

**Spelthorne Borough Council**

**Supplementary Planning Guidance**

# **Parking Standards**

*These parking standards were adopted by resolution of the Council's Executive on 12 June 2001 and up-dated in line with a 'Position Statement' agreed by the Council's Cabinet on 20 September 2011.*

Planning & Housing Strategy  
Spelthorne Borough Council  
Council Offices  
Knowle Green  
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TW18 1XB





# Parking Standards

## 1. Status of this document and reasons for up-dating

1.1 The original Parking Standards document was adopted as Supplementary Planning Guidance (SPG) by the Council's Executive on 12 June 2001. This followed public consultation on a draft document between February and April 2001.

1.2 This SPG then supported Policy M8 of the Spelthorne Borough Local Plan 2001. That policy stated:

*'Development proposals will be required to make appropriate off-street parking provision applicable to the uses for which permission is sought or to other uses to which the development may be put without the need for planning permission'.*

1.3 The document was draughted to accord with the guidance in PPG 13 'Transport' which was published in March 2001 and required that all parking standards should be expressed as a maximum. The standards in the April 2001 version of this document were therefore generally expressed as 'maximum'.

1.4 In February 2009 the Council adopted a Core Strategy and Policies Development Plan Document (DPD) which included a new policy on parking – Policy CC3. This policy refers to the document on Parking Standards at the end of the first sentence. In line with PPG 13 the policy required that parking standards were set as a 'maximum'. The wording of Policy CC3 is:

*'The Council will require appropriate provision to be made for off-street parking in development proposals in accordance with its maximum parking standards. In considering the level of provision the Council will have regard to:*

- a. the anticipated demand for parking arising from the use proposed, or other uses to which the development may be put without needing planning permission,*
- b. the scope for encouraging alternative means of travel to the development that would reduce the need for on-site parking. This will be particularly relevant in areas well-served by public transport,*
- c. the impact on highway safety from potential on-street parking and the scope for measures to overcome any problems,*
- d. the need to make adequate and convenient provision for disabled parking.*

*The Council will require the provision of sufficient, safe, weatherproof, convenient and secure cycle parking within developments to assist in promoting cycle use'.*

1.5 The Council's residential parking standards were based on detailed local survey work on a range of existing residential developments in the Borough to establish the amount of parking space that was required. This survey work established the minimum number of spaces that were needed albeit national policy required them to be expressed as a maximum. An exception is town centre locations such as Staines, where good accessibility to public transport may justify a lower provision.

1.6 On 3 January 2011 Greg Clark MP (Minister for Decentralisation) published a letter setting out amendments to PPG 13 which removed the requirement that residential parking standards be applied as a 'maximum'. This announcement reflected the Government's view that matters such as this should be decided locally.

- 1.7 In July 2011 the Government published a draft National Planning Policy Framework. It makes no explicit reference to parking standards and how they should be applied. The Council considers that a lack of guidance on parking in this statement and the earlier changes to PPG 13 are a 'material consideration' to be taken into account in applying Policy CC3.
- 1.8 On 20 September 2011 the Council's Cabinet agreed a 'Position Statement' on how Policy CC3 should now be interpreted in the light of the Government's policy changes. That 'Position Statement' is as follows:

*'In June 2001 the Council adopted Parking Standards which were expressed as 'maximum' to reflect Government guidance in PPG 13 'Transport'. Its policy on Parking Provision (Policy CC3) in its Core Strategy and Policies DPD, adopted in February 2009, also used the word 'maximum'. The required use of the word 'maximum' did not, however, reflect the Council's evidence in 2001 that its parking standards reflected the minimum provision required for residential development.*

*On 3 January 2011 a ministerial announcement set out changes to PPG 13 to better reflect the 'localism' agenda. This removed the central requirement to express 'maximum' parking standards for new residential development, allowing instead local authorities to determine what standards should be. In July 2011 the Government published a draft National Planning Policy Framework which, when adopted, will replace PPG 13. This gives greater discretion to Local Authorities in setting standards.*

*This Council considers these changes in Government guidance to be a 'material' change to the circumstances which existed when its Parking Standards and Policy CC3 were prepared and to the way in which these standards should now be applied. The Council will give little weight to the word 'maximum' when applying Policy CC3 and its residential parking standards except in town centre locations where, for reasons of good access to public transport, there is a genuine and convincing case to make a lesser provision and which still meets the other requirements of Policy CC3'.*

- 1.9 This up-dated version of the June 2001 Parking Standards has been amended to reflect this 'Position Statement' and no longer requires the residential parking standards to be applied as a 'maximum'. Other consequential changes have been made to the text, including factual up-dates. Some improvements to the layout of the document have also been made.

## **2. Use of this document**

- 2.1 All development should have regard to the policies in the Council's Core Strategy and Policies DPD, Allocations DPD and Saved Local Plan Policies. It should also take account of the Supplementary Planning Document on the 'Design of Residential Extensions and New Residential Development'.
- 2.2 The standards are set out under seven land use headings starting with residential. There are some specific guidance notes following each land use and general guidance notes at the end of the document which apply to all land uses.
- 2.3 Where a development does not fall into any of the categories set out, early discussion with the Council is recommended to agree what travel provision will be expected.

## The Standards

### 1. Residential

The following standards will be applied as minimum standards subject to the exceptions in note 5:

|                                                                                 | Car Parking Spaces per dwelling                                   | Cycle Parking Per Dwelling (see note 14)  |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------|
| <b>a. General Needs Housing</b>                                                 |                                                                   |                                           |
| One bedroom dwellings                                                           | 1.25                                                              | 1                                         |
| Two bedroom dwellings                                                           | 1.5                                                               | 1                                         |
| Three bedroom dwellings<br>(80 sq m gross floor area or less excluding garages) | 2                                                                 | 1                                         |
| (above 80 sq m gross floor area excluding garages)                              | 2.25                                                              | 1                                         |
| Four bedroom dwellings or larger                                                | 2.5                                                               | 1                                         |
| <b>b. Affordable Housing</b>                                                    |                                                                   |                                           |
| One bedroom dwellings                                                           | 1                                                                 | 1                                         |
| Two bedroom dwellings                                                           | 1.25                                                              | 1                                         |
| Three bedroom dwellings                                                         | 1.75                                                              | 1                                         |
| Four bedroom dwellings                                                          | 1.75                                                              | 1                                         |
| <b>c. Sheltered Housing</b>                                                     | 0.4                                                               | 1 per resident warden plus 1 per 10 units |
| <b>d. Special Needs Accommodation</b>                                           | 5 for first 10 residents, plus 1 for every additional 5 residents | 1 per 10 residents                        |
| <b>e. Residential Hostels</b>                                                   |                                                                   |                                           |
| Homeless families                                                               | 1 per family unit                                                 | 1 per family unit                         |
| Single People                                                                   | 1 per 2 residents                                                 | 1 per 10 residents                        |

### Notes on all residential parking standards

- The Council's residential parking standards will be applied to all forms of residential development including new dwellings, conversions and subdivision of plots.
- Except for affordable housing, for developments of 4 or fewer dwellings the total parking requirement may all be provided as on curtilage 'assigned' parking. For development of 4 or more dwellings a minimum of 20% (50% for affordable housing) of the total parking requirement must be unassigned parking spaces. If the total maximum parking requirement is a fraction then that total figure must be rounded up to the nearest whole number.
- 'Assigned' parking spaces are those dedicated for a specific dwelling, which are within its curtilage or adjacent to it, or within a very short walking distance of its boundaries. Spaces which can be used communally are treated as 'unassigned'.

4. All 'unassigned' parking spaces must be capable of being utilised without obstruction by other spaces. They must be conveniently situated and located in close proximity (normally no more than 15 metres) to the main entrance doors of the dwellings to which they are related, and should be provided in small groups with appropriate landscaping. Unassigned parking should not normally be provided within 5 metres of a habitable room window of any dwelling.
5. Reduction of parking requirements will normally only be allowed in the following situations:
  - i. Within the Borough's 4 town centres defined in the Core Strategy and Policies DPD where public transport accessibility is generally high. Any reduction will be assessed against the following relevant factors:
    - a. Distance from public transport node i.e. main railway station, bus station, main bus stop;
    - b. Frequency and quality of train service;
    - c. Frequency and quality of bus service;
    - d. Availability and quality of pedestrian and cycle routes;
    - e. Range and quality of facilities supportive of residential development within a reasonable walking distance (or well served by public transport) e.g. retail, leisure, educational, and possibly employment.
  - ii. Units specifically designed for single person occupation.
  - iii. Residential conversions where there are limited off-street parking opportunities e.g. floors of accommodation above shops.
  - iv. In Conservation Areas, where the character or appearance of the Conservation Area would be harmed by the impact of parked cars.
6. For dwellings with direct access onto a classified road, space should be provided on site for the turning of a car.
7. For 'assigned' spaces, one parking space in front of a single garage, both on or off curtilage, will be acceptable and count as 2 spaces.
8. The minimum size of parking spaces and internal dimensions of single garages is 2.4 metres by 4.8 metres.
9. No more than half the width or area of a dwelling's front garden should be used for car parking and the width of drop kerbs should not exceed half the width of the frontage.
10. A minimum separation distance of 2 metres, which includes some landscaping, will be required between the front building line of any dwelling or other elevation with a window to a habitable room, and the footway or shared carriageway surface.
11. Parking spaces should be located at the front or side of dwellings and will only be accepted at the rear of new or existing dwellings if:
  - i. a satisfactory buffer of garden and/or landscaping is provided between any parking space or garage, including the associated access, and the adjoining residential property,

- ii. a garden area of suitable size is maintained,
  - iii. there is no adverse impact in terms of visual intrusion, loss of privacy or through high activity levels.
12. In assessing parking provision, the Council will not only expect the requirements of the standards and qualifying notes to be met but that any scheme is also appropriate in terms of the character of the locality in which it is situated. Landscaping of parking areas and appropriate surfacing materials should be used to complement any scheme as a whole.
  13. Parking provision for warden accommodation in sheltered housing schemes should be in accordance with the standard for a dwelling with the appropriate number of bedrooms.
  14. Separate cycle parking facilities in residential developments will normally only be required where space is not otherwise available within the curtilage of the development. In flats and communal accommodation a cycle parking/storage area should normally be provided within the building.

## 2. Business Development

These standards are applied as maximum standards:

|                                                                                                            | Car Parking Standard                                                                                                                                                                                          | Cycle Parking |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| a. All development within Use Class B1 (including offices, light industrial and research and development). | 1 car space per 35 sq. m gross floor area.<br>In the Staines town centre employment area (as shown on the Borough Plan Proposals Map DPD) provision should not normally exceed 1 car space per 50 sq m gross. | 1/200 sq m    |
| b. General industry (Use Class B2)                                                                         | 1 car space per 35 sq m gross, plus a guide figure of 1 lorry space per 200 sq m gross (for vehicle repair garages additional parking for the storage of vehicles under repair may be acceptable).            | 1/200 sq m    |
| c. Warehouses (Use Class B8)                                                                               |                                                                                                                                                                                                               |               |
| i. Buildings Used Solely for Storage:                                                                      | 1 car space per 100 sq m floor area, plus a minimum of 1 lorry space per 200 sq m floor area.                                                                                                                 | 1/500 sq m    |
| ii. Cash and Carry (Wholesale) Warehousing:                                                                | 1 car space per 50 sq m floor area, plus a minimum of 1 lorry space per 200 sq m floor area.                                                                                                                  | 1/500 sq m    |

### Notes on Business Development Standards

1. See General Note (2) regarding the circumstances in which a lower level of parking provision will be sought.

2. In the case of industry and warehousing ancillary floorspace used for category (a) will normally be assessed on the basis of a maximum provision of one space per 35 sq m.
3. For warehouse development the standard applies only to developments of 235 sq m and above. For developments of less than 235 sq m the maximum standard will be as for (a) above as no planning permission is required for change of use to Use Class B1 or B2.

### 3. Retail Development

|                    | Car Parking Standards                                                                                                                                                               | Cycle Parking |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| a. Food Retail     | 1 space per 14 sq m gross floor area plus a guide figure of 1 lorry space per 500 sq m for stores up to 2,500 sq m gross or 1 lorry space per 750 sq m for stores above 2,500 sq m. | 1/200 sq m    |
| b. Non-Food Retail | 1 space per 20 sq m plus 1 lorry space per 500 sq m gross floor area.                                                                                                               | 1/200 sq m    |

#### Notes on Retail Parking Standards

1. See General Note (2) regarding the circumstances in which a lower level of parking provision will be sought.
2. For stores including garden centres, the gross floor area calculation should include the total display area (inside and outside) of the garden centre. For car sales the gross floor area calculation should be based on the car display area.

### 4. Food and Drink

|                                      | Car Parking Standard                                             | Cycle Parking |
|--------------------------------------|------------------------------------------------------------------|---------------|
| a. Public Houses and Licensed Clubs: | 1 space per 2 sq m of net bar floor area available to customers. | 1/200 sq m.   |
| b. Restaurant and Cafes:             | 1 space per 4 sq m of net dining floor area.                     | 1/200 sq m    |
| c. Transport Cafes:                  | 1 space per 2 sq m of net dining floor area.                     | 1/200 sq m    |

#### Notes on Food and Drink Standards

1. Substantial reductions on the maximum will normally be required for public houses and restaurants in town centres and other areas well served by public transport. See also General Note (2).



## 5. Entertainment and Leisure

|                                                              | Car Parking Standard                    | Cycle Parking                           |
|--------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| a. Cinemas, Theatres, Bingo Clubs, Conference Facilities     | 1 space per 5 seats                     | 1/200 sq m                              |
| b. Leisure Centre, including swimming pools and sports clubs | 1 space per 22 sq m                     | 1/200 sq m                              |
| c. Stadium                                                   | 1 space per 15 seats                    | Each case to be considered individually |
| d. Marinas and water sports                                  | Each case to be considered individually | As above                                |

### Notes on Entertainment and Leisure Standards

1. See General Note (2) regarding reductions in parking in areas well served by public transport and General Note (3) regarding shared use of parking facilities.

## 6. Education and Hospitals

|                                                                          | Car Parking Standard                             | Cycle Parking                                                                              |
|--------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------|
| a. Schools                                                               | 1 space per 2 staff                              | 1 per 10 staff (primary schools) 1 per 10 staff plus 1 per 8 students (secondary schools). |
| b. Higher and further education                                          | 1 space per 2 staff plus 1 space for 15 students | 1 per 10 staff plus 1 per 8 students                                                       |
| c. Hospitals                                                             | 1 space per 4 staff                              | 1/200 sq m                                                                                 |
| d. Clinics (incl. Health centres, medical, dental, veterinary practices) | 3 spaces per consulting room                     | 1 per consulting room                                                                      |

### Notes on Education and Hospital Standards

1. New schools or those where expansion is proposed will be required to develop and monitor "School Transport and Development Plans" with the assistance of the Council and Surrey County Council.

## 7. OTHER

|                                                             | Car Parking Standard                                                                                  | Cycle Parking                     |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------|
| a. Place of Worship                                         | 1 space per 10 seats                                                                                  | 1 per 20 seats                    |
| b. Exhibition halls, libraries, museums, art galleries etc. | 1 space per 30 sq m                                                                                   | 1/100 sq m                        |
| c. Hotels and motels                                        | 1 space per bedroom plus allowance for bars, restaurants and other facilities available to the public | 1 per unit of staff accommodation |

### Notes on Other Standards

1. See General Note (2) regarding reductions in parking provision in areas well served by public transport and General Note (3) regarding shared use of parking facilities. Additionally where hotels are intended to cater specifically for passengers using Heathrow Airport, who are less likely to have a private car, a lower level of provision may be sought.

### General Notes

#### Interpreting the Standards

1. Car parking provision below the standards set out in this document may be acceptable in areas well-served by public transport, particularly town centres. In determining the appropriate scale of reduction on the maximum standard regard will be had to:
  - a. The existing accessibility of the site by non car-based modes of travel.
  - b. Any committed proposals to improve the accessibility of the site by non-car-based modes of travel, including relevant provisions of Green Transport Plans accompanying development proposals.
  - c. The existence of measures to control on-street parking in the vicinity of the site, including measures secured as part of development proposals.
  - d. In the case of business development, the extent of any essential car user requirements necessary for the operation of the business.

The business standards include specific consideration of development in the commercial area of Staines town centre.

Where improvements in accessibility by non car-based modes, or controls over on-street parking, are necessary to enable a development to go ahead then development proposals will be expected either to contribute to the cost of such improvements, or to incorporate specific improvements into the development.

2. Where two or more land uses apply to the same site (e.g. a restaurant associated with a public house; offices associated with industrial buildings) the maximum parking provision for each land use should be assessed separately. Account may be taken of overlapping of demand where it can be demonstrated that this will occur. Shared use of parking will be encouraged, particularly in town centres.

3. Standards based on floor area refer to the total gross floor area (GFA) in square metres, as ascertained by external measurement of the building, unless otherwise stated (e.g. "shops" includes their own storage areas).

### **Lorry Parking**

4. For lorry parking, where alternative modes of travel are not generally available, defined parking standards should normally be met. Where no standard is defined, provision must be made and justification produced to demonstrate the acceptability of the level chosen.

### **Design and Layout**

5. Adequate space for access, sight lines, turning and manoeuvring must be provided in addition to the required parking spaces. The latter must not be used for any purposes other than parking.
6. Design geometry of car parks should have regard to the advice contained in "Design recommendations for multi-storey and underground car parks" (Institution of Structural Engineers/Institution of Highway Engineers). Design geometry for operational lorry parking should have regard to the advice contained in "Designing for deliveries - design standards for service and off-street loading areas" (Freight Transport Association).
7. The minimum dimensions of a car parking space are 2.4 metres by 4.8 metres - the long dimensions should be extended to 6 metres where the space is entered from the side. A lorry space should be 15 metres by 3.33 metres (50 sq. metres).

### **Parking for Disabled People**

8. Applicants must demonstrate that an appropriate level of conveniently sited parking provision has been made which is suitable for disabled people. The minimum dimensions of a car parking space for a disabled person is 3.6 metres by 4.8 metres; the long dimension kerbside in-line parking should be extended to 6.6 metres to allow for tailgate loading. The Council's normal parking requirement for disabled people will be the Institute of Highways and Transportation's Guidance, which is currently as follows:

- a. for car parks serving shopping or recreational areas and places open to the general public:

with up to 200 spaces : 6% subject to a minimum of 3 spaces  
with over 200 spaces : 4% plus 4 spaces

- b. for car parks serving employment premises:

with up to 200 spaces : 5% subject to a minimum of 2 spaces  
with over 200 spaces : 2% plus 6 spaces

(the above provision is to be reserved for visitors with disabilities and any employees with disabilities should have additional reserved spaces within the car park).

Each car park should be considered individually to decide whether the recommended standard is too few or too many.

### **Motorcycle Parking**

9. Although not specifically referred to in the parking standards, developers will be encouraged to make appropriate provision for motorcycle parking.

### **Secured by Design**

10. The Police have an initiative called 'Secured by Design' which encourages house builders to follow guidelines aimed at upgrading security against crime and fire safety of new homes. There is scope in the layout design and location of parking areas to reduce opportunities for crime and accordingly those contemplating any form of development are encouraged to seek the advice of the Spelthorne Crime Reduction and Crime Prevention Design Adviser – Surrey Police, PO Box 101, Guildford, Surrey GU11 9PE. Tel: 01784 862009; email [smith14410@surrey.pnn.police.uk](mailto:smith14410@surrey.pnn.police.uk).

### **Cycle Parking**

11. Cycle parking should be sited in a secure location within 20 metres of the access to the premises which they serve. Where appropriate separate provision should be made for employees and visitors to the development. Stands should be lit at night, secure and be appropriately signed. Convenient changing facilities should normally be provided within the development.

In shopping areas a contribution towards the cost of communal cycle parking provision may, in appropriate circumstances, be acceptable as an alternative to parking provision within the development.