

# **Aberdeen Planning Guidance 2023: Transport and Accessibility**

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# **1. Introduction**

## **1.1 Status of Aberdeen Planning Guidance**

This Aberdeen Planning Guidance (APG) supports the Development Plan and is a material consideration in the determination of planning applications.

This APG expands upon the following Aberdeen Local Development Plan policies:

- Policy T2 – Sustainable Transport
- Policy T3 – Parking

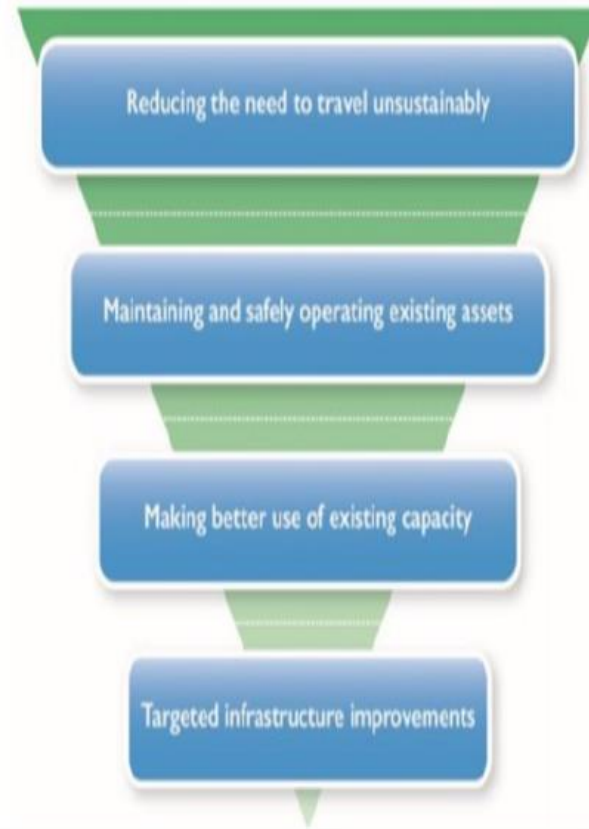
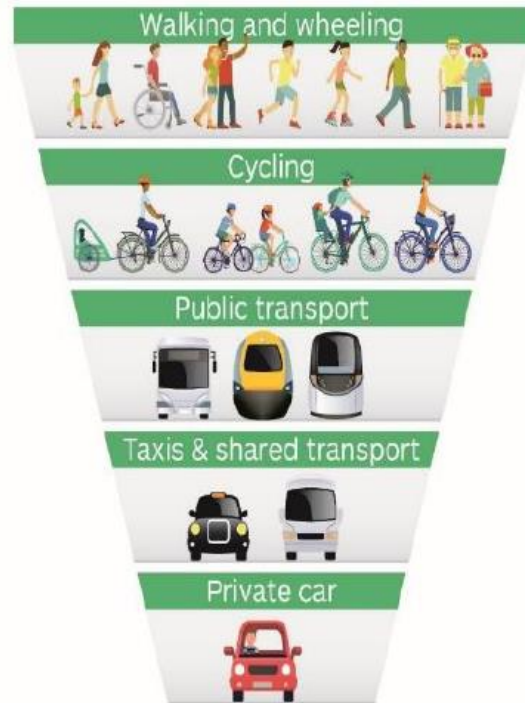
Given the timing of the Local Development Plan, a pragmatic approach has been taken to changes in the planning system. National Planning Framework 4 (NPF4) was adopted following the examination and subsequent modification of the Local Development, and the publication of a draft version of this APG for consultation. As a result, some terminology referred to in this APG may vary from the new NPF4 policy framework but it should be noted that the LDP together with NPF4 now forms the basis of the statutory development plan.

## **1.2 Introduction to Topic / Background**

This document sets out the where and how development should be planned in order to best utilise the existing transport network, with an emphasis on sustainable methods of travel. It also sets out how development should be designed in order to allow for the optimum level of accessibility, again with particular regard towards access by foot, cycling or other forms of sustainable travel.

Transport provision should be considered from the very outset of a development proposal, with particular attention paid to the need to encourage sustainable travel. This follows the Sustainable Transport Hierarchy and Sustainable Investment Hierarchy, presented in The National Transport Strategy, NTS2, which advocate planning for the most sustainable forms of transport first and making best use of infrastructure that is already there before creating new.

## Prioritising Sustainable Transport



At the very outset of planning a new development, reducing the need to travel to, from and around it in the first place should be considered. Technological solutions can be put in place to enable this. In planning the layout of new development, developers should reflect the principals of Designing Streets and take into account the Aberdeen Core Paths Plan and Open Space Strategy. Furthermore the principles and aims of this document align with those of the Aberdeen Local Transport Strategy (2016-2021). A new Local Transport Strategy (2023-2030) is

currently under development. This should be adopted in early 2024 and will replace the 2016-2021 strategy. However, the fundamental principles of encouraging mode shift away from the private, single occupancy car and enabling a greater choices of sustainable modes are unlikely to change

### **1.3 Climate Change**

A sustainable transport system will help reduce emissions to tackle climate change, improve air quality, and lead to a healthier population. This APG therefore aligns with the [UN Sustainable Development Goal 9](#): Industry, Innovation and Infrastructure. It also supports [Aberdeen Adapts](#) Goal 2 – Responsive transport and infrastructure and the Aberdeen Net Zero Mobility Strategy.

### **1.4 Health and Wellbeing**

Where we live, where we work, and where we spend our time has an important influence on our health and wellbeing. How places are designed within their urban or natural environment are vital to the health of the people and communities within them. Providing opportunities to maximise active travel or appropriate connections with public transport routes has been shown to have physical health benefits.

This guidance can help to achieve the following Public Health Priorities for Scotland:

- Priority 1: A Scotland where we live in vibrant, healthy and safe places and communities;
- Priority 2: A Scotland where we flourish in our early years;
- Priority 3: A Scotland where we have good mental wellbeing;
- Priority 5: A Scotland where we have a sustainable, inclusive economy with equality of outcomes for all; and,
- Priority 6: A Scotland where we eat well, have a healthy weight and are physically active.

This guidance is deemed to have a strong impact on population health and wellbeing. This means that it is likely a Health Impact Assessment (HIA) screening report will be requested to support any planning application, however this will depend on the detail and scope of the application. There may be elements of the proposals that relate to the health and wellbeing of the population that warrant consideration. If that is the case, then a screening HIA will be required and further advice will be provided.

## 1.5 COVID-19

The COVID-19 global pandemic saw a huge change in the way people moved around. Lockdowns and the need to physically distance led to more space being given over to walking, wheeling and cycling and a huge increase in levels of walking and cycling levels. Active travel proved to be highly resilient to the pandemic while findings suggested that, if more safe space is given over to active travel, people will be more inclined to do it.

Technology also enabled more people to work from home. This is a trend which has continued beyond the pandemic with 84% of people, in a 2022 NESTRANS survey, expecting that virtual meetings would continue to replace some if not all face to face meetings. This suggests that the need to commute to a physical workplace is now reduced. However, this should be balanced against the benefits of encouraging people to move around for physical and mental health benefits.

## 2. Aberdeen Planning Guidance

Transport is Scotland's biggest contributor to climate change, emitting over a quarter of all our greenhouse gas emissions. Within this, the largest share of transport emissions comes from cars, accounting for 38%. The Scottish Government's Climate Change Plan update in 2020 included a world leading commitment to reduce car kilometres by 20% by 2030 (against a 2019 baseline).

This guidance can be read in four sections as follows:

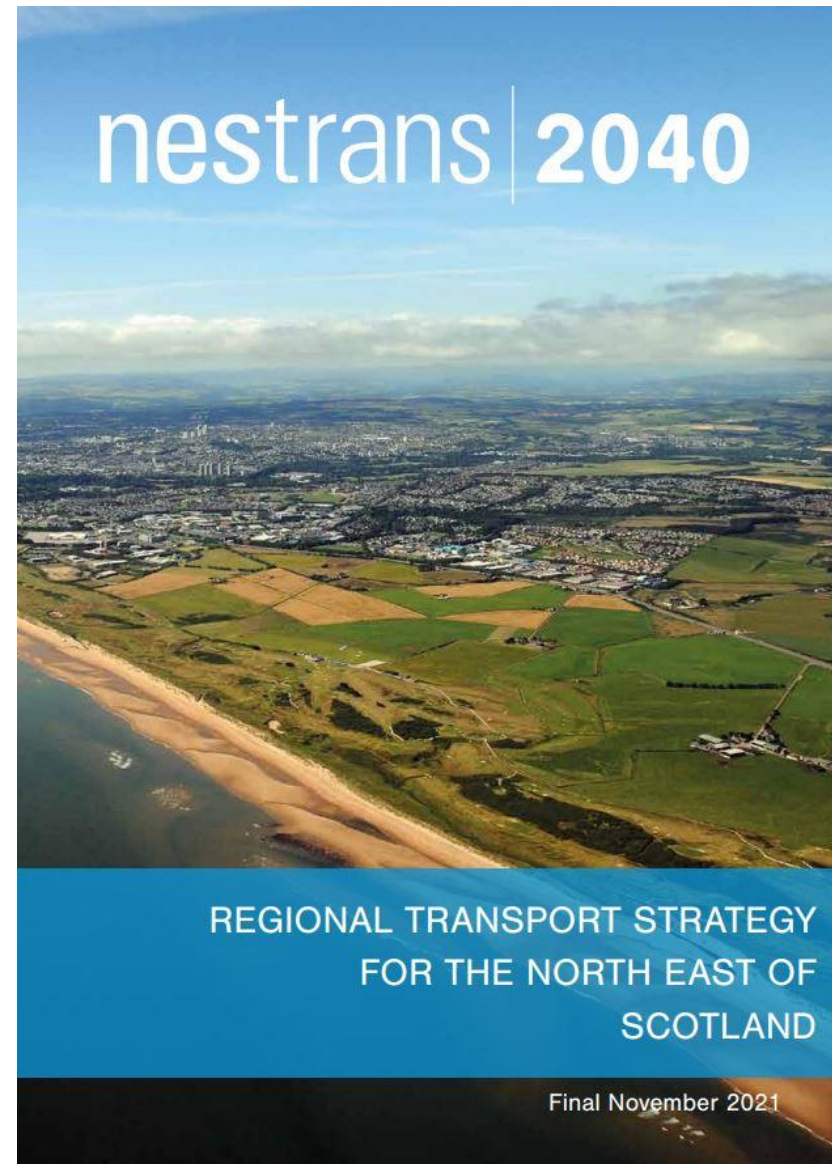
- **Designing Accessible Places** – the spatial principles that will enable new development to follow the sustainable travel hierarchy whilst providing a streetscape that puts pedestrians first.
- **Transport Assessments, Transport Statements and Travel Plans** – sets out thresholds and requirements.
- **Sustainable and Active Modes of Travel** – developer requirements for providing sustainable and active travel options.
- **Parking Standards** – Parking Standards for each type of development and specifications for private access and driveways.

## 2.1 Designing Accessible Places

### 2.1.1 NESTRANS 2040

The NESTRANS Regional Transport Strategy (RTS) 2040 sets out the desired outcomes for planning and designing places for people. It seeks new development in locations that are accessible to all, enabling mode shift and creating sustainable communities where travel options follow the sustainable travel hierarchy. It seeks urban environments that are healthy and pleasant places for people to live, work and visit.

The RTS also sets out its policy context. It states that communities should be walkable in scale with jobs, schools and services within a reasonable distance, working towards the concept of 20 minute neighbourhoods. It also states that communities should be designed to engender active travel culture, reducing air and noise pollution and contributing to wider health and social care agendas by increasing physical activity. It states that urban environments should not be dominated by traffic, instead putting people before vehicles. These principles will also be reflected in the next Aberdeen Local Transport Strategy, due for adoption in 2024.



There are two major strands to designing accessible places.

Firstly, by implementing the Place Principle – creating connected and compact neighbourhoods where people can meet the majority of their daily needs within a reasonable distance to their home, ideally by sustainable travel. Secondly, by the way in which built environments are designed, specifically the ability to access and to move around and through the built and natural environment by walking, wheeling and cycling. The manner in which these elements are executed will directly affect the quality of life of the people who live in these places and determine the level of social inclusion.

### 2.1.2 National Planning Framework 4 - local living and 20-minute neighbourhoods

National Planning Framework 4 (NPF4) sets out the requirements for local living and 20-minute neighbourhoods under Policy 15. Developers have a responsibility to provide interconnectivity in new developments, specifically in enabling local access to:

- Sustainable modes of transport (public transport and paths)
- Employment and shops
- Health and social care
- Childcare, schools and lifelong learning
- Playgrounds/play and sports facilities, parks/green spaces, gardens/allotments
- Accessible toilets
- Affordable/accessible housing, ability to age in place and housing diversity

The Scottish Government have also published draft guidance on the topic of local living and 20-minute neighbourhoods and an updated version will be published post consultation.

[Local Living and 20 Minute Neighbourhoods: Planning Guidance - Draft for Consultation \(www.gov.scot\)](http://www.gov.scot)





### 2.1.3 Designing Streets

Designing Streets is the Scottish Government’s policy statement for street design. Its premise is that good design should be derived from intelligent response to location rather than the rigid application of standards. It is a guide to be used by developers to ensure that placemaking is prioritised before vehicular movement. It is set out in 3 parts:

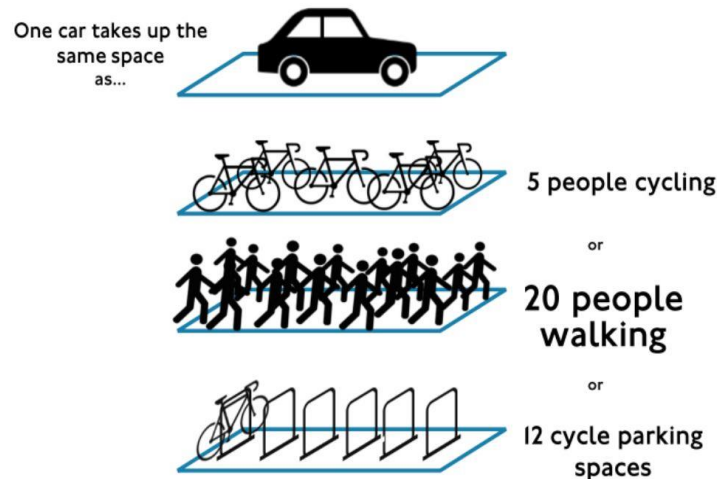
- Part 1: General: Creating streets & places
- Part 2: Detail: Getting the design right
- Part 3: Process: How to achieve better outcomes



### 2.1.4 Sustainable Travel Hierarchy

Aberdeen City Council promotes walking, wheeling, cycling, public transport and bike and car sharing in preference to single occupancy car use. Encouraging the use of sustainable modes of transport is a key driver in the fight to tackle climate change and to improve air quality in the city.

## KEEPING STREETS MOVING



#### Prioritising Sustainable Transport



### 2.1.5 Fundamental Principles of accessible places

This Aberdeen Planning Guidance does not aim to replicate the contents of the above documents. It is however useful to highlight some key design interventions that can reduce private car use and promote sustainable methods of travel.



Image 1 shows a pedestrianised route which is well lit and overlooked by housing. Providing such routes through the heart of new developments encourages active travel. This is particularly beneficial if such routes connect to local centres or to wider path networks which leads towards the city centre.

**Image 1 Countesswells Park Way, Aberdeen**



Image 2 shows vehicular parking arrangements to the rear elevation of housing. This can be a useful alternative to on-street parking provision that can clutter the roadway making it a less inviting environment for cyclists.

**Image 2 Wishart Place, Aberdeen**



**Image 3 Moffat Way, Edinburgh**

Image 3 shows an example of a successful shared surface that gives a balanced level of priority towards cyclists, pedestrians and wheelchair users ahead of private vehicles. The use of detailed surfacing, planting to obscure sightlines and proximity to public space all create a sense of ambiguity for car users that causes them to navigate at slower speeds which in turn emboldens other users to use the space freely. Promoting place in this way ahead of vehicular movement in new developments is a key driver to increase sustainable methods of travel.

### 2.1.6 Permeability

New development must be permeable to pedestrians and cyclists. Developments should be linked by the most direct, attractive, safe, and secure pedestrian and cycle links to potential trip sources within 800 metres of the development. New development must protect and enhance existing access rights including Core Paths, rights of way and paths within the wider network. The Core Paths Plan can be found on the Council's website and this includes supplementary maps.

Image 4 shows a diagrammatic plan of the Laurieston Living development in Glasgow. The development follows the existing grid pattern in this part of the city. There are multiple route through the development in a north/south and east/west direction. Many of the routes are pedestrian/cycle ways only while other routes are vehicular but include shared surfaces at junctions and are crossed multiple times with detailed surfacing which is a continuation of the pedestrian surface. There are also separated paths than run parallel to the vehicular roads and there is a long east/west parkway with a tarmac path. Almost all of the paths are well overlooked by the development which creates a safe environment for users at night time.

The high permeability of this development, coupled with the use of separate safe pathways and shared vehicle/pedestrian surfaces, makes it an inviting environment for walking, wheeling and cycling.



Image 4 Laurieston Living, Glasgow

## 2.1.7 Accessibility to Public Transport

All new developments should be accessible by public transport, suitable to the needs of the site. Sites should be designed to allow for public transport penetration and ideally public transport should be available within 400 metres of the origins and destinations of trips within the development. Access routes to public transport options should be accessible to all users. In some cases formal crossing points such as pelican crossings may be necessary.

Where regular public transport services are not accessible from the site at present, developers should engage with commercial operators to ensure the site can be served by regular public transport services. Where this cannot be provided on a commercial basis, developers may be required to contribute financially to services to ensure that these can be delivered at a frequency, at times and to places that meet the needs of those without access to a car, and provide a viable and attractive alternative to the car.



### 2.1.8 Low Car Development

In recognition of the contribution it can make towards sustainable development and reducing demand for car parking, the Council will support and encourage low or no car development where there is evidence that car ownership and use will be low enough to justify proposals. In City Centre and Inner City locations, low and no car development may be acceptable depending on access to cycling and public transport options. In Outer City locations it is unlikely that the accessibility of the site will enable low car development, however each application will be assessed on its own merits.

The following factors will be taken into account when considering the suitability of a site for low or no car parking. It is not necessarily the case that all factors have to be met. A single factor or a combination of factors may be sufficient to justify the provision of low or no car parking:

- The site benefits from good walking, cycling and public transport accessibility;
- It can be demonstrated through a Travel Plan that significant measures will be undertaken to minimise the number of cars expected to travel to/from the site;
- There will be no adverse impact on the amenity of neighbouring sites through increasing on-street parking pressures;
- Complementary measures have been put in place to remove the need for residents to own a car such as Car Club access; and
- The anticipated occupants are within close proximity to their main trip destination (e.g. nursing staff accommodation close to the hospital; student accommodation close to the university).

Where proposals are specifically put forward as low car developments, the entitlement to on-street parking permits will be restricted. There will always be a requirement for a minimum amount of disabled parking within the site.

## 2.2 Transport Assessments, Transport Statements and Travel Plans

Transport Assessments (TA) can help to identify and tackle issues of concern and determine whether further infrastructure or service improvements are required to support the development proposed. Transport Scotland has published Transport Assessment Guidance (2012) and developers should refer to this for more detailed information.

A TA will be required for developments which exceed the following thresholds:

- Housing >100 dwellings
- Food retail >1,000 square metres Gross Floor Area (GFA)
- Non-food retail >1,000 square metres GFA
- Cinemas and conference facilities >1,000 square metres GFA
- Leisure facilities >1,000 square metres GFA
- Business >2,500 square metres GFA
- Industry >5,000 square metres GFA
- Distribution and warehousing >10,000 square metres GFA
- Hospitals >2,500 square metres GFA
- Higher and further education >2,500 square metres GFA
- Stadia >1,500 seats
- Hotels >100 bedrooms.

A TA may also be required for changes of use, intensifications of use and/or extensions to existing sites.

TAs will vary in size and complexity depending on the nature, size, and possible effects of the development. The above list is not exhaustive and there may be instances where a TA is required for a development below these thresholds, if it is in, near or adversely impacts on an Air Quality Management Area, Noise Management Area or Quiet Area, for example. Further information on these areas can be found in the Supplementary Guidance: Air Quality and Noise documents.



The TA should provide a comprehensive and consistent review of all the potential transport impacts relating to a proposed development or redevelopment and its immediate surroundings. It should consider travel-related issues such as safety, trip generation, access junction design and new infrastructure requirements (such as new bus services or cycle lanes) before, during and following construction. Adverse traffic and accessibility issues should be addressed and, if appropriate, suitable mitigation measures identified. The objective should be to maximise sustainable travel by walking, cycling and public transport and only then to consider the impact of residual vehicular traffic.

For those developments where a TA is not required, a Transport Statement (TS) should normally be provided instead. This should identify the main transport issues relating to a proposed development. The TS will identify the existing transport infrastructure, travel characteristics associated with the site and the proposed measures to improve the infrastructure and services to encourage sustainable travel to the site. Detailed accessibility analysis and assessment of the traffic impacts will not be required. Further details of the requirements for TSs are provided in Transport Scotland's Transport Assessment Guidance.

All developments requiring a TA will also be required to submit a Travel Plan in support of the development. A Travel Plan is a general term for a package of measures aimed at promoting more sustainable travel choices to and from a site, with an emphasis on reducing reliance on the private car, thereby lessening the impact of that site on the surrounding road network. Where a travel plan is not required, the Council would still encourage developers to design and implement one, given the benefits it can bring for them and development users in terms of cost, health and environment.

## 2.3 Sustainable and Active Modes of Travel

### 2.3.1 Car Clubs

The Council supports the implementation and expansion of Car Clubs in Aberdeen, especially in developments where there is significant potential to reduce the number of car trips. A Car Club is a scheme which provides people with access to a vehicle without them needing to actually own one. Members typically pay an annual membership fee which then provides them with access to a vehicle on a 'pay as you go' basis. Research shows that each car club vehicle typically replaces 17 private cars as members choose not to own a vehicle, choose not to replace an existing car when the time comes or refrain from buying or maintaining a second car (Transport Scotland).

Aberdeen City Council currently has a contract in place with a car club supplier. The car club currently forms part of the Development Management process with car club forming part of an alternative or complement to car parking provision. See **appendix 1** for details of how car clubs should be applied to smaller and larger developments and detail of how car clubs should be managed under legal agreement.



### 2.3.2 Electric Vehicle Charging Infrastructure

The Scottish Government has published new Building (Scotland) Regulations which include standards for EV charge points. For clause references, see the Domestic Technical Handbook June 2023 and the Non-domestic Technical Handbook June 2023.

The mandatory standard is that every building must be designed and constructed in such a way that provision for the charging of electric vehicles is made where car parking spaces are located within the building or the curtilage of the building. Limitation This standard does not apply to—

- a) a non-domestic building where ten or fewer car parking spaces are present within the building or the curtilage of the building,
- b) alteration to, or extension of a building, other than major renovation works.



### *Residential*

For single dwellings, where parking, other than a covered car park, is provided within the curtilage of a dwelling, a minimum of one electric vehicle charge point socket with an output rating of not less than 7 kW should be provided adjacent to the parking space.

Where car parking is provided within the curtilage of a domestic building comprising more than one dwelling, enabling infrastructure (see clause 7.2.6) should be provided to each parking space within the curtilage of the development site. An electric vehicle charge point socket with an output rating of not less than 7 kW should be provided per dwelling, subject to the following:

- An electrical vehicle charge point need not be installed to car parking spaces located within a covered car park, which should be excluded from the provisions below.
- The total number of parking spaces with access to a charge point socket should be the lower of the total number of dwellings or the total number of parking spaces provided within the curtilage of the development site.
- Where there are more parking spaces than dwellings, any accessible parking spaces (see clause 4.1.1) not already provided with access to an electric vehicle charge point socket with an output rating of not less than 7 kW should be provided with such a facility to at least one in every four (or part thereof) of such parking spaces.
- Installation should be cost-effective. This is explained under 'installation cost cap' in [appendix 2](#). In this respect, 'covered car park' is car parking located within the footprint of a building. For example a single dwelling garage or roof-top, open-sided, enclosed or underground car park.

### *Mixed Use*

For mixed use development, where work is undertaken to form both domestic and non-domestic buildings, the assignment of car parking within the curtilage of the site to each category of building should be set out in the building warrant application. Provisions from the Domestic and Nondomestic Technical Handbooks for electric vehicle charging should then be applied accordingly.

### *Non-residential*

For charge point provision to new non-domestic buildings - where more than 10 car parking spaces are provided within the curtilage of a nondomestic building, enabling infrastructure for charge points should be provided to at least 50% of parking spaces. Electric vehicle charge points with an output rating of not less than 7 kW per socket in simultaneous use should also be installed such that not less than 1 in 10 parking spaces (or part thereof) have access to an electric vehicle charge point socket, subject to the following:

- An electrical vehicle charge point need not be installed to car parking spaces located within a covered car park.
- Any accessible parking spaces (see clause 4.1.1) not already provided with access to an electric vehicle charge point socket with an output rating of not less than 7 kW should be provided with such a facility to the same extent as standard parking spaces.

### *Other aspects to note*

Electric charging infrastructure should not be positioned in a manner that is likely to cause significant obstruction to pedestrians and wheelchair users.

For provision to domestic and non-domestic buildings undergoing major renovation works see **appendix 3**. The defined cost limit for major renovation works is set out in **appendix 4**.

It is recommended that, to reduce clutter, dual outlet units, rather than single outlet ones, are used. However, each socket should still be capable of delivering at least 7kW of power simultaneously. Although 7kW is the minimum standard it is, however, encouraged to install units which are capable of dispensing a higher power. It is also encouraged to install cabling and supplies suitable for more powerful chargers to allow flexibility in the future.

A range of plug and socket types are available. 7kW and 22kW units should have Mennekes Type 2 plug/socket type as this is compatible with the greatest number of vehicles. Rapid chargers should be equipped with CHAdeMO and CCS rapid charging cables while it is advised to also include a Mennekes Type 2 plug/socket type of at least 22kW.

When applying for alterations to existing car parking, provision will be based on the resulting size of the car park and not the size of the extension.

Developers should engage with electricity providers to ensure that the entire electricity supply infrastructure will have sufficient capacity to enable all charge points to operate simultaneously. The developer will be required to meet the cost of any upgrades needed. Large developments with dedicated electricity sub-stations should specify the sub-station to a sufficient capacity to fully cater for all EV charging requirements. Proposals for EV charging schemes which reduce pressure on the grid will be encouraged.

Consideration should be given to ensure that EV charging bays are accessible. See <https://www.bsigroup.com/en-GB/standards/pas-1899/> for more details.

For non-residential developments:

- Charge points should be located prominently with appropriate bay markings and signage in place;
- Once the development is complete, the site occupier will be responsible for operating, managing and maintaining the charge points;
- Occupiers can choose to offer the charging infrastructure for free or to charge for usage. In any case, charge points should be capable of pay-as-you-go transactions and linking to a back office provider;
- Clear instructions should be provided as to how to use the units; and

Given the Scottish Government commitment to phase out the need for sales of new petrol and diesel cars by 2030, the Council is supportive of proposals to create electric vehicle charging hubs in the city. These should give consideration to the following

- Serving of strategic routes to, from and around the city for traffic including service vehicles and taxis.
- Ability to provide opportunities for nearby residents, who may not have access to their own off-street parking, especially at evening and weekends.
- Availability of power and the DNO network to serve the development and any future plans as well as consideration of on-site features to reduce reliance on the grid.

- Complementary uses which provide users with something to do while their vehicle is charging.
- Ability of users to access facilities 24 hours a day without safety concerns.
- Ability to ensure the site is accessible for those with mobility.
- Ability to interchange between different modes of transport.

The Council would also encourage existing developments to consider installing EV charging infrastructure, both for staff and visitors.

### **2.3.3 Park and Ride**

There are 3 park and ride sites in Aberdeen City, at Bridge of Don, Craibstone and Kingswells. As outlined in the NESTRANS Regional Transport Strategy, these will play an important role in promoting the use of public transport ahead of private car use in the city. In some instances developers may consider the potential use of these facilities in Transport Assessments, Transport Statements and Travel Plans.

It is also worth considering the other sustainable transport alternatives that park and ride sites can enable for onward travel such as walking, cycling and car sharing.

### **2.3.4 Bike Hire Schemes**

Like car clubs, bike hire schemes provide members with pay as you go access to bikes, both for short and longer journeys, on a point to point basis. Aberdeen City Council currently has a contract in place with a bike hire supplier. In some instances developers may consider the potential use of these facilities in Transport Assessments, Transport Statements and Travel Plans and explore opportunities to facilitate bike hire options within their development.

2.3.5 Since 2015, there has been a huge increase in sales of eBikes. These are pedal bikes with an electric motor fitted as a pedal assist. Developers should consider opportunities for charging of eBike batteries as part of developments.

## 2.4 Parking Standards

Parking space dimensions are set out in **appendix 5**.

### 2.4.1 Cycle Parking Standards

An Active Travel Action Plan was developed by Aberdeen City Council, in 2021 with the aim of encouraging increased levels of active travel in the city. It is important that secure cycle parking is provided in all developments. A minimum of two short stay cycle stands, or four cycle parking spaces, must be provided at an absolute maximum of 50m from the entrance of every development, in a safe, convenient, accessible and prominent position. Drawings submitted for a planning application should clearly indicate the number of spaces available for bicycles, location and design. The following minimum standards will apply which have been adapted with minor modifications from the national standards in Transport Scotland's Cycling by Design (2010). The minimum of two short-stay spaces still applies in all instances but can be included as part of the allocations for customers or visitors outlined below.

#### *Short Stay Cycle Parking*

Short stay cycle parking is predominantly for visitors and customers. For industrial, office, commercial, leisure and retail developments, this should preferably be on-site and adjacent to the entrance of a building and at an absolute maximum of 50m from the entrance. Buildings with more than one entrance should have cycle parking facilities located at each entrance. In the city centre, if the entrance is located within 50m of existing cycle parking stands, these can be included as part of the quota.

Sheffield stands (**See appendix 5**) are the preferred style, although wall mounted bicycle stands may be acceptable in certain circumstances.

#### *Long stay Cycle Parking*

Where users of the site are likely to park their bicycle for more than a few hours (such as residents, staff, hotel guests, school pupils, university students), long stay parking will be required, preferably in the form of secure covered facilities such as cycle cages or lockable compounds. Secure compounds within buildings may be



acceptable provided they are located at ground level and are easily accessible. The compound must be under continuous supervision or have a shared key arrangement. Sheffield stands should also be provided within the bike store for increased security. On larger sites, small clusters of cycle parking facilities are preferable to large central parking compounds. Individual lockable facilities are preferred at residential developments.

**Once the development is complete, the site occupier will be responsible for operating, managing and maintaining the cycle parking.**

#### **2.4.2 Car Parking Standards**

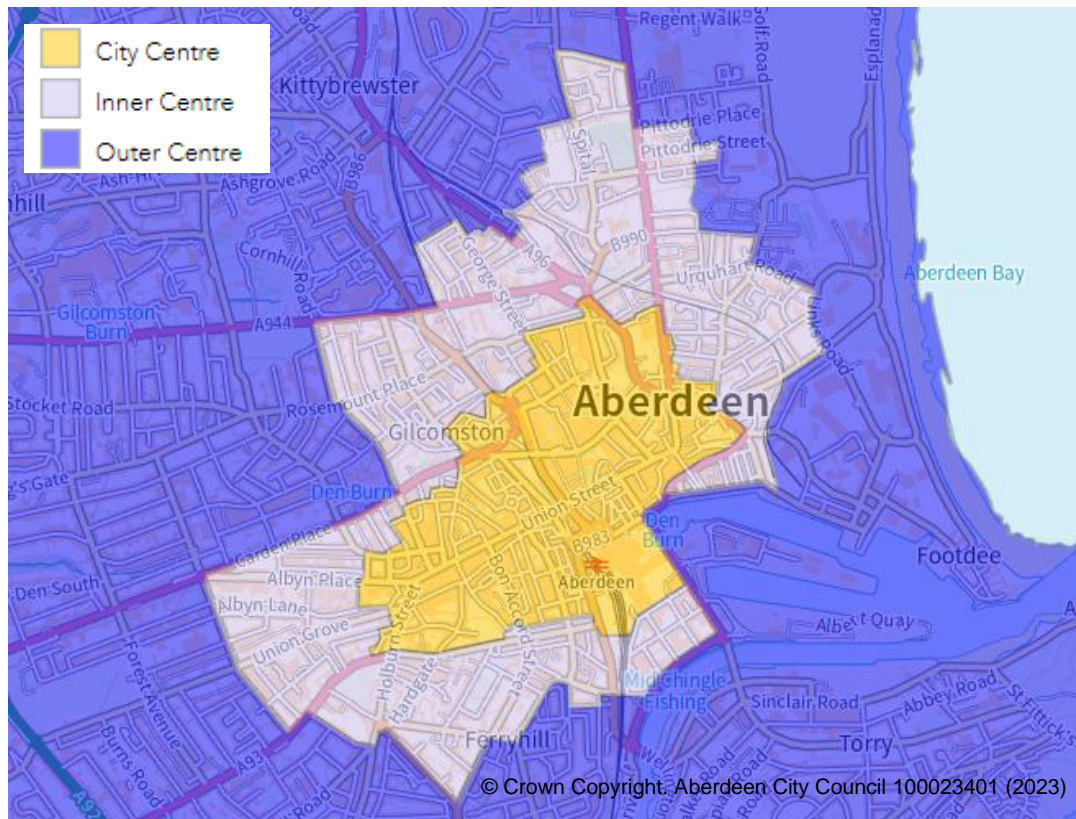
Adequate parking is required to maintain the economic vitality of town centres and to prevent overspill parking into surrounding areas. Over-provision of parking spaces can not only reduce amenity but is wasteful use of land, reducing building density which leads to an increase in distances people must walk between adjacent land uses. It also undermines the promotion of sustainable modes of travel which are sought to improve public spaces, reduce air pollution and to fight against climate change. The standards in this document have been informed by the evidence of existing parking demands and take account of the potential reduced requirement for parking spaces in the future given other policy measures to encourage the use of alternatives to cars.

Maximum parking standards are lower in areas that are easily accessible by non-car modes of transport. Three zones have been identified for the application of varying standards and these roughly conform to the existing and proposed Controlled Parking Zones (CPZs) throughout the city.

- The City Centre is highly accessible by public transport and the density of population relative to the mixture of land uses (retailing, employment, etc.) allows for a large proportion of pedestrian and cycle journeys. On-street parking, public off-street parking, car club vehicles, bicycle hire, public transport hubs and park and ride opportunities are also available. These factors allow for the lowest maximum levels of parking associated with new developments. In addition, the City Centre Masterplan has recommended zero parking for new developments within the city centre.

- The Inner City is accessible by public transport and pay and display parking is available in most parts of the area for short stay use. Car club and bike hire opportunities exist too.
- The Outer City provides the third and least restrictive maximum standards as the area is less accessible by public transport and the distance from main residential areas may preclude walking and cycling on a significant scale.

Figure 1. The City Centre and Inner City are shown indicatively on Figure 1 and may be subject to review during the lifetime of this APG. All locations outwith these areas will be considered Outer City.



Tables which contain car parking standards can be found in **appendix 6**. The parking standards relate to:

- Non-residential parking (maximum standards)
- Residential parking (guidelines)
- Disabled Badge Holders' Parking (requirements)
- Delivery spaces (guidelines).

Different land use components in a mixed development should share car parking provision when the demand for the different land uses is at different times of the day or week. For a change of use, developers should use the standards shown in the tables in **appendix 6**.

Where it is proposed to extend an existing building (or other land use), parking provision should be based on the Gross Floor Area (GFA) of the existing plus proposed building area.

Where it is necessary to accommodate car parking within a private court, no more than 50% of the court should be taken up by parking spaces and access roads. This figure is a guideline, and the planning authority will consider each case on its particular merits. In high density schemes underground or decked parking should be considered in order to achieve this.

Separate standards also exist for electric vehicle charging spaces. See section 2.3.2 for more details.

Developers may be liable for additional contributions to pedestrian, cycle, public transport and Car Club facilities to offset non-sustainable trip generation.

Where development proposals include the provision of off-street parking, the entitlement to on-street parking permits will be restricted. Developers should consider providing suitable alternatives to residents such as bus permits and membership of a Car Club where 3 or more units are proposed. The Council will support applications for low or no car developments in well-connected locations. Residential visitor parking is to be provided where the principal of providing parking requires to be specified by the Roads Authority.

For Disabled Badge Holders' Parking Minimum Requirements see **appendix 9**.

For Delivery/Loading/Unloading Parking Standards/Guidelines see **appendix 10**.

## **Motorcycle Parking**

Motorcycle parking can be provided on-street, off-street, in surface and in multi-storey parking. Motorcycle parking should be:

- Near – located within 50m of the development;
- Clear – well signed;
- Secure –allowing machines to be secured to something immovable and to benefit from maximum casual observation; and
- Safe to use –preferably well-lit with Closed Circuit Television coverage.

### **2.4.3 Driveways**

#### *Planning Permission and Roads Consent*

In seeking consent for a driveway, applicants should note that up to three separate consents may be required: Planning Permission, Road Consent and Landlord's Consent. Planning permission may be required if:

- The property is a flat;
- Construction work involves over 0.5m of earthworks (excavation or raising of ground level);
- The verge to the footway has grass over 2.5m wide;
- The driveway accesses on to a classified road; and
- The property is a listed building or is situated in a conservation area. Permission will always be required from the Council for the installation of a driveway. If the driveway is the subject of a planning application, then roads issues will be dealt with as part of the planning process, otherwise an application is made directly to the Roads Authority for permission to construct the access.

### *Roads Authority Requirements and Standards*

The following conditions should be met to comply with the Roads Authority requirements and standards. These conditions apply to all driveway applications, including those that do not require planning permission:

- There is a presumption against granting permission for a driveway onto a trunk road or primary distributor road. On district distributor roads there is also a presumption against granting consent for driveways but this may be relaxed provided the proposal meets road safety criteria and vehicles are able to enter and exit the parking area in forward gear. Local distributor roads are treated similarly to district distributors but without the requirement to enter and exit in forward gear.
- Permission will not be granted for a driveway across an amenity area or road side verge unless it would produce a demonstrable improvement in road safety and have no adverse effect on the amenity of the area.

Where the creation of a driveway with one parking space will lead to the loss of an on-street parking space driveway permission will not generally be granted due to the loss of amenity space for all residents on the street.

- Where the building is in multiple ownership, the formation of an access driveway for one or more owners should not result in any of the remaining owners having no opportunity to park in the street adjacent to their property.
- Consent will not normally be granted for parking in garden areas in front of tenement flats.

### *Specifications*

- Driveways should be a minimum of 15m from a junction, although there may be circumstances where this may be relaxed when not deemed a road safety issue. In no circumstances, however, will a driveway be permitted within 10m of a junction.
- Driveways in new houses must have a minimum length of 6m. Driveways in existing houses must be at least 5m in length. If a proposed driveway is longer than 7m, it must then be at least 10m long. This will prevent a second car overhanging the footway should two cars be parked on the driveway. Vehicles that overhang

the footway cause a safety hazard to pedestrians, especially young children and those with a disability. For driveways at existing properties a similar standard will be sought, however individual applications will be assessed on merit.

- Single driveways must be at least 3m in width. Double driveways must be at least 5m in width. The gradient of a driveway should generally not exceed 1:20 although this may be relaxed to a maximum of 1:15 in certain circumstances, provided suitable measures, such as nonslip surfacing, are employed.
- A driveway should be internally drained with no surface water discharging on to the public road. This is to prevent any flooding on the road, which could cause ice to form in the winter.
- A driveway must be served by a footway crossing constructed by the Council. This ensures that it is of a suitable standard and that any services under the footway have suitable protection. Loose material such as stone chippings or gravel must not be used to surface the first 2m of the driveway adjacent to the footway to help minimise material being carried onto the footpath or roadway. The applicant is responsible for the payment of all works involved.
- In general, only one footway crossing per property is permitted. In some situations this may be relaxed, for example at large houses with a frontage in excess of 30m where an “in” and an “out” may be permitted. Where properties have suitable existing facilities at the rear of the property it is unlikely that permission will be granted for further crossings at the front of the building. The normal width of a footway crossing is 3m but this may be increased to 6m for a double driveway.
- Driveways must be positioned to enable the required visibility, including pedestrian visibility, to be achieved in accordance with National Standards (Designing Streets and DMRB). A driveway should meet the public road at right angles and a vehicle should be able to enter and exit the driveway at right angles to the road so that a driver can see clearly in both directions without having to turn round excessively. Driveways which do not meet the minimum requirements for visibility will be refused.
- If there is an impact on road safety and residential amenity, a driveway will not normally be permitted if access is taken from a parking lay-by or a controlled parking area which is regularly in use.
- Where the Council owns the property, the Council’s consent as landlord will be required. Where the property was previously in the ownership of the Council, there may also be a requirement to seek Superior’s Consent from the Council for the works. This should be obtained before work commences. Where a change of use of private or public open space is required, please contact the Council.

- All applications must include a suitable plan clearly showing the location of the proposed driveway and the dimensions along with the construction details.

Developers may want to consider the use of permeable paving instead of impermeable surfacing in order to improve urban drainage.

The need to provide off-street parking to support the charging of an electric vehicle is not, on its own, considered a viable justification for a driveway.

#### **2.4.4 Access off Rear Lanes**

The formation of accesses off rear lanes serving houses or a small number of flats can usually be achieved satisfactorily. The design and positioning of the access/garage should be given careful consideration, particularly with regard to the effect the access/garage will have on the safety and efficiency of the lane. It is preferred that garages not be recessed back from the lane. However, where there are visibility issues for both users of the lane and users of the accesses and garages, and on a case by case basis, a setback of 1m within the curtilage of the property will be acceptable. Rear lane boundary walls built to maintain visibility splays to national standards and garages positioned in the centre of plots are preferred.

For Positioning of Automatic Teller Machines (ATM) – See **appendix 11**.

## Appendices

### Appendix 1 – Car Clubs

In mixed use developments shared residential and business membership can be considered. As part of new developments, developers are able to contribute to the car club, either as an alternative to or as complement to parking provision. This is based on the following criteria;

#### Smaller Developments (Less than 50 units)

- Within 400m: when a car club vehicle is available within 400m, smaller developments can contribute to the costs of the existing vehicle, memberships and supporting features as per the Supplementary Guidance: Planning Obligations. Where there is a shortfall of parking/ no parking provided this will be based on a contribution per unit. Where parking spaces are allocated to a particular unit, this contribution will be based on the shortfall. Where parking is unallocated and there is a shortfall, a contribution will be required from all units.
- Outwith 400m: when a car club is not available within 400m then smaller developments can contribute towards the total costs of a new car, memberships and supporting features if the car club operator has identified local demand for a car club nearby. Where there is a shortfall of parking/ no parking provided this will be based on a contribution per unit. Where parking spaces are allocated to a particular unit, this contribution will be based on the shortfall. Where parking is unallocated and there is a shortfall, a contribution will be required from all units.

#### Larger Developments (50 or more units)

- Within 400m: if a car club vehicle is located within 400m and, in discussion with the car club operator, it is identified that a car is not at utilisation capacity and/ or able to accommodate the extra potential users from the development, then developers can contribute towards the costs of the existing vehicle, memberships and supporting features as per the Supplementary Guidance: Planning Obligations. Otherwise, a vehicle will have to be provided and the provision below will apply. Where there is a shortfall of parking/ no parking provided this will be based on a contribution per unit. Where parking spaces are allocated to a particular unit, this contribution will be based on the shortfall. Where parking is unallocated and there is a shortfall, a contribution will be required from all units.



- Outwith 400m: larger developments which do not have a car club vehicle already located nearby will need to include provision for a vehicle, memberships and supporting features as well as lining and signing located either within the development or on a nearby street (so that it is available to members of the public as well). The developer can then, in discussion with the car club provider, determine the type of vehicle suitable to their development needs (hybrid, electric, town, large, van, etc.). If replacement of over 17 spaces is anticipated this will automatically trigger requirement for a second vehicle. Replacing parking spaces with more than two car club vehicles in one location (i.e. within a 400m radius) will require to be negotiated with the car club operator. Where there is a shortfall of parking/ no parking provided this will be based on a contribution per unit. Where parking spaces are allocated to a particular unit, this contribution will be based on the shortfall. Where parking is unallocated and there is a shortfall, a contribution will be required from all units.

In entering into a legal agreement to set up and/or promote a Car Club, the developer should ensure that the club is up and running from the very beginning of the occupation of the development and that full cost of providing and managing the vehicle and memberships is made at the start of the agreement. The car club service should be offered to prospective members on favourable terms. A common requirement is free initial membership for two years with driving credit. The developer should expect to contribute to the costs of setting up and promoting the club, as well as any traffic orders and works that might be necessary. Please see the Supplementary Guidance: Planning Obligations for further information.

## **Appendix 2 – EV Charging Standards (Installation cost cap)**

For the purpose of this standard, it is deemed cost-effective to install electric vehicle charging point sockets where the additional cost of providing the associated electrical supply to the development site does not exceed an average of £2,000 (excluding VAT) per charge point socket. Where this cost cap is exceeded, enabling infrastructure to each parking space should be installed to the extents described above. Where it is identified that the cost of a full installation would exceed the cost cap, the applicant should provide at least two written quotations, including one from the Distribution Network Operator (DNO), for the cost of electrical supply to the development site. Each quotation should confirm:

- the overall connection costs for electrical supply to the development both without and with electric vehicle charge point sockets, confirming the average cost per charge point socket for a full implementation; and
- A statement from the provider confirming the maximum number of charge point sockets which can be supported at an additional supply cost not exceeding an average of £2,000 (excluding VAT) per charge point socket. Installation of charge point sockets should be undertaken to the extent confirmed by this statement.

## **Appendix 3 - EV Charging Standards (major renovation works)**

### Provision to domestic buildings undergoing major renovation

For the purpose of this standard, 'major renovation works' means works for the renovation of a building where ten or more car parking spaces are present within the building or the curtilage of the building and where:

- a. more than 25% of the surface area of the building envelope undergoes renovation, and
- b. the works include works to car parking spaces, or the electrical infrastructure of the building or of the car parking spaces.

In this context, 'building envelope' means walls, floor, roof, windows, doors, roof windows and roof-lights. Note: the following provisions do not apply where the main purpose of the work to the building envelope is to improve the fire safety of the building. Such work is considered to be remediation rather than renovation.

Where a domestic building is subject to 'major renovation works', enabling infrastructure (see clause 7.2.6) should be provided to each parking space within the curtilage of the development site and an electric vehicle charge point socket with an output rating of not less than 7 kW should be provided per dwelling, subject to the following:

- An electrical vehicle charge point need not be installed to car parking spaces located within a covered car park, which should be excluded from the provisions below.
- The total number of parking spaces with access to a charge point socket should be the lower of the total number of dwellings or the total number of parking spaces provided within the curtilage of the development site.
- Where there are more parking spaces than dwellings, any accessible parking spaces (see clause 4.1.1) not already provided with access to an electric vehicle charge point

For the purpose of this standard, installation is deemed cost-effective where the cost of providing the installation does not exceed 7% of the total capital cost of the major renovation works.

#### Provision to non-domestic buildings undergoing major renovation

For the purpose of this standard, 'major renovation works' means works for the renovation of a building where ten or more car parking spaces are present within the building or the curtilage of the building and where:

- a. more than 25% of the surface area of the building envelope undergoes renovation, and
- b. the works include works to car parking spaces, or the electrical infrastructure of the building or of the car parking spaces.

In this context, 'building envelope' means walls, floor, roof, windows, doors, roof windows and roof-lights.

Note: the following provisions do not apply where the main purpose of the work to the building envelope is to improve the fire safety of the building. Such work is considered to be remediation rather than renovation.

Where more than 10 car parking spaces are present or provided within the curtilage of a non-domestic building subject to 'major renovation works', enabling infrastructure for charge points (see clause 7.2.6) should be provided to at least 50% of parking spaces and electric vehicle charge points with an output rating of not less than 7 kW per socket in simultaneous use should also be installed such that not less than 1 in 10 parking spaces (or part thereof) has access to a socket, subject to the following:

- An electrical vehicle charge point socket need not be installed to car parking spaces located within a covered car park, which should be excluded from the provisions below.
- Any accessible parking spaces (see clause 4.1.1) not already provided with access to an electric vehicle charge point socket with an output rating of not less than 7 kW should be provided with such a facility to the same extent as standard parking spaces.
- Installation should be cost-effective. This is explained under 'defined cost limit' below.

In this respect, 'covered car park' is car parking located within the footprint of a building. For example a roof-top, open-sided, enclosed or underground car park.

#### **Appendix 4 - Defined cost limit for major renovation works**

For the purpose of this standard, it is deemed cost-effective where the cost of providing the installation does not exceed 7% of the total capital cost of the major renovation works. This defined cost limit includes the provision of enabling infrastructure, charge point sockets and other equipment needed for the operation of installed charge point sockets. It also includes the cost of any associated upgrade to the capacity of the existing building electrical supply needed to enable installation of charge point sockets.

The cost set out should be the cost of materials and labour, excluding VAT. Calculation of the percentage of project costs should compare the cost of the electric vehicle charge point sockets, cable routes and any upgraded electrical supply compared to the total cost of the major renovation including those additional works. The cost should exclude land or property costs, statutory fees or any other development costs.

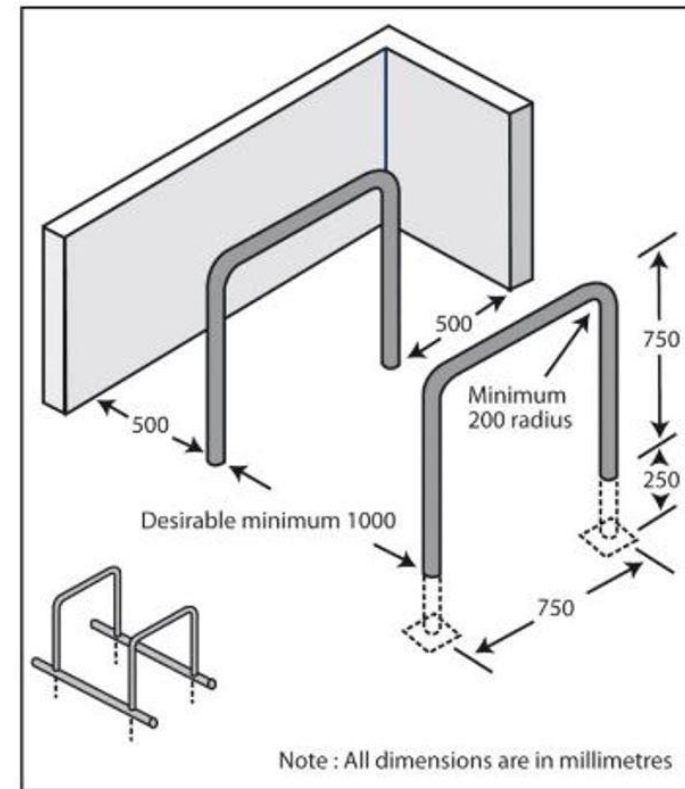
Where it is confirmed that an upgrade to the building electricity supply is needed to support the installation of charge point sockets, the applicant should provide at least two written cost quotations, including one from the Distribution Network Operator (DNO), for the cost of electrical supply to the renovated building. Each quotation should confirm the overall additional costs for electrical supply relating specifically to the additional load demand from additional electric vehicle charge point sockets. This cost should be added to those set out above.

The developer may then determine the preferred extent of installation of enabling infrastructure and charge point sockets without exceeding the defined cost limit.

## Appendix 5 - Parking Dimensions

### Bicycle Parking

Only the higher specification of stainless steel and galvanised, powder or nylon coated should be used. Stand ends should be embedded in concrete, bolted into the ground or welded to parallel bars at ground level to form a 'toast rack' system. Adequate space (a minimum size of no less than 0.75 metres) should be provided at either end of the stand to enable cycles to be easily removed. (Diagram of Sheffield Stand on right).



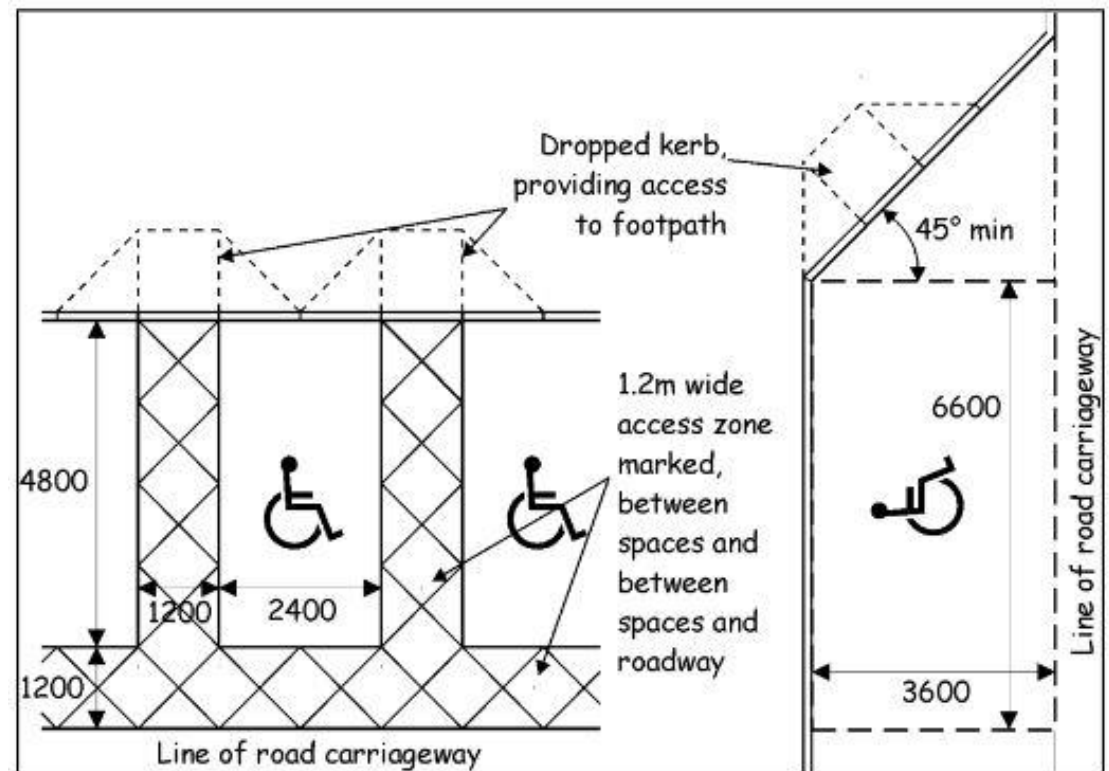
### Car Parking Spaces

Car parking bays should generally be 2.5m x 5m with a 6m aisle width between bays. For nurseries or similar type of development where small children are to be dropped off, an extra 0.9m should be provided between spaces. When calculating the maximum numbers of car parking spaces permitted for a development, any garage spaces accompanying new homes should be included. The minimum acceptable external size of a new single garage is 6.0m x 3.0m, with a minimum internal size no less than 5.7m x 2.7m. The minimum effective entry width is 2.25m with a height of 1.98m.

## Accessible Car Parking Spaces

For accessible parking spaces should be:

- Located on a road surface that is level (with a gradient of not more than 1 in 50);
- Not more than 45m from a common entrance;
- Clearly marked with the international symbol of access;
- Provided with a dropped kerb access to an accessible route; and
- Where perpendicular or at an angle to a road, at least 4.8m long x 2.4m wide, outwith which a delineated access zone at least 1.2m wide to each long side and between the end of the bay and any road is shown; or
- Where parallel to a road, at least 6.6m long by 3.6m wide, as shown in the image below.
- To allow operation by a person using a wheelchair, equipment such as parking ticket dispensers should have any controls at a height of between 750mm and 1.2m above ground level.
- For electric vehicle charge point standards see section 2.3.2



## Motorcycle Parking Spaces

Fixed features such as rails, hoops or posts which provide a simple locking-point to secure a motorcycle by chain or similar device are preferable, anchored in or adjacent to the road. Anchor points should be compatible with a wide range of bike types and locking devices. Where motorcycles are to be parked with one wheel against the kerb, a simple continuous steel rail satisfies most situations. This should be set at around 600mm above the surface to accommodate a range of wheel sizes and to prevent thieves from using the ground as leverage for bolt cutters and jacks.

On-street bays should follow a similar layout to car parking bays, ranging in depth from 1.8 - 2.7m but with motorcycles parked at right angles rather than parallel to the kerb, ensuring that they do not protrude onto the carriageway. An average effective width of around 1.4m per machine is required. Parking areas should have limited gradients (less than 5 degrees) to allow for manoeuvrability and to prevent motorcycles from falling over. Surfaces should be firm, able to support the weight of a motorcycle through its stand and capable of withstanding penetration by the stand, and well-drained with non-slip surfaces.

Sufficient space and visibility for riders is required to allow safe manoeuvring. Parking should not be positioned so that riders are tempted to use footways to access it. A Pay and Display regime is unsuitable for motorcycles.

## Appendix 6 - Car Parking Requirements

Where parking standards in the tables relate to GFA, this should be measured according to the definition of GFA provided by TRICS ([www.trics.org](http://www.trics.org)), the national system of trip generation analysis for the UK and Ireland. Please note that the parking requirement tables in the appendices relate to the maximum number of parking spaces that are permissible. The Council will accept or may require less parking (lower than the maxima) in order to keep traffic generation within acceptable levels and ensure appropriate amenity levels.

<b>1: RETAIL</b>			
<i>(m<sup>2</sup> = metres square, GFA = Gross Floor Area)</i>	City Centre	Inner City	Outer City
Food retail outlets (more than 1000m <sup>2</sup> GFA)	1 per 18m <sup>2</sup>	1 per 18m <sup>2</sup>	1 per 14m <sup>2</sup>
Non-food retail outlets (more than 1000m <sup>2</sup> GFA)	1 per 30m <sup>2</sup>	1 per 30m <sup>2</sup>	1 per 20m <sup>2</sup>
Food/non-food retail outlets (less than 1000m <sup>2</sup> GFA)	1 per 50m <sup>2</sup>	1 per 30m <sup>2</sup>	1 per 30m <sup>2</sup>
Motor trade (including vehicle display area, spares depot, servicing, tyre/exhaust centre)	0.5/1 staff; 1 per 50m <sup>2</sup> vehicle display area; 1 per 50m <sup>2</sup> spares department; 3/servicing bay, 2/tyre and exhaust bay	0.5/1 staff; 1 per 33m <sup>2</sup> vehicle display area; 1 per 25m <sup>2</sup> spares departments; 3/servicing bay, 2/tyre and exhaust bay	0.5/1 staff; 1 per 33m <sup>2</sup> vehicle display area; 1 per 25m <sup>2</sup> spares departments; 3/servicing bay, 2/tyre and exhaust bay
Petrol Filling Stations (note: retail element assessed separately)	1 per 2 staff	1 per 2 staff	1 per 2 staff
<b>2. FINANCE, PROFESSIONAL AND OTHER SERVICES</b>			
	City Centre	Inner City	Outer City
Banks, Building Societies, etc.	1 per 90m <sup>2</sup>	1 per 40m <sup>2</sup>	1 per 25m <sup>2</sup>
<b>3. FOOD AND DRINK</b>			
	City Centre	Inner City	Outer City
Restaurants and cafes	1 per 30m <sup>2</sup>	1 per 17m <sup>2</sup>	1 per 12m <sup>2</sup>
Pubs/clubs/discos/bars	1 per 40m <sup>2</sup>	1 per 25m <sup>2</sup>	1 per 12m <sup>2</sup>



<b>3. FOOD AND DRINK (cont.)</b>			
	City Centre	Inner City	Outer City
Take-away	1 per 40m <sup>2</sup>	1 per 30m <sup>2</sup>	1 per 25m <sup>2</sup>
Drive Through Restaurants – requires adequate queuing space	1 per 10m <sup>2</sup>	1 per 10m <sup>2</sup>	1 per 10m <sup>2</sup>
<b>4. BUSINESS</b>			
	City Centre	Inner City	Outer City
Offices	1 per 80m <sup>2</sup>	1 per 50m <sup>2</sup>	1 per 30m <sup>2</sup>
<b>5. GENERAL INDUSTRIAL</b>			
	City Centre	Inner City	Outer City
Industrial premises (excluding motor vehicle workshops)	1 per 100m <sup>2</sup>	1 per 55m <sup>2</sup>	1 per 40m <sup>2</sup>
<b>6. STORAGE AND DISTRIBUTION</b>			
	City Centre	Inner City	Outer City
Warehousing – storage and distribution	1 per 300m <sup>2</sup>	1 per 200m <sup>2</sup>	1 per 100m <sup>2</sup>
Warehousing – wholesale trading	1 per 100m <sup>2</sup>	1 per 72m <sup>2</sup>	1 per 50m <sup>2</sup>
<b>7. HOTELS, HOSTELS</b>			
	City Centre	Inner City	Outer City
Hotels, boarding houses, guest houses, and motels (restaurant and conference facilities counted separately)	0.6 per bedroom	0.75 per bedroom	1 per bedroom

<b>8. NON-RESIDENTIAL INSTITUTIONS</b>			
	City Centre	Inner City	Outer City
Nursery and Primary Schools	0.8 per staff plus provision for buses where required	0.8 per staff plus provision for buses where required	0.8 per staff plus provision for buses where required
Higher and Further Education	0.5 per staff plus 1 per 15 students	0.5 per staff plus 1 per 15 students	0.5 per staff plus 1 per 15 students
Public Library	3 plus 1 per 3 staff	3 plus 1 per 3 staff	3 plus 1 per 3 staff
Public hall/Function room	1 per 50m <sup>2</sup>	1 per 27m <sup>2</sup>	1 per 18m <sup>2</sup>
Religious Institution	0.5 spaces per 10 seats	1 space per 10 seats	1 space per 10 seats
Medical Centres/Vets/Dentists	3 per consulting room plus 0.5 per staff	3 per consulting room plus 0.5 per staff	3 per consulting room plus 0.5 per staff
Hospitals	Merit (requires Travel Plan)	Merit (requires Travel Plan)	Merit (requires Travel Plan)
<b>9. ASSEMBLY AND LEISURE</b>			
	City Centre	Inner City	Outer City
Conference Centre	1 per 10 seats	1 per 7.5 seats	1 per 5 seats
Crematoria	1 per 2 seats	1 per 2 seats	1 per 2 seats
Cinema/Concert hall/Theatre/Bingo hall	1 per 12 seats	1 per 8 seats	1 per 5 seats
Stadium	1 per 20 seats	1 per 20 seats	1 per 15 seats
Sports centre/facility	1 per 30m <sup>2</sup>	1 per 22m <sup>2</sup>	1 per 22m <sup>2</sup>
<b>10. TRANSPORT</b>			
Transport – bus and rail stations, Park & Choose sites, ferry terminals, harbour and heliports	Contact Roads Development	Contact Roads Development	Contact Roads Development

These are guidelines and will be applied as maxima. The level of parking proposed in new development must be agreed with the Planning Authority.

<b>DWELLINGS</b>			
	City Centre	Inner City	Outer City
Residential Dwellings Note: Visitor parking may also be required in new developments of more than 10 units	1 allocated space per dwelling.	1.5 allocated spaces per dwelling.	2 allocated spaces per dwelling (up to 3 bedrooms). 3 allocated spaces per dwelling (4 or more bedrooms)
1 bedroom flat (no designated spaces)	1 per unit	1 per unit	1.5 per unit
2 bedroom flat (no designated spaces)	1 per unit	1.5 per unit	1.5 per unit
3 bedroom flat (no designated spaces)	1 per unit	1.5 per unit	1.5 per unit
Housing Association/Social Housing (rented only)	0.5 per unit	0.5 per unit	0.8 per unit
Care Home/Nursing Home/Assisted Living	1 per resident staff member plus 1 per 8 residents	1 per resident staff member plus 1 per 3 residents	1 per resident staff member plus 1 per 3 residents
Sheltered Housing	1 per resident staff plus 1 per 3 residents	1 per resident staff plus 1 per 3 residents	1 per resident staff plus 1 per 3 residents
Purpose Built Student Accommodation	1 per resident staff member plus 1 per 10 students	1 per resident staff member plus 1 per 10 students	1 per resident staff member plus 1 per 10 students
House of Multiple Occupancy (HMO)	0	0.25 per bedroom	0.5 per bedroom
Serviced Apartment	0	0.25 per apartment	0.5 per apartment

Where development proposals include the provision of off-street parking, the entitlement to on-street parking permits will be restricted. Developers should consider providing suitable alternatives to residents such as bus permits and membership of a Car Club where 3 or more units are proposed. The Council will support applications for low or no car developments in well-connected locations. Residential visitor parking is to be provided where the principal of providing parking requires to be specified by the Roads Authority.

## **Appendix 7 – Cycle Parking Requirements**

When a planning application for the intensification of an existing use or a change of use is made, there could be a need to provide additional cycle parking in line with the standards. Where space is limited, the planning authority will enter into negotiations with developers over the preferred approach to cycle parking in terms of volume and location. One approach could be, for example, where there is no room for facilities to be provided on-site, appropriate facilities are provided off-site within 50m of the development. Facilities should be signed and preferably lit or placed close to a source of light. If possible, they should be monitored by closed circuit television and be visible to on-site security staff. Weather protection is highly desirable.

The minimum of two short-stay spaces still applies in all instances but can be included as part of the allocations for customers or visitors outlined in the following tables.

**Cycle Parking Standards** ( $m^2$  = metres square, GFA = Gross Floor Area, PFA = Public Floor Area)

<b>1. RETAIL</b>	
Food retail outlets (more than 1000m <sup>2</sup> GFA)	Staff: 1 space + 1 space per 10 staff
Non-food retail outlets (more than 1000m <sup>2</sup> GFA)	Customers: 1 space + 1 space per 250m <sup>2</sup>
Food/non-food retail outlets (less than 1000m <sup>2</sup> GFA)	
<b>2. FINANCIAL, PROFESSIONAL AND OTHER SERVICES</b>	
Banks, Building Societies, etc.	1 space + 1 space per 10 staff
<b>3. FOOD AND DRINK</b>	
Restaurants and cafes	Staff: 1 space + 1 space per 20 staff
Pubs and Winebars	Customers: 1 space + 1 space per 100m <sup>2</sup> PFA
Fast food Takeaway	
<b>4. BUSINESSES</b>	
Offices	Staff: 1 space per 400m <sup>2</sup> Visitors: 1 space + 1 space per 1000 m <sup>2</sup>
<b>5. GENERAL INDUSTRIAL</b>	
Industrial premises	1 per 1000m <sup>2</sup>
<b>6. STORAGE AND DISTRIBUTION</b>	
Warehousing	1 per 1600m <sup>2</sup>
<b>7. HOTELS, HOSTELS</b>	
Hotels, boarding houses, guest houses, and motels	Staff: 1 space + 1 space per 20 staff Customers: 1 space per 10 bed spaces
<b>8. NON RESIDENTIAL INSTITUTIONS</b>	
Nursery and Primary Schools	Staff: 1 space per 10 staff Pupils: 1 space per 10 pupils + 1 scooter parking space per 20 pupils

Secondary School	Staff: 1 space per 10 staff Pupils: 1 space per 5 pupils
College/University	Staff: 1 space per 10 staff Students: 1 space per 3 students at busiest times
Medical Centre	Staff: 1 space + 1 space per 20 staff Visitors: 1 space + 1 space per 2 consulting rooms
<b>9. ASSEMBLY AND LEISURE</b>	
Public Library	Staff: 1 space + 1 space per 20 staff. Visitors: 1 space + 1 space per 10 peak time visitors
Cinema/Concert Hall/Theatre/Bingo Hall	Staff: 1 space + 1 space per 20 staff Customers: 1 space + 1 space per 10 peak time visitors
Conference Centre	Staff: 1 space + 1 space per 50 seats Visitors: 1 space + 1 space per 50 seats
Public Hall	Staff: 1 space + 1 space per 20 staff Visitors: 1 space per 100m <sup>2</sup> PFA
Stadium	Staff: 1 space + 1 space per 20 staff Visitors: 1 space + 1 space per 20 peak time visitors
Sports Centre/facility	Staff: 1 space + 1 space per 10 staff Visitors: 1 space + 1 space per 10 peak time visitors
<b>10. RESIDENTIAL INSTITUTIONS</b>	
Special Needs Housing	1 space + 1 space per 10 staff
Sheltered Housing/Care Home/Nursing Home	1 space + 1 space per 10 staff
Hospitals	Staff: 1 space + 1 space per 10 peak time staff Visitors: 1 space + 1 space per 25 beds
<b>11. TRANSPORT</b>	
Purpose Built Student Accommodation	1 space per 3 students
Flats	1 space per dwelling up to 30 dwellings, plus 1 space per 3 dwellings thereafter
HMOs	1 per 3 bedrooms
Serviced Apartments	1 per 10 apartments
Bus and railway stations, park and ride sites, ferry terminals	5 spaces per hundred peak hour passengers

## Appendix 8 – Motorcycle Parking Requirements

**Motorcycle Parking Standards** The following minimum standards will apply to all new developments. (m<sup>2</sup> = metres square, GFA = Gross Floor Area, PFA = Public Floor Area)

<b>1. RETAIL</b>	
Food retail outlets (more than 500m <sup>2</sup> GFA)	1 per 1500m <sup>2</sup> with a minimum of 1 space for staff and 1 space for customers
Non-food retail outlets (more than 500m <sup>2</sup> GFA)	1 per 1500m <sup>2</sup> with a minimum of 1 space for staff and 1 space for customers
Food/non-food retail outlets (less than 500m <sup>2</sup> GFA)	1 space for staff and 1 space for customers
<b>2. FINANCIAL, PROFESSIONAL AND OTHER SERVICES</b>	
Banks, Building Societies, etc.	1 per 1200m <sup>2</sup> with a minimum of 1 space for staff and 1 space for customers
<b>3. FOOD AND DRINK</b>	
Restaurants and cafes	1 per 300m <sup>2</sup> public area with a minimum of 1 space for staff and 1 space for customers
Pubs and Winebars	
Fast food Takeaway	
<b>4. BUSINESSES</b>	
Offices	1 per 1000m <sup>2</sup> for employees and 1 per 4000m <sup>2</sup> for visitors
<b>5. GENERAL INDUSTRIAL</b>	
Industrial premises	1 per 2000m <sup>2</sup> for employees and 1 per 8000m <sup>2</sup> for visitors
<b>6. STORAGE AND DISTRIBUTION</b>	
Warehousing	1 per 6000m <sup>2</sup> for employees and 1 per 16000m <sup>2</sup> for visitors
<b>7. HOTELS, HOSTELS</b>	
Hotels, boarding houses, guest houses, and motels	1 per 15 bedrooms with a minimum of 1 space for customers and 1 space for staff

<b>8. NON RESIDENTIAL INSTITUTIONS</b>	
Nursery and Primary Schools	1 per 25 parking spaces with a minimum of 1 space
Secondary School	
College/University	
Medical Centre	
<b>9. ASSEMBLY AND LEISURE</b>	
Public Library	1 per 25 parking spaces with a minimum of 1 space for staff and 1 space for customers.
Cinema/Concert Hall/Theatre/Bingo Hall	
Conference Centre	
Public Hall	
Stadium	
Sports Centre/facility	
<b>10. RESIDENTIAL INSTITUTIONS</b>	
Special Needs Housing	1 visitor space per 25 units with a minimum of 1 space and 1 space per 25 staff with a minimum of 1
Sheltered Housing/Care Home/Nursing Home	
Hospitals	Assessed individually - a Travel Plan will be required.
Purpose Built Student Accommodation	1 per 25 beds and 1 per 25 staff with a minimum of 1 space for staff and 1 space for students
Flats	1 space per 8 flats with a minimum of 1 for new developments; standards may be relaxed for conversions depending on the space available - this should be discussed with the planning authority.



## Appendix 9 - Disabled Badge Holders' Parking Minimum Requirements

A proportion of car parking spaces in all new developments should be accessible to a person with mobility impairment, including wheelchair users, and designated for use as such. Reserved accessible parking spaces should be provided as per the following table in accordance with the table. Please note that these are minimum requirements.

In larger car parks, developers may be required to adopt the stricter standards provided in the Scottish Government's Technical Handbooks: Non Domestic –Safety (2015) which asks that accessible spaces be provided on a ratio of at least 1 per 20 parking spaces, or part thereof. For residential developments, accessible spaces should be provided on a ratio of at least 1 per 20, or part thereof, in accordance with the Technical Handbook. Spaces should be designed so that drivers and passengers, either of whom may be disabled, can get in and out of the car easily, and should allow users to gain access from the side or from the rear. They should be large enough to protect people from moving traffic when they cannot get in or out of the car on the footway side. For electric vehicle charge point standards see section 2.3.2

Land Use	Car park size up to 200 spaces	Car park size over 200 spaces
Employment Uses	1 space per disabled employee plus 2 spaces or 5% (whichever is greater) of the total number of spaces in the car park	6 spaces plus 2% of the total number of spaces in the car park
Retail, Leisure and Recreation Uses	3 spaces or 6% (whichever is greater) of the total number of spaces in the car park	4 spaces plus 4% of the total number of spaces in the car park

## Appendix 10 - Delivery/Loading/Unloading Parking Standards/Guidelines

The following standards apply to spaces required for vehicles regularly and necessarily involved in the servicing of businesses or other buildings. This includes space for commercial vehicles delivering or collecting goods from premises and space for loading and unloading. Details of operational parking requirements should be considered as guidelines. Where no operational requirement is specified, requirements will be considered on a case-by-case basis. However, it is important where possible that loading and other servicing facilities are provided on site or shared with other users to prevent delivery vehicles queuing or using on-street locations to load and unload. Developments likely to generate coach traffic should provide appropriate off-street parking facilities for the stopping, setting down and picking up of passengers as well as appropriate turning facilities.

Delivery / Loading / Unloading Parking Standards / Guidelines ( $m^2$  = metres square, GFA = Gross Floor Area)

<b>1. RETAIL</b>	Assessed on merit
<b>2. FINANCE, PROFESSIONAL AND OTHER SERVICES</b>	Assessed on merit
<b>3. FOOD AND DRINK</b>	Assessed on merit
<b>4. BUSINESS</b>	Assessed on merit
<b>5. GENERAL INDUSTRIAL</b>	
Industrial premises (excluding motor vehicle workshops)	1 loading bay up to 500m <sup>2</sup> ; 2 loading bays between 500m <sup>2</sup> and 2500m <sup>2</sup> ; 3 loading bays over 2500m <sup>2</sup> GFA
<b>6. STORAGE AND DISTRIBUTION</b>	
Warehousing (storage and distribution and wholesale trading)	1 loading bay up to 500m <sup>2</sup> ; 2 loading bays between 500m <sup>2</sup> and 2500m <sup>2</sup> ; 3 loading bays over 2500m <sup>2</sup> GFA
<b>7. HOTELS, HOSTELS</b>	
Hotels, boarding houses, guest houses, and motels (restaurant and conference facilities counted separately)	1 loading bay, and coach spaces will be required for hotels with more than 50 bedrooms
<b>8. NON RESIDENTIAL INSTITUTIONS</b>	
Nursery and Primary Schools; Higher and Further Education	Pick-up/set down facilities for school buses and cars
Public Library	Space for mobile library van as appropriate
Public hall / Function room	Provision for a coach
<b>9. ASSEMBLY AND LEISURE</b>	
Conference Centre	Assessed on merit
Cinema / Concert hall / Theatre / Bingo hall	A space for coaches/cars to pick up and set down as appropriate
Stadium; Sports centre / facility	Provision for coaches-to be assessed with Travel Plan and accessibility

## **Appendix 11 - Positioning of Automatic Teller Machines (ATM)**

Below are the general principles which should be considered in all instances when installing ATMs:

- They should be located along active building frontages in public areas, where there is a high level of passive surveillance.
- The position of the ATM will ensure the free flow of existing pedestrian movement along the footway and will not cause an obstruction or congestion. ATMs are required to be more than 3m from the corner of a building at a street junction.
- The location of the ATM will ensure there is no detrimental impact to the external appearance of the property or loss of, or unsatisfactory alteration to, an internal feature of architectural or historical importance.
- The ATM will ensure good visibility remains, and will not be located adjacent to or near junctions or bends in the road or pavement or in areas where there is poor visibility.
- ATMs will be located where there is available parking adjacent to the proposed sites and where there is no obstruction to surrounding uses or driveways.