



NORTH HERTFORDSHIRE DISTRICT COUNCIL

Supplementary Planning Document

Vehicle Parking Provision at New Development

Prepared in conjunction with North Hertfordshire District Council by

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Contents

1: Introduction	
The purpose of this Document	1
The overall policy approach	2
Terminology	4
The layout of this Guidance	5
Status	5
2: Policy context	
National policy	7
Regional policy	10
Hertfordshire Structure Plan policy	11
North Hertfordshire District Local Plan Number 2 with Alterations	12
Car Parking Strategy	13
3: Parking provision	
Aspects considered	16
Definitions	17
Transport Assessments (TAs)	17
The zonal approach to parking provision	19
Non-residential parking standards	19
The zonal approach applied in North Hertfordshire	23
Hitchin	23
Letchworth	24
Baldock	25
Royston	25
Knebworth	26
Retail, leisure and other town centre uses	26
Mixed-use sites	27
Extensions and change of use	28
Phased restraint	28
Operational car parking	29
Residential parking standards	29
Loss of car parking spaces	34
Disabled motorists	35
Cycle parking	36
Powered two-wheelers	37
Service vehicle/lorry parking requirements	38
Coaches	38
Crime prevention and community safety	39

4: Summary

Process flow chart

40

Appendices

- A Zonal maps for North Hertfordshire
- B Hertfordshire County Council maximum demand-based car parking standards; cycle parking standards and guidance on parking for powered two-wheelers
- C Transport Statements and vehicle parking at new development
- D Car ownership data

1

Introduction

This first section of this Document explains its purpose, the overall policy approach adopted and the terminology used. The Document layout is described and its status noted.

The purpose of this Document

- 1.1 This Supplementary Planning Document (SPD) supplements Policy 55 in the North Hertfordshire District Local Plan Number 2 with Alterations, and accords with guidance in Planning Policy Statement (PPS) 12: Local Development Frameworks. It is also consistent with North Hertfordshire District Council's (NHDC) Car Parking Strategy 2004 – 2009 (adopted 27 July 2004). The Parking Strategy is compatible with the SPG on Parking Provision at New Development adopted by Hertfordshire County Council (HCC) on 18 December 2000. The HCC Guidance supplements Policy 25: Car Parking, as set out in the Hertfordshire Structure Plan Review 1991 – 2011 (adopted April 1998) and is accompanied by a Best Practice Guide (published March 2003).
- 1.2 The purpose of the SPD is to explain the Council's policy on vehicle parking provision at new development. Its intention is to provide clear guidance and more certainty for developers. If the guidance is followed, the time taken to determine planning applications should be reduced. This SPD also contributes towards achieving the Council's strategic objectives, as follows:
 - promoting sustainable communities

- encouraging safer communities
- creating more prosperous communities, and
- ensuring satisfied communities.

The overall policy approach

1.3 The detailed policy context for this Guidance is set out in the following documents:

National policy

- PPG 13 (March 2001): Transport
- PPS 12 (Sept 2004): Local Development Frameworks
- PPG 3 (March 2000): Housing
- Draft PPS 3 (December 2005): Housing
- PPS 6 (March 2005): Planning for Town Centres
- PPS 1 (2005) Delivering Sustainable Development
- Securing the Future: UK Government Sustainable Development Strategy (March 2005)
- The Government's White Paper: The Future of Transport (20 July 2004)

Regional policy

- Draft East of England Plan (December 2004)
- Milton Keynes South Midlands Sub-Regional Strategy (March 2005)

Hertfordshire Structure Plan policy and guidance

- Hertfordshire Structure Plan Review 1991 – 2011 (adopted April 1998) see Policy 25: Car parking
- SPG on Parking Provision at New Development (18 December 2000)
- Best Practice Guide: Parking Provision at New Development (March 2003)

North Hertfordshire Local Plan policy and guidance

- North Hertfordshire District Local Plan Number 2 with Alterations, Policy 55
- North Hertfordshire Car Parking Strategy 2004 – 2009 (July 2004)

- 1.4 Over-arching Government policy is to locate new development preferably where it is highly accessible by passenger transport, walking and cycling. In any event, new development should offer a realistic choice of means of access in order to minimise car use.
- 1.5 Government policy therefore acknowledges that accessibility varies according to location. This in turn means that transport mode choice must also vary by location (otherwise there would be little point in locational policies concerned with sustainability). Variation in mode choice results in corresponding variation in car use and, hence, the demand for car parking. It is clear that parking provision must vary by location or there will be over or under-provision.
- 1.6 Parking over-provision will negate inducements to switch from using a car to more sustainable modes and waste valuable land. Under-provision may induce a beneficial mode switch but could also introduce operational difficulties, amenity and safety impacts resulting from overspill parking in inappropriate locations.
- 1.7 In responding to Government guidance, the overall policy approach adopted in North Hertfordshire therefore seeks, in certain circumstances, to reduce parking provision at non-residential development below that required to accommodate relatively unfettered demand for car parking. The required reduction in provision, where applicable, varies according to location. This reflects the variation in car use that results from different levels of accessibility by passenger transport, walking and cycling. This Guidance shows how this is to be done in North Hertfordshire using a system of zones that reflect this variation in accessibility.
- 1.8 The starting point for the reduction process is a set of demand-based standards for a wide variety of land uses. The type of zone in which a proposed development is to be located determines the reduction in parking provision sought by the Council, where this is appropriate. The policy for residential development seeks to accommodate parking demand in off-street spaces but allows variation according to location. Reduced off-street provision will be sought in highly accessible locations and/or where the characteristics of development could reduce car ownership levels.

- 1.9 The approach to car parking provision at new development proposed in this Guidance can be fine-tuned and developed over time in the light of experience. However, the most important aspect of it is that it ensures that all relevant factors are considered when deciding appropriate levels of parking. These factors include the nature of the development, local traffic conditions, accessibility by a choice of transport modes including rail, the state and scale of local economies and relevant environmental constraints.
- 1.10 It is emphasised that car parking provision is a secondary issue when considering development proposals. The location of development remains the primary concern.
- 1.11 The Council will separately consider its approach to accessibility contributions, which seek to reinforce locational policies. Accessibility contributions would be used by the Council to improve accessibility by passenger transport, walking and cycling in the catchment of new developments and in accordance with the County Council's Local Transport Plan (LTP). The more accessible the location, the lower the contribution sought. The Council's approach to accessibility contributions will be compatible with current national guidance set out in ODPM Circular 05/2005 and as anticipated by County Council guidance on this topic

Terminology

- 1.12 The term "*accessibility*" as used in this Guidance refers to ease of access by a choice of transport modes. Thus a "*highly accessible location*" would be (or could be made to be) very easy to access by all modes, particularly passenger transport, walking and cycling. In the case of new housing in particular, this terminology also implies that a range of essential, useful or and/or attractive local facilities can be readily accessed by this choice of modes. The term therefore relates to both quality and utility.
- 1.13 "*Operational car parking*" refers to car parking required to enable premises to function as intended. For example, it can include provision for members of staff who need to use their car or other vehicle to carry out their duties. Operational parking is essential and should be provided regardless of the location of the development. However, operational car parking does not include provision for visitors, or employees who do not use their vehicles during the working day, nor does it provide for servicing/lorry parking. Operational car parking is assumed to be included within the maximum demand-based standards in this Guidance. The onus is on the developer to justify the need for operational parking, particularly in the case of employee parking.

The layout of this Guidance

- 1.14 Section 2 explains the policy background to this SPD. Section 3 develops the zone system used to vary parking provision according to location and sets out the maximum car parking standards. These maximum standards provide the starting point for zonal reductions in parking provision. Zone systems have been developed for the following settlements in North Hertfordshire:
- Hitchin
 - Letchworth Garden City
 - Baldock
 - Royston
 - Knebworth.
- 1.15 Advice is offered on the minimum parking provision required for cyclists and disabled motorists. Parking for powered two-wheelers and lorries is discussed.
- 1.16 Section 3 concludes the Guidance with a flow chart summarising the proposed process for determining the number of on-site parking spaces at new development.
- 1.17 Appendix A defines the zone systems developed for each of the four main settlements in North Hertfordshire. Appendix B sets out maximum demand-based car parking standards, together with advisory minimum cycle parking standards and guidance on parking for powered two-wheelers.

Status

- 1.18 This SPD was prepared by consultants Harrison Webb in conjunction with NHDC.
- 1.19 As noted above, it is necessary to follow guidance in PPS 12 concerning Local Development Frameworks. This determines that SPD must supplement (and not replace or supersede) development plan policies. In this instance, the relevant existing policy is Policy 55. However, Policy 55 is out-of-date in certain respects (particularly car parking standards that determine parking provision at new development) and will eventually be superseded by a Development Plan Document (DPD) as part of the LDF process, which involves appropriate public consultation. Until this process takes place, it remains necessary to provide guidance that reflects prevailing national, regional and local policies for developers.

- 1.20 Policy 55 refers to County Council Structure Plan Policy 25 (and associated guidance), which is considered compliant with national and emerging regional policies. NHDC has adopted its Car Parking Strategy on the basis of compliance with HCC policy in this respect, including County Council car parking standards for non-residential land uses. Given that new standards cannot be introduced via SPD, this SPD uses as its basis HCC's standards, cross-referenced with NHDC's Car Parking Strategy. Residential parking standards compliant with national policy have not yet been adopted in Hertfordshire, but with the pending demise of the Structure Plan, HCC (the highway authority) is expected to provide further guidance in respect of vehicle parking provision at new development. This SPD refers to a need for developers to seek to comply with PPG 3 and illustrates the impact on average parking provision of alternative scenarios for the new housing allocation. Reference is also made to the ODPM's Consultation Paper (issued December 2005) on a New Planning Policy Statement 3 (PPS 3) – Housing (Draft PPS 3).
- 1.21 The Government Office for the East of England has agreed (August 2005) that this SPD is an appropriate short-term means of avoiding a policy vacuum and of providing vital guidance for developers that is policy-compliant, pending the introduction of new NHDC parking standards via DPD. This SPD concentrates on spatial variation in parking provision.
- 1.22 It is not expected that the SPD that will eventually supplement DPD policies will differ significantly from this current document, unless national policies change. The SPD will take into account any further guidance issued by the highway authority and will be updated as appropriate. This should ensure continuity and relative consistency on which to base planning and development control decisions, despite changes to the plan-making process.

2

Policy context

This Section summarises the national, regional and local transport policy context for the Guidance.

National policy

2.1 Relevant national transport policies are set out in a number of documents:

- PPG 13 (March 2001): Transport
- PPS 12 (Sept 2004): Local Development Frameworks
- PPG 3 (March 2000): Housing
- Draft PPS 3 (December 2005): Housing
- PPS 6 (March 2005): Planning for Town Centres
- PPS 1 (2005) Delivering Sustainable Development
- Securing the Future: UK Government Sustainable Development Strategy (March 2005)
- The Government's White Paper: The Future of Transport (July 2004)

PPG 13: Transport

- 2.2 PPG 13 notes that the availability of car parking at non-residential development has a major influence on the means of transport people choose (PPG 3 addresses parking at residential development; see below). Research suggests its influence probably exceeds that of high quality passenger transport services. Car parking is space-hungry, costly to provide and reduces development density. So reducing the amount of parking in new development is essential, as part of a package of measures, to promote sustainable transport choices. Policies should be co-ordinated with parking strategies and complement locational policies.
- 2.3 PPG 13 emphasises that in developing policy on parking at new development, authorities should *inter alia*:
- not require developers to provide more parking than they themselves wish unless exceptional circumstances prevail
 - encourage the shared use of parking, particularly in town centres
 - satisfy the criteria in PPG 6 (now PPS 6, see below) concerning the need to provide adequate town centre parking to ensure viability and vitality
 - not create perverse incentives to locate away from town centres or threaten investment in town centres
 - set maximum levels of parking provision as part of a package of measures to promote sustainable transport choices, reduce land-take, enable schemes to fit into urban sites, promote linked trips and access to development without use of a car and to help tackle congestion
 - observe the maximum standards set out for some land uses in PPG 13, Annex D or adopt more rigorous standards where appropriate
 - apply discretion when applying standards to small developments below the size thresholds in Annex D (typically these will be in rural areas)
 - not seek commuted payments based purely around the lack of parking on the site
 - where retail and leisure development is located in a town centre, authorities may allow parking additional to the relevant standards provided this parking is available for the town centre as a whole and compatible with a parking strategy

- parking charges in a parking strategy should not undermine the viability of competing town centres and should be used to encourage use of other transport modes.

2.4 Since PPG 13 was issued, it has become clear that it is quite appropriate to vary parking provision by location provided locational policies for new development are adhered to, thus preventing perverse development pressures (see the section below on regional policy).

PPG 3:Housing Consultation Paper on a New Planning Policy Statement 3 (PPS 3): Housing

2.5 PPG 3 states that parking policies for residential development should be framed with good design in mind and recognise that car ownership varies with income, age, household type, dwelling type and location. The guidance seeks to reduce on-site parking provision, particularly for locations such as town centres (where services are readily accessible by walking, cycling and passenger transport) and where the housing is for elderly people, students and single people where the demand for parking will be lower than for family housing.

2.6 According to PPG 3, residential car parking standards that result, on average, in development with more than 1.5 off-street spaces per dwelling are thought to be unlikely to be sustainable in the Government's terms and especially in urban areas should not be adopted. The way in which this Guidance seeks sustainable residential development is set out in Section 3. Advice set out in Draft PPS 3 (December 2005) is also noted. Draft PPS 3 does not refer to 1.5 off-street spaces per dwelling, nor does it quote an alternative national residential parking standard. Instead, it states that "Local planning authorities should develop parking policies for their plan area with local stakeholders and local communities having regard to expected car ownership for planned housing in different locations, the efficient use of land and the importance of good design."

PPS 6: Planning for Town Centres

2.7 PPS 6 sets out the Government's key objective for town centres, namely to promote the vitality and viability of existing centres. Amongst other objectives, it seeks to improve accessibility by a choice of means of transport. PPS 6 is clear (paragraph 4.4) that adequate parking is important for town centre vitality and viability.

2.8 In maintaining the sequential approach to site selection (whereby locations are considered in existing centres before out-of-town sites) PPS 6 requires developers to employ a flexible approach that enables a reduced development footprint in central locations. This could be achieved variously

by reducing floorspace, innovative formats, and reduced or reconfigured car parking.

PPS 1: Delivering Sustainable Development, Securing the Future: Sustainable Development Strategy

- 2.9 Both documents confirm sustainable development as the key principle underlying planning. The Government Strategy sets high level objectives and indicators. PPS 1 provides associated guidance on their delivery at local level, including the need to create sustainable and safe communities where crime and disorder or the fear of crime does not undermine quality of life or community cohesion.

Transport White Paper

- 2.10 The Transport White Paper challenges regional and local decision-makers to avoid making decisions about transport in isolation. Managing the growing demand for transport is paramount. Local travel should be enhanced by maximising transport choices, including walking and cycling. Transport decisions need to be linked to decisions about the location of housing and employment sites, different forms of transport, well informed, and prioritised and targeted to maximise value for money. Accessibility planning is now a required element of Local Transport Plans and must be co-ordinated with land use planning. All these elements are embodied in the approach set out in this SPD.

Regional policy

- 2.11 The Draft East of England Plan completed its public consultation process on 16 March 2005. Chapter 8 concerns transport. Relevant policies include:

Policy T16: parking

As public transport accessibility improves, demand-constraining maximum parking standards will be applied for commercial development. In Regional Interchange Centres, and other urban centres, once the public transport accessibility levels in Table 8.1 have been met, parking standards will be no higher than 70% of PPG 13 standards (for those uses set out in Table 8.2). Elsewhere PPG 13 standards will be achieved.

- 2.12 There are no Regional Interchange Centres in North Hertfordshire. The relevant public transport accessibility levels are defined as follows:

other urban centres: half hourly services during the day for 90% of households/jobs plus evening services

peri-urban areas: hourly daytime services (and 2 in peak) for 75% of households/jobs plus limited evening service

market towns: up to five services (including 23 in peak) per day for 50% of households.

- 2.13 These levels of service are not particularly demanding in principle. However, the definitions imply a level of information about accessibility to households and jobs that is not currently available and may be very difficult to achieve with confidence in practice. The Council does not propose to postpone this SPD pending such work being completed satisfactorily, presumably by the County Council. The Council considers that this SPD adopts a practical but compatible approach to compliance with Policy T16. For example, it suggests maximum provision is in the range 75 to 100% of the maxima set out by the County Council, with 75% being the preferred starting point. It uses passenger transport accessibility levels to help determine spatial variation. This SPD refers to County Council standards that are compatible with PPG 13 and Policy T16 (with one minor exception: cinemas). The County Council defines passenger transport accessibility levels in a similar way to the Regional Plan in terms of frequency of service.
- 2.14 The Regional Plan does not set residential parking standards. It refers to PPG 3.
- 2.15 The Milton Keynes South Midlands Sub-Regional Strategy is considered by the Government Office (GO-East) to be an important related strategy. It aims to accommodate high rates of population growth in sustainable communities. The Final Strategy was published in March 2005. Within it, the Strategy for Movement identifies a need for a shift to more sustainable transport modes and the use of travel demand management approaches. New development will need to incorporate measures to promote sustainable travel patterns, using passenger transport, cycle and footpath networks to achieve a significant shift away from car use. This SPD is compatible with such strategies.

Hertfordshire Structure Plan policy

- 2.16 County Council policy on parking provision at new development is set out in Structure Plan Policy 25: Car Parking (Hertfordshire Structure Plan Review 1991 – 2011, adopted April 1998). This policy is supplemented by SPG on Parking Provision at New Development, adopted by HCC on 18 December 2000.

- 2.17 The Hertfordshire Guidance anticipated Government and regional guidance on the subject. It sets out maximum levels of parking provision for all principal non-residential land uses. These are demand-based, reflecting relatively unfettered use of the car. But importantly, these demand-based standards eliminate over-provision and are the starting point for restraint to be applied progressively in urban areas according to location, using a zone system. Location determines the quality of non-car accessibility. The system also allows the state of local economies and environmental factors to be taken into account. In rural areas, maximum demand-based standards will normally apply.
- 2.18 HCC's SPG expects residential property to accommodate parking demand off-street, hence it does not fully comply with PPG 3's requirement for, on average, no more than 1.5 off-street car parking spaces per dwelling. However, HCC's SPG standards are under review in the light of the Government's clarification of PPG 3. At inquiry/appeal, the Secretary of State has clarified the standard of 1.5 off-street car parking spaces per dwelling as an average to be achieved across a district and not necessarily on a site-by-site basis. It has been accepted that rural housing may require greater than 1.5 spaces per dwelling while some urban housing should have considerably less. HCC's recent review work explored how an average of 1.5 car parking spaces per new dwelling could be achieved on a district-wide basis in Hertfordshire. With the pending demise of the Structure Plan, HCC (the highway authority) is expected to provide further guidance in respect of vehicle parking provision at new development.
- 2.19 This SPD for North Hertfordshire takes account of that review process and the fact that the Government on 17 July 2003 confirmed in a Parliamentary Statement that the average of 1.5 off-street spaces refers to an average over a local authority area. The Government has also commissioned research into current difficulties being experienced by authorities in applying the PPG 3 "standard". The HCC SPG (as currently adopted) does however recognise that opportunities exist for reduced off-street parking provision in relation to high-density housing in accessible locations.

North Hertfordshire District Local Plan Number 2 with Alterations

- 2.20 Policy 55 refers to parking standards.
- 2.21 As noted in paragraph 1.19 above, these standards and guidance are out-of-date in important respects:
- they prescribe minimum standards
 - they do not comply with the standards in PPG 13

- they do not comply with County Council adopted policy
- they are not the basis of current development control practice in North Hertfordshire, which is based on County Council/national guidance.

2.22 This SPD is not the vehicle to introduce new standards; as confirmed above this can only be done via DPDs within the LDF process. However, there is a need to offer up-dated guidance in the short term in advance of the LDF process. The Council's approach to these issues is set out in the adopted Car Parking Strategy, which is summarised below.

Car Parking Strategy

2.23 The Car Parking Strategy 2004 – 2009 for North Hertfordshire was adopted by the Council on 27 July 2004.

2.24 The Strategy covers all aspects of parking, including parking standards for new development. It proposes a zonal approach in this context, in accordance with County Council guidance (see above). The document has been through public consultation and has been influenced by comments from the area visioning process and examination of local issues. It refers to PPG 13, Regional policy and the County Council's Local Transport Plan.

2.25 The Strategy refers to Local Plan policies that seek to reduce the overall need to travel, reduce dependence on the private car and to enable the use of alternative modes of transport.

2.26 The Strategy shows how its objectives link with the Council's Strategic Objectives.

2.27 The Strategy comments specifically about the four main settlements:

Hitchin

Hitchin is a medium sized market town. A recent study confirmed that there is just enough public parking provision to meet the town's current needs. It is considered essential that any redevelopment that entails a loss of publicly available spaces is replaced by additional provision from either developers or public provision. Consultation revealed a number of local concerns:

- a need for additional parking:
 - on the edge of the town
 - at the rail station
 - on the older residential estates
 - for motor cycles
 - for ambulant disabled

- in the town centre
- other issues identified included:
 - a need for better signage
 - verge parking
 - Park and Ride
 - residents' parking schemes
 - better quality car parks.

Letchworth

Letchworth is a medium sized town with a uniquely spacious and green layout, the result of its Garden City origins. The main parking issues identified in the Strategy concern commuter parking, which is being dealt with using Controlled Parking Zones (CPZs). There is growing need to extend these as commuter parking disperses further from the station and town centre. The area visioning process highlighted issues concerned with:

- residential parking issues
- car parking charges
- a need for more parking serving the rail station
- a need for more short stay parking
- free parking for older people.

Baldock

Baldock is a fairly small market town. The transport situation in Baldock is heavily influenced by the forthcoming bypass, to be opened in 2006. Public parking provision is thought reasonable overall although the supply is affected by the on-street market on Wednesdays and it is considered that there are conflicts between local business, residential, commuter and visitor parking in the town centre. The rail station has rather limited provision that is under increasing pressure from commuters. Future parking initiatives will need to take account of the impacts of the new bypass.

It is thought that best use of the available provision would be achieved by limiting the duration of town centre parking to maximise the turnover of spaces. There also need to be CPZs in residential areas within walking distance of the rail station.

Royston

Royston is a small market town. The centre is compact and there is a lack of central on-street parking provision for shoppers. Off-street provision is, on the other hand, quite good with spare capacity generally. Parking issues focus on rail-based commuter parking and parking intrusion in residential streets around the centre and rail station. The area visioning exercise highlighted issues concerned with:

- residential parking
- car parking charges
- a need for more rail station parking
- a need for more short stay parking
- free parking for older people.

- 2.28 The Strategy notes that similar problems are beginning to affect larger rural settlements, particularly Knebworth. Localised problems affect the smaller rural settlements but are few at present.
- 2.29 The Strategy sets out the process to be followed for addressing parking problems and assessing the implementation of CPZs. It sets objectives to help determine parking charges and guide the management of off-street car parks.
- 2.30 The Council does not currently propose to impose Workplace Parking Charges as allowed under the Transport Act 2000 but will keep it under review. Any significant new commercial development (eg 2,500 square metres or more of B1 use) is required to produce a Travel Plan to reduce car use in accordance with County Council guidance. The potential benefits of Park and Ride are noted but short term opportunities are thought unlikely, due to a lack of suitable sites.
- 2.31 The Strategy subscribes to the zonal approach to parking provision at new development in accordance with County Council policy and guidance. It describes in detail how the system works in principle and notes that there is flexibility within the process to help address local issues and concerns. This SPD is principally to do with the introduction of the zonal approach in North Hertfordshire.
- 2.32 The Strategy refers to County Council-based parking standards, which should be adhered to in North Hertfordshire. It notes that these standards are maxima. These standards are reproduced in Appendix B of this SPD for ease of reference.

3

Parking provision

This section explains how parking provision at new development should be determined.

Aspects considered

3.1 This section of the SPD considers:

- some basic definitions
- the way parking provision should be addressed in a Transport Assessment (TA) of a new development
- the way the zone system is used to vary non-residential parking provision according to location
- maximum car parking standards for residential and non-residential development
- the minimum parking provision required for cyclists and disabled motorists
- parking provision for powered two-wheelers and service vehicles/lorries.

All developments will be expected to comply with the guidance in this Section.

Definitions

- 3.2 Car parking provision is usually expressed in terms of 'spaces' and embraces various forms of provision such as garages and car-ports.
- 3.3 It is not possible to provide standards for every conceivable type of development and there will inevitably be some proposals which fall outside the categories identified. In such cases each proposal will be considered on its individual merits, using the nearest appropriate standard as a guideline. However, the onus will fall upon the developer to demonstrate that appropriate provision will be made.
- 3.4 Where reference is made to floorspace in the parking standards this relates to gross floorspace measured externally and expressed in square metres, unless otherwise stated. Where calculations to determine the required number of spaces result in fractions of a space, these figures should be rounded up to the nearest whole number unless communal parking for residential development is under consideration. (In the case of communal parking, the total number of communal spaces may be derived by adding together fractions of a space per dwelling). In the case of industrial and business development where individual land use components are known and a number of separate lettable units are proposed as part of a single planning application, floorspace categories will be applied to individual units and not to total floorspace.
- 3.5 Where parking standards relate to employee/staff requirements, numbers should be derived from the estimated peak period staffing levels of the development, unless otherwise stated.

Transport Assessments (TAs)

- 3.6 The TA concept was introduced to PPG 13 when it was revised in March 2001. In accordance with PPG 13, TAs should be prepared and submitted for developments that have significant transport implications. The coverage and detail of the TA should reflect the scale of development and the extent of the transport implications of the proposal. Guidance on producing TAs, as promised in PPG 13, is still awaited. Local Plan Policy 55 refers to Traffic Impact Assessments (TIAs). TIAs have been superseded by TAs. Hertfordshire County Council (the highway authority) stipulates that a TA is required for all but the smallest developments (less than 100 dwellings or 2,500 square metres of B1 use for example). The larger developments (subject to TAs) would be determined in conjunction with both the planning and highway authority. Small developments should be supported by a Transport Statement (TS) setting out the existing use of the site and details of the proposed development. Transport Statements may also need to justify proposed parking arrangements if the Council considers that proposals could have unacceptable impacts (see Appendix C). In all cases,

it would be advantageous for TAs/TSSs to be discussed with the highway authority in advance.

- 3.7 TAs involve an iterative process with many inter-related factors influencing the transport characteristics of a new development (e.g. location, passenger transport accessibility, accessibility on foot and by cycle, on-site parking provision). The process should combine these factors to maximise sustainability.
- 3.8 Location is the starting point for the TA process and is the foundation for current Government policy on planning for new development. Location determines catchments and influences overall accessibility to the development by different modes.
- 3.9 Maximising the use of non-car modes is a major consideration in the TA process. Accessibility is influenced by the design of the development and new transport infrastructure and services provided for it. These factors may be required to meet operational requirements but they may also help overcome poor accessibility, for example, by reducing pedestrian severance or by increasing the frequency of bus services to a level that is attractive to potential users. Travel Plans, planning conditions and legal agreements can also influence transport impacts by requiring measures that reduce car dependency. In Hertfordshire, Travel Plans must be included as part of all applications for major developments (eg retail use greater than 1,000 square metres gross floor area (gfa), B1 use greater than 2,500 square metres gfa), as set out in the guidance referred to in paragraph 3.10 below). Such plans are usually represented in planning obligations to ensure their continuity.
- 3.10 The County Council issued guidance on Travel Plans in March 2001 – Developing a Green Travel Plan, A Guidance Note. This guidance should be adhered to. It is considered good practice to seek to maximise the use of physical measures (eg parking provision) to achieve Travel Plan objectives and targets, and to minimise reliance on potentially complex legal agreements that require substantial data collection, monitoring and auditing exercises. Travel Plans should therefore promote the management of parking to ensure its efficient use and support reductions in provision below maximum standards.
- 3.11 Finally, assessing the effect of these influences allows analyses of consequent impacts on existing traffic and the site's surroundings. If these are unacceptable, the procedure may be repeated with different solutions. It is highly desirable for developments to accommodate attracted vehicles off-street to avoid intrusion in surrounding areas through overspill parking. However, it is also important that on-site parking provision conforms to mobility management principles to minimise car dependency.

- 3.12 Parking over-provision in recent new development is not uncommon, despite the steady growth in car use and ownership. This is especially true for retail uses. This is now acknowledged by many retailers and is resulting in applications for retail extensions that exploit under-used parking areas.
- 3.13 Car parking is both an input and an output of the TA process. In most cases the planning authority would use the standards set out in this SPD to guide applicants unless the highway authority could cite factors which would be detrimental to highway safety or operation. While car parking standards provide a starting point by indicating the degree to which car usage could be discouraged, the demand for off-street parking provision is a conventional and independently derived output of a TA. The whole TA process is illustrated in Figure 3.1 overleaf. Travel Plans are an important early element of the process.

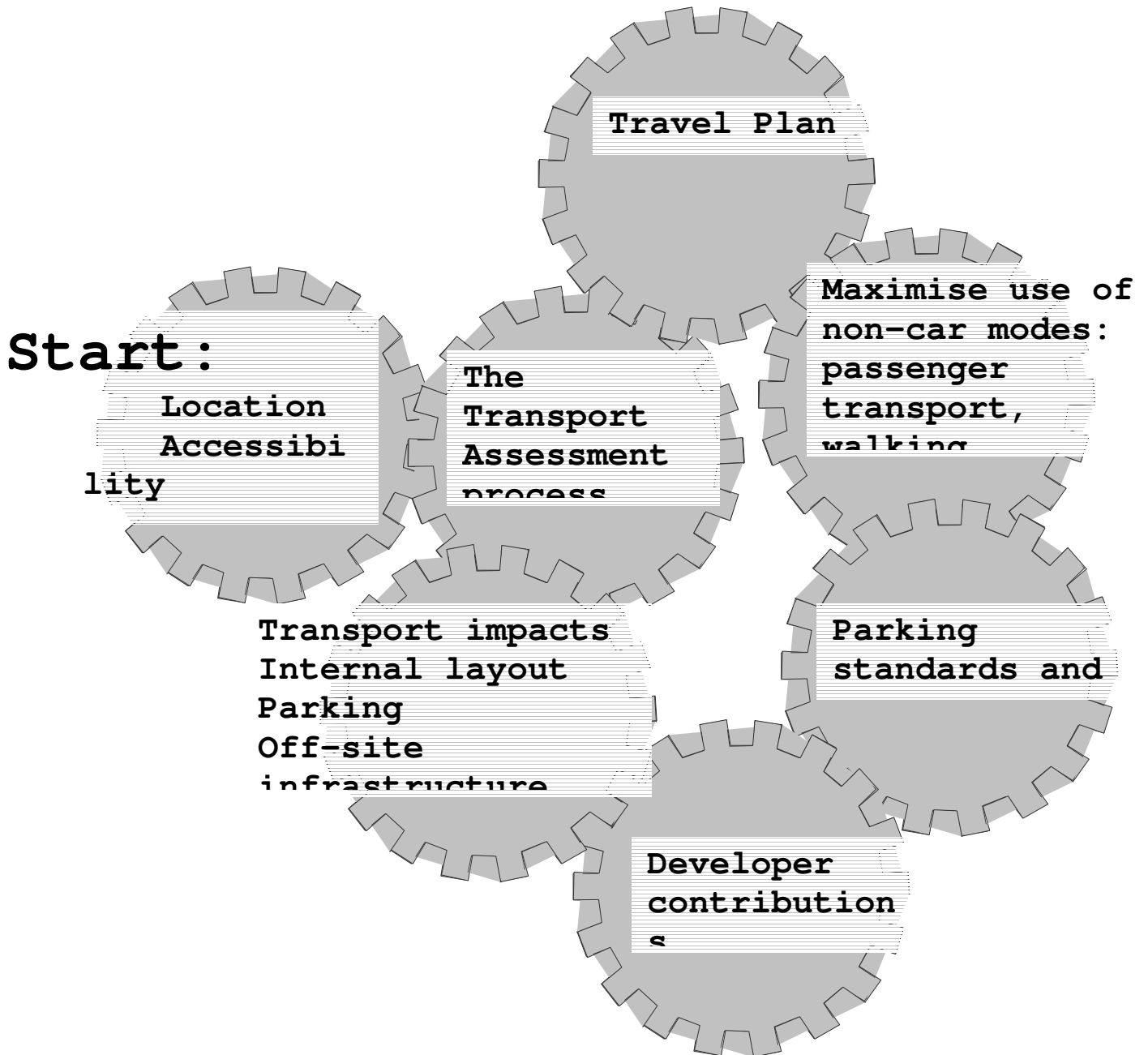
The zonal approach to parking provision

- 3.14 The zonal approach to parking provision applies to all developments and it underwrites the prevailing practice of having little or no dedicated car parking for specific non-residential town centre premises. However, this does not imply that any redevelopment and regeneration of the town centre should not be accompanied by changes in the parking supply. The future supply of public town centre car parking necessary to support the vitality and viability of the retail economy is considered in paragraphs 3.74 and 3.75.

Non-residential parking standards

- 3.15 The proposed process for determining maximum parking standards for non-residential development in North Hertfordshire in this Guidance is based directly on the HCC SPG (December 2000) and accompanying Best Practice Guide (published March 2003). The resulting zone systems for the five main settlements in North Hertfordshire are shown in Appendix A.
- 3.16 The starting point for the process is the maximum non-residential parking standards set out in Appendix B. These standards are those in the County Council's SPG. They are compatible with or more stringent than those in PPG 13. They reflect observed typical maximum parking demand as represented by recent surveys of developments (or previous minimum standards for those less common land uses where survey data is limited). They are therefore demand-based and represent relatively unfettered car use. The basis for the national maximum standards in PPG 13 has never been made clear.

Figure 3.1
The Transport Assessment process



- 3.17 Adoption of these standards without further reduction would:
- avoid parking over-provision in relation to unfettered car use , but...
 - over-provide in locations where non-car accessibility is good or can be improved.
- 3.18 The process for determining parking provision introduces progressive reductions, as indicated by the zonal maps in Appendix A. The reductions are based on locational factors, including accessibility, economic health and environmental considerations. The process involves:
- identifying parking provision based on unfettered car use
 - reducing this provision according to the location of the development, using the zonal maps in Appendix A that take account of:
 - accessibility by non-car modes of transport
 - economic health, based primarily on the position of the six main settlements in the retail hierarchy (as set out in the Structure Plan)
 - associated environmental considerations, (e.g. historic cores and conservation area designations).
- 3.19 The resulting reductions are set out in ranges as follows:

Table 3.1:
Non-residential car parking provision
by zone type

Zone type	car parking provision allowed
1	0-25% of unfettered demand
2	25-50% of unfettered demand
3	50-75% of unfettered demand
4	75-100% of unfettered demand

3.20 These ranges (expressed as percentages of the maximum-demand based standards set out in Appendix B) identify the degree of restraint to be applied to new development within each zone type. Within each range, the higher percentage represents the smallest acceptable reduction in provision and the lower percentage represents the greatest acceptable reduction in provision. While the percentage ranges are considered to be appropriate, less or more parking provision will be accepted where it is clearly demonstrated by the applicant that this is justified in the light of all prevailing policies and an appraisal of transport issues. Consequently, the lower percentage in each range does not represent a minimum standard, it marks the break-point between adjacent zone types and reflects the highest amount of restraint likely to be practicable per zone type. There is no minimum level of provision in that zero parking can apply where justified.

3.21 The general presumption is to use the lower provision that applies within each range. The range allows fine-tuning according to considerations such as:

- the nature of the development
- local traffic conditions
- the relevance of rail services
- the existing public parking supply.

Any out-turn provision in excess of national or regional standards will not be acceptable unless justified to meet a shortfall in the existing publicly available supply.

3.22 The process is not unprecedented in North Hertfordshire or elsewhere. The extremes of these ranges are reflected in the general exclusion of dedicated private parking in the town centre and provision for unfettered demand in less accessible locations.

3.23 Town centre and edge-of-centre employment uses may benefit from good accessibility to rail and bus interchanges and to town centre facilities. They are also usually within acceptable walk and cycle distances of surrounding housing. Residual demand for long-stay parking is catered for in public car parks.

3.24 It is expected that locational policies will remain paramount in North Hertfordshire. This means that development will be located mainly in areas that will enable fewer and shorter journeys to be made and which are well served by passenger transport, thus reducing the demand for car travel. Parking policies complement and reinforce locational policies. They are not a substitute and cannot be used to overcome locational deficiencies.

The zonal approach applied in North Hertfordshire

3.25 The identification of zones in the main North Hertfordshire settlements has been undertaken in accordance with County Council policy and recommended practice. The proposed zone systems are explained below. The proposals reflect the strength of the local economy (as represented by position of each settlement in the retail hierarchy) and the fact that the more powerful local economies are better placed to impose travel demand management measures without incurring harm. The zoning also reflects accessibility by non-car modes and the quality of the local environment. There are no instances in North Hertfordshire where maximum restraint on parking (zone 1 status) is considered justified.

Hitchin

3.26 The application of the recommended approach results in a zone 2 allocation focused on the substantial retail/leisure core as identified in the Local Plan. This is surrounded by a ring of zone 3 that is elongated eastwards to reflect the influence of the town's rail station (which is off-set over 1km east of the town centre) and a local centre nearby. Elsewhere, zone 4 applies.

3.27 This zoning reflects the town's retail status (minor sub-regional centre) and the passenger transport services available in the town, particularly rail services to London, Cambridge and Peterborough. During weekday peak hours there are 6 to 10 trains per hour in the peak direction to and from London, a relatively high frequency. There are 4 trains per hour to and from London in the non-peak direction during these times (a similar frequency exists for off-peak services to and from London). The above frequencies include Cambridge and Peterborough services which each operate at rates of about 2 trains per hour in each direction. However, only the eastern part of the town lies within 800m walk distance of the station. Rail accessibility is therefore compromised. Bus services and facilities are less good at present. The main through roads are A505 and A600/A602 but neither passes directly through the town centre. This has allowed substantial pedestrianisation.

3.28 The town centre is served by Council-run car parks offering about 370 short stay car parking spaces and about 750 long stay spaces, including the Lairage multi-storey car park (about 300 spaces). All these spaces are subject to charges.

3.29 In addition to these factors, the central zone 2 allocation was influenced by:

- the historic town centre

- the location of Sainsbury's foodstore with 200 parking spaces
- the location of the Waitrose foodstore with car parking
- the location of the M&S Simply Food store
- the central permanent market
- the need to limit traffic intrusion in the pedestrianised retail/leisure core.

Letchworth

- 3.30 The retail/leisure core of Letchworth also has zone 2 status. The area surrounding zone 2 is allocated as zone 3. All other areas have zone 4 status. This follows a similar approach to that explained above for Hitchin. The town's retail status is defined as "town centre". Train services to London termini, Stevenage and Cambridge are complemented by a relatively well located rail station close to the town centre. During weekday peak hours there are 5 to 9 trains per hour in the peak direction to and from London, a relatively high frequency. There are 2 trains per hour to and from London in the non-peak direction during these times (a similar frequency exists for off-peak services to and from London). The above frequencies include Cambridge services which operate at the rate of about 2 trains per hour in each direction. Bus services are considered only adequate. Letchworth is bypassed in a north-south direction by A1(M). The east-west A505 passes through the town but to the south of the town centre. This has allowed substantial pedestrian priority measures in the town centre.
- 3.31 The town centre is served by Council-run car parks offering about 250 short stay car parking spaces and about 360 long stay spaces; there are a further 85 long stay spaces at the rail station. All these spaces are subject to charges.
- 3.32 In addition to these factors, the central zone 2 allocation was influenced by:
- the town centre layout that successfully minimises traffic intrusion
 - the pedestrian-priority streets in the shopping core
 - the central M&S Simply Food store
 - the location of the Wm Morrison foodstore with car parking
 - the J Sainsbury out-of-town foodstore with 540 car parking spaces.

Baldock

- 3.33 Applying the zonal approach to Baldock results in a small central zone 2, surrounded by a ring of zone 3. Elsewhere, zone 4 applies. The town's retail status is defined as "minor town centre". The rail station in Baldock is in need of upgrading but is reasonably accessible on foot to the northern half of the town although current heavy through road traffic on A505 severs its main pedestrian link to the town centre. Through traffic will be significantly reduced when the bypass opens in 2006. The A1(M) already bypasses the town centre in a north-south direction. Rail services run between Cambridge and London. During weekday peak hours there are 4 to 6 trains per hour in the peak direction to and from London. There are 2 trains per hour to and from London in the non-peak direction during these times (a similar frequency exists for off-peak services to and from London). The above frequencies include Cambridge services which operate at a rate of about 2 trains per hour in each direction. Bus service quality in Baldock is currently not particularly good.
- 3.34 The town centre is served by just one Council-run car park, offering 50 spaces that are free of charge.
- 3.35 The central zone 2 allocation was influenced by:
- the substantial free shared car parking associated with the Tesco Extra hypermarket at its edge-of-centre site
 - the forthcoming bypass and scope for associated traffic management in the town centre.

Royston

- 3.36 This settlement is also ranked as a "minor town centre". It has a central Somerfields store adjacent to a small public car park. Its rail station is relatively poorly located over 500m to the north of the town centre. Rail services are similar to those operating through Baldock although the rail station at Royston is significantly better. The town has relatively poor bus facilities and services. The main through roads (A505, A10) bypass the town centre.
- 3.37 The town centre is served by a number of Council-run car parks offering 165 short stay spaces and about 350 long stay spaces. Charges are imposed.
- 3.38 The allocation of zone 2 status to the retail/leisure core takes account of:
- poor passenger transport accessibility, particularly by bus
 - the network of pedestrian-priority shopping streets

- the Tesco foodstore with substantial car parking located adjacent to the A505 bypass in an out-of-town location.

Knebworth

- 3.39 Knebworth is not ranked in the Structure Plan retail hierarchy but is the only one of the Excluded and Selected Villages in North Hertfordshire (as defined in the Local Plan) that has a rail station located within its village boundary. It enjoys similar rail frequencies to Baldock and Royston, with added benefits of being on both the Cambridge and Peterborough lines and in closer proximity to London. This helps make Knebworth unique amongst the villages. Knebworth is also better served by buses than are the other villages.
- 3.40 Knebworth also has a wide range of facilities. While Knebworth has the same type of facilities as other villages, such as Kimpton, Codicote and Ashwell, Knebworth has significantly more facilities and is more self-sufficient. It is considered that Zone 4 should be applied to Knebworth, particularly as all of Knebworth is within about 800 m walk distance of the rail station.
- 3.41 By way of validation, parallels can be drawn between Knebworth and Stanstead Abbots & St Margarets in East Herts. Stanstead Abbots & St Margarets is also not ranked in the Structure Plan retail hierarchy but is considered to be one of the 6 main settlements in East Herts. For this reason, it has been identified as Zone type 4 in Draft SPD on Vehicle Parking Provision at New Development (November 2004) by East Herts Council. Although it has a rail station, it has a very limited range of facilities in comparison to those enjoyed by Knebworth.

Retail, leisure and other town centre uses

- 3.42 In line with old PPG 6 (and not negated by PPS 6 in this respect), retail and leisure developments in town centres and local/neighbourhood centres will be expected to maximise shared use of public short-stay parking provision and thus be subject to prevailing charges and time limitations. Where there is a shortfall in short-stay public parking in these locations, greater (shared) provision may be sought on a development site beyond that indicated by direct application of the zone-based approach.

- 3.43 It is important to note that for daytime activities, shared parking represents a degree of restraint for the private sector in that the shared parking supply relates to a much bigger floor area than just that of the proposed new development (eg that of the whole or part of the town centre). Although the effects of linked trip-making may cancel this out to some extent by reducing trip attraction rates per unit floor area, dwell times in car parks can increase as a result of linked trips. Many leisure activities can rely on existing public parking (if well located) as leisure-related peak times tend to occur in the evenings when demand associated with other activities (e.g. retailing) is usually less. Furthermore, it may be considered inappropriate to provide additional public car parking for other town centre uses (e.g. food and drink) which may be considered ancillary to more major town centre activities.
- 3.44 These issues should be explored in a TA in relation to new development.

Mixed-use sites

- 3.45 This SPD does not give maximum demand-based standards for mixed-use sites, other than for non-food retail and leisure parks where the individual land use components are not known. Non-residential developments on mixed-use sites share parking and provision can be reduced below that required for each individual land use component at the discretion of the local planning authority. This takes account of linked trips on site and the fact that time profiles of car parking demand will vary according to use. Over-provision should be avoided.
- 3.46 Research for the TRICS consortium (Transport Characteristics of Non-Food Retail Parks, TRICS Report 97/1, 1998) showed that visitation (trip) rates for retail parks can be significantly lower than that implied by the sum of the individual land use components. However, although this could apparently reduce the demand for parking it is also likely to increase parking durations, driving up the number of spaces required at any one time. More recent TRICS research (due to be published in 2006) has confirmed that the finding of the earlier research is but one possible outcome of mixed-use development. Some developments appear to exhibit the opposite effect whereby trip attraction is intensified, presumably as a result of greater than expected diversion from other facilities. Developers should consider all such effects and justify assumptions in their TAs.
- 3.47 Single land use sites that have multiple functions e.g. schools used for community purposes outside of the school day raise similar issues to be addressed through TAs. In these instances, consideration should be given to the use of dual purpose surfaces such as school playing areas doubling as car parks if occasional overspill parking is envisaged.

Extensions and change of use

- 3.48 Applications for extensions of existing developments should also be subject to the SPD approach. The appropriate parking standard should initially be applied to the total development size (existing plus proposed). The resultant number of parking spaces should then be checked (via the TA) against maximum parking accumulation for the existing site and estimates for the extension.
- 3.49 The objective should be to exploit spare capacity resulting from any existing over-provision and achieve an appropriate level of parking spaces for the site as a whole, taking into account any accessibility improvements proposed by the developer. Extensions often provide the opportunity to make a site more sustainable by improving its internal layout, facilities and external connections. Accessibility by non-car modes could, for example, be increased by including new or enhanced cycle facilities and cycle parking provision, better pedestrian linkages, contributions towards passenger transport and sustainable transport schemes, and the implementation of a Travel Plan.
- 3.50 Where a site undergoes a change of use that requires the submission of a planning application, parking provision should normally be provided in accordance with the new land use. However, at the discretion of the local planning authority, it may be appropriate for flexibility to be applied in certain circumstances e.g. in some town centre locations where appropriate provision cannot be made on-site.

Phased restraint

- 3.51 In line with PPG 13, phased introduction of restraint may be acceptable at some new developments if the developer can demonstrate that phasing is appropriate e.g. the removal of parking spaces/reduction in the number of spaces per phase of built development after a specified period or when accessibility to the site by non-car modes is improved. Such developments are likely to be large.
- 3.52 This approach often proves particularly useful for regeneration areas/large brownfield sites not ideally located in transport terms but such sites are few in North Hertfordshire. Nevertheless, travel patterns (particularly those of employees) tend to become established at the outset of starting a new job and initial car dependence may subsequently be hard to break. It is therefore important not to exaggerate allowances made in these circumstances.

Operational car parking

- 3.53 Operational car parking (as opposed to service vehicle/lorry parking requirements) is assumed to be included within the maximum demand-based standards. The onus should therefore be on the developer to provide specific justification if operational car parking (particularly for employees) is sought in excess of the overall provision resulting from zonal restraint. Planning permissions are attached to the land in question, not the prospective occupier (if known). Hence, any exceptional provision of operational space to meet the needs of a specific occupier may be surplus to requirements at a later date. Genuine need for operational parking in such instances should be minimised through the use of a Travel Plan.
- 3.54 Service vehicle/lorry parking requirements may be necessary in addition to car parking provision, but the onus should be on the developer to demonstrate need. Further guidance is given later in this SPD. Similarly, the onus should be on the developer to justify requirements for other on-site facilities that may be necessary for operational reasons e.g. access roads, delivery/turning areas, circulation space.

Residential parking standards

- 3.55 PPG 3 seeks an average of 1.5 off-street spaces per dwelling across new housing development. The residential aspect of HCC's SPG on Parking Provision at New Development has undergone a recent review in the light of the Government's interpretation of PPG 3. The HCC review explored how an average of 1.5 car parking spaces per new dwelling could be achieved on a district-wide basis in Hertfordshire.
- 3.56 Average car ownership in North Hertfordshire exceeds that in more urbanised Hertfordshire authorities (eg Stevenage and Watford). In 2001, North Hertfordshire had 1.30 cars or vans per household (compared with 1.17 in 1991). This is a little higher than the Regional average of 1.27 but below the average for the County (1.34). Of the 26 Wards in North Hertfordshire, 8 had car ownership in excess of the 1.5 cars per household benchmark implied in PPG 3 in 2001. Car ownership data is set out in Appendix D.
- 3.57 Thus provision for an average of 1.5 cars per new housing unit may not represent adequate provision for residents' cars and a significant number of visitors' cars under current circumstances.

3.58 National policy seeks to manage car use but not ownership. Car use responds to non-car accessibility levels but car ownership need not. Thus residential parking standards are not considered to be directly amenable to the zonal approach that applies to non-residential development. However, car ownership does respond to factors that can relate to locational characteristics. Household characteristics that could reduce car ownership levels include:

- lower income
- occupation by the elderly
- occupation by students
- single person occupation
- high-density, affordable and special needs housing
- housing with high accessibility to shops, jobs and services
- housing with high accessibility to good quality passenger transport services (especially rail-based commuting).

3.59 Given these characteristics, a two-tier set of maximum residential parking standards may be appropriate for new housing in North Hertfordshire, with provision varying by location. In higher order town centres and their immediate surroundings (defined by zones 1 and 2 as applied to non-residential development) reduced standards could apply. It is assumed that the characteristics identified above will often be found in such locations. Reductions may also apply outside zone 2 and could be sought where the location and/or characteristics of the development could reduce car ownership levels. Such opportunities are not thought likely in North Hertfordshire.

3.60 Out-turn provision obviously depends on the housing allocation, as this will determine opportunities for reductions in provision in accordance with the household characteristics above. Account should be taken of plans and strategies concerned with new housing development.

3.61 To assist developers, the following housing allocation scenarios have been analysed in conjunction with some nominal residential parking standards. These nominal standards are lower than the previous County Council standards. This reduced provision is considered not unreasonable as the previous standards effectively allowed for visitor parking at every dwelling, rather than promote communal parking for visitors (in unallocated spaces). This is a luxurious level of provision as it is most unlikely that all households will have car-based visitors simultaneously and therefore it represents inefficient use of land. The following table suggests some revised (reduced) maximum standards, solely for use in this analysis.

Table 3.2:
Nominal maximum residential parking standards

Location	off-street parking spaces per unit			
	number of bedrooms			
	1	2	3	4+
zone 2 (town centre)	0.75	1.0	1.5	2.0
elsewhere	1.25	1.5	2.25	3.0

Notes:

- *one off-street space is defined as space for parking one car e.g. a single garage, driveway or hardstanding; provision of a garage does not automatically mean that there will also be a driveway (and hence 2 or more spaces) as garages can be provided in blocks or may front onto the street in courtyard formats*
- *fractions of a space indicate the use of a mix of allocated and unallocated spaces, the latter being principally for visitors but possibly also groups of residents.*

3.62 It is unlikely that housing market forces in North Hertfordshire will enable direct compliance with the PPG 3 benchmark. This is largely because existing car ownership has already achieved this level on average in about one third of Wards and there is no reason to assume that the housing market will sustain lower levels and still achieve allocation targets during the Local Plan period. It is not stated Government policy to restrict car ownership in order to help achieve its demand management priorities.

- 3.63 However, if a proportion of the North Hertfordshire housing allocation is in relatively accessible town centre locations, this will serve to constrain car ownership levels at the margin and hence the demand for off-street car parking.
- 3.64 Two scenarios are tested below to illustrate the likely impact on overall car parking provision of applying the nominal standards to new residential development in North Hertfordshire:
- (a) assume 16% of new dwellings will be in zone 2 (town centre) locations
 - (b) assume 30% of new dwellings will be in zone 2 (town centre) locations

Test (a) represents the locational characteristics of the current forward housing allocation in North Hertfordshire, based on urban capacity analyses undertaken by the Council. In each case the following house size distributions are assumed, based directly the 940 housing completions in the District in the period 2003 to 2005:

number of bedrooms	percentage of new housing stock by location	
	central	non-central
1	29%	13%
2	67%	36%
3	4%	33%
4+	0%	18%
Total	100%	100%

- 3.65 Combining these assumptions with the nominal maximum standards results in average spaces per dwelling of:

scenario (a): 1.82 spaces

scenario (b): 1.67 spaces.

The calculation is obviously sensitive to locational assumptions. If 50% of the housing allocation was in central locations, these nominal standards and supporting assumptions would fall to 1.47, coincident with the Government benchmark set out in PPG 3. Although it is hard to envisage a scenario in largely rural North Hertfordshire that could result in meeting the Government benchmark on average across the area, the above analysis suggests it could be approached. It is important to note that Draft PPS 3 does not refer to the benchmark, instead stating that “Local planning authorities should develop parking policies for their plan area with local stakeholders and local communities having regard to expected car

ownership for planned housing in different locations, the efficient use of land and the importance of good design.” The nominal maximum standards/approach set out in this SPD appears to be compatible with the spirit of Draft PPS 3, whilst striving to comply with the current national policy (PPG 3). These nominal standards have the scope to be refined further when this SPD is updated, as discussed earlier in paragraph 1.22.

- 3.66 The above calculations do not account for reductions below the nominal maximum standards, so there is residual potential for out-turn provision to be less than the calculated averages above. Out-turn provision will be monitored. All developers will be expected to take heed of PPG 3 in this respect.
- 3.67 As noted above, fractions of a parking space indicate the use of assigned and unassigned spaces. Unassigned spaces (primarily provided for visitors) may be incorporated into the streetscape (including the public realm), provided this is compatible with amenity and safety considerations. It is assumed that private garages as well as driveways/hardstandings are used for parking cars when determining the number of spaces per dwelling.
- 3.68 Developers will need to justify off-street car parking provision through the TA/TS process. This should ensure that the associated risks (eg on-street overspill etc) are identified and appropriate measures for minimising adverse safety and amenity impacts are proposed.
- 3.69 Car-free residential developments could be permitted in those locations that have high accessibility by non-car modes and are within easy walking distance of shops and services. Such developments are best suited to areas where a residents’ parking scheme exists in surrounding streets, possibly provided or extended at the developer’s expense. Occupiers of such properties may be subject to conditions that preclude their obtaining a resident’s parking permit. The market for such development will probably be very restricted in North Hertfordshire.
- 3.70 It is important that existing residential car parking problems are not exacerbated and to have regard to existing/proposed Controlled Parking Zones (CPZs) and other parking management measures. These will be considerations when determining the acceptability of the level of parking provision proposed in a development.
- 3.71 Developments should be designed with layouts that ensure that additional on-site provision cannot easily be achieved informally (to the detriment of amenity) and that encourage garages to be used for car parking, if provided. However, designing developments to achieve these objectives should not compromise other residential design principles. Where applicable, garages should not be so small as to actively discourage use.

- 3.72 Where residential is proposed as part of a mixed-use development e.g. housing over shops, car parking provision for the residential component should be calculated separately.
- 3.73 Where existing dwellings are converted or sub-divided to create additional units, provision should be made for vehicle parking in accordance with the resultant number of bedrooms for each separate unit. Proposals for the extension or alteration of existing dwellings will be assessed against the net increase in bedrooms resulting from the new development rather than assessment of the whole building as extended or altered. However, where any of the above proposals would result in an overall loss of existing off-street car parking spaces, such circumstances may preclude the grant of planning permission if the remaining car parking provision is considered by the local planning authority to be inadequate.

Loss of car parking spaces

- 3.74 Town centre development that would result in a loss of publicly available car parking spaces should be assessed against the town's existing and future public parking needs. Where there is an existing shortfall in provision or a shortfall would arise as a result of the development, developers will be required to provide for publicly-available car parking as part of their proposals. The provision of public parking by developers may involve funding new car parking structures within the development site, and/or funding new car parking structures in other suitable off-site locations. New car parks will be subject to planning conditions and legal agreements that provide for their control and management as if they were NHDC-owned car parks. If however, an existing and future over-provision of public car parking has been identified, a loss of publicly available spaces may be acceptable.
- 3.75 One way of judging a town's existing and future parking needs is to compile an inventory of land use by Use Class and apply the relevant HCC standards. This parking provision can then be compared with actual public and private non-residential (PNR) provision. Applying HCC standards to existing land uses in Hitchin, for example, showed that some 6,430 spaces would be needed but this is before any allowance is made for linked trip making (parking and then visit more than one shop or other facilities on foot).

3.76 The same study of Hitchin showed that the following existing spaces (numbers are rounded) are available:

	spaces
• short stay (NHDC):	380
• short stay (private but publicly available):	680
• long stay (NHDC):	815
• on-street:	475
• PNR (not publicly available):	710
Total	3060

Inspection shows that there are typically about 10% of existing spaces free at any one time.

3.77 Thus the existing parking stock was considered just adequate to serve the town. The study also confirmed that applying zonal reductions to parking provision that was compatible with zone 2 status results a range of 1,600 (25% of 6430) to 3,215 (50% of 6430) spaces. Actual provision is currently about 50% of the maximum standards, showing that in town centres, there is no need to provide maximum standards to ensure viability and that the zonal approach is already working effectively in relation to existing development.

3.78 The Council will also ensure that the loss of private car parking spaces through development does not have adverse consequences on-street. Where there is evidence of over-provision, the loss of spaces may be approved, subject to an acceptable TA. Where there is evidence of parking under-provision that is currently causing unacceptable impacts in the surrounding area or where a loss of spaces would induce such effects, then the development must include measures that ensure such problems are not exacerbated or created. Measures may include CPZs or providing replacement on-site parking spaces but only after consideration is given to improvements to accessibility by non-car modes within the vicinity of the development (including contributions towards sustainable transport schemes) and a Travel Plan has been formulated with a view to making travel patterns more sustainable. As usual, the package of measures will need to be justified in a TA.

Disabled motorists

3.79 The special needs of disabled motorists must be reflected in parking provision at new development to help provide accessibility to shops, jobs and services in a socially inclusive way.

- 3.80 Minimum parking standards will normally apply to non-residential development, in accordance with DETR Advisory Leaflet 5/95 - Parking for Disabled People. Any pro rata calculations based on the DETR advice should be based on the full demand-based maximum standard, irrespective of location. The DETR advice is summarised overleaf.

**Table 3.3:
Parking provision for disabled people**

Car park use	Car park size	
	up to 200 spaces	over 200 spaces
employees and visitors to business premises	individual bays for each disabled employee plus 2 bays or 5% of total capacity, whichever is the greater	6 bays plus 2% of total capacity
shopping and recreation	3 bays or 6% of total capacity, whichever is the greater	4 bays plus 4% of total capacity

- 3.81 It should be noted that the number of disabled bays specified above is part of total (demand-related) capacity prior to any location-based reductions, and not additional to it.
- 3.82 The application of this approach is illustrated in HCC’s Best Practice Guide: Parking Provision at New Development.

Cycle parking

- 3.83 Appendix B includes advisory minimum cycle parking standards for both non-residential and residential uses as set out in County Council guidance.
- 3.84 Cycle parking standards have been developed for each Use Class. These standards differentiate between long and short stay provision so that the appropriate type of provision is made. This is important because cycle theft deters greater use.
- 3.85 “Sheffield” stands are satisfactory for short stay use. Cycle lockers and/or supervised “cycle parks” provide better weather and security protection for long stay use. Shower facilities are also important, especially in conjunction with employee cycle parking. Cycle sheds or appropriate secure cycle parking will be sought for new residential development.

- 3.86 The employee standards are based on “full-time staff equivalents” where appropriate. Provision on this basis can relate directly to mode choice targets. The standards are based on a mode choice target of 10%. This is acknowledged to be relatively ambitious.
- 3.87 Provision at a specific development should be adjusted, up or down, to reflect local targets and employee Travel Plans. Accurate employee numbers and characteristics may not always be readily available when planning permission is sought. However, this is considered to remain the more robust basis for determining cycle parking provision as employee to floorspace ratios vary considerably and the preferred approach relates directly to mode choice targets. Thus employee cycle parking standards based on floorspace are less appropriate. In the absence of alternative data, cycle parking standards for non-employees (e.g. customers, visitors, patients) are however based on floorspace or other similar parameters (e.g. seats for cinemas and beds for hospitals).

Powered two-wheelers

- 3.88 Use of mopeds, scooters or small motorcycles is likely to be regarded by the Government as beneficial if they replace car trips and the emphasis is on meeting the needs of users. Secure parking for powered two-wheelers should be considered on its merits in every instance, taking into account the needs associated with the type of development proposed, particularly as its demands on development land are limited, relative to those associated with car parking (i.e. one car parking space can accommodate 5 or 6 motorcycles).
- 3.89 The County Council quotes the Motorcycle Industry as the main source of guidance; its recommendations are as follows:
- “as a guide, local authorities should set aside around 5% of the total stock of publicly accessible vehicle parking space for motorcycle use”
 - “local authorities should also take steps to ensure that workplaces, new developments and other parking not under their direct control includes sufficient provision to ensure pressure is not simply concentrated on local authority provision”
 - “parking facilities should be concentrated close to popular destinations in urban centres, near to shops, amenities, offices etc”

- “users should be given the opportunity to park their machines at secure parking places equipped with robust fixed anchor points to make theft a less attractive proposition”.

(Source: Powered Two Wheelers – The SMART Choice in Local Transport Plans, March 1999)

Service vehicle/lorry parking requirements

3.90 HCC’s SPG makes reference to benchmark lorry standards for B2 and B8 land uses to help development control officers identify legitimate requests – made by developers – for such parking. The benchmark standards (given below) are based on a review of lorry parking standards adopted/proposed by authorities outside Hertfordshire:

- B2 general industrial: 1 lorry space per 200 m² to 1 lorry space per 1,000 m² gross floor area
- B8 warehousing/storage and distribution: 1 lorry space per 200 m² gross floor area (minimum 1 space) to 1 lorry space minimum plus 1 lorry space per 500 m² gross floor area.

3.91 The ranges reflect the variation in such standards and are not intended to reflect location.

3.92 In the case of other land uses (e.g. shops and offices) any service vehicle/lorry parking requirements are likely to be very specific to the operation in question. There are no HCC benchmarks against which to judge requirements for other uses and the onus will be on the developer to make a convincing case. However, requirements are likely to differ from those of B2/B8 uses where parking may well be required to accommodate lorries overnight.

Coaches

3.93 Those uses likely to generate coach traffic should provide appropriate off-street facilities for the stopping, setting down and picking up of passengers, together with the manoeuvring of such vehicles. The onus will be on the developer to demonstrate that an appropriate level of provision is made to satisfy likely levels of usage. Layouts requiring coaches to reverse in or out of a site will not be acceptable.

Crime prevention and community safety

- 3.94 In designing parking layouts and provision of parking facilities, developers should comply with the advice set out in PPS 1 on creating safe and secure communities. The ODPM/Home Office document “Safer Places – The Planning System and Crime Prevention” (2004) is referred to in PPS 1 and sets out planning guidance to help achieve safer places and well designed sustainable communities.

4

Summary

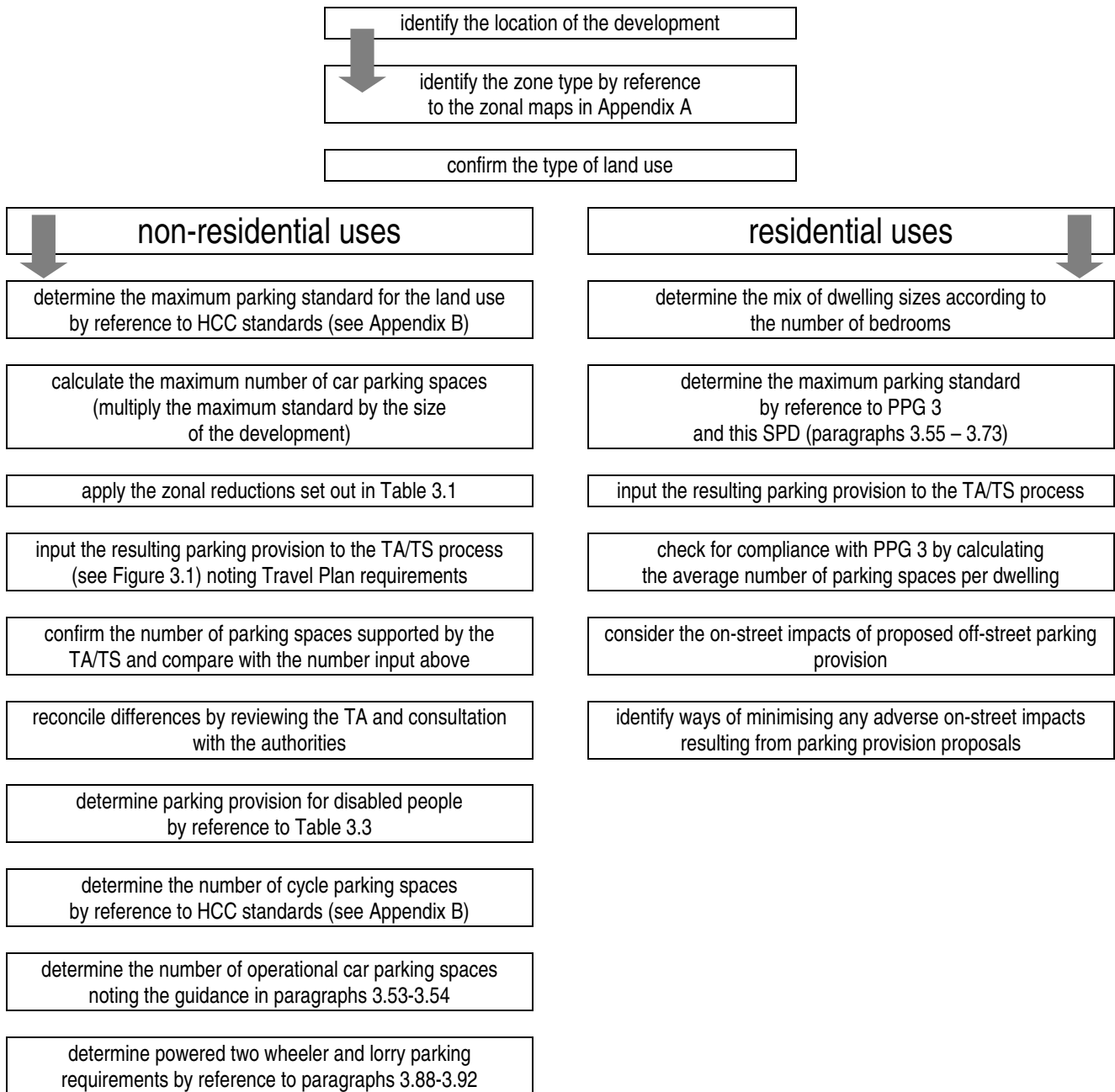
This section summarises the process for determining the number of on-site parking spaces at new development.

Process flow chart

- 4.1 The flow chart overleaf summarises the process to be generally used to determine the number of on-site parking spaces at new development.
- 4.2 Where development proposals involve the loss of existing public parking spaces that are not surplus to requirements, financial contributions will be sought for off-site provision if developments do not replace existing provision on-site.

dah/ljw/n herts final spd/27 January 2006

Determining the number of on-site parking spaces



Appendix A

Zonal maps for North Hertfordshire

The zoning process

- A.1 The zoning process used in this guidance is based directly on the SPG (December 2000) and accompanying Best Practice Guide (March 2003) issued by HCC on Parking Provision at New Development. Reference should therefore be made to these two documents for details of the process.
- A.2 The zone types represented in the maps in this Appendix refer to ranges of parking provision. These ranges (expressed as percentages of the maximum-demand based standards set out in Appendix B) identify the degree of restraint to be applied to new development within each zone type. Within each range, the higher percentage represents the smallest acceptable reduction in provision and the lower percentage represents the greatest acceptable reduction in provision. While the percentage ranges are considered to be appropriate for corresponding zone types, less or more parking provision will be accepted where it is demonstrated in a TA that this is justified in the light of all prevailing policies. Consequently, the lower percentage in each range does not represent a minimum standard, it marks the break-point between adjacent zone types and reflects the highest amount of restraint likely to be practicable per zone type. There is no minimum level of provision in that zero parking can apply where justified. The ranges are as follows:

Zone type	car parking provision allowed
1	0-25% of unfettered demand
2	25-50% of unfettered demand
3	50-75% of unfettered demand
4	75-100% of unfettered demand

Note, there are no zone type 1 examples proposed in North Hertfordshire.

- A.3 The zoning set out overleaf does not supersede other planning policies, particularly locational policies for new development.
- A.4 The zonal maps resulting from the application of the process described in this SPD are set out overleaf.

insert zonal plans and discard this page

Appendix B

Hertfordshire County Council
maximum demand-based
car parking standards;

cycle parking standards
and guidance on parking for
powered two-wheelers

Use Class	Description	Maximum car parking standards	Cycle parking standards
A1 Retail foodstores	a) Small food shops up to 500 m ² gfa	1 space per 30 m ² gfa	1 s/t space per 150 m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time
	b) Food supermarkets exceeding 500 m ² gfa but not exceeding 2,500 m ² rfa	1 space per 18 m ² gfa	
	c) Food superstores/ hypermarkets exceeding 2,500 m ² rfa	1 space per 15 m ² gfa	1 s/t space per 250 m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time.
	d) Food retail parks	to be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)	
A1 Non-food retail	a) Non-food retail warehouses with garden centres	1 space per 25 m ² gfa	1 s/t space per 350 m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time.
	b) Non-food retail warehouses without garden centres	1 space per 35 m ² gfa	
	c) Garden centres up to 4,000 m ² gfa	1 space per 25 m ² gfa	
	d) Garden centres exceeding 4,000 m ² gfa	to be decided in each case on individual merits	
	e) Non-food retail parks where individual land use components are known	to be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)	
	f) Non-food retail parks where individual land use components are not known	1 space per 40 m ² gfa (shared parking)	

Use Class	Description	Maximum car parking standards	Cycle parking standards
A2 Financial & professional services	Banks, building societies, estate agencies, betting shops	1 space per 30 m ² gfa	1 s/t space per 200 m ² gfa plus 1 l/t space per 10 f/t staff note: A2 offices should be treated as B1 offices
A3 Food & drink	a) Restaurants/ cafes	1 space per 5 m ² of floorspace of dining area plus 3 spaces per 4 employees	1 s/t space per 100 m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time.
	b) Public houses/bars	1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees	
	c) Hot food takeaway shops (excluding fast food drive thru restaurants)	1 space per 3 m ² of floorspace of public area plus 3 spaces per 4 employees	
	d) Fast food drive thru restaurants	1 space per 8 m ² gfa	
	e) Roadside restaurants	1 space per 4 m ² of floorspace of dining area plus 3 spaces per 4 employees	1 l/t space per 10 maximum staff on site at any one time.
	f) Transport cafe	1 lorry space per 3.5 m ² gfa plus 3 spaces per 4 employees	
B1 Business	a) B1 (a) offices	1 space per 30 m ² gfa	1 s/t space per 500 m ² gfa plus 1 l/t space per 10 f/t staff
	b) B1 (b) research & development, high-tech/B1 (c) light industry	1 space per 35 m ² gfa	
B2 General industry	General industry	1 space per 50 m ² gfa (lorry provision to be checked against benchmark standards)	

Use Class	Description	Maximum car parking standards	Cycle parking standards
B8 Storage & distribution	Wholesale distribution, builders merchants, storage	1 space per 75 m ² gfa (lorry provision to be checked against benchmark standards)	1 l/t space per 10 f/t staff
Business Parks	Mixed B1/B2/B8 (unless heavily orientated to B8) for use where individual land use components are not known	1 space per 40 m ² gfa (lorry provision to be checked against benchmark standards)	1 s/t space per 500 m ² gfa plus 1 l/t space per 10 f/t staff
C1 Hotels & hostels	a) Hotels	1 space per bedroom (including staff accommodation) plus 1 space per manager plus 2 spaces per 3 staff minus spaces related to staff bedrooms plus 1 space per 5 m ² dining area plus 1 space per 3 m ² bar area plus 1 space per 5 m ² public area in conference facility plus 1 space per 6 m ² of public area in exhibition hall plus a minimum of 1 coach parking space per 100 bedrooms	1 l/t space per 10 beds plus 1 l/t space per 10 maximum staff on site at any one time.
	b) Hostels		
	i) Small (single parent or couple with no children) ii) Family (2 adults & 2 children)	3 spaces per 4 units 1 space per unit	1 l/t space per 3 units

Use Class	Description	Maximum car parking standards	Cycle parking standards
C2 Residential institutions	a) Institutions/homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres)	1 space per 5 residents' bed spaces plus 1 space per 2 staff (non resident); parking for resident staff to be based on general needs standard	1 s/t space per 20 beds plus 1 l/t space per 10 staff on duty at any one time
	b) Elderly persons residential & nursing homes (Category 3)	0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard	
	c) Hospitals	1 space per 0.5 beds or to be decided on individual merits (including a full transport assessment & proposals in a green transport plan); special hospitals must be considered individually	
	d) Education – halls of residence	1 space per 2 full-time staff plus 1 space per 6 students (but with linkage to student transport plans where appropriate)	1 l/t space per 10 f/t staff plus 1 l/t space per 3 students

Use Class	Description	Maximum car parking standards	Cycle parking standards
D1 Non – residential institutions	a) Public halls/places of assembly (excluding D2)	1 space per 9 m ² gfa or 1 space per 3 fixed seats plus 3 spaces per 4 staff members	1 s/t space per 200 m ² gfa plus 1 l/t space per 10 staff on duty at any one time
	b) Community/family centres	1 space per 9 m ² gfa plus 1 space per full-time staff member or equivalent	
	c) Day centres	1 space per 2 staff members plus 1 space per 3 persons attending or 1 space per 9 m ² gfa	
	d) Places of worship	1 space per 10 m ² gfa	
	e) Surgeries & clinics	3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets	1 s/t space per consulting room plus 1 l/t space per 10 staff on duty at any one time
	f) Libraries, miscellaneous cultural buildings	1 space per 30 m ² gfa of freestanding development (otherwise assessed on merits)	1 s/t space per 100 m ² gfa plus 1 l/t space per 10 f/t staff
	g) Miscellaneous cultural buildings	2 spaces plus 1 space per 30 m ² of public floorspace	

Use Class	Description	Maximum car parking standards	Cycle parking standards
<p>D1 Non – residential institutions (continued)</p>	<p>h) Educational establishments (including residential) i) schools</p> <p>ii) further education</p> <p>iii) nursery schools/playgroups</p> <p>Note: overspill parking for community purposes (outside school day) should be catered for by use of dual purpose surfaces such as school play areas.</p>	<p>1 space per full-time member of staff plus 1 space per 100 pupils plus 1 space per 8 pupils over 17 years old plus 1 space per 20 pupils under 17 years old</p> <p>1 space per full-time member of staff plus 1 space per 5 full-time students</p> <p>1 space per 4 pupils</p>	<p>1 1/t space per 10 f/t staff plus primary school: 1 1/t space per 15 students secondary school: 1 1/t space per 5 students</p> <p>further education: 1 1/t space per 5 students</p> <p>nursery schools/playgroups: none additional</p>

Use Class	Description	Maximum car parking standards	Cycle parking standards
D2 Assembly & leisure	a) Places of entertainment/leisure parks for use when individual land use components are known	to be decided in each case on individual merits: parking for individual land use components should be based on the standards set out in this Guidance, but with an overall reduction in provision to reflect linked trips on site (all parking should be shared and an overall reduction of 25% should form the starting point for discussion)	on merit, depending upon mix of uses
	b) Places of entertainment/leisure parks for use when individual land use components are not known	1 space per 15 m ² gfa (shared parking)	
	c) Cinemas (including multiplexes)	1 space per 3 seats	cinemas up to 500 seats: 1 s/t space per 20 seats plus 1 l/t space per 10 staff on duty at any one time cinemas over 500 seats: 25 s/t spaces plus 1 s/t space per 100 seats in excess of 500 plus 1 l/t space per 10 staff on duty at any one time

Use Class	Description	Maximum car parking standards	Cycle parking standards
D2 Assembly & leisure (continued)	d) Swimming pools	1 space per 15 m ² gfa	1 s/t space per 25 m ² gfa plus 1 l/t space per 10 f/t staff
	e) Tennis/badminton	4 spaces per court	
	f) Squash courts	3 spaces per court	
	g) Ice rinks	1 space per 12 m ² gfa of rink	
	h) Fitness centres/ sports clubs	1 space per 15 m ² gfa	
	i) Ten pin bowling	4 spaces per lane	1 s/t space per 3 lanes or rink plus 1 s/t space per 25 spectator seats plus 1 l/t space per 10 f/t staff
	j) Indoor bowls	4 spaces per rink	
	k) Outdoor sports grounds		1 s/t space per 10 players/participants at busiest period
	i) with football pitches	20 spaces per pitch	
	ii) without football pitches	50 spaces per hectare	
	l) Golf		10 l/t spaces per 18 holes 5 l/t spaces per 9 holes 5 s/t spaces per 20/30 tee driving range pro rata to above
	i) 18 hole golf course	100 spaces	
ii) 9 hole golf course	60 spaces		
iii) golf driving range	1.5 spaces per tee		
iv) golf courses larger than 18 holes &/or for more than local use	to be decided in each case on individual merits		

Use Class	Description	Maximum car parking standards	Cycle parking standards
Motor trade related	a) Showroom car sales	3 spaces per 4 employees plus 1 space per 10 cars displayed	1 1/t space per 10 f/t staff
	b) Vehicle storage	3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover	
	c) Hire cars	3 spaces per 4 employees plus 1 space per 2 hire cars based at site	
	d) Ancillary vehicle storage	3 spaces or 75% of total if more than 3 vehicles	
	e) Workshops	3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays	
	f) Tyre & Exhaust	3 spaces per 4 employees plus 2 spaces per bay	
	g) Parts stores/sales	3 spaces per 4 employees plus 3 spaces for customers	
	h) Car wash/petrol filling station	3 spaces per 4 employees plus 3 waiting spaces per bay or run in to row of bays (additional parking is required where a shop is provided)	1 1/t space per 10 f/t staff plus 5 s/t spaces if shop included

Use Class	Description	Maximum car parking standards	Cycle parking standards
Passenger transport facilities	a) Rail stations	to be decided in each case on individual merits	5 1/t spaces per peak period train
	b) Bus stations	to be decided in each case on individual merits	2 1/t spaces per 100 peak period passengers
Parking for disabled motorists Notes: 1 The parking needs of disabled motorists shall be met in full irrespective of location i.e. where the zonal procedure results in on-site parking restraint, there shall be no corresponding reduction in disabled spaces. 2 The number of disabled spaces specified are part of total capacity, not additional	a) Employment generating development i) up to 200 space car park (demand-based as calculated from above standards) ii) more than 200 space car park (demand-based as calculated from above standards) b) Shops/premises to which the public have access/recreation i) up to 200 space car park (demand-based as calculated from above standards) ii) more than 200 space car park (demand-based as calculated from above standards)	individual spaces for each disabled employee plus 2 spaces or 5% of total capacity, whichever is greater 6 spaces plus 2% of total capacity 3 spaces or 6% of total capacity, whichever is greater 4 spaces plus 4% of total capacity	- - - -

Use Class	Description	Maximum car parking standards	Cycle parking standards
Parking for disabled motorists (continued)	c) Residential i) General ii) Elderly persons dwellings up to 10 spaces (demand-based as calculated from above standards) more than 10 spaces (demand-based as calculated from above standards)	1 space for every dwelling built to mobility standards 3 spaces 1 space per 4 spaces	-

Car parking notes

- gfa = gross floor area
- rfa = retail floor area

Cycle parking notes

- space = space to park 1 bicycle
- l/t = long term
- s/t = short term
- f/t staff = full-time staff equivalents
- l/t cycle parking provision at a ratio of 1 space per 10 f/t staff is equivalent to a modal split of 10% by bicycle
- provision of showers and changing facilities is also important if staff cycling is to be encouraged.

Guidance on parking for powered two wheelers

Secure parking for powered two wheelers should be considered on its merits for all new developments. The recommendations of the Motorcycle Industry, as set out in Powered Two Wheelers – The SMART Choice in Local Transport Plans (March 1999), include the following:

- “as a guide, local authorities should set aside around 5% of the total stock of publicly accessible motor vehicle parking space for motorcycle use”
- “local authorities should also take steps to ensure that workplaces, new developments and other parking not under their direct control, includes sufficient provision to ensure pressure is not simply concentrated on local authority provision”
- “parking facilities should be concentrated close to popular destinations in urban centres, near to shops, amenities, offices, etc”
- “users should be given the opportunity to park their machines at secure parking places equipped with robust fixed anchor points to make theft a less attractive proposition.”

Appendix C

Transport Statements and vehicle parking at new development

Transport Statements and vehicle parking at new development

Transport Assessments (TA) are prepared in order to assess the travel implications of larger scale developments. In many cases smaller scale developments have significant transport implications, albeit often at a very local level. Vehicle parking issues are often important considerations even for relatively small scale developments and where, in the view of the planning or highway authority, more evidence is required to address parking issues for small scale development, a Transport Statement (TS) is considered the best mechanism for providing this evidence.

With regard to parking, concerns often arise where existing on-street or other 'publicly available' parking is considered to be at or close to capacity at peak demand times. Transport Statements are an appropriate mechanism for considering the parking implications of smaller scale developments in such circumstances.

With regard specifically to parking issues, some examples of the type of information that might be presented in a TS include:

- Scale plan based analysis of existing on-street/publicly available parking within reasonable walking distance of site to which anticipated development related parking can be added and accommodated in a safe and legal manner.
- To supplement any plan based analysis, actual survey data taken at peak demand times.
- Comparison, again by way of scale plan, of demand and location of parking generated by existing use(s) versus proposed use(s).
- Identification and awareness of existing parking controls (e.g. Traffic Regulation Orders including Controlled Parking Zones).
- Photographic evidence of existing actual usage of on-street/publicly available parking.
- Agreement for use of other, third party land for parking, including how it will be used and amount of parking space generated.

The planning or highway authority can offer further advice on the most appropriate form of information for a TS based on the site-specific circumstances. The onus will be on the applicant to provide additional information to be included within a TS.

A TS is considered additional information to support a planning application and does not substitute the need for other standard planning application information normally required.

Source: NHDC

Appendix D

Car ownership data

Car ownership in Hertfordshire and Districts 1991 and 2001

(source: Office for National Statistics, 1991/2001 Census)

Area	percentage of households (with number of cars or vans*)					cars or vans per household**	
	none	one	two	three	four +	2001	1991
England	26.8	43.7	23.6	4.5	1.4	1.11	
East of England Region	19.8	44.1	28.3	5.9	1.9	1.27	
Hertfordshire	17.7	42.0	31.6	6.6	2.2	1.34	
Broxbourne	17.1	41.9	31.3	7.4	2.4	1.37	1.24
Dacorum	17.3	40.7	32.8	6.9	2.3	1.37	1.23
East Hertfordshire	13.5	40.0	35.9	7.8	2.8	1.48	1.31
Hertsmere	17.6	41.5	31.9	6.7	2.3	1.36	1.23
North Hertfordshire	18.9	43.0	30.2	6.0	2.0	1.30	1.17
St Albans	14.8	42.4	34.0	6.7	2.1	1.40	1.27
Stevenage	23.4	44.9	25.9	4.5	1.3	1.16	1.00
Three Rivers	16.2	39.0	34.5	7.7	2.7	1.43	1.26
Watford	21.0	45.4	27.1	5.0	1.5	1.21	1.06
Welwyn Hatfield	20.6	42.2	29.0	6.1	2.1	1.28	1.14

* includes any company car or van when available for private use

** includes only those cars or vans available to households (10 or more counted as 10)

rows may not add up to 100% due to rounding

Car ownership in North Hertfordshire Wards in 2001

(source: Office for National Statistics, 2001 Census)

Ward in North Hertfordshire	percentage of households (with number of cars or vans)					cars or vans per household
	none	one	two	three	four +	
Arbury	11.0	36.0	39.1	9.3	4.5	1.61
Baldock East	5.5	45.5	42.9	5.0	1.1	1.51
Baldock Town	23.4	44.5	26.4	4.3	1.4	1.16
Cadwell	18.1	37.4	32.9	8.7	2.9	1.41
Codicote	15.4	38.8	35.8	7.7	2.4	1.44
Ermine	9.3	32.4	41.0	11.9	5.4	1.76
Graveley & Wymondley	10.4	38.5	42.8	6.1	2.3	1.53
Hitchin Bearton	22.4	49.2	23.7	3.8	0.9	1.12
Hitchin Highbury	16.4	48.6	29.3	4.7	1.0	1.25
Hitchin Oughton	32.3	43.2	20.9	2.9	0.7	0.97
Hitchin Priory	17.0	42.2	32.9	6.2	1.7	1.34
Hitchin Walsworth	20.0	47.8	26.6	4.2	1.4	1.20
Hitchwood	13.6	36.0	35.9	10.9	3.7	1.56
Hoo	10.0	35.1	40.2	9.6	5.1	1.68
Kimpton	8.8	29.6	44.1	12.5	5.0	1.76
Knebworth	13.5	41.0	34.9	7.9	2.8	1.47
Letchworth East	23.4	46.4	25.0	4.0	1.2	1.14
Letchworth Grange	28.2	45.3	21.9	3.5	1.1	1.04
Letchworth South East	21.9	41.5	29.5	5.8	1.2	1.24
Letchworth South West	17.4	40.9	32.7	6.4	2.6	1.37
Letchworth Wilbury	26.3	48.3	21.3	3.1	1.1	1.05
Offa	15.0	36.2	37.7	9.1	2.0	1.48
Royston Heath	14.5	43.1	31.6	8.4	2.6	1.42
Royston Meridian	13.7	40.5	35.4	8.1	2.4	1.46
Royston Palace	19.0	47.4	27.3	3.9	2.3	1.24
Weston and Sandon	7.3	30.9	40.8	14.9	6.1	1.85

see notes for previous table