

21 November 2023

KEY DECISION? NO

**CAR AND CYCLE PARKING STANDARDS SUPPLEMENTARY PLANNING
DOCUMENT (SPD)**

SUMMARY:

Following agreement by the Cabinet in January 2023, a review of the Car and Cycle Parking Standards Supplementary Planning Document (SPD) has been undertaken and a draft of the SPD has been prepared for consultation. The revised draft reflects changes to policy, recent town centre planning applications, 2021 Census data and factual changes since the adoption of the SPD in 2017.

RECOMMENDATIONS:

This report seeks Cabinet's approval to consult on a draft Car and Cycle Parking Standards Supplementary Planning Document (SPD).

1. INTRODUCTION

- 1.1. The purpose of the report is to seek the Cabinet's approval to consult on a draft Car and Cycle Parking SPD. The Council is required under the Town and Country Planning (Local Planning) (England) Regulations 2012 to consult on SPDs in accordance with Part 5 of the Regulations before they can be adopted.
- 1.2. This is not a key decision.

2. BACKGROUND

- 2.1. Historically Rushmoor has had supplementary guidance on car and cycling parking to ensure that appropriate levels of parking are provided for development. The Parking Standards Supplementary Planning Guidance (SPG) was applied from 2003 until 2008 when the Car and Cycle Parking Standards Supplementary Planning Document (SPD) was adopted. Since 2008, the SPD has been updated in 2012 and 2017 (the current version).
- 2.2. In January 2023 the Cabinet agreed a recommendation that the Strategic Housing and Local Plan Group (SHLP) undertake a review of the current SPD. The review was undertaken for the following reasons:

- Changes in policy moving towards reducing car ownership – at a national, county and local level the policy context has changed since the adoption of the SPD in 2017. A review of the SPD provides the opportunity to address local ambitions in relation to climate change and improving resident health.
 - Recent town centre planning applications (such as Farnborough Civic Quarter) have taken a different approach to parking than other developments in the Borough while maintaining the existing principles. This approach is considered to be appropriate for a modern and regenerated town centre and therefore should be reflected in the parking standards, so that a consistent approach is taken across all town centre developments.
 - 2021 Census – data from the 2021 Census is now available which gives an up-to-date picture of car ownership across the Borough.
 - A factual update to the SPD is required as the current Rushmoor Local Plan was adopted in 2019 and the SPD still refers to the superseded Core Strategy.
- 2.3. In July 2023 a number of options for the review were presented to and discussed with SHLPG. This included the scope of the review, options for meeting residential car parking standards in the town centres and the option to review the residential cycle parking standards.

3. DETAILS OF THE PROPOSAL

General

- 3.1. A draft Car and Cycle Parking SPD has been prepared taking forward the options for the review agreed by SHLPG in July. A key change in this version compared with the 2017 SPD is that two zones are proposed within which different car parking standards and principles will apply. Zone A – Sustainable Parking Zones covers the town centres and surrounding areas and has a lower car parking requirement and some additional options for meeting the car parking requirement on- and off-site. Zone B – Rest of the Borough covers all areas outside of Zone A. Within Zone B the car parking requirements and principles in the 2017 SPD remain unchanged.
- 3.2. A revised residential cycle parking standard is also proposed across the whole of Rushmoor and the Introduction, National and Local Policy Context, and Background and Evidence chapters have been updated.

Public Consultation

- 3.3. The Council is required to consult on SPDs. The legal requirements are set out in Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012. In line with the Council's Statement of Community Involvement (SCI) (September 2019), the consultation will include the following:

- Copies of SPD and a consultation statement made available for inspection at the Council Offices, local libraries and on the Rushmoor BC website
 - The general public will be notified via social media, and if appropriate, a press release
 - Specific and general consultation bodies will be notified by email of the consultation
- 3.4. It is proposed to consult between 8th December 2023 and 26th January 2024. This is 7 weeks¹ to account for the consultation running over the Christmas period and ensure that there is still maximum opportunity for engagement.

Alternative Options

- 3.5. The alternative option would be not to consult on the draft SPD; however, the SPD cannot be adopted without consultation. The current SPD would remain in place, however there would be no opportunity for the Council to address the matters set out in Paragraph 2.2.

Consultation

- 3.6. The draft SPD has been prepared in collaboration with SHLPG. In July 2023 a number of options for the review were presented to and discussed with SHLPG. This included the scope of the review, options for meeting residential car parking standards in the town centres and the option to review the residential cycle parking standards.
- 3.7. A member briefing on the review of the SPD was held virtually on 4th October 2023. Eleven members attended and a copy of the presentation and questions and responses given was circulated to all members following the briefing. Questions were focused around six key areas: how car clubs work in practice, visitor parking in town centres, whether the proposed car park requirements reflect occupant density, car parks on third party land and how the proposals will be consulted on.
- 3.8. This report seeks Cabinet's approval to consult formally on the SPD in line with Paragraph 3.3.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. There are no risks to the delivery of the proposal or associated with the implementation of the report recommendations.

Legal Implications

¹ The Statement of Community Involvement (SCI) 2019 sets out for SPDs: *"The consultation will run for a period of not less than 4 weeks. However, the Council will usually consult for 6 weeks to ensure maximum opportunity for engagement."*

- 4.2. Consultations must be in accordance with Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Financial and Resource Implications

- 4.3. There will be a small cost associated with printing copies of the SPD and consultation statement to be made available at the Council office and the public libraries. This will be met from within the existing budget for Planning Policy.

Equalities Impact Implications

- 4.4. Whilst the draft Car and Cycle Parking Standards SPD proposes to allow car parking within the Sustainable Parking Zones to be provided off-site, it still requires all disabled parking bays to be provided on-site. It is therefore considered that there will be no equalities impact implications arising from the draft SPD.

Other

- 4.5. There are no other implications.

5. CONCLUSIONS

- 5.1. A review of the Car and Cycle Parking SPD has been undertaken by SHLPG and a revised draft Car and Cycle Parking SPD for consultation has been prepared. This reflects changes in policy relating to car ownership, climate change and health. It also takes account of the approach to parking in the Farnborough Civic Quarter application, data from the 2021 Census and factual updates since the adoption of the current SPD in 2017. The SPD must be subject to public consultation before it can be adopted.
- 5.2. The draft SPD for consultation is supported by the Strategic Housing and Local Plans Group and the Portfolio Holder for Planning and Economy.
- 5.3. The draft SPD will enable the Council to continue to ensure that appropriate levels of car and cycle parking are provided in developments whilst supporting a move towards reducing private car ownership which will have positive impacts on reducing the Borough's carbon emissions and improving resident health and fitness.

BACKGROUND DOCUMENTS:

There are no background documents.

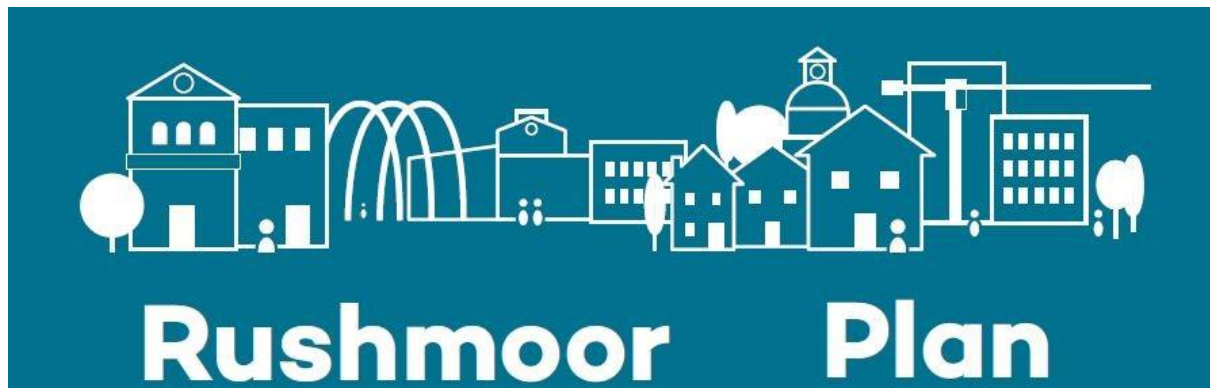
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APPENDICES:

Appendix 1 – Draft Car and Cycle Parking Standards Supplementary Planning Document (SPD)



**DRAFT CAR AND CYCLE PARKING
STANDARDS
SUPPLEMENTARY PLANNING DOCUMENT
(SPD)**

November 2023

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Alternatively, please write to:

Planning Policy
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU

For further information on parking in Rushmoor (car parks, parking management and on-street parking) please visit: www.rushmoor.gov.uk/parking

1. Introduction

What is a Supplementary Planning Document?

- 1.1 A Supplementary Planning Document (SPD) builds upon and provides more detail advice or guidance on policies in an adopted local plan. The adopted local plan in Rushmoor is the [Rushmoor Local Plan 2014-2032](#). As they do not form part of the development plan (which includes any local plans and other spatial development strategies), they cannot introduce new planning policies. They are however a material consideration in decision-making.

What is the purpose of this SPD?

- 1.2 The purpose of the Car and Cycle Parking Standards SPD is to build upon Local Plan Policy IN2 – Transport. It sets out guidance on appropriate parking provision in terms of amount, design and layout to meet the requirements of the policy.

When does this guidance apply?

- 1.3 The parking standards should be applied to all development, including changes of use, residential sub-divisions, and extensions. Where residential extensions would increase the number of bedrooms, this may result in an increase in the parking standard. Consideration will be given to the existing parking provision for a property however where the increase in the size of the property represents a “step change” in the number of bedrooms as defined by the residential parking standard an equivalent “step change” in the number of parking spaces will be required.

How should this SPD be used?

- 1.4 Our approach to car and cycle parking is set out around a number of 'key principles' in Chapter 4. These provide information about our expectations for car and cycle parking in new residential and non-residential development and support the implementation of the parking standards which are set out at Appendix A. In relation to non-residential development the standards are not expressed as either a maximum or a minimum, instead they provide an indication of the appropriate level of parking for the different uses. With regard to residential development, the guidelines are expressed as the minimum level of parking that would normally be expected.
- 1.5 Developers and their agents are required to have regard to this SPD from an early stage of developing their proposal. The Council generally encourages pre-application discussion for all development proposals.

2. National and Local Policy Context

National Context

National Planning Policy Framework (NPPF) – in particular Chapter 9 (Promoting sustainable transport)

Paragraph 107 of the NPPF requires the setting of local parking standards for both residential and non-residential developments to take account of:

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

Regional/County Context

Local Transport Plan 2011-2031 (LTP3) and emerging Local Transport Plan 2020-2050 (LTP4)

LTP4 proposes transformational change which shifts away from planning for vehicles towards planning for people and places. Guiding Principle 1 of LTP4 is to significantly reduce dependency on the private car.

Local Context

Rushmoor Local Plan 2014-2032

Policy IN2 (Transport) provides the principal hook for this SPD.

This document also supports and adds detail to the following policies:

- DE1 (Design in the Built Environment)
- DE11 (Development on Residential Gardens)
- NE7 (Areas at Risk of Surface Water Flooding)

Your future, your place (a vision for Aldershot and Farnborough 2030)

Six key areas:

- Vibrant and distinctive town centres
- Housing for every stage of life
- Strong communities, proud of our area
- Healthy and green lifestyles
- A growing local economy, kind to the environment
- Opportunities for everyone – quality education and a skilled local workforce

3. Background and Evidence

- 3.1 In accordance with national policy, it is important to ensure that the Council's parking standards reflect local circumstances. They must strike the right balance between providing a sufficient number of car parking spaces (to prevent vehicles from being displaced onto the public highway), promoting good design and using land efficiently, and encouraging the transition to away from private car ownership.

Residential car parking standards

- 3.2 Information from the 2001, 2011 and 2021 Census' provides a helpful indicator of the parking need in the Borough, and allows the Council an opportunity to compare the level of car ownership over a 20 year period and across various parts of Rushmoor.
- 3.3 Table 1 shows the level of car ownership in Rushmoor (the availability of cars/vans) making a comparison between 2001, 2011 and 2021. The table also compares the level of car ownership with neighbouring authorities together with the current parking standard in use for each of the authorities.
- 3.4 The average car ownership for all authorities has not changed significantly since 2001 and Rushmoor still has a lower average car ownership than the other authorities. Whilst Hart has higher parking standards than Rushmoor, standards are lower in Basingstoke and Surrey Heath.

Authority (date of SPD)	Cars per household			Parking Standard (spaces for property size)			
	2001 census	2011 census	2021 census	1 bed	2 bed	3 bed	4 or more bed
RUSHMOOR (2017)	1.3	1.4	1.4	1	2	2	3
Hart (2023)	1.65	1.7	1.7	1 (+ 1)	2 (+ 0.5)	2 (+ 1) OR 3 (+ 0.5)	3 (+ 0.5)
Basingstoke (2018)	1.4	1.5	1.5	1.1	1.5	1.5	2.4
Surrey Heath (SCC, 2022)	1.6	1.7	1.6	1.3	1.1	1.5	1.5

Table 1: Average car ownership per housing and current parking standard for Rushmoor and adjoining authorities (Source: 2021, 2011, 2001 Census' and authority websites)

- 3.5 To understand whether the level of car ownership is affected by local characteristics, Table 2 shows car ownership data from the 2021 Census by

ward. Average car ownership does not vary significantly across the wards. Car ownership is marginally higher in Farnborough than Aldershot, with Fernhill and St Johns wards having the highest ownership and Wellington ward having the lowest ownership.

	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	5+ bedrooms	Average
Fernhill	1.0	1.2	1.7	2.0	2.6	1.7
Cherrywood	0.6	1.1	1.5	1.8	1.8	1.4
St Johns	0.9	1.3	1.7	2.1	2.3	1.7
West Heath	0.8	1.2	1.6	2.0	2.3	1.6
Empress	0.7	1.1	1.6	1.9	2.2	1.5
Cove & Southwood	0.6	1.2	1.6	2.0	2.3	1.5
Knellwood	0.7	1.2	1.7	1.9	2.2	1.6
St Marks	0.7	1.2	1.6	1.8	2.1	1.5
Farnborough	0.8	1.2	1.6	1.8	2.2	1.5
Wellington	0.5	1.1	1.5	1.7	1.6	1.3
Rowhill	0.6	1.1	1.6	2.0	2.2	1.5
North Town	0.8	1.2	1.6	2.1	2.2	1.6
Aldershot Park	0.6	1.1	1.5	2.1	2.2	1.5
Manor Park	0.6	1.0	1.6	1.8	1.8	1.4
Aldershot	0.6	1.1	1.6	1.9	2.0	1.4
Average	0.7	1.2	1.6	1.9	2.1	1.5

Table 2: Percentage of residences by car ownership by ward (Source: 2021 Census)

3.6 To understand whether the type of housing affects the level of car ownership, Table 3 compares average car ownership between houses and flats with the same number of bedrooms. The Census 2021 data shows that car ownership is lower for flat than for houses with the same number of bedrooms. The most

significant differences are for 1 bedroom and 3 bedroom where car ownership for flats compared to houses is 40% less and 31% less.

Property type/size	1 bed house	1 bed flat		2 bed house	2 bed flat		3 bed house	3 bed flat
Average car ownership	1.0	0.6		1.3	1.0		1.6	1.1

Table 3: Car ownership per dwelling type and size (Source: 2021 Census)

- 3.7 Using information from the 2011 and 2021 Census' and comparing the Council's residential parking standards with those of neighbouring authorities, it is apparent that our main parking standard is sufficient to provide the right number of parking spaces for new development across the majority of the Borough.
- 3.8 Given the high percentage of flatted residential dwellings within the two town centres (Farnborough and Aldershot) and surrounding areas and the proximity in these locations to both services and public transport, it is considered appropriate to have a lower parking standard in these areas. This will support the transition away from private car ownership and to use of active travel and public transport to meet local and national goals around carbon emissions and health and fitness.

Non-residential car parking standards

- 3.9 It is considered that journey destinations have the greatest influence upon the mode of transport used which should not be confused with the desire for residential car ownership (and parking spaces at the point of residence). In light of this, and in the context of the requirements of the National Planning Policy Framework, the SPD adopts maximum parking standards for non-residential development to encourage more use of sustainable transport.
- 3.10 This allows provision below the standard to be sought and provided where it would be appropriate and not result in problem parking or highway safety issues. This may be complemented by other demand management measures, such as the requirement for high quality cycling facilities and proactive Travel Plans. Given the urban character of Rushmoor, a single parking standard or non-residential development throughout the Borough is the preferred approach.

4. The Principles behind our Parking Standards

- 4.1 This SPD describes Rushmoor Borough Council's car and cycling parking requirements with a series of key principles, which are set out and explained below.
- 4.2 For the purposes of this SPD, the borough has been split into two zones: Zone A – Sustainable Parking Zones and Zone B – Rest of the Borough. Where principles relate to only one of the zones, this will be clearly stated in the principle; otherwise it should be assumed that the principle relates to both zones. Maps of Zones A and B are set out in Appendix B.

Principle 1 – Use of car and cycle parking standards

The car and cycle parking standards included in this Supplementary Planning Document (SPD) apply to all development (including changes of use).

- 4.3 The number of car and cycle parking spaces required for different classes of development is set out in Appendix A. Residential car parking standards are expressed as 'required standards', and non-residential car parking standards are expressed as 'maximum standards'. For maximum standards, attention is also drawn to the requirements of Principle 3.
 - 4.4 Where development includes two or more land uses to which different parking standards apply, the parking demand should be assessed on the basis of the uses' respective floor areas. Developers are encouraged to make best use of any shared parking areas (for example, by time of day/day of week) where this can be achieved without difficulty.
 - 4.5 If the sum of the parking requirement results in part spaces greater than 0.5, the provision should be rounded up to the nearest whole number.
 - 4.6 The parking standards should be applied to all development, including changes of use, residential sub-divisions, and extensions. Where residential extensions would increase the number of bedrooms, this may result in an increase in the parking standard. Consideration will be given to the existing parking provision for a property however where the increase in the size of the property represents a "step change" in the number of bedrooms as defined by the residential parking standard an equivalent "step change" in the number of parking spaces will be required.
 - 4.7 Extant and outline planning permissions are not subject to the changes set out in this SPD when compared to the Car and Cycle Parking Standard SPD 2017.
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General Principles

Principle 2 – Meeting the car parking impact of new development

Where an increase in floor area or a change of use would result in a higher parking standard, additional spaces need only be provided to serve the extra demand, and not to make up for any deficiencies in the existing provision.

- 4.8 It would be unreasonable to expect new development to ameliorate an existing situation.

Principle 3 – Demonstrating that the parking requirement can be met

Planning applications must include information to demonstrate to the satisfaction of the Council that the functional parking needs of the development can be accommodated on or close to the site without prejudicing highway safety or other planning objectives.

- 4.9 Applications should be accompanied by a Parking Layout drawing which should be a scaled plan (at a minimum scale of 1:500) to show how the car parking would be accommodated and accessed within the site.
- 4.10 To count towards the car parking standard, car parking spaces need to meet minimum size requirements set out in Table 4.

Type of parking space	Minimum size
Parking bays	4.8m x 2.5m*
Parallel parking spaces	6.0m x 2.0m
Parking bay in front of a garage**	5.5m x 2.5m
Requirements for larger vehicles are set out in Principle 11.	

Table 4: Size requirements for car parking spaces

* Parking space dimensions for new development (existing residential spaces can be 4.8m x 2.4m)

** For conventional “up and over” or external opening garage doors

- 4.11 Widths and lengths of spaces may need to increase if those spaces are next to a wall or a footway. Aisle width between rows of spaces should be at least 6.0m to enable vehicles to manoeuvre safely.
- 4.12 Where the parking area also provides the pedestrian access to a residential property a minimum width of 900mm shall be shown on the parking layout outside of the defined parking spaces.
- 4.13 Parking spaces also need to take account of the minimum space requirements set out for electric vehicle charge points in Building Regulations Part S, which vary depending on whether they are free standing, or wall mounted.

Principle 4 – Tandem Parking

No more than two parking spaces shall be laid out one behind the other for all residential development.

4.14 Tandem parking spaces provided in line one behind the other are acceptable on-plot within the curtilage of a dwelling if no more than two cars are parked in tandem. This principle shall apply to other parking layouts requiring three parking spaces such that no more than one parking space is obstructed by other parking spaces.

4.15 Turning diagrams may be required to demonstrate that vehicles can manoeuvre safely into and out of spaces.

Principle 5 – Loss of on street parking

The loss of on street parking spaces to facilitate a new or modified access to the highway shall be re-provided

4.16 Where planning permission is required, the loss of an on-street parking space to facilitate a new vehicular access to the highway for a new development shall be re-provided within the site or accommodated on street. Any traffic management costs associated with this will be recovered from the development under a S106 agreement.

4.17 Where the site is constrained, a condition may be imposed to ensure that any internal or external car parking spaces are retained for car parking and not used for any other purpose.

5. Principles for Car Parking for Residential Development

Principle 6 – The application of residential parking standards

Residential developments should provide the number of car parking spaces set out in Appendix A.

- 5.1 The Council's residential parking standards strike a balance between providing sufficient on-site parking to meet residents' needs, environmental sustainability and good design. There is a presumption that the parking standard (including the visitor parking requirement) should be provided in full.
- 5.2 Car parking should normally be provided within the development site. However, Principle 12 sets out that off-site provision may exceptionally be allowed in town centres. Subject to Principle 7, consideration may also be given to a reduced parking standard for the conversion or re-use of an existing property, however the full parking standard will be required for new build development.

Principle 7 - The provision of at least one car parking space per dwelling

Notwithstanding the size or location of the development, a minimum parking standard of one space per dwelling will be required.

- 5.3 It is also recognised that in some circumstances where there has been a change of use, the development's overall parking provision may still end up being less than 1 space per unit. This is because it would still be necessary to take into account the balance of parking provision from the previous use of the building (in accordance with Principle 2).

Principle 8 – Allocated parking spaces

Where car parking is located within the development site but beyond the residential curtilages of the new property (e.g. flatted developments), at least one space should be allocated for use by each property. This would ensure compliance with Principle 7.

Parking is not required to be allocated where Principles 12 and/or 13 apply.

- 5.4 Spaces should be allocated in a way that does not distinguish between market housing and affordable housing, with the usual expectation that each property will have the parking space(s) located closest to it. The Council may require a car parking allocation plan to be submitted as a planning condition, to ensure that all new properties have at least one car parking space, and that these are retained in perpetuity. Allocated parking spaces may not be appropriate for some communal parking areas (e.g. retirement housing developments).

- 5.5 If, after consideration of the parking requirement for the development in accordance with this SPD, this results in there being less than one parking space for each property, then those parking spaces should not be allocated. Where spaces are not allocated, parking permit schemes should be used manage parking on the site.

Principle 9 – Visitor or unallocated car parking

Individually accessible visitor car parking spaces should be provided in accordance with Table 5. The total visitor space requirement should be rounded up to the nearest whole number.

Within Zone A it is assumed that the visitor car parking requirement will be accommodated within existing car parks and the only visitor parking which must be provided on the site is the 5% which must be disabled parking bays.

Size of property	Number of visitor spaces required (total rounded to nearest whole number)
1 bed	1/3 visitor space per property
2+ beds	1/5 visitor space per property

Table 5: Number of visitor spaces required on residential developments

- 5.6 Visitor spaces should be included to provide more flexibility for residents to accommodate visitors, and for sites to accommodate changes in family generational cycles. For development of over 50 residential units, the visitor parking requirement will be determined on the basis of the Transport Assessment.
- 5.7 Residential properties with one allocated parking space have less flexibility to accommodate visitor parking than residential properties of two or more bedrooms with two or more car parking spaces allocated. The ratio of visitor spaces for one bedroom properties is therefore set higher than for properties of two or more bedrooms.
- 5.8 Visitor spaces should be marked 'VISITOR' where they are located within private car parking areas.

Principle 10 – Parking in garages

Garages provided for new development will not count towards the car parking standard. If a garage is to be counted to provide the accommodation for cycle parking then it should have internal dimensions of no less than 3m x 6m for a single garage.

- 5.9 It is apparent that garages are most often not used for car parking with cars displaces elsewhere while the garage is either converted for habitable

accommodation or used for storage. The Council does encourage the use of car ports as these tend to be well used for car parking and may improve the appearance of the parking within the street scene.

Residential development in Zone A – Sustainable Parking Zones

5.10 As set out in Appendix A, a lower parking standard applies within the Sustainable Parking Zones]. This is to reflect that the majority of residential development within these zones is likely to be flatted development which on average has lower car ownership than houses. It is also to reflect the better access to services and public transport available within these zones, reducing the need to rely on a private car.

5.11 Even within the Sustainable Parking Zones, for new build development the parking provision shall not be less than one parking space per dwelling. The Council may consider a further reduction of the parking standard where the “Exceptional Circumstances” as defined in para 5.12 can be met.

Principle 11 – Minimum parking standard to serve new build residential development in Zone A

Where a new build development is within Zone A, consideration will be given to a minimum parking standard of one space per dwelling.

5.12 “Exceptional Circumstances”, where a reduced provision of parking spaces per dwelling could be considered:

- Where a development involves the retention and re-use of buildings within the defined town centre as set out in the Policies Map of the Rushmoor Local Plan
- Where suitable alternative off street or on street parking is available within 200m

5.13 Such development proposals will also be supported by a Travel Plan to encourage the use of sustainable transport, including car sharing and cycle ownership, and evidence that car ownership is to be actively discouraged.

Principle 12 – Off-site car parking to serve residential development in Zone A

Where a development involves the retention and re-use of existing building or a new residential development of less than 10 dwellings within Zone A, applicants may consider the use of public parking or other off-site locations to meet the parking standard where these are within a reasonable walking distance (200m) of the development site.

Where less than one space per dwelling is provided on site, those spaces should be unallocated.

- 5.14 The use of public parking or other off-site locations means spare capacity in public car parks owned by the Council, spare capacity on the public highway or spare capacity on third party land in separate ownership where these are within a walking distance (200m) of the site.
- 5.15 The Council will expect any existing on-site parking to be retained in the first instance and for any shortfall (to meet the minimum standard of one space per dwelling in town centres) to then be met by firstly off-street parking and then on-street parking.
- 5.16 Spare capacity should be demonstrated through the undertaking and submission of parking surveys (using the Lambeth model or similar). Surveys should be carried out in the early morning and late evening on a sample of week and weekend days over a period of at least two weeks. The survey should note how many spaces are unoccupied at different times on different days and be supported by photographs.
- 5.17 In order for these off-site spaces on third party land to count towards the parking standard, the Council would need to see evidence that they are available to residents, of an appropriate accessibility and suitable standard, and could be secured in perpetuity with a legal agreement.

Principle 13 – Car clubs for residential development in Zone A

Residential developments of 100 or more units within the town centre may offset part of the car parking requirement by provision of a new, or contribution to an existing, car club.

- 5.18 There are a number of different car club operating models including commercial car clubs, peer-to-peer commercial car sharing and community car clubs. Commercial car clubs are usually operation by one of three main methods: bay to bay, back to area, or one-way or flex. Where a commercial car club is to be provided, the developer should work with the commercial car club operator to determine which operation method is most appropriate.
- 5.19 For commercial car clubs, each car club car provided will be the equivalent of 9 parking spaces and no more than 10% of the total parking space requirement for the site may be offset by the provision of car club cars. Where a car club is provided to offset the total parking space requirement, the remaining car parking spaces provided should be less than one per dwelling to encourage use of the car club.
- 5.20 The developer should provide a package of information on the car club to all new residents of the development and should also consider other methods to incentivise uptake of the car club such as providing free trials or credits to

residents and/or requiring purchase of parking permits to use other car parking spaces provided on the development.

5.21 Larger car club schemes are likely to be more successful since they can offer a choice of vehicle types and better availability, therefore car club schemes should ideally be made available to the general public as well as those living within the development. The vehicles must be made easily accessible 24 hours a day, seven days a week. This is an important consideration in the siting of car club cars within new residential developments, where the car club cars are to be shared with people from outside the development. They should not be prevented or deterred from using the cars through difficult access arrangements. Ideally the car club bays should be sited in an open and highly visible location.

5.22 The following condition can be used on applications where additional car clubs cars are proposed:

The development hereby approved shall not be first occupied unless and until x car club vehicles have been provided for occupiers to use in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. Thereafter the car club vehicles shall be retained and maintained for their designated purpose(s).

5.23 Once car clubs are well established in Farnborough and Aldershot, consideration will be given to allowing smaller developments (less than 100 units) to contribute to existing car clubs either by financial contribution or provision of existing vehicles to offset the parking requirement.

6. Principles for Car Parking for Non-Residential Development

Principle 14 – Application of non-residential car parking standards

Non-residential car parking standards, as set out in Appendix A, are expressed as maximum standards. Even if the proposal would not exceed the maximum parking standard, evidence should be provided to demonstrate that the parking level proposed would minimise car use and would be appropriate for the site.

- 6.1 As set out in Chapter 3, it is recognised that the car parking provision at journey destinations has the greatest influence upon car use.
- 6.2 Proposals should avoid over generous parking provision to use land efficiently. It should not be assumed that a proposal will automatically be acceptable just because it does not exceed the maximum standard and applicants for non-residential development should demonstrate what measures they are taking to minimise the need for people to travel to the site by private car to reduce the need for car parking.
- 6.3 Equally, proposals with substantially reduced parking provision may be unacceptable if the Council considers that this would result in parking pressure on existing or proposed streets which cannot be reasonably mitigated.
- 6.4 The parking requirement (as set out at Appendix A) is calculated on the basis of gross external floor area (GEA) and includes the thickness of the external walls. Information provided on the standard application form relates to gross internal area. Unless information about the GEA is provided with the application, the Council will apply a conversion factor of x1.0375 (plus 3.75%) to convert the internal floorspace to external floorspace¹.

Principle 15 – Parking and delivery space for commercial vehicles

Applicants should make provision for lorry and van parking and deliveries, on the basis of a robust appraisal of the development's future needs. The standards (in Table 6) below will be used as a guideline.

The design and layout of new commercial premises should include rear access and servicing facilities. Where appropriate, support will be given to proposals that provide or improve rear access and servicing to reduce disruption and improve safety to highways users.

¹ Conversion rate taken from the DCLG Core Output Indicators – Update 2/2008, July 2008 (Indicator BD1)

Industrial/warehouse (B1c, B2 & B8) uses	<ul style="list-style-type: none"> • For the first 2000sqm, one lorry space per 500sqm • For floorspace over 2000sqm, one lorry space per 1000sqm
Retail and other uses	Applicant to demonstrate that lorry/van deliveries can be made without disruption or reduced safety to customers or other users of the highway
Parking bay sizes (minimum)	<ul style="list-style-type: none"> • 7.5m x 3.5m for vans and minibuses • 12.0m x 3.5m for rigid trucks, buses and coaches • 17.0m x 3.5m for articulated trucks

Table 6: Parking and delivery space requirements for commercial vehicles

Principle 16 - Drop-off spaces for nurseries, day centres and health establishments

Day centres and health establishments will be required to provide drop-off spaces.

6.5 It is recognised that many of the visitors to day care uses only make short visits. It is therefore appropriate to require the provision of drop-off spaces. The number of drop-off spaces will be determined on the basis of the scale and specifics of the proposed use.

Principle 17 – Motorcycle parking requirement

At least one motorcycle parking space will be provided for every 25 car parking spaces required in the development. The siting and design of the motorcycle parking area should ensure that the facility is secure, possibly by the inclusion of ground anchorages.

7. Principles for Transport Assessments and Travel Plans

Principle 18 – Transport Assessment

A Transport Assessment must be submitted with all planning applications exceeding the thresholds set out in Table 7.

- 7.1 A Transport Assessment is a comprehensive and systematic process that sets out the transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport.

Principle 19 – Travel Plans

A condition requiring the submission of a company or site Travel Plan will be imposed for all proposals exceeding the thresholds set out in Table 7. The Council will work with developers to produce the best possible Travel Plan for the site.

- 7.2 A Travel Plan is an integrated package of actions and measure aimed at reducing the role of single occupancy car journeys to and from a development. This could be through the introduction of sustainable travel information, incentives and travel demand management measures (for example, flexible working and working from home). The developer would be expected to fund the monitoring and development of the Travel Plan over time.

- 7.3 Where possible, a company or site Travel Plan should be integrated with other Travel Plans to create economies of scale and achieve greater benefits through more significant measures.

Development type	Threshold
Residential	50 units
Commercial (B8)	5,000 square metres (GEA)
Other commercial	2,500 square metres (GEA)
Retail	1,000 square metres
Education	1,000 square metres
Health establishments	2,500 square metres
Care establishments	500 square metres (GEA) or 30 bedrooms
Leisure: general	1,000 square metres

Leisure: stadia, ice rinks	All
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Table 7: Threshold above which a Transport Assessment and a Travel Plan will be required

8. Principles for Cycle Parking

Principle 20 – The application of cycle parking standards

The cycle parking standards in Appendix A set out the minimum requirement for cycle parking that will normally be applied to new development.

However, for major developments² there is scope to consider the cycle parking provision on the development's specific characteristics. This should be justified in a statement submitted with the application.

The cycle parking standards relate to the total cycle parking requirement, and the mix between long stay and short stay cycle parking spaces should be determined by the nature of the development.

Parking for cycles must be secure, weatherproof, and accessible. A proportion of the cycle parking should be accessible to three-wheelers, tandems, recumbents, cycles with trailers and other “non-standard” cycles.

- 8.1 Cycle storage is required to encourage cycle ownership and use, and to make cycling a feasible alternative to using the private car. It is therefore important that there is adequate storage of the right type at home, and at the journey destination.
- 8.2 Further guidance on provision of cycle parking is provided in Chapter 11 of the Department for Transport's [Local Transport Note 1/20: Cycle Infrastructure Design \(July 2020\)](#).

For residential uses

- 8.3 Every residential development is expected to provide long term (or overnight) cycle parking. Developments should provide cycle parking in accordance with the adopted standard. However, it is recognised that some larger developments may result in the need for a very large number of cycle parking spaces, so their need will be considered on the basis of the specifics of the proposal.
- 8.4 Long term cycle parking should be provided by a secure structure within the curtilage of the property. Acceptable examples would include a garden shed, bespoke cycle store or a space within a garage that is not required for car parking³. Cycle parking accommodation should be secure, weatherproof and accessible.

² Currently defined as residential developments of ten or more dwellings, and non-residential developments of over 1000sqm gross floorspace.

³ If a garage is to provide accommodation for cycle parking as well as car parking, it would need to have internal dimensions of no less than 6.0m x 3.0m.

- 8.5 In the case of flats and other multi-occupancy buildings, it is preferable for each residential unit to have its own secure cycle storage area to offer maximum security for residents' bicycles and their cycling equipment. It is recognised, however, that this may not be possible in some higher density schemes.
- 8.6 In all cases, the cycle store should be at ground level, easily accessible and should not require the bicycle to be carried through habitable accommodation. Storage within halls or other communal spaces will not be acceptable. The cycle store should be of a sufficient size to allow the requisite number of bicycles to be stored with both wheels on the ground.
- 8.7 For some types of development (for example blocks of flats), short stay or visitor cycle parking space should be provided. Short stay parking need not be to the same standard as long stay parking, but should usually still be covered. A popular option is a 'Sheffield Stand', which comprises of a metal frame (often an inverted 'U') secured to a fixed base. Short stay cycle parking should be unallocated and located within the site so it can be accessed independently from residential properties.

For non-residential uses

- 8.8 Destinations (other forms of development such as places of work) should provide a mix of long stay and short stay cycle parking depending upon the likely mix of users. Cycle parking should be located in areas with good natural surveillance and should not be provided in locations where it is necessary to carry the bicycle through a building. Cycle parking facilities should be easy to find and as close to destinations as possible.
- 8.9 On large sites, it may also be preferable to have small groups of cycle parking facilities spread around a development, rather than clustered at a central location which may prove less convenient for some users.
- 8.10 For developments above the threshold for a Company or Site Travel Plan, shower and changing facilities should also be provided. These should be shown on the application floor plans and maintained in perpetuity.

9. Principles for Disabled Parking Bays

Principle 21 – Disabled Parking Bays

Non-residential developments should provide a minimum of 5% of their total parking allocation as disabled parking bays.

- 9.1 The size of a car parking space for a person with disabilities is larger than the size of a 'standard' parking space (2.5m plus 1.2m margin in width and 4.8m plus 1.2m margin in length⁴). Disabled parking bays should usually be located as close to the entrance to the destination point as possible and dropped kerbs should be provided to enable easy access from disabled parking bays to/from the footway.
- 9.2 Residential developments for elderly persons and other developments which are likely to be used by people with disabilities may require a higher provision of disabled parking bays and should make adequate provision for access, parking and charging of mobility vehicles in secure, weatherproof and accessible accommodation.

⁴ Where disabled parking bays are adjacent to a footway, the width of that footway may count as part of the margin. The margin between two disabled parking bays may be shared.

10. Electric Car Charging Points

- 10.1 Electric vehicle charging points should be provided in line with the requirements of the [Building Regulations 2010 Approved Document S: infrastructure for charging electric vehicles](#).
- 10.2 For public charge points, regard should also be had to the [British Standards Institute PAS:1889](#) which specifies requirements for the provision of accessible public charge points for electric vehicles to all potential users, including, for example, people with disabilities and older people.

11. Parking and Design

- 11.1 One of the purposes of this SPD is to ensure that parking provision is well designed and in the right location.

Principle 22 – High quality design and layout of car parking areas

The Council will promote high-quality, inclusive parking design in the layout of new developments and individual buildings. The design of car parking areas should take account of crime prevention and personal safety.

- 11.2 The quality of a development will not only be influenced by the number of car parking spaces, but also how they have been integrated into the public realm. The layout and design of car parks should also incorporate 'Secured by Design' principles to reduce crime and maximise personal safety.
- 11.3 There are many ways of designing high quality residential parking and minimising the impact of parking and car access for development. Developers should consider a range of approaches to car parking and will need to satisfy the Council that they have proposed the most appropriate solution.
- 11.4 The location of parking should always take reference from the character and appearance of the street scene and the surrounding area.
- 11.5 Car parking should always be located close to the property it serves. For houses, car parking should ideally be provided within the residential curtilage and at the front of the property. This encourages activity within the street scene and recognises that residents often park there out of convenience anyway. However, it is important that the car parking and garaging does not create a negative interface with the public realm.
- 11.6 Design solutions should avoid large expanses of hard surfacing and ensure that parked vehicles do not dominate street frontages. This is particularly important for flatted development and some commercial development where the number of parking spaces may be high in relation to the size of the site.
- 11.7 The size of any rear parking courts should be minimised and both the parking area itself and the access to it should be overlooked. Where rear parking courts are used, these should only have one entrance/exit point to ensure that there is no reason for outsiders to travel through the site. Where properties back onto shared parking courts, these boundaries should be made of robust and attractive brick walls. These ensure the long term appearance of the area and provide privacy and security for garden areas.
- 11.8 A mixture of high quality materials and landscaping can be used to break up and improve the appearance of parking areas. The landscaping scheme

should be resilient to pedestrians and vehicles and should be appropriate to the level of management that the parking area will receive. Large shrubs and other features that could allow intruders to hide, and make the area feel unsafe, should be avoided.

11.9 Where undercroft, basement or decked parking is proposed, full consideration should be given to the access and use of the space and the safety of users. Multi-storey car parks should be designed carefully to contribute to the street scene.

11.10 The Department for Transport "Manual for Streets" (March 2007) provides guidance to developers on the layout of new developments and in particular the design of parking facilities for vehicles. This document can be downloaded from the following link: <http://www.dft.gov.uk/pgr/sustainable/manforstreets/>.

Principle 23 – Respecting residential amenities

Car parking should not affect the amenities of adjoining properties.

11.11 Suitable site layouts will demonstrate the relationship between car parking spaces and the residence that they serve. Poorly designed and cramped layouts that place parking spaces in close proximity to other residential properties and their private amenity space will not be accepted.

Principle 24 – Sustainable design

Parking areas should be designed to minimise surface water run-off.

11.12 New development often results in an increase in hard surfaced areas that reduce water infiltration and increase the rates and volumes of surface water run-off.

11.13 The Rushmoor area is particularly susceptible to surface water flooding and Local Plan Policy NE7 requires applicants to minimise surface water run-off. This can be done through Sustainable Drainage Systems (SUDS) such as permeable paving, or through the storage of run-off water in underground tanks, which could release water into the sub-soil more slowly or be used to irrigate the landscaping.

Appendix A: Car and Cycle Parking Standards

PARKING STANDARDS FOR RESIDENTIAL DEVELOPMENT				
Development	Description	Number of car parking spaces in Zone A - Sustainable Parking Zones	Number of car parking spaces in Zone B - rest of the borough	Cycle standard ⁵
General Residential (including age-restricted)	1 bedroom ⁶	1 space per unit	1 space per unit	1 space per unit
	2 bedroom	1 space per unit	2 spaces per unit	2 spaces per unit
	3 bedroom	2 spaces per unit	2 spaces per unit	3 spaces per unit
	4+ bedroom	2 spaces per unit	3 spaces per unit	3 spaces per unit
Older people's housing⁷	Retirement living or sheltered housing	1 space per unit		0.5 spaces per unit
	Extra care housing or housing-with-care	1 space per unit if Use Class C3 OR 1 space per 4 residents plus 1 space per staff if Use Class C2		0.5 spaces per unit if Use Class C3 OR 1 space per 6 staff is Use Class C2
	Residential care homes and nursing homes	1 space per 4 residents plus 1 space per staff		1 space per 6 staff

⁵ See Principle 17 for motorcycle parking requirements.

⁶ A studio flat, bedsit or residential unit within a HMO is counted as a 1 bed property.

⁷ If warden or staff spaces are identified, these apply to full-time equivalent staff.

PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development	Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
Commercial	Office	1 space per 30sqm	1 space per 150sqm
	High tech/light industrial	1 space per 45sqm	1 space per 250sqm
	General industrial	1 space per 45sqm	1 space per 350sqm
	Warehouse	1 space per 90sqm	1 space per 500sqm
	Wholesale cash and carry	1 space per 30sqm	1 space per 150sqm
Retail	Non-food retail and general retail (covered)	1 space per 20sqm covered area	1 space per 6 staff or 1 space per 300sqm
	Non-food retail and general retail (uncovered)	1 space per 30sqm uncovered area	
	Food retail	1 space per 14sqm covered area	
	Financial/professional services	1 space per 20sqm	
	Garden centre	1 space per 25sqm	
Educational Establishments¹⁰	16+ colleges and further education colleges	Determined within a Travel Plan (already in place or submitted with an application)	

⁸ See Principle 15 and Table 6 for lorry parking requirements.

⁹ See Principle 17 for motorcycle parking requirements

¹⁰ The parking allocation caters for staff, visitors and parents. There will be a requirement for a bus/coach loading area, provided either on or off-site for primary age education and above, unless otherwise justified. Please refer to Hampshire County Council's On-Site School Parking Guidelines (April 2013) for parking at schools.

PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development		Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
		Day nurseries/playgroups (private) and creches	1 space for 2 FTE (full time equivalent) staff	1 space per 6 staff
Health Establishments		Private hospitals, community and general hospitals	Determined within a Travel Plan	Determined within a Travel Plan
		Health centres	4 spaces per consulting room	1 space per 2 consulting rooms or 1 space per 6 staff
		Doctors, dentists or veterinary surgeries	3 spaces per consulting room	
Care Establishments ¹¹	Day centres for older people, adults with learning/physical disabilities	Staff	1 space per 2 FTE staff	1 space per 6 staff (min. 1 space)
		Visitors	1 space per 2 clients	
	Homes for children	Residential staff	1 space per 1 FTE staff	1 space per 6 staff (min. 1 space)
		Non-residential staff	1 space per 2 FTE staff	
		Visitors	0.25 space per client	
	Family centres	Staff	1 space per 2 FTE staff	1 space per 6 staff (min. 1 space)
		Visitors	1 space per 2 clients	
	Residential units for adults with learning/physical disabilities	Residential staff	1 space per 1 FTE staff	1 space per 6 staff (min. 1 space)
		Non-residential staff	1 space per 2 FTE staff	
		Visitors	1 space per 4 clients	

¹¹ The staff standards apply to the number of staff on duty at the busiest time.

PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development	Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
Other Uses	Hotels/motels/guest houses ¹²	1 space per bedroom	1 space per 6 staff or 1 space per 40sqm (whichever is the greater)
	Eating and drinking establishments ¹³	1 space per 5sqm dining/bar/dance area	
	Cinemas, theatres and conference facilities	1 space per 5 fixed seats	
	Bowling centre/bowling greens	5 spaces per lane	
	Sports halls	1 space per 5 fixed seats plus 1 space per 30sqm playing area	
	Swimming pools, health clubs and gyms	1 space per 5 fixed seats plus 1 space per 10sqm open hall/pool area	
	Tennis courts	3 spaces per court	
	Squash courts	2 spaces per court	
	Playing fields ¹⁴	12 spaces per ha pitch area	
	Golf courses	4 spaces per hole	Determined within a Travel Plan
	Golf driving ranges	1.5 spaces per tee/bay	
	Marinas	1.5 spaces per berth	

¹² Other facilities e.g. eating, drinking and entertainment are treated separately if they are available to non-residents.

¹³ Where these would serve HGVs (for example transport cafes), some provision will be needed for HGV parking.

¹⁴ Other facilities, e.g. clubhouses, are treated separately.

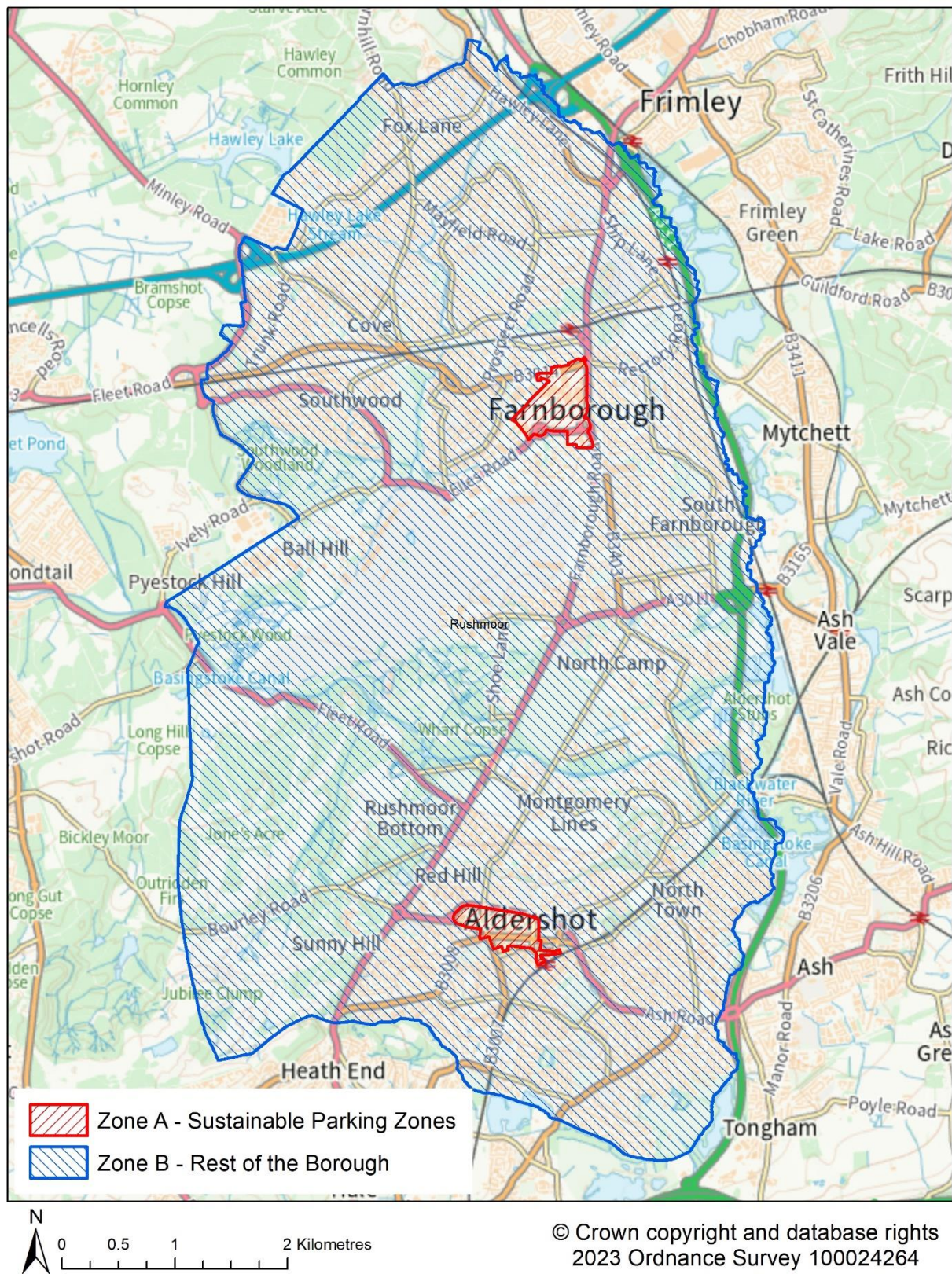
PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development	Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
	Places of worship/church halls	1 space per 5 fixed seats plus 1 space per 10sqm open hall/pool area	1 space per 6 staff or 1 space per 40sqm (whichever is greater)
	Petrol filling stations	These will be considered under the appropriate retail category. Petrol pump spaces count as one space each.	N/A
	Car workshops – staff	1 space per 45sqm	1 space per 8 staff or 1 space per 250sqm
	Car workshops – customers	3 spaces per service bay	N/A
	Car sales – staff	1 space per 1 FTE staff	1 space per 8 staff or 1 space per 250sqm
	Car sales - customers	1 space per 10 cars on display	N/A

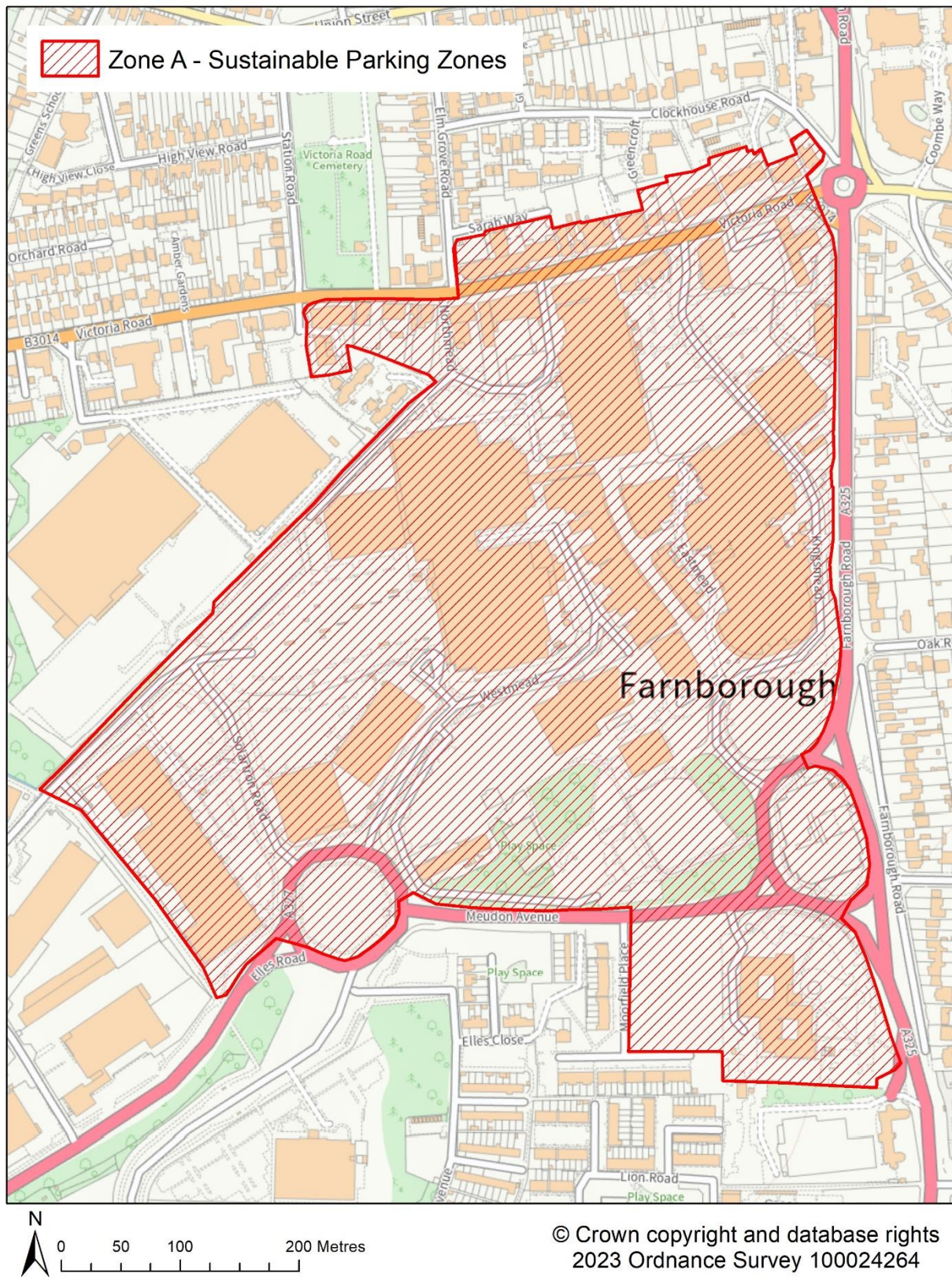
Appendix B – Maps of Zones A and B

Parking Standards Zones in Rushmoor



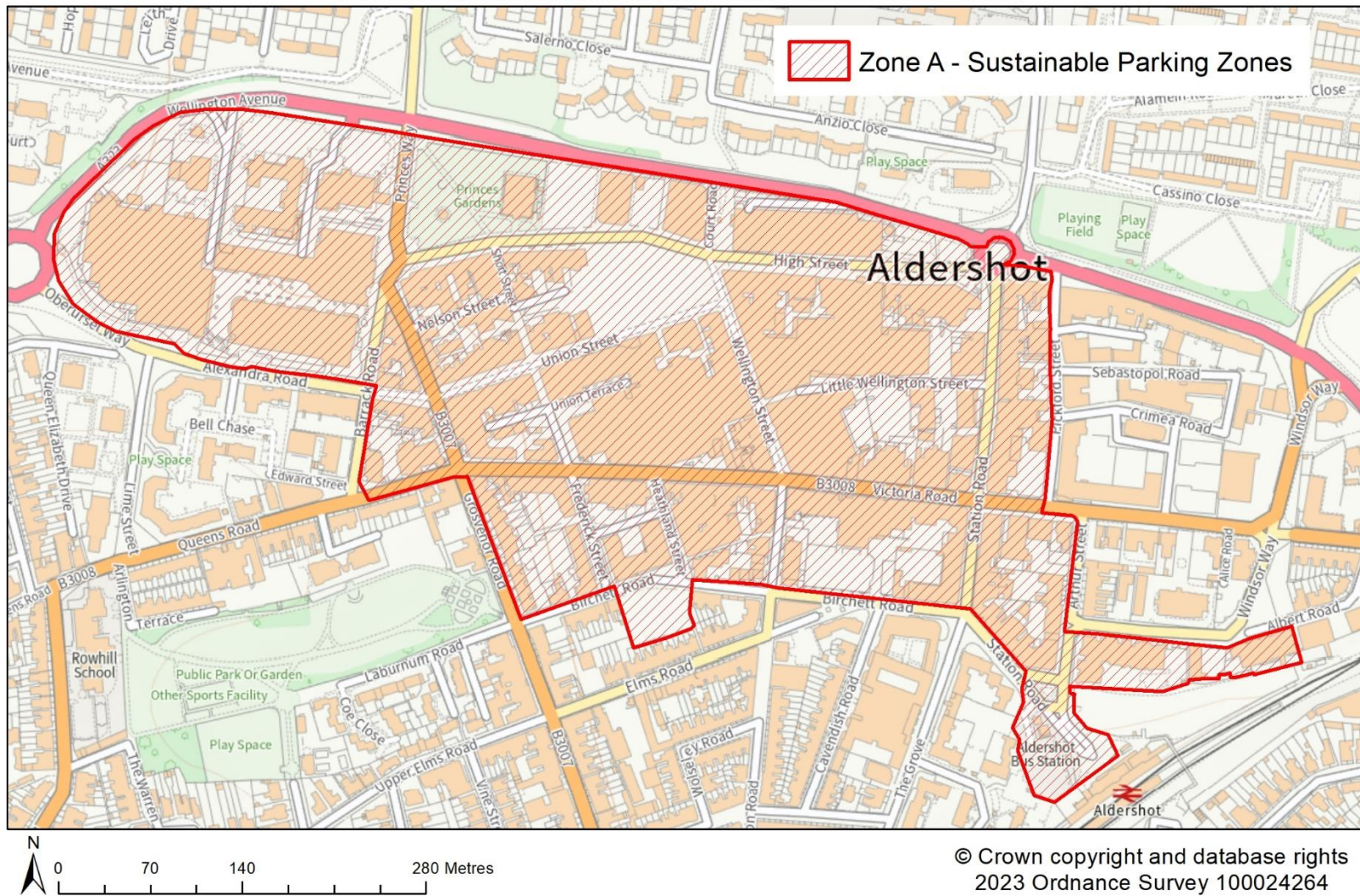
Map 1 – Areas of Rushmoor covered by Zones A and B

Zone A - Sustainable Parking Zone in Farnborough



Map 2 – Zone A in Farnborough

Zone A - Sustainable Parking Zone in Aldershot



Map 3 – Zone A in Aldershot