

**SD101a**

STANDING CONFERENCE ON REGIONAL POLICY IN SOUTH WALES  
CYNHADLEDD SEFYDLOG POLISI RHABARTHOL YN NE CYMRU

# *Parking Guidelines*

REVISED EDITION 1993

GWENT COUNTY COUNCIL

Blaenau Gwent, Islwyn, Monmouth, Newport, Torfaen Borough Councils

SOUTH GLAMORGAN COUNTY COUNCIL

Cardiff City Council and Vale of Glamorgan Borough Council

MID GLAMORGAN COUNTY COUNCIL

Cynon Valley, Merthyr Tydfil, Ogwr, Rhondda, Taff-Ely Borough Councils  
and Rhymney Valley District Council

WEST GLAMORGAN COUNTY COUNCIL

Lliw Valley, Neath and Port Talbot Borough Councils and Swansea City Council

and

Llanelli Borough Council

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# *Parking Guidelines*

# *SOUTH WALES COUNTIES PARKING GUIDELINES*

## *1993 REVISION*

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## 1. INTRODUCTION

- 1.1 This document provides a guide to parking requirements according to land use and type of development. It has been prepared by the member authorities of the Standing Conference of South Wales Counties in consultation with their District Councils and has been produced
  - (a) to assist developers, designers and builders in the preparation and submission of planning applications;
  - (b) to achieve a common approach to the provision of vehicle parking facilities associated with new development and change of use.
  
- 1.2 These guidelines were originally prepared in 1980 and updated in 1989. This revision has been prepared in response to further changes in development, particularly to assess existing levels of demand; increased car ownership and the Town and Country Planning (Use Classes) Order 1987. The aim as previously is to ensure that new development or a change of use is accompanied by sufficient parking space for private cars and service vehicles to avoid the need for vehicles to park on-street and thereby cause congestion, danger and visual intrusion.
  
- 1.3 In the central area of Cardiff, Swansea and Newport the aim will generally be to provide operational parking only. Non operational parking for customers and commuters will generally be provided in public car parks, subject to Structure and Local Plan policies. No revision has been made of Central Area Guidelines. These will be considered following the completion of South Glamorgan County Council's Cardiff Central Area Review and of a similar exercise for Swansea City Centre.
  
- 1.4 The guidelines specified will be applicable throughout the Local Authorities of Glamorgan and Gwent. The document provides parking guidelines for all major land uses, together with appendices on access for the disabled, design and landscaping.
  
- 1.5 It should be noted that the parking guidelines are based on the likely generation of the land use, and if the parking requirement is reduced , overspill parking may occur.

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## 2. APPLICATION OF GUIDELINES

- 2.1 The scale of the parking provision varies throughout the region and local priorities will dictate the manner in which the guidelines are used. Flexibility in the Guidelines allows local circumstances to be taken into account. It is expected that in some instances the preparation of Local Plans, designation of Conservation Areas, Housing Action Areas, General Improvement Areas and County's Transport Policies and Programmes Document will modify the recommendations in this document.
- 2.2 As planning applications will normally be determined by District Councils the interpretation and application of the guidelines will rest with the District Council, though where there is a wider transport issue the County Council will need to be involved.
- 2.3 In assessing the parking requirements, the planning authority will need to take into account a number of factors in relation to the development and its location. These are listed below. However, it should be noted that some of these factors are outside direct planning control.
- (a) the service provided by the public transport system;
  - (b) the provision of works buses or the extent of car pooling;
  - (c) the relative proportion of male/female employment or the local catchment of labour, i.e. within walking distance;
  - (d) the existing and possible future congestion in streets adjacent to the development;
  - (e) the provision of public car parking space in the vicinity or grouped car parks on industrial estates.
- 2.4 In addition to the above the guidelines are divided into central areas and non central areas.
- (a) Central Areas - The principal shopping and business area, characterised by groups of multiple stores and local branches of national companies (e.g. Cardiff, Newport and Swansea). The planning objective in these areas will be for segregation of shoppers from delivery vehicles. Developers would be expected to provide space for operational parking within their curtilage and to co-operate with the local authority in the provision of rear service areas in accordance with any development proposals. Provision for non operational vehicles should be catered for in parking areas subject to the control of the local authority in accordance with its parking policy, which in turn should relate to the wider transport needs and plans.
  - (b) Non Central Areas - This covers all built up and rural areas. The full operational standard will normally be expected and the non operational standard for employees vehicles and, in certain cases for visitors. Normally developers will be required to provide all the parking space within the curtilage of the site. Parking for shoppers may not be required for new shops, conversions for shops under 200m<sup>2</sup> or for small extensions (up to 20%) in established shopping centres. In certain circumstances, e.g. Conservation Areas, modifications of the guidelines may be allowed in order to preserve environmental conditions.

## 2.5 Examples of the Use of Parking Guidelines

### (a) Proposed new shop and office development in a small local centre

Public transport accessibility is poor. The development comprises 500m<sup>2</sup> shopping (5 units) on the ground floor, and 1000m<sup>2</sup> offices on the first and second floors. (Gross floor area, including external walls).

The parking requirement is assessed as follows :

#### SHOPPING USE -

Operational Parking = Space for 2 commercial vehicles

Non Operational Parking 1 space/30m<sup>2</sup> = 17 spaces

#### OFFICE USE

Non Operational Parking 1 space/25m<sup>2</sup> = 40 spaces

TOTAL PROVISION : Space for 2 Commercial vehicles+57 spaces

### (b) Change of use from industry to retail warehousing (mixed)

Gross floor area 1500m<sup>2</sup> on an industrial estate.  
The parking requirement for industrial premises is 175m<sup>2</sup> of operational space + 22 spaces non operational. The requirement for retail warehousing is a minimum of 3 commercial vehicle bays (225m<sup>2</sup>) + 60 spaces (1 space per 25m<sup>2</sup>).

Therefore, an additional operational area should be provided so that a minimum of three commercial vehicles can be accommodated plus an additional 38 spaces unless the site already has provision for 60 parked cars.

### (c) Conversion of large 3 storey Victorian House to Three Flats (non-Central area location)

The parking requirement is a minimum of 1 space per dwelling. These should, if possible, be provided at the rear of the premises. If the site is too small to accommodate three cars, the house fronts a local road that is not a bus route and kerbside parking pressure is not evident then an allowance of on-street parking immediately outside may be possible.

### 3. DEFINITIONS AND NOTE

3.1 Operational Parking Space - Sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time and to manoeuvre with ease and stand for loading and unloading without inconvenience to vehicles and pedestrians on the public highway or to other users of the site.

Space for staff cars which, by the nature of the business, is required for day to day operation, may also be included.

3.2 Non Operational Parking Space - The space occupied by vehicles not necessarily used for the operation of the business and it is divided into two classes:

- (a) long term (i.e. commuter parking) mainly occupied by employees vehicles;
- (b) short term parking space required by shoppers or callers having business at the premises.

3.3 Residential Parking Space - Includes space required for residents and space for cars of people visiting the residents.

3.4 GROSS Floor Area - The guidelines that are related to floor areas, are GROSS floor area, ie. including external walls, except for categories d, e, f and g of Places of Entertainment and Hotels.

3.5 Extension or Development of Existing Buildings - For industrial, office, commercial premises and pre-1914 public houses, under 200m<sup>2</sup> gross floor area, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.

3.6 Public Transport Accessibility - Certain of the guidelines are ranges, the level of public transport accessibility will indicate the actual standard applied.

3.7 Employment Density - The guidelines have been assessed on density norms (retail 19.5m<sup>2</sup> per employee; industrial 35 - 45m<sup>2</sup> employee; office 16.5m<sup>2</sup> per employee) variations in density may be treated on their merits.

3.8 Land Use - for the purpose of applying the parking guidelines the following table relates the land uses used in the guidelines with the Town and Country Planning (Use Classes) Order 1987.

USE CLASSES IN 1987 ORDER	LAND USES IN PARKING GUIDELINES
<p>Class A1 : Shops</p> <p>Class A2 : Financial &amp; Professional Services</p> <p>Class A3 : Food &amp; Drink</p>	<p>Shops Supermarkets and Superstores Retail Warehousing (Cash &amp; Carry)</p> <p>Offices (only in cases where premises are Provided principally for visiting members of the public)</p> <p>Restaurants Public Houses Cafes Transport Cafes Licensed Clubs</p>
<p>Class B1 : Business</p> <p>Class B2 : General Industrial</p> <p>Class B3 - B7 : Special Industrial</p> <p>Class B8 : Storage or Distribution</p>	<p>Offices (other than A2/Light Industry above)</p> <p>Industry</p> <p>Industry</p> <p>Wholesale Warehousing</p>
<p>Class C1 : Hotels &amp; Hostels</p> <p>Class C2 : Residential Institutions</p> <p>Dwelling Houses</p>	<p>Hotel</p> <p>Homes for the Elderly, Children, etc and Nursing Homes, Hospital</p> <p>General Purpose Houses &amp; Flats Sheltered Accommodation</p>
<p>Class D1 : Non-Residential Institutions</p> <p>Class D2 : Assembly and Leisure</p>	<p>Health Centres Surgeries Churches Primary Schools/Nursery schools Secondary Schools Colleges of Higher &amp; Further Education Library Assembly Halls, eg. Community Centres – Unlicensed Clubs</p> <p>Leisure Centres Sports Clubs Assembly Halls e.g. Bingo Halls</p>

Note: Certain uses within this document do not fall within any specific Use Class and therefore, must be dealt with separately (see general uses) eg open air markets.

N.B. The Guidelines have not been defined in terms of the 1987 Use Classes Order as this would lead to wide ranges of recommended provision. eg. Class 131: Business encompasses some office uses and industry. A guideline anticipating this interchangeability would be very wide and, therefore, guidelines are only given for specific land use concerned eg. office or industrial use.

In view of the interchangeability of uses it may be necessary to impose restrictions on development within these wider classes in order to reflect car parking requirements.

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#### 4. *GENERAL STATEMENT*

The absence of parking guidelines for a particular land use does not mean that no parking provision will be required.

In addition the local authority reserves the right to treat all planning applications on their merits according to the size, nature, location, density, employment and traffic generation characteristics of the proposed development.

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5. *PARKING GUIDELINES BY LAND USE*

## 5.1 CENTRAL AREA PARKING GUIDELINES

	Operational Requirements
A. Residential (See Note 1.)	1 space per dwelling unit for residential 1 space per 2 - 4 dwelling units for visitors
B. Offices (See Note 5.)	1 space per 280m <sup>2</sup>
C. Shops (See Note 5.) Warehouses (See Note 5.)	1 Space per 400m <sup>2</sup>  1 space per 345m <sup>2</sup>
D. Industry (See Note 5.)	1 space per 1000m <sup>2</sup>
E. Places of Entertainment and Hotels (See Notes 2., 3. & 5.)	Minimum of 1 operational space
F. Community Establishments (See Notes 4. & 5.)	Minimum of 1 operational space
G Educational Establishments (See Note 5.)	Minimum of 1 operational space

N.B. Non-operational parking will be provided in public car parks or in limited waiting on street areas

### *Notes relating to Central Area Parking Guidelines*

- (1) Consideration could be given in central areas where a resident's parking permit system exists. Particularly for conversions to flats).
- (2) Adequate facilities should be made for dropping off and picking up guests within the curtilage of the site.
- (3) Provision should be made for non-operational parking facilities for residential guests.
- (4) Hospitals, clinics - operational space as required.
- (5) Satisfactory servicing arrangements are necessary.

## 5.2 NON-CENTRAL AREA PARKING GUIDELINES

### A.1 RESIDENTIAL : NEW BUILD

1. General Purpose Houses and Flats	Residents	Visitors (See Note 7.)
(a) One bedroom	1 space per unit	1 space per 3 to 5 units
(b) Two bedrooms (where gross floor area is 75m <sup>2</sup> or less)	1.5 spaces per unit	1 space per 3 to 5 units
(c) Two bedrooms (where gross floor area is more than 75m <sup>2</sup> but less than 120m <sup>2</sup> )	2 spaces per unit	1 space per 3 to 5 units
(d) Three bedrooms (where gross floor area is less than 120m <sup>2</sup> )	2 spaces per unit	1 space per 3 to 5 units
(e) Three and four bedrooms (where gross floor area is 120m <sup>2</sup> or more)	minimum of 3 spaces	1 space per 3 to 5 units
2. Elderly persons houses and flats (not warded)	0.5 to 1 space per unit	1 space per 3 to 5 units

## *Notes relating to Residential : New Build*

1. The level of parking required for a particular development will be dependent upon the dwelling sizes and types, the general layout and the form of parking provision proposed, e.g. unallocated grouped parking or allocated/curtilage parking and, grouped hardstanding or garage courts.
2. Resident parking spaces should be more convenient to use than parking on the carriageway and should generally be within 10m of the dwelling entrance they serve.
3. Satisfactory pedestrian access must be provided between the dwelling units and the parking spaces.
4. Curtilage parking is preferred. If communal parking areas are necessary they must be in areas which are under natural surveillance for security and safety reasons.
5. Garages must have a minimum driveway length of 5.5m. (for use when the vehicle is not garaged) and a width of not less than 3.2m.
6. For certain developments (e.g. Public Sector housing and Housing Association developments) where there is evidence of low car ownership levels, a relaxation of the parking requirements may be considered but a minimum of one space per unit should always be provided for residents plus visitor parking at one space per 3 to 5 units depending on location. i.e. suburban locations would require visitor parking at one space per 3 units.
7. Visitor parking spaces should be designed as an integral part of the development in conveniently located places including, on plot spaces, off highway places and where convenient and safety allows - on highway kerbside parking where carriageway widths are 5.5 metres or more.
8. The needs of disabled people should be taken into account in the design and location of visitor parking.

A.2 RESIDENTIAL : CONVERSIONS

1. To self-contained flats	Residents 1 to 2 spaces per unit
2. To bedsits/units with shared facilities (including hostels)	Up to 1 space per unit

### *Notes relating to Residential : Conversions*

1. For certain developments (e.g. Housing Association Developments/Student accommodation/hostels) where there is evidence of low car ownership levels, a relaxation of the parking requirements may be considered.
2. Parking for visitors is normally required within curtilage, adjacent to property or in communal lay-bys, however where the parking requirements cannot be met on site, due regard will be given to the merits of the conversion compared to the resultant overspill parking on-street.
3. Satisfactory pedestrian access must be provided between the dwelling units and the parking areas.
4. If conversion is for more than six units, visitors parking should be provided on site. Visitor parking for conversions for six or less is only required if space is available.
5. The conversion of single dwelling units to multiple occupation will be considered on their merits.
6. The higher guideline should be used for conversions to self contained flats in situations such as large units in prime housing areas and/or where there are on-street parking problems.
7. The needs of disabled people should be taken into account in the design and location of visitor parking.

### A.3 RESIDENTIAL : SHELTERED AND OTHER ACCOMMODATION

1. Self-contained old people's dwellings (See Notes 1. & 2.)	1 space for 2-4 dwellings plus space for each resident warden/staff
2. Homes for elderly, Children, etc. and Nursing Homes	1 space per resident staff (See Note 3.) plus one space per 4 beds for visitors

*Notes relating to Residential :*

*Sheltered and other Accommodation*

1. Sufficient operational space should be provided close to the building entrance to enable ambulance access and egress in a forward gear.
2. A range in the parking guidelines allows for the differing parking requirements of developments depending on the specific type of development proposed and its location - for instance a private development with units for sale in a suburban/rural location would require more parking space than an inner city public development for rent.
3. 1 space should also be provided for each 3 non-residential staff, with a minimum of 1 space on site.
4. Where a higher level of visitors is likely, consideration may be given to requiring a higher ratio of visitors to beds.
5. The needs of disabled people should be taken into account in the design and location of visitor parking.

## B. OFFICES

Type of development	Operational Requirements	Non-Operational Requirements
(a) New Offices (up to 1000m <sup>2</sup> )	Included in non operational standard	1 space per 25-35m <sup>2</sup>
(b) New Offices (over 1001m <sup>2</sup> )	Included in non operational standard	1 space per 30-40m <sup>2</sup>
(c) Redevelopment or Extensions  (See Note 1.)	As per the standard for new offices	
(d) Conversions  (See Note 2. and 3.)	As per the standard for new offices	

### *Notes relating to Offices*

1. For premises up to a maximum of 200m<sup>2</sup> gross floor space an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once, and any parking displaced must be relocated.
2. For conversions of up to 100m<sup>2</sup>, parking will be required up to the maximum capacity of the site, subject to a minimum of 1 space.
3. Consideration may be given to a relaxation of the office parking requirement in shopping areas for the change of use at the ground floor of premises from Class A1 (Shops) to Class A2 (Financial and Professional Services).
4. Parking reserved for Disabled People : the non-operational requirement should include the following conveniently located reserved spaces:

Up to 200 spaces: 5% of capacity, subject to a minimum of 2 spaces

Over 200 spaces: 2% plus 6 spaces

## C. SHOPS, RETAIL WAREHOUSES AND GARAGES

Type of development	Operational Requirements	Non-Operational Requirements
(a) Shops (up to 200m <sup>2</sup> )	Space for 1 commercial vehicle to unload and manoeuvre	1 space per 60m <sup>2</sup> (employees) 1 space for 20-40m <sup>2</sup>
(b) Shops (201-1000m <sup>2</sup> )	Space for 2 commercial vehicles to unload and manoeuvre	(employees and shoppers) 1 space for 20-40m <sup>2</sup>
(c) Shops (1001-2000m <sup>2</sup> )	Space for 3 commercial vehicles to unload and manoeuvre	(employees and shoppers)
(d) Supermarkets and Superstores (predominately food - over 2000m <sup>2</sup> )	Space to accommodate a minimum of 3 commercial vehicles	1 space per 10m <sup>2</sup> (See Note 1.)
(e) Retail Warehousing (non food)	Space to accommodate a minimum of 3 commercial vehicles (See Note 2.)	1 space per 20-30m <sup>2</sup>
(f) Cash and Carry Warehousing	Operational requirements the same as shop of similar size	1 space per 50m <sup>2</sup>
(g) Open Air Markets	1 space per stall pitch	1 space per 30m <sup>2</sup> of gross stall pitch area including pedestrian circulation area (See Note 3.)
(h) Extensions or conversions (See Note 4.)	As per standard for new shops (a)-(c)	As per standard for New shops (a)-(c)
(i) Garages and Service Stations (See Notes 5. and 6.)	One car/lorry space for each car/lorry bay	2 car/lorry spaces for each service bay. Plus a minimum of 5 waiting spaces where an automatic car wash is installed
(j) Car Sales Premises (See Note 7.)	A minimum of one car transporter to unload and manoeuvre	1 space per 50m <sup>2</sup> for staff and visitors
(k) Driving Schools Private Hire and Vehicle Hire Taxis (Licensed)	1 space per vehicle operated	

## *Notes relating to Shops, Retail Warehouses and Garages*

1. The non-operational standard assumes a retail/non-retail ratio of 75/25. Variation may be applied at the discretion of the Local Authority when a different ratio is used.

2. The range of trip generation and parking demand at retail warehouses varies to a considerable extent. The parking requirements of the most common types of store can be classified in broad bands.

Highest requirement	-	DIY stores
Mid-range requirements	-	Electrical/gas appliance, flat pack furniture stores
Lowest requirement	-	Assembled furniture/carpet stores, household and leisure goods stores

Although 'retail parks' may have shared parking, such developments will still require similar levels of parking to single stores, because of the longer duration of parking.

3. Where existing premises are used for the establishment of a stall type market, the applicant shall identify a location for the provision of visitor parking.

4. For premises up to a maximum of 200m<sup>2</sup> gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once, and any parking displaced must be relocated.

5. The non-operational standard includes employees parking.

6. Relaxation may be given to the parking requirements at fast service centres, eg tyres, exhausts, MOT etc.

7. Where car sales premises include external display areas, additional parking space will be required.

8. Parking Reserved for Disabled People: the main nonoperational requirement should include the following conveniently located reserved spaces:

Up to 200 spaces:	6% of capacity subject to a minimum of 3 spaces
Over 200 spaces:	4% plus 4 spaces

## D. INDUSTRY AND WAREHOUSING

Type of development	Operational Requirements (See Notes 1. & 2.)		Non-Operational Requirements (Note 3. & 9.)
	Gross Floor Space (m2)	Minimum Space (m2)	
(a) Industry (Premises up to 1000m2) (See Note 4.)	100	70	1 per 60m2 above a minimum of 2 spaces
	250	85	
	500	100	
	1000	150	
(b) (Premises over 1001m2) (See Note 5.)	1001	150	1 space per 80-120m2
	2000	200	
	2000	10% of G.F.A.	
(c) Small industrial units (See Note 6.) (i) up to 100m2	Forecourt Servicing		1 van space adj. plus 1 car space communally
	Forecourt Servicing		
(ii) Unit between 100m2 and 200m2	Forecourt Servicing		1 van space adj. plus 2 car spaces communally
(d) Industry of a highly technical nature (See Note 7.)	To be decided individually. Requirement likely to lie between that for offices and industry		
(e) Wholesale Warehousing	Gross Floor Space (m2)	Minimum Space (m2)	1 space per 80 - 100m2 above a minimum of 2 spaces
	100	70	
	250	85	
	500	100	
(f) Wholesale Warehousing	1000	150	1 space per 100 –140m2
	1001	150	
	2000	200	
	above 2000	10% of G.F.A.	

## *Notes relating to Industry and Warehousing*

1. Vehicles should be able to enter and leave the site in forward gear.
2. Relaxation permitted for operational space when special servicing arrangement are made.
3. Visitor parking is included in non-operational parking.
4. For premises up to a maximum of 200m<sup>2</sup> gross floor space, an increase of 20% will be permitted without the need for additional parking. This allowance can only be made once and any parking displaced must be relocated.
5. For premises over 1000m<sup>2</sup> the non-operational standard for the first 1000m<sup>2</sup> is detailed in (a). Floor space above 1000m<sup>2</sup> the standard specified in (b) should be applied.
6. Units to encourage new firms requiring garage size sites. The General Development Order limit of 235m<sup>2</sup> is defined as the upper cut off for size. Larger units are defined as "industry".
7. Industries of a highly technical nature are companies specialising in technical innovation usually microprocessor based.
8. If the premises are to be used as a distribution depot, the non-operational parking should be increased to:

for premises up to 1000m<sup>2</sup>, 1 space

per 60m<sup>2</sup> and for premises over

1000m<sup>2</sup>, 1 space per 80-100m<sup>2</sup>

Also, adequate space should be provided to accommodate commercial vehicles that are likely to be parked overnight.

9. Parking reserved for Disabled People : the non-operational requirement shall include the following conveniently located reserved spaces:

Up to 200 spaces:            5% of capacity, subject to minimum of 2 spaces

Over 200 spaces:            2% plus 6 spaces

## E. PLACES OF ENTERTAINMENT AND HOTELS

Type of development	Operational Requirements	Non-Operational Requirement
(a) Assembly Halls (Commercial) e.g. Bingo Hall	Minimum of 1 commercial vehicle bay	1 space per 4 - 8m <sup>2</sup>
(b) Assembly Halls (Social) e.g. Unlicensed Clubs Community Centres	Minimum of 1 commercial vehicle bay	1 space per 6 - 10m <sup>2</sup>
(c) Hotels  (See Note 1.)	Minimum of 1 commercial vehicle bay	1 space per guest bedroom 1 space per staff bedroom plus 1 space per 3 non-resident staff
(d) Public Houses  (See Notes 2. & 3.)	Minimum of 1 commercial vehicle bay	1 space per 3m <sup>2</sup> – 5m <sup>2</sup> of bar floor area including servery plus 1 space per 3 non-resident staff
(e) Licensed Clubs	Minimum of 1 commercial vehicle bay	1 space per 3m <sup>2</sup> – 5m <sup>2</sup> of public area plus 1 space per 3 non-resident staff
(f) Restaurants  (See Note 4. & 8.)	Minimum of 1 commercial vehicle bay	1 space per 7m <sup>2</sup> of dining area plus staff parking at 1 space per 3 non-resident staff
(g) Cafes  (See Note 4. & 5.)	Minimum of 1 commercial vehicle bay	1 space per 14m <sup>2</sup> of dining area plus staff parking at 1 space per 3 non-resident staff
(h) Transport Cafes  (See Note 6.)		1 commercial vehicle space per 2 seats plus staff parking at 1 space per 3 non-resident staff

## *Notes relating to Places of Entertainment and Hotels*

1. Facilities for non-residents should be assessed by applying the appropriate category. An allowance should be applied where facilities are to be shared.
2. The range in the parking guidelines allow for the distinction between "country" public houses and "suburban" public houses which are likely to have a larger proportion of walk- trade.
3. The parking requirement will be relaxed for public houses built before 1914 to permit redevelopment or extension up to a 20% increase in gross floor area without extra parking being required.
4. The non-operational requirement for restaurants and cafes in established shopping areas may be relaxed if it can be shown that they are "incidental" to the shopping area or where such restaurants are used largely in the evening when adequate parking exists in the vicinity. However, adequate parking for staff should be provided at the rear. (This does not apply to transport cafes).
5. The off street parking for "take-away" premises should be related to staff requirements.
6. The parking area should be designed to allow vehicles to enter and leave the site in forward gear.
7. Parking Reserved for Disabled People: the main non-operational requirement should include the following conveniently located reserved spaces:  
  
Up to 200 spaces:                    6% of capacity subject to a minimum of 3 spaces  
  
Over 200 spaces:                    4% plus 4 spaces
8. Restaurants including drive through facilities for ordering and collecting food by car must have an internal segregated access for this purpose and be provided with a minimum of 6 waiting spaces.

## F. COMMUNITY ESTABLISHMENTS

Type of development	Operational Requirements	Non-Operational Requirement (5)
(a) Hospitals	Essential vehicles as required	2 spaces per bed (See Note 1.)
(b) Health Centre and Surgeries	1 space per practitioner (See Note 2.)	1 space per 2 ancillary staff and 3-5 spaces per practitioner
(c) Churches	Minimum of 1 commercial vehicle space	1 space per 5-10 seats (See Note 3.)
(d) Leisure Centres Sports Clubs (See Note 4.)	Minimum of 1 commercial vehicle space	1 space per 2 persons using the facility. 1 space per 3 spectators (where necessary)
(e) Libraries	Minimum of 1 commercial vehicle space	1 space per 30-45m <sup>2</sup> Minimum requirement 3 spaces

## *Notes relating to Community Establishments*

1. This level of provision would be appropriate for acute and neighbourhood District Hospitals. For other types of hospitals a lower level of provision may be acceptable.
2. Practitioner to include doctor, dentist, nurse, health visitor etc.
3. This range is intended to reflect different catchment areas of churches. One serving a local area would require a lower provision than one serving a wide area.

Consideration should be given to the provision of a coach parking area where appropriate and to cycle parking.

5. Parking Reserved for Disabled People: the main non-operational requirement should include the following conveniently located reserved spaces:

Up to 200 spaces:           6% of capacity subject to a minimum of 3 spaces

Over 200 spaces:           4% plus 4 spaces

## G. EDUCATIONAL ESTABLISHMENTS

Type of Development	Operational Requirements	Non-Operational Requirement (See Note 1.)
Day Nurseries in converted property	Included in non-operational standard	1 space per 2 full time staff See Notes 1. & 2.)
Nursery Schools (New Build) Infants schools/ Primary Schools	Minimum of 1 commercial vehicle space	1 space per classroom and a minimum of 3 spaces for visitors (See Note 1.)
Secondary Schools  (See Note 3.)	Minimum of 1 commercial vehicle space	1 space per classroom and a minimum of 3 spaces for visitors (See Note 1.)
Colleges of Higher and Further Education  (See Note 4.)	Minimum of 1 commercial vehicle space	1 space per member of teaching staff  1 space per 2 ancillary staff
		1 space per 5 students and a minimum of 5 spaces for visitors

## *Notes relating to Educational Establishments*

1. In addition to the non-operational parking an area should be provided for the picking up and setting down of school children.

In the case of Nursery Schools in converted properties the availability of adequate kerbside capacity (i.e. unrestricted parking) should be taken account of.

Experience has shown that a minimum of 15 car spaces will be required for most other types of schools. Exceptions to this may be specialised (e.g. religious or Welsh) secondary schools with a large catchment area where a reduced number may be adequate, or larger schools in each category where a substantial increase (up to 40) may be desirable. With regard to buses, sufficient off street spaces should be provided for all services that the operator of the new school anticipates running for pupils, with the exception of passing service buses.

The area should include a facility for vehicles to turn without reversing. In exceptional circumstances a circulation/turning area remote from pupil circulation areas would be acceptable.

2. This should be assessed when the nursery is at full capacity. Where part-time staff are employed they should be aggregated to their full time equivalents.
3. In addition 1 space per 10 pupils over 17 years of age should be provided.
4. Where there is a high level of part-time (day release) students, the standard should be increased to 1 per 3 students.
5. Where the school is used for dual social and adult educational purposes, the use of hard playground surfaces for parking is acceptable.
6. Definitions of schools for the purposes of these standards:  
Nursery - pre school age groups 3-5 often in converted residential property.  
Infants - formal schools ages 3 to 7  
Primary - schools for children in the range 5 or 7 to 11  
Secondary - age range 11 to 18

Colleges of Higher and Further Education - includes sixth form colleges.

7. Appropriate provision should be provided for use by the disabled.

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## *APPENDICES*

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## *APPENDIX 1.*

### **ACCESS FOR THE DISABLED GUIDANCE NOTES FOR APPLICANTS**

All new public buildings are now required, where reasonable and practicable, to be accessible to and have facilities for disabled people. The requirements of the Chronically Sick and Disabled Persons Act 1970 and the Chronically Sick and Disabled Persons (Amendment) Act 1976 apply to a wide range of buildings, including offices, shops, banks, post offices, sports centres, hotels, restaurants and public houses, theatres and cinemas, exhibition centres, libraries and museums, community and church halls, together with all places of education, including schools, universities and colleges. This list is not exhaustive and other types of building can fall within the terms of the Act.

In publishing a comprehensive document on parking guidelines, it was recognised that the fundamental requirement of access to buildings by the disabled was very much bound up with the parking arrangements and therefore this addendum has been prepared as an extension to the guidelines to draw the attention of developers to these complementary matters.

Having examined many guidelines provided by a number of bodies and authorities, which all cover the same ground to a greater or lesser extent, it has been recommended that the following publications are used as the basis for guidance:

"Providing for People with a Mobility Handicap",  
Guidelines published by The Institution of Highway and  
Transportation, . 3 Lygon Place, Ebury Street, London, SW1  
WOJS.

"Access for Disabled People",  
Guidelines for Disabled People, published by the  
Centre on Environment for the Handicapped, 126 Albert Street, London,  
NW1 7NF.

The former document is particularly detailed on external considerations whilst the latter concentrates more strongly upon internal details, however, they should be read and applied in a complementary manner.

In addition to the contents of these two documents, the compilers of "Parking Guidelines" would draw the attention of developers to the following aspects which are considered important to disabled persons.

- A. The signing of pedestrian routes - having established the most convenient location for parking the vehicles of disabled persons, it is essential that a clear system of sign posting to the appropriate access catering for disabled persons should be devised and implemented by the developer.
- B. The gradient of any ramp should be as slight as possible. The use of the term 'maximum gradient 1 in 12' should not be construed as being acceptable to disabled persons except where it is absolutely unavoidable and developers should consider very carefully the relative levels of parking spaces and finished floor levels at an early stage in their planning so that a level or near level pathway can be maintained between the two, if at all possible.
- C. The difficulty caused to disabled persons in gaining entrance into a building is covered by the documents but the delay in opening doors etc., can cause considerable discomfort and therefore the developer should consider providing a canopy over entrances designed for the use of disabled persons.

#### PARKING RESERVED FOR DISABLED PEOPLE

It is recommended that appropriately positioned parking places, adequate in size and number, shall be provided for people with disabilities. The size of each parking place and level of provision should be in accord with the recommendations in the Institution of Highways and Transportation's revised Guidelines for "Reducing Mobility Handicaps" (1991).

1. For car parks associated with employment premises and provided for employees and visitors.  
Up to 200 spaces - 5% of capacity, subject to a minimum of 2 spaces, to be reserved; Over 200 spaces - 2% plus 6 spaces.
2. For car parks with shopping areas, leisure or recreational facilities, and places open to the general public.  
Up to 200 spaces - 6% of capacity subject to a minimum of 3 spaces to be reserved; Over 200 spaces: 4% plus 4 spaces.

Off street parking spaces reserved for Orange Badge holders should be 4.8 x 2.6 m. wide to accommodate transfer from vehicle to wheelchair. Access to the rear must be provided. (See also Appendix 2).

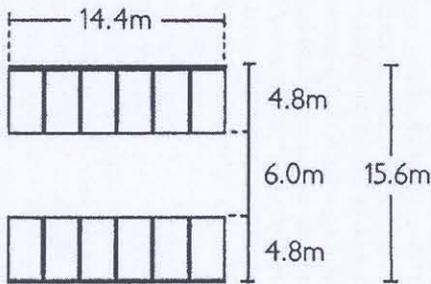
In all car parks the use of reserved spaces for disabled people should be monitored to assess whether these recommendations are appropriate. Too few spaces may cause problems, while too many could generate resentment among non-disabled motorists.

## APPENDIX 2 - DESIGN OF PARKING AREAS

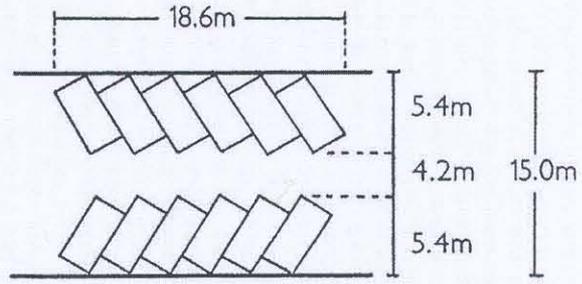
**Cars** The standard dimensions of car parking spaces are:- 4.8m x 2.4m

In grouped parking areas the average requirement per car including space for access is 20m<sup>2</sup> (222 sq. ft. approx.).

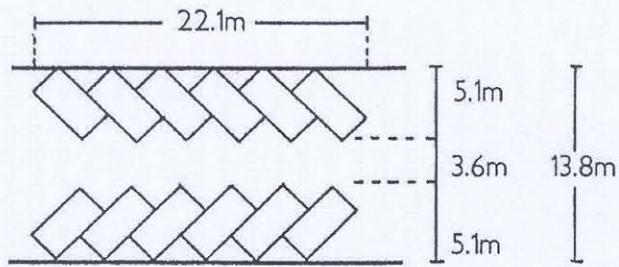
### ALTERNATIVE WAYS OF ARRANGING 12 SPACES



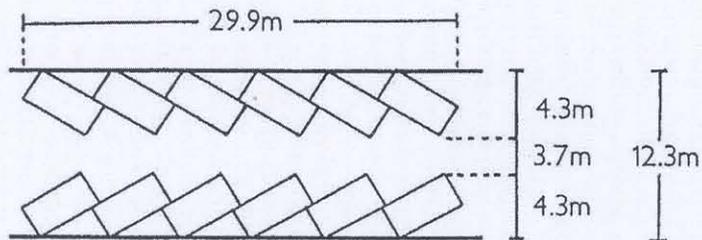
90° PARKING



60° PARKING



45° PARKING



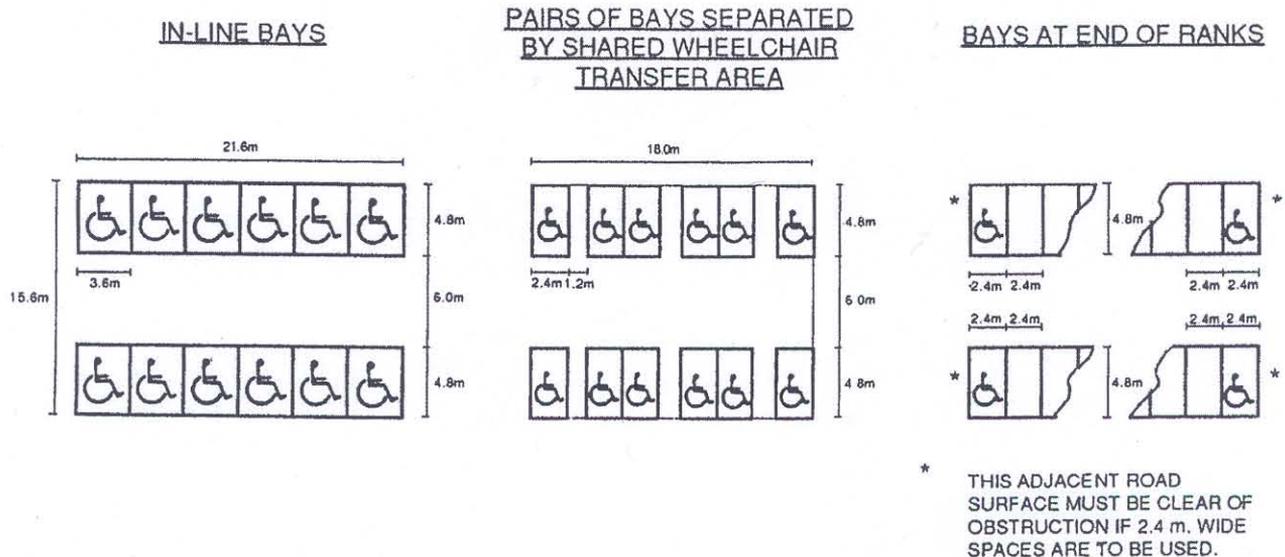
30° PARKING

Disabled Driver's Vehicles - The standard dimensions of car parking spaces are :- 4.8m x 3.6m

This allows transfer from vehicle to wheelchair. With certain layouts 4.8m x 2.4m bays can be used but additional provision must be made for the disabled to transfer to wheelchairs (see below)

Access to the rear must be provided.

Alternative ways of arranging disabled spaces



Commercial Vehicles - The layout for commercial vehicle parking must take account of the maximum dimensions of commercial vehicles permitted under the Road Traffic Acts which are currently :-

Articulated Vehicles	15.5m x 2.5m
Rigid Vehicles	12.0m x 2.5m
Buses and Coaches	12.0m x 2.5m

All vehicles should enter and leave the site in forward gear.

Vehicle Bays - The bay must be of sufficient size and be located so that the vehicle can be manoeuvred within the site, e.g. the 12m rigid lorry requires a absolute minimum of 105m<sup>2</sup> to allow it to leave a site in forward gear. Further details of good design practice can be found in appropriate Highway Authority Design Standards or 'Designing for Deliveries'. Freight Transport Association 1983.

## *APPENDIX 3 - LANDSCAPING*

Planting should be used in car parks to relieve the monotony of areas of paving: to define or screen parking bays; and to provide visual features. Landscaping is seen as an integrated part of the design of parking areas and not as an after thought. Grass, ground cover plants, shrubs and trees used in car parks should be pollution resistant varieties, and in the case of trees should not be a type liable to heavy leaf fall, fruit dropping or branch shedding. Particularly to be avoided are most varieties of lime, maiden hair and horse chestnut. Care should be taken that planting does not obscure sight lines at junctions. The list of plants contained in this appendix are suitable for use in car parks - but the list is not exhaustive.

In some circumstances, hard landscaping may be more appropriate, e.g. concrete blocks, bricks, paving slabs, cobbles.

There is a wide variety of surfacing materials available which can be used for car parks. The choice of which one to use in a specific situation will depend on the intensity of use expected, the desired appearance and the amount of money available for laying and maintenance.

The design and landscaping of car parks should take into account the information issued by the Police in the publication 'Guidelines for Secured Car Parks'.

## BOTANICAL NAME

### TREES

(Large – to be used only where space allows)

Acer (Negundo, Platanoides Forms)  
Alnus  
Birch  
Crataegus  
Gleditsia  
Mespilus Germanica  
Malus  
Prunus  
Robina  
Sorbus  
Pinus

### SHRUBS

Acucuba  
Berberis  
Cotoneaster  
Cornus  
Elaeagnus  
Escallonia  
Forsythia  
Hebe  
Hypericum  
Ligustrum  
Mahonia  
Olearia  
Potentilla  
Prunus laurocerasus  
Pyracantha  
Rhamnus  
Ruscus aculaetus  
Salix  
Spirea (Bumalda)  
Symphoricarpus  
Tamarix

### GROUND COVER PLANTS

Hedera (var)  
Rubus (Tricolor, Calcinoides)  
Cotoneaster (Dammeri, Horizontalis,  
Salicifolius)  
Hypericum (Calysinum)  
Juniper Horizontalis  
Vinca (Minor, Major in Var.)  
Sarcococca (Humilis)

## COMMON NAME

Maple  
Alder  
Betula  
Thorn  
Honey Locust  
Medler  
Ornamental Plum  
Cherry (ornamental & wild)  
Locust Tree  
Whitebeam & Mountain Ash Varieties  
Pine (black varieties)

Spotted Laurel  
Barberry  
Cotoneaster  
Dogwood  
Elaeagnus  
Escallonia  
Forsythia  
Veronica  
St. Johns Wort  
Privet  
Oregon Grape  
Daisy Bush  
Shrubby Cinquefoil  
Common Laurel  
Firethorn  
Buckthorn  
Butchers Broom  
Willow (shrub varieties)  
Spirea  
Snowberry  
Tamasks

Ivy  
Bramble  
Cotoneaster  
St. Johns Wort  
Juniper  
Periwinkle  
Christmas Box



Cyngor Bwrdeistref Sirol  
*Blaenau Gwent*  
County Borough Council



CARDIFF  
CAERDYDD



MONMOUTHSHIRE  
COUNTY COUNCIL  
*sir fynyvi*



Newport  
COUNTY BOROUGH  
Bwrdeistref Sirol  
Casnewydd



RHONDDA CYNON TAF  
& IRFON VALLEY COUNCIL



*Addendum to*  
**South Wales Parking  
Guidelines 1993**

## **Addendum to South Wales Parking Guidelines 1993**

### **Preface**

The National Assembly for Wales, in promoting more sustainable transport, requested the former South Wales Consortium of Local Authorities (COLA) to carry out a review of the 1993 South Wales Parking Guidelines.

COLA decided there was merit in developing the principle of a 'maximum' parking standard in the interim and to provide guidance on associated subjects. Accordingly, a draft "Addendum to the 1993 South Wales Parking Guidelines" was produced for consultation in March 1999. The consultation included all South Wales Unitary Authorities, major food retailers, leisure companies, house builders, Disability Wales, the House Builders Federation, Tai Cymru, planning consultants, access groups and the former Welsh Office. No adverse comments were received and there was a broad measure of support from the Unitary Authorities.

At about that time the National Assembly for Wales decided to divide the Principality into four regional groupings of authorities for the purpose of developing its various regional policies. Consequently, responsibility for developing regional transport policies, including parking standards, in South Wales has changed and now lies with the South East Wales Transportation Forum (SEWTF) and the South West Wales Integrated Transport Consortium (SWITCH). The final Addendum document has been produced jointly by SEWTF and SWITCH, taking into account comments received at the consultation stage. The Addendum fully accords with Government and National Assembly for Wales integrated transport agenda and Planning Guidance (Wales).

At its meetings in April this year the Southeast Wales Transportation Forum approved the policy of a 'maximum' parking standard for new development and adopted the Addendum to the South Wales Parking Guidelines 1993 document. It can be used as supplementary planning guidance to support Unitary Development Plans and by authorities and developers in the context of planning procedures. It is anticipated that, whilst the Addendum has been published in the first instance by SEWTF it will be followed by a SWITCH mirror document later in the year.

## **ADDENDUM TO 1993 SOUTH WALES PARKING GUIDELINES**

### **1. INTRODUCTION**

- 1.1 Parking Guidelines (revised edition 1993) was published by the Standing Conference on Regional Policy in South Wales and is widely used by South Wales authorities in considering the parking requirements of planning applications and other development proposals.
- 1.2 Since 1993 fundamental changes in national planning framework and transport policy have taken place with the publication of PPG 13 (in England) in 1994 and a revised draft document in October 1999, Draft Planning Policy Wales (February 2001), the Environment Act 1995, the Road Traffic Reduction Acts 1997 and 1998, A New Deal for Transport: Better for Everyone and Transporting Wales into the Future (1998). This new approach to transport, with the change from predicting and providing for cars to managing traffic and reducing car dependency, requires a new role for parking provision and control.
- 1.3 The underlying rationale for the 1993 Parking Guidelines was to provide "sufficient parking for private cars and service vehicles to avoid the need for vehicles to park on-street and thereby cause congestion, danger and visual intrusion." The only exceptions related to development in the central areas of Cardiff, Swansea and Newport, where only operational parking was required.
- 1.4 Paragraph 12.5.2 of Draft Planning Policy Wales states that:

*The provision of car parking is a major influence on the choice of means of transport and the pattern of development. Local authorities should ensure that lower levels of parking are provided in association with development than has generally been achieved in the past. Local authorities should develop an integrated strategy on parking, which utilises planning policies and transport measures to support the overall transport and locational policies of the UDP. Local authorities should establish maximum levels of parking and thresholds for application for broad classes of development. Minimum parking standards are no longer appropriate. Local planning and highway authorities will need to ensure that their parking standards reflect local transport provision and, where appropriate, are prepared and kept under review in collaboration with neighbouring authorities, to achieve a consistent approach.*

- 1.5 A revised new version of the South Wales Parking Guidelines, which takes full account of this advice, is in the course of preparation. This represents a fundamental change to the current version and will take some time to complete. In the meanwhile, this Addendum represents a

## ***Parking Guidelines Addendum***

step towards the preparation and adoption of fully revised standards.

1.6 This Addendum consists of seven elements:

- (i) Application
- (ii) The introduction of maximum parking standards
- (iii) Facilities for disabled people
- (iv) A system of Transport Assessments embracing the revised national transport agenda, as a development of Traffic Impact Assessments
- (iv) Advice on a new system of developer contributions to replace commuted payments
- (v) Travel plans
- (vi) Discretion for local authorities to introduce zones where more stringent parking standards will apply
- (vii) Parking provision for cycles

## 2. AREA OF APPLICATION

2.1 This Addendum to the 1993 South Wales Parking Guidelines applies to the 14 Authorities who are members of the Consortium of South Wales Local Authorities. These are:

Blaenau Gwent County Borough Council  
Bridgend County Borough Council  
Caerphilly County Borough Council Cardiff  
County Council Carmarthenshire County  
Council Merthyr Tydfil County Borough  
Council Monmouthshire County Council  
Neath Port Talbot County Borough Council  
Newport County Borough Council  
Pembrokeshire Coast National Park  
Pembrokeshire County Council  
Rhondda Cynon Taff County Borough Council  
City and County of Swansea Council Torfaen  
County Borough Council Vale of Glamorgan  
Council

2.2 These are all unitary authorities carrying out the full range of local authority services, including planning and highway authority functions.

## 3. THE INTRODUCTION OF MAXIMUM STANDARDS

3.1 In accordance with Government advice in Draft Planning Policy Wales the recommendations in the 1993 Parking Guidelines for **non-operational parking** should be taken to be **maximum** rather than minimum provision. Where a range is given in the 1993 document, the top of the range will be the maximum. It should be noted that there is no

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change to the **residential** parking guidelines.

- 3.2 While generally aspiring to reduce provision, nevertheless developers will be required to demonstrate to the local authority that the proposal will work in transport terms.

#### **4. FACILITIES FOR DISABLED PEOPLE**

- 4.1 The requirements of Section 111 of the Disability Discrimination Act' 1995 need to be taken fully into account when new developments are assessed. Consideration should include the number, size and management of the parking spaces. Effective consultation with Access Groups is essential to assess local needs. The 1993 Parking Guidelines provide guidance on the number of spaces that are likely to be required, but local circumstances need to be taken into account. At certain locations, and where the proportion of disabled people is known to be higher, the ratio of parking for disabled people may need to be increased.
- 4.2 The introduction of maximum parking spaces should never reduce the requirement for parking for disabled people. If the total parking provision is reduced it would be inappropriate to use the ratio given in the 1993 Guidelines. The parking requirement for disabled people should continue to be calculated on the assumption that the guideline parking requirement is provided.

#### **5. TRANSPORT ASSESSMENT**

- 5.1 Draft Planning Policy Wales requires that Transport Assessments be carried out for major developments to appraise demand and impact (paragraph 12.9.2).
- 5.2 Draft PPG 13 (although not applying in Wales) suggests that Transport Assessments should be carried out for the following types of development:
- (i) Food and non-food retail developments of more than 1000 m<sup>2</sup>.
  - (ii) Cinemas, other leisure uses and conference centres of more than 1000 m<sup>2</sup>.
  - (iii) Residential development of more than 100 units.
  - (iv) B1 development of more than 2500 m<sup>2</sup>.
  - (v) B2 industrial development in excess of 5000 m<sup>2</sup>.
  - (vi) B8 warehousing in excess of 10,000 m<sup>2</sup>
  - (vii) Hospital and higher / further education developments in excess of 2500 m<sup>2</sup>.
  - (viii) Stadia in excess of 1500 seats.

- 5.3 An assessment should also be carried out, as recommended by the

### *Parking Guidelines Addendum*

Institute of Highways and Transportation Guidelines for Traffic Impact Assessment, where one or more of the following apply:

- (i) 100 trips in and out in the peak hour.
- (ii) 100 on-site parking spaces.
- (iii) Traffic to and from the development exceeds 10% of the two-way flow on the adjoining highway.
- (iv) Traffic flow to and from the development exceeds 5% of the two-way flow on the adjoining highway where congestion exists or will exist within the assessment period.

The traffic thresholds should normally be applied to peak hours, but other periods may also need to be assessed and these should be identified in the scoping study for the Travel assessment. Percentage traffic increases smaller than those in the IHT guidelines may be critical where there is a high percentage of heavy goods vehicles.

## 6. DEVELOPER CONTRIBUTIONS

- 6.1 Commuted payments in lieu of parking provision have been used by many authorities to require the provision of off-site parking where this cannot, or is not desirable to, be achieved on the site. Planning Guidance (Wales) Technical Advice Note 18: Transport, advises in paragraph 32 that local authorities should consider broadening the scope of commuted payments. Draft Planning Policy Wales advises in paragraph 12.9.5 that *planning obligations may be used in appropriate circumstances to secure off-site improvements in public transport, walking and cycling, where such measures would be likely to influence travel patterns to the site involved.*
- 6.2 The proposed introduction of maximum parking standards (see 3.1) means that there is no longer a basis for requiring commuted payments from developers in lieu of parking, which is not being provided on site. Planning obligations where appropriate in relation to transport should be based around achieving accessibility to the site by all modes, with the emphasis being on achieving the greatest degree of access by public transport, walking and cycling.
- 6.3 The use of planning obligations is encouraged as a means of promoting sustainable travel choices. Development Plans should indicate the likely scale and nature of contributions, which will be sought from developers in particular areas or on key sites.
- 6.4 Developers will continue to be expected to ensure adequate and safe access from the adjoining highway to their site - this may not be `traded off against contributions to other travel modes.
- 6.5 In the 1993 Parking Guidelines, operational parking only is required in the centres of Cardiff, Swansea and Newport. For developments in

## *Parking Guidelines Addendum*

these locations, contributions from developers may be required at a lower level than elsewhere to reflect their high accessibility by public transport.

## **7. TRAVEL PLANS**

7.1 Local Authorities will require the production of Travel Plans, as a condition of planning consent, for significant new developments. Advice on the format of Travel Plans has been issued by ETSU, the Welsh Transport Advisory Group and the Department of Environment Transport and the Regions. Thresholds above which Travel Plans will be required as a condition of planning consent for new development, have been put forward in England by the DETR in the revised draft PPG 13: Transport (October 1999). It is felt that the same thresholds should be adopted in South Wales, until further detailed work has been carried out. These thresholds (as recommended in the draft revised PPG 13) are set out in paragraph 5.2 above.

## **8. DISCRETIONARY INTRODUCTION OF MORE STRINGENT PARKING AREAS**

8.1 Local Authorities should move towards the introduction of a system of parking standards on a zonal basis, where car parking requirements are reduced, to reflect differing levels of public transport accessibility. They will evaluate accessibility by public transport (and also by walking and cycling) throughout their areas in order to identify such locations.

## **9. PARKING PROVISION FOR CYCLES**

9.1 Provision for cycle parking should be provided as part of new developments. Draft guidance is being developed which will be available for the full revision of the Parking Guidelines.

Pgadd090301