



Guildford Development Framework
Vehicle Parking Standards
Supplementary Planning Document

Sept
2006




GUILDFORD
BOROUGH

Vehicle Parking Standards Supplementary Planning Document

CONTENTS

Introduction	Page 3
Design and layout of car parking	Page 4
Residential Parking	Page 6
Parking for Disabled People	Page 8
Motorcycle Parking	Page 8
Lorry Parking	Page 8
Cycle Parking	Page 8
Monitoring and Review	Page 9
Appendix 1 - Full Parking Standards	Page 10
References	Page 18
Useful Contacts	Page 19
Appendix 2 - Town Centre Parking Boundary Map	A3 Foldout at back of SPD

Status

This document is the Vehicle Parking Standards Supplementary Planning Document (SPD). This SPD is supplementary to policies G1 (1) Parking Provision and Policy M1 Parking Provision of the Guildford Borough Local Plan 2003.

This SPD will be a material consideration in the determination of planning applications. The SPD replaces Appendix 1 Parking Standards of the Guildford Borough Local Plan 2003.

This document has been prepared within the context of national planning policy and other relevant guidance available, in the period leading up to the adoption in 2006.

Sustainability Appraisal

In accordance with current EU and government guidance on the subject, this SPD has been subject to appropriate Sustainability Appraisal (SA) during its preparation and to thorough consultation. Whilst screening to consider the extent of the SPD's environmental effects it was concluded that a full Strategic Environmental Assessment (SEA) was not required, it is noted that the SA in any event involves a full consideration of environmental effects as of the key sustainable development principles.

Statement of Public Consultation

The Supplementary Planning Document has been the subject of wide public consultation, in accordance with the Council's Statement of Community Involvement, which at the time of writing has been Submitted to the Secretary of State.

A public consultation exercise was carried out on the draft Vehicle Parking Standards SPD over a six week period between 21 April and 2 June 2006 allowing comments in the form of a questionnaire or letter to be received. This was a joint consultation with the draft Infrastructure SPD. Copies of the draft SPD and questionnaires for comments were made available to a wide range of organisations including the specific consultation bodies, residents associations, amenity groups, transport groups and other interested bodies. Copies were made available for inspection and could be picked up free of charge from the Planning Helpdesk at the Council Offices and copies were available at public libraries throughout the Borough. An informative exhibition about the draft Infrastructure and Vehicle Parking Standards SPD was located at the main reception of Guildford Borough Council's Millmead office.

The draft Vehicle Parking Standards SPD could be viewed on the Council's website, a questionnaire relating to the draft document could be filled in electronically and returned via email. A notice was placed in the Surrey Advertiser newspaper advertising that people could make comments on the draft SPD.

During the consultation exercise 28 responses were received. The comments received were evaluated and the SPD amended as appropriate.

These amendments were considered at the Council's Environment Scrutiny Committee on 4 September 2006 and were subsequently formally adopted by the Executive on 7 September 2006.

Full details of the representations made to the Council, together with the Council's response can be obtained on request by contacting the Planning Policy Team on 01483 444 662.

Guildford Borough Council Website

The SPD and a range of other policy and guidance documents forming part of the Guildford Development Framework (GDF) can be found on the Council's website, at **www.guildford.gov.uk** on the 'Planning Policy' pages, including the latest version of the GDF Newsletter.

Introduction

The adoption of maximum parking standards is consistent with national, regional and local planning guidance as it is perceived as one of the most important travel demand tools available to local authorities for influencing the use of the car. It is now generally accepted that the availability of car parking has a major influence on the choice of transport. Some studies suggest that levels of parking can be more significant than levels of public transport provision in determining means of travel even for locations well served by public transport.

This Supplementary Planning Document (SPD) is intended to support the policies in the Guildford Borough Local Plan 2003. This SPD does not stand alone and reference should be made to other documents referred to in the text, in particular to the adopted Guildford Borough Local Plan 2003 and to the other emerging documents of the Guildford Development Framework.

This SPD is only concerned with parking standards. The Guildford Parking Strategy 2003 deals with matters relating to park and ride, parking enforcement, parking charges, controlled parking zones and residents parking.

This SPD only updates certain parking standards the main areas of change are listed below:

- A1 shops, food retail greater than 2,500 sq m
- A3 food and drink
- A4 drinking establishments
- A5 hot food takeaway
- B1 business
- B2 general industrial
- C3 the residential parking standard both inside and outside Guildford town centre

The standards have been updated as they were not in line with current County or government guidance, the full list of parking standards can be found in Appendix 1.

Design and Layout of Car Parking ---

In assessing development proposals, the Council will expect not only the parking standards and qualifying notes to be followed, but that in layout and design terms parking areas complement the development and the locality within which it is situated by appropriate use of landscaping and surfacing and kerbing materials. Principles for dealing with car parking within layout design are set out in 'Surrey Design – A Strategic Guide for Quality Built Environments' produced in 2002 by the Surrey Local Government Association.

'It is important that the design of parking spaces meets safety standards, therefore the following should be take into account: adequate space for access, sight lines, turning and manoeuvring must be provided in addition to the required parking spaces. The latter must not be used for any purposes other than parking.'

Design geometry of car parks 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). 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.)

The minimum dimensions of a car parking space are 2.4 metres by 4.8 metres - the long dimensions should be extended to 6 metres where the space is entered from the side. A lorry space should be 15 metres by 3.33 metres.

The level of parking to be provided for a new development or changes of use is set out fully in Appendix 1: Schedule of Parking Standards, the most commonly used aspects are set out in the following sections.

Design of new parking spaces should take into account the principles of flood avoidance, set out at Section 6 'Water' of the Sustainable Development and Construction SPD. Where feasible, Sustainable Urban Drainage (SUDs) will be an important feature of larger car parking areas.

Other considerations will include proximity to and impact upon sensitive natural environments (e.g. Sites of Special Scientific Interest, Special Protection Areas), flood risk and archaeology. Within these areas, new car parking should be designed to be sympathetic to the sensitive environment, avoid an increase to the risk of flooding, or damage to an area of archaeological significance.

Shared Use of Parking Spaces

In schemes where there is a mixture of uses and these uses will be occupied at different times the Council may accept a reduced standard. The Council will also encourage the flexible use of parking spaces. For example during non-office hours, the office parking being used by nearby residential occupants or other users.

Underground Parking

In certain situations underground car parking may be desirable so long as it is appropriate in terms of the character and locality in which it is situated, and it does not detrimentally affect the amenities of neighbouring occupiers.

Residential Parking

The Council's residential parking standards will be applied to all forms of residential development, including new dwellings, conversions, and subdivision of plots.

In all instances, the same residential standard will apply across the Borough for both affordable and market housing. In the schemes that involve both affordable and market housing on the same site, the Borough Council will expect the same level of parking provision for both forms of housing.

It is considered that the maximum residential standard should be applied to development proposals above a threshold of fifteen dwellings or more, given the public transport accessibility, high car ownership and residential characteristics of the Borough. Below the fifteen dwelling threshold the standard would be advisory, although for such developments, applicants will be expected to demonstrate that there will be no adverse impact on the surrounding area. The Council is particularly concerned about small scale residential developments and will consider the impact of such schemes carefully to ensure that there is adequate parking provision because of the potential cumulative impact on on-street parking (the full residential parking standards are set out in Appendix 1).

The capacity of the road system and the availability of alternative modes of transport to the private car vary considerably throughout the Borough, so that uniform parking levels are not appropriate. Therefore two different parking standards have been created one for residential development within the Guildford town centre parking boundary (town centre parking boundary is shown in Appendix 2) and residential development outside the town centre parking boundary. The two areas are distinct from the parking zones utilised for the parking permit system. Consideration of the application of the Controlled Parking Zone across Guildford town centre would be a matter for the Guildford Local Committee. The Committee has responsibility for transport matters, it is led by Surrey County Council and Guildford Borough Council is invited onto the Committee.

The Council is concerned about the cumulative impact of small residential schemes on the on-street and off-street parking arrangements particularly within the Guildford town centre parking boundary (see Appendix 2).

The standards are the maximum which will be allowed, in appropriate circumstances a lower provision may be acceptable. In determining the standard for a proposed residential development regard will be made to the location and adequacy of public transport alternatives to the car, the potential impact on on-street parking, and congestion in the surrounding locality and town centre as a whole. Also, regard will be given to whether a green travel plan has been prepared including sustainable alternative measures such as car clubs.

Residential car parking spaces should be assigned. However, for schemes where there is less than one space per unit it would be a matter for negotiation to agree if spaces are either assigned or unassigned.

Assigned parking spaces are those dedicated for a specific dwelling, which are within its curtilage or adjacent to it, or within a very short walking distance of its boundaries. Spaces, which can be used communally, are treated as unassigned.

All unassigned parking spaces must be capable of being utilised without obstruction by other spaces. They must be conveniently situated and located in close proximity (normally no more than 15 metres) to the main entrance doors of the dwellings to which they are related, and should be provided in small groups with appropriate landscaping. Unassigned parking should not normally be provided within 5 metres of a habitable room window of any dwelling.

For dwellings with direct access onto a classified road, space should be provided on site for the turning of a car.

A minimum separation distance of two metres, which includes some landscaping, will be required between the front building line of any dwelling or other elevation with a window to a habitable room, and the footway or shared carriageway surface.

Parking spaces should be located at the front or side of dwellings and will only be accepted at the rear of new or existing dwellings if:

- i) a satisfactory buffer of garden and/or landscaping is provided between any parking space or garage, including the associated access, and the adjoining residential property.
- ii) a garden area of suitable size is maintained.
- iii) there is no adverse impact in terms of visual intrusion, loss of privacy or through high activity levels.

In assessing parking provision, the Council will not only expect the requirements of the standards and qualifying notes to be met but that any scheme is also appropriate in terms of the character of the locality in which it is situated. Landscaping of parking areas and appropriate surfacing materials should be used to complement any scheme as a whole.

Reference should also be made to the Borough Council's Residential Design Guide SPG 2004 prior to the submission of planning applications. In particular, paragraph 5.73 of the Residential Design Guide, which states, 'Parking should not dominate the front garden areas, the street or impede pedestrians.'

Parking spaces should be located so that they are more convenient to use than the nearest public highway so as to ensure parking on the public highway is not encouraged.

Parking for Disabled People

There is a section regarding the design, layout and number of parking spaces required for disabled people included in the full list of Parking Standards in Appendix 1.

Motorcycle Parking

Although not specifically referred to in the parking standards, developers will be encouraged to make appropriate provision for motorcycle parking.

Lorry Parking

For lorry parking, where alternative modes of travel are not generally available, defined parking standards should normally be met. Where no standard is defined, provision must be made and justification produced to demonstrate the acceptability of the level chosen.

Cycle Parking

The Guildford Joint Cycling Strategy 2004-05 has been produced in partnership between Guildford Borough Council and Surrey County Council, it is part of the Local Transport Plan. The Cycling Strategy is reviewed every two years, an updated Cycling Strategy is likely to be adopted in late 2006.

The aim of the Guildford Joint Cycling Strategy is to increase cycle use and to promote the benefits of cycling in Guildford Borough.

One of the four objectives of the strategy is:

Objective 2 – Parking

To improve the quantity, quality and security of cycle parking facilities in the Borough, both public and private.

It is recommended that cycle parking should normally take the form of 'Sheffield stands'.

Stands should be sited in a secure location within 20 metres of the premises which they serve. Where appropriate separate provision should be made for employees and visitors to the development. Where five or more stands are provided the stands should be lit at night, be secure, and be appropriately signed. Convenient changing facilities should normally be provided within the development. Convenient changing facilities will usually include the provision of showers.

An example of a 'Sheffield stand' used for cycle storage.



The Council's preference is that if there is sufficient space within the residential curtilage for storage of cycles (such as shed or garage), there should not be a need for an additional area designated for cycle storage. If an additional building or cycle storage area could not be provided on site, the Council's preference is for this to be designed within the main building.

In shopping areas a contribution towards the cost of communal cycle parking provision may, in appropriate circumstances, be acceptable as an alternative to parking within the development.

Monitoring and Review

It is intended that this SPD will be reviewed on a regular basis to assess whether amendments need to be made. Monitoring of planning applications through the Development Control process will be used, so that the standards can be subject to review and revisions over time. This SPD will also be updated to reflect changes in government guidance concerning parking standards.

Appendix 1

Guildford Borough Parking Standards

Interpreting the standards

Where it is clear that the land use(s) proposed do not fall into any of the categories for which standards have been prepared, the requirements should be discussed at an early stage with the Borough Council.

Parking standards define the normal maximum requirements for car parking spaces and only in special circumstances, at the discretion of the planning authority, may they be exceeded.

Within Guildford Town Centre as identified in the Map attached at Appendix 2 of the SPD or the Proposals Map of the Guildford Local Plan 2003, parking levels will normally be restricted to between 0-25% of the adopted standards. Apart from residential development where a maximum standard of 1 parking space per unit will be applied for one and two bedroom dwellings and two spaces for three or more bedroom units.

This is due to the high level of public transport accessibility within the town centre. It is more appropriate for developers to provide improvements to public transport, walking and cycling instead of on-site parking.

All standards relate to gross floor area and are maxima unless otherwise stated.

A1 SHOPS	
Use	Standard
Food or non-food retail (up to 500m ²) small parades of shops serving the local community .	1 car space per 30m ²
Food or non-food retail (between 500m ² and 1,000m ²)	1 car space per 25m ² 1 lorry space per 500m ²
Food retail (greater than 1,000m ²)	1 car space per 14m ² and 1 lorry space per 500m ² For stores greater than 2,500m ² 1 lorry space or goods bay per 750m ² For stores greater than 5,000 m ² 1 lorry space or goods bay per 1000m ²
Open Air Markets	6 car park spaces per vendor
DIY store without garden centre	1 car space per 25m ² open and covered display area plus 1 lorry space per 500m ²
Garden Centres	1 car space per 25m ² plus 1 lorry space per 500m ²
Retail Parks	1 car space per 25m ² plus 1 lorry space per 500m ²
Other Uses	1 car space per 25m ² plus 1 lorry space per 500m ²
Plus for all A1 uses a minimum of 1 cycle space per 500m ²	

A2 FINANCIAL AND PROFESSIONAL SERVICES	
Use	Standard
Banks, building societies, estate agents, betting shops	1 car space per 30m ² and other agencies
Plus for all A2 uses a minimum of 1 cycle space per 500m ²	

A3 RESTAURANTS AND CAFES	
Use	Standard
Restaurants and cafes for consumption on the premises	1 car parking space per 6m ²
Plus for all A3 uses a minimum of 1 cycle space per 140m ²	

A4 DRINKING ESTABLISHMENTS	
Use	Standard
Public House, Wine Bar or other drinking establishment	1 car parking space per 6m ²
Plus for all A4 uses a minimum of 1 cycle space per 140 m ²	

A5 HOT FOOD TAKEAWAY	
Use	Standard
Takeaway outlets for consumption off the premises	1 car parking space per 6m ²
Plus for all A5 uses a minimum of 1 cycle space per 140 m ²	

B1 BUSINESS USE	
Use	Standard
Offices	1 car space per 30m ²
Business Parks	1 car space per 30m ²
Light Industrial, high technology, science parks and research parks	1 car space per 30m ²
Plus for all B1 uses a minimum of 1 cycle space per 700 m ²	

B2 GENERAL INDUSTRIAL	
Use	Standard
General industrial use	1 car space per 30m ²
Plus for all B2 uses a minimum of 1 cycle space per 850 m ²	

B8 STORAGE AND DISTRIBUTION	
Use	Standard
Warehouse – storage	1 car space per 100m ² plus 1 lorry space per 200m ²
Warehouse – distribution	1 car space per 70m ² plus 1 lorry space per 200m ²
Cash and Carry	1 car space per 30m ² plus 1 lorry space per 200m ²
Plus for all B8 uses a minimum of 1 cycle space per 850 m ²	

C1 HOTELS AND HOSTELS	
Use	Standard
Hotel and motel bars, restaurants and function rooms that are not open	1.5. car spaces per bedroom (may be reduced to 1 car space per bedroom if other facilities such as bars, restaurants and function rooms are not open to non-residents) plus 1 coach space per 100 bedrooms. A lower standard will be expected where a hotel is close to Heathrow or Gatwick Airport and is designed to cater for air passengers without private cars.
Residential Hotels	1 car space per 3 residents

C2 RESIDENTIAL INSTITUTIONS	
Use	Standard
Old People's Home	1 car space per 5 residents
Hospital	1 car space per 4 staff plus 1 car space per 3 daily visitors
Plus a minimum of 1 cycle space per 700m ²	
Student Hostel	1 car space per 5 students plus 1 car space per 3 daily visitors Plus 1 car space per member of staff
Plus a minimum of 1 cycle space per 100m ²	
Nursing Homes	1 car space per 2 residents
Residential Schools	1 car space per 2 members of staff

C3 DWELLING HOUSES OUTSIDE OF GUILDFORD TOWN CENTRE

Use	Standard
Studio Apartments per unit	1 car space*
1 bedroom per unit	1 car space*
2 bedrooms per unit	1.5 spaces*
3 or more bedroom unit	2 car spaces*
Plus for all developments a minimum of 1 cycle space per unit	
Elderly (sheltered)	0.5 spaces per unit*

Parking provision for warden accommodation in sheltered housing schemes should be in accordance with the standard for a dwelling with the appropriate number of bedrooms.

* The preference is for assigned parking spaces within the curtilage of the site. However, for schemes where there is less than one space per unit it would be a matter for negotiation to agree if spaces are either assigned or unassigned.

The maximum residential standard should be applied to development proposals above a threshold of fifteen dwellings or more, given the public transport accessibility, high car ownership and residential characteristics of the Borough. Below the fifteen dwelling threshold the standard would be advisory, although for such developments, applicants will be expected to demonstrate that there will be no adverse impact on the surrounding area. The Council is particularly concerned about small scale residential developments and will consider the impact of such schemes carefully to ensure that there is adequate parking provision because of the potential cumulative impact on on-street parking. This approach would enable the Borough Council to apply the standards so that in residential areas where there are large houses set in extensive grounds a double garage may be permitted.

The standards are the maximum which will be allowed, in appropriate circumstances a lower provision may be acceptable. In determining the standard for a proposed residential development regard will be made to the location and adequacy of public transport alternatives to the car, the potential impact on on-street parking, and whether a green travel plan has been prepared including sustainable alternative measures such as car clubs.

Parking provision should be determined for a residential development and the total rounded up to the nearest whole space.

Guidance in respect of the design and layout of parking can be found in 'Surrey Design – A Strategic Guide for Quality Built Environments' – Jan 2002.

C3 DWELLING HOUSES INSIDE THE GUILDFORD TOWN CENTRE BOUNDARY

Use	Standard
Studio Apartments per unit	1 car space*
1 bedroom per unit	1 car space*
2 bedrooms per unit	1 spaces*
3 or more bedroom unit	2 car spaces*
Plus for all developments a minimum of 1 cycle space per unit	
Elderly (sheltered)	0.5 spaces per unit*

Parking provision for warden accommodation in sheltered housing schemes should be in accordance with the standard for a dwelling with the appropriate number of bedrooms.

* The preference is for assigned parking spaces within the curtilage of the site. However, for schemes where there is less than one space per unit it would be a matter for negotiation to agree if spaces are either assigned or unassigned.

The maximum residential standard should be applied to development proposals above a threshold of fifteen dwellings or more, given the public transport accessibility, high car ownership and residential characteristics of the Borough. Below the fifteen dwelling threshold the standard would be advisory, although for such developments, applicants will be expected to demonstrate that there will be no adverse impact on the surrounding area. The Council is particularly concerned about small scale residential developments and will consider the impact of such schemes carefully to ensure that there is adequate parking provision because of the potential cumulative impact on on-street parking.

Within the Guildford town centre boundary the parking standard is a maximum of one car parking space per unit, for one and two bedroom units and two spaces for three or more bedroomed units.

The standards are the maximum which will be allowed, in appropriate circumstances a lower provision may be acceptable. In determining the standard for a proposed residential development regard will be made to the location and adequacy of public transport alternatives to the car, the potential impact on on-street parking, and congestion in the surrounding locality and town centre as a whole. Also, regard will be given to whether a green travel plan has been prepared including sustainable alternative measures such as car clubs.

The extent of the town centre boundary is shown as a map in Appendix 2 at the back of this document. Parking provision should be determined for a residential development and the total rounded up to the nearest whole space.

Guidance in respect of the design and layout of parking can be found in 'Surrey Design – A Strategic Guide for Quality Built Environments' – Jan 2002.

D1 NON-RESIDENTIAL INSTITUTIONS

Use	Standard
Day nurseries/crèches	0.75 car spaces per member of staff plus 0.2 spaces per child
Doctors' practices	1 car space per doctor, 1 car space per ancillary staff, 2 spaces per consulting room
Dentists' practices	3 car spaces per consulting room
Veterinary Practices	4 car spaces per consulting room
Plus for a health centres and surgeries a minimum of 1 cycle space per 350m ²	
Libraries, museums and art galleries	1 car space per 30m ²
Public Halls licensed for entertainment. Unlicensed youth and community centres and Scout Huts etc.	1 car space per 3 persons or 3 seats or per 20m ²
Places of Worship	1 car space per 10 seats (Where it is likely that the congregation will be drawn from a wide area, additional spaces may be required).

SCHOOLS AND COLLEGES

New Schools or those where expansion is proposed will be requested to develop and monitor School Transport and Development Plans' with the assistance of Surrey County Council.

Car parking: only operational requirements should be provided, including allowance for staff car parking, together with an overflow parking on hard play areas for community uses. Pupil parking should not be provided as this encourages car usage (except in existing sites where any further on-street parking will reduce highway safety or emergency access). Drop off/pick up 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 emergency access). However, all other measures to discourage parking will be considered first and could include car sharing, staggered opening and closing times, parking restrictions, etc.

A parking management plan should be prepared and submitted as an integral part of any planning application.

Coach/Bus Parking: on all new school sites where it is likely that pupils 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. Where appropriate, bus stops, bays, bus borders, seating and shelters shall be provided on the highway by the applicant.

Cycling: provision of cycle parking will be a condition of any new or expanded Secondary School, but may be inappropriate for Primary Schools due to pupil age (except for staff); this would depend on the site location and local safe cycle routes. Wherever possible, improvements to cycle routes/safety measures should be sought by the applicant.

Generally provision for cycle parking should be to the following minimum standards:

Use	Standard
Primary Schools	1 space per 10 staff
Secondary Schools	1 space per 10 staff and pupils
Universities and Colleges	1 space per 8 staff and students

D2 ASSEMBLY AND LEISURE

The following standards are applicable to the normal use of premises. Where special uses are intended or special circumstances apply, additional parking spaces may be required.

Use	Standard
Theatres, cinemas, bingo clubs, dance halls and clubs	1 car space per 5 persons as licensed (1 car space per 3 persons if less than 1,000m ²)
Plus a minimum of 1 cycle space per 450m ²	
Conference Centres	1 car space per 5 seats (1 car space per 3 seats if less than 1000m ²)
Exhibition halls	1 car space per 15 seats
Multi-activity health clubs or leisure centre	Individual assessment
Tennis and Badminton Clubs	4 car spaces per court
Squash Clubs	2 car spaces per court
Plus for all indoor leisure and sports centres a minimum of 1 cycle space per 300m ²	
Marinas and Water Sports	3 car spaces per hectare of water area
Field Sports Clubs	1 car space per 2 playing participants
Golf Clubs and driving ranges	1 car space per 0.3 holes or per driving bay
Equestrian Centres	1 car space per stable
Other Uses:	
Pick your own (PYO) fruit farms	9 spaces per hectare of PYO farm land
Vehicle Repair, garage and spares stores	1 car space per 20m ²
Car sales establishments	1 car space per 50m ² car display area
Exhaust and tyre centres	1 car space per 0.3-0.5 bays
Mixed Uses – town centres	Individual Assessment
Mixed Uses – out of town	Individual Assessment

PARKING FOR DISABLED DRIVERS

General advice is included in 'Parking for Disabled People' and 'PPG13 Good Practice Guide', both published by the Department for the Environment, Transport and the Regions (DETR). Detailed advice on the preferred location and dimensions for disabled parking bays is included in 'Surrey Design – A Strategic Guide for Quality Built Environments' – Jan 2002 published by Surrey County Council. Regard should also be had to advice published in 'Reducing Mobility Handicaps' by the Institution of Highways and Transportation.

For non-residential developments, 5% of parking spaces should be allocated for disabled persons. In areas of high parking restraint this may not give sufficient spaces, hence a minimum standard of one space per 750m² should be provided in zone types 1 and 2. In all cases, parking for the disabled should be sufficient to meet demand.

Car parking spaces for people with disabilities should be larger than usual to enable a wheelchair to be transferred easily to and from a car, and thus should have minimum dimensions of 5.0m x 3.6m. They 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.

CYCLE PARKING

In addition to the standards for the above uses, the following minimum standards should also be applied:

Use	Standard
Schools:	
Primary Schools	1 space per 10 staff
Secondary Schools	1 space per 10 staff and pupils
Universities and Colleges	1 space per 8 staff and students
Transport:	
Rail Stations	5 cycle spaces per peak period train
Bus Stations	2 cycle spaces per 100 peak period passengers

The following guidelines should also be noted:

- a) At least one 'Sheffield' type parking stand should be provided per 20 car parking spaces, subject to a minimum of 2 stands being provided. See picture on page 9.
- b) Stands should be located within 20 metres of the access to the premises they serve.
- c) Stands provided in a group should be undercover, lit, secure and adequately signed.
- d) Cycle parking may be waived for developments of less than 25m² gross floor area (GFA) if adequate provision is available within 20 metres of the building access.
- e) Cycle parking is not required for petrol filling stations, motor vehicle service facilities and transport cafes.

GREEN TRAVEL PLANS

To be read in conjunction with Policy G13 'Green Travel Plans' from the Local Plan 2003 and reflects guidance issued in PPG 13 Transport Annex D. Thresholds from and above which standard applies for major developments comprising jobs, shopping, leisure and services:

Use	Standard
Food Retail	1,000m ²
Non Food Retail	1,000m ²
Cinemas and Conference Facilities	1,000m ²
D2 (other than cinemas, conference facilities and stadiums)	1,000m ²
B1 including Office	2,500m ²
Higher and Further Education	2,500m ²
Stadia	1,500 seats

References

- The revised Planning Policy Guidance (PPG) 13 Transport 2001
- Department Environment Transport & Regions
- Planning Policy Guidance (PPG) 3 Housing 2000
- Department Environment Transport & Regions
- Regional Planning Guidance 9 (RPG 9) for the South East March 2001 South East England Regional Assembly. Note that the Regional Transport Strategy represents a replacement of the transport chapter of RPG 9, published July 2004.
- A Parking Strategy for Surrey March 2003 - Surrey County Council
- Surrey Design – A Strategic Guide for Quality Built Environments (2002)
Surrey Local Government Association.
- Surrey Local Transport Plan 2nd Edition 2006/07 – 2010/11 Surrey County Council
- Guildford Parking Strategy 2003 - Guildford Borough Council
- Guildford Joint Cycling Strategy 2004-2005 - Guildford Borough Council
- Guildford Joint Walking Strategy - Guildford Borough Council 2004

Useful Contacts

For further information regarding this document or interpretation of Parking Standards please contact the Planning Policy Team:

e-mail: planningpolicy@guildford.gov.uk

tel: 01483 444662

Alternatively write to:

Planning Policy
Environmental Policy and Design Services
Guildford Borough Council, Millmead
Guildford, Surrey
GU2 4BB

For enquiries relating to planning applications get in touch with Planning Development Services:

Tim Dawes - Principal Planning Officer, East Team

e-mail: tim.dawes@guildford.gov.uk

tel: 01483 444 650

Joanna Bell - Principal Planning Officer, West Team

e-mail: joanna.bell@guildford.gov.uk

tel: 01483 444 651

David Barton - Principal Planning Officer, Major Projects

e-mail: dave.barton@guildford.gov.uk

tel: 01483 444 630

For Public transport, walking and cycling:

Tim Pilsbury - Transportation Projects Manager at Guildford Borough Council

e-mail: tim.pilsbury@guildford.gov.uk or travel@guildford.gov.uk

tel: 01483 444521

If you have any general questions about parking permits or parking penalty notices, please phone 01483 444531. The Guildford Borough parking office is located on Laundry Road in Guildford:

Bedford Road multi-storey car park
Level 2, Laundry Road
Guildford, Surrey
GU1 4PX

The parking office is open Monday to Friday from 8.30am to 5.30pm.

For Green Travel Plans please contact the Safer and Smarter Travel Team in the Environment and Regulation Service at Surrey County Council:

Safer & Smarter Travel Team
Environment & Regulation Service
Surrey County Council
County Hall
Penrhyn Road
Kingston Upon Thames
KT1 2DY

Alternatively, contact Fiona Booth at Guildford Borough Council
tel: 01483 444509
e-mail: fiona.booth@guildford.gov.uk

For further information regarding the Surrey Local Transport Plan contact:

Transportation Team
Policy and Development Service
Surrey County Council
Room 412
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DY



Guildford Borough Council
Millmead House
Guildford
Surrey, GU2 4BB

Planning Policy, Environmental Policy & Design
telephone (01483) 444662
www.guildford.gov.uk