

Parking Standards Supplementary Planning Document



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www.bracknell-forest.gov.uk/parkingstandardsspd

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1 Introduction and Context.

1.1 This Parking Standards Supplementary Planning Document (SPD) provides guidance on parking issues relating to new development and existing development. It replaces the Parking Standards SPD (2007). It forms part of the Council's planning framework and is a material consideration in the determination of planning applications.

1.2 The SPD:

- provides a parking strategy for dealing with existing parking problems for residential and business areas in the borough;
- updates existing parking standards for new residential, business and other development types;
- makes changes to the standards and how they are applied;
- links the new standards to surface water drainage requirements; and,
- updates the detailed guidance in the technical Annexes on residential and non-residential, disabled, cycle and motorcycle parking.

1.3 The SPD has been produced using:

- the borough's spatial vision, policy and guidance;
- technical and factual updates;
- survey work and consultation; and,
- Local knowledge, expertise and experience.

Status of the Parking Standards SPD

1.4 The Parking Standards SPD provides guidance to support the Development Plan policies and the Council's Local Transport Plan (LTP3). This SPD is a material consideration in the determination of planning applications. It supports the Council's planning and transport framework which includes:

- The Core Strategy Development Plan Document (2008);
- The Bracknell Forest Borough Local Plan (2002) and
- The Site Allocations Local Plan (2013);
- A number of guidance documents (SPDs); and,
- The Local Transport Plan (LTP3) which sets out the Council's strategic transport policies and schemes.

1.5 An effective strategy for dealing with parking issues is vital to deliver sustainable growth in the borough. A balanced approach to delivering parking standards can help stimulate growth and meet the needs of our residents. The Draft SPD therefore aims to deliver effective parking solutions while taking account of other planning considerations. It is not intended to suppress the use of the car, or to promote the car over other forms of transport such as walking, cycling or public transport.

1.6 This document updates the Council's existing parking standards to better reflect changing local circumstances. It includes a parking strategy for tackling existing parking problems within the borough. Many of our existing neighbourhoods were built when car ownership levels were much lower than they are today. This results in localised parking hotspots which cause problems for residents. Chapter 2 identifies a set of measures to tackle these issues.

1.7 The SPD allows some flexibility in the application of parking requirements where robust evidence demonstrates that this is appropriate. This does not mean that standards will be relaxed in every case nor will any case set a precedent for lower parking provision.

Problems with the existing parking standards for new development

- 1.8** The Council's 2007 Parking Standards SPD increased requirements from the previous average of 1.5 spaces per new dwelling to reflect the relatively high car ownership levels in the borough. Experience since 2007 has identified that the use of these standards can still result in parking issues on some new developments. One issue is that garages are often used for storage rather than parking. Another issue is parking which is located too far from the properties it serves. Both can result in cars being parked on streets rather than on plots or in designated areas.
- 1.9** Another issue is the impact of the morning and afternoon school runs. The Council is embarking on a programme to provide several new schools and expand some existing ones. It needs to ensure that effective parking solutions are delivered at the design stage, rather than the Council later having to implement costly parking solutions for problems which could have been avoided.

Balancing parking solutions with other considerations

- 1.10** The new parking standards and solutions seek to balance a number of issues. These include:
- Higher parking standards require more land thus lowering densities of development which in turn will result in more land being required for development
 - Increased standards tend to result in the over-dominance of car parking to the detriment of the street scene including the ability to include meaningful landscaping;
 - The need for effective storage solutions within new properties and a design led approach to achieve effective parking solutions for end-users; and,
 - The need for guidance on where there may be flexibility in the application of standards.

Evidence Review

- 1.11** This SPD is supported by evidence/information in seven key topic areas:

- A. Policy and guidance requirements.
- B. Census 2011 data.
- C. Residents Survey of new developments.
- D. Local knowledge.
- E. Other Local Authorities.
- F. Employment Survey and Employment Density Review.
- G. Places of Worship.

A summary of the evidence base can be viewed in the Consultation Draft Parking Standards SPD Evidence Background Paper which accompanies this document.

Consultation Details

- 1.12** The Draft SPD and its evidence were available for consultation for 6 weeks between the 19th October 2015 and the 30th November 2015. A number of responses were received and these have been considered in producing this final version of the SPD. The Consultation Statement gives full details of how the consultation was carried out and provides a summary of all response received and how they have been taken into account in producing the SPD.

2 Strategy for Existing Parking Issues

- 2.1** This section describes the Council's strategy for dealing with existing local parking problems. It provides information on all the measures currently undertaken to address existing parking problems and the preferred future strategy.

Context and evidence

- 2.2** Since many of the neighbourhoods and estates in the Borough have been built there has been a significant increase in car ownership. This has resulted in many streets not having sufficient parking for current needs. A lack of adequate parking has resulted in local tensions, neighbour disputes and unsatisfactory parking on verges and open spaces. This can erode the quality of life and cause inconvenience for residents. In some neighbourhoods the problems are exacerbated where the original parking solutions such as garage blocks are no longer used for parking and garage owners park elsewhere, including on streets which cannot always cope with the parking demands. The original parking is therefore not used and is no longer fit for purpose.
- 2.3** Certain local businesses have raised concerns over the need for additional parking to support their operations. In determining an appropriate way forward there is a need to provide flexibility for businesses to allow growth but without compromising relevant transport and planning policies. A balanced approach, providing access by all modes, should be achieved while recognising the aims of other policies. For example, providing business parking capacity and ignoring other measures such as public transport, cycling, etc. will simply encourage car use and increase congestion which in turn is detrimental to business growth and other environmental concerns. A balanced solution which includes parking provision, public transport, footways / cycleways and travel planning is necessary to provide an attractive and flexible environment for business to thrive.

Available Measures

- 2.4** The Council already undertakes a programme of local measures to help resolve existing parking problems. These are listed below and explained further in the following paragraphs:
- Residential Off-Street Parking Provision;
 - The Residents Parking Scheme;
 - Residential Disabled Persons Parking Bays;
 - On-street Waiting Restrictions;
 - Dropped Kerbs to Off-Street Parking; and,
 - Parking Enforcement.
- 2.5** The Council also works closely with Bracknell Forest Homes (BFH) to create additional parking on land within their control. This approach will continue and, in combination with Council schemes, will help mitigate the impacts of on-street parking.
- ### ***Residential Off-Street Parking Provision***
- 2.6** The Council receives many requests each year to create more parking spaces in residential areas to relieve local pressures. While the Council does not have a duty to provide extra parking, it helps where it can within available resources.
- 2.7** In 2008, a priority list of roads within all wards requiring additional parking was prepared. From these ward lists, a borough-wide priority list was established having first categorised roads across the borough into:

- Category 1 - providing the most extra capacity and reducing obstruction;
- Category 2 - providing extra capacity only; and,
- Category 3 - providing parking spaces on damaged grass verges already being parked on (i.e. no additional capacity, but tidying up the grass).

- 2.8** In 2014/15, the Council's Integrated Transport Capital Programme financed the design and implementation of schemes to tackle local parking issues. A budget of £100,000 was approved to match-fund the contribution from BFH and a priority list of schemes was drawn up with the help of local members and BFH.
- 2.9** In total, 14 schemes were completed in 2014/15 creating 64 additional off-street parking bays built at the minimum standard of 4.8 metres long x 2.4 metres wide. More schemes are under investigation in 2015/16 for which a combined Council/BFH budget of £220,000 was approved with schemes continuing to be implemented. The Council will consider further funding for future years through its normal budget setting process.
- 2.10** The provision of new parking spaces should take account of any impacts on the wider environment such as highway safety or local character. New parking bays should be suitably surfaced. In certain cases it may be appropriate to surface new parking areas with a modular concrete system that can take the weight of domestic vehicles while allowing grass to grow through. It may in some cases be appropriate to provide new shrub or tree planting to soften the impact of new parking. The off-street parking strategy is:

Subject to available funding, the Council will continue to support residential off-adverse impacts upon character, amenity, sustainable drainage, trees, open space or highways safety including access to and from properties.

Residents Parking Scheme

- 2.11** The Council is currently undertaking a two year trial of Residents' Parking Permit schemes in six areas near Bracknell Town Centre (see www.bracknell-forest.gov.uk/parkingpermits). All vehicles parked in the defined zones (apart from delivery vehicles or street works contractors) need to display a permit during the scheme's hours of operation. The key aims of the trial are a simple project to protect residents from increased parking pressures arising from the town centre regeneration. The scheme is enforced by the Council's parking attendants. In considering any possible expansion of the current scheme, due consideration will need to be given to benefits, or otherwise, that it could bring to other locations. Such schemes are not always appropriate in tackling parking pressures and their overall impacts must be considered, including how to address the long-term financial burden that they can bring.
- 2.12** Permits are issued for use by residents, their visitors and other essential users of the streets. Vehicles not displaying a valid permit during the hours of operation are not legally allowed to park. This aims to ensure that additional parking demand does not prevent local residents from parking on-street where they have little other choice.
- 2.13** The strategy is:

Depending on the results of the trial, to consider future funding of the Residents Parking Scheme and consideration of its extension to other areas of the Borough where there is an evidenced need for protection from increased parking pressures.

Residential Parking Bays for Disabled People

- 2.14** Residents who hold blue disabled badges, and meet certain other criteria, can apply to the Council for a disabled bay near their home (see www.bracknell-forest.gov.uk/disabledpeopleparkingbays). Applications are reviewed on a six monthly basis with the approved spaces being formalised via a Traffic Regulation Order. The making of an Order allows the Council to enforce the restrictions via its Civil Enforcement Officers. These disabled persons' bays can be used by any valid blue badge holder and assist those in need to park close to their home. The Council installs approximately thirty such spaces each year. Periodically the council also removes disabled parking spaces when it has been made aware that there is no further need with in the community they serve.

- 2.15** The strategy is:

The Council will continue to provide new disabled parking bays under the current application procedure, and to remove redundant bays as appropriate.

On-street waiting restrictions

- 2.16** The introduction of waiting restrictions can have positive benefits for residents, retailers and businesses. The Council introduces waiting restrictions in response to obstruction or safety issues that have been brought to its attention by residents or others. Following notification of a concern, Council Officers will normally visit the area in question several times to establish the nature of the issue. In appropriate cases a waiting restriction scheme will be drawn up to alleviate the issues. This will take account of parking needs in the area. The Traffic Regulation Orders for waiting restrictions are usually processed in groups every six months. They can vary from simple double yellow lines at junctions to more significant schemes for entire estates. The Council installs an average of ten new waiting restriction schemes each year.

- 2.17** The strategy is:

The Council will continue to implement new on-street waiting restriction schemes on a priority basis for local residents and businesses where there is a proven need to do so.

Dropped kerbs to off-street parking

- 2.18** The Council helps provide dropped kerbs for residents who have sufficient frontage to have a driveway installed and where highway safety will not be adversely affected. There may be circumstances where it will not be acceptable to agree a dropped kerb, for example, within a conservation area, where on-plot parking may be harmful to the character of the area, or where the frontage available does not comply with the Council's parking space dimensions. The Council helps by inspecting the property, providing a quotation, and installing the works at the resident's cost if they wish to proceed. Further information and advice on how to apply for a dropped kerb on an unclassified road can be found at: www.bracknell-forest.gov.uk/vehicleaccesskerbs.
- 2.19** Dropped kerbs can improve parking congestion and highway safety in estate roads by removing vehicles parked on streets. They can also help by increasing overall parking capacity where the road alongside the dropped kerb can be parked on by the occupiers of the dwelling or their visitors.

2.20 The strategy is:

Subject to highways safety, meeting standard dimensions for a parking space and other planning considerations, the Council will support the installation of new dropped kerbs to enable off-street parking.

Commercial vehicle parking

2.21 There are regulations covering the parking of commercial vehicles on the public highway. Certain commercial vehicles require a Goods Vehicle Operators Licence. Any vehicle meeting the criteria for such a licence is required to be stored in an 'operating centre' (depot / storage yard) and therefore should not be parked on the public highway (residential or otherwise) when not in use, as this would breach the conditions of an operator's licence. If the vehicle meets any of the following criteria then it requires an operator's licence:

- A gross plated weight of more than 3.5 tonnes; or,
- If it has no gross plated weight, an unladen (empty vehicle) weight of more than 1525kg; and,
- Recovery vehicles are exempt from these rules.

2.22 The Traffic Commissioner for the area, who is responsible for granting operator licences, has the power to remove the operating licence which is the ultimate sanction to control the use of such vehicles in residential areas.

2.23 The goods vehicle operators licencing rules do not generally apply to 'Transit' or 'Luton' (box van) sized vehicles as the majority of these, either standard or longer (long wheel base versions) vehicles, have a 'gross vehicle weight' that is 3.5 tonnes or less and therefore do not meet the criteria for requiring a licence.

Parking Enforcement

2.24 The Road Traffic Act 1991 permits local authorities to apply to take over the enforcement of both on and off street car parking restrictions from the Police. Bracknell Forest applied for, and received, these powers in 2006. These powers enable the council to enforce parking on the highway (or in a Council car park) where in contravention of a parking restriction included within a Traffic Regulation Order (TRO). In simple terms, the Council can enforce if a vehicle is parked on a yellow line or in a controlled parking bay where parking is in contravention. The Council do not, however, have powers to enforce against dangerous or obstructive parking. In these circumstances Thames Valley Police remain the enforcement authority and can take appropriate action. Parking disputes on private land are not a matter for the Council or the Police.

3 New Parking Standards

- 3.1** This section highlights the main changes from the previous Parking Standards. It sets out the revised standards for:
- Domestic Garages.
 - Revised parking standards for affordable housing.
 - School drop-off and pick-up standards.
 - Adapting parking provision for future technology and climate change.
 - Revisions to the existing parking standard tables.

i. Domestic Garages

- 3.2** Garages will continue to be included in the standards provided that they meet minimum size requirements. A garage will only count as a full parking space if it is larger than previously prescribed. A garage built below the new standard but to at least the previous standard will count as 0.2 of parking space. Therefore the requirements for garages are as follows:

- Garages will be included as part of the parking provision if they are large enough to incorporate a separately accessed storage room. To meet this requirement the minimum dimensions required are 7.5m (length) by 3.5m (width) by 2.4m (height) with separate access for the storage area wherever possible. The garage dimensions should not be obstructed by structural pillars.**
- The garage element should be a minimum of 6m (length) by 3.5m (width) by 2.4m (height) and the storage element should be a minimum of 1.5m (length) by 3.5m (width) by 2.4m (height). It should be clearly defined in the proposed development to ensure that it is constructed and cannot easily be removed by occupiers. The garage door should be at least 2.4m wide excluding the frame.**
- A planning condition will be imposed restricting the use of the garage element to the parking of motor vehicles.**
- In instances where garages are provided that do not meet the 7.5m x 3.5m x 2.4m dimensions, but are at least 6m x 3m x 2m in size, these should count as 0.2 (one fifth) of a parking space, rounded down to the nearest whole space across a development.**

- 3.3** This approach will reduce parking problems by providing garages that are large enough to park an average sized car and provide additional internal storage space which could be used for general storage and cycles. The garage, where appropriate in design terms, could also have a pitched roof in which contains additional storage. The new garage dimensions will comfortably fit most cars in and allow car doors to be opened. In context a Land Rover Discovery is 4.8m long, 2.2m wide and 1.9m high and a Ford Focus is around 4.3m long, 2m wide and 1.5m in height. For clarification, in the instance where an application is to extend a dwelling and the existing dwelling has a garage secured under a previous planning permission, it will count it as 1 parking space.

- 3.4** Where double garages are constructed to the relevant dimensions and incorporate the specified additional storage they will count as two parking spaces. However, if a double garage is constructed to current dimensions (6 metre length by 6 metres width internal dimensions) then it will count as one space only.

ii. Revised parking standards for affordable housing

- 3.5** Evidence over recent years indicates that affordable housing schemes require lower levels of parking than market housing. This is a general trend rather than necessarily being the case on every site and indicates that it would be appropriate to take a flexible approach in applying the parking standards for such developments. Flexibility which is fully justified by a Transport Assessment or Transport Statement could help to deliver sustainable development. The types of acceptable evidence will include surveys of comparable sites and the location of the site in relation to public transport and local facilities and the consideration of issues such as shared ownership, forthcoming starter homes initiatives and right to buy. The requirements are:

- 1. The starting point for applications for affordable housing is that they should meet the prescribed parking standards in Table 6; and,**
- 2. The Council may consider lower parking standards for affordable housing schemes on the basis of robust site-specific evidence which demonstrates that the development will generate less demand than is prescribed and which considers future issues such as right to buy.**

iii. School drop-off and pick-up standards

- 3.6** Inappropriate parking during school pick up and drop off periods can cause friction with affected residents. Different circumstances will apply to each school in the Borough which makes a specific standard difficult to establish. However it would be useful to set out general standards for schools including visitor provision which is set out in Table 8, Section 8. Adequate provision for drop-off and pick-up will be required for new school developments. The requirement for new school or extensions to existing schools therefore is as follows:

The parking requirements for new or expanded schools regarding drop-off and pick up in addition to the standards for teachers, visitors and other users is set out in Table 8, Section 8. They will be applied on a case by case basis and informed by robust evidence including the capacity of the school, its operational needs and impact on local residents. The evidence required will form part of a Transport Assessment or Transport Statement including information on the existing parking situation, car ownership levels and other relevant information relating to the impact of the proposal and need.

- 3.7** This will allow up-to-date traffic data and local circumstances to be taken into account and require proposals to be accompanied by robust evidence.

iv. Adapting parking provision for future technology and climate change

- 3.8** The future will bring advances in technology and it is likely that the potential for electrically powered cars will grow significantly. It is difficult to accurately estimate the extent or pace of this growth and the likely need for parking spaces with charging points. The Council will take a proactive position to encourage and support the uptake of electric vehicles.

The standards are:

- 1. For residential schemes: on sites larger than 10 dwellings, require 20% (1 in 5) of all spaces to be designed and constructed to be readily adaptable to provide charging points.**
- 2. For employment schemes: on sites with over 500 sq. m net internal area, require 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide charging points.**
- 3. For retail schemes: on sites over 1000 sq. m net internal area, require 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide charging points.**

- 3.9** The standards above are similar to proposals in the London Plan and will help respond to any future demand for charging points in housing, commercial and retail developments. As demand is unpredictable, this avoids a situation where charging points are required but there is a lack of demand. One issue is that without a mechanism to implement the charging points there may be a risk that the potential of these 'passive' spaces is forgotten and remains untapped, especially if they are on land not owned or adopted by the Council. Consideration of demand and provision in nearby boroughs will also be taken into account when bringing the electric parking infrastructure into use. The passive provision should include accessible ducting and sufficient space to incorporate charging infrastructure and allow the convenient establishment of an electricity supply

Requirements for your planning application

- 3.10** Electric vehicle charging infrastructure should be provided in accordance with the standards in paragraph 3.9 above. The standards for relevant developments require passive provision only. Passive provision requires the necessary underlying infrastructure (e.g. capacity in the connection to the local electricity distribution network and electricity distribution board, as well as cabling to parking spaces) to enable simple installation and activation of a charge point at a future date.
- 3.11** These standards apply to all spaces within a relevant development and should not exclude parking spaces for Blue Badge holders. Monitoring of the uptake of electric vehicle charging points should take place through the travel plan or car parking management plan.

Delivering and managing charging points

- 3.12** Guidance is available at Annex E on the provision of charging points and connection types that are available. Developers should follow this guidance when developing their systems.

Activation of passive spaces

- 3.13** For private developments the onus for the activation of passive charging points rests on the individual or company who manages or operates the car park.
- 3.14** The level of demand for active charging points should form part of the monitoring of developments with a travel plan. Passive charge points should be activated once there is sufficient demand to be determined by targets set in the Travel Plan. Where the development does not have a travel plan, this should form part of a separate site management strategy.

- 3.15** For residential schemes with garages the passive provision is simpler. The garages can include a simple 240V power supply which can be adapted to the relevant charger by the home owner as required. Parking spaces will require ducting and cables, the details and locations of which must be shown on a clear plan to facilitate their future connection to a charging unit.

v. The parking standard tables

- 3.16** Changes made to the 2007 standards are as follows:

- Garage and storage sizes are changed in line with paragraph 3.2 above and parking for schools will be considered on a case by case basis as set out at paragraph 3.7 above.
- Certain standards have been updated in line with the HCA Employment Densities Guide (see section F in the Evidence Review Background Paper). However, for large non-food development (over 2000m²) local experience points to keeping the existing standard of 1:20m² rather than the HCA standard (1:90m²).
- Table 8, Section 2 – includes an additional provision for Drive-Through-Restaurants – to provide parking on a case-by-case basis subject to evidence provided in support of a planning application.
- Table 8, Section 7 for C2 (Residential Institutions) – includes an additional provision for Dementia Care Homes – to provide parking on a case-by-case basis subject to evidence provided in support of a planning application
- Nursing Homes/Dementia Care Homes greater than 50 beds in line with the Planning Obligations SPD (Feb 2015) - an additional requirement for Dementia Care Homes to provide a Travel Plan for staff and visitors.

4 Parking Standard Tables

4.1 This chapter sets out the parking standards to be applied to new development in the Borough. The Parking Standard Tables are listed as follows:

- Table 5 – Bracknell Town Centre Standards.
- Table 6 – Residential Parking Standards.
- Table 8 – Non – Residential Parking Standards.

Bracknell Town Centre Standards

4.2 The tables below set out the parking standards for all vehicle and planning use types including car, cycle, motorcycle, servicing and disabled parking. Parking requirements for town centre uses are in Table 5 below. The parking provision for uses in Table 5, including disabled car spaces and cycle provision, should be convenient and easily accessible to the uses they serve.

4.3 Bracknell Town Centre will be significantly redeveloped over the coming years. While there will be additional car parking in the new scheme, one of the key ambitions of the Council is to ensure that we have a town centre fit for the 21st century. To reflect that the Town Centre is the most sustainable location in the Borough, the Council adopted more rigorous standards for this part of the Borough in the 2007 Parking Standards SPD. These standards now require more flexibility to reflect changes in the role of town centres and the nature of shopping since the previous standards were adopted. The Town Centre parking standards as set out in Table 5 will be applied as a starting point for consideration rather than as minimum standards. The application of these standards should be on the basis that they may be subject to more evidence-based flexibility including for affordable housing or local parking conditions (see paragraph 3.5 - Revised parking standards for affordable housing). Disabled parking provision is still applied as a minimum standard.

Table 5 Use	Parking Type	Threshold	Standard
Non Food Retail (A1)	Standard car parking spaces	Development Under 2000 m2	1 space per 30 m2
		Development over 2000 m2:	1 space per 25m2
	Cycle Parking	All development	1 space per 200 m2 (at least 2) whichever greater
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
	Travel Plan	Development over 1000 m2	
	Additional Information	• Transport Statement – 800 m2 – 1500 m2 • Transport Assessment– greater than 1500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)	

Table 5 Use	Parking Type	Threshold	Standard	
Food Retail (A1)	Standard car parking spaces	Development Under 2000m2	1 space per 30 m2	
		Development over 2000m2:	1 space per 14m2	
	Cycle Parking	All development	1 space per 150 m2 (at least 2) whichever greater	
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)		
	Disabled Parking			
	Lorry Parking			
	Travel Plan	See Planning Obligations SPD, Appendix 1, paragraph 1.1		
	Additional Information	• Transport Statement – 250 m2 – 800 m2 • Transport Assessment– greater than 800 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)		
Financial/Professional Services (A2)	Standard car parking spaces	All development	1 space per 30 m2	
	Cycle Parking	All development	1 space per 150 m2 (at least 2) whichever greater.	
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)		
	Disabled Parking			
	Lorry Parking			
	Travel Plan	Not required		
	Additional Information	• Transport Statement – 1000 m2 – 2500 m2 • Transport Assessment– greater than 2500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)		
Restaurants, Drinking establishments, Hot Food takeaway (A3-A5)	Standard car parking spaces	All development	1 space per 10 m2	
	Cycle Parking	All development	1 space per 75 m2 (at least 2 whichever greater)	
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)		
	Disabled Parking			
	Lorry Parking			
	Travel Plan	Not required		
	Additional Information	A3 • Transport Statement – 300 m2 – 2500 m2 • Transport Assessment– greater than 2500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)		

Table 5 Use	Parking Type	Threshold	Standard
		A4 - Transport Statement – 300 m2 – 600 m2 - Transport Assessment– greater than 600 m2 - In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment - Transport Contributions – CIL or S106 (see Planning Obligations SPD) A5 - Transport Statement – 250 m2 – 500 m2 - Transport Assessment– greater than 500 m2 - In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment - Transport Contributions – CIL or S106 (see Planning Obligations SPD)	
Office/Business (B1)	Standard car parking spaces	All development	1 space per 40 m2
	Cycle Parking	All development	1 space per 150 m2 (at least 2 whichever greater)
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
	Travel Plan	Travel Plan Required over 1500 m2	
	Additional Information	- Transport Statement – 1500 m2 – 2500 m2 - Transport Assessment– greater than 2500 m2 - In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment - Transport Contributions – CIL or S106 (see Planning Obligations SPD)	
Leisure (D2)	Standard car parking spaces	All development	1 space per 40 m2
	Cycle Parking	All development	1 space per 50 m2
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
	Travel Plan	Leisure (General) Greater than 1000 m2	
	Additional Information	- Transport Statement – 500 m2 – 1500 m2 - Transport Assessment– greater than 1500 m2 - In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment - Transport Contributions – CIL or S106 (see Planning Obligations SPD)	
Cinema (D2)	Standard car parking spaces	All development	1 space per 40 m2
	Cycle Parking		1 space per 50 seats
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		

Table 5 Use	Parking Type	Threshold	Standard
	Lorry Parking		
	Travel Plan	Leisure (General) Greater than 1000 m2	
	Additional Information	• Transport Statement – 500 m2 – 1500 m2 • Transport Assessment– greater than 1500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)	
Higher and Further Education (D1)	Standard car parking spaces	All development	1 space per 2 staff and 1 space per 15 students
	Cycle Parking	All development	1 space per 3 students (for staff/students/visitors)
	Motorcycle Disabled Parking	See standards set out in Table 8 (Non-Residential Standards)	
	Lorry Parking		
	Travel Plan	All additional space	
	Additional Information	• Transport Statement – 500 m2 – 1000 m2 • Transport Assessment– greater than 1000 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)	
Residential (C3)	Standard car parking spaces	All development	0.9 spaces per dwelling as an average
	Cycle Parking	All development	Secure storage at 1 space per bedroom
	Motorcycle Disabled Parking	See standards set out in Figure 4.3 (Non-Residential Standards)	
	Lorry Parking		
	Travel Plan	100 dwellings or all zero car schemes	
	Additional Information	• Transport Statement – 25 – 50 units • Transport Assessment– greater than 50 units • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)	
All other uses	Standard car parking spaces	See standards set out in Table 8 (Non-Residential Standards)	
	Cycle Parking		
	Motorcycle		
	Disabled Parking		
	Lorry Parking		
	Travel Plan		
	Additional Information		

Note: the Disabled parking space standards for the Town centre are the same as for Non-residential parking standards as in Table 3 below.

Residential Parking Standards

4.4 Table 6 below shows the parking standards for residential development. Please note it should be read in conjunction with parking design guidance for cars and other vehicles, disabled spaces, bicycles, motorcycles and electric vehicle charging found in Annexes A, B, C, D and E.

Table 6 Uses	Dwelling Houses	Flats	Retirement Housing*
1 bed or studio Standard car parking spaces	1 space per unit	1 space per unit	1 space per unit
2 and 3 beds Standard car parking spaces	2 spaces per unit	2 spaces per unit including communal	1 space per unit
4+ beds Standard car parking spaces	3 spaces per unit	3 spaces per unit	1 space per unit
Visitor Car Parking Spaces	1 space per 5 units (over 5 units)	1 space per 5 units (over 5 units)	1 space per 5 units (over 5 units)
Cycle	Secure storage at 1 space per bedroom (to be accommodated within secure storage if no garage is provided) Visitors at 1 space per 5 units if no garage provided	Secure storage at 1 space per bedroom (to be accommodated within secure storage if no garage is provided) Visitors at 1 space per 5 units if no garage provided	Secure storage at 1 space per 4 units (to be accommodated within secure storage if no garage is provided) inclusive of visitors
Motorcycle	Secure storage facilities should be provided (Considered on Need)		
Disabled Parking	Where communal parking is provided, 10% should have the capability of being made into a disabled parking space for any future residents with a defined need		At least 10% and should flexibly be able to accommodate more if necessary
Travel Plan	100 dwellings or all zero car development		Not required
Additional Information	• Transport Statement - 25 to 50 units • Transport Assessment - greater than 50 units • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)		

*Independent living without a warden or support staff

Design of standard parking spaces

4.5 Table 7 shows the design standards for parking spaces.

Table 7 Category	Specification
Standard Parking Space	Minimum 4.8m long x 2.4m wide
Disabled Parking Space	- Standard Parking Space – Minimum 4.8m long x 2.4m wide; and, 1.2m wide safety zone for boot access and cars with rear hoists; and, 1.2m wide marked access zone between designated parking spaces
Car ports and enclosed parking spaces (see below)	5.5m long x 3.0m wide
Garage (internal dimensions)	- Combined garage/storage - 7.5m (L) X 3.5m (W) X 2.4m (H) comprising: - garage 6.0m (L) X 3.5m (W) X 2.4m (H) and, - storage 1.5m (L) X 3.5m (W) X 2.4m (H) - Garage door minimum of 2.4m width for single garage (excluding frame) and minimum 4.8 m width for a double garage (excluding frame) - Garages that do not meet the dimensions in 1 above, but are at least 6m x 3m x 2m in size, will count as 0.2 (one fifth) of a parking space, rounded down to the nearest whole space across a development. (See paragraph 3.2 in the SPD)
Depth from dwelling frontage to highway boundary to cater for parking space (associated with dropped kerb application)	5.5 metres
Distance to highway boundary from the face of the garage	6 metres
Distance to the carriageway edge on access ways from the face of the garage	7 metres
Cycle storage	2.0m long x 0.5m wide
Motorbike storage	2.8m long x 1.5m wide

(Please see Annexes A – D for more information)

Non-Residential Parking Standards

4.6 The parking standards for non-residential uses are in Table 8 below.

Table 8 Non-Residential Use	Standards
Section 1 A1 (Shops), (food retail and non-food retail)	
Less than 1000m²	
Standard car parking spaces	1:19 m ² NIA or 1 space (whichever is greater)
Cycle Parking	1:200 m ² or 2 spaces (whichever is greater)
Motorcycle	Considered on need
Lorry Parking	Not required if adequate street servicing is available otherwise a designated space should be available for a small-medium sized delivery vehicle
Disabled Parking	1 space or 6% of the total capacity of spaces for customers (whichever greater)

Table 8 Non-Residential Use	Standards
Travel Plan	No travel plan required
Additional Information	Food retail Transport Statement 250 m2 – 800 m2 Transport Assessment – >800 m2 Non-food retail Transport Statement 800 m2 – 1500 m2 Transport Assessment – >1500 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment All Transport Contributions (see Limiting Impact of Development SPD)
Between 1000-2000m2	
Standard car parking spaces	1:17 m2 NIA
Cycle Parking	1: 200 m2
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 1:500 m2. If this cannot be demonstrated then the Council may seek higher standards although this will be on a case by case basis.
Lorry Parking	Food Retail: A bay capable of holding a lorry plus one additional space per 500 m2 (Lorry space 3m x 16m) Non food retail: A bay capable of holding a lorry per 500 m2 (Lorry space 3m x16m)
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel Plan Required
Additional Information	Transport Statement – As stated on page 18 Transport Assessment – As stated on page 18 All Transport Contributions (see Limiting Impact of Development SPD)
More than 2000m2	
Standard car parking spaces	Food Retail 1:17m2 NIA Non–food retail 1:20 m2
Cycle Parking	Food Retail 1: 200 m2 Non–food retail 1:300 m2
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional spaces beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 1:500 m2 for Food Retail and 1:750 m2 for Non-Food Retail. If

Table 8 Non-Residential Use	Standards
	this cannot be demonstrated then the Council may seek higher parking standards although this will be on a case by case basis.
Lorry Parking	Food Retail: A bay capable of holding a lorry vehicle per 1000 m2 (3m x16m) Non-food retail warehouses: A bay capable of holding an articulated vehicle per 500 m2 (3m x 16m)
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel Plan Required
Additional Information	Transport Statement – As stated on page 18 Transport Assessment – As stated on page 18 All Transport Contributions (see Limiting Impact of Development SPD)
Section 2 A2 (Financial/Professional Services) A3 (Restaurants/Cafes) A4 (Drinking Establishments) A5 (Hot Food Takeaway)	
Standard car parking spaces	A2 Existing Requirement: 1:30 m2 1:16 m2 NIA A3-A4 1:5 m2 GFA A5 1:10m2 GFA Drive Through Restaurants On a case by case basis subject to evidence submitted with a planning application
Cycle Parking	A2 1:200 m2 (At least 2 spaces) A3-A5 1:100 m2 (At least 2 spaces)
Motorcycle	At least 1 space above that considered on need
Lorry Parking	Considered on need
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	No travel plan required
Additional Information	A2 Transport Statement - 1000 m2 - 2500 m2 Transport Assessment > 2500 m2 A3 Transport Statement - 300 m2 - 2500 m2 Transport Assessment >2500 m2 A4 Transport Statement - 300 m2 - 600 m2 Transport Assessment >600 m2 A5 Transport Statement - 250 m2 - 500 m2 Transport Assessment >500 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment All Transport Contributions (see Limiting Impact of Development SPD)

Table 8 Non-Residential Use	Standards
Section 3 B1 (Offices, Light Industrial)	
Standard car parking spaces	B1(a) General Office – 1:25 m2 NIA B1(a) Call centres – 1:20 m2 NIA B1(a) IT/Data Centres – 1:47m2 NIA B1(a) Business Park – 1:25 m2 NIA B1(a) Serviced Office – 1:25 m2 NIA B1(c) Light Industry (business park) – 1:25 m2 NIA
Cycle Parking	1:200 m2 or 2 spaces (whichever greater)
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 1:1000 m2. If this cannot be demonstrated then the Council will seek higher standards although this will be on a case by case basis.
Lorry Parking	Considered on need
Disabled Parking	Existing Development 1 space or 2% of total capacity of new spaces (whichever greater) New Development 1 space or 5% of total capacity (whichever is greater). This threshold includes both employees and visitor spaces
Travel Plan	Travel Plan Required over 1500 m2
Additional Information	Transport Statement – 1500 m2 -2500 m2 Transport Assessment - >2500 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 4 B2 (Industrial)	
Standard car parking spaces	1:36m2 GIA
Cycle Parking	2 spaces for first 235 m2 then 1:350 m2 additional floorspace
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 2 for the first 235 m2 then 1:1500 m2 for additional floorspace. If this cannot be demonstrated then the Council may seek higher standards although this will be on a case by case basis.
Lorry Parking	Minimum of 1 lorry space + 1 per 500 m2
Disabled Parking	Existing Development 1 space or 2% of total capacity of new spaces (whichever greater) New Development 1 space or 5% of total capacity (whichever is greater) This threshold includes both employees and visitor spaces

Table 8 Non-Residential Use	Standards
Travel Plan	Travel Plan Required over 1500 m2
Additional Information	Transport Statement – 2500 m2 -4000 m2 Transport Assessment - 4000 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 5 B8 (Storage and Warehousing)	
Standard car parking spaces	1:70 GEA
Cycle Parking	2 spaces for first 235 m2 then 1:500 m2 additional floorspace
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 2 for the first 235 m2 then 1:3000 m2 for additional floorspace. If this cannot be demonstrated then the Council may seek higher standards although this will be on a case by case basis.
Lorry Parking	Minimum of 1 lorry space + Up to 2000 m2 – 1 per 500 m2 + Over 2000 m2 – 1 per 1000 m2
Disabled Parking	Existing Development 1 space or 2% of total capacity of new spaces (whichever is greater) New Development 1 space or 5% of total capacity (whichever is greater). This threshold includes both employees and visitor spaces
Travel Plan	Travel Plan Required over 3000 m2
Additional Information	Transport Statement – 3000 m2 -5000 m2 Transport Assessment - 5000 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 6 C1 (Hotels, Guesthouses)	
Standard car parking spaces	Hotels/Motels: 1 space per bedroom (guests) 1 space per 3 bedroom (staff) 1:5 m2 bar/restaurant GFA within hotel Guest Houses/Hostels: 1 space per bedroom (guests) 1 space per 3 bedrooms (staff)
Cycle Parking	1 per 5 bedrooms or 1 space (whichever greater)
Motorcycle	1 per 15 bedrooms or 1 space (whichever greater)
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	100+ bedroom hotels
Additional Information	C1 Hotels

Table 8 Non-Residential Use	Standards
	Transport Statement – 75–100 bedrooms Transport Assessment - >100 bedrooms In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 7 C2 (Residential Institutions)	
Standard car parking spaces	Hospitals Staff: 1 space per emergency staff at busiest time 1 space per 3 employees (all others) at busiest time Visitors: 1 space per 3 beds Outpatients: 1 space per 2 consulting rooms Nursing Homes Staff: 1 space per nursing staff (at busiest time) 1 space per 3 associated staff Visitors: 1 space per 4 beds Sheltered accommodation Residents: 1 space per 1.5 units (flexibly applied dependent on mobility requirements of residents) Visitors: 1 space per 4 units If warden controlled then space should be provided for each warden present at busiest time Nursing Home/Dementia Care Homes: Travel Plan required for staff and visitors
Cycle Parking	Hospitals Staff: 1 space per 8 staff or 1 space (whichever greater) Visitors/Patients: 1 space per 12 beds or 2 spaces (whichever greater) Outpatients: 1 space per 3 consulting rooms Nursing Homes Staff: 1 space per 8 staff or 1 space (whichever greater) Visitors: 1 space per 12 beds or 2 spaces (whichever greater) Sheltered accommodation Residents and Visitors: 1 space per 3 units (at least one space) Dementia Care Homes: on a case by case basis subject to evidence
Motorcycle	Hospitals 1 space per 30 beds or 1 space (whichever greater) Nursing Homes Considered on need Sheltered accommodation Considered on need Dementia Care Homes: on a case by case basis subject to evidence
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles Hospitals and Nursing Homes Only Suitable ambulance (patient transport) bays must be provided
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater) Sheltered housing should have a minimum 10% of total space required to be to the same specifications as disabled parking Dementia Care Homes: on a case by case basis subject to evidence
Travel Plan	Hospitals

Table 8 Non-Residential Use	Standards
	2500 m2 Nursing Homes 500 m2 or 15 bedrooms Sheltered accommodation Not Needed Dementia Care Homes: on a case by case basis subject to evidence
Additional Information	C2 (Hospitals, Nursing Homes) Transport Statement – 30–50 beds Transport Assessment >50 beds In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 8 D1 (Non – residential institutions)	
Standard car parking spaces	Place of Worship On a case by case basis subject to evidence submitted with a planning application Libraries 1 space per 30 m2 Consulting Surgeries (including clinics) 3 spaces per consulting room (including nurses treatment rooms) for patients and visitors and 1 space per consulting staff (at busiest time). 1 space per 3 other staff Nursery/Playgroup/Creche Staff: 1 space per staff member Parents/Visitors: 1 space per 4 children. Primary Schools Staff: 1 space per teaching staff member 1 space per 3 non-teaching staff members Visitors: 1 space per 30 pupils School drop-off and pick up on a case by case basis subject to evidence submitted with a planning application Secondary Schools Staff: 1 space per teaching staff member 1 space per 3 non-teaching staff members Visitors and sixth form students: 1 space per 15 pupils (1 space per 30 pupils if no sixth form) School drop-off and pick up on a case by case basis subject to evidence submitted with a planning application Further Education (sixth form college, higher education facility) Staff: 1 space per teaching staff member 1 space per 3 non-teaching staff members Visitors and Students: 1 space per 15 students (peak daily attendance) Halls of Residence Students and visitors: 1 space per 6 students If warden controlled then space should be provided for each warden present at busiest time Community Centres Consider on a case by case basis
Cycle Parking	Place of Worship 1 per 30 seats (at least 2 – whichever the greater)

Table 8 Non-Residential Use	Standards
	Nursery/Playgroup/Creche Staff/Visitors: 1 per 10 children (at least 2 – whichever the greater) Libraries Staff/Visitors: 1 per 90 m2. (at least 2 – whichever the greater) Consulting Surgeries (including clinics) Staff/Visitors: 2 per consulting room. (at least 2 – whichever the greater) Schools: Staff/Pupils/Visitors: 1 space per 10 pupils Further Education Staff/Students/Visitors: 1 space per 5 students (peak daily attendance) Halls of Residence Students/staff/visitors: 1 space per 3 students Schools: Staff/Visitors: 1 per 250 pupils (at least 1 –whichever the greater) Further Education Staff/Students/Visitors: 1 per 150 students (at least 1 – whichever the greater) Community Centres Consider on a case by case basis
Motorcycle	Schools: Staff/Visitors: 1 per 250 pupils (at least 1 –whichever the greater) Further Education Staff/Students/Visitors: 1 per 150 students (at least 1 – whichever the greater) Halls of Residence Staff/Students/Visitors: 1 per 50 students (at least 1 – whichever the greater) All Others Consider on need
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles for all facilities within this use class
Disabled Parking	1 space or 6% of total capacity of spaces for all facilities in this use class
Travel Plan	All educational development
Additional Information	Transport Statement – 500 m2 – 1000 m2 Transport Assessment – 1000 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 9 D2 (Assembly and Leisure). (For Theatres, Casinos and Nightclubs see Sui Generis)	
Standard car parking spaces	Dance and Concert Halls, Cinemas, Bingo Halls and Conference Facilities Customers and Staff – 1 space per 5 seats Sports facilities (excluding stadia) Customers and Staff – 1 space per 22 m2 Stadia Customers and Staff – 1 space per 15 seats

Table 8 Non-Residential Use	Standards
Cycle Parking	Sports Facilities (excluding stadia) 1: 50 m2 or 2 spaces (whichever greater) All Others 1 space per 50 seats or 2 spaces (whichever greater)
Motorcycle	Sports Facilities (excluding stadia) 1: 250 m2 or 2 spaces (whichever greater) All Others 1 space per 250 seats or 2 spaces (whichever greater)
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles for all uses within this class
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Leisure (General) 1000 m2+ Leisure (Stadia) 1500 seats
Additional Information	Transport Statement – 500 m2 – 1500 m2 Transport Assessment – 1500 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 10 Transport Interchanges	
Standard car parking spaces	Bus Stations/Park and Ride – Considered on need Rail Stations – Considered on need Proposals to increase parking at existing transport hubs should be backed up by a sound evidence base
Cycle Parking	Bus Station/Park and Ride 2 spaces per bus stand or 2 spaces per 100 peak passengers (whichever greater) Rail Station 5 spaces per peak period train or 2 spaces per 100 peak passenger (whichever greater)
Motorcycle	Bus Station/Park and Ride 2 spaces per 5 bus stands or 2 spaces per 500 peak passengers (whichever greater) Rail Station 1 space per peak period train or 2 spaces per 500 peak passengers (whichever greater)
Lorry Parking	Considered on need
Disabled Parking	Fewer than 20 spaces – minimum of 1 reserved space 20-60 spaces – minimum of 2 reserved spaces 61-200 - 6% of total capacity, with a minimum of 3 reserved spaces Over 200 Spaces – 4% of capacity plus 4 reserved spaces
Travel Plan	Use is generator of sustainable trips therefore does not require a travel plan
Section 11 Sui Generis	
Standard car parking spaces	Vehicle Sales – Staff: 1 space per 2 Staff Customers: 1 space per 35 m2 display area Vehicle Workshops – Staff: 1 space per 2 Staff

Table 8 Non-Residential Use	Standards
	Customers: 3 spaces per service bay Petrol Filling Stations – Staff: 1 Space per 2 Staff Customers: 1 Space per 20 m2 of shop Nightclubs and Casinos Staff: 1 Space per 2 Staff Customers: Considered on need Theatres 1 space per 5 seats (staff and visitors) All Other uses – Considered on need
Cycle Parking	Nightclubs and Casinos: Staff: 1 space per 6 Staff Customers: Considered on need Theatres 1 space per 25 seats All Other uses: At least 2 spaces (above that considered on need)
Motorcycle	Nightclubs and Casinos: Staff: 1 space per 40 staff (at least 2 – whichever greater) Customers: Considered on need Theatres 1 per 100 seats (at least 2 – whichever greater) All Other uses: Considered on need
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles for all facilities where there is a demonstrable need
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel plan will be required for nightclubs and casinos over 1000 m2

Annex A – Design Approach for Parking

A.1 This guidance sets out the preferred design approach for providing car parking in the borough. It takes account of good design principles, highways safety and the need to create a function but well designed street scene. Developers and planning agents should take account of this annex in preparing pre-application and detailed application schemes.

(a) RESIDENTIAL PARKING

1) General Guidance

A.1.1 Residential parking, although much smaller in scale to large communal parking often associated with commercial premises, should also adhere to Government guidelines on creating safer places. One of the most secure places to park a car is in a garage or parking court which is overlooked by properties, however some communal parking areas are perceived as unsafe due to their distance from homes.

A.1.2 A private garage can be a secure place to park a car and often will be attached to the property traditionally making it the preferred choice for parking. However garage use has declined, due to both increased demands from larger car sizes and the spilling over of storage from the house to the garage. Parking therefore takes place more often on driveways, in carports within the curtilage of the house and on street. This can be less secure and can cause congestion on certain estate roads.

A.1.3 Manual for Streets, published in March 2007 recommended that: in determining what counts as parking and what does not, the following should be taken into account:

- carports are unlikely to be used for storage and should therefore count towards parking provision; and
- whether garages count fully will need to be decided on a scheme-by-scheme basis. This will depend on factors such as:
 - the availability of other spaces, including on-street parking - where this is limited, residents are more likely to park in their garages;
 - the availability of separate cycle parking and general storage capacity – garages are often used for storing bicycles and other household items; and
 - the size of the garage - larger garages can be used for both storage and car parking, and many authorities now recommend a minimum size of 6m by 3m.

A.1.4 Bracknell Forest Council would like to see garages, where provided, count towards the parking standards by being large enough to contain both modern family cars and bicycles and an element of additional storage. For this reason we are adopting the standards for garage dimensions set out in the tables above. Automatic garage doors will also be encouraged by the Highway Authority to help facilitate garage use.

A.1.5 It is however recognised that garages may not always be the best option and may not even be included in the development. As such the Borough Council welcomes other secure off-street solutions such as single or double carports and parking barns for multiple vehicles if designed sensitively within the streetscene. As with garages, larger widths will be required for spaces to include secure bicycle storage and modern family cars. Alternative secure covered cycling should be provided if parking barns or garages are not present.

A.1.6 As an overarching approach, the Borough Council welcomes good design that can add flexibility to the application of these parking standards. Imaginative solutions and flair can be used to overcome strict adherence to standards in appropriate circumstances.

The following guidance is not intended to be exhaustive, but rather sets a general design approach.

2) Off-Street Parking

A.1.7 Traditional off-street parking:

Issue – Poorly designed on-plot parking	
The road is uncluttered although cars dominate the frontage of the houses giving a poor streetscene due to a lack of planted landscaping.	
Figure A1 Example of poor on plot parking	
Solution – Parking in courtyards or well designed streetscene	
Parking does not have to be located to the front of properties. This can create a streetscene that is dominated by parked vehicles. Parking It can be hidden from view to the rear of properties or provided by way of carports, garages or communal parking areas. This approach can help to achieve well designed residential environments which focus on public spaces rather than parked cars.	
Figure A2 Good example of Courtyard parking to the rear of properties.	
Proper landscaping can help soften a potentially hard landscape due to on-plot parking.	
Figure A3 – well designed on-plot parking.	
Solution – Parking in barns or carports	
Carefully design car ports or parking barns are effective in providing a parking solution which is actually used. They should be well designed and relate well to the homes they serve either on housing plots or in a communal parking court.	

Figure A4 – An example of a parking barn in a communal parking courtyard.



Figure A5 – An example of a well-designed and well-used carport in a new development



A.1.8 Garage Blocks and Parking Courts

Issue – Traditional garage blocks

Despite garages being a secure place to park a car many existing garage blocks are unused for parking and in poor condition. They are poorly surveyed, dark at night and increase the fear of crime. This garage block (below) looks uncared for and has become a target for crime and vandalism. Placing parking away from houses can reduce natural surveillance.

Figure A6 Example of Poor garage block parking.



Solution – Parking in courtyards or well designed streetscene

Create secure and well overlooked parking areas, associated with those houses the parking is serving. Do not locate cars in open ground floor structures where residents are unable to overlook their cars. Blank ground floors without surveillance from either pedestrians or ground floor units encourage car and street crime. Residents will feel vulnerable accessing their cars if there is unlikely to be anyone else around. Parking also does not have to be located to the front of all properties. This can create a streetscene that is dominated by parked vehicles. Parking It can be hidden from view to the rear of properties or provided by way of carports, garages or communal courtyard parking areas. This approach can help to achieve well designed residential environments which focus on public spaces rather than parked cars. The parking court option (Figure A5) shows a safe and secure place to park, however it is not appropriate in all circumstances as it is sometimes difficult to integrate into development.

Figure A7 Example of a well overlooked parking court.



Where integral garages are provided, ensure that the houses they serve are wide enough to accommodate at least a front door and a habitable room with window on to the street.

Ensure good access routes from the parking to front or rear doors to encourage ease of use.

Figure A8 shows courtyard parking with a car port, surveillance and ease of access to property.



Put visitor parking to the front of properties to encourage active streets

A.1.9 Best Practice:

- Off street, within-curtilage parking should not detract from the overall street scene. Ideally parking provision should be set alongside a development rather than overwhelming it. As a minimum, landscaping should be used to soften the effects of this. In more dense developments, other solutions will be welcomed as long as they provide natural surveillance.
- Parking should be close to dwellings and overlooked.
- Rear parking areas should be naturally overlooked, have good pedestrian access for the residents to encourage ease of use and are integrated with the wider environment.
- Parking courts should not be overly large. The important thing is to create a sense of place.
- Good quality lighting and disabled access must be incorporated in all parking areas.
- If CCTV is used, it should be optimally placed to cover the whole of the parking environment.
- Parking facilities for cycling and motorcycles should be available where practical. These facilities should include anchor points or hitching rails.
- Where parking spaces are provided between dwellings, overlooking from habitable rooms (via a window in the gable end wall) should be provided and for the safety of occupants during access and security of vehicles when unattended, the recess should be provided with a Passive Infra-Red (PIR) operated light fitting.

Figure A9: Examples of Passive Infra-Red (PIR) lights.



3) On-Street Parking

A.1.10 The following show some ways in which parking can be accommodated into the urban area using the space between buildings.

Traditional on-street parking

Issue – Poorly designed streets leading to anti-social parking problems

Limited parking to the front of the houses in a street with a narrow road may encourage residents to park two wheels on the pavement, rather than take vehicles round the back of properties to parking courts.

Figure A10 Example of a street where cars park partly on the pavement and the street is too narrow to include landscaping and trees.



Solution – create well designed streets that are wide enough to accommodate on-street parking safely.

Plan for some parking areas to the front of properties in wide enough streets with spaces.

Figure A11 showing parking within the street for new development in a mature landscaped setting.



Ensure streets are wide enough to accommodate on-street parking and that planting is added to soften the impact of cars and to discourage on-street parking in inappropriate locations.

Figure A12 showing on-street parking on a wider street with mature planting. This parking provision shows safe parking whilst allowing sufficient width to allow vehicles including buses to pass through safely.



When constructing footways, use materials to distinguish between footway and carriageway and use appropriate kerb heights

Figure A13 – showing different materials for the road and pavement.

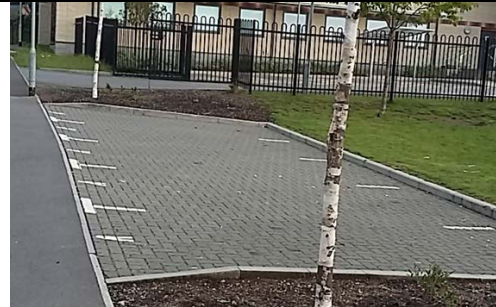


Parking Bays

Issue – Poorly designed streets leading to anti-social parking problems

Parking bays which are not close enough to the front door will not be used by residents in favour of the space by the front door. In some cases the Local Highways Authority may have to control the expensively detailed streetscape with double yellow lines. Parking bays that obscure visibility for users will not be accepted.

Figure A14 showing parking bays which are located away from housing which limits there use.



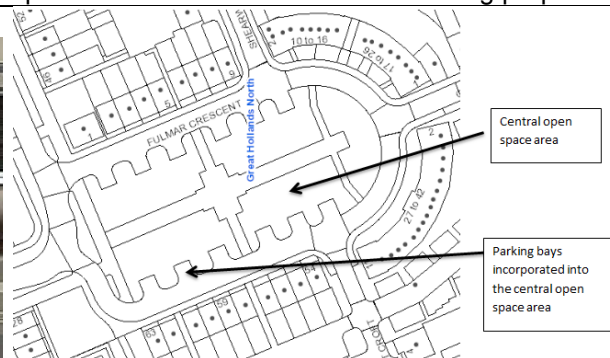
Solution – Parking in courtyards or well designed streetscene

Where appropriate create some parking bays within the carriageway and in view of homes with planting and street trees.

Figure A15 showing integrated parking bays in The Parks development showing newly planted street trees



Figure A16 showing the plan view of a scheme in Jennet's Park showing parking bays which are incorporated into the perimeter of a central open space area in the clear view of the facing properties.



The design and layout should clearly and obviously inform use and use appropriate materials which sustainable drain surface water and minimise flood risk

Figure A17 showing clearly marked out parking bays



Figure A18 showing permeable block paving



Figure A19 showing different block material which clearly define the road and parking



Drainage of Parking Areas and Bays

A.1.11 Parking areas and bays should be drained using sustainable drainage components, which may form part of an overall sustainable surface water drainage scheme.

A.1.12 The most practicable sustainable drainage element for parking areas and bays is permeable paving. This usually takes the form of permeable concrete block paving, although in some circumstances alternative permeable paving materials may be acceptable.

A.1.13 The use of loose gravel or shingle for parking areas and bays is not recommended adjacent to the public highway. This is due to material being transferred onto the public highway, causing damage and hazards for users of the highway.

A.1.14 A summary of best practice is:

- The Borough Council recognises that the approach used depends on the constraints of the development site. Garages may not always provide the most efficient form of parking provision and the Borough Council will therefore encourage other secure means of car parking where possible.
- New development should provide a number of alternative means of parking, using solutions which best suit the site and its constraints. The opportunity to create shared and unallocated parking can be one way in which flexible parking solutions can be achieved whilst achieving higher density urban settlements.
- With new development in existing terraced or densely built-up areas, on-street parking may be the most appropriate or even the only option available. Parking bays set alongside the road should respect the width of the street and include good quality landscaping. Landscaping should not however obscure public surveillance.

(b) NON-RESIDENTIAL PARKING

1) Safer Parking Scheme

A.1.15 Central government policy now suggests that all communal parking administered by local authorities should meet the 'Safer Parking' Standards. Those that do are awarded a kite mark or 'Park Mark – Safer Parking' label as shown below.



Figure A19: Park Mark

A.1.16 The scheme is open to both private operators and local authorities and as far as possible, the local authority will work with these operators to ensure that any new car parks are designed to the highest possible standards. For more information on this, developers should seek advice from the Thames Valley Police Crime Prevention Design Adviser.

A.1.17 Aspects of this award include:

- access and movement;
- structure;
- surveillance;
- ownership;

- physical protection;
- activity; and,
- management and maintenance.

A.1.18 All communal car parks should therefore carry out their function with these issues in mind. This will also include:

- Taking into account the needs of all of the community.
- Ensuring that facilities are convenient, user-friendly and well lit.
- Appropriate designs that limit the opportunity for crime and promote natural surveillance.
- Clear entrance and exit markings.
- Physical security measures such as CCTV.

2) Multi-Storey Parking

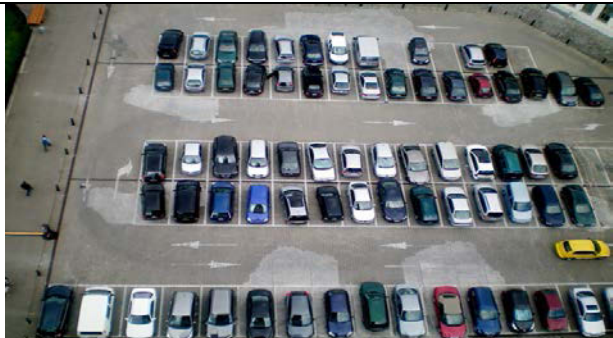
Examples of poor design		
Figure A20 An example of poor car park which is dark and uninviting	Figure A21 A multi-storey car park stairwell which narrow, poorly ventilated without any windows.	
		
Examples of good design		
Figure A22 A good example of a bright, well signed and open interior	Figure A23 A multi-storey car park with landscaping and a green roof	Figure A24 Using simple design in creating an effectively designed car park
		

A.1.19 Best practice, multi-storey car parks should:

- Be well integrated with their surroundings.
- Be well signed and well lit.
- Provide clearly defined disabled bays close to accessible entrance and exit points.
- Enable good views within and out from stairwells.
- Be in good working order.
- Utilise CCTV (such as 'dome' cameras).
- Design out hiding places and alcoves.
- Provide good visibility and public surveillance.
- Provide well lit level and direct footways to and from the car park.

3) Surface Parking

A.1.20 With regard to surface car parking it is important to follow these simple design concepts.

Examples of poor design	
Figure A24 Too much landscaping can obscure views, which limits surveillance over the parked cars leading to issues of personal safety and vehicle security. 	Figure A25 On the other hand no landscaping and tarmac surfacing for large areas creates sterile and poor visual environments. 
Examples of good design	
Figure A26 A good example of a surface car park which strikes a balance between landscaping and security. 	Figure A27 A surface car park with mature trees providing a soft edge. 

A.1.21 In summary the best practice points are:

- Larger car parks should have identifiable sub-areas.
- Parking bays and footways should be well lit and signed.
- Landscaping should be sensitively integrated to reduce the environmental impact of the car park but not at the expense of security.
- A long-term management plan should be in place to maintain the surface, markings and landscaping.
- Use permeable materials or include other sustainable drainage methods to drain the car park.
- All users should be taken into account in the design with level access, pavement markers and clearly defined pedestrian routes.
- Utilise CCTV (such as 'dome' cameras)
- Facilities such as hotels, hospitals, pubs, colleges, transport nodes such as railway stations and long stay parking such as park and ride facilities should have particular regard to safer parking standards as these are considered to be vehicle crime hot spots.

Annex B Disabled Parking

B.1 The key points when designing a disabled parking bay are:

B.1.1 Blue Badge car parking bays should be provided as near to principal entrances as possible. The installation of parent with pushchair parking facilities is welcomed and encouraged although not at the expense of disabled parking in the most accessible locations.

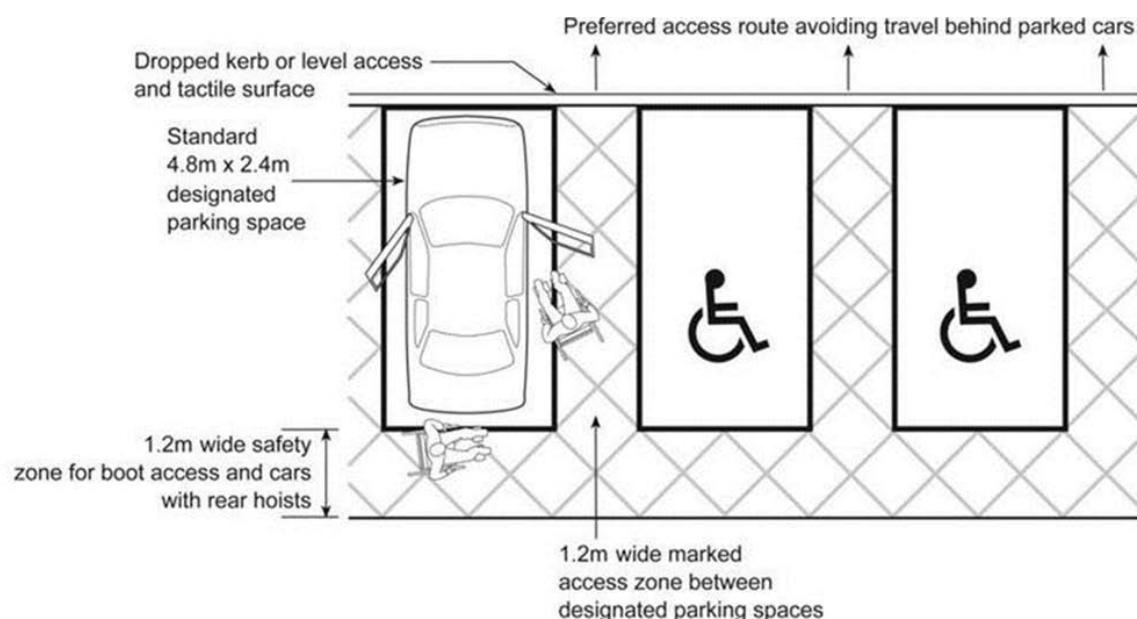
B.1.2 Parking bays in local authority ownership and privately owned for public use should include Blue Badge parking spaces. Access should be level from the designated space to the principal entrance.

B.1.3 The bays should be designed as detailed in the diagram below. Wider and longer bays will allow for car doors to be opened fully, providing people with more manoeuvring space in-between and to the rear of cars, particularly important when trying to transfer into or out of a wheelchair or exiting from the rear of a vehicle.

B.1.4 The number of disabled persons' parking bays that should be provided will depend on the land use, potential need and the ability to accommodate space on the site.

B.1.5 Disabled persons' parking bays must also be provided for staff and be located as close as possible to the staff entrance (if different from the main entrance). If you have an employee with a disability who uses a car, discuss where the most appropriate location of a bay would be for them.

Figure B1: Current Standards and the preferred layout for disabled parking



Annex C: Cycle Parking

C.1 An increasing requirement of new development is to provide suitable amounts of secure bicycle and motorcycle storage. Developments are encouraged to be particularly sensitive to users' needs.

Residential

C.2 Space for the storage of bicycles should be provided for each dwelling. This should usually be in a larger garage (wider than 3m and longer than 6m internal dimensions) but where a garage is not present, secure storage should be provided to enable the storage of bicycles in line with the standards set out in this guidance. Storage facilities should be at least 2m in length by 0.9m wide to accommodate one bicycle. External access to a rear garden with a cycle store or shed will be included as provision.

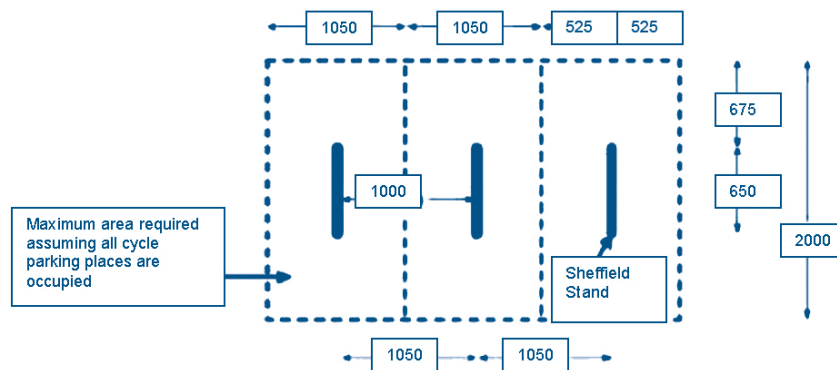
Non-Residential

C.3 In general the following guidelines should be adhered to:

- Bicycle space should be approximately 2.0 m long x 0.5 m wide.
- Short-term cycle parking shall be of a type which provides for the cycle frame to be leant against a stand such as a hoop stand (ideally 'Sheffield Stand' or a Rounded A stand).
- Sheffield Stand should be 850 mm high, 650 mm long with a minimum distance of 1000mm between stands to accommodate two bicycles.
- Provision of a lower rail closer to the ground can prevent a wheel turning and allow children's bicycles to be secured.
- Wall loops are appropriate where there is a limited amount of space to fit a Rounded A or Sheffield Stand. The loops should be between 750 mm and 900 mm from the ground, no more than 50 mm from the wall and be a minimum of 1800 mm apart.
- The use of butterfly or single wheel holders is not advised nor is the provision of concrete slots as these only hold the wheel, providing little security.

Figure C1: Preferred Specifications for Cycle Parking.





- Stands should not be positioned so that they impede pedestrian movement and the location of stands should be clearly signposted. They should be protected from the weather, particularly where bicycles are likely to be parked for long periods (for instance at train stations) and should be located in a well overlooked position.
- Stands for adult bicycles should not too low or small so that the wheels of the bicycle can be damaged or buckled.
- Cycle lockers for secure storage may be required in some circumstances for visitors/customers (check the standards set out earlier).
- Visitor/customer cycle parking should be secure and in convenient locations as close to the entrance or pedestrian access points of a building as possible.
- Employee cycle parking may be located towards the side or rear of a building and associated with the staff entrance to the building.
- At workplaces, or locations where bicycles are likely to be left for more than a couple of hours, secure and covered compounds are expected.
- Secure lockers and showering and changing facilities will be expected for employees in new development where cycle parking is required, to encourage increased levels of people cycling to work.

Figure C2: Good examples of cycle lockers



Figure C3: Good examples of cycle stands



Annex D: Motorcycle Parking

Technical Specifications

D.1 Each motorcycling parking bay should be roughly 1.5 m wide x 2.8 m deep although it is not necessary to mark individual bays.



Figure D1: Examples of Motorcycle Parking Bays

D.2 The anchor point should remain below the surface, often concealed by a hinged steel plate set flush with the road surface. The plate is raised by the user, allowing a loop to be lifted up and the user's own lock passed through. In selecting a design of ground level anchor, consideration should be given as to whether they are able to be left upstanding by users, or could jam in the raised position, thus constituting a danger and possibly an illegal obstruction of the highway. Anchor points require regular maintenance and can be dirty to use.

Figure D2: Ground Level Loop



Horizontal Bar

D.3 Parking can also be achieved using a bar. It is often not possible to pass a lock through a motorcycle frame hence any anchor point provided needs to be at a suitable height for locking the wheel. The top rail should therefore be about 40-60 cm from the ground. This style is generally provided at the edge of the carriageway and again requires the rider to use his/her own lock. This type can represent a trip hazard or impediment if installed along the edge of footways. Preferably, they should be integral with pedestrian railings or protected by other means to safeguard pedestrians, particularly people with impaired vision. Where high density parking is closely associated with pedestrian guard railings, users may need to put their hands through the vertical railings in order to reach the horizontal bar to use their locking cables. In such situations the width between the vertical bars of the railings should be approximately 160 mm.

Figure D3: Examples of Bar Motorcycle Parking Stands



Placement

D.4

- Motorcycle parking should be encouraged, because motorcycles use less land than car spaces, are cheaper to provide for and release fewer emissions than cars.
- Motorcycle parking should be located in areas of good visibility, lit, well-marked, away from trees and reasonably close to main entrances.

Visitors and Employees

D.5

- For larger developments, secure storage for helmets and other equipment should be provided. This can be combined with lockers for cycling facilities.

Annex E: Provision for Electric Vehicle Charging

Introduction

E.1 Electric vehicles and associated charging infrastructure is an area where technology, standards and best practice are rapidly evolving. The purpose of this guidance document is to provide detail on expectations in terms of the provision of electric vehicle charging infrastructure in new developments.

E.2 For the purposes of this document, an Electric Vehicle (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 document.

E.3 Almost all major vehicle manufacturers are bringing EVs to market and the Committee on Climate Change in their Fourth Carbon Budget report predict that by 2020 sixteen per cent of new car and van sales will be EVs, rising to sixty per cent by 2030. In order to future proof developments, we are seeking EV charging infrastructure in new developments that will reflect and exceed this predicted demand.

Active and Passive provision

E.4 Active provision requires fully wired and connected ‘ready to use’ charge points at parking spaces. Passive provision requires the necessary underlying infrastructure (e.g. capacity in the connection to the local electricity distribution network and electricity distribution board, as well as cabling to parking spaces) to enable simple installation and activation of a charge point at a future date.

E.5 Passive charging infrastructure provides a future-proof of new developments for the projected increase in take-up of EVs over the longer term. It is significantly cheaper and less disruptive to install the underlying infrastructure for EV charge points during construction than to retrofit later. Passive charging infrastructure enables future users of that development to not only choose whether or not to own an EV, but also provides future choice as to which charging point best suits the requirements.

Standard / Fast / Rapid charge infrastructure definitions and applications

E.6 Three levels of capability are identified: standard, fast, and rapid. Standard charge points can provide a typical full charge in approximately 5-7 hours, fast in approximately 2-3 hours and rapid in around 30 minutes. Table 2 lists some typical technical standards for the different charge capability.

Table – Typical charge points technical standards.

Voltage (V)	Current (Amps)		Nominal charge power (kW)	Typical application
Standard	230 AC	13-16, single phase	3	Residents’ parking Employees’ parking
Fast	230AC	32, single phase	7	Retail / leisure parking Residential & employment visitor parking
Rapid	400 AC and 500-600 DC	32-63A three phase and up to 125 DC	20-50	Specialist applications

E.7 The minimum current rating recommended for ‘standard’ EV charging infrastructure is 16 Amps. Three-pin 13 Amp domestic sockets are not endorsed for EV charging because they are

not designed for continuous full power operation. Indeed, EV manufacturers generally limit charging from a 13 Amp supply to 10-11 Amps in order to protect standard circuits. The additional power capability of a 16 Amp supply will ensure a full charge can be delivered in the approximate 6-hour overnight period of low background electricity demand.

E.8 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. In a similar manner, '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.

E.9 The connection to the local electricity distribution network, the electricity distribution board within the development and any other necessary electricity supply infrastructure should have sufficient capacity to enable all active and passive EV charging points to operate simultaneously at the full power they are designed for.

E.10 In line with guidance from the Office for Low Emissions Vehicles and the European Automobile Manufacturers' Association, the default socket type to install at 'active' charge points should be the Type 2 IEC62196-2 connector.

E.11 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 active parking spaces.

Accessibility of charge points

E.12 Charge points at public parking spaces, for example at retail car parks or visitor parking at residential locations, must be accessible to the general public. Management and maintenance arrangements for charge points in private car parks should be determined on a site by site basis to meet the needs of the users in question.

E.13 It is expected that 'active' EV parking spaces will be located in prominent positions in car parks in order to contribute to raising the profile of EVs. In public parking areas it would generally be expected that parking spaces with 'active' charging provision are dedicated to EVs, with appropriate penalties in place to deter the space being taken by other vehicles. However, in a large car park with multiple charge points it could be reasonable that only a proportion of 'active' parking spaces are dedicated to EVs at the outset and that this is reviewed regularly through a travel plan or equivalent process

E.14 At private car parking spaces, for example resident's parking and employee parking, the onus of responsibility to activate the passive EV charging infrastructure is expected to sit with those private individuals who own and use the car park.

E.15 At public parking spaces, such as at retail developments and visitor parking at residential developments, it is recommended that regular review procedures are put in place to trigger conversion of passive capability. For example, a travel plan document could include a review procedure to trigger conversion of passive to active charging provision in advance of capacity being exhausted at existing parking spaces. For private parking spaces it is the responsibility of the freeholder or Management Company to install and operate appropriate charging mechanisms.

Glossary

Use Class	Definition
Shops (A1)	Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes
Financial/Professional Services (A2)	Financial services such as banks and building societies, professional services (other than health and medical services) and including estate and employment agencies. It does not include betting offices or pay day loan shops (See 'Sui Generis')
Restaurants & cafes (A3)	For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes.
Drinking establishments (A4),	Public houses, wine bars or other drinking establishments (but not night clubs).
Hot Food takeaway (A5)	For the sale of hot food for consumption off the premises.
Office/Business (B1)	Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.
General industrial (B2)	Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).
Storage and Warehousing (B8)	This class includes open air storage.
Hotels, Guesthouses (C1)	Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
Residential institutions (C2)	Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
Secure Residential Institution (C2A)	Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks.
Dwelling houses (C3)	covers use by a single person or a family, up to six people living together as a single household and receiving care or allows for groups of people (up to 6) living together as a single household.
Houses in multiple occupation (C4)	small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom
Non – residential Institutions (D1)	Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law court. Non residential education and training centres.
Assembly and Leisure (D2).	Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations (except for motor sports, or where firearms are used).
Sui Generis	Betting offices/shops, pay day loan shops, theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos.
Transport Interchanges	Bus Stations, Park and Ride and Rail Stations
Term	Definition
Gross Plated Weight	This is the maximum weight of the vehicle including a full load and is specified by a metal plate attached to the vehicle. For example, a vehicle with a gross plated weight of 7.5 tonnes may weigh (when empty) 4.5 tonnes, this means it can carry a maximum payload of 3 tonnes.
Gross Vehicle Weight	Also known as Maximum Authorised Mass (MAM) or permissible maximum weight. It means the weight of a vehicle or trailer including the maximum load that can be carried safely when it's being used on the road.

Term	Definition								
Traffic Commissioner	Traffic Commissioners (TC) are appointed by the Secretary of State for Transport and are responsible for the licensing and regulation of those who operate heavy goods vehicles, buses and coaches, and the registration of local bus services. They are assisted in this work by deputy Traffic Commissioners, who preside over a number of public inquiries. <table><tr><th>Area</th><th>TC</th><th>Deputy TC</th><th>Address</th></tr><tr><td>South Eastern and Metropolitan Traffic Area</td><td>Nick Denton</td><td>John Baker Mary Kane</td><td>Office of the Traffic Commissioner Ivy House 3 Ivy Terrace Eastbourne East Sussex BN21 4QT</td></tr></table>	Area	TC	Deputy TC	Address	South Eastern and Metropolitan Traffic Area	Nick Denton	John Baker Mary Kane	Office of the Traffic Commissioner Ivy House 3 Ivy Terrace Eastbourne East Sussex BN21 4QT
Area	TC	Deputy TC	Address						
South Eastern and Metropolitan Traffic Area	Nick Denton	John Baker Mary Kane	Office of the Traffic Commissioner Ivy House 3 Ivy Terrace Eastbourne East Sussex BN21 4QT						
Gross External Area (GEA)	Gross External Area (GEA) is the whole area of a building taking each floor into account, including perimeter walls. This includes: Perimeter wall thickness and external projections.								
Gross Internal Area (GIA)	Gross Internal Area (GIA) is the area of a building measured to the internal face of the perimeter walls at each floor level. Including: Areas occupied by internal walls and partitions. Columns, piers, chimney breasts, stairwells, lift-wells, other internal projections, vertical ducts, and the like.								
Net Internal Area (NIA)	The NIA is the GIA less the floor areas taken up by lobbies, enclosed machinery rooms on the roof, stairs and escalators, mechanical and electrical services, lifts, columns, toilet areas (other than in domestic property), ducts, and risers.								

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Nepali

यस प्रचारको सक्षेपं वा सार निचोड चाहिं दिइने छ ठूलो अक्षरमा, ब्रेल वा क्यासेट सून्नको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गनुहोला ०१३४४ ३५२००० ।

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