

# **Parking Standards Supplementary Planning Document**

**June 2026**

**Bracknell Forest Council**

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## Chapter 1 - Introduction

- 1.1** This Parking Standards Supplementary Planning Document (SPD) provides guidance on parking requirements for new development. It explains how much parking should be provided on site, and in some parts of the Borough, if there's good evidence, shows how other alternative options can be used to offset parking provision, encouraging the use of sustainable options which meet the Council's Climate Change ambitions.
- 1.2** It supplements the parking related policies in the Bracknell Forest Local Plan (2024) including Policies LP 25, LP 26, LP 28, LP 60, LP 61 and LP 62.
- 1.3** This document supersedes the Parking Standards SPD (2016), and makes the following key changes:
- reflects changes to the Use Classes Order;
  - provides parking standards for HMOs;
  - supports flexibility for the amount of parking for residential development and other development within the boundary of the defined Bracknell Town Centre boundary;
  - supports flexibility for the amount of parking for residential development in a new flexibility zone within 800m walk of Bracknell Railway Station and Bus Station;
  - for residential development, the standard of on-site parking in Bracknell Town Centre and the flexibility zone is 0.9 spaces per dwelling which can be lower provided there is a robust evidence base to justify a lower amount and a suite of measures to compensate and achieve an equivalence of the standard.
  - supports flexibility for the amount of parking for affordable housing schemes irrespective of location, setting out the type of evidence base needed to support this;
  - contains guidance in relation to electrical vehicle parking/charging provision;
  - Increases the standard size of a parking space to 2.5m wide.
  - reflects changes in working practices such as home working.
- 1.4** The SPD has been produced jointly by officers from both the Planning and the Highway Authority drawing on:
- the Borough Vision;
  - the Bracknell Forest Borough Local Plan;
  - the Local Transport Plan;
  - the Bracknell Forest Climate Change Strategy 2025-2030;
  - technical and factual updates;
  - analysis of existing developments in the Borough; and,
  - local knowledge, expertise and experience of what works within Bracknell Forest.
- Status of the Parking Standards SPD***
- 1.5** The Parking Standards SPD provides guidance to support the development plan and transport policies. This SPD is a material consideration in the determination of planning applications.
- 1.6** 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 SPD therefore aims to deliver effective parking solutions while taking account of other planning considerations. In the most sustainable location in the Borough (in and around Bracknell Town Centre) development plan policies are seeking to make development as sustainable as possible and the

parking standards are designed to reflect and support this aim by encouraging walking, cycling and use of public transport.

- 1.7** Consideration of parking matters in Bracknell Town Centre and the newly created Flexibility Zone will involve a move away from the traditional approach by which the parking standards can only be met by providing a prescribed number of spaces on site, in line with the modal shift aim under strategies such as the Local Transport Plan and the Climate Change Strategy. The Council will ensure that adequate parking is made to serve development in locations within and near to Bracknell town centre through a combination of on-site parking, car clubs, contributions to travel planning measures and other schemes to ensure an equivalence with the standards. This is subject to any approach being justified by robust evidence on a case-by-case basis.
- 1.8** The SPD allows some flexibility in the application of parking requirements for residential and commercial developments in the Town Centre and for residential development in the wider flexibility zone where robust evidence demonstrates that this is appropriate. More details about the robust evidence base required and how this is to be applied is set out in Chapter 5 particularly for sites in the defined 'flexibility zone' within 800 metres walking distance of Bracknell Railway Station. This does not mean that a relaxation of standards will be accepted in every case, nor will any case where a relaxation is accepted set a precedent for lower parking provision on other sites.
- 1.9** Standards for disabled parking in terms of the amounts and their design and layout specifications are not part of the flexible arrangements and must be provided on-site in accordance with the respective requirements in the SPD. Furthermore, the location of all disabled spaces should be located as close as possible to the dwelling or facility they serve.

## Chapter 2 – About the Parking Standards

- 2.1 The parking standards and other tables are set out in [Appendix 2](#) and summarised as:
- 2.2 [Table 1 – Changes in Use Classes](#). This table sets out the current use classes against the previous ones (which formed the basis for the Parking Standards SPD 2016).
- 2.3 [Table 2 – Electric Vehicle Charging](#). This table summarises the standards for electric vehicles for both residential and non-residential development which are detailed in Appendix 4. It also provides a summary of the technical requirements which are found in more detail in Annex E.
- 2.4 [Table 3 - Bracknell Town Centre and Flexibility Zone Residential Standards](#). Table 3 sets out the parking standards for residential development in Bracknell Town Centre and the flexibility zone. The requirement is 0.9 spaces per residential dwelling subject to evidence. It includes standards for vehicles, cycles, motorcycles, disabled parking, refuse and emergency vehicles. It also provides further information for when travel plans, transport statements or assessments are required.
- 2.5 [Table 4 - Residential Standards - Rest of Borough \(outside of Bracknell Town Centre and Flexibility Zone\)](#). Table 4 sets out the parking standards for residential development in the Borough (excluding Bracknell Town Centre and the flexibility zone). It includes standards for vehicles, cycles, motorcycles, disabled parking, refuse and emergency vehicles. It also provides further information for when travel plans, transport statements or assessments are required.
- 2.6 [Table 5 - Bracknell Town Centre Non-Residential Standards](#). Table 5 sets out the parking standards for non-residential development in Bracknell Town Centre. It includes standards for vehicles, cycles, motorcycles, disabled parking and lorry parking. It also provides further information for when travel plans, transport statements or assessments are required.
- 2.7 [Table 6 - Non-Residential Parking Standards - Rest of Borough \(Outside of Bracknell Town Centre but including Flexibility Zone\)](#). Table 6 sets out the parking standards for non-residential development in the rest of the borough. It includes standards for vehicles, cycles, motorcycles, disabled parking and lorry parking. It also provides further information for when travel plans, transport statements or assessments are required.
- 2.8 [Table 7 - Design Standards for Parking Spaces](#). Table 7 provides minimum dimensions for standard parking spaces, disabled spaces, car ports and garages and is supplemented by Annex B. It also provides guidance on the required minimum depth from a dwelling frontage to the highway boundary relevant to dropped kerb applications and the required distance to the highway boundary from the front of the garage. Standards for other matters are included such as turning spaces; set back of entrance gates to a residential property from the edge of the carriageway; and cycle and motorcycle storage.

## Chapter 3 - Context

### *National policy and guidance*

- 3.1** The National Planning Policy Framework (NPPF)<sup>1</sup> includes the Government's planning policies for England and how they should be applied. It makes it clear that the planning system should be plan-led and should promote a sustainable pattern of development that seeks to meet the development needs of an area.
- 3.2** The NPPF is supplemented by Planning Practice Guidance (PPG). This helps explain how national policy should be implemented - the two documents should be read together.
- 3.3** The Use Class Order changed on 1st September 2020, with the introduction of new Use Classes E, F1 and F2, which replaced previous use classes. This SPD reflects the Town and Country Planning (Use Classes) (Amendment) (England) Regulation 2020.

### *Bracknell Forest Local Plan (BFLP)*

- 3.4** The BFLP was adopted in March 2024, and sets out the vision and strategy for the Borough to 2037. It is divided into two parts:
- Part 1 contains the strategic policies and sets out where new jobs, homes and services will be located. It also contains policies that help to protect the natural and historic environment and help the borough to adapt to climate change as well as other issues.
  - Part 2 covers development management policies, such as helping to make sure we have high quality design, transport and environmental sustainability.
- 3.5** It contains policies relating to parking and sustainable travel. The policies relevant to this SPD are set out in [Chapter 3](#).

### *Other development plan documents*

- 3.6** In Bracknell Forest, there are several documents which form part of the development plan. They are used to determine planning applications. National legislation requires that decisions are made in line with the development plan unless material considerations indicate otherwise.
- 3.7** In addition to the BFLP, the following documents form part of the development plan, but are not considered in detail within this SPD:
- Joint Minerals and Waste Local Plan (adopted January 2023): a Joint Plan covering Bracknell Forest, Reading Borough, Windsor and Maidenhead and Wokingham Borough. It sets out a long-term spatial vision and strategies for sustainable minerals and waste development and covers the period to 2036.
  - Site Allocations Local Plan (SALP) (adopted July 2013): allocates certain sites for housing development, and a policy which recognises the needs of the Royal Military Academy, Sandhurst. The BFLP has superseded some of the policies that were originally included in the Plan.
  - Neighbourhood Development Plans (NDPs): there a number of 'made' NDPs for 5 out of 6 parish areas of the Borough which are relevant to the consideration of planning applications.

### *Local Transport Plan 4*

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<sup>1</sup> [https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF\\_December\\_2024.pdf](https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf)

**3.8** The Local Transport Plan 4 (LTP4) was adopted by the Council in July 2025. LTP's are statutory documents and guidance on their production is set out by the Government through the Department for Transport. Local authorities need to have a clear view of their own strategic objectives and priorities for dealing with the different transport challenges they face and have regard to the views of local residents and other interested parties to ensure a robust strategy that best meets local needs. LTP4 supports climate change objectives and focuses heavily on decarbonisation, with increased emphasis on sustainable travel and interventions which will help reduce carbon emissions, from 2025 to 2037.

**3.9** The LTP4 is the Council's highways strategy with a commitment to tackling climate change at the local level, at all levels of transport. In it, the Council demonstrates how we will develop an infrastructure fit for a new generation of electric vehicle usage, how we will adapt our bus network to integrate it with other forms of travel, how we will advance our already excellent network of walkways and cycle routes, and much more besides. This is an ambitious statement of the Council's resolve to make a transport network fit for all.

**3.10** Specifically for parking, the guidance contained in this SPD is consistent with Policies TP2 and TP22 of the Local Transport Plan 4:

- Policy TP2 covers low emission and electric vehicles, setting out some broad policies and measures to increase charging provision and EV adoption, particularly for residents without off-street parking.
- Policy TP22 considers car, cycle and motorcycle parking, aiming to ensure that adequate secure, convenient parking is provided for all users appropriate to local land uses, development and public realm.

***Climate Change Strategy 2025-2030***

**3.11** The Council's Climate Change Strategy 2025-2030 was adopted in April 2025. This strategy sets out the work Bracknell Forest Council will do to reduce greenhouse gas emissions from Bracknell Forest and make progress towards net zero, as well as protecting the borough from the impacts of climate change. A number of objectives relate to the issue of parking, including Aim 2B, which is to support the reduction of net borough emissions to zero as close to 2030 as possible. Objectives under this aim include:

- Support an increase in the use of public transport and active travel.
- Enable a transition to low or zero emissions vehicles in the borough.

## Chapter 4 – Underpinning Principles

- 4.1 This section sets out the principles that underpin the Council's parking standards. It provides specific information in relation to:
- A. [Use Classes E, F1 and F2.](#)
  - B. [Houses in Multiple Occupation.](#)
  - C. [Suitable Alternative Natural Greenspaces \(SANGs\).](#)
  - D. [Electric Vehicle Charging.](#)
  - E. [On-street waiting restrictions.](#)

### A. Use Classes E, F1 and F2

- 4.2 The Use Class Order changed on 1st September 2020, with the introduction of new Use Classes E, F1 and F2, which replace previous use classes. The new use classes generally cover a wider range of uses than the previous classes. The parking standards seek to balance the need for parking across the different uses which are permitted within these use classes.
- 4.3 However, if the applicant is prepared to accept a planning condition to restrict the land use within the new classes E, F1 and F2, then a more specific, parking standard for the restricted use class may be applied. This standard is consistent with that applied to the previous, more limited use class as had been referred to in the Parking Standards SPD 2016. [Table 1](#) identifies the new use classes E, F1 and F2 in relation to the former use classes to allow application of these standards.
- 4.4 The requirement is:

The parking standards for classes E, F1, and F2 will be applied to unrestricted developments in these use classes. Where an applicant is prepared to accept a planning condition and/or legal obligation restricting the land use within the new use classes to a land use akin to one of the previous use classes revoked by The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 then the applicant may request that parking is considered using the previous land use class's parking standards, which have been retained in this document.

### B. Standards for Houses in Multiple Occupation (HMO)

- 4.5 Houses in Multiple Occupation (HMO) are residential properties where common areas such as kitchens and bathrooms are shared by more than one household. An HMO that accommodates between 3 and 6 unrelated people who share basic amenities falls under Use Class C4 of the Use Classes Order (as amended). In most cases, the change of use from a dwellinghouse to an HMO falling within Class C4 will not require planning permission. HMOs that accommodate 7 or more unrelated people are classed as 'sui generis' and so will always require planning permission.
- 4.6 Parking for small HMOs (falling within Use Class C4) will be sought at an equivalent standard as for Class C3 dwellinghouses. A separate standard is identified for large

HMOs (with seven unrelated persons or greater), drawing on evidence from HMO planning decisions and the parking standards for HMO set by other local authorities.

4.7 The requirement is:

**Parking standards for large HMOs, with seven unrelated occupants or greater, are set out in [Table 4](#), to be applied in both Bracknell Town Centre and other locations.**

## C. Standards for Suitable Alternative Natural Greenspace (SANG)

4.8 Suitable Alternative Natural Greenspaces (SANGs) are large open space areas which are provided as mitigation for residential development upon an environmental designation called the Thames Basin Heaths Special Protection Area (TBHSPA). Further information about the TBHSPA can be found in the Thames Basin Heaths Special Protection Area Supplementary Planning Document 2025. SANGs draw in a lot of recreational visitors and there is a consequential need for car parks to accommodate them. Natural England sets out recommended minimum parking provision for SANG as one space per hectare in its 'Guidelines for Creation of Suitable Alternative Natural Greenspace (SANG)', August 2021. However, evidence from the use of our SANGs suggests that this minimum requirement is insufficient. The Highway Authority has therefore reviewed existing SANGs within the Borough and their car parking provision, accounting for any known pressures such as parking on verges or in neighbouring streets, to identify an appropriate parking standard for Bracknell Forest.

4.9 The requirement for new or expanded SANG sites is as follows as detailed in Parking Standards [Table 6](#):

- **Car parking: 1.5 spaces per hectare of SANG.**
- **Height restriction barriers will be requested.**
- **Any gates to be discussed and agreed with Highway Authority and Parks and Countryside Service.**

## D. Electric Vehicle Charging

4.10 As part of its commitment to reducing transport's contribution to climate change, the UK Government has committed to phase out the sale of new purely petrol and diesel vehicles from 2030.

4.11 This move away from fossil fuel powered vehicles and towards electric vehicles will necessitate the provision of electric vehicle charge infrastructure in order that a greater number of electric vehicles on the country's roads can be charged and used. The requirements are now updated to reflect the Building Regulations part S<sup>2</sup> which are:

- Every new home, including those created from a change of use, with associated parking within the site boundary to have an electric vehicle charge point;

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<sup>2</sup><https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-and-non-residential-buildings> and <https://www.gov.uk/government/publications/infrastructure-for-charging-electric-vehicles-approved-document-s>

- Residential buildings undergoing major renovation, which will have more than 10 parking spaces within the site boundary after the renovation is complete, to have at least one electric vehicle charge point for each dwelling with associated parking within the site boundary and cable routes in all spaces without charge points;
- All new non-residential buildings, with more than 10 parking spaces within the site boundary of the building, to have a minimum of one charge point and in addition to this, cable routes for one in five of the total number of spaces;
- All non-residential buildings, undergoing a major renovation, which will have more than 10 parking spaces within the site boundary after the renovation is complete, to have a minimum of one charge point and in addition to this, cable routes for one in five spaces.

**4.12** The standards for electric vehicle charging provision for developments in Bracknell Forest are set out in [Table 2](#) and detailed below. Any exemptions set out in future Government policies will be taken into account on a case-by-case basis, including taking into account the connection cost cap in the Building Regulations part S.

***Requirements for developments without on-plot or allocated parking***

**4.13** Electric vehicle charging infrastructure should be provided in accordance with the standards [Table 2](#). These standards have a basis in the Building Regulations part S: Infrastructure for Charging Electric Vehicles which is set out by Government.

**4.14** The requirement is:

**Electric vehicle charging infrastructure should be provided in all new developments in accordance with the standards set out in [Table 2](#), or in-line with central Government regulations (such as in Building Regulations part S) where this is more recent.**

***Delivering and managing charging points***

**4.15** Further guidance is available at Annex E on the provision of charging points and connection types that are available. When developing their systems, developers should follow the charge point specification in [Table 2](#) as a minimum<sup>2</sup>, with reference to the guidance in Annex E where relevant.

***Activation of passive spaces***

**4.16** 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. But all passively enabled spaces should be ready to accept a charge point with the specification set out in [Table 2](#)<sup>2</sup>.

**4.17** The level of demand for active charging points should form part of the monitoring of developments within a travel plan. Passive charge points should be activated once there is sufficient demand to be determined by targets set in the Travel Plan or by other means in agreement with the Council. Where the development does not have a travel plan, this should form part of a separate site management strategy.

## E. On-street waiting restrictions

- 4.18** The introduction of waiting restrictions can have positive benefits for residents, retailers and businesses and help to improve highway safety, such as by preventing obstruction to visibility splays.
- 4.19** Since many of the older neighbourhoods and estates in the Borough have been built there has been a significant increase in car ownership and cars have got larger. This has resulted in many streets not having sufficient parking for current needs. A lack of adequate parking has resulted in local tensions 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, as existing garages are often no longer sufficiently sized for modern car sizes. Vehicles are then parked 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.
- 4.20** The requirements are:

**For developers to fund the implementation of waiting restrictions in streets nearby or adjacent to developments, in the form of a Traffic Regulation Order (TRO), particularly if development sites are not providing parking which fully meets the standards set out in this document. The works to line-mark and sign the restriction will normally be required to be undertaken by the developer's contractor as part of an agreement with the Highways Authority.**

## Chapter 5 – Flexibility and other considerations

- 5.1** This Chapter focuses on the key element of flexibility and where it may apply. Other matters are also dealt with here. There are distinct areas where residential parking standards may differ, these are the defined Bracknell Town Centre, the Flexibility Zone adjacent to Bracknell Town Centre and the rest of the Borough beyond these areas. [Table 3](#) applies to Bracknell Town Centre and the Flexibility Zone where an evidence-based approach (with mitigation) may be used to achieve the 0.9 spaces per dwelling standard. [Table 4](#) applies to the rest of the borough beyond these two areas. For clarity the standards in [Table 3](#) do not apply to other local or town centres other than Bracknell.

### F. Bracknell Town Centre Standards

- 5.2** Bracknell Town Centre has been significantly redeveloped in recent years, and further phases of redevelopment are ongoing at the time of writing. One of the key ambitions of the Council is to ensure that we have a town centre fit for the 21<sup>st</sup> century. This SPD includes greater flexibility in the standards and how they are applied.
- 5.3** The residential (C3 use) standards for Bracknell town centre effectively incorporate an element of ‘zero car’ development, due to 10% of dwellings not having parking. [Table 3](#) sets out the parking standards for all vehicle types-including car, cycle, motorcycle, servicing and disabled parking. Parking requirements for Bracknell Town Centre Non-Residential uses are in [Table 5](#). 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.
- 5.4** For clarification the Council will consider a more flexible approach for the uses in Bracknell Town Centre as shown in [Table 3](#). This flexibility will not apply to uses falling within Commercial, Business and Service Classes E(c)(iii), (g)(ii) and E(g)(iii) which are subject to the full Class E standard without flexibility.
- 5.5** For clarification, the Council will also consider other Residential land use types (C2 and C4) excluding large HMOs in the Flexibility Zone adjacent to Bracknell Town Centre for the more flexible approach.
- 5.6** In Bracknell Town Centre the standards for disabled parking in terms of the amounts and their design and layout specifications are not part of the flexible arrangements and must be provided on-site in accordance with the respective requirements in the SPD.

### G. Edge of Bracknell Town Centre Residential ‘Flexibility Zone’

- 5.7** This document identifies a ‘flexibility zone’ for new residential developments<sup>3</sup> outside of the defined town centre but within circa 800m<sup>4</sup> walk of Bracknell Railway Station (see Appendix A for the extent of this zone). Within this ‘flexibility zone’ it is anticipated that residential parking will be provided to the Bracknell Town Centre and Flexibility Zone

<sup>3</sup> The “flexibility zone” will not be applied retrospectively to existing or consented residential development sites even if sought through a Section 73 amendment application, which creates a new permission.

<sup>4</sup> CIHT Planning for Walking (2015) sets out that “Walking neighbourhoods are typically characterised as having a range of facilities within 10 minutes’ walking distance (around 800 metres)” and “People will walk up to 800 metres to get to a railway station, which reflects the greater perceived quality or importance of rail services”. 800m is also the “acceptable” distance to other locations and “preferred maximum” to town centre set out in the IHT (2000) Guidelines for Providing for Journeys on Foot.

standards ([Table 3](#)) alongside a package of measures which, together with the on-site parking, provide the equivalent or better provision than a traditional approach of just a full quota of parking places ([Table 3](#)).

**5.8** Car clubs are becoming a more popular measure and the Council envisages three options for their delivery:

1. In-kind, on-site for a particular development - Presently car clubs are secured by s106 obligations on a site-by-site basis where the applicant is required to enter into obligations to secure, administer and operate the car club on an ongoing basis to serve the particular development.
2. Financial contributions towards a Council operated car-club - In due course the Council may choose to operate or facilitate its own car club which agreed developments may buy capacity in through s106 contributions. If this becomes an option the Council will set out the costs required to purchase capacity in the scheme.
3. Secure capacity for a development scheme in an existing car club - Alternatively, a developer may purchase capacity in an existing car club associated with another neighbouring development to serve their scheme. In this case, a private contract will be required to purchase the capacity or create increased capacity in the existing scheme. Once the capacity is secured through a private contract between the prospective development and the existing scheme operator, the provisions will need to be also secured in a s106 agreement to ensure the purchased capacity is provided to serve the new development on an on-going basis. Only then can permission be granted.

**5.9** The package of measures should include, but may not be limited to:

**a) Car club measures:**

- Provision of on-site car club vehicles and spaces; or
- Provision of suitably located car club vehicles and spaces reasonably capable of serving the site or wider residential developments within the Flexibility Zone Area; or
- Financial or other/in-kind contributions towards a strategic car club or car clubs to serve the Flexibility Zone Area should they come forward.

**b) Public transport take-up incentives for residents.**

**c) Financial contribution towards off-site public transport infrastructure.**

**d) Measures to encourage take-up of sustainable modes of transport.**

**e) Travel Planning measures (see also the Planning Obligations SPD):**

- Residential Travel Plans including personal travel planning measures for residents.
- Financial contributions towards strategic travel planning measures carried out by the Council on behalf of the development.

**f) Other transport measures deemed appropriate and necessary by the Local Planning Authority, on a case-by-case basis. The purchase of spaces in public**

car parks will only be acceptable where the Council has adopted a strategy to allow this and any such spaces are secured in perpetuity via a legal contract and planning obligations and sufficient modelling of future demand and availability of parking in Bracknell Town Centre has been undertaken by the applicant to demonstrate that there is capacity in perpetuity.

- 5.10 In the 'Flexibility Zone' the standards for disabled parking in terms of the amounts and their design and layout specifications are not part of the flexible arrangements and must be provided on-site in accordance with the respective requirements in the SPD.

## H. Residential Parking Standards

- 5.11 [Table 4](#) shows the parking standards for residential development in all areas outside of Bracknell Town Centre and the Flexibility Zone ([Appendix 1](#)). 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 [Tables 2](#) and [7](#), and Annexes [A](#), [B](#), [C](#), [D](#) and [E](#). It applies to all new residential development including custom and self-build housing and small HMOs (Class C4).

### *Home Working*

- 5.12 Room sizes within dwellings can have an impact on whether the rooms are used as bedrooms or home working spaces. Whilst recognising that there is now a greater demand for home working than previous parking standards considered, there is a need to balance this demand with smaller room sizes for home working or other areas within the plot or dwelling where home working activities could occur. Such concepts could include: smaller separate rooms (particularly at ground floor for 2+ storey dwellings), use of circulatory spaces (particularly for 3+ storey properties), or use of other ancillary areas such as rear gardens, where a home-working facility could be provided.
- 5.13 Upper-floor rooms which are not bathrooms that can accommodate a single bed, bed-side table and access to the bed (typically with dimensions of 2.2m x 1.8m or greater) will be counted as bedrooms. If a study or other work from home area is needed, then this should be smaller than these dimensions to not count as a bedroom or provided in another way. Where new or additional rooms are proposed for bungalows and other development types which have ground floor bedrooms, an assessment of whether rooms should be counted as a bedroom, will take place on a case-by-case basis.

## I. Affordable Housing and Specialist Housing for Older People

### *Affordable Housing*

- 5.14 Affordable housing schemes may require lower levels of parking than market housing. Therefore, it may be appropriate to take a flexible approach in applying the parking standards for such developments where they could help to deliver sustainable development. The types of acceptable evidence, to be fully justified by a Transport Assessment or Transport Statement, 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. This flexibility will be applied to development schemes which are purely affordable housing and not for a proportion of affordable housing within an otherwise market-housing development.

### *Specialist Housing for Older or Other People*

**5.15** There are more categories of specialist housing for older people in addition to the existing types in [Table 4](#). The Housing Supplementary Planning Document (March 2025) describes the different types which includes C3 or C2 (Use Class) Residential Institutions:

- Age restricted general market housing (C3 use).
- Retirement living or sheltered housing (housing with support) (C3 use).
- Extra care housing (C2 use) - specific housing for older people in purpose built self-contained homes.
- Residential care/nursing homes (C2 use) which relates to bed spaces with on-site care. Provision for mobility scooter parking should be made.
- Other types of specialist housing (not for older people) which may be either C3 or C2 use with specific housing requirements for children, disabled or vulnerable people.

**5.16** Given the changing models of accommodation for elderly people being offered by the industry, if the type of use is different to the types in [Table 4](#) the Council will deal with each on a case-by-case basis where each application will be expected to demonstrate their parking demands so provision for each case can be determined and secured.

**5.17** The requirements for affordable housing and specialist housing for older people are:

- 1. The starting point for applications for affordable housing and specialist housing for older people is that they should meet the prescribed parking standards in [Table 4](#).**
- 2. The Council may consider lower parking standards for affordable housing and specialist housing schemes on the basis of robust site-specific evidence which demonstrates that the development will generate less parking and which considers tenure and future issues such as right to buy.**
- 3. The Council will consider parking provision for schemes for specialist housing for older or other people which are not prescribed in Table 4 on a case-by case basis in line with evidence submitted with each application.**

## **J. How to Apply Flexibility in Provision of Parking Standards**

### ***Evidence Base for Flexibility in Parking Standards***

**5.18** The starting point for all planning applications should be the parking standards set out in this document. For affordable housing development or the specified types of development in Bracknell Town Centre or the adjacent flexibility zone, the Council may accept a reduction from the full standard (including the acceptance of alternative measures to achieve equivalence to the standards within this document) where robust evidence is provided.

**5.19** The starting point for a robust evidence base will normally be an assessment of parking demand for the proposed development accompanied by Lambeth Methodology parking surveys undertaken by an independent parking survey company; with analysis of the development's parking demand and parking survey results provided in a Transport Assessment, Transport Statement or Transport Note (depending on the scale of development, as set out in the Parking Standards).

- 5.20** The Council will expect use of the Lambeth Council Parking Survey Methodology (See [Appendix 3](#)) to ensure the robustness of any survey submitted with a planning application and will use the following process with regard to submitted evidence:

- 1. The Council will review the evidence submitted and, if it is considered sufficiently robust and demonstrates that the proposed development would not result in an unacceptable impact on highway safety, may approve the application with a level of parking below that required by the full standard.**
- 2. Acceptance of a reduction in parking for one development will not set a precedent; each application will be considered on its own merits, and the Council will expect site-specific robust evidence for every application which proposes parking which does not accord with the parking standards.**
- 3. In some cases, the survey may need to be extended or amended, such as the extents and timing. To avoid delays to the processing of an application applicants are strongly advised to contact the Council for clarification through a pre-application enquiry.**

## **K. Non-Residential Parking Standards**

- 5.21** The parking standards for non-residential uses are in [Table 6](#). All floorspace is Gross Floorspace Area (GFA) unless otherwise stated. For development in new use classes E, F1 and F2, if proposed development is restricted by condition to a use akin to a former use class, then the former use class parking standards may be applied.
- 5.22** With regards to motorcycle parking provision, Government statistics suggest that the ratio of cars to motorcycles is 1:25 on average<sup>5</sup>. Motorcycle parking is more likely to be needed around developments selling food to take away, where the rapid increase in the use of delivery companies have increased demand for motorcycle parking considerably. In such locations motorcycle parking should be provided above the 1:25 standard, as otherwise motorcycles are often parked in obstructive locations or misusing cycle parking.
- 5.23** With regards to standards for motorcycle parking, unless specified differently in [Table 5](#) or [Table 6](#):

**As appropriate to the location of the development, there should be 1 motorcycle space per 25 car spaces required under this standard, minimum 2 motorcycle spaces.**

## **L - Design of Standard Parking Spaces**

- 5.24** [Table 7](#) shows the design standards for parking spaces. Applicants should also refer to the Design SPD (2017) and Streetscene SPD (2017) with regards to parking layouts and Manual for Streets.

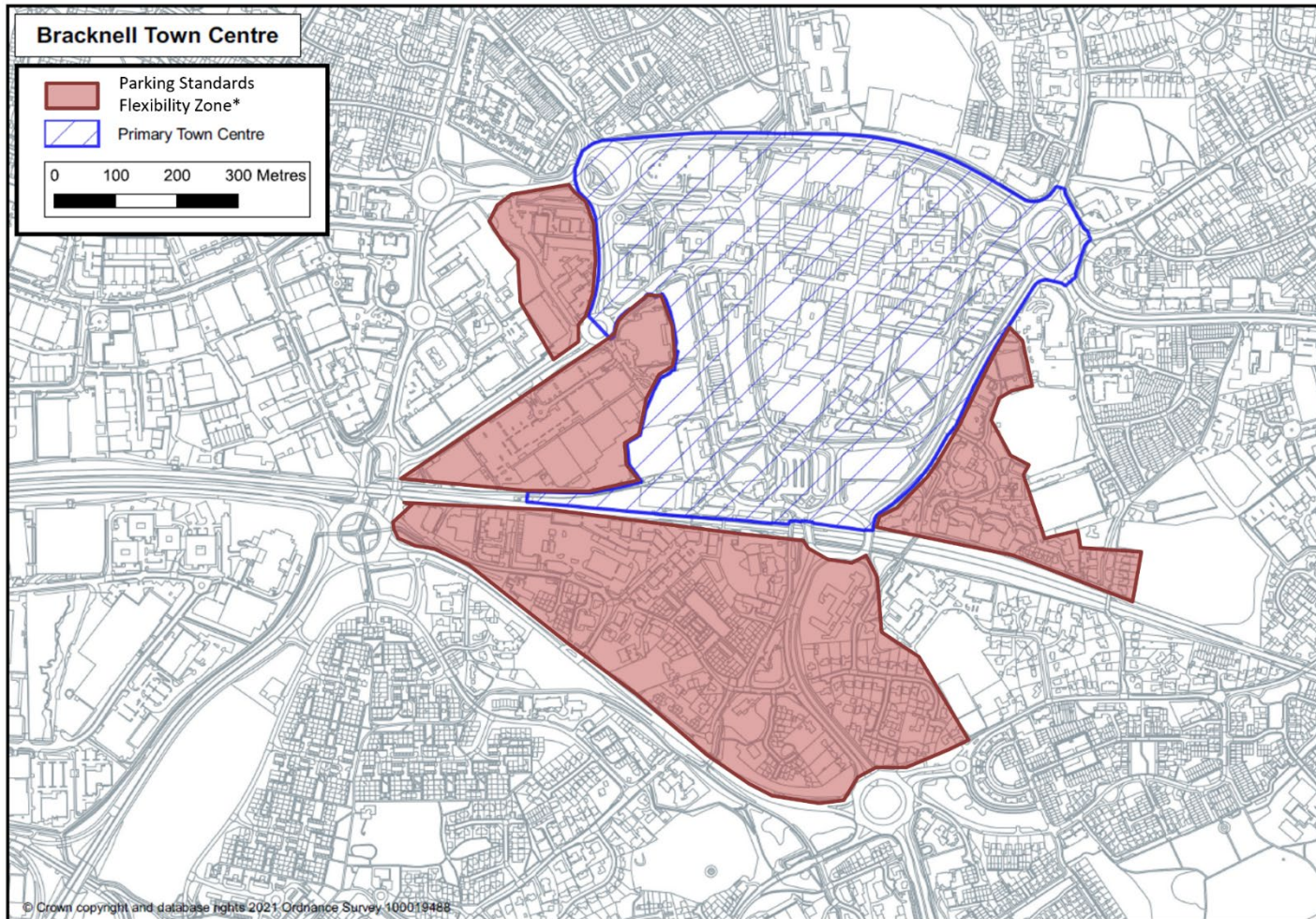
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<sup>5</sup> Source for motorcycle to car ratio - Department for Transport vehicle licencing statistics 2019 Table VEH0105 data for England

## Chapter 6 - Monitoring and Compliance

- 6.1** This chapter sets out the compliance and monitoring requirements for parking standards to be applied to new development in the Borough.
- 6.2** Parking measures will be secured as follows:
- On-site parking (design, location and type) by condition and, if necessary, their in-perpetuity provision by S106 obligation
  - Off-site parking by S106 obligation.
  - On-site car clubs by conditions and S106 obligations.
  - Provision of, and/or financial contributions towards secured strategic off-site car clubs (by S106 obligation).
  - Off-site financial contributions by S106 obligations towards public transport measures and / or public transport infrastructure.
  - Other measures such as financial contributions to encourage sustainable modes of transport (in kind or by S106 obligation).
  - Site Travel Plans by planning obligations and / or financial contributions towards strategic travel plan measures.
  - Restrictive measures such as Traffic Regulation Orders secured by financial contribution secured by S106 obligations.
  - Other measure by conditions and / or S106 obligations.
- 6.3** Monitoring and reporting will be carried out including data collection on major schemes / medium schemes and will be reported in the Annual Monitoring Report and Infrastructure Delivery Plan. This will include all information on spaces secured and all the other measures in 6.2 above. A statement providing all information will be required following grant of full permission and where necessary for each outline approval. A template will be provided with data from each site including information and by each type (e.g. affordable dwellings) and location (e.g. Bracknell Town Centre).

## APPENDIX 1 - Defined Bracknell Town Centre Boundary and Parking Standards Flexibility Zone



\* Flexibility for parking to be provided at equivalent to Bracknell Town Centre standards with package of measures and evidence base.

## APPENDIX 2 - TABLES

**Table 1 - Changes in Use Classes**

New Use Class	Previous Use Class
<p><b>Class E</b></p> <ul style="list-style-type: none"> <li>• <b>E(a)</b> Display or retail sale of goods, other than hot food</li> <li>• <b>E(b)</b> Sale of food and drink for consumption (mostly) on the premises</li> <li>• <b>E(c)</b> Provision of: <ul style="list-style-type: none"> <li>○ <b>E(c)(i)</b> Financial services,</li> <li>○ <b>E(c)(ii)</b> Professional services (other than health or medical services), or</li> <li>○ <b>E(c)(iii)</b> Other appropriate services in a commercial, business or service locality</li> </ul> </li> <li>• <b>E(d)</b> Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)</li> <li>• <b>E(e)</b> Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)</li> <li>• <b>E(f)</b> Creche, day nursery or day centre (not including a residential use)</li> <li>• <b>E(g)</b> Uses which can be carried out in a residential area without detriment to its amenity: <ul style="list-style-type: none"> <li>○ <b>E(g)(i)</b> Offices to carry out any operational or administrative functions,</li> <li>○ <b>E(g)(ii)</b> Research and development of products or processes</li> <li>○ <b>E(g)(iii)</b> Industrial processes</li> </ul> </li> </ul>	<p>A1/2/3, B1, D1(a-b) and 'indoor sport' from D2(e)</p>
<p><b>Use Class F1 Learning and non-residential institutions Use (not including residential use):</b></p> <ul style="list-style-type: none"> <li>• <b>F1(a)</b> Provision of education</li> <li>• <b>F1(b)</b> Display of works of art (otherwise than for sale or hire)</li> <li>• <b>F1(c)</b> Museums</li> <li>• <b>F1(d)</b> Public libraries or public reading rooms</li> <li>• <b>F1(e)</b> Public halls or exhibition halls</li> <li>• <b>F1(f)</b> Public worship or religious instruction (or in connection with such use)</li> <li>• <b>F1(g)</b> Law courts</li> </ul>	<p>D1, 'outdoor sport', 'swimming pools' and 'skating rinks' from D2(e), as well as newly defined local community uses.</p>
<p><b>Use Class F2 Local community:</b></p> <ul style="list-style-type: none"> <li>• <b>F2(a)</b> Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres</li> <li>• <b>F2(b)</b> Halls or meeting places for the principal use of the local community</li> <li>• <b>F2(c)</b> Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)</li> <li>• <b>F2(d)</b> Indoor or outdoor swimming pools or skating rinks</li> </ul>	<p>D1, 'outdoor sport', 'swimming pools' and 'skating rinks' from D2(e), as well as newly defined local community uses</p>
<p><b>Sui Generis</b> literally translated as 'of its own kind' and used in a planning context to categorise development that does not fall within one of the defined land use class for the purposes of planning permission</p>	<p>Hot food takeaway and Drinking Establishment changed from A5 and A4 to sui generis. Nail bars and tattoo parlours.</p>

<b>Other Changes</b>	Data Centres now considered as B8 (formerly B1) as determined through several planning appeals.
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## Table 2 - Electric Vehicle Standards

### Standards for residential dwellings (including flats and major renovations)<sup>6</sup>

Minimum of one electric vehicle charging point per dwelling. Each charge point provided to be cabled and fully operational and able to provide an output of at least 7kW.

and

All remaining parking spaces (if more than 10 spaces and more spaces than there are dwellings) to be cabled, metered as necessary, and ready for connection of electric vehicle charge point with, an output of at least 7kW.

Where relevant, a commuted sum contribution to parking areas which are to be maintained by the local authority will be sought through the planning process.

### Standards for non-residential development providing employment or retail (class E), or development in classes F1 or F2

Minimum of one electric charge point per 10 spaces (for car parks with 10 or more spaces). Each charge point provided to be cabled, metered as necessary, fully operational and able to provide an output of at least 7kW.

and

1 in 5 (20%) of the remaining spaces to be cabled, metered as necessary, and ready for connection of electric vehicle charge point with, an output of at least 7kW such that this does not inhibit occupiers from pursuing an activated charging point for the space from occupation.

Large retail or leisure sites with short dwell times should consider installing 'rapid' charging infrastructure (see Annex E).

A commuted sum contribution to parking areas which are to be maintained by the local authority will be sought through the planning process.

### Technical Requirements for all uses

Each charge point should conform to at least the minimum requirements as follows:

- Minimum power output of 7kW 'fast'.
- Minimum of Mode 3 or equivalent.
- Type 2 socket (other connections should be considered in addition, especially for destination charging).
- Untethered (socket).
- Compliance with Electric Vehicles (Smart Charging Points) Regulations 2021 where relevant.

More details of EV charging infrastructure can be found in Annex E.

<sup>6</sup> It is noted that there is a "cost cap" in the Building Regulations part S relating to the connection cost (not the cost of the charge point itself) and this will be respected in relation to applying the standards in Table 2

**Table 3 - Bracknell Town Centre and Flexibility Zone Residential Standards**

Land Use - Residential excluding large HMO and specialist care (see Table 4) / housing, for large HMO and specialist care / housing		
Parking Type	Threshold	Standard
Standard car parking spaces	All development	0.9 spaces per dwelling as an average <sup>7</sup>
Cycle Parking	All development	Secure storage at 1 space per bedroom
Motorcycle	Considered on need	See paragraphs 5.22 and 5.23
Disabled Parking	All development	At least 10% should have the capability of being made into a disabled parking space for any future residents with a defined need.
Refuse and Emergency Vehicles	Suitable access and turning for refuse vehicles and fire tender, meeting the distances set out in the Building Regulations.	
Travel Plan	100 dwellings or compliant with Planning Obligations SPD if more recent	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 25 – 50 units</li> <li>• Transport Assessment– greater than 50 units</li> <li>• In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	

**Table 4 - Residential Standards - Rest of Borough (Outside of Bracknell Town Centre and Flexibility Zone)**

Uses	Dwelling Houses	Flats	Specialist Housing for older people*	Large HMO**
1 bed or studio*** Standard car parking spaces	1 space per unit	1 space per unit	1 space per unit	0.5 spaces per bedroom, rounded up to nearest whole number
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	This requirement relates to developments of 5 dwellings or more. 1 space per 5 units applied pro-rata and rounded up to the nearest whole number.			Not applicable if conversion / change of use of existing building.
Cycle	Secure storage at 1 space per bedroom (to be accommodated within secure and covered storage if no garage is provided)	Secure storage at 1 space per bedroom (to be accommodated within secure and covered storage if no garage is provided)	Secure storage at 1 space per 4 units (to be accommodated within secure and covered storage if no garage is provided) inclusive of visitors	Secure storage at 1 space per bedroom (to be accommodated within secure and covered storage if no garage is provided)

<sup>7</sup> Car parking standard for Town Centre & Flexibility Zone for housing also applies to retirement housing in use class C3 which provides independent living without a warden or support staff. For C2 and C4 uses the appropriate starting point before any flexibility is considered (Specialist Housing for older people) will be as in Table 4 and see paragraphs 5.15 to 5.17.

**Table 4 - Residential Standards - Rest of Borough  
(Outside of Bracknell Town Centre and Flexibility Zone)**

Uses	Dwelling Houses	Flats	Specialist Housing for older people*	Large HMO**
		Visitors at 1 space per 5 units		
Motorcycle	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. Provision for mobility scooter. parking should be made.	10% should have the capability of being made into a disabled parking space for any future residents with a defined need
Refuse & Emergency	Suitable access and turning for refuse vehicles and fire engine, meeting the distances set out in the Building Regulations.			
Travel Plan	100 dwellings		Not required	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement - 25 to 50 units</li> <li>• Transport Assessment - greater than 50 units</li> <li>• In addition, developments that are in sensitive locations may require a Transport Statement/Transport Assessment below these thresholds.</li> <li>• Transport Contributions – CIL or S106</li> </ul>			

\* See paragraphs 5.15 to 5.17 for specialist housing for older people

\*\* Table 4 standards apply to Large HMOs in all Bracknell Town centre/flexibility zone or non-town centre locations

\*\*\* See paragraph 3.13 for room sizes counted as bedrooms for parking standards.

**Table 5 - Bracknell Town Centre Non-Residential Standards**

Land Use – Commercial, Business and Service (E) (where this is not restricted by condition)		
Parking Type	Threshold	Standard
Standard car parking spaces	Other	
	1 space per 5 seats (internal and external)	
	- or -	
	1 space per 35 m <sup>2</sup> GEA plus external seating area or external play area if present.	
		Applies to premises providing sale of food and drink mainly to members of the visiting public for consumption on premises with GEA standard applying in all other cases
Cycle Parking	1 space per 200 m <sup>2</sup> (at least 2) whichever greater	
Motorcycle	See paragraphs 5.22 and 5.23	
Disabled Parking	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>	
Lorry Parking	Under 1000m <sup>2</sup>	Not required if safe and adequate street servicing is available, otherwise a designated space should be available for a small to medium sized delivery vehicle.
	Between 1000m <sup>2</sup> and 2000m <sup>2</sup>	A bay capable of holding a lorry plus one additional space per 500 m <sup>2</sup> (Lorry space 3m x 16m)

	More than 2000m <sup>2</sup>	A bay capable of holding a lorry plus one additional space per 1000 m <sup>2</sup> (Lorry space 3m x 16m)
Travel Plan	Travel Plan required for development over 1000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent.	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 250 m<sup>2</sup> – 800 m<sup>2</sup></li> <li>• Transport Assessment– greater than 800 m<sup>2</sup></li> <li>• In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	

#### Land Use – Non Food Retail (formerly A1) E(a)

Parking Type	Threshold	Standard
Standard car parking spaces	Development Under 2000 m <sup>2</sup>	1 space per 30 m <sup>2</sup>
	Development over 2000 m <sup>2</sup> :	1 space per 25m <sup>2</sup>
Cycle Parking	All development	1 space per 200 m <sup>2</sup> (at least 2) whichever greater
Motorcycle	Considered on need	See paragraphs 5.22 and 5.23
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	Under 1000m <sup>2</sup>	Not required if safe and adequate street servicing is available, otherwise a designated space should be available for a small to medium sized delivery vehicle.
	Over 1000m <sup>2</sup>	A bay capable of holding a lorry per 500 m <sup>2</sup> (Lorry space 3m x16m)
Travel Plan	Development over 1,500 m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 800 m<sup>2</sup> – 1500 m<sup>2</sup></li> <li>• Transport Assessment– greater than 1500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	

#### Land Use - Food Retail E(a) (formerly A1)

Parking Type	Threshold	Standard
Standard car parking spaces	Development Under 2000m <sup>2</sup>	1 space per 30 m <sup>2</sup>
	Development over 2000m <sup>2</sup> :	1 space per 14m <sup>2</sup>
Cycle Parking	All development	1 space per 150 m <sup>2</sup> (at least 2) whichever greater
Motorcycle	All development	See paragraphs 5.22 and 5.23
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	Under 1000m <sup>2</sup>	Not required if safe and adequate street servicing is available, otherwise a designated space should be available for a small to medium sized delivery vehicle.
	Between 1000m <sup>2</sup> and 2000m <sup>2</sup>	A bay capable of holding a lorry plus one additional space per 500 m <sup>2</sup> (Lorry space 3m x 16m)
Travel Plan	Development over 1,000m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 250 m<sup>2</sup> – 800 m<sup>2</sup></li> <li>• Transport Assessment– greater than 800 m<sup>2</sup></li> </ul>	

	<ul style="list-style-type: none"> <li>In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>Transport Contributions – CIL or S106</li> </ul>	
<b>Land Use - Restaurants / Café E(b)</b>		
<b>Parking Type</b>	<b>Threshold</b>	<b>Standard</b>
Standard car parking spaces	All development	1 space per 10 m <sup>2</sup> including outside seating area, if present
Cycle Parking	All development	1 space per 75 m <sup>2</sup> (at least 2 whichever greater)
Motorcycle	All development	See paragraphs 5.22 and 5.23
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	All development	Not required if safe and adequate street servicing is available, otherwise a designated space should be available for a small to medium sized delivery vehicle.
Travel Plan	Development over 2,500 m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>Transport Statement – 300 m<sup>2</sup> – 2500 m<sup>2</sup></li> <li>Transport Assessment– greater than 2500 m<sup>2</sup></li> <li>In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>Transport Contributions – CIL or S106</li> </ul>	
<b>Land Use - Financial/Professional Services E(c)(i. ii.) (formerly A2)</b>		
<b>Parking Type</b>	<b>Threshold</b>	<b>Standard</b>
Standard car parking spaces	All development	1 space per 30 m <sup>2</sup>
Cycle Parking	All development	1 space per 150 m <sup>2</sup> (at least 2) whichever greater.
Motorcycle	Considered on need	See paragraphs 5.22 and 5.23
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	Considered on need	
Travel Plan	Development over 2,500 m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>Transport Statement – 1000 m<sup>2</sup> – 2500 m<sup>2</sup></li> <li>Transport Assessment– greater than 2500 m<sup>2</sup></li> <li>In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>Transport Contributions – CIL or S106</li> </ul>	
<b>Land Use - Leisure within use classes E(d), F1, F2 and sui generis (formerly D2)</b>		
<b>Parking Type</b>	<b>Threshold</b>	<b>Standard</b>
Standard car parking spaces	All development	1 space per 40 m <sup>2</sup>
Cycle Parking	All development	1 space per 50 m <sup>2</sup>
Motorcycle	All development	<b>Sports Facilities</b> within use classes E(d) and F2 1: 250 m <sup>2</sup> or 2 spaces (whichever greater) <b>All Others</b> within use classes F1 and F2 1 space per 250 seats or 2 spaces (whichever greater)
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	All development	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles.
Travel Plan	Development over 1000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent	

Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> – 1500 m<sup>2</sup></li> <li>• Transport Assessment– greater than 1500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	
<b>Land Use - Creche, day nursery or day centre (not including a residential use) E(f)</b>		
<b>Parking Type</b>	<b>Threshold</b>	<b>Standard</b>
Standard car parking spaces	All development	Staff/visitors: 1 space per 4 staff members/visitors at busiest time Parent Drop-off and Pick-up: 1 space per 4 children
Cycle Parking	All development	Staff/Visitors: 1 per 8 children (at least 4 – whichever the greater)
Motorcycle	Considered on need	See paragraphs 5.22 and 5.23
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	Deliveries and refuse collection should be considered.	
Travel Plan	Travel Plan Required over 1000 m <sup>2</sup>	
Additional Information	Parent Drop-off and Pick-up locations will require sufficient capacity to deal with likely dwell-time for parents. This will need to be factored into car parking controls and enforcement measures which also ensure that unrelated parking does not occur in the nursery facility's parking/drop-off/pick-up areas. <ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> – 1000 m<sup>2</sup></li> <li>• Transport Assessment– greater than 1000 m<sup>2</sup></li> <li>• Transport Contributions, CIL or S106</li> </ul>	
<b>Land Use - Office/Business E(g)(i) (formerly B1)</b>		
<b>Parking Type</b>	<b>Threshold</b>	<b>Standard</b>
Standard car parking spaces	All development	1 space per 40 m <sup>2</sup>
Cycle Parking	All development	1 space per 150 m <sup>2</sup> (at least 2 whichever greater)
Motorcycle	Considered on need	See paragraphs 5.22 and 5.23
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	Considered on need	
Travel Plan	Travel Plan Required over 1500 m <sup>2</sup>	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 1500 m<sup>2</sup> – 2500 m<sup>2</sup></li> <li>• Transport Assessment– greater than 2500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	
<b>Land Use - Higher and Further Education 'Provision of Education' within F1 (formerly D1)</b>		
<b>Parking Type</b>	<b>Threshold</b>	<b>Standard</b>
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	Considered on need	<b>Schools</b> Staff/Visitors: 1 per 250 pupils (at least 1 –whichever the greater) <b>Further Education Staff/Students/Visitors:</b> 1 per 150 students (at least 1 – whichever the greater) <b>Halls of Residence</b> Staff/Students/Visitors: 1 per 50 students (at least 1 – whichever the greater) <b>All Others</b> Consider on need

Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater)
Lorry Parking	All development	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles.
Travel Plan	Development over 1000m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> – 1000 m<sup>2</sup></li> <li>• Transport Assessment– greater than 1000 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	

#### Land Use - Sui generis - Hot Food takeaway (formerly A3) and (formerly A4 and A5)

Parking Type	Threshold	Standard
Standard car parking spaces	All development	1 space per 10 m <sup>2</sup> including outside seating area, if present
Cycle Parking	All development	1 space per 75 m <sup>2</sup> (at least 2 whichever greater)
Motorcycle	All development	See paragraphs 5.22 and 5.23
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Lorry Parking	All development	Not required if safe and adequate street servicing is available, otherwise a designated space should be available for a small to medium sized delivery vehicle.
Travel Plan	<b>sui generis Drinking Establishment</b> Development over 600m <sup>2</sup> or compliant with other guidance / SPDs if more recent <b>sui generis Hot Food Takeaway</b> Development over 500m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<b>sui generis Drinking Establishment</b> <ul style="list-style-type: none"> <li>• Transport Statement – 300 m<sup>2</sup> – 600 m<sup>2</sup></li> <li>• Transport Assessment– greater than 600 m<sup>2</sup></li> <li>• In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul> <b>sui generis Hot Food Takeaway</b> <ul style="list-style-type: none"> <li>• Transport Statement – 250 m<sup>2</sup> – 500 m<sup>2</sup></li> <li>• Transport Assessment– greater than 500 m<sup>2</sup></li> <li>• In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	

#### Land Use - Cinema sui generis (formerly D2)

Parking Type	Threshold	Standard
Standard car parking spaces	All development	1 space per 40 m <sup>2</sup>
Cycle Parking	All development	1 space per 50 seats
Motorcycle	All development	1 space per 250 seats or 2 spaces (whichever greater)
Disabled Parking	All development	1 space or 6% of the total capacity of spaces for customers (whichever greater) <sup>4</sup>
Travel Plan	Development over 1000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> – 1500 m<sup>2</sup></li> <li>• Transport Assessment– greater than 1500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	

#### All other uses

Parking Type	Threshold	Standard
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Standard car parking spaces	See standards set out in Table 6 (Non-Residential Standards outside Bracknell Town Centre)
Cycle Parking	
Motorcycle	
Disabled Parking	
Lorry Parking	
Travel Plan	
Additional Information	

**Table 6 - Non-Residential Parking Standards - Rest of Borough (Outside of Bracknell Town Centre but including Flexibility Zone)**

<b>E (Commercial, Business and Service) where this is not restricted by condition</b>		
Standard car parking spaces	Highest of: 1 space per 2.5 seats (internal and external) - or - 1:20 m <sup>2</sup> GEA plus external seating area or external play area if present.	
Cycle Parking	1:200 m <sup>2</sup> or 2 spaces (whichever is greater)	
Motorcycle	See paragraphs 5.22 and 5.23	
Lorry Parking	Under 1000m <sup>2</sup>	Not required if safe and adequate street servicing is available, otherwise a designated space should be available for a small to medium sized delivery vehicle.
	Between 1000m <sup>2</sup> and 2000m <sup>2</sup>	A bay capable of holding a lorry plus one additional space per 500 m <sup>2</sup> (Lorry space 3m x 16m)
	More than 2000m <sup>2</sup>	A bay capable of holding a lorry plus one additional space per 1000 m <sup>2</sup> (Lorry space 3m x 16m)
Disabled Parking	1 space or 6% of the total capacity of spaces, whichever greater	
Travel Plan	Travel Plan required for development over 1000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 250 m<sup>2</sup> – 800 m<sup>2</sup></li> <li>• Transport Assessment– greater than 800 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	
<b>F1 (Learning and non-residential institutions): Other than Provision of Education where this is not restricted by condition</b>		
Standard car parking spaces	1 space per 2 (staff + visitors) (at busiest time) as demonstrated by robust survey information	
Cycle Parking	1 per 90 m <sup>2</sup> (at least 2 – whichever the greater)	
Motorcycle	See paragraphs 5.22 and 5.23	
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 the total capacity of spaces, whichever greater	
Travel Plan	Travel Plan required for development over 1,000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent	
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> to 1000 m<sup>2</sup></li> <li>• Transport Assessment – over 1000 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>	

<b>F2 (Local community) where this is not restricted by condition</b>	
Standard car parking spaces	<p><b>Shop selling essential goods, less than 280 sq m and not within 1km of another such facility</b> As class A1</p> <p><b>Hall or meeting place for use of the local community</b> As Class F1 – 1:30 m<sup>2</sup> GEA</p> <p><b>Indoor or outdoor sport, swimming pool or skating rink</b> Customers and Staff – 1 space per 22 m<sup>2</sup> or 1 space per 15 seats (whichever greater)</p>
Cycle Parking	1 per 90 m <sup>2</sup> (at least 2 – whichever the greater)
Motorcycle	See paragraphs 5.22 and 5.23
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 the total capacity of spaces, whichever greater
Travel Plan	Travel Plan required for development over 1,000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> to 1500 m<sup>2</sup></li> <li>• Transport Assessment – over 1500 m<sup>2</sup></li> <li>• In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment.</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>E(a) (Formerly A1) (Shops) food retail and non-food retail</b>	
<b>Less than 1000m<sup>2</sup></b>	
Standard car parking spaces	1:19 m <sup>2</sup> NIA or 1 space (whichever is greater)
Cycle Parking	1:200 m <sup>2</sup> or 2 spaces (whichever is greater)
Motorcycle	See paragraphs 5.22 and 5.23
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)
Travel Plan	No travel plan required for development under 1,000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent
Additional Information	<p><b>Food retail</b></p> <ul style="list-style-type: none"> <li>• Transport Statement 250 m<sup>2</sup> to 800 m<sup>2</sup></li> <li>• Transport Assessment &gt;800 m<sup>2</sup></li> </ul> <p><b>Non-food retail</b></p> <ul style="list-style-type: none"> <li>• Transport Statement 800 m<sup>2</sup> to 1500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>Between 1000m<sup>2</sup> to 2000m<sup>2</sup></b>	
Standard car parking spaces	1:17 m <sup>2</sup> NIA
Cycle Parking	1: 200 m <sup>2</sup>
Motorcycle	See paragraphs 5.22 and 5.23
Lorry Parking	<p><b>Food Retail:</b> A bay capable of holding a lorry plus one additional space per 500 m<sup>2</sup> (Lorry space 3m x 16m)</p> <p><b>Non-food retail:</b> A bay capable of holding a lorry per 500 m<sup>2</sup> (Lorry space 3m x16m)</p>
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel Plan required for development over 1000m <sup>2</sup> or compliant with other guidance / SPDs if more recent
Additional Information	<p><b>Food Retail</b></p> <ul style="list-style-type: none"> <li>• Transport Assessment required</li> </ul>

	<p><b>Non-food Retail</b></p> <ul style="list-style-type: none"> <li>• Transport Statement 800 m<sup>2</sup> to 1500 m<sup>2</sup></li> <li>• Transport Assessment &gt;1500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>More than 2000m<sup>2</sup></b>	
Standard car parking spaces	<p><b>Food Retail</b> 1:17m<sup>2</sup> NIA</p> <p><b>Non-food retail</b> 1:20 m<sup>2</sup></p>
Cycle Parking	<p><b>Food Retail</b> 1: 200 m<sup>2</sup></p> <p><b>Non-food retail</b> 1:300 m<sup>2</sup></p>
Motorcycle	See paragraphs 5.22 and 5.23
Lorry Parking	<p><b>Food Retail:</b> A bay capable of holding a lorry vehicle per 1000 m<sup>2</sup> (3m x16m)</p> <p><b>Non-food retail warehouses:</b> A bay capable of holding an articulated vehicle per 500 m<sup>2</sup> (3m x 16m)</p>
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel Plan required for development over 1000m <sup>2</sup> or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Assessment required</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<p><b>E(c)(i, ii) (formerly A2) (Financial/Professional Services)</b></p> <p><b>E(b) (formerly A3) (Restaurants/Cafes)</b></p> <p><b>Sui generis (formerly A4) (Drinking Establishments)</b></p> <p><b>Sui generis (formerly A5) (Hot Food Takeaway)</b></p>	
Standard car parking spaces	<p><b>E(c)(i, ii) (formerly A2) Financial/Professional Services</b> Existing Requirement: 1:30 m<sup>2</sup> 1:16 m<sup>2</sup> NIA</p> <p><b>E(b) (formerly A3) Restaurants/Cafes and sui generis (formerly A4) Drinking Establishments</b> 1:5 m<sup>2</sup> GFA including outside seating area, if present</p> <p><b>Sui generis (formerly A5) Hot Food Takeaway</b> 1:10m<sup>2</sup> GFA</p> <p><b>Drive Through Restaurants</b> On a case-by-case basis subject to evidence submitted with a planning application</p>
Cycle Parking	<p><b>E(c)(i, ii) (formerly A2) Financial/Professional Services</b> 1:200 m<sup>2</sup> (At least 2 spaces)</p> <p><b>E(b) (formerly A3) Restaurants/Cafes and sui generis (formerly A4 and A5) Drinking Establishments and Hot Food Takeaway</b> 1:100 m<sup>2</sup> (At least 2 spaces)</p>
Motorcycle	See paragraphs 5.22 and 5.23
Lorry Parking	Considered on need
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	<b>E(c)(i, ii) (formerly A2) Financial / Professional Services</b> Development over 2,500 m <sup>2</sup> or compliant with other guidance / SPDs if more recent

	<p><b>E(b)</b> (formerly A3) <b>Restaurant / Café</b> Development over 2,500 m<sup>2</sup> or compliant with other guidance / SPDs if more recent</p> <p><b>Sui generis</b> (formerly A4) <b>Drinking Establishment</b> Development over 600m<sup>2</sup> or compliant with other guidance / SPDs if more recent</p> <p><b>Sui generis</b> (formerly A5) <b>Hot Food Takeaway</b> Development over 500m<sup>2</sup> or compliant with other guidance / SPDs if more recent</p>
Additional Information	<p><b>E(c)(i, ii)</b> (formerly A2) <b>Financial/Professional Services</b></p> <ul style="list-style-type: none"> <li>• Transport Statement – 1000 m<sup>2</sup> to 2500 m<sup>2</sup></li> <li>• Transport Assessment – &gt; 2500 m<sup>2</sup></li> </ul> <p><b>E(b)</b> (formerly A3) <b>Restaurant / Café</b></p> <ul style="list-style-type: none"> <li>• Transport Statement – 300 m<sup>2</sup> - 2500 m<sup>2</sup></li> <li>• Transport Assessment – &gt; 2500 m<sup>2</sup></li> </ul> <p><b>Sui generis</b> (formerly A4) <b>Drinking Establishment</b></p> <ul style="list-style-type: none"> <li>• Transport Statement – 300 m<sup>2</sup> - 600 m<sup>2</sup></li> <li>• Transport Assessment – &gt; 600 m<sup>2</sup></li> </ul> <p><b>Sui generis</b> (formerly A5) <b>Hot Food Takeaway</b></p> <ul style="list-style-type: none"> <li>• Transport Statement – 250 m<sup>2</sup> - 500 m<sup>2</sup></li> <li>• Transport Assessment – &gt; 500 m<sup>2</sup></li> </ul> <ul style="list-style-type: none"> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>E(g) (formerly B1) Offices, Light Industrial</b>	
Standard car parking spaces	<p>E(g)(i) (formerly B1(a)) General Office – 1:25 m<sup>2</sup> NIA E(g)(i) (formerly B1(a)) Call centres – 1:20 m<sup>2</sup> NIA E(g)(i) (formerly B1(a)) Business Park – 1:25 m<sup>2</sup> NIA E(g)(i) (formerly B1(a)) Serviced Office – 1:25 m<sup>2</sup> NIA E(g)(ii) (formerly B1(b)) Research and Development – 1:25 m<sup>2</sup> NIA E(g)(iii) (formerly B1(c)) Light Industry (business park) – 1:25 m<sup>2</sup> NIA</p>
Cycle Parking	1:200 m <sup>2</sup> or 2 spaces (whichever greater)
Motorcycle	See paragraphs 5.22 and 5.23
Lorry Parking	Considered on need
Disabled Parking	<p><b>Existing Development</b> 1 space or 2% of total capacity of new spaces (whichever greater)</p> <p><b>New Development</b> 1 space or 5% of total capacity (whichever is greater). This threshold includes both employees and visitor spaces.</p>
Travel Plan	Travel Plan required for development over 2,500 m <sup>2</sup> or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 1500 m<sup>2</sup> to 2500 m<sup>2</sup></li> <li>• Transport Assessment – &gt;2500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>B2 (Industrial)</b>	
Standard car parking spaces	1:36m <sup>2</sup> GIA
Cycle Parking	2 spaces for first 235 m <sup>2</sup> then 1:350 m <sup>2</sup> additional floorspace
Motorcycle	See paragraphs 5.22 and 5.23
Lorry Parking	Minimum of 1 lorry space + 1 per 500 m <sup>2</sup>
Disabled Parking	<p><b>Existing Development</b> 1 space or 2% of total capacity of new spaces (whichever greater)</p> <p><b>New Development</b></p>

	1 space or 5% of total capacity (whichever is greater) This threshold includes both employees and visitor spaces
Travel Plan	Travel Plan required for development over 2,000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 2500 m<sup>2</sup> to 4000 m<sup>2</sup></li> <li>• Transport Assessment – 4000 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations</li> <li>• May require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions - CIL or S106</li> </ul>
<b>B8 (Storage and Warehousing)</b>	
Standard car parking spaces	<b>Warehousing and Distribution</b> 1:70 GEA  <b>Data Centres</b> 1:47m <sup>2</sup> NIA, with data halls included within the NIA
Cycle Parking	2 spaces for first 235 m <sup>2</sup> then 1:500 m <sup>2</sup> additional floorspace
Motorcycle	See paragraphs 5.22 and 5.23
Lorry Parking	<b>Warehousing and Distribution</b> Minimum of 1 lorry space + Up to 2000 m <sup>2</sup> – 1 per 500 m <sup>2</sup> + Over 2000 m <sup>2</sup> – 1 per 1000 m <sup>2</sup>  <b>Data Centres</b> On a case-by-case basis
Disabled Parking	<b>Existing Development</b> 1 space or 3% of total capacity of new spaces (whichever is greater)  <b>New Development</b> 1 space or 5% of total capacity (increased to 6% if development includes trade counters) (whichever is greater).  These thresholds include both employees and visitor spaces
Travel Plan	Travel Plan required for development over 5,000 m <sup>2</sup> or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 3000 m<sup>2</sup> to 5000 m<sup>2</sup></li> <li>• Transport Assessment – 5000 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>

<b>C1 (Hotels, Guesthouses)</b>	
Standard car parking spaces	<p><b>Hotels/Motels:</b>  1 space per bedroom (guests)  1 space per 3 bedroom (staff)  1:5 m<sup>2</sup> bar/restaurant GFA within hotel</p> <p><b>Guest Houses/Hostels:</b>  1 space per bedroom (guests)  1 space per 3 bedrooms (staff)</p>
Cycle Parking	1 per 5 bedrooms or 2 spaces (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 or compliant with other guidance / SPDs if more recent
Additional Information	<p><b>C1 Hotels</b></p> <ul style="list-style-type: none"> <li>• Transport Statement – 75 to 100 bedrooms</li> <li>• Transport Assessment – &gt;100 bedrooms</li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>C2 (Residential Institutions)</b>	
Standard car parking spaces	<p><b>Hospitals</b>  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</p> <p><b>Nursing Homes</b>  Staff: 1 space per nursing staff (at busiest time) 1 space per 3 associated staff  Visitors: 1 space per 4 beds</p> <p><b>Sheltered accommodation</b>  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</p>
Cycle Parking	<p><b>Hospitals</b>  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</p> <p><b>Nursing Homes</b>  Staff: 1 space per 8 staff or 1 space (whichever greater)  Visitors: 1 space per 12 beds or 2 spaces (whichever greater)</p> <p><b>Sheltered accommodation</b>  Residents and Visitors: 1 space per 3 units (at least one space)  Dementia Care Homes: on a case-by-case basis subject to evidence</p>
Motorcycle	<p><b>Hospitals</b>  1 space per 30 beds or 1 space (whichever greater)</p> <p><b>Nursing Homes</b>  Considered on need</p> <p><b>Sheltered accommodation</b></p>

	<p>Considered on need</p> <p><b>Dementia Care Homes</b> on a case-by-case basis subject to evidence</p>
Lorry Parking	<p>Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles</p> <p><b>Hospitals and Nursing Homes Only</b> Suitable ambulance (patient transport) bays must be provided</p>
Disabled Parking	<p>1 space or 6% of total capacity of spaces for customers (whichever greater)</p> <p>Sheltered housing should have a minimum 10% of total space required to be to the same specifications as disabled parking</p> <p>Dementia Care Homes: on a case-by-case basis subject to evidence.</p> <p>Provision for mobility scooter parking should be made.</p>
Travel Plan	50+ beds or compliant with other guidance / SPDs if more recent
Additional Information	<p><b>C2 (Hospitals, Nursing Homes)</b></p> <ul style="list-style-type: none"> <li>• Transport Statement – 30 to 50 beds</li> <li>• Transport Assessment – &gt; 50 beds</li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>

**F1 (Learning and non-residential institution) for Provision of Education and formerly D1 (Non – residential institutions)**

Standard car parking spaces	<p><b>Place of Worship</b> On a case-by-case basis subject to evidence submitted with a planning application</p> <p><b>Libraries</b> 1 space per 30 m<sup>2</sup></p> <p><b>Primary Schools</b> 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</p> <p><b>Secondary Schools</b> 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</p> <p><b>Further Education (sixth form college, higher education facility)</b> 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)</p> <p><b>Halls of Residence</b> Students and visitors: 1 space per 6 students If warden controlled, then space should be provided for each warden present at busiest time</p>
Cycle Parking	<p><b>Place of Worship</b> 1 per 30 seats (at least 2 – whichever the greater)</p> <p><b>Libraries</b> Staff/Visitors: 1 per 90 m<sup>2</sup>. (at least 2 – whichever the greater)</p> <p><b>Schools:</b> Staff/Pupils/Visitors: 1 space per 10 pupils</p> <p><b>Further Education</b> Staff/Students/Visitors: 1 space per 5 students (peak daily</p>

	<p>attendance)</p> <p><b>Halls of Residence</b> Students/staff/visitors: 1 space per 3 students</p> <p><b>Schools:</b> Staff/Visitors: 1 per 250 pupils (at least 1 – whichever the greater)</p> <p><b>Further Education</b> Staff/Students/Visitors: 1 per 150 students (at least 1 – whichever the greater)</p> <p><b>Halls of Residence</b> Staff/Students/Visitors: 1 per 50 students (at least 1 – whichever the greater)</p> <p><b>All Others</b> Consider on need</p>
Motorcycle	<p><b>Schools:</b> Staff/Visitors: 1 per 250 pupils (at least 1 – whichever the greater)</p> <p><b>Further Education</b> Staff/Students/Visitors: 1 per 150 students (at least 1 – whichever the greater)</p> <p><b>Halls of Residence</b> Staff/Students/Visitors: 1 per 50 students (at least 1 – whichever the greater)</p> <p><b>All Others</b> Consider on need</p>
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 and other development >1000 m <sup>2</sup> depending on size and location of development, or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> to 1000 m<sup>2</sup></li> <li>• Transport Assessment – 1000 m<sup>2</sup></li> <li>• In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>

<b>Within use classes E(d), F1, F2 and sui generis (formerly D2) Assembly and Leisure. (For Theatres, Casinos and Nightclubs see Sui Generis)</b>	
Standard car parking spaces	<b>Dance and Concert Halls, Cinemas, Bingo Halls and Conference Facilities</b> Customers and Staff – 1 space per 5 seats <b>Sports facilities (excluding stadia)</b> Customers and Staff – 1 space per 22 m <sup>2</sup> <b>Stadia</b> Customers and Staff – 1 space per 15 seats
Cycle Parking	<b>Sports Facilities (excluding stadia)</b> 1: 50 m <sup>2</sup> or 2 spaces (whichever greater) All Others 1 space per 50 seats or 2 spaces (whichever greater)
Motorcycle	<b>Sports Facilities (excluding stadia)</b> 1: 250 m <sup>2</sup> 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	<b>Leisure (General)</b> 1000 m <sup>2</sup> + <b>Leisure (Stadia)</b> 1500 seats or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> to 1500 m<sup>2</sup></li> <li>• Transport Assessment – 1500 m<sup>2</sup></li> <li>• In addition, certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>Within use classes E(e), Consulting Surgeries (including clinics and veterinary surgeries) Within use classes E(f), Nursery/Playgroup/Creche</b>	
Standard car parking spaces	<b>Consulting Surgeries (including clinics and veterinary surgeries)</b> 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 <b>Nursery/Playgroup/Creche</b> Staff: 1 space per staff member Parents/Visitors: 1 space per 4 children.
Cycle Parking	<b>Consulting Surgeries (including clinics)</b> Staff/Visitors: 2 per consulting room. (at least 2 – whichever the greater) <b>Nursery/Playgroup/Creche</b> Staff/Visitors: 1 per 10 children (at least 2 – whichever the greater)
Motorcycle	Considered 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 and other development >1000 m <sup>2</sup> depending on size and location of development, or compliant with other guidance / SPDs if more recent
Additional Information	<ul style="list-style-type: none"> <li>• Transport Statement – 500 m<sup>2</sup> to 1000 m<sup>2</sup></li> <li>• Transport Assessment – 1000 m<sup>2</sup></li> <li>• In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</li> <li>• Transport Contributions – CIL or S106</li> </ul>
<b>Transport Interchanges</b>	
Standard car parking spaces	<p><b>Bus Stations/Park and Ride</b> – Considered on need</p> <p><b>Rail Stations</b> – Considered on need</p> <p>Proposals to increase parking at existing transport hubs should be backed up by a sound evidence base</p>
Cycle Parking	<p><b>Bus Station/Park and Ride</b></p> <p>2 spaces per bus stand or 2 spaces per 100 peak passengers (whichever greater)</p> <p><b>Rail Station</b></p> <p>5 spaces per peak period train or 2 spaces per 100 peak passenger (whichever greater)</p>
Motorcycle	<p><b>Bus Station/Park and Ride</b></p> <p>2 spaces per 5 bus stands or 2 spaces per 500 peak passengers (whichever greater)</p> <p><b>Rail Station</b></p> <p>1 space per peak period train or 2 spaces per 500 peak passengers (whichever greater)</p>
Lorry Parking	Considered on need
Disabled Parking	<p>Fewer than 20 spaces – minimum of 1 reserved space</p> <p>20-60 spaces – minimum of 2 reserved spaces</p> <p>61-200 - 6% of total capacity, with a minimum of 3 reserved spaces</p> <p>Over 200 Spaces – 4% of capacity plus 4 reserved spaces</p>
Travel Plan	Not required
<b>Sui Generis</b>	
Standard car parking spaces	<p><b>Vehicle Sales</b></p> <p>Staff: 1 space per 2 Staff</p> <p>Customers: 1 space per 35 m<sup>2</sup> display area</p> <p><b>Vehicle Workshops</b></p> <p>Staff: 1 space per 2 Staff</p> <p>Customers: 3 spaces per service bay</p> <p><b>Petrol Filling Stations</b></p> <p>Staff: 1 Space per 2 Staff</p> <p>Customers: 1 Space per 20 m<sup>2</sup> of shop</p> <p><b>Nightclubs and Casinos</b></p> <p>Staff: 1 Space per 2 Staff</p> <p>Customers: Considered on need</p> <p><b>Theatres</b></p> <p>1 space per 5 seats (staff and visitors)</p> <p><b>All Other uses</b></p> <p>Considered on need</p>
Cycle Parking	<p><b>Nightclubs and Casinos</b></p> <p>Staff: 1 space per 6 Staff</p> <p>Customers: Considered on need</p> <p><b>Theatres</b></p> <p>1 space per 25 seats</p> <p><b>All Other uses</b></p> <p>At least 2 spaces (above that considered on need)</p>
Motorcycle	<p><b>Nightclubs and Casinos</b></p> <p>Staff: 1 space per 40 staff (at least 2 – whichever greater)</p>

	<p>Customers: Considered on need</p> <p><b>Theatres</b> 1 per 100 seats (at least 2 – whichever greater)</p> <p><b>All Other uses:</b> Considered on need</p>
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 m <sup>2</sup> or compliant with other guidance / SPDs if more recent
<b>Suitable Alternative Natural Greenspaces (SANGs)</b>	
Standard car parking spaces	<p><b>All SANG sites:</b> 1.5 spaces per hectare of SANG.</p> <p>Height restriction barriers will be requested. Any gates to be discussed and agreed with Highway Authority and Parks &amp; Countryside service.</p> <p>If the car park and access is not adopted then its guaranteed maintenance must be secured or, if transferred to the Council, a negotiated commuted sum must be paid to the Council.</p>
Cycle Parking	At least 2 spaces and considered on need
Motorcycle	Considered on need
Lorry Parking	Not required, however turning facilities may need to be larger if recycling facilities provided within the SANG.
Disabled Parking	1 space or 6% of total capacity (whichever greater).
Travel Plan	Not required.

**Table 7 - Design Standards for Parking Spaces**

Category	Specification
Standard Parking Space	<p><b>Standard end-in parking space:</b></p> <ul style="list-style-type: none"> <li>Minimum 4.8m long x 2.5m wide with additional width of 0.3m to each side of space where there is an adjacent wall or fence. Size increased to reflect national guidance if more recent.</li> <li>Where tandem (two in line) end-in spaces are provided there should be at least a 0.8m gap between the spaces to allow access to the boot of the front vehicle with a vehicle parked in the space behind.</li> <li>Triple tandem (three in line) spaces are not supported as they are poorly used in practice and result in increased likelihood of on-street parking.</li> </ul> <p><b>Parallel (side-on) space:</b></p> <ul style="list-style-type: none"> <li>Minimum 6.0m long x 2.5m wide with additional 0.5m minimum width of hard standing beyond, for occupants to step onto when leaving the vehicle. Tapers needed if parallel space is inserted into a margin or footway area.</li> </ul> <p><b>Location of spaces:</b></p> <ul style="list-style-type: none"> <li>Conveniently located for the building(s) it serves, providing a safe and easily accessible route between the building(s) and the parking space(s). Visitor parking should be well distributed through a development.</li> </ul>

Category	Specification
<p>Disabled Parking Space</p> <p>(More details about the design and siting of disabled parking is provided in Annex B)</p> <p>Also see Inclusive Mobility (DfT, 2021), section 8.</p>	<p><b>End-in parking space:</b></p> <ul style="list-style-type: none"> <li>Standard Parking Space – Minimum 4.8m long x 2.5m wide with additional width or offset where there is an adjacent wall or fence (see above): <ul style="list-style-type: none"> <li>- and in addition -</li> </ul> </li> <li>1.2m wide safety zone for boot access and cars with rear hoists; and 1.2m wide marked access zone between designated parking spaces.</li> </ul> <p>For other orientations, see Inclusive Mobility (DfT, 2021) section 8.4.</p> <p><b>Location of spaces:</b></p> <ul style="list-style-type: none"> <li>Disabled parking spaces should be located so that they are close to the accessible entrance to the building they serve, and no more than 50 metres away, with an accessible access route between the spaces and the building entrance.</li> </ul>
<p>Car ports</p>	<p>Open-sided 5.5m long x 3.0m wide.</p> <p>A condition to prevent addition of a door or enclosure of a car port will be requested unless the size meets garage dimensions (see below).</p>
<p>Garage (internal dimensions) (See Annex A paragraph A.1.4)</p>	<ol style="list-style-type: none"> <li>Combined garage/storage - 7.5m (L) X 3.5m (W) X 2.4m (H) comprising: <ul style="list-style-type: none"> <li>garage 6.0m (L) X 3.5m (W) X 2.4m (H) and,</li> <li>storage 1.5m (L) X 3.5m (W) X 2.4m (H)</li> </ul> </li> <li>Garage door minimum of 2.4m width for single garage (excluding frame) and minimum 4.8 m width for a double garage (excluding frame)</li> <li>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.</li> </ol>
<p>Depth from dwelling frontage to highway boundary to cater for parking space (associated with dropped kerb application)</p>	<p>5.0 metres where adjacent footway/verge width =&gt; 1.5m</p> <p>5.1 metres where adjacent footway/verge width &lt; 1.5m but &gt; 1.3m</p> <p>5.2 metres where adjacent footway/verge width &lt; 1.3m</p>
<p>Distance to highway boundary from the face of the garage</p>	<p>6.0 metres, to allow a vehicle to be parked and the door of the garage to be opened; or 5.5m if garage door is conditioned to be of a roller-shutter design.</p>
<p>Distance to the carriageway edge on access ways from the face of the garage</p>	<p>7.0 metres</p>
<p>Turning space beyond a standard parking space perpendicular to the carriageway</p>	<p>6.0 metres or increased to reflect national guidance if more recent.</p> <p>Manual for Streets (2007) Figure 8.18 and paragraphs 8.3.50 and 8.3.50 refer.</p>
<p>Set back of entrance gates to a single C3 residential</p>	<p><b>Unclassified roads:</b></p> <p>Minimum 6.0 metres to allow a car to wait off the carriageway for the gates to be opened.</p>

Category	Specification
property from the edge of the carriageway.	<p><b>Classified roads:</b> No less than 6.0 metres, likely greater than 6.0m subject to local situation and discussion with the Highway Authority.</p> <p><b>Notes:</b> Additional set back likely to be needed for multiple dwellings. Additional set back likely to be needed for non-residential use classes. Gates must not open towards the highway.</p>
Cycle storage (per cycle)	2.0m long x 0.5m wide
Motorbike storage (per motorcycle)	2.8m long x 1.5m wide

(Please see Annexes A – D for more information)

## APPENDIX 3 – The Lambeth Methodology

The Lambeth Methodology [LAMBETH TRANSPORT PARKING SURVEY METHODOLOGY](#), is an accepted industry standard for guidance which in general terms is as follows:

1. For residential developments, a parking survey should cover the area where residents of a proposed development may want to park. This generally covers an area of 200m (or a 2-minute walk) around a site. The survey should be undertaken when the highest number of residents are at home, generally late at night during the week. A snapshot survey between the hours of 0030-0530 should be undertaken on two separate weekday nights (i.e. Monday, Tuesday, Wednesday or Thursday).
2. Surveys for commercial developments should cover an area within 500m walking distance (or a 5-minute walk) of a site. Surveys should be undertaken during proposed opening hours along with additional survey times to consider the peak parking demand for neighbouring uses.
3. Surveys should be undertaken in 'neutral conditions' which generally means that surveys should **not** be undertaken:
  - in weeks that include Public Holidays and school holidays, and it is advised that weeks preceding and following holidays should also be avoided where possible;
  - on or close to a date when a local event is taking place locally since this may impact the results of the survey.
4. The following areas should be excluded from surveys:
  - If the site is in a Residents Parking controlled area any parking bays in an adjoining Residents Parking controlled area;
  - Any Residents Parking controlled area bays within the survey area where the site itself does not have the ability to apply for permits or fall into the Residents Parking controlled area;
  - Private roads or private parking areas not related to the development for which the survey is being undertaken;
  - Places where drivers are unlikely to park, for example:
    - Locations where parking is restricted due to the width of the road or waiting restrictions are in place;
    - Areas that may present highway or personal safety issues, or difficulty in accessing the parking, such as on a major road, in areas with poor surveillance, within the bell-mouth of junctions, obstructing driveways or accesses etc.
5. Common sense should be applied in all cases and the extent of the survey area and justification for any amendments should be included in the survey. If inadequate justification is provided for a survey area, then amendments may be required or a recommendation for refusal made accordingly.
6. On-street parking side-on to the kerb should be counted in whole spaces of 6.0m long to allow manoeuvring into and out of spaces and the fact that average car sizes are getting larger.

## 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, highway safety and the need to create a functional 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 and such parking locations are less likely to be used by residents, resulting in an increase in the likelihood of on-street parking, causing congestion on some roads and issues of highway safety.

**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 result in an increase in on-street parking, causing congestion on some roads and issues of highway safety.

**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 cycles 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** The Council considers that in order to count towards the parking standards, garages, where provided, should be large enough to contain both modern family cars and cycles and an element of additional storage. For this reason we have adopted the standards for garage dimensions set out in the tables and specifications within this document. Automatic garage doors will also be encouraged by the Highway Authority to help facilitate garage use. Garages will continue to be counted as part of the parking provision if they are large enough to incorporate a separately accessed storage room. To meet this requirement the following requirements are set out.

- i. minimum dimensions required are 7.5m (length) by 3.5m (width) by 2.4m (height). There should be appropriate separate access for the storage area. The garage dimensions should not be obstructed by structural pillars.
- ii. 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.
- iii. A planning condition will be imposed restricting the use of the garage element to the parking of motor cars.

- iv. 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.
- v. 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.

**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 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 cycle storage should be provided if parking barns or garages are not present.

Triple tandem parking (three spaces in-line) will generally be discouraged as such arrangements are poorly used in practice, resulting in an increase in the likelihood of on-street parking, congestion on some roads and issues of highway safety.

**A.1.6** As an overarching approach, the 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. 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.



High quality landscaping can help to 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. Care in design should be taken to ensure that car ports or car barns are used for parking and not for storage or converted, such as through provision of open-sided designs and those which prevent installation of a door to the front.

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. Garages are often small compared with modern vehicle sizes, and garage blocks 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, because 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.
- Triple-tandem (three end-to-end) off-street parking is not supported, as it is poorly used in practice, resulting in increasing demand for on-street parking.
- 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 and easy to access and use. If rear-garden stores are provided for cycle parking, there should be a route to the adopted highway which does not require wheeling cycles through a dwelling. See Annexes C and D below.
- 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.

### 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 a standard kerb.



**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 Highway 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 their 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 should use appropriate materials which sustainably drain surface water and minimise flood risk and avoid contributing to the urban heat island effect by incorporating materials that reduce heat absorption and support natural cooling (e.g, permeable materials and adding car ports where appropriate).

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 and car ports where appropriate 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 including residential only 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 is 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 and car ports where appropriate 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 secure parking standards, including for cycle parking, 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 as follows. Reference should also be made to section 8: Car Parking of the Department for Transport document 'Inclusive Mobility' (December 2021)

**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.

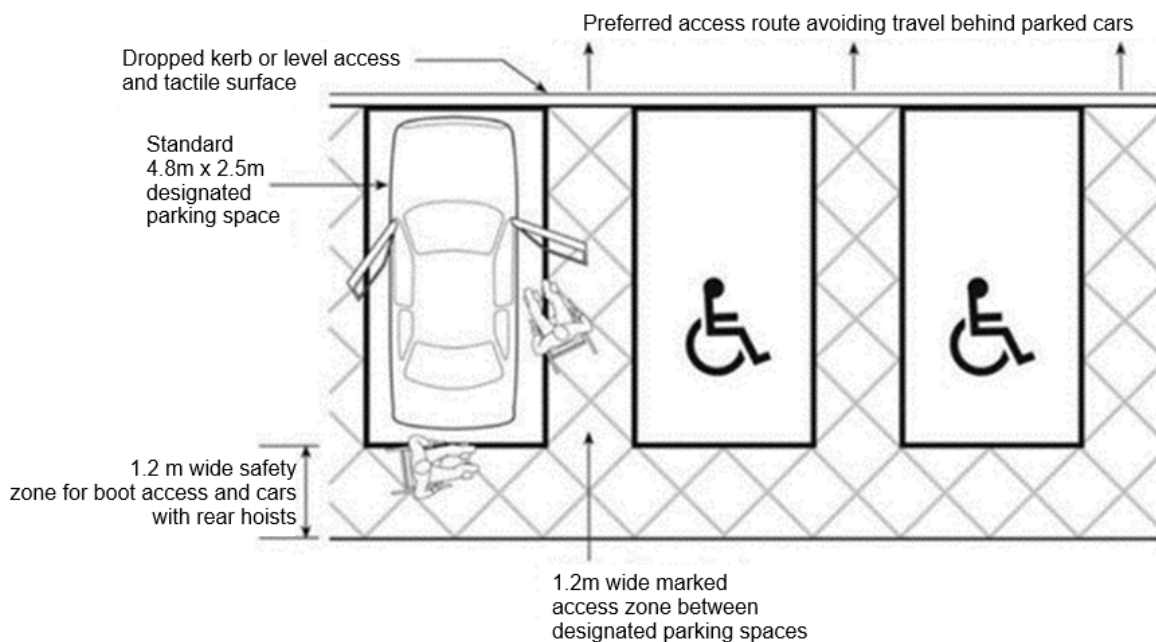
**B.1.2** Parking bays in local authority ownership and privately owned for public use should include Blue Badge parking spaces. Access should be level from the designated space to the principal entrance.

**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, see Tables 3, 4, 5 and 6 within this document for standards.

**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 cycle security and users' needs and thus cycle parking types which only hold one wheel of a bicycle (such as the 'butterfly' design) or cycle parking types which require undue physical effort to use (such as vertical stands or two-tier stands without gas lift) will not be supported. Two-tier stands require a ceiling height of at least 2.7m for a full upper-tier to be provided and will therefore not be suitable for all development types. Reference should also be made to section 11 of Local Transport Note (LTN) 1/20 and section 7.4: Cycle parking of the Department for Transport document 'Inclusive Mobility' (December 2021).

### **Residential**

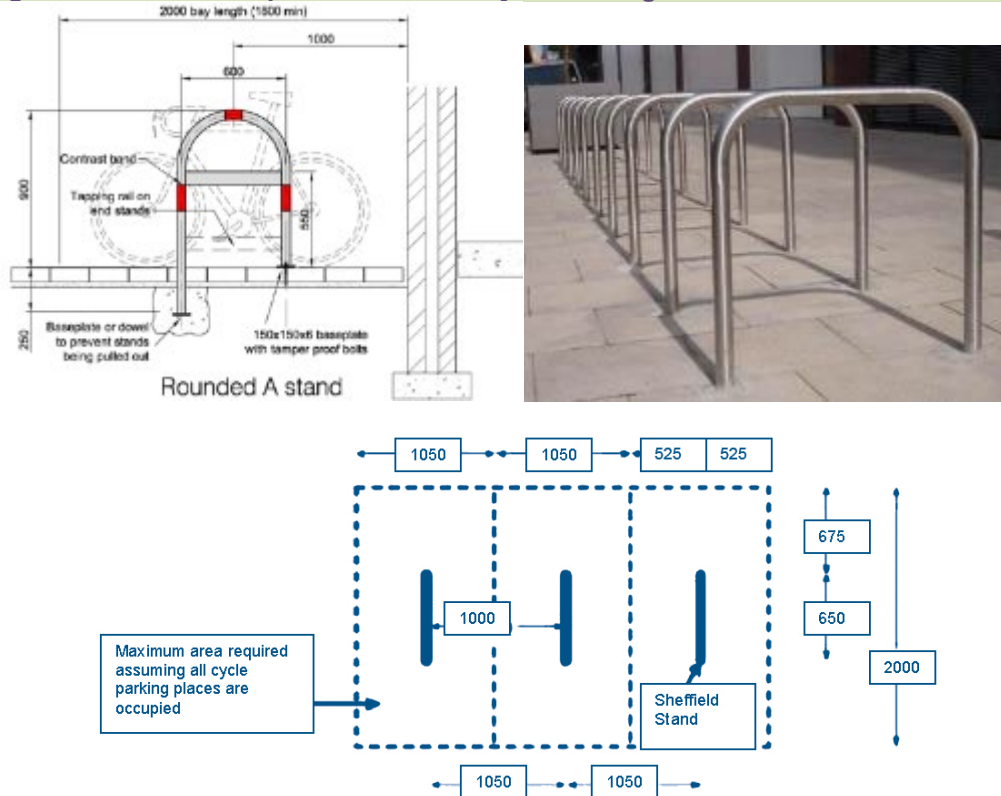
**C.2** Space for the storage of bicycles should be provided for each dwelling. This should usually be in a larger garage (wider than 3.5m and longer than 6m internal dimensions – see Table 7) but where a garage is not present, secure storage should be provided to enable the storage of bicycles in line 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. If rear-garden stores are provided for cycle parking, there should be a route to the adopted highway which does not require wheeling cycles through a dwelling.

### **Communal (such as blocks of flats with communal secure stores) and 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 per cycle.
- 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 rarely appropriate but may be considered in exceptional circumstances 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 (i.e. bicycles are side-on to the wall and wall loop, not end-in to the wall).
- 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 and potentially damaging the wheels of the bicycle.
- Vertical cycle parking or two-tier cycle parking which does not provide gas-lift for the upper tier spaces will not generally be accepted, as some users would find it difficult to lift their bike from the floor to the stand.
- Cycle parking should be conveniently located near an easily accessible entrance/exit, step free and have convenient doors and circulation space.
- Secure bike storage should be conveniently accessible to residents (e.g. on the ground floor, step free near an easily accessible entrance and exit; secure, stable and easy to use. Sufficient widths (minimum 1.2m) should be provided for all corridors between cycle parking and the street.

**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.
- Cycle parking for retail uses (and other commercial uses if not already clear) should be well located to building entrances and overlooked to enhance security.

**Figure C2: Good examples of cycle lockers**



Only suitable for folding bikes

**Figure C3: Good examples of cycle stands**



Public domain photo at CycleStreets.net

*Two-tier racking should be provided with gas lift for the upper tier. Sufficient height and space to pull down the upper tier into is needed.*



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 Image cropped.

*Covered cycle parking can protect cycles from weather. This example has tools and a pump stand adjacent to assist cyclists in maintaining the bikes.*



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*Covered cycle parking can protect cycles from weather. This example has tools and a pump stand adjacent to assist cyclists in maintaining the bikes.*



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## 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.
- Motorcycle parking is more likely to be needed around developments serving food, where the rapid increase in the use of delivery companies have increased demand for motorcycle parking considerably. In such locations motorcycle parking should be provided as otherwise motorcycles are often parked in obstructive locations or misusing cycle parking.

### **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: Technical design requirements for Electric Vehicle Charging Infrastructure

### Introduction

**E.1** Electric vehicles and associated charging infrastructure is an area where technology, standards and best practice are evolving and where an increasingly greater proportion of new vehicles sold is electric. Between March 2021 and March 2022, the proportion of new battery electric cars (excluding plug-in hybrids) increased from 7.7% of new cars sold in March 2021 to 16.1% of new cars sold in March 2022; becoming the second most common fuel type for new cars sold, after petrol. 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. This document should be read in conjunction with the latest Building Regulations part S “Infrastructure for the charging of electric vehicles”; at the time of writing the 2021 edition takes effect on 15 June 2022 for use in England.

**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, range-extender EVs and pure electric EVs are all included under the definition of EV used in this document. Nevertheless, the needs and demands for charging vary between hybrids and pure electric EVs and the standards set out in Table 2 are intended to account for larger battery pure electric EVs, which are likely to require longer charge times to completely fill the battery compared with a hybrid. Hybrid EVs, with small batteries and a small pure-electric range, are less likely to require longer charge times, but may require charging more frequently if the EV drivetrain is to be used regularly.

**E.3** Almost all major vehicle manufacturers have EVs on the market, with many more models and types expected in the next few years. In recent years there has been increased uptake of electric vehicles, with around 1 in 5 of new vehicles sold having a plug in 2021. This is predicted to increase further, with the rate of take-up accelerating, at least in part as the UK Government has committed to phase out the sale of new petrol and diesel vehicles from 2030. To this end, in November 2021 the UK Department for Transport set out future requirements for electric vehicle charge points associated with development schemes in its ‘Consultation Response: EV Charge points in Residential and Non-residential Buildings’ which has set the basis for revised electric vehicle charging requirements set out in this version of the Parking Standards.



EV charging images courtesy of EV Clicks (<https://www.evclicks.co.uk/>)



*EV Charging images taken by Bracknell Forest Council, 2022 lower images shared to EV Clicks*

### **Active and Passive provision**

**E.4** Active provision requires fully wired and connected 'ready to use' charge points at parking spaces, metered as necessary if these are not metered as part of a household supply. Passive provision requires the necessary underlying infrastructure (e.g. capacity in the connection to the local electricity distribution network and electrical 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 level of future-proofing of new developments for the projected increase in take-up of EVs over the longer term but requires further cost outlay of a charger point. 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 choice as to which charging point best suits their requirements.

### **Slow / Fast / Rapid / Ultra-rapid charge infrastructure definitions and applications**

**E.6** The power output of a charge point needs to be balanced with the typical dwell-time of the parking to which the charge point relates to, and the amount of charge needed. Four levels of capability are identified: slow, fast, rapid, and ultra-rapid. Slow charge points are becoming less useful over time, as the average size of battery in a pure electric vehicle increases the corresponding charge times become impractical for most users (such as requiring long than over-night to recharge a vehicle) accordingly, the requirement for electric vehicle charging infrastructure set out in Table 2 of this document requires fast charge points with a minimum output of at least 7kW for each charge point.

**E.7** Charging times vary based on charge point power output and the vehicle, but a typical 7 kW fast charger will recharge a compatible EV with a 40 kWh battery in around 6 hours (depending on model); rapid chargers can recharge a similar vehicle to 80% in as little as 20 minutes, though to fully charge an average new EV at the time of writing would take around an hour on a standard 50 kW rapid charge point. Table E2 lists some typical technical standards for the different charge capability.

**Table E2 – Typical charge points technical standards.**

Type	Voltage (V)	Current (Amps)	Nominal charge power output (kW)	Typical application
<b>Slow</b>	230 AC	13-16, single phase	3	<b>Very long dwell times</b> or only for vehicles with small battery sizes (such as older EVs and hybrids). Becoming less common due to limited power output and larger battery sizes.
<b>Fast</b>	230AC	32, single phase or three-phase	7 - 22*	<b>Medium to long dwell times</b> Residents' parking, Employees' parking, Residential & employment visitor parking, Retail / leisure parking (top-up).
<b>Rapid</b>	450 AC and 500-600 DC	63A three phase AC and up to 125 DC	43-50	<b>Short dwell times</b> Retail / leisure parking, Service stations, strategic locations, EV charging hubs, Specific locations for particular vehicle makes.
<b>Ultra-rapid</b>			100+	<b>Very short dwell times</b> Service stations, strategic locations, EV charging hubs, Specific locations for particular vehicle makes.

\* At the time of writing, there are a limited number of vehicles on the market that can accept a three-phase 'fast' charge of 22kW and to install a 22kW charge point requires a three-phase supply, which is unusual in domestic and older commercial buildings; therefore 7kW 'fast' chargers are more common in domestic and workplace settings.

**E.8** The minimum current rating recommended for 'slow' 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 over a long time period. Indeed, EV manufacturers generally limit charging from a 13 Amp supply to 10-11 Amps in order to protect standard circuits. For 'fast' EV chargers, now envisaged for the majority of sites covered by this Parking Standards document, a 32 Amp supply is required.

**E.9** 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 'fast' charge points for typical new EV battery sizes, as it is expected that vehicles would be parked overnight. In a similar manner, 'fast' charging infrastructure would generally suffice for employee parking spaces where cars would typically be parked for a number of hours. However, if charging infrastructure at shorter stay locations is intended to provide more than just a 'top-up' then there is likely to be a need to provide an element of 'rapid' charge capability due to the shorter amount of time a vehicle would typically be parked for.

**E.10** The connection to the local electricity distribution network, the electrical 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 or a demand management system may need to be specified and details of the constraints set by this demand management should be provided in accompanying planning application technical documents.

**E.11** 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. However, there are some older electric cars, such as the Mk1 Nissan Leaf, which use other connector types; the Mk1 Nissan Leaf has Type 1 and CHAdeMO inlets.

**E.12** 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. The area needed to accommodate the charge point and typical cable runs will need to be considered, taking into account the fact that different vehicles' connection points are in different locations, in order that car parking space sizes are not compromised and cable runs do not result in trip hazards.

#### ***Accessibility of charge points***

**E.13** 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.14** 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.15** 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. But any passive provision should be ready to connect an active charge point and owners/freeholders/Management Company of shared car parking areas should not prohibit end-users (such as tenants with parking in a shared parking court) to install a charge point.

**E.16** 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.