

Guildford Borough Council

Draft Parking Supplementary Planning Document 2021

Parking Supplementary Planning Document 2021

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Consultation

This draft Parking Supplementary Planning Document (SPD) sets out Guildford Borough Council's off-street parking standards and also design guidance for on and off-street parking provision to be provided by new development.

This draft Parking SPD is available for public consultation for a period of XX weeks between XX and XX.

Part A: Background

1 Introduction

The purpose of this SPD

- 1.1 This draft Parking Supplementary Planning Document (SPD) sets out Guildford Borough Council's off-street parking standards and design guidance for on- and off-street parking provision to be provided by new development.
- 1.2 This SPD provides policy guidance upon:
 - **Policy ID11: Parking Standards** in the Regulation 19 consultation version of the Local Plan: Development Management Policies (LPDMP) 2021
 - **Policy ID3: Sustainable transport for new developments** in the adopted Local Plan: Strategy and Sites (LPSS) 2019
- 1.3 Planning law requires that applications for planning permission must be determined in accordance with the Development Plan unless material considerations indicate otherwise. SPDs are a material consideration that can be taken into account when determining a planning application but are not part of the Development Plan itself. Proposals for new developments will be assessed against the policy and the accompanying guidance in this SPD.
- 1.4 The design guidance in this SPD will, upon adoption by the Council, apply to all new development in Guildford borough. The parking standards will apply to non-strategic sites.¹
- 1.5 Parking acts are related to activities such as parking at home or parking in town to shop and eat out. As these activities are different in nature there is a need to develop parking policies which take account of the characteristics of these activities. The council's approach is to seek to balance the number of spaces, providing an appropriate level and type of parking whilst taking into account the characteristics of the location in the borough, protecting highway safety and promoting transport sustainability and a more efficient use of land. The Parking SPD is intended to address these issues as they relate to proposals for new development within the borough and provide general guidance to site promoters, developers and the general public.

¹ The parking standards in the Guildford Development Framework Vehicle Parking Standards SPD (2006) provided policy guidance on Policy G1 (1) Parking Provision and Policy M1 Parking Provision of the 2003 Local Plan which were superseded by the LPSS. We therefore consider that the 2006 parking standards are now – prior to the adoption of this SPD - a material consideration rather than policy guidance.

- 1.6 This SPD sets out standards and design guidance in relation to the provision of car parking, electric vehicle charging points (EVCP) and cycle parking for residential and non-residential developments. Furthermore, this SPD provides design guidance in relation to disabled parking bays, car club bays and parking for motorcycles.

The structure of this SPD

- 1.7 The document is split into:

- **Part A: Background**

Sets out purpose of the SPD and the national and local policies and guidance that are relevant to the provision of parking in new development.

- **Part B: Parking Standards**

Contains a description of the parking standards (themselves contained in tables in Appendix A) as well as guidance on the application of these standards.

- **Part C: Design Guidance**

This section provides best practice guidance for the design of car parking spaces in new development, including dimensions of standard car parking spaces and also minimum dimensions for garages. It also contains advice on the design of car club spaces, disabled parking bays, EVCPs and provision of cycle parking.

2 Definitions and Abbreviations

Definitions

Allocated parking space – parking found within the curtilage of the property, such as a garage or driveway, and includes any space provided in off-plot provision clearly dedicated to a particular property.

Car availability – a term used by the Office of National Statistics in the Census for England and Wales. This measure provides a metric which shows the average (mean) number of cars (or vans) that are owned, leased, or available for use, by one or more members of a household, including company cars and vans that are available for private use. It does not include motorbikes or scooters, or any cars or vans belonging to visitors. The residential car parking standards in this SPD and Policy ID11: Parking Standards are based on local car availability throughout Guildford borough, with allowances made as appropriate for visitors, deliveries and servicing.

Car club – provides shared access to vehicles typically on a pay-as-you-drive basis for members. Vehicles are parked in dedicated parking spaces locally.

Car-free development – development in which there are no parking spaces provided within the curtilage of the site for use by residents, employees or customers, other than for disabled residents or visitors. This does not preclude the provision of a designated area or areas for delivery and service vehicles, as well as car club spaces managed to ensure their use as such.

District Centres – for the purposes of Policy ID11: Parking Standards and this SPD, this applies to the urban district centre of Wharf Road, Ash as set in Policy E8(2).

Guildford town centre – as defined by the 'Guildford Town Centre' boundary set out on the Policies Map and shown in Appendix C.

Local Centres – includes the urban local centres set in Policy E9(3) and shown on the Policies Map and new local centres set in E9(5):

- Aldershot Road, Westborough
- Collingwood Crescent, Boxgrove
- Kingspost Parade, London Road, Burpham
- Epsom Road, Merrow
- Kingfisher Drive, Merrow
- Madrid Road, Guildford Park
- Southway, Park Barn
- Stoughton Road, Bellfields
- The Square, Onslow Village

- Woodbridge Hill, Guildford
- Woodbridge Road, Guildford
- Worplesdon Road, Stoughton
- Ash Vale Parade, Ash
- The Street, Tongham
- Gosden Hill (site allocation A25)
- Blackwell Farm (site allocation A26); and
- the former Wisley Airfield (site allocation A35).

Low-car development – residential and non-residential development which offer a limited amount of parking and is designed to encourage transport by sustainable modes.

Mobility hubs – a recognisable place with a variety of facilities for accessing modes of transport other than the private car, which could include shared transport options such as car clubs or bike share, supplemented with enhanced facilities and information features. Example components of a hub could include also include bus stops, cycle parking, an information sign/screen and neighbourhood facilities such as package delivery lockers, café, coworking space and/or mini fitness/play area. A mobility hub is modular in nature and can be tailored to local needs.

Modal shift – a behavioural change to undertaking journeys by walking, cycling, bus or rail where previously or otherwise this would have been undertaken by private car.

Parklet – a small scale pavement extension, usually created through the conversion of a car parking space(s). Amenities within a parklet can include public seating, cycle parking, dining space, planters, or public art.

Strategic sites – for the purposes of Policy ID11: Parking Standards these are Slyfield Area Regeneration Project (now known as Weyside Urban Village), Gosden Hill Farm, Blackwell Farm and the former Wisley Airfield as defined in the introduction to Policy S2 at paragraph 4.1.10. The parking standards for strategic sites will not apply to the North Street redevelopment site due to its town centre location.

Suburban – areas outside the ‘Guildford Town Centre’ boundary but within the ‘urban’ boundary, including the urban area of Ash & Tongham, as defined on the Policies Map.

Swept path analysis – the calculation and analysis of the movement and path of different parts of a vehicle when that vehicle is undertaking a turning manoeuvre.

Unallocated parking space – a parking space that is available for use by any resident or visitor to a site, including deliveries and servicing.

Urban – includes Guildford town centre as defined by the ‘Guildford Town Centre’ boundary set out on the Policies Map and ‘suburban’ areas defined as areas outside the town centre

boundary but within the 'urban' boundary, including the urban area of Ash & Tongham, as defined on the Policies Map and shown in Appendix D.

Village & rural – areas outside the 'urban' boundary as defined on the Policies Map. Whilst the Former Wisley Airfield is located within a rural area, the standards for strategic sites will be applicable on this site given its proposed size and characteristics.

Abbreviations

DfT	Department for Transport
CIHT	Chartered Institution of Highways and Transportation
EV	Electric Vehicle
EVCP	Electric Vehicle Charging Point
CPZ	Controlled Parking Zone
GFA	Gross Floor Area
HMO	House in Multiple Occupation
LGV	Light goods vehicle
LPSS	Local Plan Strategy and Sites
LPDMP	Local Plan Development Management Policies
LTN	Local Transport Note
NPPF	National Planning Policy Framework
PTW	Powered two-wheeler
SCC	Surrey County Council
SPD	Supplementary Planning Document
SuDS	Sustainable Drainage System

3 Policy Context

- 3.1 This SPD sits within a framework of national and local planning policy. The planning policies and guidance relevant to, and which have informed the preparation of this SPD, are detailed below.

National policy

- 3.2 The [National Planning Policy Framework \(NPPF\) \(2021\)](#) sets out Government planning policies for England and how these should be applied (paragraph 1). The NPPF must be taken into account in preparing the Development Plan and is a material consideration in planning decisions (paragraph 2).

- 3.3 The following national policy is provided on the setting of local parking standards.

“107. If setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;*
- b) the type, mix and use of development;*
- c) the availability of and opportunities for public transport;*
- d) local car ownership levels; and*
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.*

108. Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.”

- 3.4 The setting of local parking standards can be in either a Local Plan or a Neighbourhood Plan.

Local policy and guidance

Policy

- 3.5 The [Guildford borough LPSS](#) was adopted by the Council on 25 April 2019 following examination by the Planning Inspectorate.² 'Policy ID3: Sustainable transport for new developments' states, in relation to parking:

POLICY ID3: Sustainable transport for new developments

[...]

- 2) New development will be required, in so far as its site's size, characteristics and location allow, to maximise:

[...]

- b) the provision of secure, accessible and convenient cycle parking

[...]

- 4) In terms of vehicular parking for new developments:

- a) Off-street vehicle parking for new developments should be provided such that the level of any resulting parking on the public highway does not adversely impact road safety or the movement of other road users.
- b) Consideration will be given to setting maximum parking standards for Guildford town centre in the Parking Supplementary Planning Document.

- 5) The provision and/or improvement of a car club by a new development will be supported if appropriate.

- 6) New development will be required to provide and/or fund the provision of suitable access and transport infrastructure and services that are necessary to make it acceptable, including the mitigation of its otherwise adverse material impacts, within the context of the cumulative impacts of approved developments and site allocations. This mitigation:

- a) will maintain the safe operation and the performance of the Local Road Networks and the Strategic Road Network to the satisfaction of the relevant highway authorities, and
- b) will address otherwise adverse material impacts on communities and the environment including impacts on amenity and health, noise pollution and air pollution.

² Policy ID3 Sustainable transport for new developments supersedes the following parking related policies in the existing Guildford Borough Local Plan (2003) - M1 Parking provision, G1(1) Parking provision and G1(2) Transport provision, access, highway layout and capacity.

- 3.6 The [Guildford borough Local Plan Development Management Policies Regulation 19 consultation document](#) (2021) contains a policy on Parking Standards. It states:

POLICY ID11: Parking Standards

- 1) The parking standards in adopted Neighbourhood Plans, irrespective of when these were adopted, will take precedence over standards set by the Local Planning Authority in the Local Plan and Supplementary Planning Documents, should there be conflict, except in relation to strategic sites.
- 2) For strategic sites:
 - a) the provision of residential car parking, for use by residents themselves, will not exceed the maximum standards set out in Table A1;
 - b) the provision of additional unallocated parking, to allow for visitors, deliveries and servicing, at the ratio of 0.2 spaces per dwelling will only be required where 50% or more of the total number of spaces, provided for use by residents themselves, are allocated;
 - c) the provision of non-residential car parking will not exceed the maximum standards set out in Table A2;
 - d) the provision of electric vehicle charging will provide at least the minimum requirements set out in Table A3; and
 - e) the provision of cycle parking will provide at least the minimum requirements set out in Table A4.
- 3) For non-strategic sites:
 - a) the provision of car parking in new residential development in Guildford town centre or suburban areas, for use by residents themselves, will not exceed the maximum standards set out in the Parking SPD;
 - b) the provision of car parking in new residential development in village and rural areas, for use by residents themselves, should meet the expected standards set out in the Parking SPD;
 - c) the provision of additional unallocated parking, to allow for visitors, deliveries and servicing, at the ratio of 0.2 spaces per dwelling will only be required where 50% or more of the total number of spaces, provided for use by residents themselves, are allocated;
 - d) the provision of non-residential car parking will not exceed the maximum standards set out in the Parking SPD;
 - e) the provision of electric vehicle charging will provide at least the minimum requirements set out in the Parking SPD; and
 - f) the provision of cycle parking will provide at least the minimum requirements set out in the Parking SPD.
- 4) For residential and non-residential development on strategic sites and also non-strategic sites in urban areas:
 - a) the provision of car and motorised vehicle parking at lower than the defined maximum standards must be justified by a coherent package of sustainable transport measures which will be proportionate to the level of

reduction sought. Evidence will be expected to address:

- i. generous provision of unallocated car parking as a proportion of all car parking spaces provided by the development proposal, where this enables more efficient use of land;
 - ii. excellent quality of walking and cycling access to a local centre, district centre or Guildford town centre;
 - iii. high public transport accessibility; and
 - iv. planning obligations and/or on-street parking controls such that the level of any resulting parking on the public highway does not adversely impact road safety or the movement of other road users.
- b) the provision of car-free development must be justified by a coherent package of sustainable transport measures. Evidence will be required to demonstrate:
- i. excellent quality of walking and cycling access to a district centre or Guildford town centre;
 - ii. high public transport accessibility;
 - iii. access to a car club for residents and/or users;
 - iv. that the car-free status of the development can be enforced by planning obligations and/or on-street parking controls;
 - v. appropriate incentivisation of these measures; and
 - vi. appropriate monitoring of these measures.
- 5) For all sites:
- a) car parking spaces external to a dwelling will be required to meet the minimum size requirements of 5 by 2.5 metres;
 - b) a garage will only count as providing a car parking space if it meets the minimum internal dimensions of 6 by 3 metres. A garage with the minimum internal dimensions of 7 by 3.3 metres will be considered to also have the capacity to park up to 2 cycles, allowing independent access. A garage with the minimum internal dimensions of 7 by 4 metres will be considered to have the capacity to park up to 5 cycles, allowing independent access. Alternate layouts for garages which can be demonstrated to provide equivalent or better space provision and access for a vehicle and cycles may be acceptable;
 - c) car parking spaces for disabled drivers will be designed and provided in accordance with national guidance;
 - d) development proposals will be required to demonstrate that the level of any resulting parking on the public highway does not adversely impact road safety or the movement of other road users.

Neighbourhood Plans

- 3.1 [Neighbourhood Plans](#) can set parking standards. As of 2021, the adopted Neighbourhood Plans for Burpham, Effingham, Lovelace, Send and Puttenham include parking standards, and the Plans for East Horsley and West Horsley include site policies with parking elements.
- 3.2 Further information on neighbourhood planning is available at <https://www.guildford.gov.uk/neighbourhoodplanning>.

Supplementary planning documents

- 3.3 The [Strategic Development Framework SPD](#) was adopted by Guildford Borough Council in July 2020. The SPD contains guidance for the Strategic Sites of Blackwell Farm, Gosden Hill Farm, Weyside Urban Village (formerly Slyfield Area Regeneration Project) and the former Wisley Airfield as well as the strategic location for growth of Ash and Tongham in relation to EVCPs, the design of on-street car parking provision, minimum garage dimensions and off-street car parking spaces. Guidance is included to make provision for car clubs to operate on site, possibly as part of a mobility hub(s). It is proposed that the garage dimensions set out in the Strategic Development Framework SPD will be superseded by the updated dimensions set out as policy in the LPDMP, with increasing weight given to the policy as it progresses towards adoption.

Other guidance

- 3.4 Surrey County Council (SCC), as the Local Highway Authority, has published non-statutory [Vehicular and Cycle Parking Guidance](#) (2018). SCC's guidance is commended to Local Planning Authorities to consider for use within their own Local Plan as it is within the competency of the Plan maker to set off-street parking standards. SCC's guidance has been considered in the preparation of Policy ID11: Parking Standards and this SPD. The SCC guidance could also be a material consideration in planning decisions.
- 3.5 [Local Transport Note \(LTN\) 1/20 Cycling Infrastructure Design](#) was published by the Department for Transport (DfT) in 2020. It provides guidance to local authorities on delivering high quality cycling infrastructure, including cycle parking standards.
- 3.6 [Manual for Streets](#) (DfT, 2007) provides guidance for practitioners involved in the planning, design, provision and approval of new streets, and modifications to existing ones. In relation to parking, it provides a wide range of design guidance and recommended approaches to the arrangement of car, cycle and motorcycle parking, predominantly in relation to residential development.
- 3.7 The [National Design Guide](#) (Ministry of Housing, Communities and Local Government, 2021) focuses on the importance of well-considered and designed provision of car and cycle parking and the relationship with the built environment.
- 3.8 The Department for Transport and Office for Low Emission Vehicles consulted on their proposals for [Electric vehicle chargepoints in residential and non-residential](#)

[buildings](#)³ in 2019 with the final standards expected in due course. This could be a material consideration in planning decisions.

- 3.9 A number of well-established guidance documents exist for the provision of disabled parking such as [Inclusive Mobility](#) (DfT, 2005) and [Traffic Advisory Leaflet 5/95 Parking for Disabled People](#) (DfT, 1995). These give best practice guidance in relation to both general provision and design criteria.
- 3.10 The document 'A Sustainable Parking Strategy for Guildford 2016' (Guildford Borough Council, 2016), addresses park and ride, parking enforcement, parking charges and the controlled parking zone. These topics are not addressed in this SPD and the strategy is not a material consideration in planning decisions concerning off-street parking provision in new developments.

³ Consultation website available at: <https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-and-non-residential-buildings>

Part B: Parking Standards

4 Parking standards

Strategic sites

- 4.1 Policy ID11: Parking Standards of the LPDMP contains the parking standards for the strategic sites of Blackwell Farm, Gosden Hill Farm, Weyside Urban Village (formerly Slyfield Area Regeneration Project) and the former Wisley Airfield.⁴ These standards have been replicated in Appendix B.

Non-strategic sites

- 4.2 Policy ID11: Parking Standards sets the policy parameters with the standards identified within this document. The key points, with the relationship to this SPD, are as follows:
- The parking standards in adopted Neighbourhood Plans, irrespective of when these were adopted, will take precedence over standards identified in the Local Plan and Supplementary Planning Documents, should there be conflict.
 - The provision of car parking in new residential development in Guildford town centre or suburban areas, for use by residents themselves, will not exceed the maximum standards set out in Appendix A, Table A1.
 - The provision of car parking in new residential development in village and rural areas, for use by residents themselves, should meet the expected standards set out in Appendix A, Table A2.
 - For new residential development in both urban areas (i.e., town centre and suburban areas) and in village and rural areas, the provision of additional unallocated parking, to allow for visitors, deliveries and servicing, at the ratio of 0.2 spaces per dwelling will only be required where 50% or more of the total number of spaces, provided for use by residents themselves, are allocated.
 - The provision of non-residential car parking will not exceed the maximum standards set out in Appendix A, Table A3.
 - The provision of electric vehicle charging will provide at least the minimum requirements set out in Appendix A, Table A4.
 - The provision of cycle parking will provide at least the minimum requirements set out in Appendix A, Table A5.

⁴ The standards for strategic sites will not apply to the North Street redevelopment site. Due to its town centre location, the standards for the town centre set out in this SPD will apply.

Strategic and non-strategic sites in urban areas

- 4.3 For residential and non-residential development in urban areas, low-car and car-free sites may be acceptable. In these instances, Policy ID11: Parking Standards states that a coherent package of sustainable transport measures must be provided. The extent of these measures will be reflective of the level of reduction sought.

For all sites

- 4.4 Car parking spaces external to a dwelling will be required to meet the minimum space requirements of 5m x 2.5m as set out in Policy ID11: Parking Standards.
- 4.5 A garage will only count as a car parking space, or a car and cycle parking space, if it meets the minimum space requirements. The minimum requirements are dependent on the level of cycle parking provision to be delivered within the garage and are set in Policy ID11: Parking Standards.
- 4.6 Car parking spaces for disabled drivers will be designed and provided in accordance with national guidance.
- 4.7 Development proposals will be required to demonstrate that the level of any resulting parking on the public highways does not adversely impact road safety or the movement of other road users.

Guidance on application of parking standards

- 4.8 The following section provides further guidance on the policy parameters identified in Policy ID11: Parking Standards and certain specific types of development. Each development proposal will need to be assessed on its own merits, within the wider context of the area within which the development sits.

Neighbourhood planning areas

- 4.9 Where Neighbourhood Plans specify parking standards, these standards will take precedence for non-strategic sites. However, as stated in Policy ID11(1), the parking standards contained within Neighbourhood Plans are not applicable to strategic sites located, either wholly or in part, within the neighbourhood planning area. Strategic sites are masterplanned from the outset and are required to deliver a range of sustainable transport measures to enable modal shift. Maximum parking standards for strategic sites, benchmarked at levels appropriate for the urban area, will complement these measures, allowing the potential of the site to be maximised whilst also making more efficient use of land.
- 4.10 In instances where Neighbourhood Plans are silent on parking standards, the standards identified in Policy ID11: Parking Standards and this Parking SPD will apply.

Residential car parking

- 4.11 Residential parking standards for cars and motorised vehicles identified in Policy ID11: Parking Standards and this Parking SPD define the maximum or expected levels of parking permitted for various sizes of residential development in different areas of the borough. This involves a spatially-differentiated approach to the provision of vehicle parking for new residential developments with the focus of restraint increasing with urbanisation. Residential car parking standards are based on an analysis of car availability recorded by the 2011 Census to understand the variations across the borough between rural and urban settings, flats⁵ and houses⁶, and by number of bedrooms (see Appendix E).
- 4.12 In urban areas and on strategic sites, the approach allows for a developer to propose to match the provision of car parking that is typically found by occupiers of residential development in these areas or alternatively the policy would allow the developer to provide for lower levels of parking where this can be appropriately justified. In rural and village areas, expected standards match current levels of car availability, which are themselves reflective of differences in accessibility to key services and facilities by non-car modes.
- 4.13 Where development proposals contain a studio and/or bedsit, these will be classified as a 1 bedroomed flat in terms of the parking standards to be applied. Car parking standards for 3 and 4 bedroomed houses will apply to 3 and 4 bedroomed flats respectively, however flexibility is still afforded in that they are maximum or expected standards.
- 4.14 The calculation of the maximum or expected number of car parking spaces required in a new development may give a non-whole number. In these instances, the number will need to be rounded up or rounded down. The council expects that rounding will apply to the development as a whole as opposed to each individual property. It may be appropriate to round up in the case of a village and rural setting whereas in an urban setting – where maximums are to be applied – as provision will generally be rounded down to the nearest whole number. For example, the delivery of 5 two-bedroom houses in a suburban location, with a maximum car parking provision of 1.5 spaces each (a total of 7.5 spaces throughout the development), would be rounded down to 7. It is up to the developer to prescribe how this will be delivered and this approach enforces the appropriateness of proportional unallocated parking within a development. In the example of a single property, the same rounding method would apply.

⁵ The term flat is used to refer to flats, maisonettes and apartments.

⁶ The term house is used to refer to houses and bungalows.

- 4.15 A key consideration in the design process for a residential development is the proportion of spaces to allocate to specific dwellings. Whilst the provision of allocated spaces in a residential development provides certainty to the owner, unallocated parking is more flexible and, in turn, more efficient. Research by English Partnerships (2006) showed that if each dwelling was allocated 2 spaces each, around one-quarter of residents would either have too much or too little parking. Instead, by having a greater proportion of spaces which are unallocated, this would accommodate differences in car availability between dwellings and changes over time more effectively, whilst also providing for visitors, servicing and deliveries.
- 4.16 Manual for Streets (DfT, 2007) and the guidance notes for the National Model Design Code (Ministry of Housing, Communities and Local Government, 2021) suggest that a combination of both allocated and unallocated parking can often be the most appropriate solution however in some areas it may be possible to accommodate all parking requirements with unallocated provision. Specifically, the influential research work by Noble and Jenks (1996) indicates that no additional provision needs to be made for visitor parking where 50% or more of the total parking stock is provided unallocated, an approach reflected in Policy ID11: Parking Standards.

Non-residential car parking

- 4.17 For non-residential development, parking standards are expressed in various ways depending upon the nature of the land use, for instance as Gross Floor Area (GFA). The size of the GFA is used as a standard approximation of the number of visitors and/or staff and hence the number of cars/ cycles visiting the site. Parking for leisure development is often based on the capacity of the facility and the duration of stay per person.
- 4.18 For some land use types where transport patterns are difficult to generalise parking provision will be approved on individual assessment/justification, on the basis of a transport assessment.

Electric Vehicle Charge Points

- 4.19 The expansion of EVCP infrastructure supports, and is necessary to meet, the government's ambition to phase out the sale of new petrol and diesel vehicles by 2030. These standards aim to allow the majority of charging to take place at home, through off-street parking provided by new development, and be carried out overnight with supplementary charging taking place at workplaces, retail destinations, public car parks and, for long-distance journeys, at the likes of service stations.
- 4.20 EV charging is a developing technology and connection points should be installed in line with the relevant technical requirements and standards at the time of application.

Encouraging lower car use

- 4.21 In instances where significantly lower car use may be expected, and is being planned for by developers, then external best practice guidance such as [Planning for Walking](#) (Chartered Institution of Highways and Transportation (CIHT), 2015), [LTN 1/20 Cycle Infrastructure Design](#) (DfT, 2020) and [Buses in Urban Developments](#) (CIHT, 2018), should be consulted to ensure high quality access to safe walking and cycling routes and public transport. In terms of public transport accessibility, high-quality access may include close proximity to bus stops with a high frequency of services, a broad range of destinations served and availability of real-time information and/or rail stations with frequent services. Further measures which could be included in a proposal to help demonstrate a particular transport strategy could include a car club and/or mobility hub. Best practice guidance for shared mobility proposals can be sought from CoMoUK (shared mobility representative group).⁷ The prioritisation of walking, cycling, public and shared transport, especially where the development is close to the town centre, urban district centre or local centre, may demonstrate that it may be acceptable to provide a lower than required provision of car parking spaces.
- 4.22 Similarly, car-free development can deliver a more efficient use of land and contribute to lower carbon emission levels and reduced congestion in the local area. This type of development is appropriate in areas close to Guildford town centre or urban district centres with frequent public transport and accessible active travel routes. Space should still be provided for disabled drivers, visitors and deliveries, and managed as such, whilst a car club could be part of this transport strategy.
- 4.23 In cases of car-free development undertaken in the town centre in recent years, the developer pays for the Traffic Regulation Order for the Controlled Parking Zone (CPZ) to be amended through a Section 106 contribution, ensuring residents of car-free development are not entitled to an on-street parking permit. It is expected the developer or landlord should inform the resident, buyer or occupier of the car-free property status.
- 4.24 The sustainable alternatives offered at a car-free site must be actively incentivised and monitored. A comprehensive travel plan will aid in the development and delivery of these obligations to ensure the car-free nature of the site continues over the lifetime of the development and that the development does not adversely impact neighbouring roads and property through overspill parking. See 'Travel plans - a good practice guide for developers' (Surrey County Council, 2018) for more information.

House in Multiple Occupation (HMOs)

- 4.25 The majority of HMOs are created through permitted development rights to convert from Use Class C3 dwelling to Use Class C4 HMO. However, in the instances that HMOs are built as new, HMOs should be expected to provide the same number of spaces as would be provided in a comparable sized C3 residential dwelling. Large HMOs (defined as houses or flats which are occupied as a main residence by seven or more unrelated people who share basic

⁷ Further information is available from: <https://como.org.uk/>

amenities such as communal kitchen and bathroom areas) are classed as 'Sui Generis' and require planning permission. In these cases, the required provision of parking will be based on individual assessment.

Extensions, subdivision and change of use

- 4.26 Where a development proposal involves an extension (including an increase in the number of bedrooms), subdivision or change of use, the parking standards are advisory and should be viewed as a guide to an appropriate level of parking. It is recognised that there may be limited ability to provide additional parking on-site and the potential adverse impact of this additional parking provision will be a further consideration. In areas where there is severe parking pressure additional parking provision may not be required. In CPZs this will not be considered necessary as other legislative controls apply.

Purpose-built student accommodation

- 4.27 Parking provision for purpose-built student accommodation is by individual assessment.
- 4.28 Low-car or car-free development may be appropriate in such instances. Policy ID11 requirements (4)(a) or (b) relating to the delivery of a coherent package of sustainable transport measures would be applicable.
- 4.29 In these instances, further factors which could be taken into consideration are the proximity of the development to the further or higher education facility and an excellent quality of walking and cycling access to those facilities. Likewise, provision of car parking spaces would be focused on servicing requirements and also take into account provision for students moving in and out at the start and end of term.
- 4.30 Incentivisation of sustainable transport measures could include travel packs provided to students prior to arrival.

Parking at schools, colleges and universities

- 4.31 A Travel Plan, including a parking management plan should be prepared and submitted as an integral part of planning applications for new schools, school extensions or conversions, colleges and universities.
- 4.32 Only operational requirements should be provided, including allowance for staff car parking, together with overflow parking on hard play areas for out-of-hours community uses.
- 4.33 Drop off/pick up and pupil/student parking areas should not be provided as this encourages car usage (except in existing sites where any further on-street parking will reduce highway safety or compromise emergency access). However, all other measures to discourage parking are recommended to be considered first and could include car sharing, staggered opening and closing times and parking restrictions.

- 4.34 On all new school sites where it is likely that pupils/students will travel to and from school in coaches, sufficient space should be reserved to allow coaches to enter the site, drop off and pick up pupils.
- 4.35 Provision of cycle parking will be a condition of any new or expanded primary/secondary school, college or university. Wherever possible, improvements to cycle routes/safety measures should be sought by the applicant.

Part C: Design guidance

5 Design guidance

General guidance for provision of vehicular parking spaces (on-street and off-street)

- 5.1 Car parking spaces need to be an adequate size to allow convenient parking and access to and from the vehicle. Due to the proliferation of larger domestic motor vehicles over recent years it should be considered that the size of space required for car parking has increased.
- 5.2 The RAC Foundation (2021) reports that car dimensions averaged across the top five selling models has increased from 1.5m by 3.9m in 1965 to 1.8m by 4.3m in 2020. However, this is an average and Table 2, below, shows dimensions from popular car manufacturers, many larger than average.

Table 1. Dimensions of selected motor vehicles

Car type and Year	Width	Length
Ford Focus (2018)	1.825m	4.378m
BMW 3 Series (2019)	1.827m	4.709m
Nissan Qashqai (2021)	1.838m	4.425m
Land Rover Discovery (2021)	1.990m	4.956m

- 5.3 Therefore, it is considered that the minimum dimensions of a car parking space for new development are 2.5m width by 5m length. Where spaces are parallel to the highway or access road, they should be 2.5m by 6m. Where car parking spaces are adjacent to each other and at right angles to the aisle or access road, a 6m highway width is required for two-way access. Diagonal parking can also be useful where the width of land is restricted. A lorry space should be 3.33m by 15m. Spaces which do not meet these dimensions will not be considered as valid spaces.
- 5.4 In future, potential for technological advances, such as self-parking and autonomous cars may mean that the space required for car parking may decrease (Nourinejad, M., Bahrami, S. & Roorda, M.J., 2018).
- 5.5 Any parking proposal should show that sufficient space has been designed for convenient vehicle circulation and parking. This is best demonstrated by the use of swept path analysis.
- 5.6 Design principles for dealing with car parking within layout design are set out in Manual for Streets (DfT, 2007) and 'Surrey Design – A Strategic Guide for Quality Built Environments' (Surrey Local Government Association, 2002). It is understood that both documents are being updated at present and will supersede previous versions upon release.

- 5.7 Design geometry for operational lorry parking should have regard to the advice contained in 'Designing for deliveries - design standards for service and off-street loading areas' (Freight Transport Association, 2016).
- 5.8 To aid the incorporation of a high level of security into developments, the ['Design Guides'](#) (Secured by Design, various years) should be consulted.
- 5.9 Design of new car parking spaces should take into account the principles of flood avoidance and sufficient consideration needs to be given regarding provision of drainage. For new parking areas, Sustainable Drainage Systems (SuDS) are likely to be preferred. Further information is available in Guildford Borough Council's [Climate Change, Sustainable Design, Construction and Energy SPD](#) (2020).
- 5.10 Parking areas require softening with landscaping and vegetation to best integrate into the streetscape and other areas of the development. Parking should not be hidden but equally should not dominate the street scene. Car parking areas can be dual use where these areas are used mostly during one part of a day. For instance, residential parking may not be fully utilised during the day and instead, might be used for amenity space during this period.
- 5.11 Other considerations will include proximity to and impact upon sensitive natural environments (e.g., Sites of Special Scientific Interest, Special Protection Areas), and archaeology. Within these areas, new car parking should be designed to be sympathetic to the sensitive environment and avoid damage to an area of archaeological significance.

Off-street residential car parking

Driveways

- 5.12 Car parking on driveways is a form of allocated provision and provides parking space within the curtilage of a property. Design which results in vehicles overhanging the footway and/or highway and obstruction of pedestrian access is not acceptable.
- 5.13 To prevent parking that obstructs the footway, the following regarding setback of garages, gates or car ports is recommended. The setback distances should be either of the following:
- Scenario 1 - Where the distance from the back of the footway to the gate, garage or start of the car port is 1.5 metres or under, the overall distance between the edge of the carriageway and the gate, garage or start of the car port should not be more than 3 metres (i.e., no space to enable a car to be parked over footway); or
 - Scenario 2 – If a car is to be parked on a driveway between the back of the footway and the gate, garage or car port then this distance should be at least 5 metres. In this instance the width of the footway should be no more than 3 metres (to prohibit tandem parking obstructing the footway). Up and over doors require space between the car and the garage for the door to swing open of 0.5

metres. Roller doors and other solutions can be considered where spaced is limited.

See Figure 1, below, for an illustration of these scenarios.

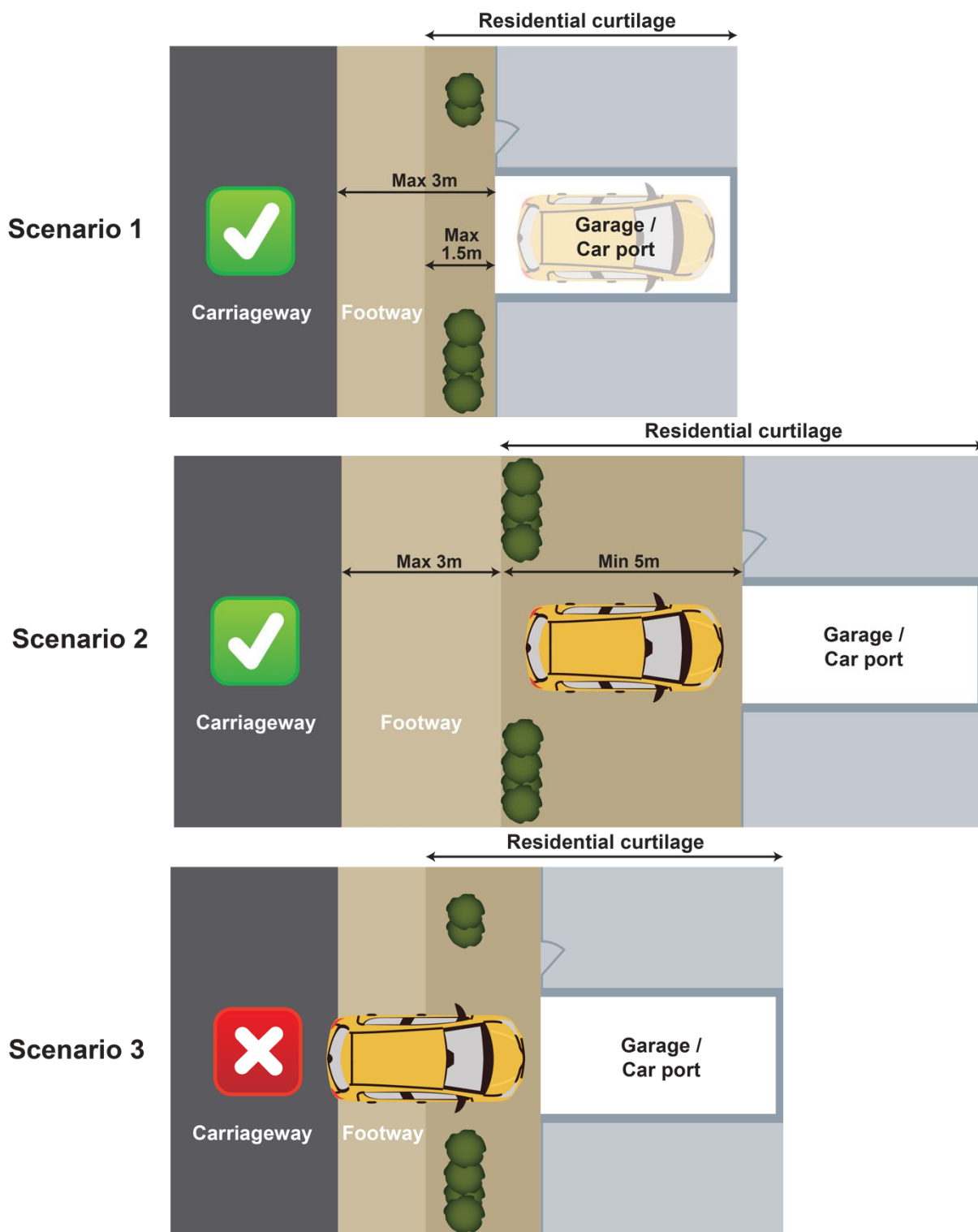


Figure 1. Appropriate and inappropriate relationships between driveways, garages and footways for new residential off-street parking.

- 5.1 Driveway parking spaces are best provided side by side or in another independently accessible form. Tandem parking arrangements are often underused by residents and can contribute to overspill parking.

Garages and car ports

- 5.2 Garages are required to meet certain minimum internal dimensions to be counted as a space. These dimensions can be found in Policy ID11: Parking Standards and Figures 2, 3 and 4 below and differ dependent on the amount of cycle parking to be provided in the garage.
- 5.3 If cycle parking requirements are met elsewhere within the curtilage of the dwelling or through the use of convenient communal cycle parking on a residential development then the garage size should be a minimum of 6m by 3m as set out in Manual for Streets (DfT, 2007), as shown in Figure 2.

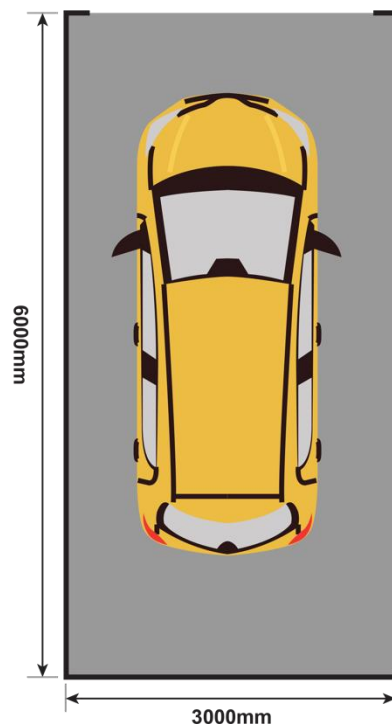


Figure 2. Minimum garage dimensions if cycle parking is provided elsewhere

- 5.4 Figures 3 and 4 show the minimum dimensions of garages where cycle parking is to be located within a garage.

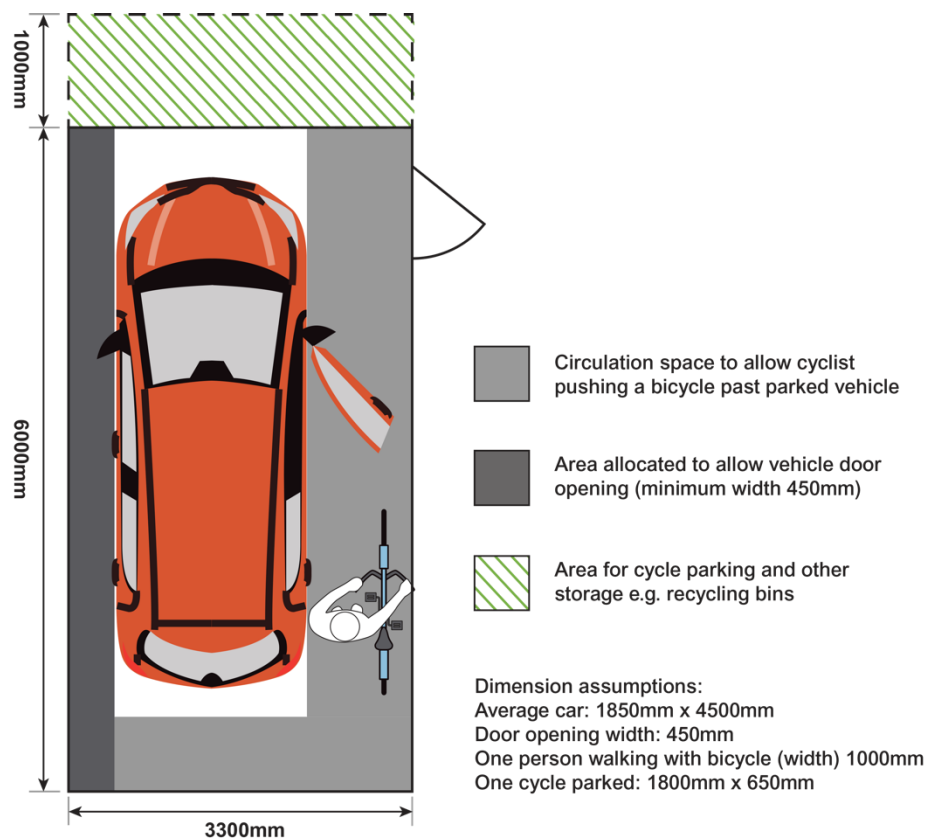


Figure 3. Minimum garage dimensions where parking for 2 cycles is also provided

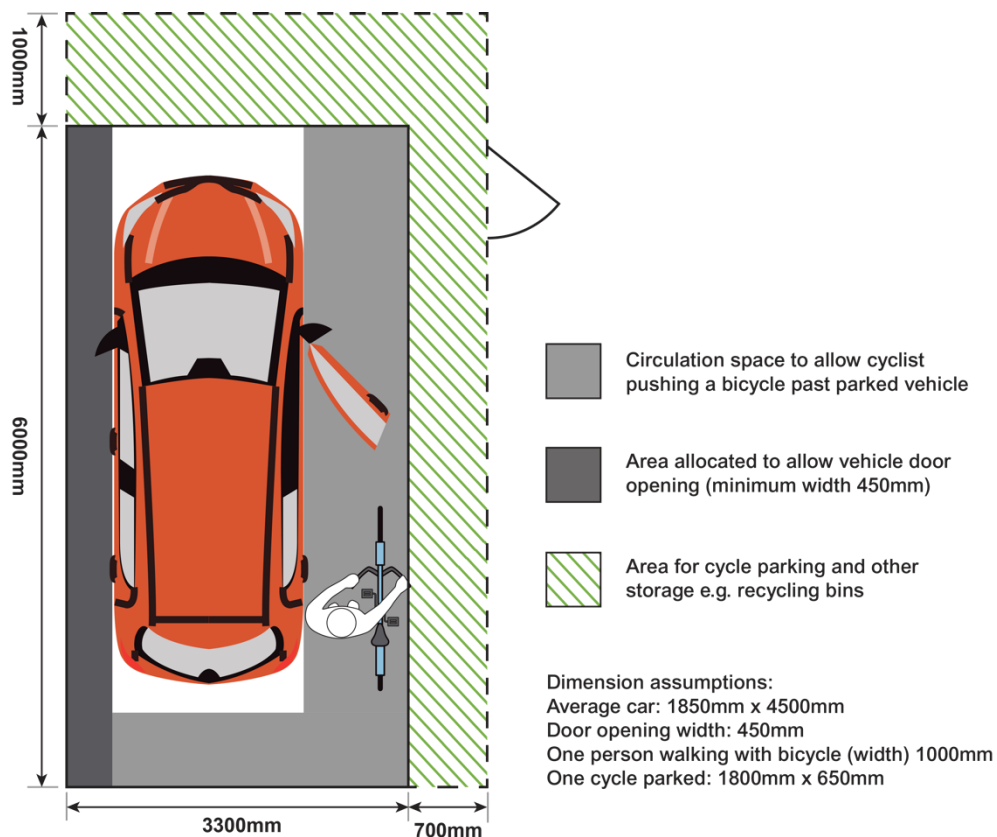


Figure 4. Minimum garage dimensions where parking for 4 cycles is also provided

- 5.1 An access door to the rear, or side, of the garage should be provided where possible.
- 5.2 Garages which are smaller than the minimum dimensions can be delivered but will not be counted as parking provision as they may be too small for modern day vehicles as well as for accommodating adequate cycle parking and in many cases, additional household storage.
- 5.3 Car ports are an alternative to garages and provide some shelter from the weather whilst not being fully enclosed. These need to be sited in areas of natural surveillance to provide secure car parking. Car ports will not provide secure cycle parking.

Parking courts and other formalised car parks

- 5.4 Private parking courts are common in high density development areas or where high demand exists. Well thought out design, through effective layout and signage, as well as management by enforcement is critical. These parking areas need to be appropriately located to be convenient for the users and in areas of natural surveillance, preferably by the vehicle owners.
- 5.5 Unallocated parking in small parking courts is a flexible and, in turn, efficient way to deliver parking as average levels of car availability can be accommodated, as opposed to instances where spaces are underutilised by those who do not own or have access to a car. A greater proportion of unallocated spaces accommodates changes in car ownership/ availability between dwellings and over time more effectively while also providing for both residents' and visitors' needs (DfT, 2007). The demands on parking spaces placed by visitors, servicing and deliveries, especially given the increased prominence of Light Goods Vehicles (LGVs) for servicing and deliveries is also accommodated by this arrangement.
- 5.6 Communal car parks can dominate the visual setting of an area and consideration is needed to ensure they are designed to minimise this impact. They may have areas of landscaping, be hidden underground or within buildings or be broken down into smaller areas.

Underground and multi-storey car parks

- 5.7 Under-croft and basement parking and multi-storey car parks can be a useful parking design tool as well as an efficient use of space. Due to their enclosed nature, thought must be given to security of these areas. Flooding considerations should also be considered.
- 5.8 Design geometry of car parking structures should have regard to the advice contained in '[Design recommendations for multi-storey and underground car parks](#)' (Institution of Structural Engineers/Institution of Highway Engineers, 2011).

On-street residential car parking

- 5.9 The general presumption for new development is that sufficient off-street car parking should be provided in accordance with the parking standards and reliance should not be made of on-street parking unless it has been appropriately designed from the start (e.g. new large residential development).

Marked bays and unrestricted areas of highway in developments

- 5.10 On-street parking, such as that shown in Figure 5 below, integrated into the street design adds to the street scene, but indiscriminate parking caused by less thoughtful design will detract from a street's 'look and feel'. Parked vehicles can form a buffer between pedestrians and the carriageway although care must be taken to ensure they do not present a hazard for cyclists or for pedestrians crossing. Good parking design is critical and can make the difference between a successful street design and one where parking detracts from the street's appearance and appropriate functioning.

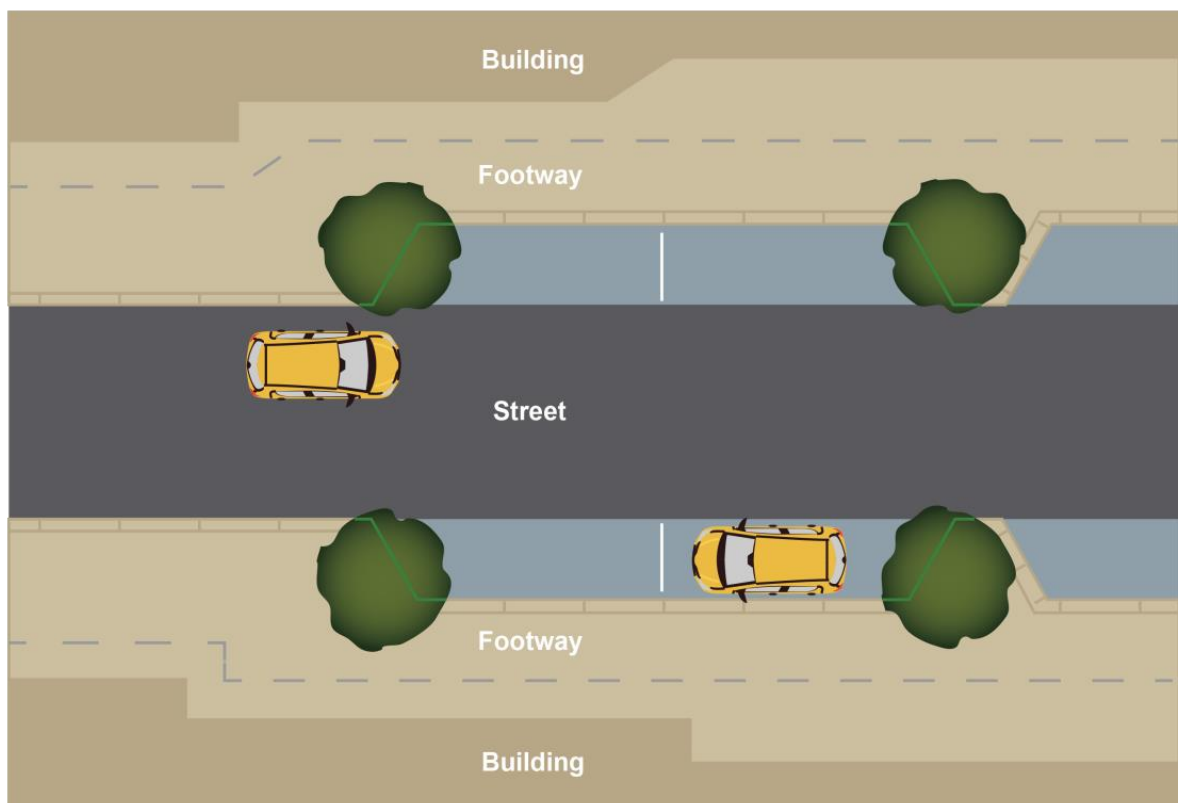


Figure 5. Example street design containing unallocated parking

- 5.11 On-street unallocated parking is the simplest and most successful way to supplement on-plot parking (English Partnerships, 2006) and accommodates differences in car ownership/ availability levels between dwellings. Similarly, this arrangement provides space for visitors and servicing and delivery vehicles to park safely and conveniently. Spaces can be unmarked or formalised by marked bays.

- 5.12 Parking spaces on a street adopted by the Local Highway Authority cannot contain allocated spaces however parking could be restricted to residents if it is designated as a CPZ.
- 5.13 In low speed (30 mph or less) or residential areas it may be appropriate for parking to be perpendicular to the highway or angled, as shown in Figure 6 below. Ideally, spaces should be placed in groups of 5 or 6 bays broken by landscaping, trees or build outs which break up parking and reduce the potential dominance of parking on the street scene.

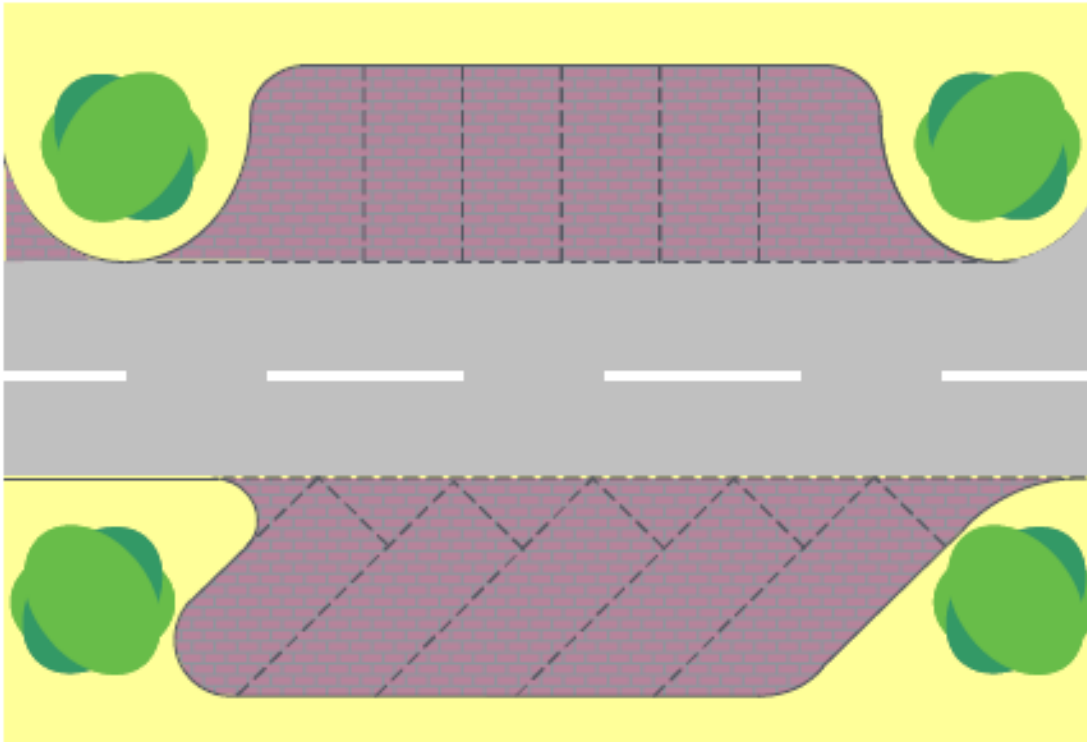


Figure 6. Comparison of on-street parking arrangements (Wokingham Borough Council, 2011)

- 5.14 Further guidance and best practice in relation to car parking arrangements can be found in [Manual for Streets](#) (DfT, 2007) and [Car parking: What works where](#) (English Partnerships, 2006).

Disabled car parking spaces

- 5.15 Car parking spaces for those with disabilities should be larger to enable space for the individual to manoeuvre in and out of the vehicle and for the likes of a wheelchair or other mobility aid to be transferred easily to and from a car. The minimum dimension of spaces in these instances is 5.0m x 3.6m.
- 5.16 In non-residential development, spaces should be located close to an accessible entrance, preferably the main entrance. The entrance should be ideally under cover, clearly signed and not more than 50m from the designated parking spaces.

- 5.17 Detailed advice on the preferred location and dimensions for disabled parking bays is included in [Inclusive Mobility](#) (DfT, 2005) and [Traffic Advisory Leaflet 5/95 Parking for Disabled People](#) (DfT, 1995).



Figure 7. Disabled car parking space marking

Electric vehicle charging points

- 5.18 There are three speeds available for electric vehicle charging – slow (3kw), fast (7-22kw) and rapid (40kw+). The standards identified here and in Policy ID11: Parking Standards require the provision of fast chargers at a minimum.
- 5.19 Wall mounted units, as seen in Figure 8 below, can easily be integrated into new housing developments for those who have on-plot parking provision, either on the external wall of the dwelling, or in a garage. To meet the needs of residents in flats and apartments it is important to consider the management arrangements for charge points in the communal parking areas typical of these developments. A wide variety of options exist to control access to charge points and allocate electricity charges to individual users.



Figure 8. Residential charging point

- 5.20 Charging units for public use are typically standalone units. Bays should be signed and marked for electric vehicle charging only.
- 5.21 Charging units must be located for convenient and secure access to the charging point on the vehicle. Charging units and cables must not impede pedestrian safety and should be protected from collision.
- 5.22 EV charging is a developing technology, and the Council will seek to ensure that connection points are installed in line with the latest published technical requirements and open standards. It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demand and that any power balancing technology is in place if required.
- 5.23 The design of the EVCPs should comply with the Equality Act 2010. EVCP units serving disabled bays should be positioned at a height and angle to allow access for those with a mobility aid. Adequate space should be available on any footway for those with a mobility aid to navigate around the charging unit.
- 5.24 Further guidance on Electric Car charging points is available in [Electric Vehicle Strategy](#) (Surrey County Council, 2018).

Car clubs

- 5.25 Car club spaces should be located as conveniently and as prominently as possible to maximise their use. They should be clearly marked and signed as car club spaces.
- 5.26 Spaces located where the car club can be dual use i.e., used by businesses during the day and residents in the evening work particularly well. Car club spaces may also be part of a wider mobility hub, expanding the public, shared and personal transport offer.
- 5.27 Spaces for car club vehicles should be supplied with an EVCP, as per the standards set out in Section B.

5.28 Further information regarding the implementation of car clubs can be found in Surrey County Council's 'Guidance on car clubs in new developments' (March 2019). In accordance with its statutory powers as the local transport authority, Surrey County Council procures a single preferred supplier to provide county-wide car club provision under the Surrey car club contract. If implementing the car club using on-street bays, the developer will be required to use the council's preferred supplier, under the Surrey car club contract, similar to that shown in Figure 9, below. If implementing the car club using bays within the development boundary, the developer may choose to work with either the council's preferred operator or their own supplier.



Figure 9. A car club bay in Guildford

Future conversion and repurposing of car parking spaces

- 5.29 Owing to changing trends in car ownership, the number of car parking spaces delivered by a development proposal today may not be required in full in the future.
- 5.30 Development proposals could consider the potential future use of the parking provision to ensure conversion for alternative uses is possible at a later date.
- 5.31 Alternative uses could include enhanced public realm, community and events space. Repurposing can be applied to single spaces, converted to parklets.

Cycle parking

- 5.32 Provision of cycle parking can be categorised into the following types:
- Short stay – typically for visitors or customers, which may be in the form of a Sheffield stand (see para 5.34 and Figure 11, below) in a convenient, overlooked location as close to the destination as possible.

- Long stay – typically for residents and staff, through a secure and enclosed lockable shelter, store or compound at home or at a place of work or study

5.33 Like car parking, cycle parking should be ‘designed in’ to developments from the outset. The following best practice principles should be followed (Hackney Council, 2014). Cycle parking must be:

- Conveniently sited (within 20 metres of the access to the premises)
- Accessible and easy to use
- Consistently available
- Safe and secure
- Covered (and enclosed for long-term parking)
- Fit for purpose
- Well managed, monitored and well maintained
- Attractive

5.34 The Sheffield stand, standard dimensions shown in Figure 10 below, is widely acknowledged as being the most convenient design for bicycle parking, especially on-street, and is recommended for most parking applications. This allows both wheels and the frame to be easily secured to a stand with a “D” lock and/or chains and wires (DfT, 2020).

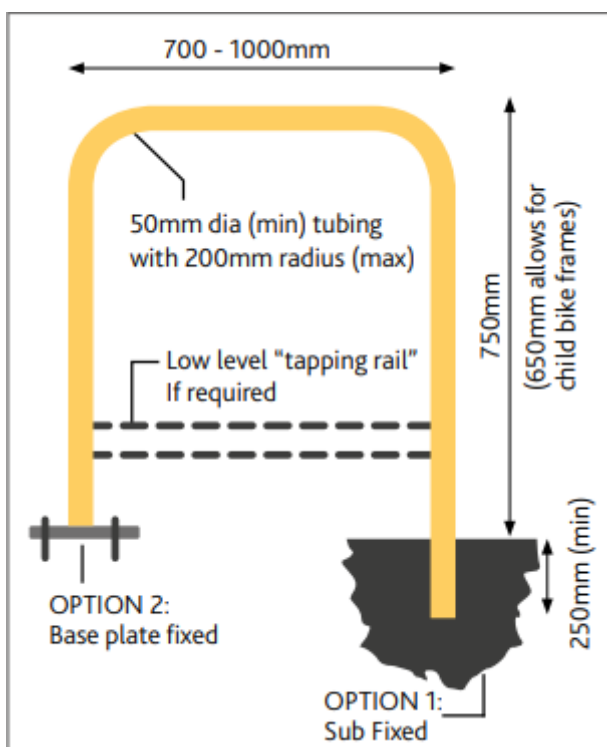


Figure 10. Sheffield stand standard dimensions (Westtrans, 2017)

Residential cycle parking

- 5.35 It is preferable that residential cycle parking is contained within the footprint of the building or within the 'private space' of individual dwellings. To promote ease of use and modal choice the cycle parking should preferably be at the front of the building.
- 5.36 Parking must be lockable and enclosed in order to be secure and fully sheltered from adverse weather.
- 5.37 Secured by Design have produced a series of [Design Guides](#) to assist in incorporating a high level of security into developments which should be consulted.

Houses

- 5.38 In many cases, garages provide the most convenient and secure place to park. The internal dimensions for garages set out in Policy ID11: Parking standards and shown in Figures 2-4 must be met to ensure spaces are convenient and independently accessible.
- 5.39 Any facility other than a garage provided for the purpose of cycle parking should be accessible from the outside of a property and should meet the following dimensions (adapted from Cambridge City Council, 2010):
- at least 2m in length by 0.9m wide to fit one bicycle
 - at least 2.2m in length by 1.4m wide to fit two bicycles, either with a Sheffield stand or ability to rest bikes on solid walls at each side
 - at least 2.2m in length by 2m in width to fit four bicycles, with two Sheffield stands
- 5.40 External access to a rear garden with a shed, or equivalent, would only be treated as provision of cycle parking if the doors are secured by mortice locks (as opposed to padlocks).

Flats and apartments

- 5.41 Parking areas should preferably be housed internally on the ground floor in a secure area in the form of racks, cages or compounds.
- 5.42 External parking should ordinarily be located as close as possible to desire line(s) between every flat/apartment and the highway (or cycle facility), e.g., adjacent to the main building entrance. A secure and enclosed lockable shelter, store or compound is preferred to an open-ended shelter for weatherproofing and security purposes.
- 5.43 In larger developments, cycle parking must be dotted throughout the development, as opposed to one hub, for convenience.
- 5.44 Where cycle storage is provided alongside bin storage, or similar, the two elements must be independently accessed.

- 5.45 The future maintenance and management (such as the issuing of keys or other entry devices) of communal cycle parking should be agreed as part of the planning process usually as part of the Travel Plan.
- 5.46 Where resident parking is private and secure, visitor parking spaces should be provided at the public entrance(s) to the block.

Non-residential cycle parking

- 5.47 Cycle parking for non-residential development may include both long and short stay facilities, located in appropriate places. For example, convenient parking may be provided for customers complemented by long stay parking for staff.
- 5.48 For short stay provision, small clusters of stands close to main attractors are generally preferable to one central 'hub'
- 5.49 Long stay provision is best provided by a secure store or compound, appropriately managed and maintained, such as Figure 11, below.



Figure 11. Example of high-quality non-residential cycle parking. (Copyright: Graeme Shaw and licensed for reuse under creativecommons.org/licenses/by-sa/2.0)

Interchanges

- 5.50 Cycle parking should be provided at interchanges with other modes of transport such as train stations, bus stations, park and ride sites or mobility hubs. Bus stops should also be considered as locations for cycle parking, especially in less dense suburban and rural locations where bus routes may be further from people's homes or places of work. Similarly, high-quality interurban bus routes or limited stop express routes may draw users from a further catchment than the traditional 5- or 10-minute walking distance hinterland normally assumed for bus services (DfT, 2020).

- 5.51 Two-tier cycle parking, such as that in Figure 12, may be acceptable in high-capacity situations such as transport interchanges but should be supplemented by regular Sheffield stands to promote ease of access for non-standard cycles.



Figure 12. Two-tier cycle parking at London Road Rail Station, Guildford (Credit: Dug Tremellen)

General guidance

- 5.52 Designers should consider the needs of users of non-standard cycles when developing cycle parking proposals including developing secure space for cargo cycles at retail developments and space for adaptive cycles at transport interchanges. Non-standard cycles have differing dimensions from standard push cycles and may not be able to be securely locked to traditional stands, especially if the distance from the end stand to the next immovable object is inadequate.
- 5.53 As with car parking, a proportion of total parking should be provided for non-standard cycles to accommodate people with mobility impairments (typically 5%) (DfT, 2020). These spaces should normally be situated close to accessible car parking spaces.
- 5.54 The emergence of ebikes, which are typically of a higher value than pedal bikes, reinforces the need for secure parking with surveillance (either by CCTV cameras or natural surveillance from people going about their normal business). Charging of an ebike battery is typically undertaken in a domestic setting by removal of the battery (DfT, 2020) however future mechanisms for the provision for charging ebikes at public destinations could be explored by non-residential developments if appropriate.

- 5.55 Further best practice guidance should be sought from the LTN 1/20 Cycle Infrastructure Design (DfT, 2020), Standards for Public Cycle Parking (The Bicycle Association, 2021) and Cycle Parking Guide for New Developments (Cambridge City Council, 2010).

Motorcycle parking

- 5.56 Guidance on motorcycle parking or Powered Two Wheelers (PTW) is contained in Traffic Advisory Leaflet 02/02 (DfT, 2002). General advice on designing highways to meet the need of motorcycles is given in the Guidelines for Motorcycling (Institute of Highway Engineers, 2014).

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Appendix A – Parking Standards for Non-strategic Sites

Table A1. Residential development in urban areas – Maximum provision of car parking for dwellings, for use by residents themselves

Locational Characteristics	Town Centre	Suburban
1 bed flats (including studios & bedsits)	1 space per unit	1 space per unit
2 bed flats	1 space per unit	1 space per unit
1 bed houses	1 space per unit	1 space per unit
2 bed houses	1 space per unit	1.5 spaces per unit
3 bed houses	1.5 spaces per unit	2 spaces per unit
4+ bed houses	2 space per unit	2.5 spaces per unit

Table A2. Residential development in village and rural areas – Expected provision of car parking for dwellings, for use by residents themselves

Locational Characteristics	Village & Rural
1 bed flats (including studios & bedsits)	1 space per unit
2 bed flats	1.5 spaces per unit
1 bed houses	1.5 spaces per unit
2 bed houses	1.5 spaces per unit
3 bed houses	2 spaces per unit
4+ bed houses	2.5 spaces per unit

Table A3. Other development across the whole of Guildford borough – Maximum provision of car parking

Development Type	<u>Maximum</u> vehicle parking spaces provided (if expressed as a provision for a given floor area then this is per m ² GFA)
Retail	
Food or non-food retail e.g.: small parades of shops serving the local community (up to 500m ²)*	1 car space per 30m ²
Food retail (500 m ² to 1000m ²)*	1 space per 25m ²
Food retail (above 1000m ²)*	1 car space per 14m ²
Non-food retail (500m ² or more)*	1 space per 25m ²

Development Type	<u>Maximum</u> vehicle parking spaces provided (if expressed as a provision for a given floor area then this is per m ² GFA)
<i>*Suggested reductions as stated or greater, to be applied based on location. Note: Retail parking to be provided as shared use where appropriate.</i>	Town Centre 75% Edge of Centre 50% Suburban 25% Suburban/Village & Rural 0%
Food and drink	
Restaurants, snack bars and cafés. For sale & consumption on the premises (if located beyond Town Centre locations).	1 car space per 6m ² No parking in town centre
Drinking establishments	
Public houses, wine bars or other drinking establishments but not nightclubs (if located beyond Town Centre locations).	Individual assessment/justification No parking in town centre
Hot Food Takeaways	
For sale & consumption of hot food off the premises (if located beyond Town Centre locations).	1 car space per 6m ² No parking in town centre
Business	
Offices, research & development, light industry appropriate in a residential area – threshold of 2500m ²	A maximum range of 1 car space per 30m ² to 1 car space per 100m ² depending on location
General Industrial	
General industrial use	1 car space per 30m ²
Storage/distribution (including open air storage)	
Warehouse – storage	1 car space per 100m ² 1 lorry space per 200m ²
Warehouse – distribution	1 car space per 70m ² 1 lorry space per 200m ²
Cash and carry	1 car space per 70m ² 1 lorry space per 200m ²
Hotels	
Hotels, boarding and guest houses where no significant care is provided	1.5 car spaces per bedroom plus 1 coach space per 100 bedrooms OR Individual assessment/ justification
Residential Institutions	
Care home Nursing home	1 car space per 2 residents OR Individual assessment/justification
Hospitals	1 car space per 4 staff plus 1 car space per 3 daily visitors OR Individual assessment/ justification
Purpose-built student accommodation	Individual assessment/ justification
Residential colleges	Individual assessment/ justification

Development Type	<u>Maximum</u> vehicle parking spaces provided (if expressed as a provision for a given floor area then this is per m ² GFA)
Training centres	1 car space per 2 staff OR Individual assessment/ justification
Dwelling houses	
See Tables B1 and B2.	
Elderly (sheltered)	1 car space per 1 or 2 bed self-contained unit OR 0.5 per communal unit OR individual assessment
Non-residential institutions	
Day Nurseries/Crèche	0.75 car spaces per member of staff plus 0.2 spaces per child
Doctor's practices	1 car space per consulting room remaining spaces on individual assessment
Dentist's practices	1 car space per consulting room remaining spaces on individual assessment
Veterinary practices	1 car space per consulting room remaining spaces on individual assessment
Libraries, museums and art galleries	1 car space per 30m ² OR Individual assessment/ justification
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc	1 car space per 3 persons OR per 3 seats OR per 20 m ² OR Individual assessment/ justification
Places of worship	1 car space per 10 seats OR Individual assessment /justification
Schools/colleges/children's centres	Individual assessment/justification See notes on School Parking on page 7 of Surrey County Council's Vehicular and Cycle Parking Guidance (2018).
Assembly and leisure	
Theatres, cinemas, bingo clubs, dance halls and clubs	1 car space per 5 licensed persons OR Individual assessment/ justification
Conference Centres	1 car space per 5 seats OR Individual assessment/ justification
Exhibition Halls	1 car space per 6 m ² OR Individual assessment/ justification
Stadia	1 car space per 15 seats OR individual assessment/ justification
Health clubs/leisure centres	Individual assessment/ justification
Tennis and Badminton Clubs	4 car spaces per court OR Individual assessment/ justification
Squash Clubs	2 car spaces per court OR Individual assessment/ justification
Marinas and water sports	3 car spaces per hectare of water OR Individual assessment/ justification

Development Type	<u>Maximum</u> vehicle parking spaces provided (if expressed as a provision for a given floor area then this is per m ² GFA)
Field Sports Clubs	1 car space per 2 playing participants OR Individual assessment/ justification
Golf Clubs and driving ranges	1 car space per 0.3 holes OR per driving bay OR Individual assessment/ justification
Equestrian centres	1 car space per stable OR Individual assessment/ justification
Other uses	
Pick your own fruit farms	9 car spaces per hectare of farmland OR Individual assessment/ justification
Vehicle repair, garage and spares stores	1 car space per 20m ² OR Individual assessment/ justification
Car sales establishments	1 car space per 50m ² car display area OR Individual assessment/ justification
Exhaust and tyre centres	1 car space per 0.3-0.5 bays OR Individual assessment/ justification
All other uses not mentioned above	
Individual assessment/ justification	

Please note:

- All parking levels relate to gross floor area and are recommended as a maximum unless otherwise stated.
- Provision for uses marked “individual assessment” will require their own justification and the inclusion of parking management plans, travel plans and cycle strategies where appropriate. The content of each and need for the plan would be discussed and agreed with the Local Highway Authority.
- Levels of parking per member of staff (full time equivalent) should be calculated using the average of those employed on site at any one time.

Table A4. Residential and non-residential development across the whole of Guildford borough – Minimum provision of electric vehicle charge point infrastructure

Residential Development	<u>Minimum</u> EV Charging Requirement	Charge Point Specification	Power Requirement
Houses and flats/ apartments – allocated parking	1 fast charge socket per house/ flat/ apartment with one or more allocated car parking space	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply

Houses and flats/ apartments – unallocated parking	20% of unallocated car parking spaces to be fitted with 1 fast charge socket		
Care /Nursing Home Elderly (Sheltered)	A further 20% of available spaces to be provided with space for future charge point and enabling infrastructure	Enabling infrastructure incorporates feeder pillar or equivalent(with sufficient electrical capacity available) and cable routes from electrical supply point to future charge point location	230v AC 32 Amp Single Phase dedicated supply
<ul style="list-style-type: none"> • 'Car-free' development is exempt, excluding that the provisions for allocated parking for residential developments will apply to any car parking spaces provided such as for drop off, deliveries, servicing and visitors • Car club bays: 1 fast charge socket per bay • Allocated parking includes instances in which a parking space is 'allocated' by way of being rented to the occupier of a specific dwelling 			
Commercial Development (Offices / Employment / Retail / Leisure Uses)	EV Charging Requirement	Charge Point Specification	Power Requirement
<ul style="list-style-type: none"> • Offices, light Industry >500m² • General Industrial >500m² • Storage & Distribution >1000m² • Doctors/Dentists practices • Schools/Colleges • Retail >500m² • Hotels • Sports Clubs, Health Clubs, Leisure Centres • Theatres, Cinemas, • Conference Centres, >500m² 	10% of available car parking spaces to be fitted with a fast charge socket	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
	A further 10% of available spaces to be provided with space for future charge point and enabling infrastructure	Enabling infrastructure incorporates feeder pillar or equivalent (with sufficient electrical capacity available) and cable routes from electrical supply point to future charge point location	230v AC 32 Amp Single Phase dedicated supply
All other uses not mentioned above	Individual assessment/ justification	Individual assessment/ justification	To be determined by

			charge point specification
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Table A5. Residential and non-residential development across the whole of Guildford borough – Minimum provision of cycle parking spaces

Development Type	<u>Minimum</u> cycle parking spaces provided – short stay	<u>Minimum</u> cycle parking spaces provided – long stay
All		
Parking for adapted cycles for disabled people	5% of total capacity co-located with disabled car parking	5% of total capacity co-located with disabled car parking
Retail		
Small (<200m ²)	1 per 100m ²	1 per 100m ²
Medium (200-1000m ²)	1 per 200m ²	1 per 200m ²
>1000m ²	1 per 250m ²	1 per 500m ²
Employment		
Office/ Finance	1 per 1000m ² short	1 per 200m ² long
Industrial/ Warehousing	1 per 1000m ² short	1 per 500m ² long
Leisure and Institutions		
Leisure centres, assembly halls, hospitals and healthcare	Greatest of: 1 per 50m ² or 1 per 30 seats/ capacity	1 per 5 employees
Educational Institutions	-	Separate provision for staff and students, based on Travel Plan mode share targets, minimum: Staff – 1 per 20 staff Students – 1 per 10 students
Residential		
All except sheltered/ elderly housing or nursing homes	-	1 per bedroom
Sheltered/ elderly housing or nursing homes	0.05 per residential unit	0.05 per bedroom
Public Transport Interchange		
Standard Stop	Upon own merit	-
Major Interchange	1 per 200 daily users	-
All other uses not mentioned above		
Individual assessment		

Appendix B – Parking Standards for Strategic Sites

Table B1. Strategic sites – maximum provision of residential car parking for dwellings, for use by residents themselves

Number of bedrooms	1 bed flats (including studios & bedsits)	2 bed flats	1 bed houses	2 bed houses	3 bed houses	4+ bed houses
Maximum vehicle parking spaces	1 space per unit	1 space per unit	1 space per unit	1.5 spaces per unit	2 spaces per unit	2.5 spaces per unit

Table B2. Strategic sites – maximum provision of non-residential car parking standards

Development Type	<u>Maximum</u> vehicle parking spaces provided (if expressed as a provision for a given floor area then this is per m ² GFA)
Retail (Note: Retail parking to be provided as shared use where appropriate. Based on the Surrey CC non-residential car parking standards for suburban locations)	
Food or non-food retail e.g. small parades of shops serving the local community (up to 500m ²)	1 car space per 37.5m ²
Food or non-food retail (over 500 m ²)	1 space per 31.5m ²
Food and drink	
Restaurants, snack bars and cafés. For sale & consumption on the premises.	1 car space per 6m ²
Drinking establishments	
Public houses, wine bars or other drinking establishments but not nightclubs.	Individual assessment/justification
Hot Food Takeaways	
For sale & consumption of hot food off the premises.	1 car space per 6m ²
Business	
Offices, research & development, light industry appropriate in a residential area – threshold of 2500m ²	A maximum range of 1 car space per 30m ² to 1 car space per 100m ² depending on location
General Industrial	

Development Type	<u>Maximum</u> vehicle parking spaces provided (if expressed as a provision for a given floor area then this is per m ² GFA)
General industrial use	1 car space per 30m ²
Storage/distribution (including open air storage)	
Warehouse – storage	1 car space per 100m ² 1 lorry space per 200m ²
Warehouse – distribution	1 car space per 70m ² 1 lorry space per 200m ²
Cash and carry	1 car space per 70m ² 1 lorry space per 200m ²
Residential Institutions	
Care home Nursing home	1 car space per 2 residents OR Individual assessment/justification
Dwelling houses	
Elderly (sheltered)	1 car space per 1 or 2 bed self-contained unit OR 0.5 per communal unit OR Individual Assessment
Non-residential institutions	
Day Nurseries/Crèche	0.75 car spaces per member of staff plus 0.2 spaces per child
Doctor's practices	Individual assessment/justification
Dentist's practices	Individual assessment/justification
Veterinary practices	Individual assessment/justification
Libraries, museums and art galleries	1 car space per 30m ² OR Individual assessment/justification
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc	1 car space per 3 persons OR per 3 seats OR per 20 m ² OR Individual assessment/justification
Places of worship	1 car space per 10 seats OR Individual assessment/justification
Schools/colleges/children's centres	Individual assessment/justification

Development Type	<u>Maximum</u> vehicle parking spaces provided (if expressed as a provision for a given floor area then this is per m ² GFA)
	See notes on School Parking on page 7 of Surrey County Council's Vehicular and Cycle Parking Guidance (2018).
Other uses	
Vehicle repair, garage and spares stores	1 car space per 20m ² OR Individual assessment/justification
Car sales establishments	1 car space per 50m ² car display area OR Individual assessment/justification
Exhaust and tyre centres	1 car space per 0.3-0.5 bays OR Individual assessment/justification
All other uses not mentioned above	Individual assessment/justification

Please note:

- All parking levels relate to gross floor area and are recommended as a maximum unless otherwise stated.
- Provision for uses marked "individual assessment" will require their own justification and the inclusion of parking management plans, travel plans and cycle strategies where appropriate. The content of each and need for the plan would be discussed and agreed with the County Highway Authority.
- Levels of parking per member of staff (full time equivalent) should be calculated using the average of those employed on site at any one time.

Table B3 - Strategic sites – minimum provision of electric vehicle charging points for residential and non-residential development

Residential Development	<u>Minimum</u> EV Charging Requirement	Charge Point Specification	Power Requirement
Houses and flats/ apartments – allocated parking	1 fast charge socket per house/ flat/ apartment with one or more allocated car parking space	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
Houses and flats/ apartments – unallocated parking	20% of unallocated car parking spaces to be fitted with 1 fast charge socket		

Care /Nursing Home Elderly (Sheltered)	A further 20% of available spaces to be provided with space for future charge point and enabling infrastructure	Enabling infrastructure incorporates feeder pillar or equivalent(with sufficient electrical capacity available) and cable routes from electrical supply point to future charge point location	230v AC 32 Amp Single Phase dedicated supply
<ul style="list-style-type: none"> • 'Car-free' development is exempt, excluding that the provisions for allocated parking for residential developments will apply to any car parking spaces provided such as for drop off, deliveries, servicing and visitors • Car club bays: 1 fast charge socket per bay 			
Commercial Development	EV Charging Requirement	Charge Point Specification	Power Requirement
<ul style="list-style-type: none"> • Offices, light Industry >500m² • General Industrial >500m² 	10% of available car parking spaces to be fitted with a fast charge socket	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
<ul style="list-style-type: none"> • Storage & Distribution >1000m² • Doctors/Dentists practices • Schools/Colleges • Retail >500m² 	A further 10% of available spaces to be provided with space for future charge point and enabling infrastructure	Enabling infrastructure incorporates feeder pillar or equivalent (with sufficient electrical capacity available) and cable routes from electrical supply point to future charge point location	230v AC 32 Amp Single Phase dedicated supply
All other uses not mentioned above	Individual assessment / justification	Individual assessment / justification	To be determined by charge point specification

Table B4. Strategic sites – Minimum provision of cycle parking requirements for residential and non-residential development

Development Type	<u>Minimum</u> cycle parking spaces provided – short stay	<u>Minimum</u> cycle parking spaces provided – long stay
All		
Parking for adapted cycles for disabled people	5% of total capacity co-located with disabled car parking	5% of total capacity co-located with disabled car parking
Retail		
Small (<200m ²)	1 per 100m ²	1 per 100m ²
Medium (200-1000m ²)	1 per 200m ²	1 per 200m ²
Employment		
Office/ Finance	1 per 1000m ²	1 per 200m ²
Industrial/ Warehousing	1 per 1000m ²	1 per 500m ²
Leisure and Institutions		
Leisure centres, assembly halls, hospitals and healthcare	Greatest of: 1 per 50m ² or 1 per 30 seats/ capacity	1 per 5 employees
Educational Institutions	-	Separate provision for staff and students, based on Travel Plan mode share targets, minimum: Staff – 1 per 20 staff Students – 1 per 10 students
Residential		
All except sheltered/ elderly housing or nursing homes	-	1 per bedroom
Sheltered/ elderly housing or nursing homes	0.05 per residential unit	0.05 per bedroom
Public Transport Interchange		
Standard Stop	Upon own merit	-
Major Interchange	1 per 200 daily users	-
All other uses not mentioned above		
Individual assessment		

Appendix C – Guildford Town Centre Boundary

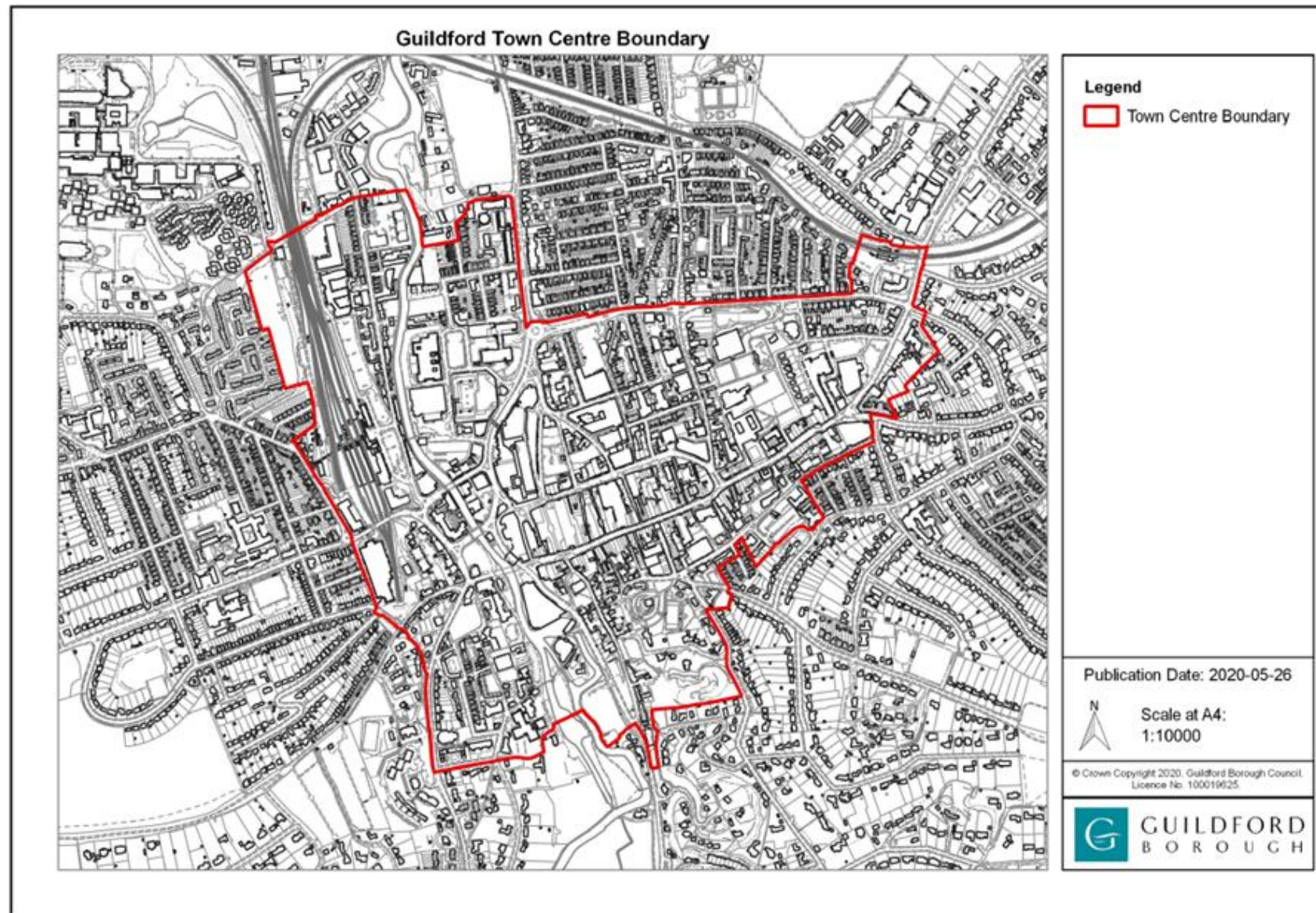


Figure C1. Guildford Borough Town Centre Boundary (Local Plan: Strategy and Sites, 2019)

Appendix D – Guildford Borough Urban Boundaries

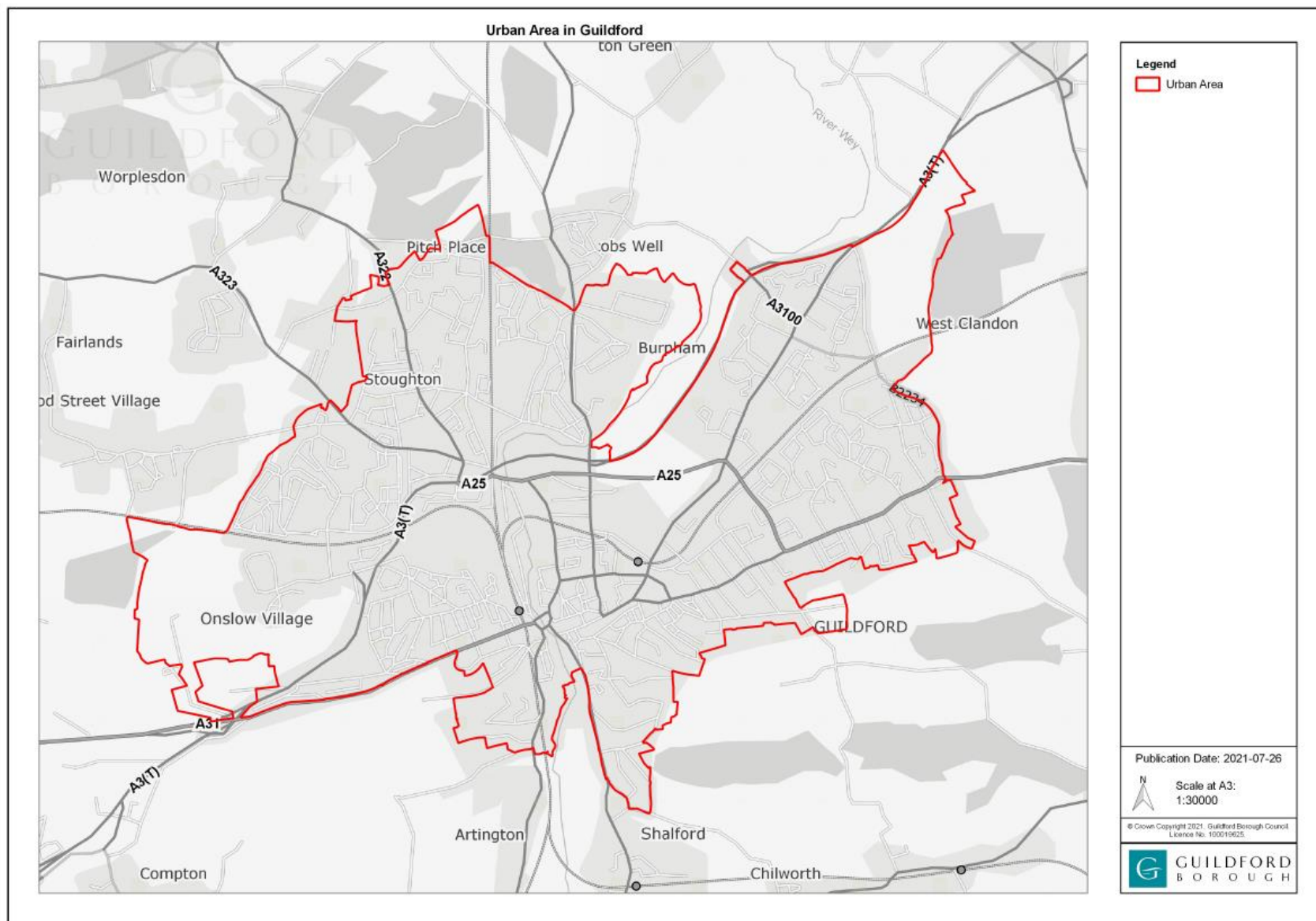


Figure D1. Guildford Urban Boundary

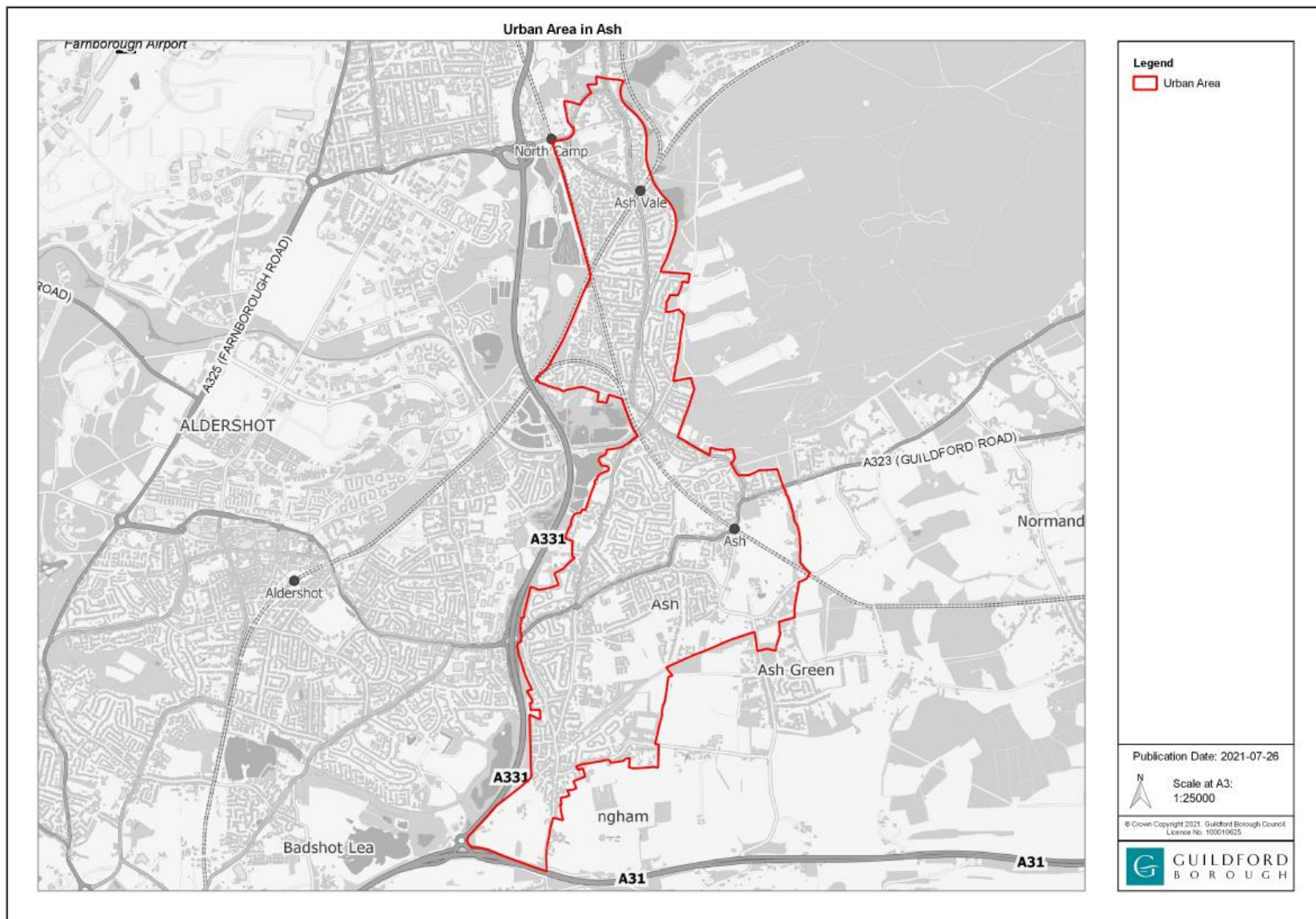


Figure D2. Ash and Tongham Urban Boundary

Appendix E – Average car availability levels in Guildford borough

Table E1. Average car availability levels, by location and accommodation type in Guildford borough (ONS, 2011)

	Town Centre	Suburban	Village & Rural
Flats, maisonettes and apartments			
1 bedroom	0.51	0.69	0.80
2 bedrooms	0.85	1.01	1.22
Houses and bungalows			
1 bedroom	0.73	0.94	1.10
2 bedrooms	0.97	1.20	1.39
3 bedrooms	1.22	1.56	1.78
4 or more bedrooms	1.55	2.08	2.48

Note: The averages for each area type and development size and type are based on analysis by Guildford BC. The methodology used to obtain the average car availability levels for these categories is contained within the Parking Topic Paper.