

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF DEVELOPMENT CONTROL COMMITTEE ON 14 NOVEMBER 2018

PART A : REPORT

SUBJECT: WSCC Draft Guidance on Parking at New Developments Consultation

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DATE: 5th November 2018

EXTN: 37645

PORTFOLIO AREA: Planning Policy

EXECUTIVE SUMMARY:

West Sussex County Council has prepared *Draft Guidance on Parking at New Developments* for consultation. The guidance will replace the *WSCC Guidance for Parking in New Residential Developments* (September, 2010) and WSCC intends that it will also replace the Supplementary Planning Guidance (SPG) Standards and Transport Contributions Methodology (2003). Therefore, the draft guidance provides parking standards for both residential and non-residential development.

The Development Control Committee should be aware of, and satisfied with, the principles of the advice contained within the guidance when applied to development proposals in Arun. Therefore it is important that the Committee is involved at this stage in the preparation of the Guidance to ensure that any issues are identified and reported back to WSCC.

This report has been brought before Development Control Committee as a late item. This is because the consultation period for the Draft Guidance is very short (to ensure WSCC officers can meet scrutiny and key decision timetables).

An officer level response (see Appendix A) will be submitted to WSCC on 9th November 2018 to meet the original consultation deadline given. However, WSCC officers are aware that Arun District Council's formal response will be submitted after this deadline.

RECOMMENDATIONS:

- 1) That the Development Control Committee provide further comments to be added to the officer response (Appendix A) on the *Draft Guidance on Parking at New Developments*, as considered appropriate.

1. BACKGROUND:

1.1 The West Sussex County Council (WSCC) Draft Guidance on Parking at New Developments was sent to District and Borough Council's for comment on 1st November 2018. A deadline for response was given as 9th November 2018 to ensure that WSCC officers can meet Scrutiny/Select Committee deadlines prior to a key decision being made early next year.

1.2 The draft guidance, once adopted, will replace the WSCC Guidance for Parking in New Residential Developments (2010) the Standards and Transport Contributions Methodology Supplementary Planning Guidance (2003). The new guidance will provide parking standards for both residential and commercial developments.

1.3 An officer level response was submitted to WSCC by 9th November. This is provided in Appendix A below. Members are asked to give consideration to the parking behaviour Zones provided in Appendix E of this report. The zones relate to Table 3 of the draft guidance. A summary of the main comments on the guidance is provided below:

- The national policy context needs to be updated to ensure that reference to the NPPF, 2018 is clear. Furthermore, key changes to the NPPF, since it was updated, need to be addressed. In particular relating to the justification of maximum parking standards and futureproofing the standards in relation to development densities.
- Reference to Arun's approach to the provision of electric charging points should be included in the guidance to ensure a consistent approach.
- Include guidance on the size of parking spaces and garages to keep up to date with changing car dimensions.
- Give consideration to changing population demographics including parking for sheltered accommodation/extra care and older people's housing.
- There are a number of comments on the application of the guidance to live planning applications, for example, how does 2.7 of a parking space work? Also, some of the principles need to be reviewed because they do not seem to be realistic and are not considered internally consistent (for example, paragraph 2.18 and paragraph 2.20).
- A number of technical comments have been provided which relate to internal consistency within the draft guidance but also in relation to the parking behaviour zones which do not seem realistic, in particular regarding Rustington East and West.

1.4 Any further comments discussed and agreed by this committee will be added to the officer comments provided in Appendix A.

2. PROPOSAL(S):

That the officer level comments are reviewed and any further comments on the WSCC *Draft Guidance on Parking at New Developments*, provided by Development Control Committee are added to the officer response document found in Appendix A

3. OPTIONS:

To provide comments on the WSCC *Draft Guidance on Parking at New Developments*

To provide no comment on the WSCC Draft Guidance on Parking at New Developments

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors	X	
Other groups/persons (please specify) ADC Development Management Team Leaders ADC Strategic Development Team Leader ADC Planning Policy Team Leader Director of Place Head of Planning	X	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)

	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain) Once adopted by WSCC, the guidance will be applied to planning applications under Policy TSP1 criteria 'd' of the Adopted Arun Local Plan 2011-2031	X	

6. IMPLICATIONS:

The Guidance will replace WSCC parking guidance currently set out in:

- WSCC Guidance for Parking in New Residential Developments (September, 2010)
- Standards and Transport Contributions Methodology Supplementary Planning Guidance (2003)

Once adopted by WSCC, the guidance will be applied to planning applications under Policy TSP1 criteria 'd' of the Adopted Arun Local Plan 2011-2031

7. REASON FOR THE DECISION:

To give Arun Development Control Committee and Full Council the opportunity to

comment upon and help shape revised WSCC Guidance for Parking in New Developments

8. EFFECTIVE DATE OF THE DECISION: *Committee Services to insert*

9. BACKGROUND PAPERS:

Appendix A – Officer Response to WSCC Draft Guidance on Parking at New Developments (November, 2018)

Appendix B – WSCC Guidance on Parking at New Developments, October 2018

Appendix C – Wards in Arun District – Parking Behaviour Zones

Arun District Council Officer Response to WSCC Guidance on Parking at New Developments - October 2018

The Draft WSCC Guidance on Parking at New Developments has been sent to West Sussex local planning authorities for comment by 9th November.

Arun District Council understand that the guidance will replace the WSCC Guidance for Parking in New Residential Developments (September, 2010) with the intention of ensuring that it is up to date in relation to national policy and also aims to address feedback which has said that the 2010 guidance is too complex to use.

Arun District Council also understands that the guidance will also replace the Standards and Transport Contributions Methodology Supplementary Planning Guidance (2003) thereby providing guidance on parking for both new residential and commercial developments.

The preparation of the draft guidance is supported by evidence contained in the WSCC Parking Standards Review Background Evidence (WSP, May 2018). The evidence considers the changing needs for parking since 2010 as well as residential data analysis which cover parking behaviour zones for residential development. The evidence base also reviews non-residential parking standards which were set out in the 2003 SPG. The evidence base also covers the increasing uptake of low emission vehicles and the requirement to adapt to this technological change.

Officer level comments on the draft Guidance is provided below. WSCC are aware that a report is being sent to Arun Development Control Committee on 14th November 2018 and that a formal response will be submitted to WSCC following Full Council on 9th January 2019.

Comments:

1. Policy Context

The draft guidance needs to be clear that since the evidence base document was prepared by WSP (May 2018), the NPPF, 2012 has been replaced by the NPPF, 2018. For example, paragraph 2.1 of the Draft Guidance refers to para 39 of the National Planning Policy Guidance which is now found under paragraph 105.

It also needs to be highlighted that the paragraph has been changed to replace the fifth bullet point with criteria 'e)' need to ensure adequate provision of spaces for charging plug-in and ultra-low emission vehicles.

Finally, the draft guidance needs to clearly set out that it is the intention of WSCC that this guidance will replace both the 2010 Parking Guidance and the 2003 SPG.

The NPPF, 2018 includes a new paragraph (106) which limits the use of maximum parking standards. It states that they should "only be set where there is a clear and compelling justification that they are necessary for managing the local road network or for optimizing the density of development in city and town centres". Although the guidance allows for 10% flexibility in the standards, it does not clearly address this requirement either under the policy context in Section 1 or under Principle D or subsequently Principle E. The draft guidance needs to set out a clear vision for its approach in relation to how development densities will be accommodated in the future.

2. Electric Vehicle Charging

The Section under Electric Vehicle Charging needs to make reference to the ADC Vehicle Infrastructure Study which was agreed at Full Council on 10th January 2018. The ADC Vehicle Infrastructure Study will be used in conjunction with the WSCC Parking review guide (once published), the ADC Local Plan Policy QE DM3 and any other relevant policies in the Development Plan. Therefore it is important that it is cross referenced in the WSCC Parking Standards and Guidance.

Whilst we appreciate that any standard for electric vehicle charging points is likely to become quickly out of date, it is equally important to at least set some standard with a caveat to cover change over time. The use of electric vehicles is an important measure in reducing emissions locally and therefore the provision of necessary infrastructure which promote the use of such vehicles is essential. We would therefore recommend that the guidance needs to include a requirement for Electric Vehicle charging points.

In Section 4 of The ADC Vehicle Infrastructure Study it sets out how infrastructure should be provided in new development in Arun:

Provision of Parking Bays & Charging Points for Ultra-low emission vehicles (ULEV) in New Development (including Conversions)	
Houses ^[1]	One charging point per house with garage or driveway
Flats (<50 units) ^[2]	One parking bay marked out for use by electric vehicles only, together with charging infrastructure and cabling.
Flats (>50 units) ²	Further dedicated charging bays totalling 2% of the total provision.
Other Development (<50 Bays) ²	One parking bay marked out for use by electric vehicles only, together with charging infrastructure and cabling.
Other Development (>50 Bays) ²	Further dedicated charging bays totalling 2% of the total provision.
Phasing	Standard provision (as set out above) could be supplemented by the installation of groundwork / passive wiring at the commencement of development in order to enable further installation to match demand.

Where a development includes the delivery of parking spaces which are on-street (eg estate renewal schemes), EV charge points should be delivered to the same standard as those set out.

3. Size of parking spaces and garages

Under section 1.2 of the evidence base document, the changing dimensions of modern cars has been identified as an issue that should be taken into account as part of the design of a new development. However, this point has not been incorporated into the guidance. This also relates to the size of garages. Hasn't the research undertaken by WSP shown that garage sizes should be increased in the guidance? It seems that modern cars need a garage larger than 6mx3m internally to ensure that they can easily be used for a car.

^[1] Recommended installation of 16A or higher Type 2 charger (minimum requirement standard 3 pin 13A charger)

^[2] Dedicated free standing weatherproof chargers

4. Demographics

Disabled parking is covered by referring to Manual for Streets. There is no consideration of care homes, sheltered accommodation or carers. Given demographic of parts of the county, this is an important type of residential use that should be addressed in the guidance.

How does the guide deal with changing family dynamics and economics which mean that young people are staying at home for longer and are therefore needing to park at their parent's home?

5. Application and Impacts of Guidance

In table 4, it is not clear what "1 space per 15 sqm" is for.

Under Recommended levels of cycle, how does 0.5 of a space work?

Under recommended levels of demands for new residential developments, how does 2.7 of a space work? It would benefit everyone if the numbers were whole numbers and not left for officers to negotiate rounding up or down of numbers.

Demand for visitors to residential dwellings is likely to peak during evenings and weekends so demand should be met at these times. Where parking is unallocated this demand for visitor spaces can be met from spaces that are available due to some residents being away during these times and spaces that are unused as some dwellings will not own vehicles. In reality, this is not what happens nor is it logical. It would be useful to recommend the need to provide visitor spaces.

Paragraph 2.18 – is this the only solution? Shouldn't the developments therefore require enhanced parking provision on site? Should this be aligned to polices on design in para 2.19 e.g. under croft parking etc.? This approach is not consistent with Principle G.

6. Technical Points

- Paragraph 1.5; 5th bullet should it say Parking "based"? Not "beat"
- Unclear why Brookfield and Beach are Zone 2 but Rustington West and East are Zone 4
- Sign-post required from paragraph 2.3 'passive provision' to paragraph 2.14
- Page 3 Footnote 4 appears to be awaiting evidence on EV sales – when will this be available?
- Link required between paragraphs 2.13 and 2.14 relating to EV%



**West Sussex County Council
Guidance on Parking at New Developments
October 2018**

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1. Introduction

- 1.1 The National Planning Policy Framework 2018 (NPPF) highlights the need to consider transport in plan making and in the determination of planning applications.¹
- 1.2 The County Council, in its role as the local highway authority, is a statutory consultee on planning applications that affect the highway and provides advice to local planning authorities on the transport implications of developments to inform planning decisions. The County Council is also consulted during the preparation of local and neighbourhood plans and may provide advice on the soundness of policies that relate to parking in new developments.
- 1.3 This guidance note is intended to outline the County Council's approach to parking at new developments (residential/commercial). This guidance should be used to help determine the level of parking at new developments and provide the basis for the County Council's advice to local planning authorities on planning applications and the soundness of policies relating to parking at new developments.
- 1.4 West Sussex is a large county with significant variation in local characteristics from dense urban hubs and large coastal towns to small rural hamlets of three or four dwellings. This variation contributes to wide ranging demographics, economic situations, and consequently car ownership and parking behaviours amongst West Sussex residents.
- 1.5 The County Council has taken a strongly evidence-led approach to parking in new developments, to ensure that the number of parking spaces provided is appropriate to the location and the characteristics of the development. The evidence base includes a range of primary and secondary data sources that are intended to provide a robust and credible evidence base. The following data sources have been reviewed and used to support the development of new guidance, including:
 - Census Data;
 - The National Highways and Transport Network Public Satisfaction Survey 2017;
 - TRICS Database (where surveys exist within West Sussex or relates to the region);
 - National research and studies on demand for commercial parking; and
 - Parking beat surveys at a sample of recent developments undertaken in 2018.

¹ National Planning Policy Framework 2018 – Section 9.

2. Guiding Principles of the County Council's Approach

2.1 Paragraph 39 of the National Planning Policy Guidance details how local planning authorities should set any parking standards. Paragraph 105 of the NPPF identifies that parking standards 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 adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

Electric Vehicle Charging

2.2 The changing nature of car sales and usage has seen a rise in the sales of vehicles which require electric plug in charging. Whilst the sales of Electric Vehicles (EV's) is 1593² (depending on source data) in West Sussex, this equates to overall vehicle sales of 1% of the overall vehicle fleet (dependent on source data), this is expected to change over time. Sales remains on the same trajectory as the DfT published in 2008; the increasing popularity of these vehicle types has seen the DfT forecast that plug in vehicles will make up between 3% and 7% of all new car sales in 2020.³

2.3 In order to respond to changing needs, it is important that developers consider the likely demand for electric charging points within new developments, and how this is likely to change over time. Developers should identify ways to cater for this demand within the design of new developments as part of the overall provision of parking facilities. This could include; for example, a mix of spaces with active charging facilities and passive provision that could be brought into use at a later stage.

2.4 As the demand for electric vehicle charging points is expected to change rapidly over time, any standard for electric vehicle charging points is likely to become quickly out of date. Therefore, there is no specific standard for electric vehicle charging points but developers should consider the criteria outlined in paragraphs 2.3 and 2.12 when designing parking provision. This guidance will be subject to review in line with the development of technology and relevant legislation.

2.5 To allow for increased sales in EV's over time and an increasing proportion of the overall vehicle fleet, it is proposed that current base levels of EV car sales in West Sussex⁴ be used as an index to base levels of active provision for EV's at new developments as set out in Principle C. The Governments "Road to Zero Strategy" sets out an ambition for at least 50% — and as many as 70% — of new car sales to be ultra low emission

² DVLA Q2 2018

³ The Road to Zero Next steps towards cleaner road transport and delivering our Industrial Strategy – Page

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⁴ Figure to be provided

by 2030, alongside up to 40% of new vans. Taking a starting percentage of 20% active EV provision and using a linear growth between 2018 and 2030, produces a set of yearly EV provision indexes as set out in Appendix C. These values should be used as a guide to the level of 'active' EV spaces to be provided in the year of construction.

Guiding Principles for Developments

- 2.6 The following principles set out the County Council's recommended approach to parking in new residential developments and Commercial developments (para 2.22 and 2.23) and should be used to inform the design of new developments and decision-makers considering proposals for new development.
- 2.7 An iterative review of mapped census statistics across the whole of West Sussex was undertaken using iGIS (WSP Geographical Information System interface). The county wide review identified 9 key statistical interest values that inform the parking demographic of any ward or region; these are listed below;

The percentage of Houses and Bungalows
 The percentage of Flats
 The 2011 census number of Cars/Vans per household
 The number of households with no car
 The number of households with 1 car
 The number of households with 2 or more cars
 The percentage of households with no car
 The percentage of households with 1 car
 The percentage of households with 2 or more cars

By evaluating the links and variations between values in these nine categories for statistically similar areas the 5 parking behaviour zones have been identified. They broadly follow a profile from Rural (Zone 1) to Dense Urban (Zone 5) settings in West Sussex. For Comparison the typical dwelling types and car ownership levels of Zones 1 and 5 are set out in Table 1.

Table 1 - Behaviour Zones 1 and 5 Statistical Characteristics

Values of Statistical Interest	Zone 1 Characteristics (Approx.)	Zone 5 Characteristics (Approx.)
% Houses/Bungalows	>90%	<70%
% Flats	<10%	>30%
Cars/Vans per Household	>1.6	<1.1
% Households No Car	<10%	>20%
% Households 1 Car	<40%	>40%
% Households 2+ Cars	>55%	<30%

By identifying the differing zonal characteristics, West Sussex regions may be allocated zonal types. As Districts in West Sussex have significant variation across them the highest level allocation can be completed at Ward level. Ward level parking behaviour zone allocation has been completed based on the County Wide iGIS census review and have been mapped in **Appendix A**.

2.8 Parking behaviour zones have been identified and fall into the following geographical locations, zones are based on District & Borough wards not County divisions:

Zone 1 - Rural (village locations, e.g. West Chiltington, Hickstead);

Zone 2 - Peri-rural (large villages or small settlements close to towns e.g. Angmering, Pulborough, Fishbourne);

Zone 3 - Suburban (on the edge of small towns, e.g. Horsham, Bognor Regis, Haywards Heath, Littlehampton);

Zone 4 - Urban (within towns but not in a central location); and

Zone 5 - Dense-urban (within towns and close to a defined town centre or inter-urban railway station).

Principle A

2.9 Parking provision should be sufficient to accommodate demand whilst exploiting the potential for sustainable travel, minimising adverse effects on road safety and avoiding increased on-street parking demand.

2.10 If parking could reasonably be expected to take place in existing streets, then it will be necessary to demonstrate through a parking capacity survey that there is sufficient capacity to accommodate the expected parking demand.

Principle B

2.11 Expected levels of vehicle ownership should be determined, where appropriate taking account of dwelling size (rooms); unit type (houses or flats); unit tenure (private/affordable), parking provision (allocated or unallocated), control/enforcement (charges etc).

2.12 Calculation of expected levels of vehicle ownership should normally be based on local or comparable data taking account of forecast changes in demand for the Local Plan period. The West Sussex County Council Residential Parking Demand Calculator should be used to calculate the expected levels of vehicle ownership (parking demand) for each development.

2.13 Where electric vehicle charging points are provided, these will be included in the "total demand" as a percentage of the allocated spaces.

Principle C

2.14 'Active' charging points for electric vehicles shall be provided at 20% of all parking spaces with ducting provided at all remaining spaces where appropriate to provide 'passive' provision for these spaces to be upgraded in future. This applies to residential, retail (supermarkets), Office/industrial, and other Commercial land uses.

2.15 Due to the unprecedented scale of change in vehicle manufacturing and

sales, the guidance of electric vehicle car parking places should be reviewed in line with the development of technology at Local Plan and Supplementary Planning Document reviews.⁵

Principle D

2.16 In some locations, limiting parking provision will form part of a strategy to exploit the potential for sustainable transport. In order to realistically promote lower levels of car ownership and use whilst avoiding unacceptable consequences, all of the following must be available or provided:

- Travel plan measures, targeted at reducing car use and thereby reduce ownership levels;
- High levels of accessibility to non-car modes of travel and to local amenities and facilities; and
- Comprehensive parking controls; i.e. Controlled Parking Zone.

Principle E

2.17 In some circumstances it may be necessary to regulate on-street parking to manage or mitigate the impact of development. If Traffic Regulation Orders (TRO) are required then developers will be expected to fund administration and works costs. In some circumstances it may be necessary to undertake consultation on TROs to establish the principle of any changes before this can be relied upon.

2.18 It may be necessary to prevent residents of new development within Controlled Parking Zones from qualifying for residents and visitors parking permits. Residents could qualify for permits, provided spare on-street capacity exists and the issue of permits will not undermine planning policies and travel plan measures. The County Council Integrated Parking Strategy would need to be amended to control the issue of permits in these circumstances.

Principle F

2.19 Good parking design is as important as providing the appropriate number of spaces. Therefore, developers will be expected to provide balanced, mixed and flexible parking provision. This should reflect best practice as set out in national guidance, such as "Manual for Streets", and "Car Parking: What Works Where", to ensure high quality design of parking provision. The layout of on-street parking must also comply with "Traffic Signs Regulations and General Directions (2016)" and where reasonably practicable accommodate changes for accessible lifestyle changes.

Principle G

⁵ The Road to Zero Next steps towards cleaner road transport and delivering our Industrial Strategy – Page 13

2.20 To ensure that developments function efficiently and as intended, detailed consideration needs to be given to the following at the design stage:

- a) Providing garages of sufficient size - If garages are provided they should be at least 6m x 3m internally. If garages meet this requirement, they will be regarded as an allocated parking space of 0.5 and calculations of parking demand will take account of this.
- b) Providing adequate visitor parking - Adequate visitor parking is required and this will be influenced by the level of unallocated parking. The West Sussex County Council Residential Parking Demand Calculator should be used to ensure sufficient visitor parking is provided.
- c) Likely cycle ownership and storage - Good cycle storage facilities are important, but requirements should take account of dwelling size and type, and have regard to existing levels of cycle ownership. The minimum standard of cycle provision is set out in Table 2. The distinction has been made for cyclists on the basis of space requirements, availability of secure communal storage facilities, and the anticipated occupants of flats.
- d) Impact on "total demand" where electric vehicle charging points are provided.

Table 2: Recommended levels of cycle provision.

Type	Dwelling Size	Cycle Provision (per unit)
Houses	Up to 4 rooms (1 & 2 bed)	1 space
Houses	5+ rooms (3+ bed)	2 spaces
Flats	Up to 3 rooms (1 & 2 bed)	0.5 space (if communal storage otherwise same as 1 & 2 bed house)
Flats	4+ rooms (3+ bed)	1 space

- e) Spaces for disabled people – Provision should be consistent with guidance in "Manual for Streets".
- f) Motorcycle parking - Provision should be consistent with guidance in "Manual for Streets".
- g) Space for storage bins – Part H of the Building Regulations suggests storage areas dimensions which are suitable for refuse and recycling bin storage. Development may be required to

demonstrate suitable storage to ensure parking provision is available at all times.

Principle H

- 2.21 Parking areas should adopt sustainable drainage systems to minimise the risk of flooding in the County, as part of a drainage strategy for the development.

Principle I

- 2.22 The varying characteristics across the County means that the amount of commercial vehicle parking will vary greatly between one site and another. The amount of car parking should be based on:
- a) The developments land-use,
 - b) Trip rate associated with the development (including base and forecast mode share), and
 - c) The user group of staff/visitors of the site (including shift patterns).
- 2.23 The number of spaces for LGV/HGVs should be derived using a similar methodology to that outlined in paragraph 2.22 or be derived using details of vehicle operating licences for similar land uses/operations.

3. Residential Parking Guidance (Part A)

- 3.1 It is advised, based on the available observed and census data, that the values of parking demand presented in Table 2 be used as expected levels of demand for the design and master planning of new residential developments. The values in table 3 include provision of EV spaces as set out in Principle C. As part of the Design & Access Statement applicants will be expected to schedule the parking provision, detailing the number of allocated and unallocated spaces including garages and electric vehicle charging spaces (active and passive). The Design & Access Statement should explain how the provision of parking will meet the needs of the development including how these needs are expected to change in the future.
- 3.2 To accommodate variations within single wards concerning the parking behaviour zone attributed to that ward in **Appendix A**, it is advised that a 10% variation above or below the expected level of demand be allowed where justification is presented in conjunction with the specific local characteristics.⁶
- 3.3 To meet with current and emerging guidance on the promotion of sustainable travel modes and choices it is considered that a 10% variation below the target parking demand value be allowed where appropriate travel option provision is provided including travel plans, public transport contributions and other sustainable travel initiatives.⁷

Table 3 – Expected level of demand for new residential developments

Number of bedrooms	Number of habitable rooms	Parking Behaviour Zone				
		1	2	3	4	5
1	1 to 3	1.5	1.4	0.9	0.9	0.6
2	4	1.7	1.7	1.3	1.1	1.1
3	5 to 6	2.2	2.1	1.8	1.7	1.6
4+	7 or more	2.7	2.7	2.5	2.1	2.2

- 3.4 Understanding that the likely occurrence of parking space obstructions, such as caravans and refuse skips, is around 2% it is considered acceptable that provision for the presence of such obstructions is already included in the parking demand value identified in Table 3.
- 3.5 Sheltered cycle parking provision shall be provided for all developments to encourage ownership and use in line with Principle G. Where garages are provided with dwellings, these may be sufficient to accommodate cycle parking demand (within 3 x 6m+ garages).

⁶ Refer to WSCC Parking Standards Review – Table 2

⁷ Refer to WSCC Parking Standards Review – Paragraph 5.3

- 3.6 The evidence collected to inform the guidance on parking in new residential developments is based on levels of car ownership. Parking beat surveys did not seek to distinguish between resident and visitor vehicles. Demand for visitors to residential dwellings is likely to peak during evenings and weekends so demand should be met at these times. Where parking is unallocated this demand for visitor spaces can be met from spaces that are available due to some residents being away during these times and spaces that are unused as some dwellings will not own vehicles. Developers should take an approach that is consistent with national guidance which suggests; *“that no special provision should be made for visitors where at least half of the parking provision associated with the development is unallocated. In all other circumstances it may be appropriate to allow for additional demand for Visitor parking of 0.2/spaces per dwelling”*.⁸

⁸ National Planning Policy Framework 2018

4. Non-residential Parking Guidance (Part B)

- 4.1 Parking for non-residential uses needs to consider the accessibility of the site, the likely demand for parking and the viability of the site. In determining the amount of parking that should be provided at non-residential developments, developers should seek to balance operational needs, space requirements, efficient use of land and cost attributed to providing parking and where relevant, attracting / retaining staff.
- 4.2 Businesses are obliged to minimise their effect on the environment⁹. In support of this obligation and in line with the West Sussex Transport Plan, businesses should promote sustainable travel behaviour by encouraging employees to travel by non-car modes and reducing the number of single occupancy car journeys. To support sustainable travel measures the availability of car parking or cost of use should be carefully controlled.

Review Process

- 4.3 Like residential parking, demand for parking at non-residential uses is driven by people – staff, visitors and customers. In recent years the level of variation across use classes has increased, reflected in a number of studies and data sources, including:
- Parking & Public Transport – The effect on Mode choice, TRICS/SERPLAN, 1993
 - Employment Densities, English Partnerships, 2001
 - Employment Land Reviews, ODPM, 2004
 - Masterplanning Science & Technology Parks, BRE, 2009
 - Planning for Prosperous Economies, GVA, 2009
 - Employment Density Guide, Homes & Community Agency, 2010
 - National Travel Surveys, over recent decades
- 4.4 Since the publication of the previous West Sussex Parking Standards for Commercial Vehicle noted in the SPD of November 2003, there has been a shift in government policy as more flexible working practices have been established. The move to a new planning system during 2006 further shifted the responsibility for determining parking standards to individual local planning authorities and indicates that local circumstances should be taken into account when setting such standards.
- 4.5 The 2003 Standards are based on the maximum parking standards provision, which were removed by Central Government in 2011.
- 4.6 Within the NPPF, the government expects the planning system to encourage solutions to be sustainable and reduce congestion.¹⁰

West Sussex Characteristics

⁹ See also S172(1) Companies Act 2006

¹⁰ National Planning Policy Framework 2018 – Section 9.

- 4.7 Due to the variation between different areas of West Sussex (as set out in paragraph 1.4) the level of parking provision for each area is based on the accessibility level of urban/rural areas as defined by the parking behaviour zones in paragraph 2.6. Therefore it is clear that the advice specified in the NPPF needs to be carefully considered and flexibility applied when specifying the level of parking provision.¹¹

Site Specific Characteristics & Considerations

- 4.8 The land use will mean that the amount of commercial vehicle parking will vary greatly between one site and another. The amount of parking should be based on:
- the developments land-use,
 - trip rate associated with the development (including base and forecast mode share) and
 - the user group of staff/visitors of the site (including shift patterns).
- 4.9 The LGV/HGV may also be derived using a similar methodology or compared to vehicle operating licences for similar buildings/operations.
- 4.10 It is the responsibility of the developer to provide evidence that adequate facilities are provided on site for the proposed use, including cycle parking, changing and storage facilities. Due regard should be paid to unique characteristics of each land use. This may include providing details of the proposed operation of the site once in use such as whether the site will need to store vehicles not in use or on layover periods, the frequency of vehicles visiting the site for deliveries or the type and size of vehicles using the site.
- 4.11 It should be considered, that the staff and visitor ratio of each land use is likely to be distinct to their appropriate class and may change over the life of the building, particularly when occupied by another business. For instance there are land uses such as retail uses (class A1 - A5), health centres / leisure uses (class D1 - D2) and Hospitals (class C2) that will generally have two user groups accessing those types of developments, staff / employees and customers / patients. Conversely there are land use types (such as employment uses, class B1 - B8) will generally only be accessed by staff / employees with occasional visitors.
- 4.12 In addition the following should be taken into account:
- The volume of staff/visitor parking should be demonstrated through survey or business data to ascertain the peak parking periods and demand;
 - The geographically location of the site along with the levels of accessibility for non-car mode users; and
 - Local mode share data, baseline or forecast mode shares detailed in supporting travel plans.

¹¹ National Planning Policy Framework 2018 – Paragraph 105

5. Guidance Levels of Parking Provision at Non-residential developments

- 5.1 Table 4 sets out the overall vehicular and cycle parking standards by land use. Whilst the requirements were based on maximum standards for car parking and minimum cycle parking standards in 2003, they should now be used as a guide for developers and justified on the above criteria through a site-specific assessment.

Table 4 - Vehicular and Cycle Parking Provision in Non-Residential Developments

Use Class	Vehicular	Cycle
A1 Shops	1 space per 14sqm	1 space per 100sqm for staff and 1 space per 100sqm for customers
A2 Financial and Professional Services	1 space per 30sqm	space per 100sqm for staff and 1 space per 200sqm for customers
A3 Restaurant and Café	1 space per 5sqm of public area and 2 spaces per bar (or 5m length of bar for large bars) for staff parking to be clearly designated	1 space per 4 staff and 1 space per 25sqm for customers
A4 Drinking Establishments	As A3 although not defined in 2003 Standards	As A3
A5 Hot Food Takeaways	As A3 although not defined in 2003 Standards	As A3
B1 Business	1 space per 30sqm 500sqm in less accessible areas	1 space per 150sqm for staff and 1 space per 500sqm for visitors
B2 General Industrial	1 space per 40sqm	1 space per 200sqm for staff and 1 space per 500sqm for visitors
B8 Storage	1 space per 100sqm	1 space per 500sqm for staff and 1 space per 1000sqm for visitors
D1 Non-Residential Institutions	Site specific assessment based on travel plan and needs	Site specific assessment based on travel plan and needs

D2 Assembly & Leisure	<p>As these are D2 uses, those standards should be applied (Part A)</p> <p>1 space per 22sqm for large scale places of assembly serving more than a local catchment 1 space per 15sqm.</p>	1 space per 4 staff plus visitor / customer cycle parking
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6. Guidance for Parking Capacity Surveys

- 6.1 This guidance is intended to assist developers and their consultants when considering the parking implications of new development and when preparing transport statements and assessments. The guidance seeks to ensure that parking capacity surveys are robust and that information is of a consistent standard, therefore providing a reliable basis for decision-making.
- 6.2 Parking capacity surveys should seek to satisfy the criteria outlined in this guidance and should be agreed with the County Council at the scoping stage for transport statements and assessments. In line with principle A above, surveys are expected to be carried out only when it is reasonably expected that parking will take place on existing streets, and should follow calculation of the expected levels of vehicle ownership and consideration of how this parking can be provided. Surveys are expected to be reported in the form of a short summary report which may form part of a transport statement or assessment.
- 6.3 The geographical area which should be surveyed (survey area) should be proportionate to the impact of the development – determined as the number of vehicles that are expected to park on-street in the surrounding area. The survey area should include sufficient available space to accommodate the number of vehicles expected to be owned by residents of the site and their visitors. This can be determined using the West Sussex County Council Residential Parking Demand Calculator.
- 6.4 The survey area is expected to centre on the development site and should include areas most likely to be used for parking by those living in, or visiting the site, and will therefore need to have regard to site access arrangements.
- 6.5 Parking capacity surveys should be carried out when usage of available parking space is at its greatest (i.e. peak time) in the survey area. This may include early morning surveys to assess the amount of overnight parking in the area. The duration of the survey will be dependent on the likely impact of the development and whether or not there are existing pressures on parking space in the area. A development which is likely to have a large impact on on-street parking in an area where available space is already well used or insufficient to meet existing demands, would be expected to carry out an extensive survey throughout the day.

- 6.6 A parking capacity survey should take the form of a beat survey (or similar alternative) where an enumerator walks a planned route at regular intervals recording registration plate details of the parked vehicles. The enumerator should record sufficient information to provide the following information in a summary report:
- The rate of turnover of vehicles on each street expressed as a number of vehicles leaving/arriving per hour;
 - The number of vehicles parked on each street; and
 - An estimate of the parking capacity of each street and a brief explanation of how this was calculated.
- 6.7 If the development is located within a Controlled Parking Zone, the summary report should also provide details of the existing resident permit take-up and/or any waiting lists. This information can be obtained from the West Sussex County Council Parking Strategy Team on 01243 642105.
- 6.8 A summary report of parking capacity surveys should be accompanied by:
- A map displaying the geographical area surveyed at a suitable scale for interpretation
 - Details of the dates and times of day when survey(s) were undertaken
 - Details of parking restrictions (Traffic Regulation Orders) which apply in the survey area which are available by using the following link or copying the URL into an internet browser:
<http://www.westsussex.gov.uk/apps/tro/>

Table 5: Example Car Parking Capacity Survey – Summary Report

Date	9 th August 2017				
Location (street name)	Start time of survey	Rate of turnover of vehicles (veh/hr)	Number of vehicles parked on street	Estimated parking capacity of street (details of calculation provided below)	Details of existing parking restrictions (TROs)
Astreet Close	07:00	1	5	5	Link to website
Astreet Close	07:30	1	5	5	Link to website
Astreet Close	08:00	3	3	5	Link to website

Astreet Close	08:30	2	4	5	Link to website
Astreet Close	09:00	1	3	5	Link to website
Astreet Close	09:30	1	3	5	Link to website

Details of parking capacity calculation:

Length of available parking area (24m) / Length of vehicle (4.8m) = 5 vehicles

DRAFT

DRAFT

Appendix A

**Regional Parking Zone Allocation Adur District
C-1**

**Regional Parking Zone Allocation Arun District
C-2**

**Regional Parking Zone Allocation Chichester
District C-3**

**Regional Parking Zone Allocation Crawley
Borough C-4**

**Regional Parking Zone Allocation Horsham
District C-5**

Regional Parking Zone Allocation Mid-Sussex

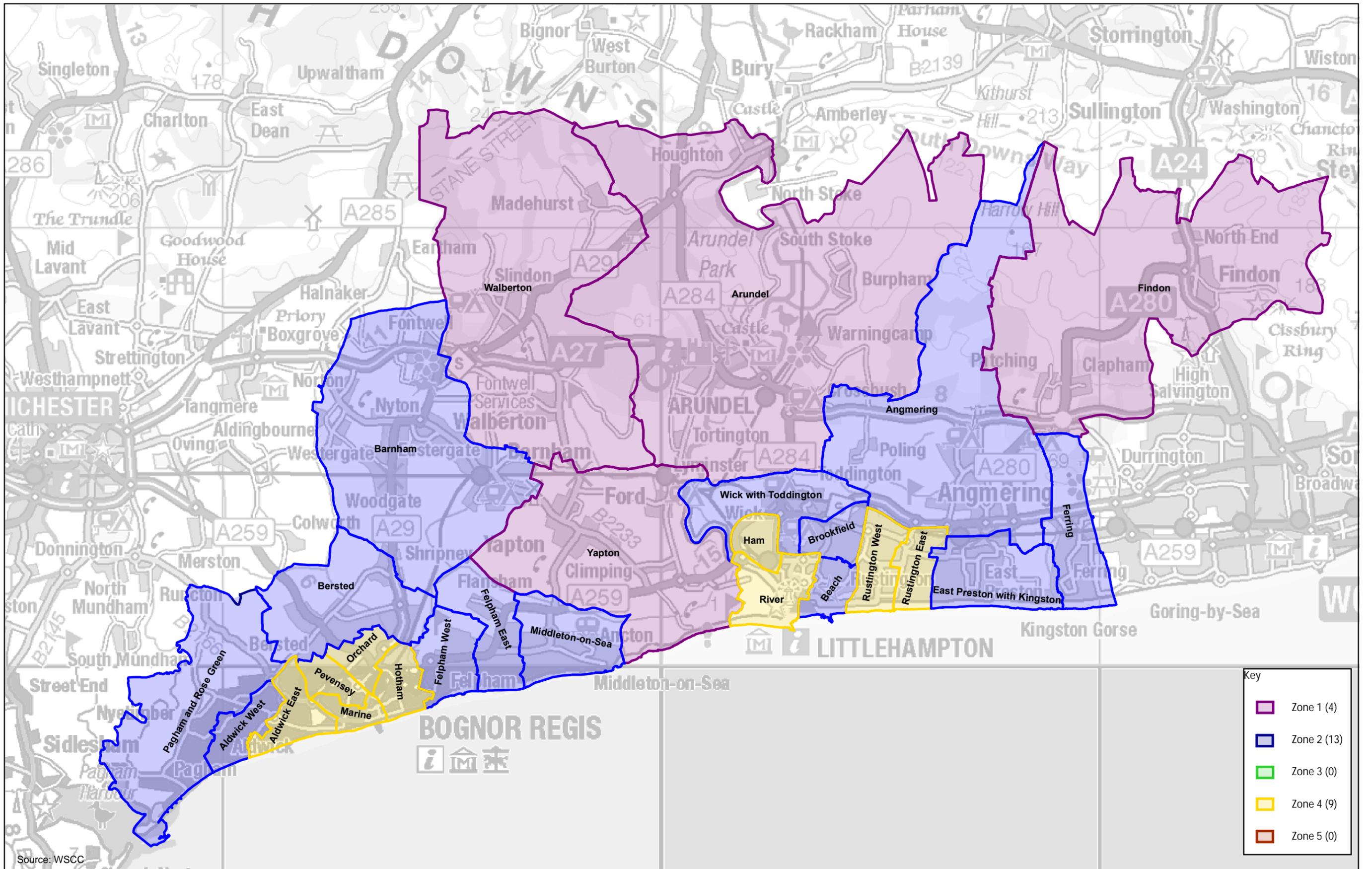
District C-6

Regional Parking Zone Allocation Worthing Borough C-7

Appendix B – Non Residential Parking Standards 2003 SPD AND Contributions methodology

Appendix C – Electric Vehicle space allocations

Year	% Growth Index	% Number of EV Spaces
2018	0	20
2019	4	24
2020	8	28
2021	13	33
2022	17	37
2023	21	41
2024	25	45
2025	29	49
2026	33	53
2027	38	58
2028	42	62
2029	46	66
2030	50	70



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Regional Parking Zone Allocation. Arun District. Appendix C-2

WSP 1:80,000

