



# **Guidance on Parking for Residential and Non-Residential Development Supplementary Planning Document**

## **South Downs Local Plan**

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## **I. Introduction**

- 1.1** The purpose of this guidance is to give clear direction to all those involved in the planning decision making process regarding the provision of parking for different types of transportation including cycles, electric bicycles/vehicles and motor vehicles at new development in the South Downs National Park (SDNP). The guidance applies to both residential and non-residential development and, along with some locally specific Neighbourhood Development Plan policies, replaces all previous standards provided by the county councils in the SDNP.
- 1.2** This guidance is structured as follows:
- National context – National Park legislation and guidance plus the National Planning Policy Framework (NPPF)
  - Local context, South Downs Local Plan (SDLP) – approach taken by the Local Plan
  - Local context, Neighbourhood Development Plans (NDP) – relationship between this guidance and NDPs
  - Principles – outline of the two overarching principles
    - (i) Landscape led principle
    - (ii) Sustainable location principle
  - Electric Vehicle charging – guidance on charging points as part of parking provision
  - Parking calculator – explanation of the purpose and how to use the parking calculator. The parking calculator for residential development forms Appendix I
  - Garages – explanation of how garages will be counted in residential development
  - Cycle parking – requirements for residential development and guidance on all aspects of provision
  - Disabled Parking - requirements for cycles and vehicles
  - Parking for non-residential development - use of the two principles along with table setting out provision for vehicle and cycle parking
- 1.3** This Supplementary Planning Document (SPD) requires a landscape led approach to parking provision for new development. As explained in the following sections, this approach reflects the purposes and duty of the National Park in the management of development and follows the South Downs Local Plan (SDLP). The guidance when applied to new development should be read within the context of the whole SDLP.

## **2. Context**

### **National context**

- 2.1** The SDNP is a nationally protected landscape covering an area from Winchester in the west to Eastbourne in the east. This area includes a variety of landscapes including chalk downland, ancient heathland and spectacular coastline with historic market towns and scenic villages.

**2.2** The purposes of the South Downs National Park are statutory and take precedence in decision making on development within the National Park. The purposes and duty are set out in the National Parks and Access to the Countryside Act 1949 as amended by the Environment Act 1995. The National Park purposes are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the area (purpose 1)
- To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public (purpose 2)

The National Park Authority has a duty when carrying out the purposes: To seek to foster the economic and social well-being of the local communities within the National Park.

**2.3** In addition, Section 62 of the Environment Act 1995 also requires all relevant authorities, including those required to act on certain matters by statute and other public bodies, to have regard to these purposes. Section 62 also states that if it appears there is a conflict between the two purposes, greater weight shall be attached to conserving and enhancing the natural beauty, wildlife and cultural heritage of the area (purpose 1).

**2.4** The National Planning Policy Framework (NPPF) states that great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks. The NPPF in section 9 states that transport issues in general must be taken into account in the earliest stages of development proposals. More specifically parking is integral to the design of development and contributes to making high quality places.

**2.5** Paragraph 105 of the NPPF sets out the approach to be taken where a planning authority sets out local parking standards for residential and non-residential development. Policies should take into account the following:

- the accessibility of the development;
- the type, mix and use of development;
- the availability of and opportunities for public transport;
- local car ownership levels; and
- the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

### **Local context - South Downs Local Plan (SDLP)**

**2.6** The SDLP is landscape led and seeks to deliver multiple ecosystem services. This reflects the purposes of national parks to conserve and enhance the natural beauty, wildlife and cultural heritage of the area and to promote opportunities for the understanding and enjoyment of the special qualities.

- 2.7** This SPD gives guidance on addressing the requirements of Local Plan policy SD22: Parking Provision, criteria 2: “Development proposals will be permitted if they provide an appropriate level of private cycle and vehicle parking to serve the needs of that development in accordance with the relevant adopted parking standards for the locality. Wherever feasible, electric vehicle charging facilities must also be provided.”
- 2.8** The supporting text at paragraph 6.44 reiterates that the level of parking provision needs to be appropriate in accordance with the relevant adopted parking standards for the locality.
- 2.9** It is worth highlighting the relevance of particular Local Plan policies in relation to this SPD aside from SD22. Policies SD4: Landscape Character and SD5: Design are key in outlining the landscape led approach taken in this guidance. Policy SD21 Public Realm, Highway Design and Public Art protects and enhances the public realm and street scene and this space invariably includes vehicle parking. The requirements of policy SD21 criteria 3 and 4 relating to site layout and context are important in relation to parking arrangements. Core policy SD2: Ecosystem Services is also relevant as new parking areas provide an opportunity to contribute to a range of ecosystem services. Paragraph 6.39 of the supporting text to policy SD22 reiterates the expectation that parking areas will contribute to a range of ecosystem services.

### **Local context - Neighbourhood Development Plans**

- 2.10** There are over fifty made or emerging neighbourhood development plans (NDP) in the National Park. Some NDPs have a parking policy that set a local standard for parking provision while others have a more general policy. There is a widespread concern that development will add to existing on street congestion caused by parking in some settlements. NDP policies on parking commonly seek to address this issue by requiring off street parking in new development.
- 2.11** This SPD provides the detail of parking standards for policy SD22 of the SDLP. Where relevant, in decision making, all parking policies in NDPs will be taken into account along with the guidance provided in this SPD. Where there is conflict between different sets of standards then those set out in the last policy document to become part of the development plan will be taken into account.

## **3. Principles**

- 3.1** The overarching principles that form this guidance are ‘landscape led’ and ‘sustainable location’. **In determining parking provision, the two principles should be used in conjunction with, the outputs from the parking calculator for residential development, or Table 2 for non-residential development.** For residential schemes, these two principles will be applied to a development proposal, plus the parking calculator, and together these will form the guidance for determining parking provision. For non-residential schemes, the two principles will be applied along with the parking numbers in table 2 below to determine provision. In decision, making a flexible approach will be taken in using the two principles along with the numbers generated by the parking calculator or

table 2 as appropriate to the scheme. The decision making process for determining parking provision will also include other information such as parking conditions in the local area, availability and frequency of public transport and access to, and opportunity to use, other transport modes. Each principle, including the flexible approach to be taken, is explained further below.

- 3.2** A further key principle is that the provision of all necessary vehicular parking should as far as practicable be on-site to avoid additional on street parking. All applicants will need to demonstrate an understanding of current parking demand in the local area as part of ensuring the scheme will avoid additional on street parking.

**(i) Landscape led - principle**

- 3.3** The National Park Authority takes a landscape led approach and this is carried forward to the guidance provided in this Parking SPD. Landscape led is a design process, which, at any scale, uses landscape as a framework for evidence of a site and its context, and is used to create a complete understanding of a place, its character and function. Design evolves using this understanding, maximising the site's potential to generate development, which successfully conserves and enhances the natural beauty, wildlife and cultural heritage of the area and creates sustainable and successful places for people. Strategic policies SD4 and SD5 of the Local Plan are particularly relevant in setting out the landscape led approach. Detailed guidance on the landscape led approach is also provided in the Design Guide SPD, which is due to be published for consultation in winter 2020/21.
- 3.4** For determining parking provision for residential development, this SPD uses a parking calculator in addition to applying the two principles. The parking calculator forms Appendix I of this guidance and is further explained in a separate section below at paragraph 5.1. This parking calculator provides a starting point in determining the number of parking spaces that may be suitable for a specific residential development proposal. The results from the parking calculator are a guide and may need to be varied due to the need to put landscape considerations first in determining parking provision.
- 3.5** Concerns about the impact on landscape of parking provision within a proposed residential development is a situation that may require alteration to the intended scheme and flexibility in the application of the number from the parking calculator. For example, in some locations attempting to incorporate the number of spaces suggested by the parking calculator in the proposed scheme could have an unacceptable adverse impact on the landscape. Again, in some locations the option of lower parking provision may be unacceptable as alternative means of travel such as public transport may be very limited. A lower parking provision could also likely result in greater on street parking in adjacent parts of the settlement causing congestion or unacceptable visual impact on the street scene. In this type of situation, SDNPA may seek a smaller quantum of development on the site due to resultant adverse landscape impacts. This in turn would generate a lower level of parking

provision than originally suggested by the parking calculator for the original scheme. Hence, the need for an iterative, landscape led approach at the start of the design process.

**3.6** The SDNPA takes this flexible approach to the application of the result from the parking calculator in specific circumstances with landscape considerations justifying the alteration of residential schemes where appropriate. This is to avoid harm to the landscape through visually intrusive parking provision in sensitive locations where the negative impact cannot be overcome through the design and arrangement of the proposed scheme.

**3.7** It is expected that development proposals will integrate parking provision as part of the overall landscape led approach. Parking provision is to be considered from the start of working up development proposals and is not to be treated in isolation separate from the rest of the scheme. This approach is consistent with Local Plan policy SD5: Design.

**3.8** The following are points that need to be considered when designing a scheme to meet the requirements of SDLP policy SD5. The design should also take into account the guidance in all the Supplementary Planning Documents (SPDs) and Technical Advice Notes (TANs), in particular the forthcoming Design SPD and the Dark Night Skies TAN:

- All parking design to be landscape led with layouts and materials responding to the landscape character of the place.
- All parking provision should be durable, sustainable and adaptable over time to meet the needs of a range of users.
- Car parking should be well integrated and the result must not be a public realm dominated by cars, hard standing and associated clutter.
- Car parking areas and cycle parking should maximise opportunities for enhancing green infrastructure and sustainable drainage. Development layouts and detailed design should minimise the opportunities for anti-social car parking on pavements and green spaces.
- Layouts should avoid the use of “tandem parking” in providing spaces at a development
- All residential parking should be safe, accessible for all and overlooked with good natural surveillance from nearby buildings and the public realm.
- Natural surveillance within and without, should not be obscured by planting within the parking area or at the periphery.
- To facilitate natural surveillance during the hours of darkness the lighting of parking areas should follow all the relevant technical guidance.
- Where appropriate, access/egress to parking areas should be regulated with a single point of entry/exit, and to that end, depending on the site characteristics, enclosed within a robust boundary treatment between 1m and 1.8m high.
- Cycle storage for residents and users of non-residential buildings should be safe and convenient to use, secure and sheltered from the elements with good natural surveillance from the nearby buildings and the public realm. Wherever possible, cycle parking for residential development should be within the curtilage of the dwelling.

**3.9** In addition, from the beginning of the process the design needs to include consideration of policy SD2 and how the parking areas will contribute to ecosystem services.

**(ii) Sustainable location - principle**

**3.10** The National Park Authority supports and encourages more sustainable forms of travel<sup>1</sup> whilst recognising that outside the larger settlements public transport coverage can be poor with a heavy reliance on private vehicles to get around. The five main settlements identified in the SDLP are Petersfield, Lewes, Liss, all of which have a railway station, and Midhurst and Petworth which do not. All five settlements are more sustainable relative to the rest of the National Park in offering a higher level of services and access to public transport options, either bus and/or rail.

**3.11** In some situations, conditions may exist that allow a flexible approach to applying the number from the parking calculator to a residential development proposal. For example, sustainable locations that have access to public transport options and/or connections to local facilities and amenities using active modes of transport such as cycling and walking. In these locations, it is likely to expect a lower level of parking provision because of the travel options that are easily accessible and offer an alternative to the private vehicle. These more sustainable locations are likely to be in the larger settlements in the National Park. However, there is no assumption made that being located in one of the five settlements, a site will be more sustainable by default. Each site will be assessed on its merit as to the sustainability of the location under this principle.

**3.12** Whether conditions exist in a location to justify a lower parking provision than suggested by the parking calculator would need to be determined on a case by case basis. The applicant will require robust evidence to justify a lower parking provision, including a parking survey for the local area. This evidence could include a study of existing travel options within the immediate locality of the proposed development. Alternatively, the proposed development may be creating new active travel routes linking to the existing network offering better connectivity and options other than using the private car. In that case, the evidence provided would need to show robustly how the creation of new routes and connectivity justifies a lower parking provision.

**3.13** Applicants seeking a lower parking provision for a residential scheme are advised to enter into discussions with officers of the SDNPA at the earliest opportunity through the pre-application enquiry process.

## **4. Electric Vehicle Charging**

**4.1** This section provides guidance for the application of SDLP policy SD22 criteria 2 that states for new developments “Where feasible, electric vehicle charging facilities must also be provided.” This section, and other references to Electric Vehicle (EV) charging in this document, compliment the guidance in the Sustainable Construction SPD on EV charging.

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<sup>1</sup> South Downs National Park Authority, Partnership Management Plan, Outcome 5.3 Encouraging Sustainable Transport



The guidance, in this document and the Sustainable Construction SPD, should both be read when determining provision at new development for EV charging.

- 4.2** To clarify the phrase “Where feasible” in policy SD22, criteria 2 and 4. The expectation is that the applicant will provide EV charging in accordance with at least the minimum standards in the guidance. Applicants will be encouraged to exceed these minimum standards wherever possible. Where providing EV charging for parking provision is unfeasible, the onus is on the applicant to justify with robust evidence this is the case, for example, issues connecting to the local electricity network.
- 4.3** For residential development in addition to the guidance in the Sustainable Construction SPD. The expectation is for houses that are detached, semi-detached or end of terrace EV charging will be provided on plot. For mid-terrace houses, the expectation is an EV charging point will be provided as part of an allocated space, within close proximity and having easy access to the dwelling.
- 4.4** The expectation is for flats that an EV charging point will be provided for each parking space serving those dwellings.
- 4.5** For non-residential development, the expectation for EV charging is twofold. Firstly, for developments with at least 10 car spaces there should be at least one EV charge point. The site-specific assessment should consider whether a higher ratio of car parking spaces providing EV charging is suitable for the development. EV charging points to be for rapid charging unless site specific assessment determines a combination with standard charging would be suitable e.g. if there will be all day or overnight parking. Secondly, for major non-residential development<sup>2</sup> at least one in every five car parking spaces be fitted with ducting infrastructure for EV charging. The site-specific assessment should consider whether all spaces or at least a greater proportion than one in every five spaces, can be fitted with ducting infrastructure. Retrofitting these car parking spaces as future demand for EV charging increases then becomes easier and more economical.
- 4.6** For cycle parking at residential development. For houses, the expectation is that EV charging for e-bikes will be provided as part of the on plot cycle parking spaces. For flats, the expectation is that all cycle parking spaces will be provided with EV charging points for e-bikes.
- 4.7** For cycle parking at non-residential development the expectation is that each cycle parking space will be provided with EV charging points for e-bikes.
- 4.8** For public parking, as referred to in policy SD22 criteria 4. The expectation is that for public parking with at least 10 spaces there should be at least one EV charging point. If the public car park qualifies as major non-residential development, (see footnote 2) in addition ducting infrastructure should be installed for at least one in every five spaces. The EV

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<sup>2</sup> Definition from Sustainable Construction SPD page 5, paragraph 1.24, Major non-residential development includes: All new non-residential development which either provides additional floor space of at least 1000 sqm or is on a development site of at least 0.5ha.

charging will be for rapid charging unless there will be longer stays through the day or overnight parking where an additional provision of standard charging facilities may also be suitable.

## **5. Residential Parking**

### **Parking calculator**

- 5.1** This section explains how the parking calculator is to be used for residential development. The output from the parking calculator is a starting point and a guide for determining parking provision on a residential site. Decision makers will need to exercise judgement in determining parking provision by applying the two principles, landscape led and sustainable location, to the output from the parking calculator. The decision making process will also include other information such as parking conditions in the local area, availability and frequency of public transport and access to, and opportunity to use, other transport modes.
- 5.2** The parking calculator uses car ownership data from the Census and data on future levels of car ownership from a modelling tool to predict site-specific parking demand. Data on the type and tenure of dwellings, and the provision of allocated and unallocated parking at the site are all entered into the parking calculator. Car ownership varies significantly by type and tenure of dwellings and therefore this information is important in determining the level of parking demand at a site. Allocated in relation to car parking means that a space is designated as being for a specific dwelling whether on or off plot. Understanding the amount of allocated parking proposed at a site is important as car ownership varies even for the same type of property. Unallocated parking allows anyone whether resident or visitor to park in the space.
- 5.3** The parking calculator forms Appendix I of this guidance. In practical terms, it is a separate document in the form of an Excel spreadsheet. Further instructions on how it is used can be found in the Excel spreadsheet. Firstly, using the drop down menu enter the ward name. The ward is the primary electoral unit in England and is the geographical area for the Census data, which forms the basis of the parking calculator. If you are unsure which ward and have a postcode for the address, follow the link in the parking calculator to the online look up. Follow the instructions on that website, enter the postcode and the ward details will be provided. The ward can then be entered. The parking calculator uses varying average car ownership figures depending in which ward the proposed development is located. It is critical that the correct ward is entered as average car ownership varies within the National Park and the parking calculator factors in these differences.
- 5.4** The number and tenure<sup>3</sup> of each dwelling type needs to be entered in to the parking calculator, for example the numbers of each one-bedroom house, and whether it is owner occupied or other. The parking calculator notes this difference as car ownership data is significantly different for owner occupied compared to other types of tenure. The parking

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<sup>3</sup> Tenure being defined as the legal basis on which the property will be occupied for example, owner-occupied or rented.

calculator will automatically provide a figure for the number of habitable<sup>4</sup> rooms. The numbers of allocated parking spaces need to be entered. Once all this information has been entered, the parking calculator will provide a figure for the number of spaces to be provided for each dwelling type along with a total figure for the whole scheme. Figures should be rounded up or down as appropriate to create whole spaces. Figures of 0.5 or greater to be rounded up and less than 0.5 to be rounded down. It should be noted that paragraph 7.38 of the SDLP states that any room in a proposed dwelling that is not a main reception room, kitchen, bathroom or WC, and has dimensions that allow for a single bed, will be counted as a bedroom. This will include studies and additional reception rooms.

- 5.5** When assessing parking provision, consideration should be given to providing a dedicated and marked space or spaces for “car clubs” at residential development.

### **Garages**

- 5.6** Garages are often put to other uses than parking. Research carried out nationally has shown that between 19%-45% of garages are used for other purposes than parking a vehicle. This is reflected in local research. In East Sussex, 33% of garages were used for parking based on surveys carried out in 2011<sup>5</sup>. The research shows that common reasons for using the garage for other purposes were to provide storage; cars were too large to fit the dimensions or conversion to habitable accommodation. Due to garages being frequently used for other purposes, parking at new developments is best provided through driveways, carports or allocated parking bays.
- 5.7** Where garages are provided they will need to meet the minimum dimensions below. Due to research both nationally and locally showing limited usage for parking, garages will be counted as a third of a space. Therefore, every three garages provided will be counted as one parking space towards the overall parking requirement. As a minimum, garages must be 6 metres x 3.3 metres in size. The measurements in this paragraph refer to the Gross Internal Area of the garage.

## **6. Cycle parking**

- 6.1** The Cycling and Walking Plan for England published in July 2020<sup>6</sup> makes clear the Government’s intention to increase significantly the use of cycles for transport. There are clear benefits from cycling for health and wellbeing and the environment including improving air quality as well as being a more sustainable form of transport within the long term context of climate change. Government strategy includes significantly increasing the use of cycles for shorter journeys currently made by cars. Providing suitable cycle parking provision and facilities is vital in encouraging people to cycle and bring about a shift to other forms of transport than the motor car. In the National Park, cycling contributes to

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<sup>4</sup> Habitable room includes living rooms, kitchens, bedrooms but not bathrooms, WCs, circulation space.

<sup>5</sup> Guidance for Parking at New Residential Development, October 2017, East Sussex County Council

<sup>6</sup> Gear change: a bold vision for cycling and walking, Cycling and Walking Plan for England July 2020, Department of Transport.

objectives and outcomes<sup>7</sup> on climate change, including encouraging sustainable transport, and improving health and wellbeing.

- 6.2** Table 1 below sets out the recommended levels of cycle parking provision for new residential development. There is further guidance on cycle parking provision in section 8 Non-Residential Development, Table 2 and in section 7 Disabled Parking.
- 6.3** For all other matters relating to the provision of cycle parking for residential and non-residential development, including security, the type of parking provision, location, layout and access, the guidance in Chapter 11 of Cycle Infrastructure Design<sup>8</sup> and the forthcoming Design SPD should be followed as appropriate.

**Table 1 – Cycle space provision, new residential development**

Dwelling Type	Visitors (Short Stay)	Residents (Long Stay)
House	1 space per 5 units <sup>9</sup>	1 space per bedroom <sup>10</sup>
House	For larger or oversize bicycles, 1 space per 10 units, or if <10 units, 1 space per development.	For larger or oversize bicycles, 1 space per 5 units or, if <5 units, 1 space per development.
Flat	1 space per 5 units	Communal cycle parking: 1 space per bedroom
Flat	For larger or oversize bicycles, 1 space per 10 units, or if <10 units, 1 space per development.	Communal cycle parking: For larger or oversize bicycles, 1 space per 5 units or, if <5 units, 1 space per development.

## 7. Disabled parking

- 7.1** This section on disabled parking applies to the guidance on residential and non-residential development. Provision of disabled parking spaces needs to be considered from the start of the design process. As a minimum, disabled parking spaces should be provided at 5% of the overall total of parking spaces for the development.
- 7.2** The 5% minimum provision for new development applies to parking for cycles. Therefore 5% of the total provision for standard cycles must be for suitable spaces for adapted cycles for disabled people.<sup>11</sup>The provision of parking for adapted cycles is wholly for use by the disabled and makes no contribution to the requirements in Table 1 and 2 for larger/oversize bicycle parking.

<sup>7</sup> South Downs Local Plan objective 6; South Downs Partnership Management Plan outcome 5.3 & 7.1

<sup>8</sup> Department for Transport, Cycle Infrastructure Design, Local Transport Note 1/20 July 2020 or the latest version if superseded.

<sup>9</sup> Adapted for small residential sites in the South Downs National Park, from London Plan, page 277 Table 6.3, C3-C4 dwellings (all), Short Stay, 1 space per 40 units

<sup>10</sup> Consistent with suggested minimum standards in Department for Transport, Cycle Infrastructure Design, Local Transport Note 1/20 July 2020, page 134 Table 11-1.

<sup>11</sup> Consistent with suggested minimum standards in Department for Transport, Cycle Infrastructure Design, Local Transport Note 1/20 July 2020, page 134 Table 11-1.

**7.3** For residential schemes, the majority of larger dwellings are likely to have adequate parking on the plot although for developments of flats it may be necessary to include unallocated disabled parking bays. For non-residential schemes, disabled parking is to be part of the overall provision rather than in addition. Where specific developments are likely to create more demand for disabled parking spaces, this should be identified in the application process and detailed in transport assessments or access statements. Disabled parking provision should be designed and located to meet the specific needs of disabled persons. The location of suitable drop off points should also be indicated in transport assessments or access statements to demonstrate how the needs of disabled people have been addressed and to inform planning decisions.

## **8. Non-Residential Development**

- 8.1** Provision for parking for non-residential development is shown in table 2 for vehicles and cycles. Table 2 must be used in conjunction with the principles in this guidance of i) landscape led and ii) sustainable location as described above to determine an appropriate level of parking provision. The numbers in the table can be applied flexibly where it is appropriate for reasons of landscape or sustainability in the same manner as described for residential development.
- 8.2** The NPPF is clear that where local planning authorities are setting parking standards the local circumstances must be taken into account. The numbers in Table 2 provide initial guidance to developers for suitable parking provision at a specific site depending on the type of development. Developers will need to carry out a site-specific assessment of parking for the proposed development. The assessment will include an understanding of existing parking demand in the local area of the site.
- 8.3** The site-specific assessment must consider all types of transport covered by this guidance that is cycles of all sizes, electric bikes/vehicles, motor vehicles and cycles/vehicles for the disabled. Depending on the land use different types of transport should be covered in the assessment, for example taxi parking where appropriate or last mile delivery for retailers or food outlets.
- 8.4** For some sites, provision for parking may be meeting the needs of multiple land uses. For example, this is the case for some of the visitor attractions within the National Park. In these type of developments, involving multiple land uses, the site specific assessment should, on a case by case basis, apply a flexible use of the standards for more than one of the types in Table 2 as appropriate. The applicant will need to demonstrate that the proposed solution meets the parking needs of the multiple land use development.
- 8.5** In general, for site specific assessment, the following characteristics are also to be taken into account: survey or business data to ascertain the peak parking periods and demand; the location of the site as well as accessibility for travel via alternatives to the private car; local information such as Census travel to work data about mode share and detail in supporting travel plans.

- 8.6** The amount of parking provision for commercial vehicles will vary greatly from site to site depending on land use. The assessment will need to consider the land use of the proposed development, trip rates associated with the development (including base and forecast mode share) and the user groups of staff/visitors to the site (including shift patterns).
- 8.7** The number of spaces for LGV/HGVs may also be derived using a similar methodology or compared to vehicle operating licences for similar buildings/operations.
- 8.8** It is the responsibility of the developer to prove that adequate facilities are provided on site for the proposed use, including cycle parking, changing and storage facilities. This may include providing details of the proposed operation of the site once in use such as whether the site will need to store vehicles not in use or on layover periods, the frequency of vehicles visiting the site for deliveries, or the type and size of vehicles using the site.
- 8.9** It should be considered that the staff and visitor ratio of each land use is likely to be distinct to their appropriate class and may change over the life of the building, particularly when occupied by another business. Some uses such as health centres will need to meet parking needs from both staff and visitors, whilst industrial premises will generally only be accessed by staff with occasional visitors.
- 8.10** It also needs to be considered that all buildings and land are permitted to change without the need for planning permission within their use class. For example, offices can change to crèches and health services can change to shops within Class E (commercial, business and service). No planning permission is required for these changes of use within a use class and therefore the distinct parking standards for these different uses in Table 2 below cannot be applied in those specific cases.
- 8.11** Where reference is made in Table 2 below to Travel Plans these should set out the minimum level of provision for staff (long term parking) and visitor/customers (short term) cycle parking spaces.
- 8.12** The measurements in Table 2 below refer to the Gross Internal Area of the building.

**Table 2 – Parking provision for non-residential development**

<b>Use Class</b>	<b>Vehicle</b>	<b>Cycle</b>
B2 General Industrial	1 space per 40m <sup>2</sup>	1 space per 200m <sup>2</sup> for staff and 1 space per 500m <sup>2</sup> for visitors For larger and oversize bikes, 1 space per 1,000m <sup>2</sup> for staff and 1 space for customers per development.
B8 Storage & Distribution	1 space per 100m <sup>2</sup>	1 space per 500m <sup>2</sup> for staff and 1 space per 1000m <sup>2</sup> for visitors For larger and oversize bikes, 1 space for staff and 1 space for customers per development.
C1 Hotels	1 space per bedroom	1 cycle space per bedroom For larger and oversize bikes, minimum 1 space plus 1 space for every 10 bedrooms.
C2 Residential Care Homes	Site-specific assessment based on travel plans and specific operational needs	Site-specific assessment based on travel plans and specific operational needs
E Commercial, Business and Services – <b>shops and retail</b>	1 space per 14m <sup>2</sup>	1 space per 100m <sup>2</sup> for staff and 1 space per 100m <sup>2</sup> for customers For larger and oversize bikes, 1 space for staff and 1 space for customers per development.
E Commercial, Business and Services – <b>Financial and Professional Services</b>	1 space per 30m <sup>2</sup>	1 space per 100m <sup>2</sup> for staff and 1 space per 200m <sup>2</sup> for customers For larger and oversize bikes, 1 space for staff and 1 space for customers per development.
E Commercial, Business and Services – <b>food and drink (mainly on premises) e.g. restaurants and cafes</b>	1 space per 5m <sup>2</sup> of public area and 2 spaces per bar (or 5m length of bar for large bars) and for staff parking to be clearly designated	1 space per 4 staff and 1 space per 25m <sup>2</sup> for customers For larger and oversize bikes, 1 space for staff and 2 spaces for customers per development.
E Commercial, Business and Service – Business (office, research and development and light industrial process)	1 space per 30m <sup>2</sup>	1 space per 150m <sup>2</sup> for staff and 1 space per 500m <sup>2</sup> for visitors For larger and oversize bikes, 1 space per 1,000m <sup>2</sup>

Use Class	Vehicle	Cycle
		for staff and 1 space for customers per development.
E Commercial, Business and Service – <b>Non-residential institutions (medical or health services, crèches, day nurseries and centres)</b>	Site specific assessment based on travel plan and needs	Site specific assessment based on travel plan and needs
E Commercial, Business and Service – <b>Assembly and Leisure (indoor sport, recreation or fitness, gyms)</b>	1 space per 22m <sup>2</sup> . For large scale places of assembly serving more than a local catchment, 1 space per 15m <sup>2</sup> .	1 space per 4 staff plus 1 per 50m <sup>2</sup> or 1 per 30 seats/capacity for visitor/customer For larger and oversize bikes, 1 space for staff and 1 space for customers per 250m <sup>2</sup>
F.1 Non-residential institutions (education, art gallery, museum, public library, public exhibition hall, places of worship, law courts)	Site specific assessment based on travel plan and needs	Site specific assessment based on travel plan and needs
F.2 Shop no larger than 280m <sup>2</sup> (selling mostly essential goods and at least 1 km from another similar shop); community hall, outdoor sport/recreation area, indoor or outdoor swimming pool, skating rink	1 space per 14m <sup>2</sup>	1 space per 100m <sup>2</sup> for staff and 1 space per 100m <sup>2</sup> for customers For larger and oversize bikes, 1 space for staff and 1 space for customers per 250m <sup>2</sup> .
Sui Generis, Public House, wine bar, drinking establishment	1 space per 5m <sup>2</sup> of public area and 2 spaces per bar (or 5m length of bar for large bars) and for staff parking to be clearly designated	1 space per 4 staff and 1 space per 25m <sup>2</sup> for customers For larger and oversize bikes, 1 space for staff and 2 spaces for customers per development.
Sui Generis, Hot Food Takeaway	1 space per 5m <sup>2</sup> of public area and 2 spaces per bar (or 5m length of bar for large bars) and for staff parking to be clearly designated	1 space per 4 staff and 1 space per 25m <sup>2</sup> for customers For larger and oversize bikes, 1 space for staff and 2 spaces for customers per development.
Sui Generis, Cinema, Concert Hall, Bingo Hall, Dance Hall, Live music venue	1 space per 22m <sup>2</sup> . For large scale places of assembly serving more than a local catchment, 1 space per 15m <sup>2</sup> .	1 space per 4 staff plus 1 per 50m <sup>2</sup> or 1 per 30 seats/capacity for visitor/customer For larger and oversize bikes, 1 space for staff and 1



Use Class	Vehicle	Cycle
		space for customers per 250m <sup>2</sup>

## 9. Parking Capacity Surveys

- 9.1** For both residential and non-residential schemes, advice should be sought from the local highways authority at the earliest stage of the development process as to whether a parking capacity survey is appropriate. The extent and form of the survey is to be agreed with the local highways authority and in liaison with the South Downs National Park Authority. Where parking provision is to be determined by a site-specific assessment the expectation is a parking capacity survey will be carried out. For parking surveys, the recommended approach is to follow the “Lambeth Methodology<sup>12</sup>”.
- 9.2** The geographical area which should be surveyed (survey area) should be proportionate to the impact of the development – determined as the number of vehicles that are expected to park on street in the surrounding area. The survey area should include sufficient available space to accommodate the number of vehicles expected to be owned by residents of the site and their visitors. This can be determined using the Parking Calculator.
- 9.3** The survey area is expected to centre on the development site and should include the area’s most likely to be used for parking by those living in, or visiting the site, and will therefore need to have regard for site access arrangements.
- 9.4** Surveys should be carried out when usage of available parking space is at its greatest (i.e. peak time) in the survey area. This may include early morning surveys to assess the amount of overnight parking in the area. The duration of the survey will be dependent on the likely impact of the development and whether or not there are existing pressures on parking space in the area. A development which is likely to have a large impact on on-street parking in an area where available space is already well used or insufficient to meet existing demands, would be expected to carry out an extensive survey throughout the day.
- 9.5** A parking capacity survey should take the form of a beat survey (or similar alternative) where an enumerator walks a planned route at regular intervals recording registration plate details of the parked vehicles. The enumerator should record sufficient information to provide the following information in a summary report:
- The rate of turnover of vehicles on each street expressed as a number of vehicles leaving/arriving per hour
  - The number of vehicles parked on each street

<sup>12</sup> Recognised method for carrying out parking surveys devised by the London Borough of Lambeth: <https://www.lambeth.gov.uk/sites/default/files/pl-PARKING SURVEY GUIDANCE NOTE Nov 2012 Update.pdf>

- An estimate of the parking capacity of each street and a brief explanation of how this was calculated

**9.6** If the development is located within a Controlled Parking Zone, the summary report should also provide details of the existing resident permit take-up and/or any waiting lists. This information can be obtained from the local highway authority. A summary report of parking capacity surveys should be accompanied by:

- A map displaying the geographical area surveyed at a suitable scale for interpretation
- Details of the dates and times of day when survey(s) were undertaken
- Details of parking restrictions (Traffic Regulation Orders) which apply in the survey area.

## 10. Public Parking

**10.1** Policy SD22 and the supporting text in the SDLP provide guidance for the development of new, extended or relocated public parking. The principles of landscape led and sustainable location in this guidance are consistent with, and can be applied to, the policy requirements for public parking in SD22. Similarly, to the guidance in this SPD a successful scheme will use an iterative landscape led process to make a positive contribution to the overall character and appearance of the area whilst improving safety, and being inclusive and accessible for all users.

## 11. Parking Space Dimensions

**11.1** For car parking, a space should have the minimum dimensions as set out below.

**Table 3 – Types of car parking space – minimum dimensions**

Type of parking space	Minimum dimensions
Standard parking space	5m x 2.5m (A minimum additional 0.5m will need to be added to either or both dimensions where the space is adjacent to a wall(s) or fence(s). Spaces in front of garages must be a minimum of 6m long to maintain access to the garage)
Disabled Parking Space	5m x 3.6m
Car Ports	5m x 2.8m

For cycles, the dimensions for different parking types should follow the guidance in Chapter 11 of Cycle Infrastructure Design<sup>13</sup> or, when updated, the latest version of that document.

<sup>13</sup> Cycle Infrastructure Design, Local Transport Note 1/20, July 2020, Department for Transport

Any space that fails to meet the dimensions above for cars, or for cycles, the guidance in Chapter 11 of Cycle Infrastructure Design (or, when updated, the latest version of that document), will be excluded from the calculation of the overall parking provision.

**Appendix I Parking Calculator**

PLEASE SEE SEPARATE PARKING CALCULATOR EXCEL SPREADSHEET DOCUMENT

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