spaces per 600sqm for staff plus 2 per 300sqm</td>
<td>Floor area used in calculations should include any outdoor sales/ display area</td>
</tr>
<tr>
<td>Hypermarket, DIY centre, Garden Centre, Builders Merchants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail Warehouses</td>
<td>2 spaces per 750sqm for staff and visitors.</td>
<td></td>
</tr>
<tr>
<td><strong>A2 Financial and Professional Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial and professional services</td>
<td>2 spaces per 250sqm for staff and visitors.</td>
<td></td>
</tr>
<tr>
<td><strong>A3 Restaurants and Cafes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurants, snack bars and cafes</td>
<td>2 spaces per 50sqm for staff and visitors.</td>
<td></td>
</tr>
<tr>
<td><strong>A5 Hot Food Takeaways</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Food Takeaways</td>
<td>2 spaces per 80sqm for staff and visitors</td>
<td></td>
</tr>
<tr>
<td><strong>B1 Business</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offices, research and development, light industry</td>
<td>2 spaces per 375sqm for staff. Additional provision required for visitors.</td>
<td></td>
</tr>
<tr>
<td><strong>B2 Industrial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General industrial Use</td>
<td>2 spaces per 500sqm for staff</td>
<td></td>
</tr>
<tr>
<td>Vehicle Repair Garage</td>
<td>2 spaces per 500sqm for staff</td>
<td></td>
</tr>
<tr>
<td><strong>B8 Storage and Distribution</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Calculation</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Storage and Distribution</td>
<td>2 spaces per 750sqm for staff and visitors</td>
<td></td>
</tr>
<tr>
<td><strong>C1 Hotels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotels, Boarding Houses and Guest</td>
<td>2 spaces per 10 bedrooms for staff and visitors.</td>
<td>Where hotels include restaurants and bars open to non residents, the</td>
</tr>
<tr>
<td>Houses</td>
<td></td>
<td>appropriate cycle provision for these areas should be added</td>
</tr>
<tr>
<td><strong>C2 Residential Institutions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Schools and Colleges</td>
<td>2 spaces per 4 bed spaces</td>
<td>Staff parking requirement should be calculated on the basis of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>maximum number of staff present at any time.</td>
</tr>
<tr>
<td>Convalescent/Nursing Homes</td>
<td>2 spaces per 3 flats or bedrooms for resident staff, and 2 spaces per 15</td>
<td>Staff parking requirement should be calculated on the basis of the</td>
</tr>
<tr>
<td></td>
<td>non resident staff</td>
<td>maximum number of staff present at any time.</td>
</tr>
<tr>
<td>Hospitals/Inpatient clinics</td>
<td>2 spaces per 20 beds</td>
<td></td>
</tr>
<tr>
<td><strong>C3 Dwelling Houses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Houses</td>
<td>Must be accessible by cycle. Dwellings without garages must contain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>adequate internal storage for cycles. 1 space per unit.</td>
<td></td>
</tr>
<tr>
<td>Flats</td>
<td>Long stay: 1 space per unit. Short stay: 2 spaces or 1 per 16 units, which</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ever is higher</td>
<td></td>
</tr>
<tr>
<td>Student Accommodation</td>
<td>2 spaces per 4 bed spaces</td>
<td></td>
</tr>
<tr>
<td><strong>D1 Non Residential Institution</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day nursery and Crèches</td>
<td>2 spaces per 15 staff. Additional provision required for visitors.</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Staff Requirements</td>
<td>Cycle Storage Requirements</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Doctors, Dentists and Veterinary practices</td>
<td>2 spaces per 15 staff, plus 2 per 2 consulting room</td>
<td>Staff cycle parking requirements calculated on basis of maximum number employed at any time including part time and auxiliary staff</td>
</tr>
<tr>
<td>Primary Schools</td>
<td>2 spaces per 225 pupils for staff</td>
<td>Cycle storage which allows for a 10% increase in pupils cycling</td>
</tr>
<tr>
<td>Secondary Schools, Colleges, Higher Educational Establishments</td>
<td>2 spaces per 225 pupils for staff</td>
<td>Cycle storage which allows for a 10% increase in pupils cycling</td>
</tr>
<tr>
<td>Art Galleries, Museums, Public Halls, Exhibition Halls</td>
<td>2 spaces per 15 staff, plus 2 spaces per 100sqm</td>
<td></td>
</tr>
<tr>
<td>Libraries</td>
<td>2 spaces per 15 staff, plus 2 spaces per 50sqm</td>
<td></td>
</tr>
<tr>
<td>Places of Worship or Religious Instruction</td>
<td>2 spaces per 50sqm</td>
<td></td>
</tr>
<tr>
<td><strong>D2 Assembly and Leisure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cinemas, Concert Halls, Bingo Halls, Casinos</td>
<td>2 spaces per 15 staff, plus 2 per 50 sqm</td>
<td>Additional provision required if bars and restaurants on site.</td>
</tr>
<tr>
<td>Sports clubs and centres, sports grounds, swimming pools, skating rinks etc</td>
<td>2 spaces per 10 staff, plus 2 spaces per 10 players, based on maximum number capable of playing</td>
<td></td>
</tr>
<tr>
<td><strong>Sui Generis</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatres</td>
<td>As for Concert Halls (D2)</td>
<td></td>
</tr>
<tr>
<td>Amusement Arcades/Funfairs</td>
<td>As for Sports Clubs (D2)</td>
<td></td>
</tr>
<tr>
<td>Launderettes, Petrol Filling Stations, Car showrooms</td>
<td>As for A1 small shops</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Hostels</td>
<td>2 spaces per 8 bedrooms</td>
<td></td>
</tr>
<tr>
<td>Sales rooms</td>
<td>2 spaces per 600sqm for staff, plus 2 spaces per 300sqm</td>
<td></td>
</tr>
</tbody>
</table>
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