
Parking Supplementary Planning Document

July 2020



Elmbridge
Borough Council
... bridging the communities ...



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1. Executive Summary

What are the aims of this document?

The aim of this Supplementary Planning Document (SPD) is to ensure that all new developments provide well-designed vehicle and cycle parking, in order to avoid the problems and issues associated with the provision of inadequate or poorly designed parking for vehicles and cycles.

The SPD seeks to support the aims of both local and national policy in relation to parking. At a national level this includes an emphasis on good design and sustainability. At a local level this SPD provides further detail to support the implementation policies of the existing Core Strategy 2011, particularly Policy CS25 Travel and Accessibility, and the Elmbridge Borough Council Development Management Plan 2015, specifically Policy DM7 Access and parking, along with the existing Parking Standards.

This SPD encourages the provision of good quality designed development by setting out clear requirements and guidance with regards to all types of parking when designing new developments.

Who is this document for?

This SPD will be used by developers and their consultants when they are designing new developments. It will also be used by Elmbridge Borough Council Councillors and officers to assess parking in new developments where planning permission is being sought. Residents and other interested parties are also encouraged to refer to this document as it sets out the Council's expectations regarding all types of parking provision and parking design in new developments.

Where does it apply?

The parking requirements and guidelines in this SPD apply to the area within the Elmbridge Borough Council boundary.

What does it include?

- Design and layout guidance with minimum dimensions for parking spaces and garages to ensure that parking provided on sites is useable for typical vehicles.
- It sets out principles and expectations regarding the design and layout of parking.
- Guidance on the provision of cycle parking and electric vehicle charging.
- Guidance on parking stress survey/ assessments

2. Introduction

2.1 Having a balanced approach to delivering car parking can help stimulate growth in the borough, meet the needs of our residents, whilst also trying to minimise the effect on the environment. It is generally accepted that because of the lack of public transport in many parts of the Borough, many residents rely on their cars as their main form of travel. This SPD aims to deliver effective parking solutions while taking account of other planning considerations. Issues such as public car parking provision, charges and parking permits are not covered within this SPD; whilst the approach set out in this SPD compliments these, such issues are addressed through the Council's Parking Services. It is acknowledged that the SPD cannot resolve all the issues (actual or perceived) associated with parking in the borough. However, the SPD will influence the design and provision of parking space in new development, and as such is one element of what will need to be a wider package of measures to address parking issues in a holistic manner across the borough.

2.4 This SPD sets out the Council's approach to car and cycle parking in new developments in the Borough. It provides further detail to the existing policies of the Elmbridge Borough Council Core Strategy 2011, specifically Policy CS25 Travel and Accessibility, and the Elmbridge Borough Council Development Management Plan 2015, specifically policy DM7 Access and parking, along with the Parking Standards found in appendix 1 of the plan.

2.5 This SPD seeks to meet the following principle objectives in addressing parking in the borough: To respond to the characteristics of different localities in the borough in terms of accessibility by all modes of transport and restrictions on space availability, balanced with promoting sustainable travel patterns.

- To help tackle climate change and support the transition to a low carbon future, reducing CO₂ emissions and improving air quality.
- To provide high quality, well-designed places to live, work and visit with safe, convenient and useable parking provision.
- To ensure a consistent and transparent approach to assessing parking in planning applications.



- 2.6 Whilst it cannot change policy in relation to the specific parking standards, this SPD provides further guidance in relation to the existing policies, detailing the Council's expectations on design and layout in new developments, expanding on the sustainable requirements set out in policy regarding provision for cyclists, electric vehicle charging points, car clubs, travel plans, and the information requirements for parking surveys and assessments.
- 2.7 It is expected that applicants will refer to the Council's expectations in relation to both the quantum of parking required, as set out in the existing parking standards, and the parking design and layout principles.
- 2.8 The sections on the design and layout of car parking demonstrate how parking should be integrated into a high-quality external space and should be read in conjunction with the Council's Design and Character SPD (April 2012).
- 2.9 The parking standards set out in the Development Management Plan 2015 under [Development Management Policy DM7 Access and parking](#) and the guidance set out in this SPD are based on previous and current evidence. Ongoing technical work is being undertaken to prepare a new Local Plan which includes a Transport Assessment and work to assess future parking

standards.

The Elmbridge Context

- 2.10 The character of the Elmbridge includes both rural and suburban areas. Covering just over 9,634 hectares (37.2 square miles), Elmbridge is home to approximately 130,000 residents living across a patchwork of towns and villages each with its own distinctive character, surrounded by Metropolitan Green Belt.
- 2.11 This includes the main settlement areas of Walton-on-Thames and Weybridge; the suburban settlements of Esher, Hersham, East and West Molesey, Hinchley Wood and the Dittons; the service centre and rural fringe area of Cobham, Oxshott, Stoke D’Abernon and Downside; and the suburban village of Claygate.
- 2.12 The Borough benefits from good road accessibility to Central London via the M25 and A3 and is situated within easy reach of both Heathrow and Gatwick airports. The M3 is located to the north west of the Borough.
- 2.13 There are good passenger rail links to central London and, as such, the Borough’s transportation network has proved attractive to a wide variety of individuals and businesses. Commuting still plays a significant part for much of the workforce, with both radial and orbital journeys into London and around the region. The average median gross weekly pay for Elmbridge residents is higher than for those who work in the Borough, indicating that a considerable number of residents’ commute to higher-paid jobs within Greater London. Access to a train station is a key consideration for existing and future residents.

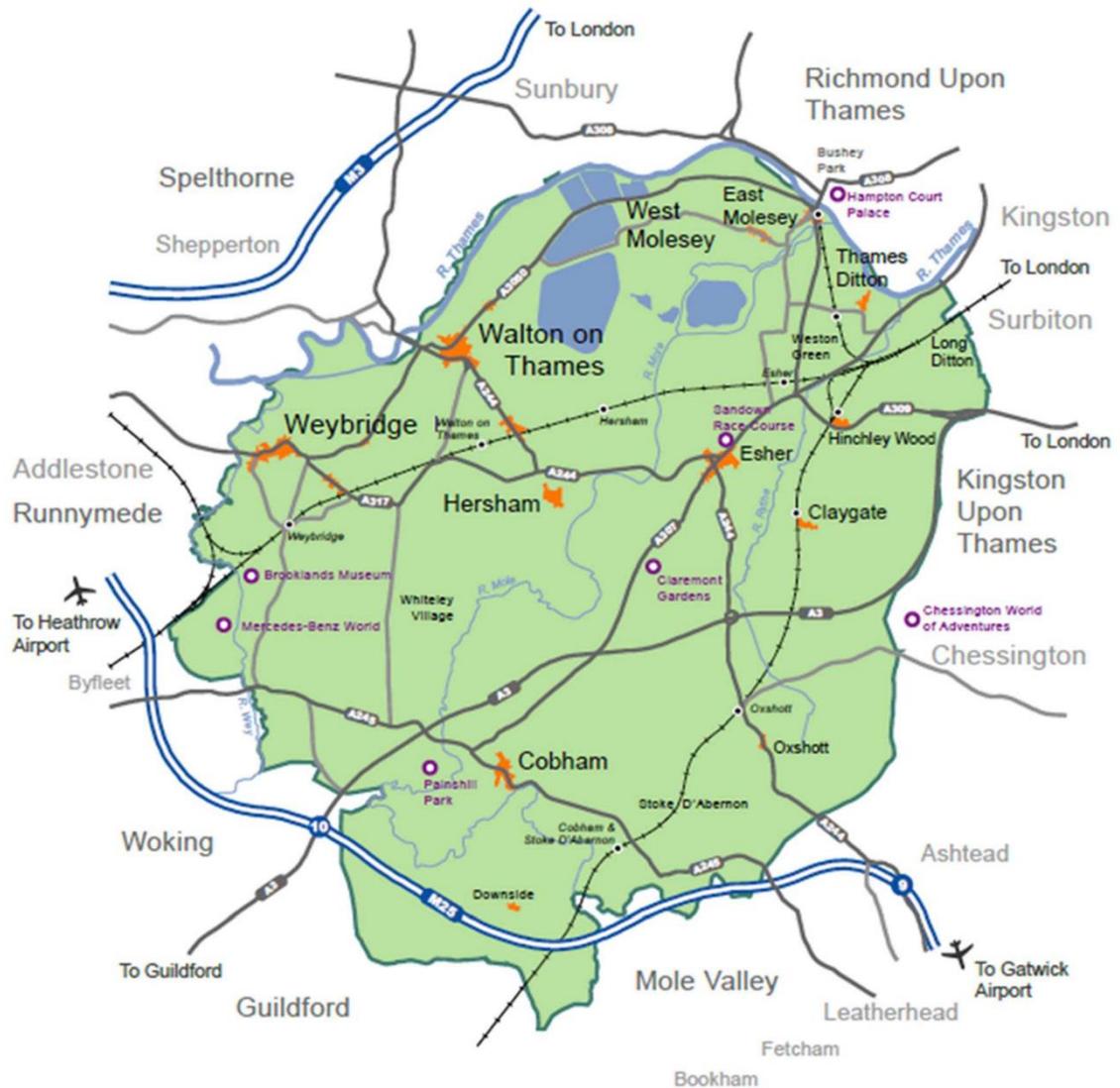


Figure 1 Key rail and road links within the Borough

- 2.14 Whilst the Borough benefits from good/ very good rail links to central London, access to other major centres such as Kingston, Guildford and Woking vary. Outside of the key commuter routes, public transport services are more limited, which leads to greater reliance on the private motor vehicle for internal Borough trips. It is not surprising that the Borough has one of the highest levels of car ownership with 1.5 cars per household and 46% of households owning more than two vehicles. Only 12% of households do not own a car, significantly lower than the South East average of 18.6%.
- 2.15 Elmbridge is characterised by a number of smaller retail centres that mainly meet the day-to-day shopping needs of their local communities. Evidence

from our retail study¹ shows that each centre continues to be both vibrant and viable. Walton-on-Thames is the largest centre with the most significant shopping area however, there is no single dominate town providing a core of services for the entire Borough. Each town and village have its own centre with a range of shops and services which seek to support the needs of that community. However, with no regional centre within the Borough many residents travel to larger retail destinations such as Kingston upon Thames, Woking, Staines and Guildford.

- 2.16 There are ten railway stations across the Borough each providing a 'good' or 'very good' service. Primarily owing to their Victorian construction, many of the stations are located outside of main residential areas, retail centres and some are located on the edge or outside of the urban area. The bus network varies in frequency across the Borough, with limited connectivity between our settlement areas and train stations.

¹ Elmbridge Retail Assessment 2016 - <http://www.elmbridge.gov.uk/planning/sdps/evidence-and-supporting-docs/>

3. Planning policy and context

3.1 In assessing the parking level, design and layout in new developments, the Council will have regard to policies in the Core Strategy, Development Management Plan, including this SPD, and national planning policy. This section of the SPD summaries those relevant national and local policies and gives an overview of the context and evidence for the Council's approach to parking.

National Planning Policy Framework (NPPF) (2019)

3.2 The revised National Planning Policy Framework (NPPF) was published on 19 February 2019. It sets out the Government's planning policies for England and how these are expected to be applied. The NPPF promotes sustainable transport and expects in paragraph 102 for opportunities to promote walking, cycling and public transport use to be pursued, and for parking and other transport considerations to be integral to scheme design, contributing to achieving high quality places.

3.3 The NPPF sets out what Local Planning Authorities are expected to consider in developing policies and standards for parking. Paragraph 103 expects the planning system to support limiting the need to travel and offering a genuine choice of transport modes, taking into account that the opportunities to maximise sustainable transport solutions vary between urban and rural areas. Paragraph 105 of the Framework sets out what policies should take into account when setting local parking standards for residential and non-residential development, which include:

- accessibility of the development,
- type,
- mix and use of development,
- availability
- opportunities for public transport, local car ownership levels, and
- the need to provide spaces for electric charging points.

3.4 Paragraph 106 states that "*maximum parking standards for residential and*

non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport. In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote sustainability for pedestrians and cyclists”.

- 3.5 In considering development proposals the NPPF states that development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.
- 3.6 Paragraph 122 expects development to make the efficient use of land, considering, amongst other things “*the scope to promote sustainable travel modes that limit future car use*”.

Planning Practice Guidance

- 3.7 The Planning Practice Guidance (PPG) provides detailed guidance on the policy approach set out in the NPPF, requiring local authorities to seek to ensure that parking provision is appropriate to the needs of the development and not reduced below a level that could be considered unreasonable.
- 3.8 It states that maximum parking standards can lead to poor quality development and congested streets, and therefore promotes greater freedom for local planning authorities to set parking standards appropriate to their areas.
- 3.9 The PPG reinforces the importance of travel plans and transport assessments stating that travel plans should be considered in parallel to development proposals and readily integrated into the design and occupation of a new site to identify and implement alternatives to the private car. Transport Assessments are supported as a means of taking forward the

identified transport mitigation measures which relate to on-going occupation and operation of the development.

- 3.10 Complementing the NPPF and PPG is Manual for Streets (MfS), published in 2007. MfS highlights that parking is one of five key functions of most streets and that well-designed parking can add to the vitality of the street. Manual for Streets 2 (MfS2), published in 2010, builds on MfS and explains how the principles can be applied more widely. Guidance provided in MfS and MfS2 has been used to help inform the layout and design standards detailed in later sections of this SPD Body text example

The National Design Guide (October 2019)

- 3.11 The recently published National Design Guide outlines and illustrates the Government's priorities for well-designed places through the form of ten characteristics that work together and one of which is *Movement*. Within *Movement*, section *M3 well-considered parking, servicing and utilities infrastructure for all users*, considers parking, with the relevant paragraphs stating:

84. parking standards are set locally and vary in response to local conditions. How parking is arranged has a fundamental effect on the quality of a place or development.

85. well-designed car and cycle parking at home and at other destinations is conveniently sited so that it is well used. This could be off-street to avoid on-street problems such as pavement parking or congested streets. It is safe and meets the needs of different users including occupants, visitors and people with disabilities. It may be accommodated in a variety of ways, in terms of location, allocation and design.

86. Well-designed parking is attractive, well-landscaped and sensitively integrated into the built form so that it does not dominate the development or the street scene. It incorporates green infrastructure, including trees, to soften the visual impact of cars, help improve air quality and contribute to biodiversity. Its arrangement and positioning relative to buildings limit its impacts, whilst ensuring it is secure and overlooked.

87. Electric vehicle spaces and charging points need to be considered, so they are suitably located, sited and designed to avoid street clutter.

Local Planning Policy

- 3.12 The existing Development Plan for the Borough consists of the Core Strategy 2011 and the Development Management Plan 2015. One of the objectives of the Core Strategy is to “*reduce people’s reliance on driving, by directing new development to sustainable locations, promoting attractive and convenient alternatives to using the private car and, in so doing, reducing congestion and pollution caused by traffic*”. In addition to this, objectives also promote sustainable lifestyles, and as part of this a commitment to reducing the need to travel.
- 3.13 At a strategic level, Policy CS25 Travel and Accessibility in the Core Strategy states:

The Council will promote improvements to sustainable travel, and accessibility to services, through a variety of measures by;

1. Directing new development that generate a high number of trips to previously developed land in sustainable locations within the urban area. These include town centres and areas with good public transport accessibility as outlined in national policy.
2. Applying maximum parking standards to all uses, including the consideration of zero parking for certain town centre developments.
3. Requiring a transport assessment and travel plan for all major development proposals, in order to promote the delivery and use of sustainable transport.
4. Protecting existing footpaths, cycleways and bridleways; delivering new cycling and walking schemes; and supporting development that increases permeability and connectivity within and outside the urban area.

5. Improving transport infrastructure by; Working in partnership with transport providers and Surrey County Council, as the Highway Authority, to support improvements to transport infrastructure. Those relating to new development will be delivered through the collection of developer contributions subject to viability. The Council will support improvements to stations and station parking that facilitate increased public transport use. Supporting the development of a regional transport network, schemes will be promoted that will help to deliver the objectives of the most recent Local Transport Plan.
6. Improving the environmental impact of transport, the Council will seek to mitigate the detrimental environmental effects caused by transport, particularly with regards to HGVs, through a variety of measures, which may include greening the roadside and parking environment, improving air quality, noise reduction measures and traffic calming. Support will be given to schemes that help to meet the commitments contained in the Elmbridge Air Quality Strategy.

3.14 Policy DM7 in the Development Management Plan gives more detail on parking and access in new developments and states that:

A. Access

- i. The layout and siting of accesses should be acceptable in terms of amenity, capacity, safety, pollution, noise and visual impact.*
- ii. Access to and from the highway should be safe and convenient for pedestrians, cyclists and motorists.*
- iii. Provisions for loading, unloading and turning of service vehicles are expected to be designed into the scheme ensuring highway and pedestrian safety.*
- iv. The proposal should minimise the impact of vehicle and traffic nuisance, particularly in residential areas and other sensitive areas.*

b. Parking

- i. The proposed parking provision should be appropriate to the*

development and not result in an increase in on-street parking stress that would be detrimental to the amenities of local residents. In such instances, a minimum provision of one space per residential unit will be required.

- ii. Garaging, cycle stores and car parking designs should be integrated into the scheme and respect the character of the area.*
- iii. Hardstanding should be designed and constructed with permeable (or porous) surfacing. Impermeable paving should be limited, and the use of soft landscape maximised. Provision of car, cycle and disabled parking should accord with the Elmbridge Parking Standards.*

c. Public car parks

- i. Public off-street parking will continue to be provided where it supports the economic or recreational use of the immediate area and provides dual use allowing parking for residents and shoppers/employees, particularly in town centres.*
- ii. New park and ride proposals will be assessed against their impact on highway capacity, traffic congestion, amenity of local residents and land within sensitive designations, together with the potential benefits to the provision of sustainable transport links.*
- iii. The Council will encourage the improvement and retention of station car parking unless the existing provision exceeds the need, or the redevelopment would re-provide sufficient lost spaces. The cumulative impact of changes to station car park provision will be considered in terms of the possible knock on effect with regard to the impact on number and length of car journeys, increased demand on another train station or impact on traffic safety, congestion or residential amenity in surrounding streets*

4. Surrey County Council Vehicular and Cycling Guidance (January 2018)

- 4.1 Surrey County Council (SCC) originally produced this guidance in 2012 and updated the guidance in 2018 to reflect changes in electric car charging technology. The guidance sets out recommended standards that are intended to be used flexibly and as appropriate by the Local Planning Authorities across the County. The guidance recognises that there is a varying demand for travel and car parking across the County, and as such the guidance is intended to be applied in a pragmatic and flexible way. Maximum car parking standards are set out for residential and non-residential developments, and minimum standards for cycle parking. The guidance supports the provision of car clubs, and expects new or extended schools to develop, update and monitor school travel plans. In line with Government Guidance 5% of the total number of parking spaces should be provided in non-residential developments for disabled parking.

5. Elmbridge Borough Design and Character Supplementary Planning Document (April 2012)

- 5.1 The SPD provides design guidance across the Borough, with its overall aim to *“ensure that the design of future development is more locally responsive, sustainable and built to a high quality”*. Paragraph 5.62 of the SPD seeks to ensure that parking is well designed and integrated into a development and that hardstanding does not dominate sites, using landscaping to integrate parking into developments. Paragraph 5.63 seeks consideration of reducing the potential for crime through the design or access and parking layouts.

6. Local Parking Evidence Base

- 6.1 The Council has appointed independent consultants WSP to undertake an assessment to support reviewing future car parking standards in the Borough.



- 6.2 Whilst this SPD is not setting new car parking standards across the Borough, the context and evidence in the WSP assessment details the drivers for change in travel behaviour and how these may influence car ownership and future use, which are relevant to the direction and guidance of this SPD.
- 6.3 The WSP evidence identifies several drivers for change in car ownership and parking, including the ageing population, who are living longer; changes in household formation, with more young adults staying at home longer; a change in the number of driving licences, with current data seeing a fall in those born after the late 1980s. In Surrey, since 2006 there has been a consistent reduction in full car driving licences by individuals below the age of this later change has been highlighted as having potential to influence future lifestyle choices and deliver more sustainable travel behaviour.

- 6.4 Wider changes include those to the logistics sector where there has been a shift from HGV to LGV, and an increase in van deliveries as the sector changes to respond to the need to offer more efficient ways to deliver goods, especially with the change in shopping habits to online purchases.
- 6.5 The evidence notes a change in the size of vehicles which is attributed to two main factors, the increase in size by manufacturers in response to safety requirements and the consumer trend to purchase SUVs and people carriers. In response to this the retail sector has started increasing the size of spaces to 2.5m x 5.0m to enhance shopping experiences.
- 6.6 Year on year in the UK there has been a gradual increase in the number of Electric Vehicles (EV) bought. It is anticipated that this is going to increase over the next few years as the Government works towards its clean air plans through the ban of sale of diesel and petrol cars from 2040. The evidence notes that with these predicted increases comes the need for infrastructure to support EV, with a need for charging points appropriate to car storage locations.
- 6.7 The trend in garage use for car parking is continuing to decline across the UK with more used for storage within residential units, but it should be noted that garages also serve a function for cycle parking.

7. Current Parking Standards

- 7.1 The car parking standards detailed in this section are the current existing standards in the Development Management Plan 2015. There has been no change to the parking standards in this SPD.
- 7.2 The parking standards can be found in appendix 1 of the Elmbridge Development Management Plan 2015 and continue to apply in line with the guidance set out in this SPD.

The parking standards

- 7.3 All parking levels relate to gross floor area and are recommended as a maximum.
- 7.4 Provision for uses marked “individual assessment” will require their own justification and the inclusion of parking management plans, travel plans and cycle strategies where appropriate.
- 7.5 For use classes that feature both a standard and OR individual assessment the standard provides the guide but if a greater amount of parking is required then an individual assessment (as described in the paragraph above) will need to be submitted.
- 7.6 Standards are also provided regarding parking for people with disabilities, school parking, car clubs and electric vehicle charging points.

Table 1 - The parking standards

| Locational characteristics | Town centre/ edge of centre | Suburban |
|-----------------------------------|------------------------------------|--------------------|
| 1 bed residential unit | 1 space per unit | 1 space per unit |
| 2 bed residential unit | 1.5 space per unit | 1.5 space per unit |
| 3 bedroom | 2 space per unit | 2 space per unit |
| Locational characteristics | Town centre/ edge of centre | Suburban |
| residential unit | | |

| | | |
|----------------------------|------------------|------------------|
| 4 bedroom residential unit | 2 space per unit | 2 space per unit |
|----------------------------|------------------|------------------|

Table 2 – Non-residential parking standards

| Use Class | MAXIMUM per m² GFA |
|---|--|
| A1 Retail | Dimensions |
| Food or non-food retail e.g.: small parades of shops serving the local community (up to 500m ²) * | 1 car space per 30m ² |
| Food retail (500 m ² to 1000m ²) * | 1 space per 25m ² |
| Food retail (above 1000m ²) * | 1 car space per 14m ² |
| Non-food retail (500m ² or more) * | 1 space per 25m ² |
| *Suggested reductions as stated or greater, to be applied based on location. Note: Retail parking to be provided as shared use where appropriate. | Town Centre 75% District Centre 50% Local Centre 25% Other 0% |
| A3 Food and drink | Dimensions |
| Restaurants, snack bars and cafés. For sale & consumption on the premises (if located beyond Town Centre locations). | 1 car space per 6m ² No parking in town centres |
| A4 Drinking establishments | Dimensions |
| Public houses, wine bars or other drinking establishments but not nightclubs (if located beyond Town Centre locations). | Individual assessment/justification No parking in town centres |
| A5 Hot Food Takeaways | Dimensions |
| For sale & consumption of hot food off the premises (if located beyond Town Centre locations). | 1 car space per 6m ² No parking in town centres |
| B1 Business | Dimensions |
| Offices, research & development, light industry appropriate in a residential area – threshold of 2500m ² | A maximum range of 1 car space per 30m ² to 1 car space per 100m ² depending on location |
| B2 General Industrial | Dimensions |
| General industrial use | 1 car space per 30m ² |
| B8 Storage/distribution (including open air storage) | Dimensions |
| Warehouse – storage | 1 car space per 100m ² 1 lorry space per 200m ² |
| Warehouse – distribution | 1 car space per 70m ² 1 lorry space per 200m ² |

| | |
|---|--|
| Cash and carry | 1 car space per 70m ² 1 lorry space per 200m ² |
| C1 Hotels | Dimensions |
| Hotels, boarding and guest houses where no significant care is provided | 1.5 car spaces per bedroom plus 1 coach space per 100 bedrooms OR Individual assessment/justification |
| C2 residential Institutions | Dimensions |
| Care home Nursing home | 1 car space per 2 residents OR individual assessment/justification |
| Hospitals | 1 car space per 4 staff plus 1 car space per 3 daily visitors OR individual assessment/justification |
| Residential colleges | individual assessment/justification |
| Training centres | 1 car space per 2 staff OR individual assessment/justification |
| C3 dwelling houses (family houses, up to 6 residents living as a single household, including households where care is provided) | See table above |
| Elderly (sheltered) | 1 car space per 1 or 2 bed self contained unit OR 0.5 per communal unit OR individual assessment |
| D1 Non-residential institutions | Dimensions |
| Day nurseries/ creche | 0.75 car spaces per member of staff plus 0.2 spaces per child |
| Doctor's practices | 1 car space per consulting room. Remaining spaces on individual assessment |
| Dentist's practices | 1 car space per consulting room. Remaining spaces on individual assessment |
| Veterinary practices | 1 car space per consulting room. Remaining spaces on individual assessment |
| Libraries, museums, and art galleries | 1 car space per 30m ² OR individual assessment/justification |
| Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc | 1 car space per 3 persons OR per 3 seats OR per 20m ² OR individual assessment/justification |
| Places of worship | 1 car space per 10 seats OR individual assessment/justification |
| Schools/colleges/children's centres | Individual assessment/justification – see additional notes |

| | |
|--|---|
| | below |
| D2 Assembly and leisure | Dimensions |
| Cinemas, bingo clubs, dance halls | 1 car space per 5 licensed persons OR individual assessment/ justification |
| Conference centres | 1 car space per 5 seats OR individual assessment/ justification |
| Exhibition halls | 1 car space per 6m ² OR individual assessment/ justification |
| Stadia | 1 car space per 15 seats OR individual assessment/ justification |
| Health clubs/ leisure centres | individual assessment/ justification |
| Tennis and badminton clubs | 4 car spaces per court OR individual assessment/ justification |
| Squash clubs | 2 car spaces per court OR individual assessment/ justification |
| Marinas and water sports | 3 car spaces per hectare of water OR individual assessment/ justification |
| Field sports clubs | 1 car space per 2 playing participants OR individual assessment/ justification |
| Golf clubs and driving ranges | 1 car space per 0.3 holes OR per driving bay OR individual assessment/ justification |
| Equestrian centres | 1 car space per stable OR individual assessment/ justification |
| Other uses | Dimensions |
| Pick you own fruit farms | 9 car spaces per hectare of farmland OR individual assessment/ justification |
| Vehicle repair, garage and spares stores | 1 car space per 20m ² OR individual assessment/ justification |
| Car sales establishments | 1 car space per 50m ² car display area OR individual assessment/ justification |
| Exhaust and tyre centres | 1 car space per 0.3-0.5 bays OR individual assessment/ justification |
| Sui Generis and all other uses not mentioned above | individual assessment/ justification |

Variation from parking standards

- 7.7 These parking standards are the maximum level of parking that the Council requires for new developments. Policy DM7 requires new developments to provide parking levels that are “*appropriate to the development and (do) not result in on-street parking stress that would be detrimental to the amenities of local residents*”. In areas where there are no on-street parking controls, developers will be expected to demonstrate that new development does not lead to an unacceptable level of on-street parking, or an unacceptable impact on highway safety.
- 7.8 The general presumption should be that sufficient car parking should be provided in accordance with the parking standards and reliance should not be made of on-street parking unless it has been appropriately designed from the start (e.g. new large residential development). The Council will expect a robust justification to be provided to support a significant variation from the figures in the form of a parking survey.
- 7.9 Appendix 1 to this SPD provides detailed guidance on what the Council expects to be provided as part of a parking survey/ assessment.

8. Cycle parking, electric vehicle charging and car clubs

- 8.1 New developments are expected to contribute towards sustainable development, and part of this is the provision of opportunities and infrastructure to provide a choice of travel and encourage a model shift from using private cars. Reducing the reliance on driving has an impact on reducing congestion and air pollution caused by traffic in the Borough and wider area.

Cycle parking standards and design

- 8.2 Cycle parking is considered a key element of development and its provision can significantly encourage cycling. Cycle parking should be considered at the earliest stages of any design and should not be a last-minute add-on.



- 8.3 In line with appendix 1 in the Development Management Plan cycle parking should be provided undercover, lit, secure, clearly signed and as close to the destination as possible (within 20m).
- 8.4 Cycle parking in new developments is required to meet the following minimum standards:

Table 3 – Cycle parking standards

| Use Class | Minimum standards |
|--|--|
| A1 Retail | Dimensions |
| Food retail | 1 space per 350m ² (out of centre) 1 space per 125m ² (town/ local centre) |
| Non-food retail | 1 space per 1500m ² (out of centre) with minimum 4 spaces 1 space per 300m ² (town/local centre) |
| Garden centre (can also be classed under sui generis) | 1 space per 300m ² (min 2 spaces) |
| All other retail uses | Individual assessment |
| A3 Food and drink | Dimensions |
| Restaurants, snack bars and café's. For sale and consumption beyond the premises (if located beyond the Town Centre locations) | 1 space per 20 seats (min 2 spaces), town centre parking not necessarily required |
| A4 Drinking establishments | |
| Public houses, wine bars or other drinking establishments but not nightclubs (if located beyond Town Centre locations) | 1 space per 100m ² (min 2 spaces), town centre parking not necessarily required |
| A5 Hot food takeaways | Dimensions |
| For sale and consumption of hot food off the premises (if located beyond the Town Centre locations) | 1 space per 50m ² (min 2 spaces), town centre parking not necessarily required |
| B1 Business | Dimensions |
| Offices | 1 space per 125m ² (min 2 spaces) |
| Research and development/ light industry | 1 space per 250m ² (min 2 spaces) |
| B2 General Industrial | 1 space per 500m ² (min 2 spaces) |
| B8 Storage or distribution (Inc. open air storage) | 1 space per 500m ² (min 2 spaces) |
| C1 Hotels/ guest houses | Individual assessment |
| C2 Residential Institutions | Dimensions |
| Care homes/ nursing homes | Individual assessment |
| Hospitals | Individual assessment |
| Residential colleges | 1 space per 2 students 1 space per 2 staff |
| Training centres | Individual assessment |
| C3 Dwelling houses (family houses, up to 6 residents living as a single household, including households where care is provided) | Dimensions |
| Flats/ houses without garages or gardens: | |
| 1 & 2 bedroom unit | 1 space |

| | |
|--|--|
| 3 or more bedroom unit | 2 spaces |
| D1 Non-residential institutions | Dimensions |
| Day nurseries/ creche | 1 space per 5 staff plus minimum 2 spaces |
| Doctor's practices | 1 space per 2 consulting rooms minimum 2 spaces |
| Dentist's practices | 1 space per 2 consulting rooms minimum 2 spaces |
| Veterinary practices | 1 space per 2 consulting rooms minimum 2 spaces |
| Libraries, museums and art galleries | Individual assessment |
| Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc | Individual assessment |
| Places of worship | Individual assessment |
| School and colleges | School Travel Plan required, to incorporate a site-specific cycle strategy |
| D2 Assembly and leisure | Individual assessment |
| Sui Generis and all other uses not mentioned above | Individual assessment |

8.5 Cycle parking in residential developments should be provided so that bicycles can be accommodated and accessed without the need to move a car. Cycle storage identified in habitable rooms, general storage areas, bin stores, circulation areas or on balconies will not be considered acceptable. Applicants should clearly demonstrate where and how cycle parking will be provided in all new development. All cycle parking must be:

- Secure and covered;
- Conveniently located adjacent to entrances/ exits to buildings;
- Enjoy good natural observation;
- Be easily accessible from roads and/ or cycle routes; and
- Be well lit.

8.6 If in residential situations:

- If a garage is to be considered as a cycle parking space it should be a minimum of 3.3m by 7m internal dimensions.
- Any storage facility other than a garage provided for the express

purpose of cycle storage should be at least 2m in length by 0.9m wide to fit one bicycle, or larger for more than one bicycle. Such a storage facility should be accessible from the outside of a property.

- External access to a rear garden with a cycle store such as a shed would be treated as provision of cycle storage.

8.7 A mix of short and long stay cycle parking should be provided in new commercial or mixed-use developments. Short stay cycle parking should be provided in the type of Sheffield type stands as they provide more stability and security than can be achieved by using the type of stand that only allows the front wheel to be locked. Short stay cycle parking should:

- Allow natural surveillance;
- Be well lit;
- Be conveniently located within a short distance of the building entrance and, where possible, offer a real advantage over the nearest parking space;
- Be located away from bin stores and smoking shelter (or other features that may deter use); and
- When located in the footway, stands should include a tapping rail to warn the visually impaired, and visibility bollards.

8.8 Long stay cycle parking should provide for the needs of regular users of the building. As with short stay cycle parking Sheffield stands are recommended, however these should be secured with a covered, lockable shelter or in a compound or in a building. Where there is limited space other solutions may be acceptable such as cycle lockers. Long stay cycle parking should:

- Allow natural surveillance;
- Be well lit;
- Be conveniently located within a short distance of the building entrance and, where possible, offer a real advantage over the nearest parking space;
- Be located away from bin stores and smoking shelter or other features that may deter use;

- Be clearly signed;
- Provide a covered, lockable shelter; and
- Individual cycle locks for secure storage may be required in some circumstances.

Electric Vehicle Charging

8.9 National Guidance states that developments should be located and designed where practical to (amongst other things) incorporate facilities for charging plug-in and other ultra-low emission vehicles. The end of the sale of petrol and diesel cars by 2040 was confirmed by the Government in its Road to Zero emissions- reduction strategy in July 2018. A further announcement was made in February 2020 which expects this date to be brought forward to 2035. It is therefore expected that over the coming years we will see an increase in the number of electric vehicles (EV) on our roads. It is estimated that there will be 1,600,000 electric vehicles on the roads in the UK by 2030.



8.10 Data recently released by the Department of Transport collates information from around the UK on the provision within each local authority of public electric car charging infrastructure. Elmbridge currently has 25 public charging devices, 14 of which are rapid charging.

8.11 Both the SCC guidance and the parking standards in the appendix 1 of the Development Management Plan seek the provision of EV charging points within all new development. As acknowledge in both documents the technology around electric charging are evolving and the standards should reflect the most up to date technologies. As such the trickle charger points are

no longer recommended technologies and instead the higher capacity charge points, as set out in the SCC guidance, are sought. This aligns with the updated technology and larger capacity EV batteries. This guidance will be further updated as and when necessary to keep pace with evolving EV technologies.

- 8.12 This SPD expects new developments to provide EV charging points and applications should provide details of the type and location of the facilities in line with the Guidance requirements set out in table 4.

Table 4 – Requirements for electric vehicle charging points (from SCC vehicular and cycle parking guidance January 2018)

The charge point specification and power requirement should be in line with the SCC guidance.

| | |
|--|--|
| Residential Development | |
| Single dwellings: | 1 fast charge socket per house |
| Flats/ apartments | 20% of available spaces to be fitted with a fast charge socket |
| Commercial Development | |
| Individual developments requiring a Travel Plan: | 5% of available spaces to be fitted with a Fast charge point. |
| Large Commercial/ Mixed Use Development requiring a Travel Plan: | 3% of available spaces to be fitted with a Fast charge socket, plus 2% of available spaces to be fitted with a fast charging point*. |

Car clubs

- 8.13 The borough currently has four Car Club locations which are provided through the SCC Enterprise Partnership. Further provision in accessible locations (preferably in areas that are publicly accessible) in the borough will be encouraged as part of new developments coming forward. SCC have produced [guidance on car clubs in new developments](#) to inform discussions on securing car club provision. Sufficient consideration should be given to car

club use and the provision of car club parking bays in all major developments (schemes of 10 units or more). Where provided they should be located as conveniently and as prominently as possible to maximise the marketing potential, and their subsequent use. These should be clearly labelled as car club spaces. It is expected that car club bays include electric vehicle charging points.

9. Parking design and layout

- 9.1 The way that parking is accommodated and arranged can have a profound effect on road safety, access for emergency services, pedestrians, cyclists, environmental quality, and the character and appearance of a development. There is a balance between providing sufficient parking spaces, promoting good design and public realm, and using land efficiently.
- 9.2 Policy DM7 expects developments in the Borough to integrate garage, cycle and car parking into the scheme design. This section of the SPD sets out the design and layout standards, including dimensions, that the Council expects to see in all new development for car and cycle parking.

Car parking space dimensions

- 9.3 Through the newer designs of cars and the inclusion of more technology the size of cars has increased over recent years., Coupled with this SUVs have become an increasingly popular choice of vehicle. Advice on car parking space dimensions in the UK has not kept up with these changes in vehicles. Reflecting recent trends and the increase in vehicle sizes, the Council expects on new residential development sites the minimum car parking space size to be as follows.
- 9.4 The minimum dimension of a car parking space should be 2.5m x 5.0m.

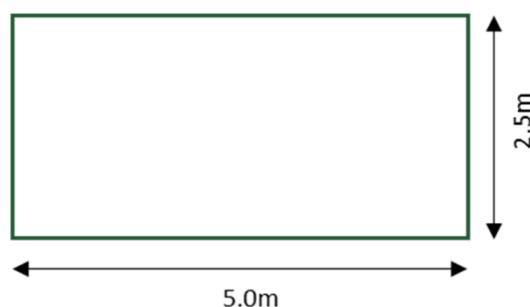


Figure 2 - Minimum parking space size

Car parking design and layouts

- 9.5 For parallel parking bays the dimensions should be increased to 6.0m in length and these should be designed so that bays cannot be used for echelon parking.

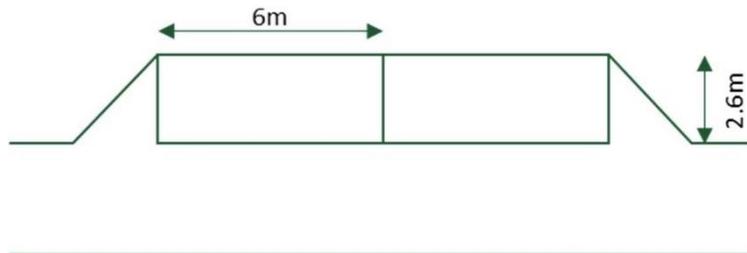


Figure 3 – Parallel parking layout

- 9.6 Car parking spaces that are confined by walls, fences or landscaping may need to increase in size. The minimum distance expected between the end of a car and a solid object is an additional 0.5m.

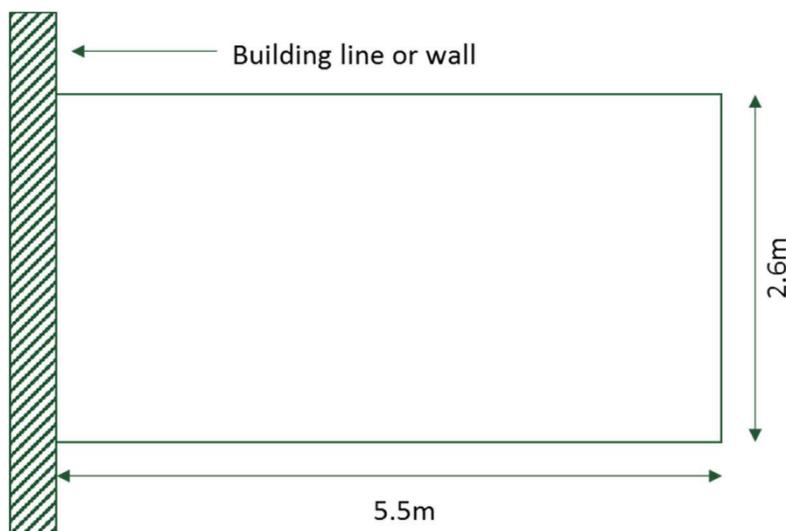


Figure 4 – Distance from building line / wall

- 9.7 For echelon parking bays the minimum acceptable length will be 4.2m. The width of the bay and the angle of approach vary depending on the design. For a 2.5m wide bay the aisle widths are typically 6.0m at 90 degrees, 4.2m at 60 degrees, and 3.6m at 45 degrees. These width requirements can be reduced if the spaces are made wider.
- 9.8 Swept-path analysis can be used to assess the effect of oversized spaces on

reducing the need for manoeuvring space. Echelon bays should be arranged so that drivers are encouraged to reverse into them to avoid poor visibility from adjacent parked vehicles.

- 9.9 Different layouts, such as, herringbone and tandem parking, have different overall space requirements and the detailed layout of car parking will be site-specific. In any layout the minimum dimensions should be met, and the Council will need to be satisfied that the parking design and layout is adequate.

Garages / car ports / car barns

- 9.10 Many garages are no longer used for parking, and research has shown that in many developments, less than half of all garages are used for car parking, instead are being used for storage. The internal dimensions of a garage as a minimum should be 6m x 3m, to ensure that a large modern car has a comfortably fit. Where cycle storage is expected, larger garages with dimensions of 3m x 7m, or 4m x 7m would be considered appropriate. For car ports/ car barns the recommended minimum dimensions are 2.9m x 5.5m.
- 9.11 Construction of garages and driveways adjacent to the highway using insufficient setbacks can lead to obstruction of the footway by parked cars. Where a garage and driveway are directly adjacent to the highway they must be set back a minimum distance of 5.5m behind the highway boundary, to avoid causing an obstruction.

Additional requirements for non-residential development

- 9.12 Parking design for non-residential development needs to include spaces for staff, visitors and customers, as well as operational and servicing needs. This section of the SPD outlines what the Council will require regarding the non-operational requirements of parking spaces, disabled parking spaces, and powered two wheelers. The operational needs include pick up, drop off and deliveries.
- 9.13 Parking should be designed to ensure that the needs of all elements of the

community have been taken into account. Facilities should be convenient, user friendly and well lit, designed to limit the opportunity for crime and to promote natural surveillance, be managed and maintained, and allow for access and movement.

Disabled parking

- 9.14 Non-residential development should provide 5% of the total number of parking spaces agreed for disabled users or a minimum of 1 space per 750m² (whichever is the greater) to meet demand. Such spaces should have dimensions of 3.6m x 5.0m and located no further than 50m from an accessible entrance, (ideally the main entrance), clearly signed and under cover if possible.

Operational parking and servicing/ loading facilities

- 9.15 Non-residential developments have operational parking needs including parking for deliveries, maintenance and loading, and these requirements vary between different uses. The specific requirements will be assessed on a site by site basis, however the Council expects regard to be had to the following, where practical, to accommodate the efficient delivery of goods and supplies and so they can accommodate the largest vehicle anticipated to attend the site:
- 9.16 The number of bays required for deliveries to all business units, designed to accommodate the size of service vehicle;
- Storage and welfare facilities for service area personnel;
 - Refuse collection; and
 - Collect-by car spaces in retail developments where relevant.

Parking for motorbikes

- 9.17 Motorbike parking should be clearly signed and marked, indicating that it is reserved for powered two wheelers only. Sites should have dropped kerb access, anchor points, solid surfacing that does not become soft in hot weather and natural surveillance. Sites should be illuminated and ideally located away from drain gratings, manhole covers, studs, cats' eyes, cobbles

and gravel.

9.18 Parking bays are generally not marked out for individual bikes, allowing flexible and efficient use of limited space by bikes of different sizes. Provision should be made in which to secure motorbikes. There are 2 basic types of anchor points to which motorcycles can be secured to reduce the risk of theft:

- Ground Level – An anchor point below the surface, with a loop allowing the user's own lock to be passed through. Anchor points require regular maintenance and can be dirty to use.
- Raised – A horizontal bar is provided at a height of approximately 400- 600 mm and requires the user to use their own lock. Horizontal bars should be welded or fixed with tamper proof bolts

10. Appendix 1 - Requirements for a parking survey and assessment

The maximum car parking as outlined in the Local Plan Parking Standards can be proposed as part of a development, and in some circumstances where sites are in areas of high accessibility, car free development or car clubs may be proposed and appropriate. However, this may not accommodate all the cars generated by a development, so a parking survey and assessment may be required to be submitted with a planning application.

The need for a parking survey/ assessment will be considered on a case by case basis and will form part of the pre-application discussions on new development. The Parking Survey and Assessment should demonstrate, as part of the submitted planning application, that the impact that any off-site parking generated from the proposed development has been considered as part of the development design process. The survey will also assist the Council in determining whether the proposed parking provision for the development would be acceptable or whether further mitigation measures would be required.

The Parking Survey and Assessment should be provided at the time of submission to enable the Council to make an informed decision on any application. Survey results should not be more than 12 months old at the time of submission.

The following guidelines should be followed when undertaking a survey. In some circumstances, however, the Council may require the parameters of the survey to be expanded to be adapted to a specific development and/ or operation. If these guidelines are not followed the Council may not be able to make a full and proper assessment of the proposal.

The Survey

The preferred way to assess parking conditions is to calculate parking stress by distance and length of road since a high result can show where current or resultant parking is too close, or potentially inconsiderate or obstructive.

It is not acceptable to simply count parked vehicles and spaces at un-notified times or without taking account of distance from the development or without assessing the number of spare whole standard parking spaces.

The Council requires a parking survey to cover the area where residents of a proposed development may want to park in two zones. The first is an area of 200m (or a 2-minute walk) around the site and the second peripheral area is from 200m to 500m around a site.

Following best practice, the survey should be undertaken when the highest number of residents are at home; generally late at night during the week. A survey between the hours of 0030-0530 should be undertaken on at least two separate weekday nights. A further survey should also be taken during the day during the week. A survey should be taken AM between the hours of 9am-11am and PM between the hours of 2pm and 4pm on at least two separate weekdays.

Surveys for commercial developments should cover an area within 500m walking distance (or a 5-minute walk) of a site. Surveys should be conducted during the proposed opening hours on an hourly beat basis.

For commercial developments the additional survey times may be necessary:

- Town centre locations – surveys undertaken between Monday and Wednesday only
- Regular specific evening uses close to the site e.g. church, community use – additional surveys should be undertaken when these are in operation
- Commercial uses close to the site – morning and early evening surveys may also be required due to conflict with commuter parking. In these cases,

surveys between the hours of 0700-0830 and 1800-1900 may be required, noting the amount of parking on a 15-minute basis over this time.

- Railway stations/areas of commuter parking: additional morning and evening peak hour surveys will be required in order to assess the impact of commuter parking. These should be done between 0700-0800 and 1730-1830.

Information on other proposed and committed developments² within the survey area, or where the survey areas overlap should be included in any assessment. This will ensure that the cumulative impact of developments on on-street parking are considered.

Time of survey

The choice of survey days should take account of location and existing nearby development. For example, in proximity to public amenities or retail areas parking may be busiest on Saturdays, while Sundays can be busiest in residential areas. In areas near education facilities surveys should be undertaken in term time. In areas near seasonal activities, such as tourist attractions, the survey time should reflect this.

Near places of employment and public facilities, parking may be busiest during working hours on weekdays. Near schools, parking may be busiest before the start and end of school day, although the associated peak period may be of short duration and surveys should be arranged to capture the maximum number. Maximum demand and competition for spaces by residents and visitors can occur in the overnight period, especially at weekends.

The onus is on the applicant to justify the busiest days and time periods for parking. It is recommended that applicants consult with the Council in advance of the dates and times of intended surveys and any special considerations, via the formal pre-application process.

² Committed development includes those sites with planning permission, under construction and recently completed but not occupied.

Information to be provided

- The date and time of the survey
- A plan illustrating the survey area (preferable to 1:1250 scale) identifying the site and all roads surveyed. All other parking and waiting restrictions such as Double Yellow Lines, bus lay-bys, kerb build-outs and crossovers (vehicular and accesses) etc should also be shown on the plan.
- A record of the number of cars parking on each road within the survey area on each night should be counted and recorded in a table format.
- Photographs of the parking conditions in the survey can be provided as part of the results. If submitted, the location of each photograph should be clearly marked.
- Details of any proposed arrangement to provide or share parking in conjunction with any other development or off-street parking facility should be included in the red line on the application plan.