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# NOTICE OF MEETING

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## **CABINET MEMBER FOR PLANNING, REGENERATION & ECONOMIC DEVELOPMENT**

**TUESDAY, 29 JULY 2014 AT 5.00 PM**

**CONFERENCE ROOM A - CIVIC OFFICES, FLOOR 2**

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Email: [vicki.plytas@portsmouthcc.gov.uk](mailto:vicki.plytas@portsmouthcc.gov.uk)

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## **CABINET MEMBER FOR PLANNING, REGENERATION & ECONOMIC DEVELOPMENT** Councillor Luke Stubbs (Conservative)

### **Group Spokespersons**

Councillor Ben Dowling, Liberal Democrat  
Councillor Aiden Gray, Labour  
Councillor Steve Hastings, UK Independence Party

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

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**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## **AGENDA**

- 1 Apologies for Absence**
- 2 Declaration of Members' Interests**
- 3 Parking Standards and Transport Assessments - Supplementary Planning Document (Pages 1 - 58)**

The purpose of this report (by the City Development Manager) is to formally adopt the Parking Standards and Transport Assessments document as a Supplementary Planning Document (SPD) and revoke the Residential Parking Standards SPD (November 2008) and Appendix 9 of the Portsmouth City Local Plan 2001-2011.

**RECOMMENDED that the Cabinet Member:**

- 1. notes the outcome of the public consultations on the Draft Parking Standards - SPD that took place from December 2013 - January 2014 and in July 2014 and agrees the proposed responses (attached as Appendix 1);**
- 2. adopts the Parking Standards and Transport Assessments document as a supplementary planning document (attached as Appendix 2);**
- 3. authorises the City Development Manager to make editorial amendments to the wording and images of the SPD prior to publication, in consultation with the Cabinet Member for Planning, Regeneration and Economic Development. These amendments shall be restricted to correcting errors and formatting and shall not alter the meaning of the document;**
- 4. revokes the Residential Parking Standards SPD (November 2008), and**
- 5. revokes Appendix 9 of the Portsmouth City Local Plan 2001-2011.**

# Agenda Item 3



Portsmouth  
CITY COUNCIL

Agenda item: **3**

**Decision maker:** Cabinet Member for Planning, Regeneration and Economic Development - 29<sup>th</sup> July 2014

**Subject:** Parking Standards and Transport Assessments - Supplementary Planning Document

**Report by:** City Development Manager

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 The purpose of this report is to formally adopt the Parking Standards and Transport Assessments document as a Supplementary Planning Document (SPD) and revoke the Residential Parking Standards SPD (November 2008) and Appendix 9 of the Portsmouth City Local Plan 2001-2011.

## 2. Recommendations

**It is recommended that the Cabinet Member for Planning, Regeneration and Economic Development:**

1. **notes the outcome of the public consultations on the Draft Parking Standards - SPD that took place from December 2013 - January 2014 and in July 2014 and agrees the proposed responses (attached as Appendix 1);**
2. **adopts the Parking Standards and Transport Assessments document as a supplementary planning document (attached as Appendix 2);**
3. **authorises the City Development Manager to make editorial amendments to the wording and images of the SPD prior to publication, in consultation with the Cabinet Member for Planning, Regeneration and Economic Development. These amendments shall be restricted to correcting errors and formatting and shall not alter the meaning of the document;**
4. **revokes the Residential Parking Standards SPD (November 2008), and**
5. **revokes Appendix 9 of the Portsmouth City Local Plan 2001-2011.**

### **3. Background**

- 3.1 The city council has for many years published parking standards that it expects to be met in new development. The current standards for new residential developments are set out in the Residential Parking Standards SPD (November 2008) and for new non-residential developments in Appendix 9 of the Portsmouth City Local Plan 2001-2011.
- 3.2 On the 25<sup>th</sup> November 2013, the Cabinet member for Planning, Regeneration and Economic Development approved the draft Parking Standards SPD for consultation. That draft document was created to update the council's parking standards applied to new developments and bring them together into one single document. The single document will replace the Residential Parking Standards SPD (November 2008) and Appendix 9 of the Portsmouth City Local Plan 2001-2011, which are to be revoked.
- 3.3 Public consultation on the draft Parking Standards SPD took place for a six week period between December 2013 and January 2014, with additional consultation in July 2014 (see paragraph 4.3).

### **4. Reasons for recommendations**

- 4.1 The purpose of the Parking Standards and Transport Assessments SPD is to set out:
- standards and design principles for car parking in new residential and non-residential developments;
  - standards and design guidance for cycle parking provision, and
  - guidance on when transport assessments and travel plans will be required to address the transport impacts of proposed developments.
- 4.2 The SPD will sit alongside the Portsmouth Plan as it will supplement the policies contained in that document (specifically policy PCS17) and will be a material consideration in the determination of planning applications. The SPD also forms part of the city's wider Parking Strategy (as approved by the Cabinet on 2<sup>nd</sup> December 2013), which deals with parking issues more comprehensively, looking beyond new developments to existing parking provision, Park & Ride and residents parking schemes.
- 4.3 The content of the final version of the SPD has been informed by the public consultation. The council received four (4) responses to the draft SPD, two from local residents and two from planning / transport consultants. Further consultation was undertaken with those four respondents in July 2014, informing them of the proposed changes to the SPD and giving them an opportunity to comment on those changes. A summary of the comments received and changes made to the SPD (including original comments and further comments received) are set out in the consultation report (Appendix 1).

4.4 The main changes to the document (other than the title) relate to providing further clarity around the expected standards that will apply to different types of residential developments, providing further information for developers / applicants on how to assess the parking demand for non-residential developments, and providing further clarity on transport assessments and providing travel plans.

4.4 The final version of the SPD, attached as Appendix 2, is considered to provide valuable guidance for developers as they draw up their proposals for any new development within the city.

## **5. Equality impact assessment (EIA)**

5.1 A preliminary EIA was completed on the draft version of the document which showed that there will not be a disproportionate impact on any equality group as a result of the proposals. The only changes to the final version of the document are ones to correct typographic errors or to add further clarification the overall policy / detail of the document has not changed. Therefore a full EIA is not necessary.

## **6. Legal Implications**

6.1 The process by which the City Council prepares supplementary planning documents, including public consultation, is regulated by the provisions of The Town and Country Planning (Local Planning) (England) Regulations 2012 (“the Regulations”).

6.2 Publication, consultation with appropriate stakeholders, and receiving and considering relevant representations are necessary steps towards adoption, and the report and recommendation support compliance with the Council’s statutory obligations as local planning authority.

## **7. Finance comments**

7.1 There are no financial implications that arise as a result of approving the recommendation to adopt the Parking Standards and Transport Assessments - Supplementary Planning Document.

.....  
Signed by:  
City Development Manager

### **Appendices:**

Appendix 1: Parking Standards – Supplementary Planning Document (SPD). Report on consultation responses to draft SPD, July 2014.

Appendix 2: Parking Standards and Transport Assessments - Supplementary Planning Document (SPD), July 2014.

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Parking Standards - draft for consultation, November 2013	Copies are available from the City Development Team
Consultation responses received between November 2013 and January 2014, and in July 2014	Available from the City Development Team

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:



Parking Standards and Transport Assessments –  
Supplementary Planning Document (SPD)

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Report on consultation responses to the draft SPD

July 2014

**You can get this information in large print, Braille, audio or in another language by calling 9268 8633.**



## 1. Introduction

- 1.1 This report details the findings of the consultation on the Parking Standards, draft supplementary planning document (SPD) – November 2013. The SPD sets out standards and design principles for car parking in new residential and non-residential developments; guidance on when transport assessments and travel plans will be required to address the transport impacts of proposed developments, and standards and design guidance for cycle parking provision.
- 1.2 Public consultation was carried out from 3<sup>rd</sup> December 2013 to 17<sup>th</sup> January 2014. In addition, further consultation was undertaken in July 2014, with those who provided comments on the original draft document, informing them of the changes to the document and inviting further comments.
- 1.3 The purpose of this report is to outline the findings of the consultations and to set out the changes to the SPD as a result of the comments received.

## 2. Consultation process

- 2.1 Consultation on the Parking Standards, draft supplementary planning document – November 2013 was carried out from 3<sup>rd</sup> December 2013 to 17<sup>th</sup> January 2014. The draft document was made available on the city council's website and a printed copy was made available at the Civic Offices. Copies of the document were also made available upon request. Comments were invited by post and email.
- 2.2 Publicity and promotion was undertaken via the council's website and local mailing lists. This included a letter / e-mail sent to known planning and transport consultants (particularly those who have submitted planning applications to the council), consultation with statutory consultees and others who had registered their interest in participating in consultation on any planning related documents.
- 2.3 In July 2014, further consultation was undertaken on the Parking Standards and Transport Assessments - supplementary planning document. Those parties who responded to the original draft SPD were sent a copy of the revised document and invited to make further comments.

## 3. Responses to the draft SPD

- 3.1 The council received four (4) responses, two from local residents and two from planning / transport consultants to the original draft SPD and one (1) further comment on the revised document from one of the transport consultants. Table 1 summarises the comments received (to both consultation) and sets out the changes that have been made to the document.

## 4. Summary and conclusions

- 4.1 The SPD has been amended to clarify text and address some of the comments received. The main changes to the document (other than the title) relate to providing further clarity around the expected standards that will apply to different types of residential developments (Figure 5 within the document), providing further information for developers / applicants on how to assess the parking demand for non-residential developments (Section 4 within the document), and providing further guidance on transport assessments and travel plans (Section 6 within the document).

**Table 1: Summary table of comments and responses**

Ref	Ref within draft SPD	Summary of comments received	Response to comment
1	Whole SPD	The consultation document appears to comprehensively cover the considerations in respect of car parking and cycle parking facilities associated with new developments.	Support noted.
2	Whole SPD	The considerations highlighted for the City Centre area should equally apply to the District Centres areas.	No change to the SPD as the standards for the city centre are consistent with the council's wider parking strategy. The SPD does not prevent lower standards in the District Centres, it just requires the applicant to provide evidence to justify their scheme and in accordance with paragraph 3.8 of the document (i.e. look at the sites location in terms of in terms of accessibility to public transport and to shops and other services and availability of alternative parking opportunities).
3	Whole SPD	If the standards are applied without deviation, because of the concentrated urban character of our city, I believe what may be good development providing new homes, will be constrained and / or prevented.	It is not the intention of the council to apply the standards without deviation. The SPD makes it very clear that properly evidenced deviation will be acceptable.
4	1.4 to 1.6	Key document - DCLG funded Residential Car Parking Research from 2007 - is not mentioned.	Section 1 of the SPD has been amended to reference the DCLG research as it did inform the writing of the document.
5	2.5 and 3.2	Paragraph 2.5 and 3.2 contradict each other in terms of the weight to be given to the table of car parking standards.	The document has been amended to clarify that the council's starting position is that the standards (set out in Figure 5) are expected to be met and what evidence is required should applicants want to provide more or less than the standard.

Ref	Ref within draft SPD	Summary of comments received	Response to comment
6	Whole SPD	Given NPPF requirements, would have expected proposed parking standards to be more comprehensive with more thought given to dwelling type and tenure.	The proposed standards are compliant with the NPPF. The NPPF does not specify that the residential parking standards have to be set out per dwelling type or tenure. In addition, the council has looked at the available information (2011 census data) and considers that as a starting position the expected parking standards should not differ for the different types of dwelling type and tenure. 2011 Census data has been added to Appendix 1 of the SPD.
7	Fig.5	Is there evidence for one car parking space for every two units of active elderly / sheltered accommodation? Is there evidence that these two rather different groups of occupiers have similar parking and cycle storage needs?	The expected standards have been amended to include separate standards for 'sheltered accommodation / retirement housing' and 'nursing / care homes'. The expected standards are based on evidence of built schemes in the city and evidence submitted by service providers with their planning applications.
8	Fig.5	Student cycle requirement (at least 50% of bedrooms) should be less prescriptive, as the location of the halls of residence will be key to amount of cycle parking needed.	The council has changed the proposed standard from 'at least 50% of the bedrooms' to '1 space per student room / bedroom'. Whilst it is acknowledged that for students living within the city centre and close to teaching and other facilities the demand for cycle parking spaces might be lower than say for those students living in Eastney or North End, the council considers that the proposed standard is a reasonable standard to expect as students may work in or wish to explore other parts of the city and wider sub-region and cycling is a cheaper form of transport. However, the council does accept that with robust evidence (provided by the applicant); a lower standard may be acceptable therefore an additional footnote has been added to the table.
9	Fig.5	Will evidence for standards be provided in the appendix to the SPD?	The document has been amended to provide the 2011 census data (see Appendix 1 of the SPD).

Ref	Ref within draft SPD	Summary of comments received	Response to comment
10	3.17	PCC guidance is inconsistent with national guidance on providing for visitor parking (CLG funded Residential Car Parking Research from 2007). Whilst there are times, such as evenings and weekends, when residents are likely to receive significant numbers of visitors in cars, this demand can to some degree be offset by other residents being away at the same time. This balancing effect is most significant when a high proportion of parking spaces are unallocated (and so available to both visitors and residents). This research suggests that no special provision need be made for visitors where at least half of the parking provision associated with a development is unallocated. In all other circumstances, it may be appropriate to allow for additional demand for visitor parking of up to 0.2 spaces per dwelling". There is a worked example at the back that shows how this might be interpreted. The key point is that the amount of visitor parking will vary depending on the ration of shared to allocated parking. My point is that "Usually, this should be an additional 10% of the total parking on the site" is too prescriptive and should read, "This might be an up to an additional 10% of the total parking on the site".	The text has been amended (and moved to Figure 5) to say expected standard for visitor parking is 10% of the total number of spaces.
11	3.25 and fig. 6	Conflicting advice given regarding removal of PD rights from garages.	Figure 6 has been amended to delete the reference to conditions however guidance in paragraph 3.26 remains, as conditions may be used.
12	Fig. 6	Suggests alternative sizes for garage sizes.	Comments noted. Figure 6 has been amended to state 5.5m x 7m.
13	Fig. 6	Detail on length of driveway where gates are present seems over prescriptive and unnecessary.	Agree. Reference to length of driveway where gates are present has been removed.
14	Fig. 6	Questions use of the word 'aisles', should it read 'between bays'.	To provide clarity diagrams have been added to explain each measurement / dimension.

Ref	Ref within draft SPD	Summary of comments received	Response to comment
15	4.3	By what criteria will the council be making judgements on deviation from standard.	The non-residential development section of the SPD has been amended to provide further guidance on how the applicant should assess the parking requirements for their proposal and the type and level of evidence the council will expect.
16	Section 4	Suggest that by not proposing any car parking standards for non-residential development the council is failing in its duty as a planning authority.	Disagree, there is no legal requirement / duty to set car parking standards. The Local Planning Authority has looked at local circumstances and the nature of development in Portsmouth and has taken the view that for non-residential developments, the developer needs to give greater consideration to parking when designing their overall scheme and provide robust evidence to justify their scheme. The document has been amended to provide further guidance on how applicants should determine an appropriate level of parking for non-residential developments.
17	4.5	There is reference to 5% of parking on site to be for disabled people. If general parking is reduced this could lead to under provision.	Paragraph has been amended to clarify that 5% applies to the total number of car parking spaces being proposed. It is acknowledged that if a developer proposes no car parking spaces then no spaces for disabled people would be provided.
18	4.8	For car parks greater than 200 spaces, the % asked for does not make logical sense.	This section has been amended to delete any reference to expected number of spaces. Instead the guidance now states the types of non-residential development where parent and toddler parking spaces will be expected and it will be for the applicant to justify the number of spaces.
19	Fig. 7	Disagrees with locational requirement for parent & toddler car parking; should be left to store manager.	Text has been amended to state that the location of parent & toddler spaces should ideally be located as close to the entrance of the building as possible.
20	Section 5	SPD guidance on travel plans does not acknowledge the fundamental difference between travel plans for residential and non-residential development.	The whole section on travel plans (now section 6) has been amended and simplified. Travel plans should be informed by a transport assessment / statement regardless of whether the proposal is for residential or non-residential development.

Ref	Ref within draft SPD	Summary of comments received	Response to comment
21	Fig. 8	Would benefit from further considerations / justification.	Figure 8 (now Figure 11) has been amended to include reference to the specific land uses as set out in the Use Classes Order to provide further clarification.
22	5.8	Disagrees with requirement for remedial strategy.	No change to the document, the purpose of this section is to make applicants / developers think about the choices they make when producing their travel plans and will provide certainty by setting realistic targets and solutions should those targets not be met.
23	6.2	Rather than direct users to other documents the advice referred to should be reproduced in this SPD.	Where possible, the information is reproduced in the SPD. This reference merely highlights the consistencies between the two documents.
24	6.6	This para does not refer to cycle parking and should therefore be relocated to the section on travel plans.	This is not necessary. The information fits into this section.
25	Fig. 9	Accessing cycles at either end of this example store would be difficult. Conflict with annotations and para 6.13. suggests including better example.	No change to the document, the sketch is for illustrative purposes only (it is not a scaled drawing) and there is no conflict between the annotations and paragraph.
26	Fig. in 6.15	Suggests hoop shouldn't be shown on this diagram of single family home bicycle store.	Comments noted. No change to image required as the text explains the requirements / types of hoops. The image is for illustrative purposes only.
27	Fig. in 6.15	Width of 1.2 m (instead of the more usual 1m) could discourage individual stores in flatted development.	Comments noted, however the council does not believe that 1m width individual stores is good practice and wants to ensure quality storage space is provided. No change to the proposed width of 1.2m.
28	6.24	Phrase 'are likely to be preferable' may not be sufficiently robust.	Paragraph has been amended to say 'will be expected'.
29	Whole SPD	Agree with much of this document on off-road parking.	Support noted.

Ref	Ref within draft SPD	Summary of comments received	Response to comment
30	Whole SPD	Disagrees with approach for on road parking. Car ownership will only be restricted when road become even more difficult to park. We do not have enough space for residents to park close to where they live and the sooner people realise this, the easier it will be to arrive at a more satisfactory and long terms solution for road transport in the city.	This SPD does not seek to deal with the road transport issues of the city. Neither does it promise that people will be able to park close to where they live - it merely recognises that people want to own a car and park it near their home, and seeks to ensure that new development provides for its own parking needs. This document must be read in the context of the council's wider transport strategy as set out in Policy PCS17 of the Portsmouth Plan, the Local Transport Plan and Parking Strategy.
31	Whole SPD	There is little or no mention of other road users e.g. delivery vehicles or temporary workers at premises. Bearing in mind that roads were originally built primarily for their use we now have a policy that is completely contrary to that original purpose despite the service still in much use. That so much attention should be paid to cars which, on average, are driven only 5% of their life is questionable.	There are references to delivery and commercial vehicles (paragraphs 3.25 and 4.22). However, the purpose of this document is to guide developers when drawing up their proposals for new developments and it will be used to determine the acceptability of those planning applications submitted to the council. This document must be read in the context of the council's wider transport strategy as set out in Policy PCS17 of the Portsmouth Plan, the Local Transport Plan and Parking Strategy.
32	Whole SPD	Cyclists are overlooked - the roadside used to be where people could cycle safely, yet this space is now considered primarily for car parking.	Comments noted, however the purpose of this document is to guide developers when drawing up their proposals for new developments and it will be used to determine the acceptability of those planning applications submitted to the council. This SPD recognises that there is great pressure on existing on-street parking (at the expense of cyclists / cycle lanes) and sets out requirements on new developments to try to ease that pressure on on-street parking. In addition, this document must be read in the context of the council's wider transport strategy as set out in Policy PCS17 of the Portsmouth Plan, the Local Transport Plan and Parking Strategy.



Ref	Ref within draft SPD	Summary of comments received	Response to comment
33	Whole SPD	We need to radically overhaul our road policy with the prime objective of providing working vehicles e.g. buses, taxis, freight carriers, domestic tradesmen, health visitors, etc. with clear, uncongested roads. This cannot be achieved without the agreement and support of a sizeable number of residents and therefore I envisage a public design exercise to try to engage and educate people of the problems. It is quite likely this wouldn't initially be successful in achieving a new plan but it could make many aware that we do need a radical re-appraisal of our use of our roads.	Comment noted, but this is not a matter for this SPD, which is trying to address a specific issue (parking standards and transport assessments) in the context of the council's wider transport strategy as set out in Policy PCS17 of the Portsmouth Plan, the Local Transport Plan and Parking Strategy.
34	Whole SPD	There are no references to the accessibility of the area in defining the parking requirements (as included in the previous standards within Appendix 9 of the Local Plan)	The council's approach to the new parking standards is to have an expected standard for residential development based on the type of residential use regardless of its location in the city, with the exception of the city centre area. The SPD does reference location and accessibility of a site under the 'evidence to support proposed level of parking'.
35	3.2 & 3.3	Standards are not clearly defined as 3.2 states parking standards that are expected but in 3.3 it states even where the number of spaces equates to the expected standard the suitability of the proposed parking solution will be assessed as part of the application. Clear standards should be provided that developers should adhere to.	No change to the text, when assessing any planning application the Local Planning Authority has to look all aspects of the proposed parking i.e. the number of spaces, location of those spaces and design of those spaces. For example it would not be acceptable if a developer was proposing the expected standard in terms of number of spaces but that those spaces were not 'useable' due to their location and / or design. The SPD does also provide further guidance on the design of spaces.
36	Figure 5	We do not see how a standard suggesting 1.5 spaces is appropriate. The council are not looking for half spaces so this leads to confusion. If there are an odd number of dwellings being built then the number of spaces to be provided should be rounded up or down. We suggest the standard should state 2 instead of 1.5 spaces.	No change to the SPD, the text in Figure 5 does state that if the sum of parking requirements results in part spaces, the provision should be rounded up to the nearest whole number.

Ref	Ref within draft SPD	Summary of comments received	Response to comment
37	Figure 5	There are no standards for full care accommodation.	Figure 5 has been amended to include separate standards for 'sheltered accommodation / retirement housing' and 'nursing / care homes'.
38	Figure 5	The proposed standard for sheltered accommodation should be the same as Appendix 9 of the Local Plan and be based on accessibility of the area. We do not believe the standards should be reduced (1 space per 2 units is a reduction from the previous standard). Evidence suggests that people are driving later in life so it is likely that the average at which people give up car ownership will be higher, so there is no reason to reduce the standard.	No change to the SPD. See response to 34, above, and the expected standards are based on evidence of built schemes in the city and evidence submitted by service providers with their planning applications.
39	3.17	Visitors to sheltered accommodation should be considered in the standard. We believe 10% additional parking for visitors would be sensible.	Support noted.
40	Figure 5 & following paragraphs	There should be a policy for deliveries and commercial vehicles to sheltered accommodation as noted in 4.13 for non-residential developments. We believe that in this type of accommodation this is a significant issue which should be addressed in the standards.	The SPD has been amended to include a paragraph on deliveries and commercial vehicles for residential development to state that the loading and unloading and parking of such vehicles must be considered in the design of the site and that the council will expect applications to demonstrate how these needs will be satisfactorily met, with particular focus on highway safety.
<b>Additional comments received during the July 2014 consultation can be found on page 13</b>			

Ref	Ref within revised SPD	Summary of comments received	Response to comment
41	Whole SPD	Why, when there are so many strategic joint initiatives (PUSH, Solent Transport, the LEP) is it necessary for each authority to have its own subtly different parking standards and guidance? In the past one standard covered the whole of Hampshire and this makes a lot more sense from the private sector perspective and would reflect the requirements of NPPF.	Comments noted, however the council has chosen to produce its own standards given the local characteristics of Portsmouth and demand / space for parking.
42	3.24	Whilst personally I support the concept of car clubs, the track record for survival isn't great – even in the London borough authorities seem to have mixed views about them and therefore the extent to which they are prepared to facilitate/support/subsidise them. <b>If</b> a development were large enough to make a car club a possibility the first question to be asked is whether the city council will make spaces on street available, presumably taking away residents' parking or pay-and-display public parking. Has this been thought through?	No change to the SPD. The possibility of removing on street parking / pay and display parking might be considered for a scheme promoting a car club (the council has already removed pay and display parking for a car club in the city).
43	4.1 – 4.14	I wish to make a formal objection as this section includes entirely new and significant content not in the draft published for consultation. Whilst there may be an argument in some circumstances (such as a very substantial increase in floorspace on an existing site) it may be reasonable to expect the developer to undertake surveys and therefore potential parking demand, as a general principle, if the council feels that this sort of information is important then it should undertake and publish the necessary research. It isn't reasonable to expect prospective developers to collect data from employees and customers of unrelated nearby businesses. The council has good contacts within the business community (such as the SignPOST forum) and through post-occupation travel plan monitoring on previous developments to be able to obtain a sufficient	<p>No change to the SPD. Disagree that the changes are fundamentally different to the draft SPD. The principle that developers should engage actively with the parking needs of each individual site and land use, and demonstrate why the proposed parking solution is the right one for that particular development remains unchanged. Instead the SPD has been amended to provide further clarification on the type of 'robust evidence' that would be expected.</p> <p>Whilst the requirement for robust evidence does apply to <b>all</b> new development (for non-residential uses), it does comply with the NPPF as paragraph 4.3 of the SPD states '<i>The level of evidence provided should be proportionate to the type of land uses and scale of development being proposed</i>'. In addition, developers can seek further advice on the precise</p>

		<p>and robust database to inform realistic estimates of modal choice by future employees based on commercial use and location.</p> <p>In addition, Paragraph 153 of the NPPF says “Supplementary planning documents... <b>should not be used to add unnecessarily to the financial burdens on development</b>”, and Paragraph 193 may also be relevant “Local planning authorities should publish a list of their information requirements for applications, <b>which should be proportionate to the nature and scale of development proposals</b>....Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question”.</p> <p>If the text is to be retained then it should only apply in <u>exceptional</u> circumstances and for major developments; it isn't sufficient that it be left as an assumption and a “catch all” for a reason for refusal of otherwise acceptable planning applications because of “lack of sufficient evidence”.</p>	<p>requirements via the pre-application advice service.</p>
44	Section 6	<p>This warrants an objection as the latest version is much more prescriptive - “The council will expect the developer or occupier <u>to carry out an annual review</u> of traffic generation to and from the development (i.e. vehicles counts)” (para 6.7) although the original wording (rather inconsistently) is retained further down as “For travel plans that form part of a planning application, the council will place a requirement for monitoring reports to be submitted to the council <u>at certain predetermined intervals</u>” (para 6.9).</p>	<p>No change to the SPD. Disagree that the requirement is more prescriptive or different between the two paragraphs (6.7 and 6.9). The amended text provides further clarity on the expected monitoring of Travel Plans and these will still be agreed via a Section 106 agreement (as stated in 6.9). The carrying out of a review and then submitting the report to the council may be different time periods.</p>

# Parking Standards and Transport Assessments

Supplementary Planning Document - July 2014

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)





Parking Standards and Transport Assessments  
Supplementary Planning Document

Adopted by the  
Cabinet Member for Planning, Regeneration and Economic Development  
on  
29<sup>th</sup> July 2014

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# Section 1: The need for parking standards and transport assessments

## Introduction

- 1.1 This Supplementary Planning Document (SPD) sets out:
- standards and design principles for car parking in residential and non-residential developments;
  - standards and design guidance for cycle parking provision, and
  - guidance on assessing and dealing with the transport impacts of development through transport assessments and travel plans.
- 1.2 This document sits alongside the Portsmouth Plan<sup>1</sup> and will be a material consideration in the determination of planning applications. The SPD also forms part of the city's wider transport<sup>2</sup> and parking<sup>3</sup> strategies. In particular, the council's Parking Strategy deals with parking issues more comprehensively, looking beyond new development to existing parking provision, Park & Ride, and residents parking schemes (also see paragraphs 1.14 - 1.16).

## Policy, guidance, research and the local context

- 1.3 The publication of Manual for Streets<sup>4</sup> in 2007 highlighted how accommodating parked vehicles is a key function of many streets, especially in residential areas. Car parking and its location has an impact upon the quality of the urban environment – how it looks, how it functions and how safe it is for road users – and has influences on the choices people make when travelling. Manual for Streets advises that car parking for residential developments should be provided at realistic but not excessive levels including, where appropriate, providing parking on-street. These principles were extended further to apply to streets outside of residential areas, with the publication of the Manual for Streets 2 - wider application of the principles<sup>5</sup> in 2010.

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<sup>1</sup> The Portsmouth Plan: <http://www.portsmouth.gov.uk>

<sup>2</sup> Local Transport Plan 3, Portsmouth City Council. <http://www.portsmouth.gov.uk>

<sup>3</sup> Portsmouth's Parking Strategy: <http://democracy.portsmouth.gov.uk/ieListDocuments.aspx?CId=126&MId=2214>

<sup>4</sup> Manual for Streets: <https://www.gov.uk/government/publications/manual-for-streets>

<sup>5</sup> Manual for Streets 2 - wider application of the principles: <http://www.ciht.org.uk/en/publications/index.cfm/manual-for-streets-2--wider-application-of-the-principles-2010>

- 1.4 Research by CUBE (now part of the Design Council) found that car parking remains a significant issue for residents and house buyers<sup>6</sup>. Many felt that designs for new developments should accommodate parking to reflect typical levels of car ownership, and that attempts to curb car ownership through restricting parking were considered unrealistic, and had little impact on the number of cars a household would require and acquire. In addition, further research<sup>7</sup> showed that parking and problems associated with parking were a major source of neighbour disputes and anti-social behaviour. The research provided clear evidence that residents avoid using poorly designed parking courts and that displaced parking causing problems elsewhere. Therefore parking needs to be designed carefully to compliment and relate to each type of housing being provided and that a reasonable number of parking spaces should be provided.
- 1.5 A report by the Department for Communities and Local Government, in 2007<sup>8</sup> provided Census based research on factors influencing car ownership and car parking demand. The research shows that dwelling size and type, and location are major factors in determining car ownership levels. Car ownership increases with the number of habitable rooms and is highest in owner-occupied houses and lowest in non-owner occupied flats. Car ownership is lower in city centres and areas with good accessibility to local services (either on foot or by cycle) and good access to public transport.
- 1.6 The National Planning Policy Framework (NPPF)<sup>9</sup> sets out that all developments that generate significant amounts of movement should be supported by a Transport Assessment or Transport Statement, and decisions on planning applications should take account of whether:
- the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;
  - safe and suitable access to the site can be achieved for all people, and
  - improvements can be undertaken within the transport network that cost effectively limit the significant impact of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.
- 1.7 In addition, when setting local parking standards for development, local planning authorities should take into account:
- the accessibility of the development;
  - the type, mix and use of development;
  - the availability of and opportunities for public transport;
  - local car ownership levels, and
  - an overall need to reduce the use of high-emission vehicles.

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<sup>6</sup> What it's like to live there: the views of residents on the design of new housing, CUBE, 2005.

<http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cube.org.uk/publications/what-its-like-to-live-there>

<sup>7</sup> Creating Safe Places to Live Through Design, Design Council / CUBE / Home Office, 2014.

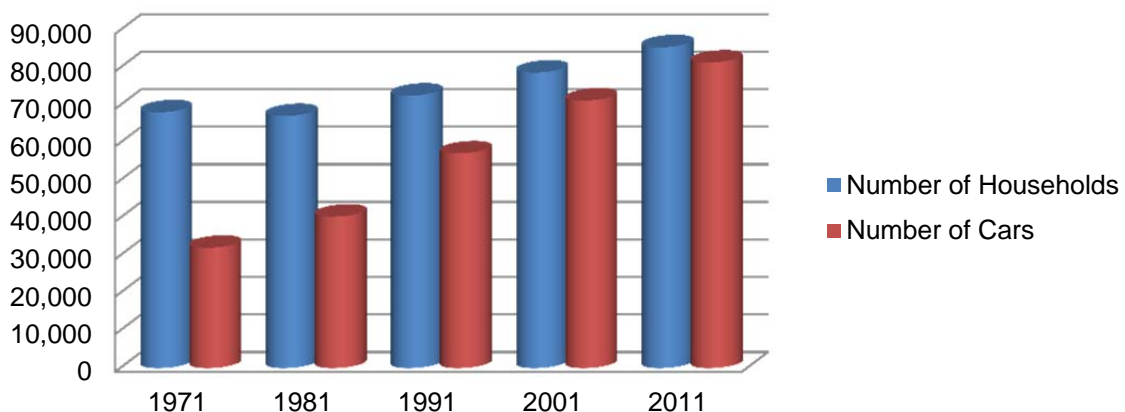
<http://www.designcouncil.org.uk/knowledge-resources/creating-safe-places-live-through-design>

<sup>8</sup> Residential Car Parking Research. Department for Communities and Local Government, May 2007.

<sup>9</sup> National Planning Policy Framework (NPPF): <http://planningguidance.planningportal.gov.uk/>

- 1.8 In accordance with national policy, it is important to ensure that developments that generate significant traffic movements are located where the need to travel will be minimised and the use of sustainable transport modes, other than the private car, can be maximised. In addition, it is essential that Portsmouth's parking standards reflect local circumstances and strike the right balance between providing a sufficient number of car parking spaces, promoting good design and using land efficiently.
- 1.9 Availability of developable land is extremely limited in Portsmouth, and most of the city is characterised by a dense network of terraced streets built before the rise of mass private car ownership. Housing was built without the car in mind, so on-site parking is rare, and residents are forced to park on-street.
- 1.10 By the same token large parts of the city are highly accessible, being close to multiple bus routes and a train station, and a variety of shops and services on residents' doorsteps. The city lends itself well to modes of transport other than the car. Portsmouth is a flat and compact city, making cycling and walking genuine alternatives to using a car.
- 1.11 Nevertheless, over time the number of households in the city has increased, and each household is now far more likely to own or have access to a car. While in the 1970s, the number of cars in the city was less than half of the number of households, there are now almost the same number of cars as there are households (see Figure 1). This has greatly increased the pressure for parking on residential streets and in many areas there is therefore a mismatch between the desire to own a car and the ability to park it close to home. Requiring new development to provide parking can ease the additional pressure that new development can put on the demand for on-street parking.

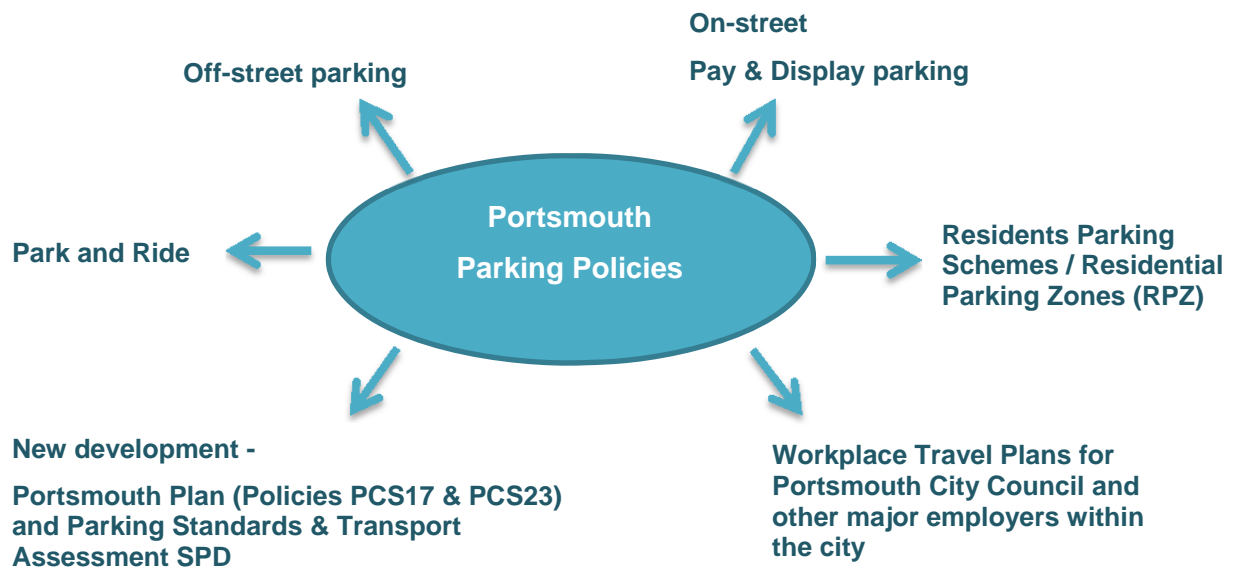
**Figure 1:  
Growth in households and cars  
in Portsmouth 1971 - 2011**  
Source: Census



- 1.12 Traffic in Portsmouth is likely to grow as a result of further increases in car ownership and significant housing and employment growth. A wide-ranging and integrated transport strategy which improves access by sustainable modes, addresses highway capacity issues at key locations, and considers future demand for parking, is therefore essential for the future growth of Portsmouth.

- 1.13 The Portsmouth Plan contains a policy on Transport (Policy PCS17), which sets out the council's aim to deliver a strategy that will reduce the need to travel and provide a sustainable and integrated transport network. This includes encouraging development in areas around public transport hubs and along corridors where there is good access not only to public transport but also goods and services; locating development where there is the potential to improve accessibility for all through walking, cycling and by public transport; setting local parking standards and requiring travel plans for major new residential and non-residential developments. In addition, policy PCS23 (design and conservation) of the Portsmouth Plan also states that new development must well designed and highlights that car parking and cycle storage should be secure, well designed, integral to the overall scheme and convenient to users and accessible to all users. This document provides further details on local parking standards and travel plans, and design considerations related to parking standards (including cycle parking).
- 1.14 The council has also produced a Parking Strategy, which covers all aspects of parking in the city. This document forms part of that strategy.

**Figure 2: Overview of Portsmouth's Parking Strategy**

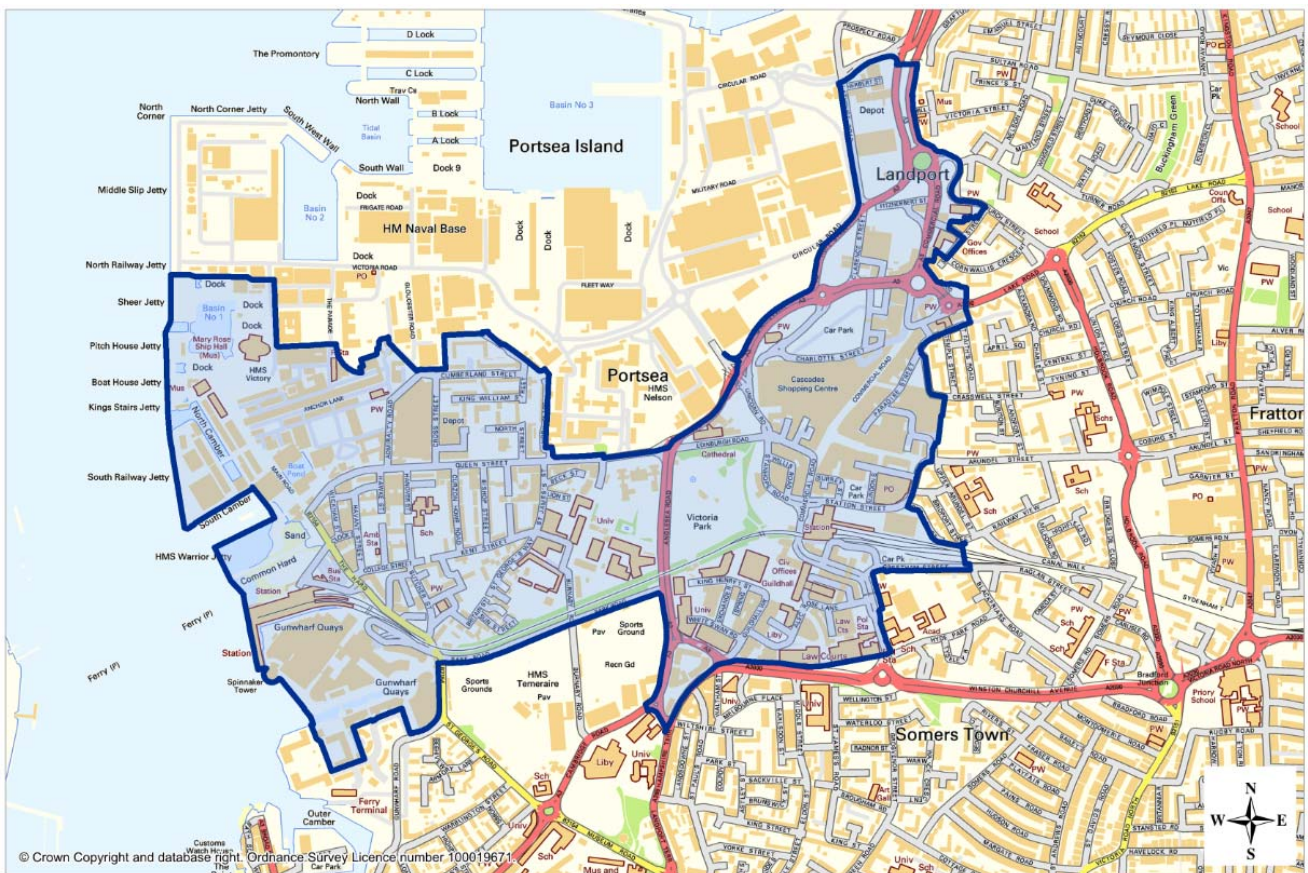


- 1.15 The council's Parking Strategy contributes to:
- safeguarding and providing adequate and safe parking for residents, businesses and visitors;
  - ensuring transport provision within Portsmouth is able to cater for future demand and support the vitality and growth of the city, and
  - managing car use for trips to and within the city and encouraging use of more sustainable transport modes, which will reduce congestion and deliver environmental benefits (e.g. improved air quality and a reduction in greenhouse gas emissions).
- 1.16 It does so by bringing together policies for on and off-street parking, Park & Ride, workplace travel plans, residents' parking schemes and the parking standards for new development contained within this document.

## Section 2: Guiding principles for local parking standards

- 2.1 The council's aim is to encourage sustainable modes of transport as an alternative to the car, especially for shorter journeys, whilst at the same time recognising that the majority of residents want to own a car and park it close to where they live. The parking standards in this document support these aims. They are designed to provide adequate parking for residents' needs in new residential development (by setting an expected standard), and limit the level of parking at journey destinations (including the city centre) to encourage the use of sustainable means of transport.
- 2.2 The council's Parking Strategy adopts a city wide approach to balancing price, journey time, quality and convenience for users (commuters, businesses, shoppers and visitors). This includes carefully managing the level of parking in the city centre to maximise the use of sustainable modes of transport. The council will therefore expect parking provision in non-residential development in the city centre (the area as defined by the Portsmouth Plan policy PCS4, as shown in Figure 3 below) to be significantly lower than in other areas of the city. Developers for residential schemes in this area should also consider lower levels of parking than those set out in Section 3.

**Figure 3: Defined City Centre, where lower car parking provision will be expected**



## Section 3: Residential development

### Residential car parking provision

#### *Principles*

- 3.1 Developers are expected to provide adequate and safe parking which is appropriate to the scale, location and character of the development.
- 3.2 The parking standards for residential developments (as set out in Figure 5) are formed from the 2011 Census information on average number of cars available to different sizes of dwellings, as shown Figure 4 below. Further information from the 2011 census can be found in Appendix 1.

Figure 4: Dwelling sizes and average number of vehicles available		
Number of habitable rooms	Assumed number of bedrooms	Average number of vehicles
1-3 rooms	Studio / 1 bedroom	1.17
4 rooms	2 bedrooms	1.23
5 rooms	3 bedrooms	1.36
6+ rooms	4+ bedrooms	1.58

Source: Census 2011

- 3.3 The council has decided to set out an expected parking standard rather than stipulate a minimum or maximum standard (see Figure 5). This is because it believes that there may be reasons why developers want to provide more or less parking in their scheme. The council wants to support development and recognises that a rigid set of standards is unlikely to suit all types of development in all locations. If a developer has good reason to believe that the homes in that particular development should have less or more parking than the expected standard, the council will consider these proposals. However, it will be for the developer to substantiate any deviation from the expected standard with robust evidence that takes into account, as a minimum:
- how readily residents (and workers in the case of sheltered accommodation / nursing homes / student accommodation) will have access to shops, services, workplaces and public transport, and
  - the current parking situation in the area and the impact their development will have on parking.

Further information on the evidence required is set out in paragraphs 3.6 - 3.13.

- 3.4 As set out in Section 2, the council would encourage developers to consider lower levels of parking in the defined city centre. Cycle parking standards will apply across the whole city, including the city centre.

3.5 In addition, even where the number of spaces equates to the expected standard, the suitability of the proposed parking solution, in terms of its location, design and layout will be assessed as part of the application.

*Evidence to support proposed levels of parking*

3.6 While there is an expectation that the parking standards (see Figure 5) will be met in each residential development, the council recognises that, given the nature of available development sites in the city, it will not always be physically possible to accommodate the expected standard on site. In some cases, it may not be possible or appropriate to provide any on-site parking at all. Equally, some developers may wish to exceed the standard in certain types of residential development.

3.7 Where the parking standard is not met or is exceeded, applicants will be required to provide a robust justification for the amount and nature of parking provision proposed for their site.

3.8 Where reduced provision is sought, in all cases, the applicant must consider:

- the accessibility of the site by other modes of transport and in relation to shops and services, and
- the availability of alternative parking opportunities, such as car parks and on street capacity.

3.9 Kerbside parking surveys evidenced with data and photographs can be an effective way of assessing levels of available parking. The Lambeth Model<sup>10</sup> is a good one to follow. Applicants should note that in many areas of Portsmouth, in particular those dominated by terraced houses and / or where a heavily subscribed Residents' Parking Zone (RPZ) is in place, it is unlikely that there will be sufficient on-street capacity to meet the needs of additional development.

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<sup>10</sup> Croydon Council have published a guidance document on how to do Parking Pressure Surveys according to the Lambeth model: [http://planning.croydon.gov.uk/DocOnline/47440\\_6.pdf](http://planning.croydon.gov.uk/DocOnline/47440_6.pdf)

**Figure 5: Portsmouth - Residential Parking Standards**

Type of residential development <sup>1, 2</sup>	Number of bedrooms per dwelling	Number of expected parking spaces	Number of expected visitor parking spaces	Number of long stay cycle spaces	Number of short stay cycle (visitor) spaces
C3 - General residential	Studio or 1 bedroom	1 space per dwelling	10% of the total number of parking spaces.	1 space per dwelling	Visitor cycle spaces will be expected at 10% of the long stay spaces in developments of 10 units or more.  Other developments should also consider the need for visitor cycle parking.
C3 - General residential C4 - Houses in Multiple Occupation (HMO) and mixed C3 / C4 use	2 or 3 bedrooms	1.5 spaces per dwelling		2 spaces per dwelling	
C3 - General residential C4 - Houses in Multiple Occupation (HMO), sui generis HMO use and mixed C3 / C4 use	4+ bedrooms	2 spaces per dwelling		4 spaces per dwelling	
C3 - sheltered accommodation / retirement housing <sup>3</sup>		1 space per 2 units, and 1 space per resident staff, and 0.5 space per non-resident staff		1 space / 4 units <sup>4</sup>	
C2 - Nursing / Rest home		0.5 space per 4 residents, and 1 space per resident staff, and 0.5 space per non-resident staff		1 space per 6 staff	
C1 - Purpose built student accommodation		To be determined by a Transport Assessment (to include consideration of use of the building outside of term time)		1 space per student room / bedroom <sup>5</sup>	

**If the sum of the parking requirements results in part spaces, the provision should be rounded up to the nearest whole number.**

<sup>1</sup>as set out in the Town and Country Planning (Use Classes) Order 1987 (as amended).

<sup>2</sup>Where the proposal is for conversion or extension of an existing residential use (excluding sheltered accommodation and nursing / rest homes and similar uses) the expected standard that will apply will be the difference between the current number of bedrooms and the proposed number of bedrooms. For example, where planning permission is sought to extend an existing 3-bedroom house to create a 4-bedroom house the expected standard will be an additional 0.5 space (3-bedroom house is 1.5 spaces and 4-bedroom house is 2 spaces), rounded up to 1 space.

<sup>3</sup>self-contained accommodation which includes an element of warden support and / or communal facilities. Such accommodation is usually aimed at those over 60 years of age therefore the council will seek to impose planning conditions restricting the age of any occupier to over the age of 60 unless in the case of a couple where one person is over the age of 60, the second person shall not be under the age of 55.

<sup>4</sup>Developers of accommodation for the elderly are encouraged to design their cycle provision in such a way that it can also be used flexibly for mobility scooters, as residents will have differing mobility needs and the needs of individual residents are also likely to change over time.

<sup>5</sup>The council may accept a lower standard if the application is accompanied with robust evidence to justify the number of spaces based on the proposed users of the development and potential future demand for cycle spaces.



- 3.10 Where the location and accessibility of a site are cited as reasons for a reduced standard, this should be done by reference to the proximity of defined town centres, bus corridors and train stations in relation to the site. A plan showing what areas the council considers this applies to is shown in Appendix 2. The mapping does not take account of the quality of routes, nor the fact that the position regarding bus routes will change over time (the plan in Appendix 2 was created in 2013). The map should therefore not be taken as a definitive guide to accessibility, and applicants should explore this issue in more detail in their assessments.
- 3.11 In any case, location alone will rarely be an acceptable reason to argue a reduced parking provision (with the exception of the defined city centre, see paragraph 2.2), with other factors, in particular availability of parking in the surrounding area, being equally important.
- 3.12 Other considerations that may be relevant to the level of parking provision, whether higher or lower than the expected standard, include:
- the size of the development site or other physical characteristics of the site;
  - the expected profile of the residents of the site;
  - the availability of a car club on site or other proposed mitigation measures such as travel plans, and
  - consideration of heritage, conservation, design & street scene issues.
- 3.13 It will not be acceptable for potential parking opportunities to be 'designed out' of a development as a mechanism to increase development density or to avoid parking provision.

#### *Mixed use developments*

- 3.14 Where development includes both residential and other uses, consideration should be given to how parking spaces can be shared between uses, particularly where the non-residential use is more likely to attract the need for parking during the day. Applicants will be required to demonstrate how these shared spaces will be managed to ensure that the needs of all uses on the site will be met, for example by preparing a car park management plan.

#### *Allocated or shared spaces*

- 3.15 Allocated parking spaces include any spaces within the curtilage of a property (e.g. garage or driveway parking) and any spaces in communal areas where the space is reserved for one particular property. Unallocated parking often takes the form of shared parking areas or 'on-street'.
- 3.16 Where sufficient parking to meet each dwelling's needs is to be provided, allocated parking can be a desirable solution, guaranteeing residents their own space or spaces, which will always be available to them. Allocated spaces should be as close to the dwelling to which they are allocated as possible, for convenience, but also to encourage ownership of the space and to reduce the opportunity for vehicle crime.

3.17 It is acknowledged that shared parking facilities are more flexible and make more efficient use of available space. On smaller development sites allocated parking may not be achievable, particularly if the development includes flats. Accordingly, on sites which cannot readily provide the full amount expected by the council, it may be necessary to provide a lesser number of spaces in parking courts for shared use. These should be carefully designed to have natural surveillance for security and crime prevention.

3.18 On many sites, a mixture of allocated and unallocated spaces works well. For example, a developer could provide one allocated space per dwelling and meet the remainder of the requirement in an unallocated shared parking court. Particularly successful schemes tend to be those that provide a mixture of parking types, for example some in-curtilage parking, some small parking courts and some on-street. The proportion of each type of parking will be an important consideration when developing the site layout and design.

#### *Visitor spaces in residential development*

3.19 In some areas of the city it may be acceptable for visitors to park on street or in nearby public car parks. Applicants will be expected to demonstrate that this is an appropriate solution for their proposal.

#### *Disabled spaces*

3.20 The council will not as a matter of course expect specifically marked disabled bays in residential development, although developers are of course free to include them if they think this beneficial.

3.21 However, if a development includes housing designed specifically as wheelchair friendly / accessible accommodation, adequate numbers of suitably designed parking spaces will be required. This requirement will apply even on sites which may otherwise have a reduced car parking provision.

#### *Motorcycle parking*

3.22 Most residential development will not require specific motorcycle parking provisions, but in developments with shared parking courts for 25 cars or more, motorcycle spaces should be provided at a ratio of 1 space per 25 car parking spaces.

3.23 Where applicants are providing motorcycle parking, careful consideration should be given to the design of the parking to ensure that it is safe and secure.

#### *Electric Vehicle (EV) charging points*

3.24 On larger developments, charging points for electric vehicles will be expected. For all other residential developments, applicants should consider the provision of charging points, or at least to design their site in such a way as to make retrofitting such facilities at a later stage easy. This could be achieved by routing an empty cable conduit under the parking bays, ensuring this conduit connects to the mains supply so that at a future date above ground charging points can be installed with minimal disruption.

#### *Car Clubs*

3.25 On larger developments, it may be feasible to consider a car club for the site, which will help reduce the need for residents to own their own vehicles. Arrangements for parking of the vehicles and management of the car club will be considered in determining the suitability of relying on a car club in lieu of some of the parking provision on site.

#### *Deliveries and commercial vehicles*

- 3.26 Some residential uses will require servicing or have regular deliveries. The management of loading and un-loading and the parking needs of all such vehicles must be considered in the design of the site, and the council will expect applications to demonstrate how these needs will be satisfactorily met, with a particular focus on highway safety.

#### *Loss of parking*

- 3.27 The council may consider removing permitted development rights to control the future loss of garages, car ports and other parking spaces provided in new development.

#### *Cycle parking*

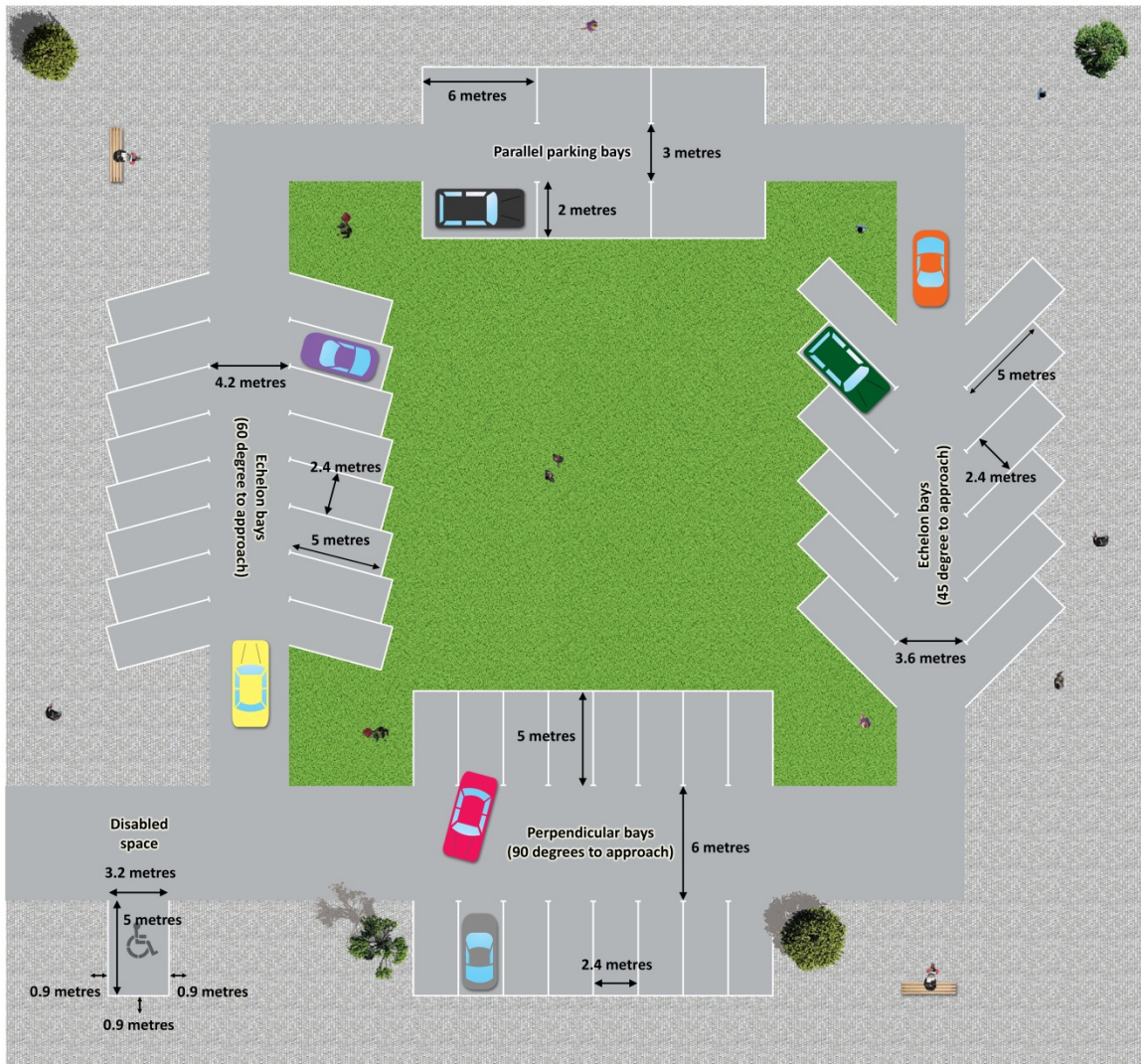
- 3.28 Every residential development will be expected to provide long stay, secure (overnight) parking for residents. The level of expected long stay cycle parking provision is shown in Figure 5. In larger developments (schemes of 10 or more dwellings), short-term visitor parking will be expected at 10% of the long term cycle parking standard. Cycle parking for short-term visitors should also be considered in smaller schemes, wherever the street scene in and around the development can satisfactorily accommodate it.
- 3.29 Developers are of course encouraged to provide additional cycle parking if it suits the needs of their development, its users and potential for future demand.

### **Design principles in residential car parking**

- 3.30 The suitability of the proposed parking solution, in terms of number of spaces, location, design and layout will be assessed as part of the planning application. To be acceptable, residential car parking spaces must meet the minimum size requirements set out in Figures 6 and 7. Applications should be accompanied by scaled plans (at a minimum scale of 1:500) to show how the car parking will be accommodated and accessed within the site.
- 3.31 The design of new developments should adhere to Policy PCS23 (design and conservation) of the Portsmouth Plan. In addition, the following key principles should be followed when considering the design and location of car parking:
- vehicles should not dominate parking areas, particularly in residential development. Parking areas should not merely be 'car parks', but places that have parking in them. The council will expect attractive landscaping in parking areas;
  - there is no single best solution to providing car parking - a combination of on-plot, off-plot and on-street can work, and designers should consider the best solution(s) for their particular development;
  - the safety of all users is important - road and parking layouts on development sites must meet highways safety requirements and enable emergency, refuse and delivery vehicles to travel safely through the site. The safety of people walking in the car park after they have left their cars must also be considered;
  - car parking needs to be designed with security in mind - parking areas should always be well overlooked by adjoining buildings and ideally located on the side where people enter the buildings, and
  - permeable surfaces should be used wherever possible to reduce surface water runoff and assist with sustainable drainage measures.

3.32 For design guidance on cycle parking, please see Section 5 of this document.

**Figure 6: Residential car parking size standards**



**Figure 7: Residential car parking size standards**

Type of Parking	Required Dimensions of parking space (m)*	Other requirements / notes
Parallel Parking Bays	2 x 6	3m width required between aisles / for manoeuvring access. See Figure 6 for an example.
Perpendicular Bays (90 degrees to approach)	2.4 x 5	6m width required between aisles / for manoeuvring access. See Figure 6 for an example.
Echelon Bays (60 degrees to approach)	2.4 x 5	Resulting depth of the bays will be 5.4m. 4.2m width required between aisles / for manoeuvring access; bays should be arranged to encourage reverse parking. See Figure 6 for an example.

Type of Parking	Required Dimensions of parking space (m)*	Other requirements / notes
Echelon Bays (45 degrees to approach)	2.4 x 5	Resulting depth of the bays will be 5.1m. 3.6m width required between aisles / for manoeuvring access; bays should be arranged to encourage reverse parking. See Figure 6 for an example.
Garage	3 x 6	Size is measured to allow for both parking and storage; Measurements are internal and should be shown on scaled plans; minimum door width 2.3m. Where garage is to be used for cycle storage as well as car parking, the dimensions should be increased to 7m x 3m; positioning of the garage must allow doors to be opened and closed without any overhang onto the footway or carriageway.
Double Garage	5.5 x 6	Size is measured to allow for both parking and storage; Measurements are internal and should be shown on scaled plans; minimum door width 4.2m; Where garage is to be used for cycle storage as well as car parking, the dimensions should be increased to 5.5m x 7m; positioning of the garage must allow doors to be opened and closed without any overhang onto the footway or carriageway.
Parking in front of property (at 90 degrees to property)	3 x 5	No part of the vehicle to overhang the footway or carriageway. If parking is in front of a garage, 6m length is required to allow for garage doors to be opened and closed with a vehicle positioned in the driveway, avoiding overhang onto the footway or carriageway. Where the area is shared for pedestrian access to the property, additional width is required, to allow access to the front door, and for moving bins / bikes.
Parking in front of property (parallel to property)	6 x 3	No part of the vehicle to overhang the footway or carriageway.
Car port and / or undercroft parking	2.9 x 5.5	If there is to be parking in front of the car port, enough space must be left to park a car (at least 5m length) to avoid overhang onto the footway or carriageway. In shared car ports it will not be appropriate to plan for additional parking in front of cars parked in the port.
Disabled Spaces	3.2 x 5	Additional space either side of the bay to allow doors to be opened fully. 0.9m clearance either side and at the rear of the space is recommended; no more than 50m from the entrance of the building(s). See Figure 6 for an example.
Garage for use by disabled person	6 x 3.3	Minimum door width of 2.8m.
* Widths or lengths of spaces may need to be increased where they are next to walls, other built obstructions or footways. Access widths may be able to be reduced if bay sizes are increased.		

## Section 4: Non-residential development

### Non-residential car parking provision

#### *Principles*

- 4.1 It is considered that journey destinations have the greatest influence on the mode of transport people choose to use. As set out in the NPPF, the government expects the planning system to encourage solutions which support reductions in greenhouse gas emissions and reduce congestion. For these reasons, the council will expect developers of non-residential schemes to demonstrate how users of the site will be encouraged to travel by sustainable modes of transport.
- 4.2 The council has not set standards for acceptable levels of parking in non-residential development anywhere in the city (with the exception of the city centre, see Section 2). Instead, the council has set out guidance on how to determine appropriate parking requirements for non-residential development. This is because the council considers that parking needs vary significantly for each individual site and land use, and developers should establish the parking requirement and demonstrate why the proposed parking solution is the right one for that particular development.
- 4.3 Whilst the council will expect parking for non-residential development in the city centre to be significantly lower than might be acceptable in other locations (reflecting the high accessibility of this area by public transport and in line with the city's parking strategy), excessive or insufficient levels of parking for the particular circumstances of the development will not be acceptable. The council will expect any planning application to include robust evidence (based on the guidance below) especially where apparently very high or very low levels of parking are being proposed. The level of evidence provided should be proportionate to the type of land uses and scale of development being proposed.
- 4.4 Parking provision should always be considered in the context of measures proposed which encourage travel on foot, cycle or by public transport. Larger developments should demonstrate how their travel plans or physical measures to encourage walking, cycling and the use of public transport will be used to reduce the need for high levels of parking in the site. Section 6 of this document provides further guidance on the kinds of measures which may be considered. Conditions on planning permissions or legal agreements may be used to ensure the measures referred to at the application stage are provided.

### Guidance for assessing the parking requirements

#### *Uses that attract visitors*

- 4.5 There are land uses<sup>11</sup>, such as retail uses (class A1 - A5), health centres / leisure uses (class D1 - D2) and Hospitals (class C2) that will generally have two user groups accessing those types of developments, staff / employees and customers / patients. Therefore, the likely parking accumulation for each user group will need to be assessed and combined to determine the peak parking requirement.

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<sup>11</sup> As set out in the Town and Country Planning (Use Classes) Order 1987 (as amended).

- 4.6 For staff / employees: The total number of employees likely to be on site at any one time will need to be determined making appropriate allowance for shift changes. It would be appropriate to develop a staff accumulation profile by hour of the day to establish the peak. This would then need to be adjusted by mode share to determine the proportions likely to arrive by public transport, walking, cycling or by car. These proportions will vary depending upon the accessibility of the location for non-car modes and the approach to parking management which may include the introduction of staff / long stay parking charges. Determination of these proportions may helpfully be informed by staff surveys where there is an existing group of employees or from those on neighbouring sites. The proportion of those using public transport, walking or cycling will increase with accessibility and facilities / inducements provided to encourage the use of sustainable travel modes (such as cycle parking / showers / season ticket loans). An assumption will need to be made about the proportions of staff car sharing, which will similarly vary depending upon the approach taken to parking management, to establish a peak staff parking accumulation.
- 4.7 Customers / Patients: A similar approach would need to be taken to determine the likely peak accumulations of customers' vehicles. In the case of this user group the absolute number of customers can be more difficult to determine. It may be appropriate to consider the anticipated business turnover and establish an average spend (also referred to as an average 'basket size' or 'basket spend') to determine the number of customers. A profile of customer accumulations will need to be established which reflects the normal distribution of traffic around peak periods and takes into account the length of time a customer may stay at the development (which will vary depending upon the nature of the business and scope for linked trips). As with staff / employees a mode share adjustment will need to be made to determine a peak customer parking accumulation.
- 4.8 The parking accumulations for staff and customers can then be combined to establish a total peak parking accumulation which will determine a reasonable minimum parking requirement for each development proposal.
- 4.9 In cases where it is not feasible to make this level of parking provision available on site it would be reasonable to take account of available parking capacity on street or in well related public car parks established through parking surveys undertaken coincident with the peak parking accumulations anticipated. As referred to in Section 3, the Lambeth Model<sup>12</sup> is a good one to follow for kerbside parking surveys. Applicants should note that in many areas of Portsmouth, in particular those dominated by terraced houses and / or where a heavily subscribed Residents' Parking Zone (RPZ) is in place, it is unlikely that there will be sufficient on-street capacity to meet the needs of additional development.

*Uses that do not attract visitors*

- 4.10 These land use types<sup>13</sup> (such as employment uses, class B1 - B8) will generally only be accessed by staff / employees with occasional visitors. The approach to determine staff parking accumulations as outlined above will largely be sufficient to establish a reasonable parking requirement for such developments with the addition of a limited number of visitor spaces reflecting the scale of the proposal.

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<sup>12</sup> Croydon Council have published a guidance document on how to do Parking Pressure Surveys according to the Lambeth model: [http://planning.croydon.gov.uk/DocOnline/47440\\_6.pdf](http://planning.croydon.gov.uk/DocOnline/47440_6.pdf)

<sup>13</sup> As set out in the Town and Country Planning (Use Classes) Order 1987 (as amended).

*Additional evidence to support proposed levels of parking*

- 4.11 Where the location and accessibility of a site are cited as reasons for a reduced number of parking spaces, this should be done by reference to the proximity of defined town centres, bus corridors and train stations in relation to the site. A plan showing what areas the council considers this applies to is shown in Appendix 2. The mapping does not take account of the quality of routes, nor the fact that the position regarding bus routes will change over time (the plan in Appendix 2 was created in 2013). The map should therefore not be taken as a definitive guide to accessibility, and applicants should explore this issue in more detail in their assessments.
- 4.12 In any case, location alone will rarely be an acceptable reason to argue a reduced parking provision with the exception of the city centre area, (see Section 2), with other factors, in particular availability of parking in the surrounding area, being equally important.
- 4.13 Other considerations that may be relevant to the level of parking provision include:
- the size of the development site or other physical characteristics of the site;
  - the expected profile of the workers / visitors of the site;
  - the availability of a car club on site or other proposed mitigation measures such as travel plans;
  - whether the proposed development site and surrounding area is covered by a Residents' Parking Zone (RPZ), and
  - consideration of heritage, conservation, design & street scene issues.
- 4.14 It will not be acceptable for potential parking opportunities to be 'designed out' of a development as a mechanism to increase development density or to avoid parking provision.

*Disabled spaces*

- 4.15 Disabled persons parking spaces should be provided at 5% of the total number of parking spaces being provided on the site.
- 4.16 Disabled spaces should:
- be easily identifiable with clear and consistent directional signage;
  - have designated accessible parking bays as close to the entrance of the building(s) as possible;
  - be level and next to firm, even and slip-resistant pedestrian surfaces;
  - have dropped kerbs to give access to adjacent pavements, and
  - be well lit.
- 4.17 Part M of Building Regulations also covers disabled car parking provision, and further guidance is available in BSI 8300<sup>14</sup>.

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<sup>14</sup> BS 8300:2009+A1:2010 - Design of buildings and their approaches to meet the needs of disabled people. Code of practice



#### *Parent & toddler spaces*

- 4.18 Parent and toddler spaces should be provided at health establishments, retail and leisure developments and should:
- be easily identifiable with clear and consistent directional signage;
  - have designated accessible parking bays as close to the entrance of the building(s) as possible;
  - be level and next to firm, even and slip-resistant pedestrian surfaces;
  - have dropped kerbs to give access to adjacent pavements, and
  - be well lit.

#### *Motorcycle spaces*

- 4.19 As a general rule, 1 motorcycle space should be provided per every 25 car parking spaces on the site.
- 4.20 Parking facilities for motorcycles should be safe and secure which includes being well lit and close to pedestrian access points. Secure anchor points should be provided, either as ground level anchor points that remain underground until a user raises a loop to lock the bike, or in the form of a horizontal bar 400 to 600mm high, generally at the edge of the carriageway.

#### *Drop off spaces*

- 4.21 While there are no set standards for drop-off spaces, applicants should consider the likely need for drop-off spaces near the development. This will be particularly important for uses that are likely to create a large amount for drop-off traffic, such as transport interchanges, health establishments, hotels and leisure facilities.

#### *Deliveries and commercial vehicles*

- 4.22 Many non-residential uses will require servicing or have regular deliveries. Commercial occupiers may also have their own lorries or vans. The management of loading and unloading and the parking needs of all such vehicles must be considered in the design of the site, and the council will expect applications to demonstrate how these needs will be satisfactorily met, with a particular focus on highway safety.

#### *Electric Vehicle (EV) charging points*

- 4.23 On larger developments, charging points for electric vehicles will be expected. Suitable venues for EV charging points are locations where people will be for a few hours, for example offices, shopping or leisure centres. For all other developments, applicants should consider the provision of charging points, or at least to design their site in such a way as to make retrofitting such facilities at a later stage easy. This could be achieved by routing an empty cable conduit under the parking bays, ensuring this conduit connects to the mains supply so that at a future date above ground charging points can be installed with minimal disruption.

### *Cycle parking*

- 4.24 Non-residential development will be expected to provide both long and short stay cycle parking, so as to meet the needs of those who are likely to be at the property for extended periods, such as staff, and those who might only remain for a few minutes or hours, such as visitors and customers. The minimum amount of cycle parking acceptable to the council will be the level needed to achieve 2 BREEAM credits for the development. The exact amount depends on the type of building being built. For example, a new office will need to provide one cycle parking space per ten staff. New retail facilities will need one space per ten staff and one space per twenty public car parking spaces. On top of this, other cycle facilities, such as showers, changing facilities and lockers will need to be provided. This is consistent with advice given in the council's Sustainable Design and Construction SPD (paragraph 4.12 on p.23 of that SPD)<sup>15</sup>.
- 4.25 Developers are of course encouraged to provide additional cycle parking if it suits the needs of their development, its users and potential for future demand.

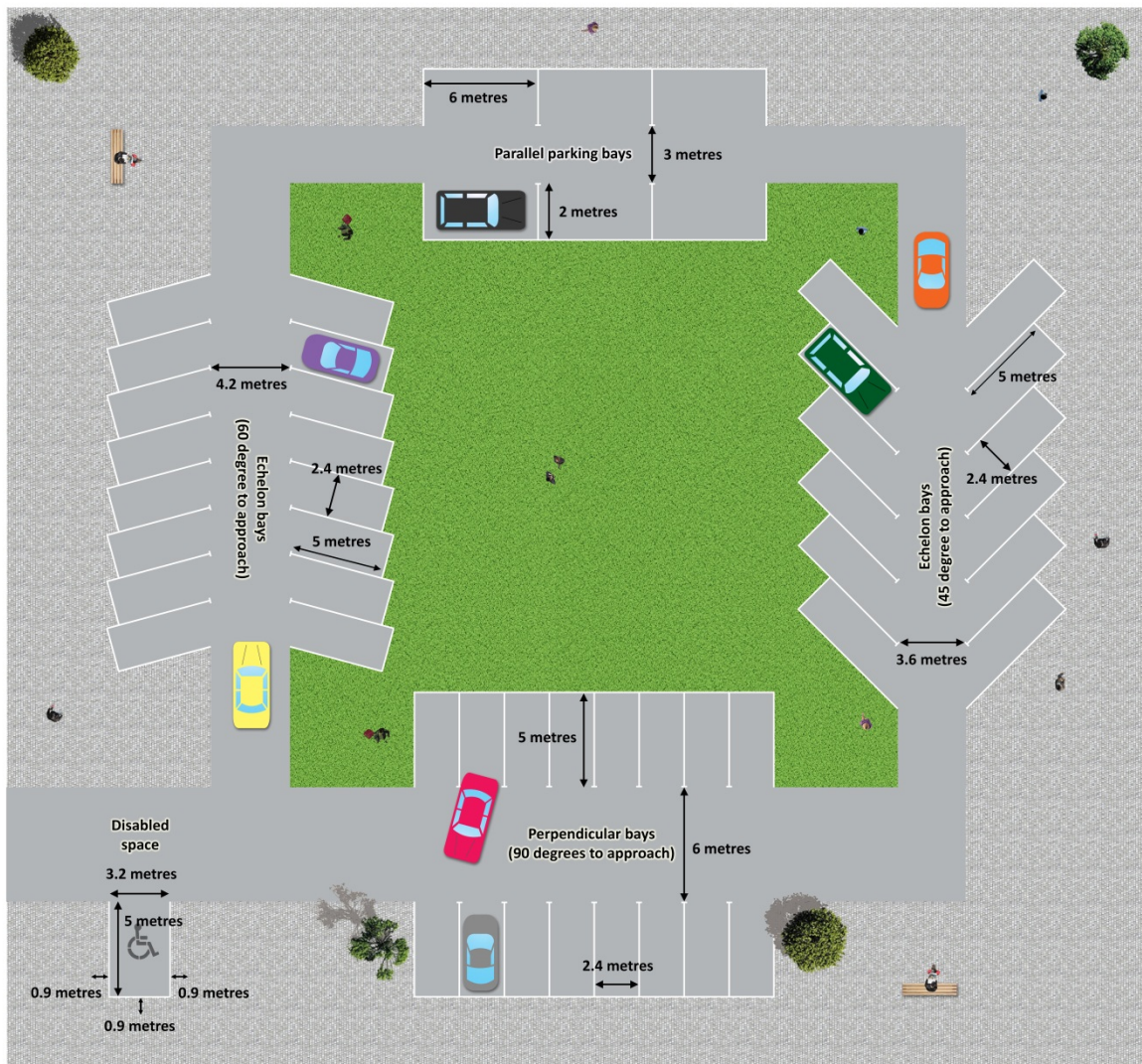
### **Design principles in non-residential car parking**

- 4.26 The suitability of the proposed car parking solution, in terms of number of spaces, location, design and layout will be assessed as part of the planning application. To be acceptable, non-residential car parking spaces must meet the minimum size requirements set out in Figure 8 and 9. Applications should be accompanied by scaled plans (at a minimum scale of 1:500) to show how the car parking will be accommodated and accessed within the site.

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<sup>15</sup> Portsmouth City Council: Sustainable Design and Construction SPD (2013) <http://www.portsmouth.gov.uk>

**Figure 8: Non-residential car parking size standards**



**Figure 9: Non-residential car parking size standards**

Type of Parking	Required Dimensions of parking space (m)*	Other requirements / notes
Parallel Parking Bays	2 x 6	3m width required between aisles / for manoeuvring access. See Figure 8 for an example.
Perpendicular Bays (90 degrees to approach)	2.4 x 5	6m width required between aisles / for manoeuvring access. See Figure 8 for an example.
Echelon Bays (60 degrees to approach)	2.4 x 5	Resulting depth of the bays will be 5.4m. 4.2m width required between aisles / for manoeuvring access; bays should be arranged to encourage reverse parking. See Figure 8 for an example.

Type of Parking	Required Dimensions of parking space (m)*	Other requirements / notes
Echelon Bays (45 degrees to approach)	2.4 x 5	Resulting depth of the bays will be 5.1m. 3.6m width required between aisles / for manoeuvring access; bays should be arranged to encourage reverse parking. See Figure 8 for an example.
Disabled Spaces	3.2 x 5	Additional space either side of the bay to allow doors to be opened fully. 0.9m clearance either side and at the rear of the space is recommended; no more than 50m from the entrance of the building(s). See Figure 8 for an example.
Parent and Toddler Spaces	2.4 x 5	Additional space either side of the bay to allow doors to be opened fully. 0.9m clearance either side is recommended, and ideally spaces should be located as close to the entrance of the building(s) as possible.

\* Widths or lengths of spaces may need to be increased where they are next to walls, other built obstructions or footways. Access widths may be able to be reduced if bay sizes are increased.

4.27 The design of new developments should adhere to Policy PCS23 (design and conservation) of the Portsmouth Plan. In addition, the following key principles should be followed when considering the design and location of car parking:

- parking areas should not merely be 'car parks', but places that have parking in them. The council will expect attractive landscaping in parking areas;
- there is no single best solution to providing car parking - a combination of on-plot, off-plot and on-street can work, and designers should consider the best solution(s) for their particular development;
- the safety of all users is important - road and parking layouts on development sites must meet highways safety requirements and enable emergency, refuse and delivery vehicles to travel safely through the site. The safety of people walking in the car park after they have left their cars must also be considered - pedestrian walkways can be appropriate in some types of parking area;
- car parking needs to be designed with security in mind - parking areas should always be well overlooked by adjoining buildings and ideally located on the side where people enter the buildings, and
- permeable surfaces should be used wherever possible to reduce surface water runoff and assist with sustainable drainage measures.

4.28 For design guidance on cycle parking, please see Section 5 of this document.

## Section 5: Cycle parking design standards

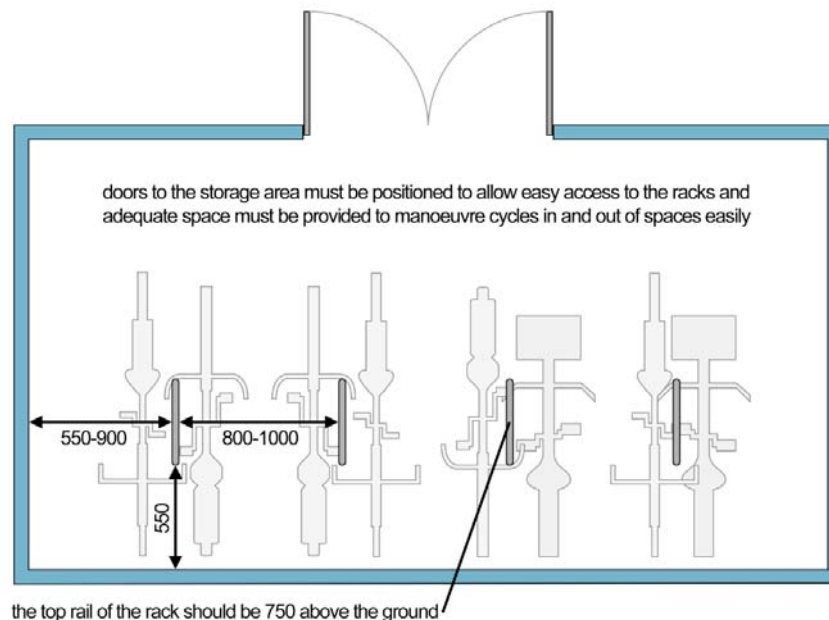
- 5.1 The expected standards for cycle parking in both residential (see 3.28 - 3.29) and non-residential developments (see 4.24 - 4.25) are set out in the preceding sections.

### **Design principles in cycle parking**

- 5.2 Providing well-located, safe, and secure cycle parking helps to encourage increased numbers of people to cycle. Inadequate cycle parking and storage facilities, conversely, can act as a barrier to the uptake of cycling. Consequently, and in accordance with Policy PCS23 (design and conservation) of the Portsmouth Plan, it is expected that all cycle parking should be both convenient and safe, by virtue of being:
- conveniently located for users, at least as convenient and easy to use as the car parking for the site;
  - easily accessible from roads and / or cycle routes;
  - located so that it does not obstruct pedestrian and / or cycle routes;
  - located in an actively used area, well lit and overlooked, and
  - made of vandal resistant materials.
- 5.3 In some developments, as well as these design principles CCTV may be desirable.
- 5.4 All non-residential developments should aim to make cycling an attractive and convenient travel option for their staff. This extends beyond the provision of cycle parking to making available facilities such as changing rooms, showers and lockers. While all employers should consider how they can encourage cycling, the council accepts that it will not always be possible for businesses with small premises to provide the full range of facilities for their cycling members of staff. Cyclist facilities will, however, always be expected in major development of more than 1,000sqm.
- 5.5 In designing cycle parking facilities, it is important to differentiate between long and short stay provision. Long stay parking is generally intended for residents and / or staff at a site. Long stay cycle parking is defined as covered and enclosed cycle parking that is suitable for leaving bikes in all day and / or overnight and providing weather protection, and security against theft or vandalism. Short stay parking is generally intended for visitors to shops, offices and other facilities and therefore does not need to be as secure as long stay facilities. Design guidance for both is set out below.
- Long stay cycle parking (shared)*
- 5.6 For cycle parking in shared buildings (anything other than individual family homes) to be considered 'secure' bikes should be protected by a lockable door or a security door (e.g. swipe card), which restricts access to cycle parking to authorised persons only, and be stored in such a way that bikes can be secured individually.

- 5.7 Where cycle parking is provided within the building, it needs to be conveniently located, close to the main point of access. If parking is to be located on upper floors, adequately-sized lifts need to be provided. Cycle parking for flats can sometimes be located in communal areas, such as in hallways or under stairs, but if so, it needs to be properly designed so that it is secure and prevents parked cycles becoming a nuisance for other residents.
- 5.8 While provision within the main building is the preferred option, communal cycle-parking can also be provided in secure facilities such as in underground car parks, in purpose-designed buildings or in extensions to buildings. Where cycle parking is to be provided within a separate building, such as a detached garage or other outbuildings, the building will need to be secure (of solid construction and with a watertight roof) with lockable doors, and designed for easy access.

**Figure 10: Shared Cycle Store** (image is for illustrative purposes only)



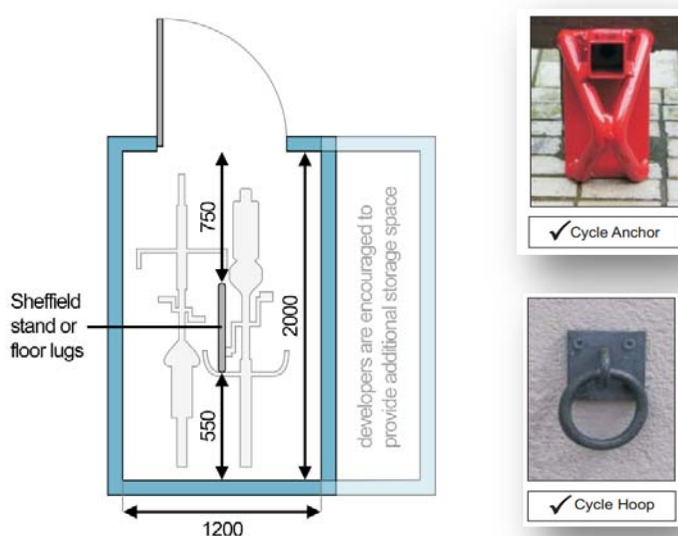
- 5.9 In stores for more than two bicycles, the preferred spacing of cycle stands is about 900-1000mm, so that two cycles can be stored in the space. Where space is limited, an absolute minimum spacing of 800mm may be used, although this will make it more difficult for cycles with baskets and panniers to be stored.
- 5.10 The outermost stands should be no closer than 550mm to a parallel wall, but preferably should allow more space than this (550 - 900mm). In addition, there should be at least 550mm clear space between the ends of individual stands and any wall. The same applies where cycle parking is provided in a building, as illustrated in the diagram Figure 8.
- 5.11 Storage should allow for cycles that are 1.8m in length. The top rail of the rack should be 750mm above the ground. Adequate space must be provided to manoeuvre cycles in and out of spaces easily. Doors to the storage area must be positioned to allow easy access to racks.

- 5.12 It is recognised that two-tier hanging racks or systems that store bicycles on end can be more space efficient, but these are difficult to use for some cyclists. Vertical and semi-vertical systems will only be an acceptable as solution in some types of development, where it can be demonstrated that the racks are easy to use for all types of users, cycles can be secured individually, and the racks will be fitted in accordance with the manufacturer's instructions.

*Long stay cycle parking (individual dwellings)*

- 5.13 For individual dwelling houses, a store within the curtilage of the dwelling is often the most appropriate option.

**Figure 11: Individual Dwellings Cycle Store** (image is for illustrative purposes only)



- 5.14 Such stores must be weatherproof and secure. This means having a watertight roof, and for solid enclosed structures (of solid construction, with a concrete floor and solid doors) the store must have a secure entrance lock or secure fixings. For non-solid structures, such as sheds, the store must have a secure entrance lock and secure fixings.
- 5.15 Secure fixings within the store can be in the form of a Sheffield stand, inverted U shape frames anchored to the ground, to allow users to affix cycles either side. However, this solution restricts usability of the store for other purposes. To make the space more flexible, anchors or hoops secured to a concrete floor or a brick wall can be a suitable alternative. Security features should be to a minimum of 'Sold Secure - Silver Standard'<sup>16</sup>.
- 5.16 The size of the building should be able to easily accommodate the expected number of bicycles, as well as providing some additional storage space in the garden. As a guideline, an individual household store for two bicycles should be a minimum of 1.2 x 2m (internal measurements), with additional space for storage wherever possible. For measurements for larger stores please see the section on shared cycle parking (paragraphs 5.11 - 5.14).

<sup>16</sup> <http://www.soldsecure.com>

- 5.17 For developments creating flats, storage within an individual flat may be an option instead of shared facilities, but it will need to be expressly considered in the design, and it will be important to ensure that cycles can be brought into the building easily and quickly. Sufficient space must be provided in the dwelling (over and above the size required in the council's space standards, see Figure 11), and adequately-sized lifts need to be provided to make this solution acceptable for upper floor flats.

**Figure 12: Preferred type of short stay cycle stand**

*Short stay cycle parking*

- 5.18 Short stay parking is generally intended for visitors to shops, offices and other facilities and, as such, should be conveniently located close to the entrance of the building. It is best provided in well-overlooked, actively used areas, which may often be the street itself. CCTV coverage is recommended but not essential.



✓ Sheffield Stand



X Butterfly Stand

- 5.19 The number of short stay cycle parking spaces need not be to the same standard as long stay parking. Sheffield stands are a popular and suitable choice for visitor cycle parking. They allow both the frame and the wheels of the bike to be locked to the stand. Some bespoke or older designs are not so convenient or safe, for example they may not allow both wheels to be easily locked to the stand. Although in some areas of the city, such as the city centre or Seafront, a bespoke design will be acceptable provided both wheels can be easily locked to the stand.
- 5.20 It is desirable, though not absolutely necessary, for visitor cycle parking to be covered to afford some weather protection.
- 5.21 Cycle stands need to be located clear of pedestrian desire lines, and generally closer to the carriageway than to buildings. They should be detectable by blind or partially sighted people. A ground level tapping rail at either end of a run of stands should be provided.
- 5.22 Some places may expect visitors to leave their bikes for longer than for very short stays. This would be the case, for example at Park & Ride facilities, transport interchanges, hotels and leisure facilities. Here, visitors are likely to leave their bikes for a period of several hours or a whole day. In these circumstances, more secure options, more akin to those for long-stay users, such as individual lockers, will be expected, as opposed to open racks or stands.

*Further design guidance*

- 5.23 Developers are expected to meet the design standards above, which provide minimum space and security standards, to ensure cycle parking useable and safe. However, the council recognises that cycle parking can come in many different forms, and good design is encouraged here as much as for any other part of proposed development.



## Section 6: Assessing and dealing with the transport impacts of development

### *Assessing transport impacts*

- 6.1 A transport assessment (TA) is a comprehensive and systematic process that sets out the transport issues relating to a proposed development and identifies measures that will be taken to deal with the anticipated transport impacts of a scheme<sup>17</sup>. In accordance with national policy, developments which generate significant numbers of traffic movements should make proposals that discourage the unnecessary use of cars and facilitate and promote other means of travel. Generally, transport impacts are likely to be greater for larger schemes therefore, a transport assessment must be submitted with all planning applications exceeding the thresholds set out in Figure 13. In addition, major developments will be expected to produce a travel plan that has been informed by a transport assessment.
- 6.2 For medium size developments, a transport statement rather than a full assessment will usually be sufficient. It should, however, be noted that the sizes given in Figure 13 are not absolute thresholds, and discussions between the developer and the council will determine whether transport assessments or transport statements and / or travel plans will be required for developments smaller than the threshold.
- 6.3 In any size of development where no or very low levels of parking are proposed, outside of the highly accessible city centre, applicants should expect to be asked for a travel plan detailing suitable measures and targets for reducing the reliance of site users on private cars.

**Figure 13: Threshold for transport assessments, transport statements & travel plans**

Land Use*	Size threshold for Transport Statement & Physical Measures	Size threshold for Transport Assessment & Travel Plan
Residential: C3 & C4	case by case	50 units
Commercial: B1 & B2	500 m <sup>2</sup>	2,500 m <sup>2</sup>
Commercial: B8	1,000 m <sup>2</sup>	5,000 m <sup>2</sup>
Retail: A1, A2, A3, A4 & A5	500 m <sup>2</sup>	1,000 m <sup>2</sup>
Education: D1	All	2,500 m <sup>2</sup>
Health Establishments: C2 or D1	500 m <sup>2</sup>	2,500 m <sup>2</sup>
Care Establishments: C2	500 m <sup>2</sup> or 5 bedrooms	2,500 m <sup>2</sup>
Hotels: C1	75 bedrooms	100 bedrooms
Leisure: D1 & D2	500 m <sup>2</sup>	1,000 m <sup>2</sup>
Commercial or Leisure: sui generis	500 m <sup>2</sup>	2,500 m <sup>2</sup>

\* as set out in the Town and Country Planning (Use Classes) Order 1987 (as amended).

<sup>17</sup>For further guidance on transport assessments see the National Planning Policy Framework and Planning Practice Guidance. <http://planningguidance.planningportal.gov.uk/>

### *Travel plans*

- 6.4 Travel plans should be informed by a transport assessment / statement and should address the transport impacts of development by promoting sustainable travel choices and encouraging people to consider alternatives to using their cars. The aim of the travel plan should be to reduce the overall number of single-occupancy car trips to and from the proposed development. The plan should determine targets to that effect along with specific remedies in the event that these targets are not achieved.
- 6.5 The travel plan need not be a lengthy document, the most important thing is to have a framework in place to offer people a real choice of travel modes to and from the proposed site. The travel plan process should involve looking at realistic changes that can be made, both at a wider business / corporate and individual level, and setting practical targets for change. There are numerous measures and facilities that may be considered in travel plans, and they do not have to be expensive or time consuming. Below are some examples, but of course measures should be chosen to fit the particular circumstances of the site:
- **Good access to information about travel and transport:** a dedicated notice board; making sure public transport information is available to visitors before they arrive.
  - **Cycling:** cycle parking; lockers and changing facilities; incentives and discounts such as subsidised equipment including locks, helmets, and lights; pool bikes; electric bikes; cycle training; cycle monitoring systems; financial schemes to reduce the cost of bike purchase.
  - **Car sharing:** subscription to a car sharing database; priority parking spaces; providing a car club vehicle as a pool car.
  - **Public transport:** shuttle buses; financial schemes to reduce the cost of travel on public transport; bus passes for business travel.
  - **Smarter working / other:** Home / remote working technology; teleconferencing to reduce travel needs; flexible working hours and / or staggered working hours.
  - **Alternative fuel vehicles:** charging points; green fuelled vehicles; conversions to LPG (liquefied petroleum gas).
- 6.6 Developers are also encouraged to integrate their proposals with other relevant travel plans and transport strategies from neighbouring sites and / or developments, as joint travel plans or partnership working can help achieve objectives more effectively.
- 6.7 Monitoring the travel plan is an essential part of the whole process, and the responsibility for monitoring the effectiveness of the travel plan will lie with the developer or occupier of the proposed development, (although the council will assess whether the monitoring is being carried out effectively) and monitoring will be required until such time that the council is satisfied that the objectives of the travel plan are being achieved. However, like the production of the travel plan, monitoring should not be overly expensive or time consuming. The council will expect the developer or occupier to carry out an annual review of traffic generation to and from the development (i.e. vehicles counts) to help establish whether travel plan initiatives are having the desired effect on people's travel behaviour. For non-residential development, this could be achieved by the installation of an automatic vehicle counter at the access point(s) to the site.

- 6.8 The travel plan should also include a remedial strategy, so that all interested parties are clear what action will be taken if the targets are not achieved, or if it looks unlikely that they will be achieved. The remedial strategy should include specific ideas for actions or measures that will be triggered in the event that the travel plan is failing to meet the agreed targets. Any remedial measures must not be a financial penalty (or punitive) but should be a means of ensuring the travel plan's success. Such measures could include a programme of promotional activity about sustainable transport modes or additional traffic management measures.
- 6.9 For travel plans that form part of a planning application, the council will place a requirement for monitoring reports to be submitted to the council at certain predetermined intervals, and will also seek a financial contribution towards assessing the monitoring of the plan.

## Section 7: Useful contacts

### **Planning Applications - Development Management**

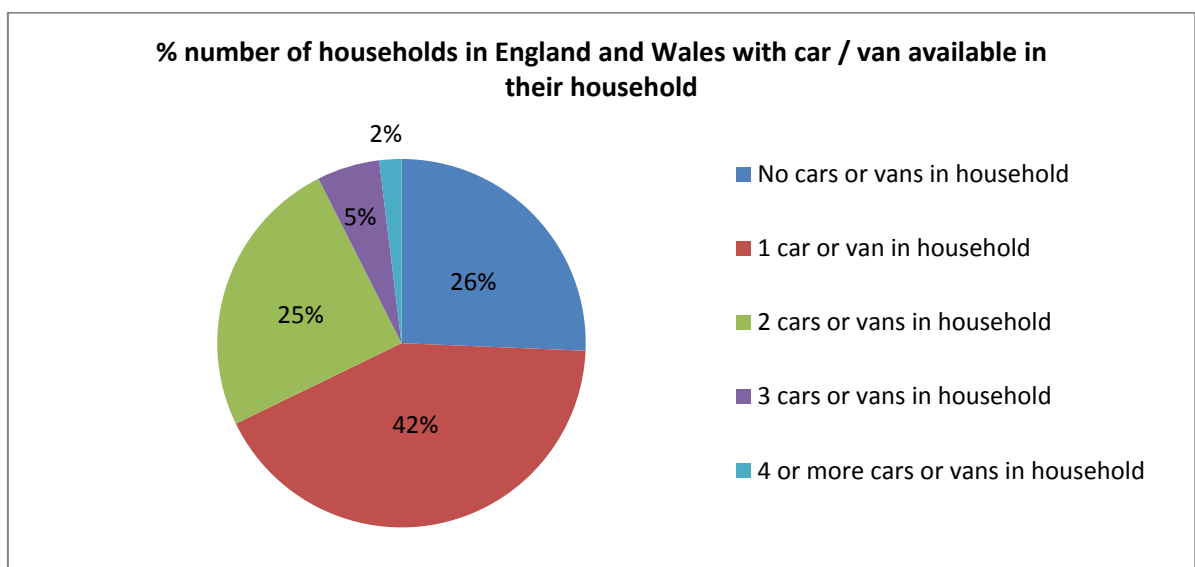
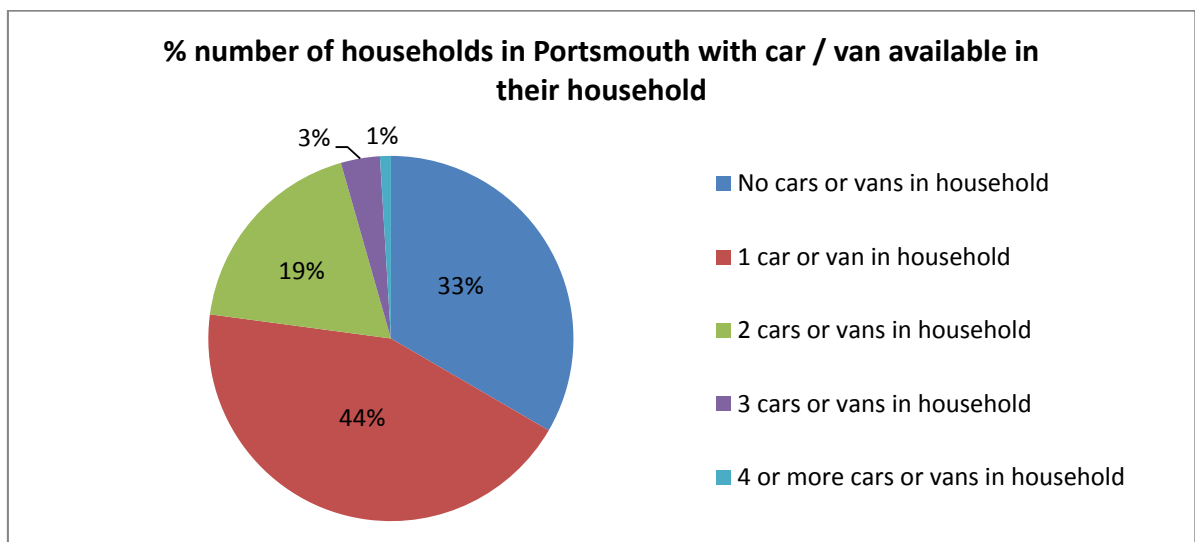
Please contact the case officer for your application or for general pre-application enquiries, contact [planningpreapps@portsmouthcc.gov.uk](mailto:planningpreapps@portsmouthcc.gov.uk) or call 023 9283 4334.

### **Policy**

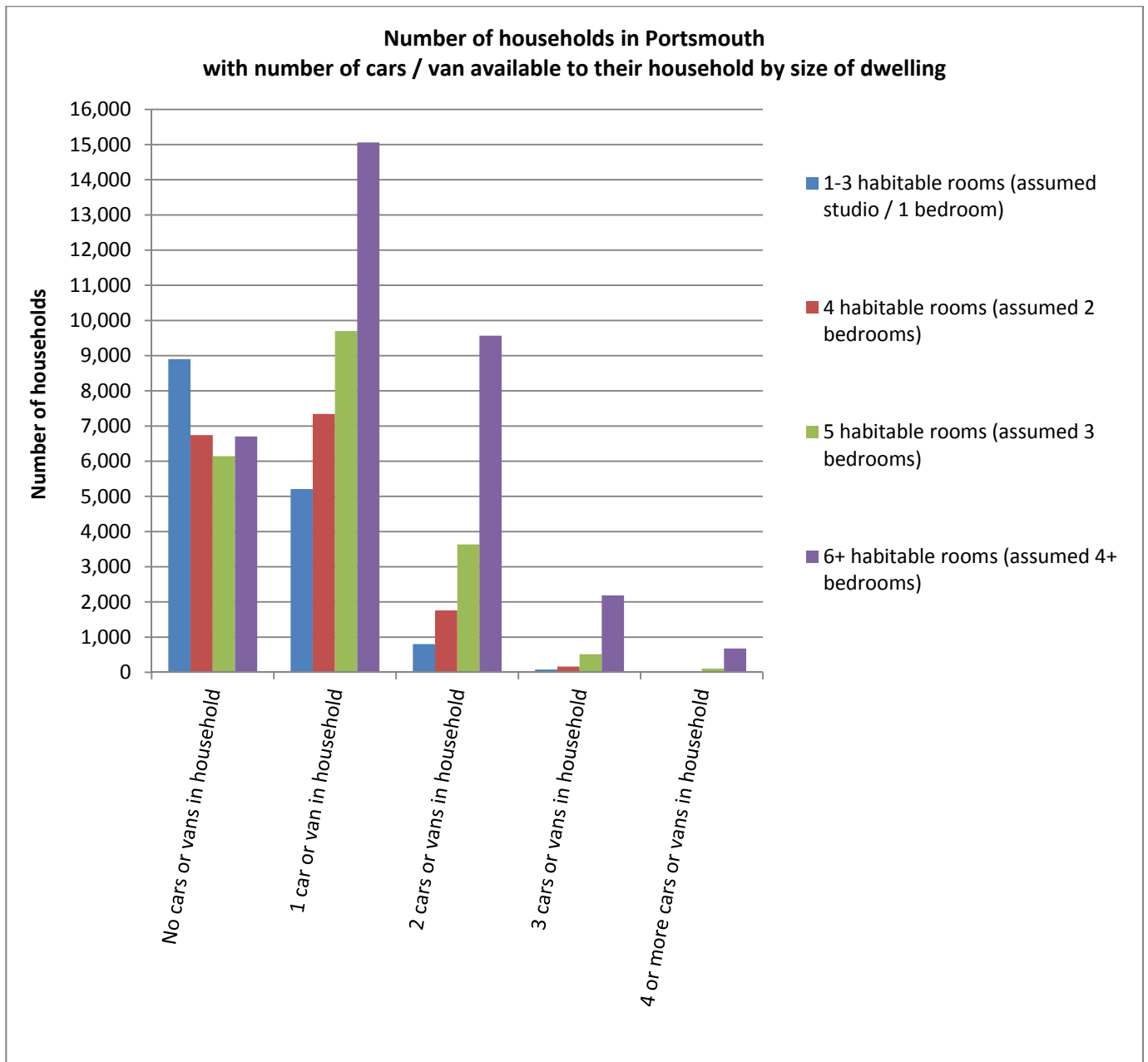
For general enquiries about this document, not relating to a specific site, the Planning Policy Team can be contacted on [planningpolicy@portsmouthcc.gov.uk](mailto:planningpolicy@portsmouthcc.gov.uk) or 023 9268 8633.

# Appendix 1: Census Data

- A1.1 The expected parking standard for residential development (as set out in Figure 5 of the document) has been formulated from the following 2011 census data and evidence presented with historical planning applications.
- A1.2 The council has chosen to have a single standard for different residential dwelling sizes (i.e. a standard based on the number of bedrooms within a property) rather than varying standards for different types and tenure of dwellings. This is because vehicle numbers amongst the different types (houses or flats) and tenures (owner-occupation, shared ownership and rented) are broadly comparable, see paragraph A1.5.
- A1.3 The charts below show the number of households in Portsmouth and England & Wales with the number of cars / vans available to that household. The information shows 33% of households in Portsmouth have no car / van available to their household, compared to 26% in England & Wales.



A1.4 The following chart shows the number of households in Portsmouth with cars / vans available to them by size of dwelling. The size of dwelling is shown by number of habitable rooms and assumed number of bedrooms. For example, just over 15,000 households with 4 or more bedrooms have one car available to their household.



A1.5 The following tables have been created from the 2011 census data. They show the average number of vehicles per household and by dwelling type and tenure.

All households within Portsmouth - number of cars / vans per household

Number of habitable rooms	Assumed number of bedrooms	Total households	Number of households with particular number of vehicles					Total number of households with vehicles	Number of vehicles				Total number of vehicles	Average number of vehicles per household
			none	1	2	3	4+		1	2	3	4+		
1 - 3 rooms	studio / 1	15010	8900	5211	802	81	16	6110	5211	1604	243	64	7122	<b>1.17</b>
4 rooms	2	16030	6742	7343	1759	163	23	9288	7343	3518	489	92	11442	<b>1.23</b>
5 rooms	3	20100	6142	9701	3637	516	104	13958	9701	7274	1548	416	18939	<b>1.36</b>
6+ rooms	4+	34197	6703	15060	9569	2188	677	27494	15060	19138	6564	2708	43470	<b>1.58</b>

Average number of vehicles per household by tenure and type of household

Number of habitable rooms	Assumed number of bedrooms	Owner - occupier		Shared ownership		Rented <sup>1</sup>	
		House <sup>2</sup>	Flat <sup>3</sup>	House <sup>2</sup>	Flat <sup>3</sup>	House <sup>2</sup>	Flat <sup>3</sup>
1 - 3 rooms	studio / 1	1.29	1.23	1.50	1.16	1.21	1.12
4 rooms	2	1.32	1.23	1.22	1.18	1.21	1.18
5 rooms	3	1.40	1.32	1.33	1.20	1.29	1.26
6+ rooms	4+	1.60	1.53	1.46	2.00	1.49	1.48

<sup>1</sup>2011 Census defines 'rented' accommodation as being social or private rented properties.

<sup>2</sup>2011 Census defines a 'house' as house or bungalow.

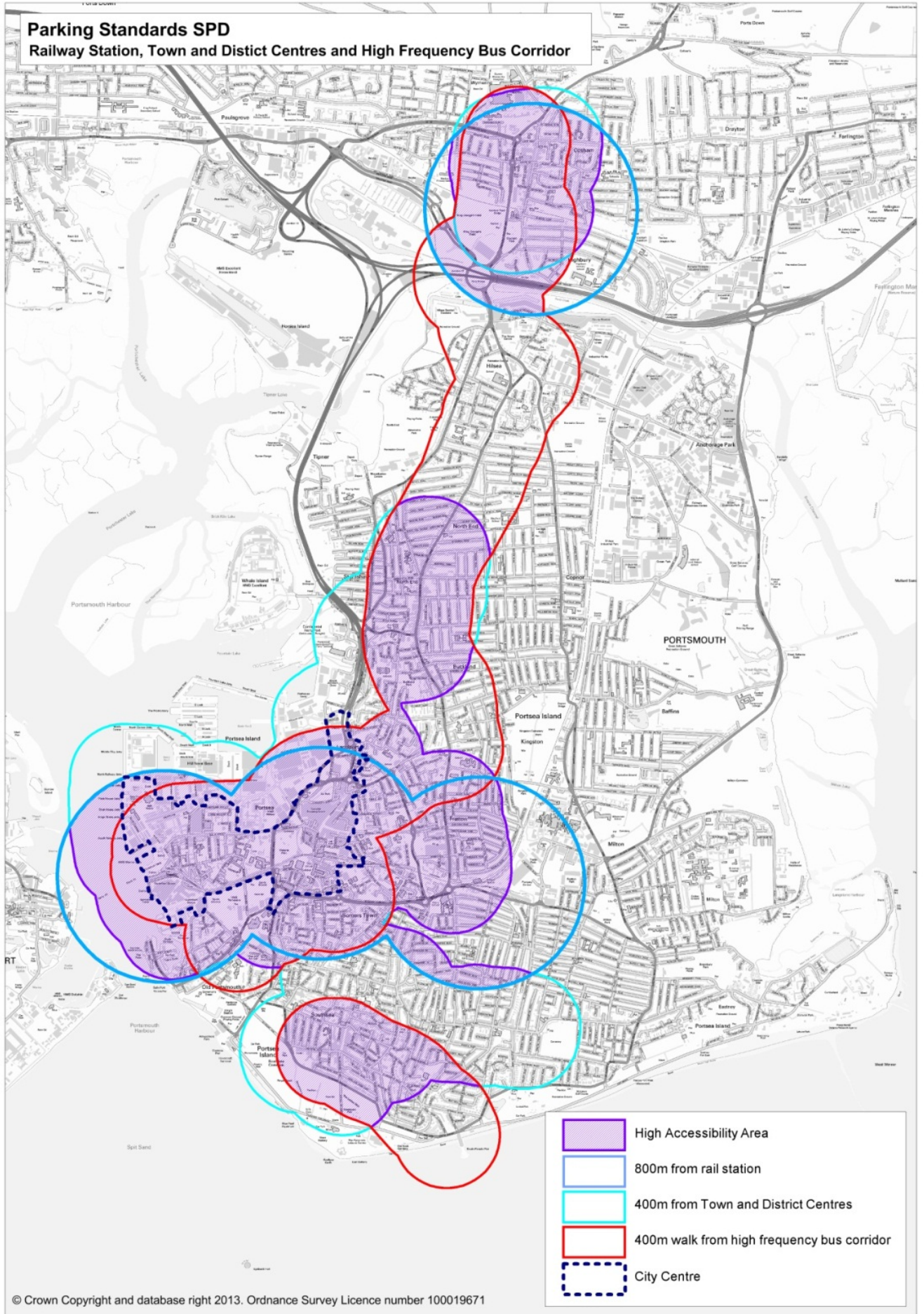
<sup>3</sup>2011 Census defines a 'flat' as flat, maisonette or apartment.

## Appendix 2: Accessibility Map

- A2.1 To be considered high accessibility, the council will usually expect a site to lie within an area where two out of three of the following apply:
- 400m of a town centre (as defined in the Portsmouth Plan);
  - 400m of a high frequency bus corridor (3 or more routes with at least 4 buses per hour each), and
  - 800m of a train station (main station Portsmouth Harbour, Portsmouth & Southsea, Fratton and Cosham).
- A2.2 The map overleaf shows the areas that the council considers having high accessibility based on these criteria, (2013 Plan). However, please note that the high frequency bus corridor can change over time as bus service providers alter their routes / services.
- A2.3 Please note this map is not intended to be a definitive guide to accessibility.**
- A2.4 For ease of mapping, distances are taken 'as the crow flies'. In reality, the quality of routes must also be considered in any assessment of the accessibility of a site. For example, if a walking route to a station involves overcoming barriers to safe and easy pedestrian movement, such as major road crossings, bridges / underpasses, or routes that may feel unsafe at night, this may not be considered high accessibility.
- A2.5 The plan also shows, with a dotted outline, the defined city centre, where lower parking provision will be expected than in other areas of the city (see also Section 2, where more information and a more detailed plan can be found).



**Parking Standards SPD**  
**Railway Station, Town and District Centres and High Frequency Bus Corridor**



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