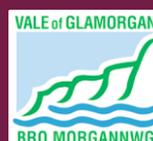


Parking Standards



Supplementary
Planning Guidance

March 2019



This document is available in other formats upon request e.g. larger font.
Please see contact details in Section 9.

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1. Introduction

- 1.1. Car parking is a major influence on the choice of means of transport and the pattern of new development. If car parking is readily available people are more likely to opt to use the private car instead of more sustainable forms of transport. Car parking has always been a major element of land use planning and development and through parking standards and guidelines, local authorities have sought to control car parking in order to improve the environment, reduce congestion and to encourage a shift to more sustainable modes of transport.
- 1.2. In 2008 an officer working group representing the 22 local authorities in Wales prepared the Wales Parking Standards on behalf of the County Surveyors Society (CSS) Wales. The CSS Wales Parking Standards 2008 were endorsed by the then four regional transport consortia and the majority of Welsh local authorities including the Vale of Glamorgan Council. The main aims of the 2008 CSS standards were:
 - To assist developers, designers and builders in the preparation and submission of planning applications; and
 - To achieve a common approach to the provision of vehicle parking facilities associated with new development and change of use.
- 1.3. The 2008 CSS standards recommended that ‘maximum’ car parking standards should be used as a form of demand management and that in determining appropriate levels of car parking associated with new developments, consideration should be given to the availability of more sustainable modes of transport that could influence and reduce the use of the private car.
- 1.4. Parking guidelines based on the 2008 CSS standards were formally adopted by the Vale of Glamorgan Council as Supplementary Planning Guidance (SPG) on the 11th May 2015 (Minute No. C2769 refers). On the 28th June 2017 the Council adopted the Vale of Glamorgan Local Development Plan 2011- 2026. This Parking Standards SPG has therefore been updated to reflect the latest national and local planning policies, whilst using the 2008 CSS standards as a basis for parking standards associated with new developments.

2. Purpose of the Supplementary Planning Guidance

- 2.1. This SPG has been prepared to expand upon the policies contained within the Vale of Glamorgan Local Development Plan 2011 – 2026 (LDP) and reflects the requirement set out in Planning Policy Wales (Edition 10) (December 2018) for local authorities to adopt parking standards as SPG and keep them under review (para 4.1.53 refers).
- 2.2. The guidance sets out the Council's parking standards for new development (including change of use) that are both consistent and transparent. Parking requirements are detailed according to land use and location and list requirements for commercial vehicles, cars, motor cycles and cycles.
- 2.3. The guidance also provides information in respect of how the preparation and adoption of travel plans and/or the location of the proposed development in relation to alternative sustainable modes of transport and local services and facilities may be taken into account in the level of parking provision required.
- 2.4. The SPG also includes information on the Council's requirements in relation to the provision of infrastructure for Ultra Low Emission Vehicles (ULEVs).

3. Status of the Guidance

- 3.1. Draft guidance was approved for public consultation purposes by Cabinet on 3rd December 2018 (minute no. C502 refers). A six week public consultation was subsequently held between 4th January 2019 and 15th February 2019. The relevant documentation was made available for viewing at the Council's main offices and on the web site during the consultation period.

- 3.2. The Council considered the representations received and made changes where appropriate. This SPG was approved by Cabinet on the 18th March 2019 (minute no. C619 refers) and will be a material consideration in the determination of relevant planning applications and appeals.

4. Legislative and Policy Context

4.1. National Legislation

- 4.1.1. **The Planning (Wales) Act 2015** - seeks to deliver a planning system which is fair, resilient, enables development and helps create sustainable places.
- 4.1.2. **Well-Being of Future Generations (Wales) Act 2015** - seeks to improve the social, economic, environmental and cultural well-being of Wales. The Act contains seven well-being goals which local authorities as well as other public bodies must seek to achieve in order to improve well-being both now and in the future. It means that for the first time, public bodies listed in the Act must do what they do in a sustainable way and make sure that when making their decisions they take into account the impact they could have on people living their lives in Wales in the future.
- 4.1.3. **Active Travel (Wales) Act 2013** - seeks to make it easier for people to walk and cycle in Wales. The Act makes it a legal requirement for local authorities in Wales to map and plan for suitable routes for active travel, and to build and improve their infrastructure for walking and cycling every year. It creates new duties for highways authorities to consider the needs of walkers and cyclists and make better provision for them. It also requires both the Welsh Government and local authorities to promote walking and cycling as a mode of transport.

4.2. National Policy

- 4.2.1. **Planning Policy Wales (Edition 10)** - Planning Policy Wales (PPW) sets out the Welsh Governments aims and objectives of land use planning within Wales across a range of social, environmental and economic topics, and indicates that the planning system should create sustainable places which are attractive, sociable, accessible, active, secure, welcoming, healthy and friendly (Paragraph 2.3 refers). PPW also translates the national well-being goals into 5 planning principles – Growing Our Economy in a Sustainable Manner; Making Best Use of Resources; Facilitating Accessible and Healthy Environments; Creating and Sustaining Communities, and Maximising Environmental Protection and Limiting Environmental Impact. PPW is supplemented by a series of Technical Advice Notes (TANs).
- 4.2.2. Paragraph 4.1.46 states that in considering their requirements for traffic management, local authorities should adopt an integrated approach and consider how different measures can complement one another and contribute to the achievement of wider planning and transport objectives, taking into account the needs of the disabled and less mobile sections of the community. Paragraph 4.1.19 also states that the design and layout of streets must reflect the principles

of the sustainable transport hierarchy and priority should be given to walking, cycling, public transport and delivery vehicles.

- 4.2.3. Paragraph 4.1.50 states: Car parking provision is a major influence on how people choose to travel and the pattern of development. Where and how cars are parked can in turn be a major factor in the quality of a place. Paragraph 4.1.53 states that Local authorities will need to ensure that their parking standards reflect local transport provision, are adopted by individual authorities as supplementary planning guidance, and are kept under review. Parking standards should be applied flexibly and allow for the provision of lower levels of parking and the creation of high quality places.
- 4.2.4. PPW recognises the role of electric vehicles. It states that to encourage the use of Ultra Low Emission Vehicles (ULEVs), the planning system should encourage and support the provision of ULEV charging points as part of new development (paragraph 4.1.39 refers).
- 4.2.5. **Technical Advice Note 12: Design (2016)** - provides additional guidance and advice on enabling good design within the planning system. It recognises that parking is a consideration in design and developments should consider the requirements for parking and whether this will be managed appropriately. At paragraph 5.11.2 it states: Development proposals, in relation to housing design should aim to [inter alia] focus on the quality of the places and living environments for pedestrians rather than the movement and parking of vehicles.
- 4.2.6. Paragraph 5.11.7 states: Where and how cars are parked can be a major factor in the quality of a development. Vehicles should not be allowed to dominate the space or inconvenience pedestrians and cyclists. At the same time, the needs of disabled people to park near their dwellings should be acknowledged. A balance needs to be struck between the expectations of car owners, in particular the desire to park as near to houses as possible, to be secure and overlooked and the need to maintain the character of the development.
- 4.2.7. **Technical Advice Note 18: Transport (March 2007)** - provides guidance on achieving a sustainable and integrated land use planning and transport system. Paragraph 4.1 states: Car parking can take up large amounts of space in developments, which decreases density and therefore can represent an inefficient use of land. It can also generate considerable additional trips if located in an area without public transport. Poor design and layout of car parking can also make it more difficult to provide effective, walking, cycling and public transport links.
- 4.2.8. The TAN makes it clear that maximum rather than minimum parking standards should be adopted. Paragraph 4.7 states: "In determining maximum car parking standards for new development, regard should be given to:
 - Public transport accessibility and opportunities or proposals for enhancement;
 - Targets and opportunities for walking and cycling;

- Objectives for economic development including tourism;
- The availability in the general area of safe public on-and off-street parking provision; and
- Potential for neighbouring or mixed use developments sharing parking spaces, for example at different times of the day or week”.

4.2.9. Paragraph 4.13 states: Where appropriate, the local parking strategy should link parking levels on new development sites with either the existence or introduction of on-street control regimes. Maximum parking standards should not be applied so rigidly that they become minimum standards. Maximum standards should allow developers the discretion to reduce parking levels. However, a particular concern with reduced on-site parking is the potential for problems associated with ‘over-spill’ parking. Local planning authorities when developing the local strategy or applicants when undertaking a transport assessment should assess the extent of existing on-street parking pressures and the impact of new development. Where on street space is at a premium, local planning authorities could seek contributions from developers towards the implementation of on-street parking controls or refuse permission for developments where despite controlled parking, unacceptable road safety or congestion issues will probably remain.

4.2.10. Paragraph 4.15 of the TAN in relation to residential car parking states some car free housing development may be appropriate in locations with good walking, cycling and public transport links and in areas where parking is controlled. On-site cycle and parking provision for those with disabilities will be required if such on-street parking cannot be provided. Planning obligations will have a role to play in ensuring residents do not own cars in such developments. In such cases, it is essential that, prior to occupation, the future residents should be made aware of the car free status of the development and the use of travel planning initiatives should be encouraged.

4.2.11. Paragraph 4.16 states: Local Planning Authorities should give greater weight (than if considering non-residential uses) to the potential adverse impacts likely to result from on street parking when the design and layout of the street is unlikely to satisfactorily cope with additional residential parking pressures.

4.2.12. Paragraph 5.13 states: The location of both on- and off-street car parking spaces will be critical to the design quality of streets. Where on-street car parking is not controlled planning authorities should recognise that residents will seek to park as close to their homes as possible and should ensure the street layout mitigates against inappropriate parking and avoids the obstruction of pedestrians or emergency access. The following key principles need to be followed when considering the design and location of car parking:

- The important role of the street in creating a liveable neighbourhood;
- There is no single best solution; a combination of on-plot, off-plot and on-street will often be appropriate;

- The street can provide a very good car park. On-street parking is efficient, understandable and can increase vitality and reduce speeds;
- Parking in the back of a block is recommended only the after provision of parking at the front and on street has been fully considered. Rear courtyards need to support on-street parking, not replace it; and
- Car parking needs to be designed with security in mind. Advice on this issue is contained in 'Safer Places'.

4.2.13. **Manual for Streets (MfS) (2007)** recognises that parking is a key function of many streets, although it is not always a requirement. A well-designed arrangement of on-street parking provides convenient access to frontages and can add to the vitality of a street. Conversely, poorly designed parking can create safety problems and reduce the visual quality of a street. Chapter 8 considers the parking requirements associated with new development and advises that while the greatest demand is for parking cars, there is also a need to consider the parking of cycles, motorcycles and in some instances service vehicles.

4.2.14. It provides advice on safety and security of car parking: cars are less prone to damage or theft if parked in-curtilage. If cars cannot be parked in-curtilage, they should ideally be parked on the street in view of the home. Where parking courts are used, they should be small and have natural surveillance.

4.2.15. Paragraph 8.3.5 states: Local planning authorities will need to consider carefully what is an appropriate level of car parking provision. In particular, under-provision may be unattractive to some potential occupiers and could, over time, result in the conversion of front gardens to parking areas (see box). This can cause significant loss of visual quality and increase rainwater run-off, which works against the need to combat climate change.

4.2.16. MfS also provides advice about suitable parking layouts. It states that larger garages can be used for both storage and car parking, and many authorities now recommend a minimum size of 6 m by 3 m. It advises parking bays will need to enclose a rectangular area about 2.4 m wide and a minimum of 4.2 m long.

4.2.17. **Manual for Streets 2 (2010)** provided more technical advice on the application of MfS principles.

4.3. Local Policy Context

4.3.1. **Vale of Glamorgan Local Development Plan 2011- 2026 (LDP)** - The overarching strategy of the Vale of Glamorgan LDP focusses future development within the south-east zone and existing settlements where the majority of services and sustainable transport facilities are located. In addition, the following objectives and policies seek to ensure that the plan fosters a sustainable future which manages the natural and built resources of the Vale of Glamorgan and makes a positive contribution towards reducing the impact of climate change by

promoting sustainable development and transport, energy conservation and renewable energy generation.

Objective 2 - To ensure that development within the Vale of Glamorgan makes a positive contribution towards reducing the impact of and mitigating the adverse effects of climate change.

Objective 3 - To reduce the need for Vale of Glamorgan residents to travel to meet their daily needs and enabling them greater access to sustainable forms of transport.

- 4.3.2. The objectives of the LDP are supported by strategic policies and managing development polices and those relevant to parking include:

Policy SP1 - Delivering the Strategy - seeks to improve the living and working environment of the Vale of Glamorgan through inter alia promoting sustainable transport.

Policy SP7 - Transportation - promotes sustainable transport improvements that serve the economic, social and environmental needs of the Vale of Glamorgan, including the national cycle network, bus based park and ride and bus priority improvements as reflected in Policy MG 16 – Transport Proposals.

Policy MD1 - Location of Development - provides the framework for new development on unallocated sites and seeks to ensure that such development reinforces the role of settlements within the hierarchy and promotes the use of sustainable modes of transport.

Policy MD2 - Design of New Development - sets out the key principles that should be considered in respect of design, amenity and access. It requires development proposals to provide safe and accessible environments for all users, giving priority to pedestrians, cyclists and public transport users and provide car parking in accordance with the Council's standards. This SPG sets out those standards.

Policy MD4 - Community Infrastructure and Planning Obligations - seeks to secure new and improved community facilities and services appropriate to the scale, type and location of proposed new developments including transport infrastructure and services for pedestrians, cyclists, public transport and vehicular traffic.

Policy MD5 – Development Within Settlement Boundaries – sets criteria for these developments, stating that proposals will be permitted where (amongst other things) they have no unacceptable impact on the amenity and character of the locality by way of noise, traffic congestion and parking.

- 4.3.3. It should be noted that the policies detailed above comprise the primary policies of the Vale of Glamorgan LDP relating to sustainable transport, parking and movements however other policies of the plan may also have a bearing on such matters and be utilised in the Council's determination of future planning applications.

- 4.3.4. **The Local Transport Plan 2015 – 2030 (LTP)** - The LTP sets the transport agenda for the Vale of Glamorgan, by identifying the sustainable transport measures required for the period 2015 to 2020 as well as looking forward to 2030. The LTP seeks ways to secure better conditions for pedestrians, cyclists and public transport users and to encourage a change in travel choices away from the single occupancy car. The LTP also seeks to tackle traffic congestion by securing improvements to the strategic highway corridors for commuters who may need to travel by car as well as providing better infrastructure for freight. It also addresses the key road safety priorities for the Vale.
- 4.3.5. National and local policy has therefore seen a fundamental departure from predicting and providing for private cars and a move towards managing traffic and reducing the dependency on the private vehicles.

4.4. Supplementary Planning Guidance

- 4.4.1. **Planning Obligations SPG** – The Planning Obligations SPG, provides clarification of where, what, when and how planning obligations will be sought, in order to assist the Council in creating sustainable communities that provide social, economic, and environmental benefits. This guidance offers advice on planning obligations in support of the policies in the Vale of Glamorgan LDP, including planning obligation requirements for sustainable transport facilities that will assist in delivering successful Travel Plans that can influence parking demand.
- 4.4.2. **Travel Plan SPG** – This SPG sets out the Council's requirements for Travel Plans in order to reduce the reliance on the private car and encourage a move to more sustainable modes of transport.
- 4.4.3. **Residential and Householder Development SPG** – This SPG provides advice on what matters must be considered when designing new residential development or improvements or alterations to your home, preparing plans and submitting planning applications. The SPG provides guidance on the main issues arising from new householder development; provides a number of standards that should be complied with in order to safeguard residential amenity; sets out a series of principles to be followed to ensure good design; and provides possible solutions to certain design issues encountered.

5. Application of Parking Standards for the Vale of Glamorgan

- 5.1. In accordance with national policy and guidance, the standards set out in this SPG should be interpreted as **maximum** rather than minimum standards i.e. they are 'not more than' figures. Car parking provision is a major influence on the choice of means of transport and the pattern of development. Where and how cars are parked can be a major factor in the quality of a place and PPW directs that a design-led approach to the provision of car parking should be taken, which ensures an appropriate level of car parking is integrated in a way which does not dominate the development. Parking provision should be informed by the local context, including public transport accessibility, urban design principles and the objective of reducing reliance on the private car and supporting a modal shift to walking, cycling and public transport. Planning authorities must support schemes which keep parking levels down, especially off-street parking, when well designed. The needs of disabled people must be recognised and adequate parking provided for them (paragraph 4.1.51 refers).
- 5.2. It is considered that using maximum standards which limit the amount of parking provided on developments can help focus attention on the overall travel context of a development including the availability of more sustainable modes of transport such as public transport, walking or cycling. Such an approach will enable more flexibility to the application of the parking standards (where supported by appropriate and robust evidence) to reflect local conditions and the availability of alternative forms of transport and may result in a reduction in the level of vehicle parking required.
- 5.3. In assessing the parking requirements for a particular development, the Council will take into account a number of factors in relation to the development and its location. These could include:
- Accessibility to and the service provided by public transport;
 - The availability of private buses, taxi services or the extent of car-pooling;
 - The relative proportions of full time / part time / local catchment of labour;
 - Accessibility by walking and cycling to every day goods and services;
 - The existing and possible future parking provision, traffic volumes and congestion on streets adjacent to the development;
 - Potential impacts on highway / public safety;
 - Accessibility to and the availability of public and/or private car parking spaces in the vicinity.
 - The production of an agreed Travel Plan, supported by appropriate financial investment and staff commitment.
- 5.4. The parking standards cover all areas in the Vale of Glamorgan but apply to designated zones (as set out in Section 6 below). Whilst they should not be applied as minimum standards (following the advice in PPW) they suggest the starting point for considering the necessary level of parking to serve new

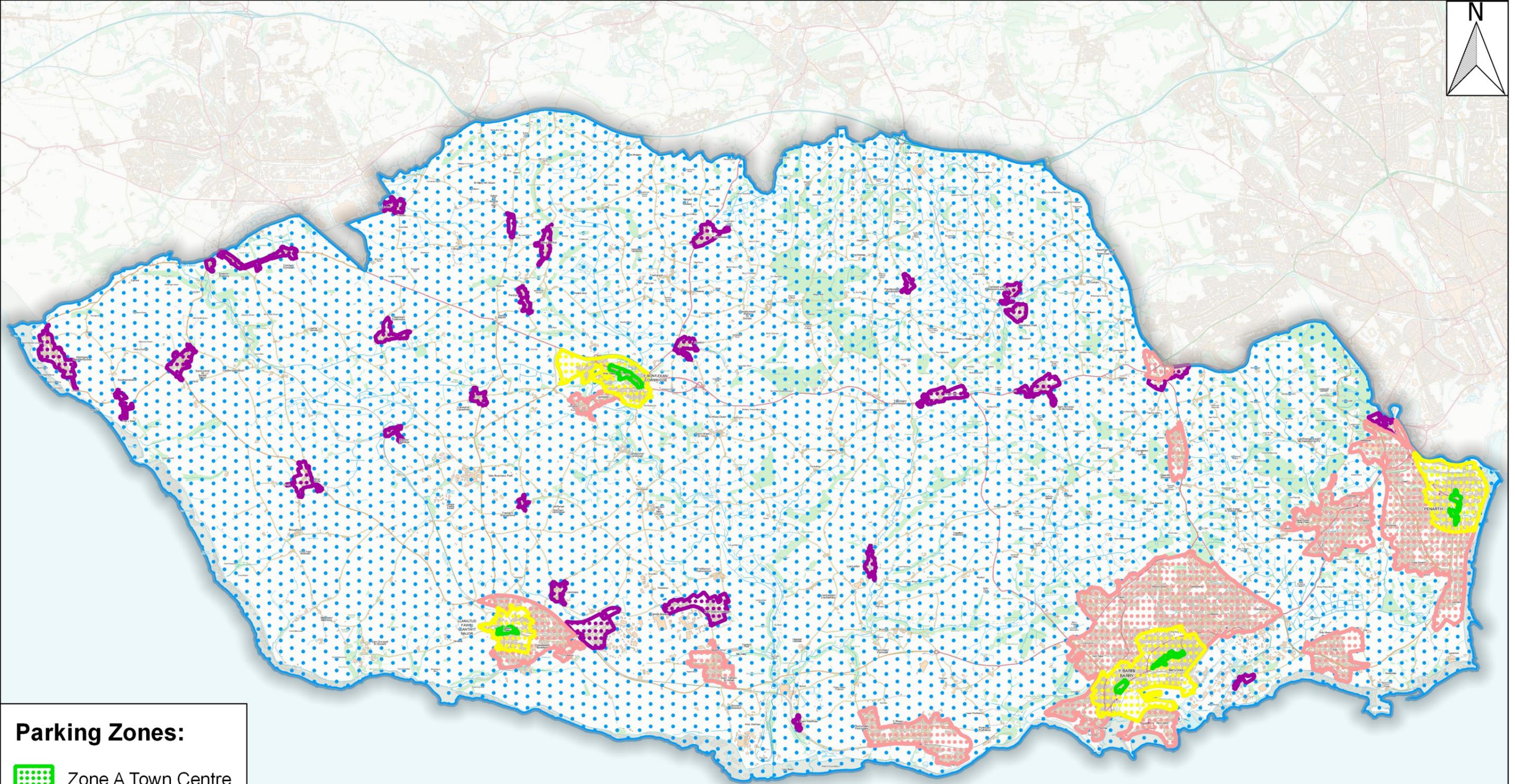
developments. If satisfied these developments are unlikely to cause highway safety problems associated with inconsiderate parking or contribute towards issues such as congestion. Where they are not met, consideration will need to be given to whether it is justified in light of other considerations (see paragraph 5.3 above) and whether there are likely to be problems associated with a lack of designated parking spaces in the vicinity of the development for existing communities and the future users of the development. Where these problems would occur from a lack of adequate parking, planning permission may be refused as the development would be contrary to LDP Policy MD2.

- 5.5. Whilst there is a desire to reduce the reliance upon the private car, it is anticipated that, in most cases, there will be a need to accommodate parking provision for cars within residential developments. There is the potential for a reduction in residential parking levels particularly if the property is in close proximity to local community facilities, public car parks, is well served by public transport and/or there is evidence of low car ownership. Care should be taken however to avoid reductions that will potentially create highway safety issues and consideration must be given to local circumstances e.g. road widths, local on-street parking demand, proximity to turning heads or bus stops etc. These matters need to be considered on a case by case basis.
- 5.6. There may be some instances where reduced or zero parking is acceptable, for instance, where developments are in highly accessible locations served by a range of public transport options and/or it can be demonstrated that there is low parking demand. However, these proposals would need to be supported by robust evidence which fully justifies why a reduced or zero level of provision would be acceptable. Such evidence could include but is not restricted to local parking surveys, comparative assessments with existing / previous uses, likely car ownership evidence for future occupiers, travel plan strategies etc.
- 5.7. Where a car parking survey is required it should establish the existing parking demand within the local area of a proposed development using on-site assessments / observations. In order to obtain a true reflection of the existing local car parking arrangements, site surveys should be undertaken over a period of at least one week including both weekends and weekdays at a variety of times throughout the day relevant to the nature of the use proposed including peak times, late in the evening and early in the morning. Times where unusually high or low parking demand is being experienced which is outside the norm (e.g. School holidays, bank holidays or special events) should be avoided.
- 5.8. It will often be relevant to take into account the existing or previous use (or uses that could result from a 'permitted' change of use) and the parking requirements associated with it, together with an analysis of the actual provision for that use. If the parking serving the existing use is already lower than the parking standards, this can be a material consideration justifying a reduced level of parking where there is no additional detriment compared to the existing situation. However, if sites have been vacant or uses abandoned this 'fall-back' position will have limited weight in assessing parking demand for new development.

- 5.9. New residential layout design, as advocated by Manual for Streets, can create areas of unallocated parking which can supplement those areas of allocated off-street provision i.e. driveways, garages. A parking requirement for a particular property can count both off-street allocated space and unallocated on-street space provided there is a realistic chance the latter will be used and its use will not create obstruction or congestion for other road users. For the purpose of this document, a standard parking space is considered to be 2.6 m x 4.8 m however, sufficient space must be available around this area to enable safe and convenient access to vehicles. Specific details in relation to disabled parking space requirements are provided in Appendix 1 All parking areas other than residential parking areas served off low-trafficked, low speed, minor residential roads should be designed to allow vehicles to enter and leave the site in forward gear.
- 5.10. Travel plans will be required as a condition of planning consent for those development proposals that are likely to have significant transport implications. More details on travel plans, their benefits and what information they should include are available in the Councils Supplementary Planning Guidance on Travel Plans.
- 5.11. In certain circumstances, e.g. Conservation Areas, modifications of the standards may be allowed in order to preserve environmental conditions.
- 5.12. All car parking should be designed with security in mind and all parking and cycle stands should be positioned where they can be well overlooked with adequate street lighting provision to enhance personal safety and prevent crime. Further advice on design and layout of parking including secure cycle storage can be obtained from police Design Out Crime Officer or www.securedbydesign.com

6. Parking Zone Designation

- 6.1.1. The 2008 CSS Wales Parking Standards defined six parking zones each with differing designated levels of parking requirements for development management purposes. The distinction between each of the zones was largely based on the varying levels of accessibility to services and facilities within that zone. The zone descriptions, and therefore parking requirements, ranged from Zone 1 – City Centre, which is applicable only where there are very high levels of accessibility to all services (NB there are none in the Vale of Glamorgan), to Zone 6 – Deep Rural, which is applicable to rural, countryside locations with low levels of accessibility. These have been used and re-categorised, removing Zone 1, for the Vale of Glamorgan – see below.
- 6.1.2. The designation of the parking zones within the Vale of Glamorgan have been based on the zone descriptions contained within the CSS Parking Standards and the parking zones have been determined through a judgement of each area in terms of:
- a) The number, range and characteristics of the facilities within walking distance;
 - b) The level of public transport provision and particularly the number and frequency of bus services available.
- 6.1.3. In addition to the above, information prepared in support of the LDP including the Council's Sustainable Settlements Appraisal, settlement boundary designations and district shopping centre boundaries influenced the parking zone boundaries.
- 6.1.4. **Plan 1** illustrates the five Parking Zones within the Vale of Glamorgan and the zone descriptions are set out below. Individual Parking Zones are best viewed using the interactive map found at:
- https://myvale.valeofglamorgan.gov.uk/ParkingZones_FullScreen.html
- 6.1.5. The parking zones identified in this SPG may be subject to amendments as new development may introduce elements such as additional community facilities or improved public transport facilities that necessitate the redefining of the identified parking zones.



Parking Zones:

-  Zone A Town Centre
-  Zone B Urban
-  Zone C Suburban
-  Zone D Countryside
-  Zone E Deep Rural

6.2. Parking Zones

Zone A - Town Centre

The centre of towns which local people regard as their destination for most activity which is not met within their own local community. The area has a full range of retail activity and many commercial businesses, all within walking distance. The area is the focus of the local bus network and is likely to contain a railway station. Built density is high with little private car parking. There are significant parking restrictions and substantial amounts of off-street car parking available to the public.

Zone B - Urban

Very much part of a substantial built up area with a number of basic local facilities within 400m walking distance. A range of bus routes offering up to 6 buses per hour; the range of destinations offering practical access to most but not all essential facilities. The curtilage of the site restricts, to an extent, what car parking can be provided. There are likely to be some restrictions on on-street parking and other available off-street parking is severely limited or non-existent.

Zone C - Suburban or Near Urban.

This zone comprises the outer edges of the largest towns; suburban locations in towns; the whole of smaller settlements offering a range of local facilities. There is an at least hourly bus service to the town centre and there may also be a railway station in the town. Local facilities include a local centre within 400m walking distance. Some other basic amenities such as a doctor's surgery are also available within the same walking distance.

Zone D - Countryside.

Zone D encompasses areas, including small villages, with a few local facilities within walking distance. Motorised travel is required for most journeys, although there is some local employment. Public transport services have less than hourly frequency and then only to one local centre. There is no shortage of land for parking provision within the site but the adjacent highway system offers limited opportunities to park cars.

Zone E - Deep Rural.

This zone comprises scattered individual buildings and is characterised by areas with no local facilities within walking distance. Motorised travel is required for all journeys but the most local. Public transport services are very infrequent or beyond walking distance. There is no shortage of land for parking provision within the site but the adjacent highway system offers no opportunities to park cars because of the narrowness of the highway.

7. Infrastructure for Ultra Low Emission Vehicle Charging Points

- 7.1.1. The Vale of Glamorgan Council is aware of its environmental responsibilities and the contributions that it can make to mitigating the causes of climate change, improving local air quality and to meeting the objectives of the Welsh Government as expressed in the Well-being of Future Generations (Wales) Act 2015. In this regard, the Council's Local Development Plan contains policies that require the promotion of sustainable transport and healthy environments and the mitigation of climate change.
- 7.1.2. The Council recognises that Ultra Low Emission Vehicles and Plug-In Hybrid Vehicles (ULEVs and PHEVs) currently constitute a relatively small proportion of vehicles on our roads. However advances in technology have resulted in increased popularity in electric vehicles and it is anticipated that as technology and government initiatives develop, their use and popularity will increase further.
- 7.1.3. In a bid to improve air quality through reduced car emissions, the UK Government has confirmed that it will end the sale of all new conventional petrol and diesel cars and vans by 2040.
- 7.1.4. Therefore, to encourage the take up of these vehicles and increase the number and geographic spread of ULEV charging infrastructure, the Council will seek to secure the necessary electric vehicle charging points (EVCPs) infrastructure, within new non-residential development proposals at the standards set out in paragraph 7.2 below. For new residential development proposals, the Council will encourage developers to provide EVCP wherever appropriate at a ratio of 10% of all parking spaces provided and will work with them to ensure that any issues that arise can be addressed.
- 7.1.5. Where EVCP infrastructure is provided, developers will need to consider both active and passive ULEV charging points as they develop their design proposals. Such considerations would include:
- The location of charging points in relation to the development e.g. proposed residential properties, public parking areas;
 - The additional requirements of charging bays e.g. additional signage, safety/protection barriers, enhanced parking bays;
 - Provision of servicing/ducting within the development to power the EVCPs infrastructure;
 - Dedicated EVCPs spaces with the necessary charging facilities.
 - The provision of ducting and other infrastructure to allow ULEVs to be readily accommodated within parking areas in the future.
 - Both the charge point hardware installation and necessary grid network reinforcement.
- 7.1.6. Where on-site provision is considered appropriate but site constraints render the installation unviable, in order to facilitate the provision of EVCPs within the local

area, the use of local authority sites e.g. public car parks, leisure centres or at on street parking locations, will be considered. Based on current average cost for the installation of a typical charging unit, the contribution will be £2,500 per unit required.

7.1.7. An increasing variety of funding sources are being made available to both private and public sector bodies to encourage the provision of EVCPs and infrastructure. Where possible and appropriate, the Council will utilise off-site financial contributions to secure additional grant and/or consider partnership working with external agencies in order to maximise the level of new infrastructure that can be provided. Where appropriate, management agreements can be agreed between the Council and third party landowners, the Council will also consider the siting of EVCPs within private sites characterised by high levels of public access e.g. supermarket car parks, commercial/retail developments.

7.1.8. When installing on-street charging points, wherever possible, double-headed charge points which are capable of charging two vehicles at once should be installed in order to maximise value for money and increase availability.

7.1.9. All charging points provided whether active or passive or on or off street should comply with the guidelines and technical specifications set out by the Government Office for Low Emissions Vehicles (OLEV)¹.

7.1.10. For the purpose of this SPG:

- **Active spaces** are fully wired and connected, ready to use charging points at dedicated EVCP spaces, either on or off street.
- **Passive provision** requires the necessary underlying infrastructure including the necessary cabling and ducting to enable the simple installation and activation of EVCP parking spaces at a future date. either on or off street.

7.1.11. The table below details the relevant typical technical standards for the different charge capabilities.

Table 1: Typical Charge Points Technical Standards

Charge Point Type	Power Transfer	Typical Charging Times	Typical Application
Slow	<3kW - Single Phase	8-12 Hours	Resident parking on and off street.
Fast	<7kW - Single Phase	3-4 Hours	Employees parking, retail/leisure parking, tourist attractions, residential and employment visitor parking.
	<22kW - Three Phase	1-2 Hours	
Rapid	<43kW - Three Phase	80% in 20-30 minutes	EV charging hubs, public parking, taxi ranks & bus depots.
	<50kW - DC		
Super - rapid	>43kW - Three Phase	<20-30 minutes	

¹ More details are available at www.gov.uk/government/organisations/office-for-low-emission-vehicles

	>50kW - DC		
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7.2. Standards of Provision for Non-Residential Developments

- 7.2.1. Other developments meeting the thresholds set out in Table 2 (below) will be required to provide active EVCPs to the OLEV technical specifications of at least 10% of car parking spaces, which shall be a 'Fast' charge point type.
- 7.2.2. It should be noted that EVCPs will form a part of the normal parking requirement i.e. if the parking requirement for a development is 20 spaces two of the 20 spaces will need to accommodate EVCP infrastructure.

Table 2: Thresholds for Electric- Vehicle Charging Parking Spaces

Use	Threshold
Retail	> 1,000sq.m gross floor area
Leisure facilities including hotels	> 1,000sq.m gross floor area
Business	> 2,500sq.m gross floor area
Industry	> 5,000sq.m gross floor area
Distribution and warehousing	> 10,000sq.m gross floor area
Hospitals	> 2,500sq.m gross floor area
Stadia	> 1,500 seats

8. Car parking for people with disabilities

- 8.1. The needs of mobility impaired people must be taken into account in the planning and design of new development including the number of available parking spaces, their design, quality and location on site. Appendices 1 and 2 of the parking standards provide details in respect of the specific standards that will be applied in relation to disabled parking spaces.

9. Further Advice and Contacts

- 9.1. Further advice on all aspects of this guidance can be sought from the Council's Planning, Road Safety and Highways departments (see below).

Planning Duty Officer

Development Management

Dock Office

Barry Docks

Barry

CF63 4RT

Email: planning@valeofglamorgan.gov.uk

Tel: (01446) 704681

Principal Engineer – Highway Development

Highway and Engineering Services

The Alps Depot

Quarry Road

Wenvoe

CF5 6AA

Email: highwaydevelopment@valeofglamorgan.gov.uk

Tel: 02920 673081

Designing out Crime Officer

South Wales Police

Territorial Policing Hub

South Wales Police Headquarters

Tel: 01656 655555 Ext: 29251

Jon.Brown@south-wales.pnn.police.uk

10. Parking Standards by Land Use

10.1. Residential: New Build and Conversions

ZONES A - E

Type of Development	Residents	Visitors
General Purposes Houses and Apartments		
Houses	1 space per bedroom (maximum requirement 3 spaces)	1 space per 5 units
Apartments	1 space per bedroom (maximum requirement 3 spaces)	1 space per 5 units
Conversions to bedsits, or self-contained apartments	1 space per bedroom (maximum requirements 3 spaces)	1 space per 5 units
House conversions to residential hostel	1 space per resident staff 1 space per 3 non-resident staff	Nil
Special Purpose Housing		
Self-contained elderly persons dwelling (not wardened)	1 space per 2 – 4 units	1 space per 4 units
Self-contained elderly persons dwelling (wardened)	1 space per 4 units 1 space for warden 1 space per 2 ancillary staff	1 space per 4 units
Purpose built student accommodation under College / University control	1 space per 25 beds for servicing, wardens and drop-off areas	1 space per 10 beds (for students &/or visitors)
Residential children's homes / homes for elderly persons / nursing homes	1 space per resident staff 1 space per 3 non-resident staff	1 space per 4 beds

Notes relating to Residential parking standards:

1. Curtilage parking must be provided wherever possible. Where communal parking is provided, it must be conveniently sited and should be in a location that is also overlooked which will thereby enhance its security. Where parking courts are provided they should follow the guidance contained in Manual for Streets (paragraph 4.6.3 refers) and depending on local context, designated parking secured by a lockable bollard or other means may be required. Safe pedestrian access must be provided between each dwelling unit and its parking space.
2. Garages should be provided as the most secure parking option wherever possible, preferably located alongside the dwelling. Remote garage blocks must be avoided.
3. Garages may only be counted as parking spaces if they have the following internal dimensions, as suggested by Manual for Streets: 6m x 3m for a single garage, and 6m x 6m for a double garage. If disabled access is required, these dimensions must be increased to 6m x 3.8m for a single garage and 6m x 6.3m for a double garage. A standard parking space dimension is 2.6m x 4.8m, however sufficient space must surround this to enable safe and convenient access to vehicles. Therefore a driveway serving a residential property will usually require a width of no less than 3.6m. For double driveways, the width is increased to 6.0m. All parking spaces adjacent to the carriageway or fronting a garage are required to be provided at a length of 6.0m to allow loading and unloading of vehicles or to enable access to the garage.
4. Visitor parking must be designed as an integral part of any development where it is required and must take into account the needs of the disabled.
5. In respect of residential homes for the elderly and nursing homes, sufficient operational space must be provided close to the building to enable ambulance access and egress in a forward gear.

10.2. Offices: Use Class B1 Business, Class A2 Financial & Professional Services (including Call Centres)

ZONES A & B

Development	Requirement	Development	Requirement
Offices (<1,000 sqm)	1 space per 35 sqm	Offices (>1,000 sqm)	1 space per 60 sqm
Call Centres (<1,000 sqm)	1 space per 25 sqm	Call Centres (>1,000 sqm)	1 space per 40 sqm

ZONES C-E

Development	Requirement	Development	Requirement
Offices (<1,000 sqm)	1 space per 25 sqm	Offices (>1,000 sqm)	1 space per 40 sqm
Call Centres (<1,000 sqm)	1 space per 20 sqm	Call Centres (>1,000 sqm)	1 space per 25 sqm

Notes relating to Offices parking standards:

- Office redevelopments, extensions and conversions will have the same requirements as for new build, subject only to note 2 below.
- For premises up to a maximum of 200 sqm 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.
- Consideration may be given to a relaxation of the parking requirements in shopping areas for the change of use at ground floor level of premises from Use Class A1 (shops) to Use Class A2 (Financial & Professional Services).
- Parking reserved for use by disabled persons: Refer to Appendix 1.
- For cycle and motorcycle parking refer to Appendices 4 & 5.

10.3. Shops: (Including Shops, Supermarkets & Superstores)

ZONES A & B

Type of Development	Operational	Non-operational
Shops (<200 sqm)	1 commercial vehicle space	1 space per 60 sqm
Shops and small supermarkets (201 sqm – 1,000 sqm)	2 commercial vehicle spaces	1 space per 40 sqm
Shops and small supermarkets (1,001 sqm – 2,000 sqm)	3 commercial vehicle spaces	1 space per 40 sqm
Supermarkets and superstores (predominantly food)(>2,000 sqm)	3 commercial vehicle spaces	1 space per 14 sqm 1 Taxi bay per 100 sqm GFA

ZONES C & D

Type of Development	Operational	Non-operational
Shops (<200 sqm)	1 commercial vehicle space	1 space per 60 sqm
Shops and small supermarkets (201 sqm – 1,000 sqm)	2 commercial vehicle spaces	1 space per 20 sqm
Shops and small supermarkets (1,001 sqm – 2,000 sqm)	3 commercial vehicle spaces	1 space per 20 sqm
Supermarkets and superstores (predominantly food)(>2,000 sqm)	3 commercial vehicle spaces	1 space per 14 sqm 1 Taxi bay per 100 sqm GFA

ZONE E

Type of Development	Operational	Non-operational
Shops (All sizes)	1 commercial vehicle space	1 space per 60 sqm

Notes relating to Shops parking standards:

1. The non-operational standard assumes a retail to non-retail ratio of 75:25. Variation may be applied at the discretion of the Local Authority when a different ratio is used.
2. 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 200 sqm 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. Increases in transactions at supermarkets are not proportional to increases in floor area. Extensions of 33% of gross floor area produce a 10% increase in transactions.
6. The non-operational standard includes employees parking.
7. Parking Reserved for Disabled People: Refer to Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 4 & 5.
9. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the store servicing area in a forward gear.

10.4. Retail Warehousing and Garages

ALL ZONES

Type of Development	Operational	Non-operational
Retail Warehousing (non-food)(non-DIY)(>1,000 sqm)	3 commercial vehicle spaces	1 space per 30 sqm
Retail Warehousing (DIY & Garden Centres) (>1,000 sqm)	3 commercial vehicle spaces	1 space per 20 sqm
Builders Merchants (Trade & Retail)	3 commercial vehicle spaces	1 space per 80 sqm & 10% of GFA
Cash & Carry Warehousing (Trade Only)(>1,000 sqm)	3 commercial vehicle spaces	1 space per 50 sqm
Open Air Markets & Car Boot Sales	1 space per stall pitch	1 space per 30 sqm of gross stall pitch area including pedestrian circulation area
Vehicle Repair Garages	1 car/lorry space per each car/lorry service bay	2 car/lorry spaces per each service bay
Service Stations (Exhausts, MoT, Tyres etc.)	1 lorry space & 20% of GFA	2 car/lorry spaces per each service bay
Petrol Filling Stations (see note 10 re. associated convenience stores)	1 space for petrol tanker	4 spaces for ancillary use (e.g. automatic car wash)
Car Sales Premises	1 space for car transporter	1 space per 50 sqm of retail area (internal & external)
Motorcycle Sales Premises	1 commercial vehicle space	1 space per 50 sqm of retail area (internal & external)
Driving Schools Private Hire / Vehicle Hire Licensed Taxis	1.25 spaces per vehicle operated	1 space per 3 auxiliary staff

Notes relating to Retail Warehouses and Garages parking standards:

1. 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. This is reflected by the tabulated requirements.
 - 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
2. 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 200 sqm 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. Increases in transactions at supermarkets are not proportional to increases in floor area.
6. Extensions of 33% of sales floor area produce a 10% increase in transactions.
7. The non-operational standard includes employees parking.
8. Relaxation may be given to the parking requirements at fast service centres, e.g. tyres, exhausts, MOTs etc.
9. Where car sales premises include external display areas, additional parking space will be required.
10. Parking Reserved for Disabled People: Refer to Appendix 1.
11. For cycle and motorcycle parking refer to Appendices 4 & 5.
12. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
13. Convenience stores located at petrol filling stations will attract customers who do not also purchase petrol and will therefore require parking space. The additional requirement for this must be assessed as for a small shop.

10.5. Industry and Industrial Warehousing

Zones A-C

Type of Development	Operational	Non-operational
Small Industry (<100 sqm)	1 van space	1 space
Small Industry (<235 sqm)	1 van space	2 spaces
Industry	See Note 5	1 space per 120 sqm
Highly Technical Industry	See Note 5	1 space per 35 sqm
Industrial Warehouses	See Note 5	1 space per 140 sqm
Storage Warehouses	1 commercial space per 500 sqm	Nil
Distribution Centres (<1,000 sqm)	35% of GFA	1 space per 120 sqm
Distribution Centres (>1,000 sqm)	25% of GFA	1 space per 120 sqm

Zones D-E

Type of Development	Operational	Non-operational
Small Industry (<100 sqm)	1 van space	1 space
Small Industry (<235 sqm)	1 van space	2 spaces
Industry	See Note 5	1 space per 80 sqm
Highly Technical Industry	See Note 5	1 space per 20 sqm
Industrial Warehouses	See Note 5	1 space per 140 sqm
Storage Warehouses	1 commercial space per 500 sqm	Nil
Distribution Centres (<1,000 sqm)	35% of GFA	1 space per 80 sqm
Distribution Centres (≥1000 sqm)	25% of GFA	1 space per 80 sqm

Notes relating to Industry and Industrial Warehousing parking standards:

1. Vehicles should be able to enter and leave the site in forward gear.
2. Relaxation permitted for operational space when special servicing arrangements are made.
3. Visitor parking is included in non-operational parking.
4. For premises up to a maximum of 235 sqm 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. Operational requirements:

GFA sqm	Minimum sqm	GFA sqm	Minimum sqm	GFA sqm	Minimum sqm
100	70	500	100	1,001	150
250	85	1,000	150	2,000	200

Above 2,000 sqm GFA, the required minimum operational area should be taken as 10% of GFA.

6. The General Permitted Development Order limit of 235 sqm is defined as the upper cut off for size for units to encourage new firms requiring garage size sites. 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, adequate space must also be provided to accommodate commercial vehicles that are likely to be parked overnight.
9. Parking reserved for Disabled People: See Appendix 1.
10. For cycle and motorcycle parking refer to Appendices 4 & 5.

10.6. Places of Entertainment

ZONES A-C

Type of Development	Operational	Non-operational
Children's Play Centres	1 space per 3 members of staff	1 space per 20 sqm of play area
Assembly Halls (Commercial) e.g. Bingo	1 commercial vehicle space	1 space per 8 sqm
Assembly Halls (Social) e.g. Unlicensed Club, Community Centre	1 commercial vehicle space	1 space per 10 sqm
Cinemas, Theatres & Conference Centres	1 commercial vehicle space	1 space per 5 seats
Stadia	1 commercial vehicle space	1 space per 15 seats

ZONES D&E

Type of Development	Operational	Non-operational
Children's Play Centres	1 space per 2 members of staff	1 space per 15 sqm of play area
Assembly Halls (Commercial) e.g. Bingo	1 commercial vehicle space	1 space per 8 sqm
Assembly Halls (Social) e.g. Unlicensed Club, Community Centre	1 commercial vehicle space	1 space per 10 sqm
Cinemas, Theatres & Conference Centres	1 commercial vehicle space	1 space per 3 seats
Stadia	1 commercial vehicle space	1 space per 15 seats

Notes relating to Places of Entertainment parking standards:

1. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
2. Appropriate provision must be provided for use by disabled people.
3. For cycle and motorcycle parking refer to Appendices 4 & 5.

10.7. Hotels and Restaurants

ZONES A-C

Type of Development	Operational	Non-operational
Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public Houses & Licensed Clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 5 sqm of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7 sqm of dining area
Cafes & Drive through Restaurants (see Note 5)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14 sqm of dining area
Hot Food Takeaways	1 commercial vehicle space	1 space for non-resident staff & adequate on street parking for customers nearby
Transport Cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

ZONES D&E

Type of Development	Operational	Non-operational
Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public Houses & Licensed Clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 3 sqm of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7 sqm of dining area
Cafes & Drive through Restaurants (see Note 5)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14 sqm of dining area
Hot Food Takeaways	1 commercial vehicle space	1 space for non-resident staff & Adequate on street parking for customers nearby
Transport Cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

Notes relating to Hotels and Restaurants:

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 requirements between zones allows for the distinction between 'country' public houses and 'suburban' public houses which are likely to have a higher proportion of walk-in 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 must be provided at the rear. (This does not apply to transport cafes).
5. 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.
6. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.
7. Appropriate provision must be provided for use by disabled people.
8. For cycle and motorcycle parking refer to Appendices 4 & 5.
9. All hotels must provide short stay parking for taxi drop off / pick up (minimum of 2 bays per 100 bedrooms).
10. All hotels must provide coach parking (minimum of 1 bay per 100 bedrooms).

10.8. Community Establishments

ALL ZONES

Type of Development	Operational	Non-operational
Hospitals (See Note 1)	Essential vehicles as required	2.5 spaces per bed
Health Centres & Surgeries	1 space per practitioner (See Note 2)	1 space per 3 ancillary staff (1 space per 2 in Zones 4 & 5) & 3 spaces per practitioner
Churches & Places of Worship	1 commercial vehicle space	1 space per 10 seats or 1 space per 8 sqm of praying floor space (See Note 3)
Chapels of Rest	3 commercial vehicle spaces	As per Churches etc.
Funeral Homes	3 commercial vehicle spaces	1 space per 2 members of staff
Public Leisure Centres	1 commercial vehicle space	1 space per 2 facility users & 1 space per 3 spectators
Fitness Clubs, Leisure Clubs & Sports Clubs (See Note 6)	1 commercial vehicle space	1 space per 2 facility users
Marinas	1 car and trailer space	1 space per berth
Libraries	1 commercial vehicle space	1 space per 45 sqm

Notes relating to Community Establishments parking standards:

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 and places of worship. One serving a local area would require a lower provision than one serving a wide area.
4. Consideration must be given to the provision of a coach parking area where appropriate and to cycle and motorcycle parking. Coach parking is required to be provided for leisure centres.
5. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area, where provided, in a forward gear.
6. Clubhouse bar and restaurant facilities must always be separately assessed.
7. Parking Reserved for Disabled People: See Appendix 1.
8. For cycle and motorcycle parking refer to Appendices 4 & 5.

10.9. Educational Establishments

ZONES A-C

Type of Development	Operational	Non-operational
Day Nurseries & Crèches (new build property)	1 commercial vehicle space	1 space per 2 full time staff
Day Nurseries & Crèches (converted build property)	Included in non-operational requirement	1 space per 2 full time staff (See Note 3)
Nursery / Infants / Primary Schools	1 commercial vehicle space	1 space per each member of teaching staff & 3 visitor spaces
Secondary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 20 students of age 17 and 3 visitor spaces. Bus parking as required
Colleges of Higher / Further Education (See Note 6)	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 8 students and 5 visitor spaces. Coach parking as required

ZONES D&E

Type of Development	Operational	Non-operational
Day Nurseries & Crèches (new build property)	1 commercial vehicle space	1 space per 2 full time staff
Day Nurseries & Crèches (converted build property)	Included in non-operational requirement	1 space per 2 full time staff
Nursery / Infants / Primary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff & 3 visitor spaces
Secondary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 10 students of age 17 and 3 visitor spaces. Bus parking as required
Colleges of Higher / Further Education (See Note 6)	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 5 students and 5 visitor spaces. Coach parking as required

Notes relating to Educational Establishments:

1. In addition to the non-operational parking an area must be provided for the picking up and setting down of school children.
2. In the case of Day Nurseries in converted properties the availability of adequate kerbside capacity (i.e. unrestricted parking) should be taken account of.
3. This should be assessed when the nursery is at full capacity. Where part-time staffs are employed they should be aggregated to their full time equivalents.
4. 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 50) 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.
5. The parking 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.
6. Where there is a high level of part-time (day release) students, the standard for Colleges of Higher Education/Universities is increased to 1 per 3 students.
7. Where the school is used for dual social and adult educational purposes, the use of hard playground surfaces for parking is acceptable.
8. 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.
9. Appropriate provision must be provided for use by disabled people.
10. Appropriate provision must be provided for parental drop off/pick up of children as dictated by local circumstances and any school travel plan. Drop off areas must be located so that the safety of pupils walking or cycling to school is not jeopardised.
11. For cycle and motor cycle parking refer to Appendices 4 & 5

11. Appendices

11.1. 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, Disabled Persons (Amendment) Act 1976 and Disability Discrimination Act 2005 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.

Parking spaces for disabled persons must also be designed in accordance with Building Regulations Part M and the Approved Documents to the Building Regulations should provide design guidance on design methods that would comply with the Regulations.

In publishing a comprehensive document on parking standards, 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 Appendix has been prepared 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 be used as the basis for guidance:

“Reducing Mobility Handicaps”

Guidelines published by The Institution of Highways and Transportation, 6 Endsleigh Street, London, WC1H 0DZ.

“Planning and Access for Disabled People”

A good practice guide published by the Department for Communities and Local Government, PO Box 236, Wetherby, LS23 7NB

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

In addition to the contents of these two documents, developers must give due consideration 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. 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 (preferably less than 5% gradient) 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, preferably within 50 metres of the facility served by the car park and which are 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 Department for Transport's document 'Inclusive Mobility', 'A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure' (2002). However this guidance document is currently under review and is likely to be updated with improved content and scope in the near future. Should the recommended disabled parking standards be amended as a result of this review, the SPG will be amended accordingly.

The recommended proportions of spaces for Blue Badge holders are:-

- For car parks associated with existing employment premises;
 - 2% of the total car park capacity, with a minimum of one space (spaces for disabled employees must be additional to those recommended above, reservation could be ensured, for example, by marking a space with a specific registration number).

- For car parks associated with new employment premises;
 - 5% of the total car park capacity should be designated (to include both employees and visitors).

- For car parks associated with shopping areas, leisure or recreational facilities and places open to the general public;
 - A minimum of one space for each employee who is a disabled motorist plus 6% of the total car park capacity for visiting disabled motorists.
 - The numbers of designated spaces may need to be greater at hotels and sports stadia that specialize in accommodating groups of disabled people.

- For car parks associated with railway stations;
 - A minimum of one space for each railway employee who is a disabled motorist plus:
 - For a car park with fewer than 20 spaces, a minimum of one disabled space
 - For a car park of 20 to 60 spaces, a minimum of two disabled spaces
 - For a car park of 61 to 200 spaces, 6% of capacity with a minimum of three disabled spaces
 - For a car park with more than 200 spaces, 4% of capacity plus four disabled spaces.

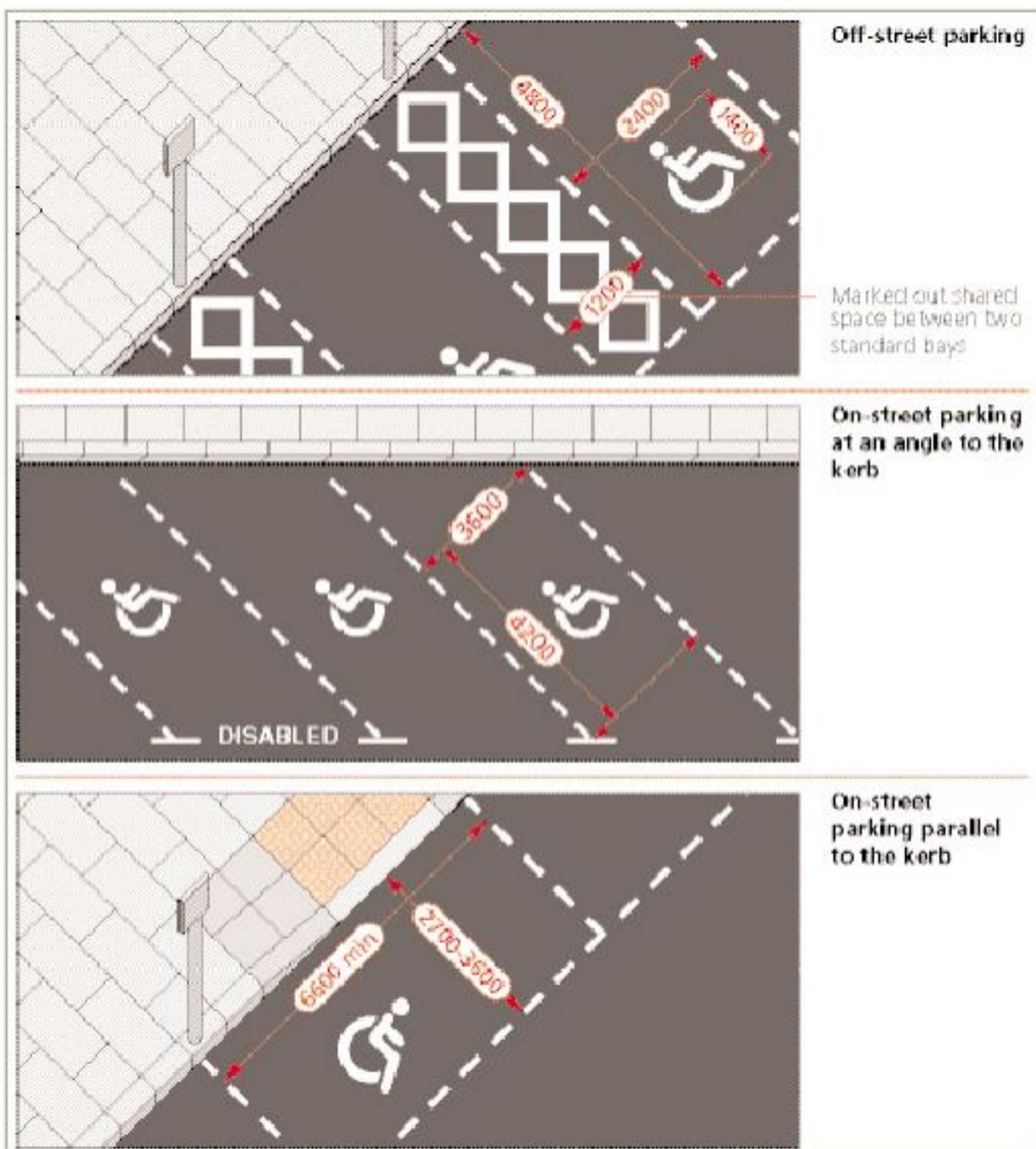
Disable Parking Bay Design

On-street parking parallel to the kerb: within the marked parking space, a clear rectangular space should be provided which is a minimum of 6.6m long by 2.700m wide (preferably 3,6m). The extra width allows for an access zone on kerb or street side. On-street parking at an angle to the kerb: the parking space should be a minimum of 4.2m long by 3.6m wide. It is recommended that kerbside parking bays should be sited where road gradient and camber are reasonably level e.g. 1:50. A road with a steep camber causes difficulties for wheelchair users who have a side lift in their vehicle. Where designated bays on-street are at a different level from the adjacent pavement, dropped kerbs should be provided for wheelchair users, with appropriate tactile marking. It should be remembered that parking vehicles partly on the pavement is one of the main causes of concern to blind and visually impaired people in the pedestrian environment. Off-street parking: bays should be a minimum of 4.8m long by 2.4 m wide with additional space:

1. Where bays are parallel to the access aisle and access is available from the side an extra length of at least 1.8 m, or,
2. Where bays are perpendicular to the access aisle, an additional width of at least 1.2 m along each side. Where bays are adjacent the same 1.2 m space can serve both sides. There should also be a 1,200 mm wide safety zone at the vehicle access end of each bay to provide boot access or for use of a rear hoist.

Bay marking and signing

On-street bays should be indicated by signs in accordance with TSRGD; road markings must also confirm to TSRGD. Each bay should have a raised sign at the head of the bay to ensure that if snow or fallen leaves obscure the road markings, the purpose of the bay is still apparent.



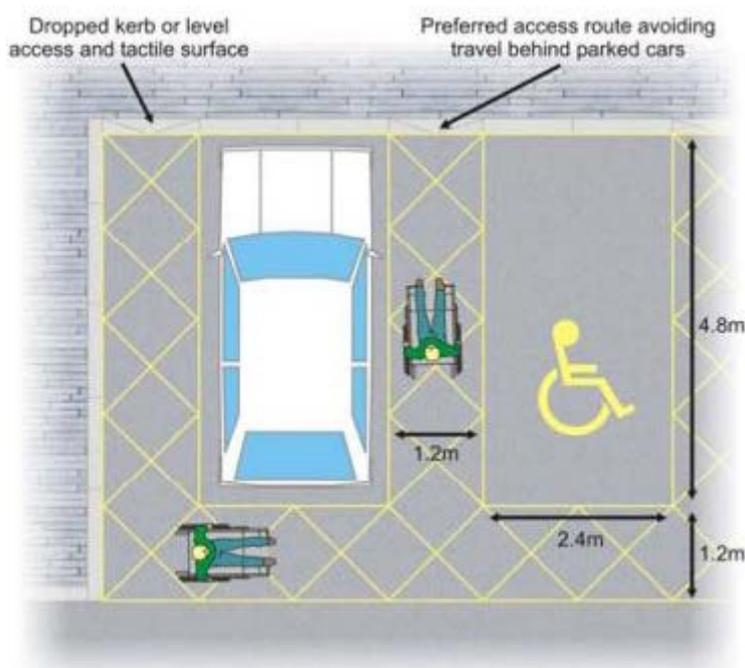
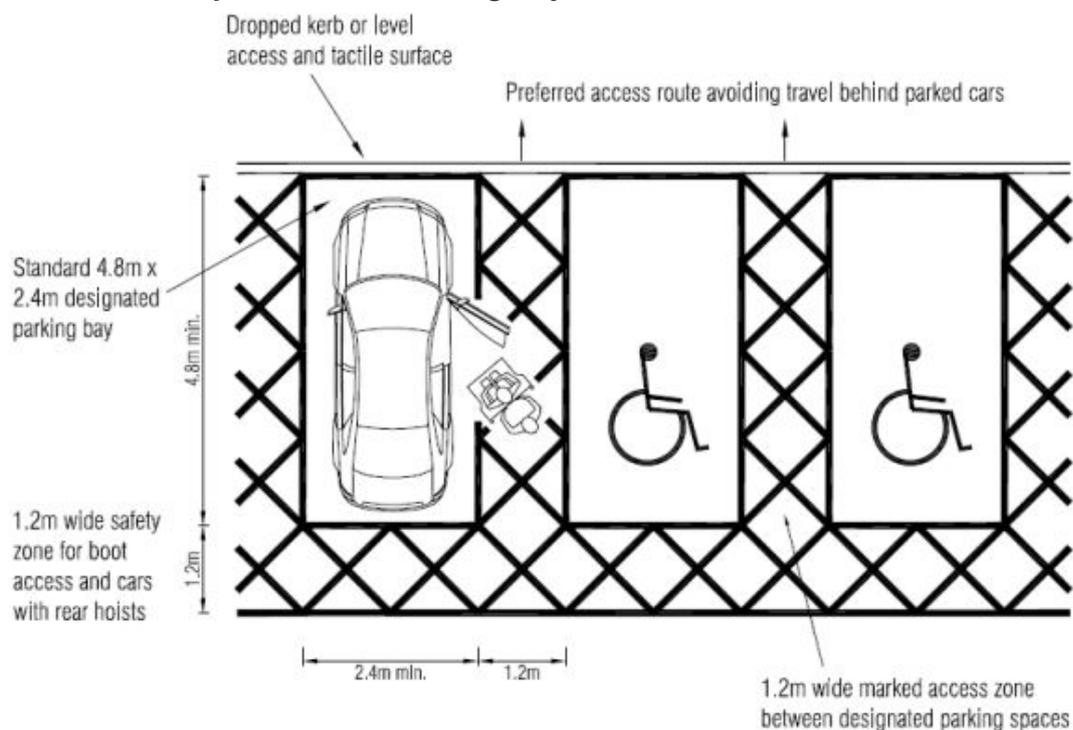
(Source: Inclusive Mobility Department for Transport 2005)

Disabled persons parking bays in off-street locations should be marked out with yellow lines and a yellow wheelchair symbol within the parking space. A sign, or if appropriate signs should be provided at the entrance to the car park to direct disabled motorists to designated parking spaces which, if the car park is not under cover, should also have raised signs at the head of the reserved bays. Signs inside the car park should show the most convenient way to the facilities served by the car park, with an approximate distance to those facilities. The marking out should comply with British Standard BS8300:2001 'Design of buildings and their approaches to meet the needs of disabled people – Code of Practice' as

well as to the recommendations of the Department for Transport's document 'Inclusive Mobility' (see note above), 'A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure' (2002).

On street disabled parking bays should be indicated by signs and marked out in full compliance with the Traffic Signs Regulations and General Directions (1994). Each bay should have a raised sign at the head of the bay to ensure that if snow or fallen leaves obscure the road markings, the purpose of the bay are still apparent.

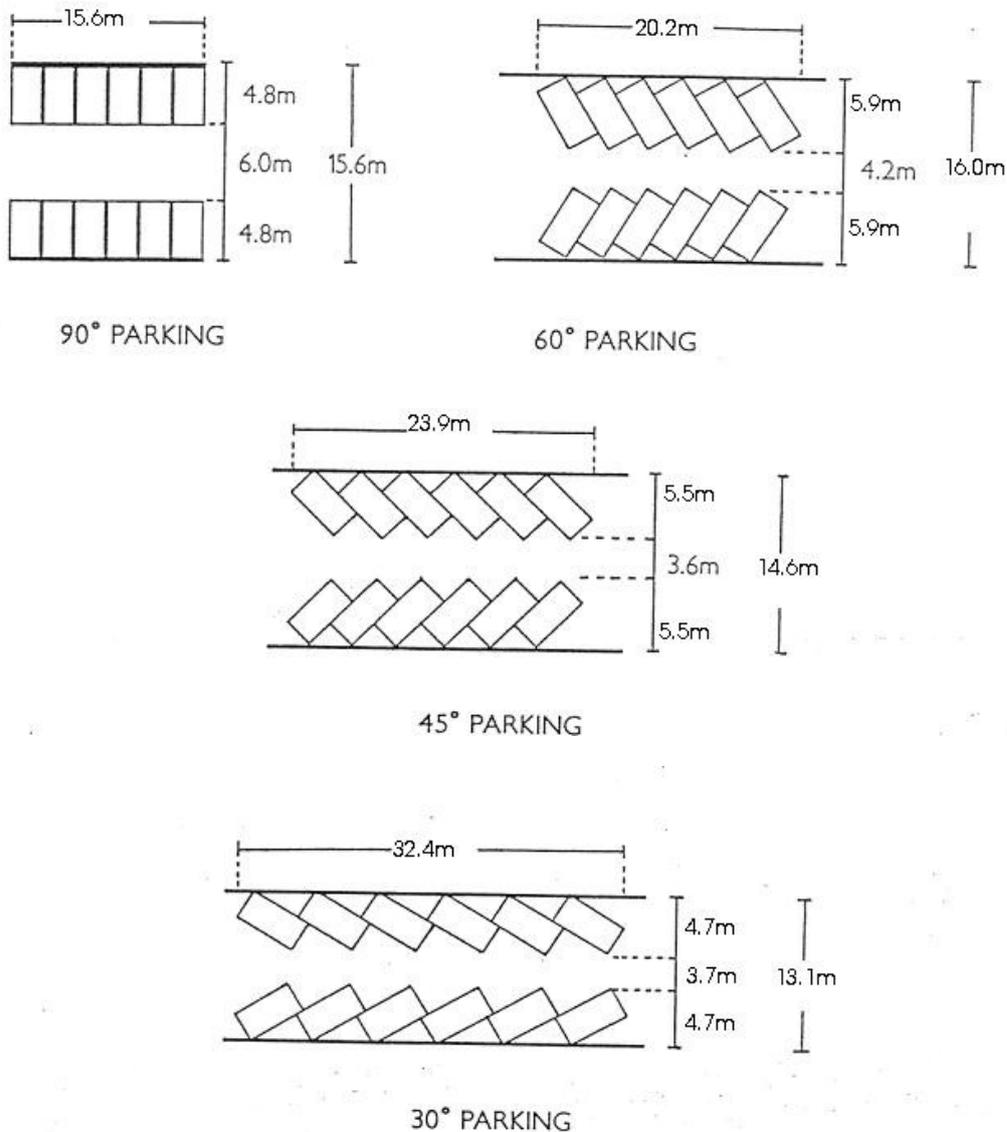
Off Street Multiple Disabled Parking Bays



11.2. Appendix 2 – Layout of Parking Areas

A standard parking space dimension is 2.6m x 4.8m, however sufficient space must surround this to enable safe and convenient access to vehicles. Therefore a driveway serving a residential property will usually require a width of no less than 3.6m. For double driveways, the width is increased to 6.0m. All parking spaces adjacent to the carriageway or fronting a garage are required to be provided at a length of 6.0m to allow loading and unloading of vehicles or to enable access to the garage. In addition, different parking layouts such as parallel, in line or angled parking schemes will have slightly different overall space requirements and some examples and space dimensions are illustrated below.

Alternative Ways of Arranging 12 Spaces



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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 12 m rigid lorry requires a absolute minimum of 105 sqm 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 1998.

- Articulated Vehicles 16.5 m x 2.55 m
- Articulated Low loader Vehicles 18.0 m x 2.55 m
- Rigid Vehicles 12.0 m x 2.55 m
- Buses and Coaches (two axle) 13.5 m x 2.55 m
- Buses and Coaches (three axle) 15.0 m x 2.55 m
- Buses and Coaches (Articulated) 8.75 m x 2.55 m
- Refrigerated vehicles maximum allowed width is 2.65 m

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

Further guidance on parking layouts can be found in Manual for Streets.

11.3. 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 afterthought. 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 or remove any degree of natural surveillance.

Plant selection should reflect local character and vegetation and draw on native as well as the more ornamental of exotic species. Ultimate height and spread should be considered in relation to nearby structures. Plant selection must exclude those species of plant that harbour litter.

A useful guide for species choice is available on a web site compiled by the Horticultural Trades Association in consultation with the Landscape Institute at www.plantspec.org.uk.

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

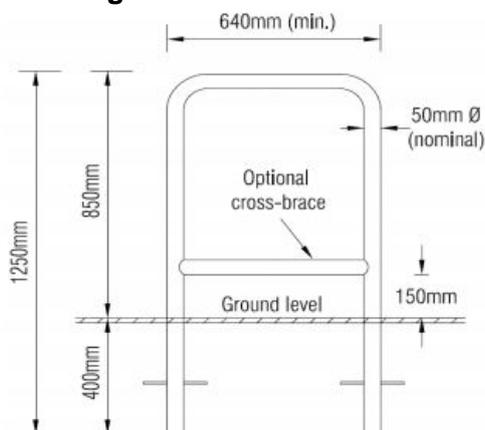
There is a wide variety of surfacing materials available, which can be used for car parks. The choice of which one to use in a specific situation will depend on the intensity of use expected, the desired appearance and the amount of money available for laying and maintenance.

The design and landscaping of car parks should take into account the guidance contained within the assessment guidelines of the Park Mark safer parking initiative of the Association of Chief Police Officers as well as the more general requirements of Planning Policy Wales Technical Advice Note 12: Design (TAN12).

11.4. Appendix 4 Cycle Parking Standards

1. Short stay parking and long stay parking are separately considered in the following tables. Short stay parking addresses the needs of customers or other visitors to a development, whereas long stay parking is applicable to the needs of staff. Staff should also be encouraged to cycle to work by the provision of additional facilities such as lockers, changing areas and showers. Covered cycle parking stands can also be an important element in encouraging the use of cycles.
2. Cycle parking should be located in a safe, secure and convenient location. Care should also be taken to ensure that cycle parking facilities are not located where they may obstruct pedestrians, disabled persons and particularly people with sight problems.
3. Appropriate signing should always be provided to indicate the location of short term cycle parking.
4. For reasons of security, cycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. In certain instances this could need to be supplemented through the introduction of CCTV or other security means.
5. Guidance on the design of cycle parking is available in the DfT Traffic Advisory Leaflet 5/02 “Key Elements of Cycle Parking” and in Sustrans Information Sheet FF37 “Cycle Parking”, however the standard Sheffield parking rack design is illustrated below.
6. All residential developments must be accessible by cycles and cycle storage must be a factor of dwelling design. In appropriate circumstances, convenient communal facilities may be provided. Guidance on this subject is available within Manual for Streets.
7. Where a development is located within a commercial centre and it is not appropriate for a particular reason to provide cycle parking facilities, the developer should be asked to provide a financial contribution towards the provision of sustainable transport.
8. The provision of facilities for cyclists should be specifically considered whenever a Travel Plan is accepted.

Typical Sheffield Cycle Rack Design



Minimum distance between rows of racks 2 m.

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Type of Development	Cycle Parking Provision	
	Long Stay	Short Stay
a) Residential		
Apartments	1 stand per 5 bedrooms	No requirement
Purpose built student accommodation	1 stand per 2 bedrooms	No requirement
Self-contained elderly persons accommodation	1 stand per 20 bedrooms	1 stand per 20 bed spaces
b) Offices		
Offices	1 stand per 200 sqm	1 stand per 1,000 sqm
Call Centres	1 stand per 150 sqm	1 stand per 1,000 sqm
c) Shops		
Shops <200 sqm	1 stand per 100 sqm	1 stand per 100 sqm
Shops 201 sqm – 1,000 sqm	Food 1 stand per 500 sqm Non-Food 1 stand per 500 sqm	1 stand per 500 sqm 1 stand per 750 sqm
Supermarkets	1 stand per 500 sqm	1 stand per 500 sqm
d) Retail Warehousing		
Retail Warehousing	Non-Food 1 stand per 500 sqm	1 stand per 1,000 sqm
Cash and Carry warehousing	1 stand per 500 sqm	No requirement
Open Air markets	1 stand per 500 sqm	1 stand per 500 sqm
Garages	1 stand per 250 sqm	No requirement
Car Sales Premises	1 stand per 1,000 sqm	No requirement
e) Industry & Industrial Warehousing		
Industry	1 stand per 500 sqm	1 stand per 1,000 sqm
Industrial Warehousing & Storage Centres	1 stand per 500 sqm	No requirement
f) Places of Entertainment		
Assembly Halls:	Commercial 1 stand per 10 staff Social Included in short stay	1 stand per 40 seats 1 stand per 30 sqm
Cinemas, Theatres & Conference Centres	1 stand per 10 staff	1 stand per 30 seats
Stadia	1 stand per 10 staff	1 stand per 100 seats
g) Hotels and Restaurants		
Hotels & Public Houses	1 stand per 5 bedrooms	1 stand per 4 sqm of public floor space
Restaurants & Cafes (All types)	1 stand per 10 staff	No requirement
h) Community Establishments		
Hospitals	1 stand per 20 beds	1 stand per 20 beds
Health Centres & Surgeries	Included in short stay	1 stand per consulting room
Churches & Places of Worship	Included in short stay	1 stand per 50 sqm of public floor space
Public Leisure Centres	1 stand per 10 staff	1 stand per 50 sqm of public floor space
Fitness Clubs	1 stand per 10 staff	1 stand per 25 sqm of public floor space
Leisure Clubs & Sports Clubs	1 stand per 10 staff	1 stand per 10 facility users

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Libraries	1 stand per 10 staff	1 stand per 30 sqm of public floor space
i) Educational Establishments		
Day Nurseries & Crèches	Included in short stay	1 stand per 30 children
Nursery, Infants & Primary Schools	1 stand per 5 staff and 1 stand per 20 children	1 stand per 100 children
Secondary Schools & Colleges of Further Education	1 stand per 5 staff and 1 stand per 6 students of age 17	1 stand per 100 children
j) Transport Facilities		
Park & Ride Car Parks	1 secure stand per 20 car parking spaces	No requirement

11.5. Appendix 5 Motorcycle Parking Standards

1. Motorcycle parking should be located in a safe, secure and convenient location where other vehicles cannot encroach or obstruct the motorcycle parking area.
2. Motorcycles are prone to theft. For reasons of security, motorcycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. Surrounding high walls or shrubbery should be avoided as they could provide cover for thieves. In certain instances the introduction of CCTV or other security means could be necessary. In particular these facilities should be located where other larger vehicles, such as vans, could not be used to steal the motorcycles.
3. Robust anchor points must be provided to lock the motor cycles to, but the design of the anchor points must be such that they are able to accommodate a wide range of motorcycle wheel sizes, but without affording easy leverage for bolt croppers or other equipment used for the purposes of theft. Care must also be taken to ensure that locking facilities do not present a trip hazard to pedestrians, disabled persons and particularly people with sight problems.
4. Covered motorcycle parking would clearly be of benefit to riders, particularly for long term parking, as would the supply of convenient litter bins as riders have little space for carrying surplus articles. It is also important to consider the supply of lockers for storage of rider’s protective clothing and helmets.
5. Motorcycle length and width dimensions are generally reduced when parked, as the front wheel will be turned to a locked position. The effective length and width vary between about 1600mm to 2,300 mm (length) and 650 mm to 900 mm (width). A bay size of 2.8 m x 1.3 m is recommended.
6. A further consideration is that of disabled riders. It is suggested that provision be made for disabled riders by way of special marked out bays of increased size. Any rider experiencing reduced mobility and strength will benefit from extra room to position themselves to the side of their bike when manoeuvring or mounting. As the rider population ages, stiffness and reduced range of movement will make this a common issue.
7. Motorcycle parking bays should not be surfaced with bitumen based material as it can soften in hot weather, causing the stand of the motorcycle to sink and the bike to topple. Concrete surfaces should avoid this problem.
8. Further guidance is available in Manual for Streets.

Type of Development	Motorcycle Parking Provision
All classes of development	55 f provision for car parking

12. Definitions and Notes

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.

Non-Operational Parking Space -The space occupied by vehicles not necessarily used for the operation of the premises. This is divided into two classes:

Long term (i.e. commuter parking) mainly occupied by vehicles of staff/clients/customers whose attendance at the premises are of long single durations.

Short term parking space required by staff/clients/customers whose attendances at the premises are of short single durations.

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

Gross Floor Area -The standards that are related to floor areas are gross floor areas, i.e. including external walls, except where the text stipulates otherwise in respect of public houses, restaurants, cafes and places of worship.

Extension or Development of Existing Buildings - For industrial, office, commercial premises and pre-1914 public houses, under 235 sqm 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.

Public Transport Accessibility - Public transport provision has the potential to reduce use of the car and where appropriate the level of this provision should be enhanced as planning gain through the planning process. Ease of access to public transport is related to the required parking levels through the zoning system introduced by this document.

Employment Density - The standards have been assessed on density norms (retail 19.5 sqm per employee; industrial 35 – 45 sqm per employee, office 16.5 sqm per employee). Variations in density may be treated on their merits.

Land Use - for the purpose of applying the parking standards the following table outlines the land uses specified within the Town and Country Planning (Use Classes) Order 1987.

Use Classes In 1987 Order Land Uses in Parking Guidelines

Use Classes in 1987 Order	Land Uses in Parking Guidelines
Class A1: Shops	Shops Supermarkets and Superstores Retail Warehousing (Cash and Carry)
Class A2: Financial & Professional Services	Offices (only in cases where premises are provided principally for visiting members of the public).
Class A3: Food & Drink	Restaurants, Public Houses, Cafes, transport Cafes, Licensed Clubs.
Class B1: Business	Offices (other than in A2 above) / Light industry
Class B2: General Industrial	Industry
Class B3 – B7: Special Industrial	Industry
Class B8: Storage or Distribution	Wholesale Warehousing
Class C1: Hotels & Hostels	Hotels
Class C2: Residential Institutions	Homes for the Elderly, Children etc. Nursing Homes Hospitals
Class C3: Dwelling Houses	General Purpose Houses & Flats Sheltered Accommodation
Class C4: Houses in Multiple Occupation	Shared houses or flats occupied by unrelated individuals as their only or main residence.
Class D1: Non-residential Institutions	Health Centres Surgeries Churches Primary School / Nursery Schools Secondary Schools Colleges of Further education Libraries Assembly Halls e.g. Community Centres, Unlicensed Clubs
Class D2: Assembly and Leisure	Leisure Centres Sports Clubs Assembly Halls e.g. Bingo Halls

Note:

1. Certain uses within this document do not fall within any specific Use Class and therefore must be dealt with separately (see general uses) e.g. open air markets.
2. The Standards have not been defined in terms of the 1987 Use Classes Order as this would lead to wide ranges of recommended provision, e.g. Class B1 business encompasses some office uses and industry. A standard anticipating this interchangeability would be very wide and therefore, standards are only given for specific land use concerned e.g. office or industrial use.
3. 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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