



Stevenage Borough Council

**Parking Provision and Sustainable
Transport SPD**

Adopted 2020

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1 Introduction

Purpose of the document

- 1.1** The Parking Provision and Sustainable Transport Supplementary Planning Document (SPD) has been produced to supplement policies SP6, IT5, and IT8 of the Stevenage Local Plan (adopted 2019). Upon adoption, it replaced the Stevenage Borough Council Parking Provision SPD (adopted 2012).
- 1.2** The purpose of this document is to explain the Council's proposed approach to parking provision within new developments. Its intention is to provide clear guidance and certainty for developers and communities. As well as guidance on traditional aspects of parking, the SPD also provides guidance on related issues not covered in the previous Parking Provision SPD with the aim of promoting sustainable modes of transport.
- 1.3** Standards are put forward for the quantity of car parking, cycle parking, and disabled parking at all new developments. The document also provides guidance on the layout and design of these. Requirements for the provision of charging infrastructure are given to help ensure the expected rise in electric vehicle-use is realised and support is given for the implementation and installation of a cycle hire scheme and cycling hubs in line with the Council's promotion of cycling. The use of public transport is also covered by this document with references to bus priority measures and the potential for a park and ride scheme.
- 1.4** Due to its status as a SPD, this document will be a material consideration when determining all planning applications, and applications will be assessed against the standards contained within it. The SPD should be read in conjunction with policies in the adopted Stevenage Local Plan.

Production of this SPD

- 1.5** The Council's previous parking requirements were contained within the SBC Parking Provision SPD (adopted 2012). National and local guidance on parking provision has changed significantly since 2012 and a greater emphasis has been placed on sustainable transport. In particular, county-wide transport policy was updated with the adoption of the Hertfordshire Local Transport Plan 4 in 2018 and, more locally, the Stevenage Local Plan was underpinned by a Mobility Strategy explaining the need and potential for a modal shift in transportation-use. As such, much of the policy basis for the previous SPD had changed and the document had become outdated.
- 1.6** A draft version of this SBC Parking Provision and Sustainable Transport SPD was published for public consultation in February 2020. Respondents' comments were considered and incorporated into this final version. The Council formally adopted this Supplementary Planning Document and revoked the previous Parking Provision SPD on 12 October 2020 after a decision made by the Council's Executive.

Policy context

- 1.7** The Parking Provision and Sustainable Transport SPD has been created to provide additional guidance to policies within the 2019 Local Plan. It supplements policies SP6, IT5, and IT8 by providing parking standards for all types of development.

Policy SP6: Sustainable Transport

We will create the conditions for a significant increase in passenger transport, walking and cycling. We will require new development to provide an appropriate level of car parking. We will:

- a. Support the provision of new town centre sustainable transport facilities, including:
 - i. New bus termini and waiting facilities;
 - ii. New pedestrian and cycle links, with particular emphasis on connections between the Town Centre and the Gunnels Wood employment area and Old Town; and
 - iii. A remodelled railway station that reflects Stevenage's position on the network and wider regeneration ambitions;
- b. Direct high density residential and commercial uses, and other developments that generate significant demand for travel, to the most accessible locations;
- c. Support the provision of sustainable transport schemes as identified in local transport plans and other relevant plans and strategies;
- d. Refuse permission where development proposals fail to provide any relevant plans or assessments relating to transport;
- e. Assess proposals against the car and cycle parking standards set out in the Supplementary Planning Documents; and
- f. Require new development to make reasonable on-site, off-site or financial contributions in accordance with Policy SP5 including (but not limited to):
 - i. The creation or improvement of routes to, from or in the vicinity of the site;
 - ii. The provision of crossings, underpasses, bridges or other appropriate means of traversing significant barriers for pedestrians and cyclists;
 - iii. The implementation of parking control measures within or in the vicinity of the development site; and / or
 - iv. The implementation of other transport schemes identified in our delivery plans.

Policy IT5: Parking and Access

Planning permission will be granted where proposals comply with the requirements of the Parking Provision Supplementary Planning Document. Major development proposals, including redevelopments and changes of use, must additionally:

- a. Demonstrate how the development will be served by passenger transport. Planning obligations will be sought to provide services and facilities where appropriate; and
- b. Make the following provisions for pedestrians and cyclists:
 - i. Safe, direct and convenient routes within the development;
 - ii. Links to existing cycleway and pedestrian networks;
 - iii. Appropriate means of crossing vehicle roads within, or adjacent to, the site;
 - iv. Adequate landscaping and lighting of routes both within the development and on any new external links;
 - v. Contributions towards improving cycleways and pedestrian routes serving the development site, where appropriate;
 - vi. Secure bicycle parking provision; and
 - vii. Ancillary facilities such as changing rooms, showers and lockers, where appropriate.

Planning permission for development proposals which result in the loss of off-street parking spaces (excluding public car parks) or formally defined on-street bays will be granted where:

- c. The parking lost is replaced as near as possible to the existing provision in an accessible location; or
- d. It can be demonstrated that the provision is not suitable or required.

Policy IT8: Public Parking Provision

Planning permission resulting in the loss of existing public car or cycle parking provision will be granted where:

- i. Existing spaces are replaced within or adjacent to the new development;
- ii. Replacement car and cycle-parking provision are made within 200 and 80 metres walk respectively of the key attractors currently served; or
- iii. It can be robustly evidenced that the parking is no longer required.

Applications for new public car or cycle provision will be supported in principle where they respond to a demonstrated need and do not take land specifically allocated or otherwise protected for other uses.

1.8 The following policies and guidance have been taken into account:

National

- National Planning Policy Framework (2019)

County

- Hertfordshire's Local Transport Plan 4, 2018-2031 (2018)
- Roads in Hertfordshire: Highway Design Guide, 3rd Edition (2011)

Local

- Future Town, Future Transport - A Transport Strategy for Stevenage (2019)
- Stevenage Local Plan (2019)
- Stevenage Mobility Strategy (2016)
- Stevenage Design Guide (2009)
- Stevenage Parking Strategy (2004)

1.9 It also takes into account best practice guidance such as the Department for Transport's Manual for Streets (2007).

National policy approach

1.10 National policy is to locate new development preferably where it is highly accessible by passenger transport, walking and cycling. New development should offer a realistic choice of means of access in order to minimise car-use.

- 1.11** NPPF Para 105 - 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.
- 1.12** NPPF Para 106 - 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.
- 1.13** The Department for Transport's Manual for Streets explains how to design, construct, adopt and maintain new and existing residential streets, including offering guidance on how parking both on and off-street should be incorporated into new developments.

Hertfordshire County Council (HCC) approach

- 1.14** The Hertfordshire Local Transport Plan 4 seeks to achieve a travel demand reduction and a modal shift in transportation-use. In line with the Manual for Streets, LTP4 Policy 1 introduced a Transport User Hierarchy for the county.
- 1.15** LTP4 Policy 1: Transport User Hierarchy - To support the creation of built environments that encourage greater and safer use of sustainable transport modes, the county council will in the design of any scheme and development of any transport strategy consider in the following order:
- Opportunities to reduce travel demand and the need to travel
 - Vulnerable road user needs (such as pedestrians and cyclists)
 - Passenger transport user needs
 - Powered two wheeler (mopeds and motorbikes) user needs
 - Other motor vehicle user needs
- 1.16** LTP4 considers that greater traffic demand measures are essential in urban areas to achieve the modal shift in line with the Hierarchy to improve sustainable travel provision. This includes instigating parking restrictions as well as charges applied to on-street, off-street and potentially at workplace

parking. The document goes on to say that development proposals should align or be part of local parking policies so that decisions on parking standards and provision complement efforts to reduce demand for car use.

- 1.17** Not everyone subject to demand management policies will have viable alternatives to the car but they would benefit from reduced congestion and more reliable journeys.
- 1.18** HCC delegates the function of Parking Authority to the ten Borough and District Councils. Standards of parking to be provided in new development, or when changes of use of land are proposed, shall be in accordance with the requirements of the Local Planning Authority. HCC previously produced *Roads In Hertfordshire: a Design Guide* which predominantly offers guidance on on-street parking. The Design Guide recommends that the most appropriate solution will be to design for a level of on-street parking that takes account of the following factors:
- The overall level of car ownership in the immediate area;
 - The amount of off-street parking provided;
 - The amount of allocated parking provided;
 - The speed and volume of traffic using the street; and
 - The width and geometry of the street and its junctions

Stevenage approach

- 1.19** In responding to Government and county-wide guidance, Stevenage has adopted an approach to reduce car-use through the promotion of sustainable transport methods and by setting limits to parking provision within new development.
- 1.20** It is widely accepted that merely building additional capacity into the road network is not a suitable approach to mitigate future transport issues so the Local Plan (2019) is supported by a Mobility Strategy which seeks to promote a modal shift in Stevenage's transport network in line with Hertfordshire's LTP4.
- 1.21** As well as needing to mitigate future congestion issues, the Council declared a Climate Emergency Motion in 2019 and committed to aim to achieve zero carbon status in the town by 2030. Transport contributes greatly to overall carbon emissions, providing another important reason to try to reduce the use of privately-owned vehicles in favour of sustainable modes of transport.
- 1.22** Stevenage has an excellent network of public and active transport links and it is considered that a significant modal shift in transportation-use is possible in the town. The Council therefore prepared a Transport Strategy, "Future Town, Future Transport" (FTFT), to set out greater detail regarding the Council's ambitious approach to delivering sustainable transport, providing a strategy for coordinated action by the wide range of agencies and institutions involved in transport provision. FTFT commits the Council to reviewing the Parking Provision SPD (2012) to include aspirational levels of cycle parking, stricter levels of vehicle parking and an increased provision of electric vehicle charging infrastructure in new developments.

- 1.23** Modal shift will require multiple methods of incentivisation and discouragement. Setting levels of parking spaces is a key way of discouraging driving, however it must be done at an appropriate level that does not lead to further issues such as overcrowding on residential streets or overspill onto nearby streets.
- 1.24** As such, the Council considers that there is a clear and compelling justification, in line with NPPF paragraph 106, to set maximum parking levels and this is supported by the contents of the SBC Mobility Strategy and other Local Plan supporting studies.

Additional Stevenage considerations

- 1.25** A differentiation must be made between the parking provision required for developments where cars are kept/owned ('trip origin' - i.e. Residential developments) and developments which cars are used to get to ('trip destination' - i.e. Non-residential). It is important to acknowledge that car ownership is not the same as car usage and owning a car does not necessarily create congestion, only the using of the car does. It is important to note that the car is the most suitable form of transport for certain trips and will continue to be. Where this is the case, there is the opportunity to encourage car pooling/sharing, and electric vehicles to reduce congestion and environmental impacts.
- 1.26** There will need to be an appropriate quantum of town centre parking to ensure its ongoing viability in the medium term. This should still be set at a level, and therefore a price, which incentivises visitors to ride, walk, or take a bus into town. Over the long term, the total quantum of town centre parking may decrease to meet sustainability objectives. This will be set by the replacement Parking Strategy when adopted by the Council.
- 1.27** Parking on residential streets in Stevenage is of considerable local concern, with some roads not designed to accommodate on-street parking on both sides of the road. In some places this has a significant local impact on the function and feel of local areas. This SPD only controls parking provision within new development, and by setting maximum parking standards, seeks to reduce the overall number of private cars in Stevenage. It will be crucial that the impact of restricting parking on new sites is not the overspill of vehicles parking on nearby streets and this was taken into consideration when setting the parking standards.
- 1.28** Car pooling and car sharing, including car clubs, offer a significant opportunity to reduce parking requirements, particularly in residential developments. The advent of the electric car is also facilitated in this document, with all new off-street car parking spaces expected to be compatible with providing charging points to electric vehicles in the future.
- 1.29** Cycling is a fast, efficient, and healthy mode of transport, and Stevenage has one of the UK's best cycle networks. The Council is keen to encourage all residents to cycle or walk as their primary mode of transport. Consequently, this SPD sets out separate standards car and cycle for residential and non-residential development. For both development types, areas have been identified within the town where a reduction in the parking levels are thought to be appropriate. These 'Accessibility Zones' provide a local context when determining an appropriate quantum of parking for any individual development. The criteria are explained in Appendix 1.

2 Residential Parking Standards

2.1 Findings from the Census (2011) can be used to see the levels of car ownership of households in the borough. Table 1 shows the levels of car ownership per dwellings, split by number of bedrooms.

No. of Bedrooms	Average Car Ownership	Avg. car ownership, excl. households with 0 cars
1-bed	0.59	1.17
2-bed	0.97	1.34
3-bed	1.31	1.58
4-bed	1.79	1.94
5-bed	1.89	2.09
Total	1.20	1.56

Table 1 Average No. of Cars/Vans owned per household

2.2 Table 1 shows a clear relationship between the number of cars and the number of bedrooms in a household indicating that the approach of the Parking Provision SPD (2012) was appropriate.

2.3 Table 1 also shows that the limits set in the Parking Provision SPD (2012) exceeded the number of vehicles owned at the time the SPD was adopted. This gave leeway for the SPD to remain appropriate if car-ownership levels were to rise, and also meant that it was appropriate for 'Accessibility Zones' to be identified at particular locations where parking requirements could be lower.

2.4 Looking at the data in more detail, there is an obvious difference in car ownership between dwelling type. Table 2 illustrates the difference between ownership levels for houses/bungalows and those for flats/maisonettes/apartments. It is worth noting that even for houses/bungalows, car ownership is below the SPD (2012) limits other than for 1-bed houses discounting houses with 0 cars.

No. of Bedrooms	Avg. car ownership per house/ bungalow	Avg. car ownership per flat/ maisonette/ apartment	Avg. car ownership per house/bungalow excl. households with 0 cars	Avg. car ownership per flat/ maisonette/ apartment excl. households with 0 cars
1-bed	0.74	0.56	1.24	1.15
2-bed	1.04	0.80	1.37	1.26
3-bed	1.32	0.77	1.58	1.36
4-bed	1.80	1.00	1.94	1.33
5-bed	1.91	1.30	2.09	1.67
Total	1.34	0.65	1.61	1.21

Table 2 Average No. of Cars/Vans owned per household split by dwelling type

- 2.5** It is acknowledged that car ownership levels have increased since the adoption of the 2012 SPD and that an up-to-date Census could show that levels of car ownership are much closer to the Parking Provision SPD (2012) limits than the 2011 Census findings were, or potential higher. However, the Council is promoting a modal-shift in transportation use so it would be inappropriate to increase the parking limits in this document.
- 2.6** To strike a balance between the increase in car ownership and the sought decrease in car-use, it is appropriate to carry forward the car park limits from the 2012 SPD into the emerging Parking and Sustainable Transport SPD. However, these figures will be reduced in line with the aforementioned new Accessibility Zones, as explained later in this chapter. The publication of the next Census findings could necessitate a review of this document to reduce parking requirements if car ownership has fallen.
- 2.7** Table 3 sets out the Council's proposed car parking parking standards for new residential development. Where the level of provision calculated for a quantity of a particular size/type of dwelling results in a fraction of a space, the level of provision should be rounded up to the nearest whole number. If there is more than one size/type of dwelling being proposed as part of a development, the rounded up numbers of required spaces for each size/type of dwelling should be added together to give the overall required parking provision.

Description	Car parking requirement	
a) General needs		
i) 1 bedroom	1 space per house	1 space per flat
ii) 2 bedrooms	1.5 spaces per house	1.5 spaces per flat
iii) 3 bedrooms	2 spaces per house	1.5 spaces per flat
iv) 4+ bedrooms	2.5 spaces per house	2 spaces per flat
b) Houses in multiple occupation (i.e. Separate households sharing facilities) ⁽¹⁾	0.5 spaces per tenancy unit	
c) Sheltered housing for the elderly - warden control	0.5 to 1 spaces per unit	

Table 3 Residential parking standards

- 2.8** These limits apply to proposals for new residential development and to proposals at existing housing sites. For example, if a proposal was for development at a single existing household, such as an extension for an additional bedroom or a change the use of land to create additional parking space, the limits in Table 3 should be applied to the size of proposed development. For example, if a single house was being extended from a 3-bed to a 4-bed property, the finished house should have 3 parking spaces (2.5 rounded up to 3).

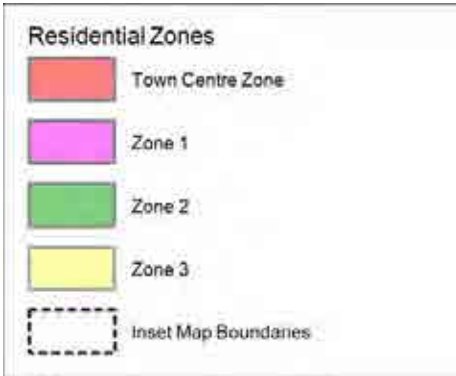
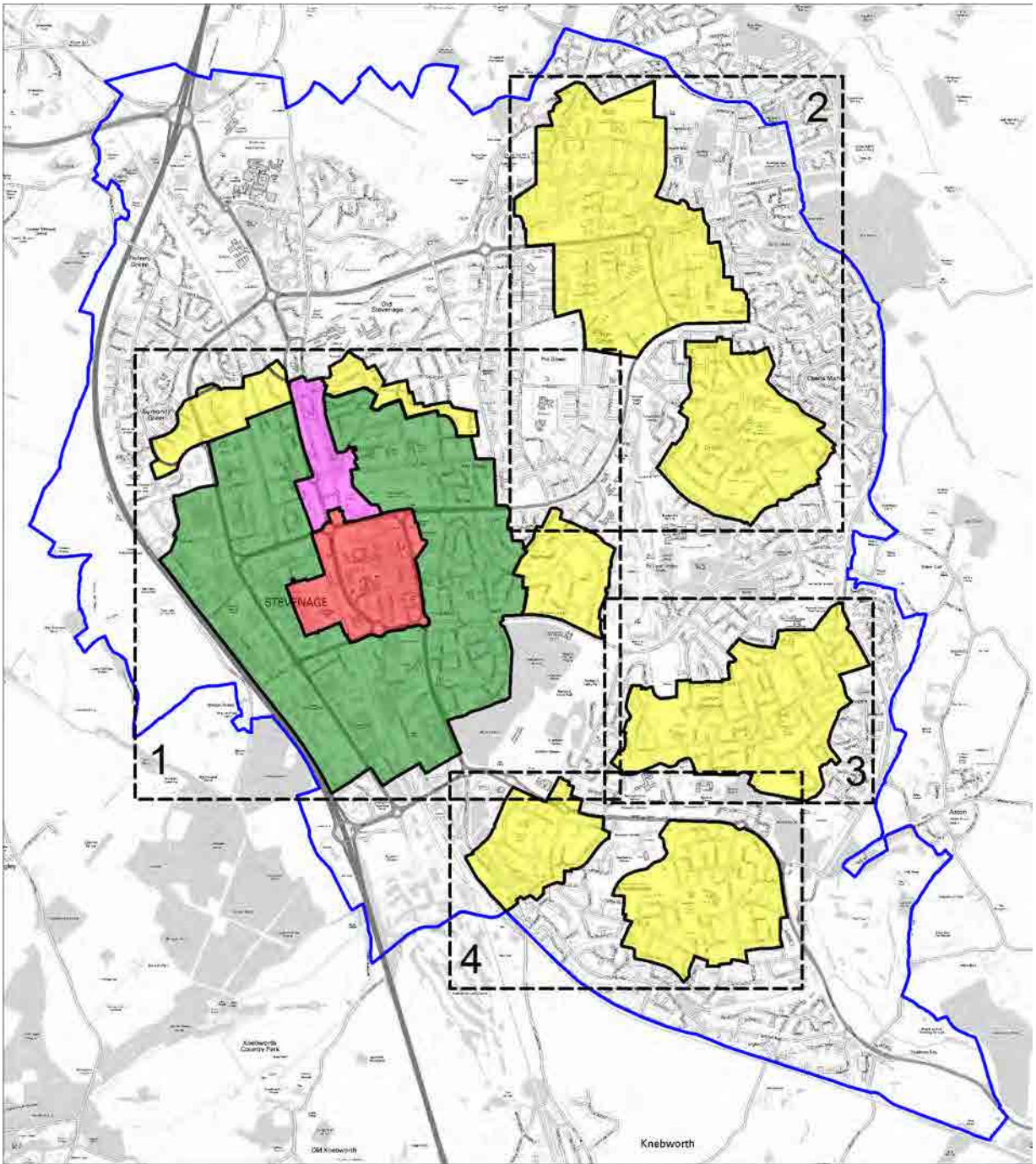
1 Please note, the Council has made an Article 4 Direction which removes permitted development rights for changes of use from C3 (Residential) to C4 (HMO)

- 2.9** One space is defined as a space for parking one car e.g. a single garage, driveway or hardstanding. However, for new developments, garages will only be counted as a parking space where they meet the minimum size requirements of 6m X 3m.
- 2.10** Evidence shows that garages are often not used for parking provision, and are instead used for storage, or eventually converted into living accommodation. In line with advice contained within Manual for Streets and Roads in Hertfordshire, garages will only be counted as a parking space where they meet the minimum size requirements above, thus allowing for both storage and parking provision to be made.
- 2.11** The conversion of garages will only be permitted where lost spaces are reprovided within the curtilage of the dwelling to meet these standards.
- 2.12** There will be a presumption for the relevant standard above to be applied (subject to the Accessibility Zones identified below). Any parking provision proposed above or below the standard specified for that type of development will need to be justified through a Transport Assessment (TA), or within the Design and Access Statement, where a TA is not required.
- 2.13** Reductions below the standards may be permitted where the location and/or characteristics of the development could reduce car ownership levels. However, it is important that any existing residential car parking problems are not exacerbated. This will be a consideration when determining the acceptability of a lower level of parking provision. If under-provision is likely to increase on street parking problems, this will not be permitted.
- 2.14** Increased levels will generally be resisted, as these are likely to result in over-provision, which is not in accordance with our sustainability objective of reducing car use.
- 2.15** Guidance on the design and layout of parking provision is set out in Chapter 9 of this document.

Reduced standards for areas within accessibility zones

- 2.16** National policy seeks to manage car use but not car ownership. Car use responds to non-car accessibility levels but car ownership need not. Thus residential parking standards are not considered to be directly amenable to the same zonal approach that applies to non-residential development. Car ownership responds to other factors that can relate to locational characteristics, which may reduce car ownership levels, including:
- housing with high accessibility to shops, jobs and services
 - housing with high accessibility to a wide range of public transport services.
- 2.17** In light of this, there are areas within the town where it is considered that lower levels of parking provision are likely to be appropriate. Accessibility Zones are shown on Map 1⁽²⁾ and are based on the locational criteria mentioned above to set out areas where lower levels of car ownership are likely (explained in more detail within Appendix 1).

2 Residential Accessibility Zone Inset maps 1-4 available in Appendix A



Map 1 Map of Residential Accessibility Zones

- 2.18** Reduced standards have been allocated to each of the zones by way of a percentage, representing the percentage allowance of the standards put forward in Table 3.

Accessibility Zone	Car parking provision recommended*
TC	0-25%
1	25-50%
2	50-75%
3	75-100%
*Expressed as percentages of the standards set out in Table 3	

Table 4 Accessibility Zone Reductions

- 2.19** Within each range, the higher percentage represents the maximum level of parking provision. The level of provision will normally be expected to fall within the range shown. The process of applying the parking standard in Table 3 should be completed prior to the discounting recommended in Table 4. The reduced standards will provide the basis for negotiations in these areas, as specific sites will have individual characteristics which need to be considered.
- 2.20** The introduction of residential uses into Central Stevenage will create several mixed-use development sites in the coming years. Where practical the Council will encourage the shared use of public parking facilities between different uses to maximise housing density and minimise land occupied by parking. Where residential use is proposed as part of a mixed-use development, e.g. housing over shops, car parking provision for the methodology in Section 4 of this document should be followed.

High-Density Town Centre Developments

- 2.21** Car-free residential developments may be permitted in the Town Centre, as identified by the TC Accessibility Zone on Map 1 and Inset Map 1.
- 2.22** The town centre has excellent accessibility by non-car modes and is within easy walking distance of shops, supermarkets, restaurants, bars and other facilities. The town centre regeneration is a unique, dense, place-making scheme in the town, and is therefore the one place in the borough where transport related to the development could be able to focus entirely on sustainable modes.
- 2.23** As well as reduced levels of parking at development sites within the town centre, developers may be asked to contribute to on-street parking controls to prevent residents living in these developments from parking on the street in surrounding areas. Due to the excellent non-vehicular connections and the range of proximate services and activities, the Council does not consider that residents living here have need for a car and we are keen to prevent the issue of overspill from Town Centre residents parking their cars on streets in the surrounding area.
- 2.24** Developers will be encouraged to provide car-share schemes for residents, run by the relevant management company, as specified in any legal agreements upon occupation of each development as an additional measure to reduce parking requirements.

Living Streets

- 2.25** As previously mentioned, overcrowding in residential streets is a cause for concern in Stevenage. Many narrow streets in the town weren't designed with the capacity to meet modern day levels of car-ownership and as such, many residential streets in the borough are dominated by parked cars. This is further exaggerated by issues of antisocial parking by cars and vans at different times of the day.
- 2.26** The Council is keen to reclaim streets for residents, pedestrians and cyclists by re-imagining and re-designing the use of space to make streets more attractive, more enjoyable and safer places to be. It has been shown that obstructing and slowing vehicles down to reduce or prevent through-traffic can help to transform residential streets from those dominated by cars and traffic, to places which encourage walking, cycling and interaction between neighbours and communities. They can promote active outdoor play for young people, as well as promoting active travel for all ages, helping to reduce obesity levels and increase health of all age groups. The lack of cars provides an improvement to air quality and reduces noise pollution for local residents. There may also be a knock-on effect of increased housing values.
- 2.27** As such, the Council supports the installation of Living Streets in new developments and/or the inclusion of Living Street principals retrofitted into existing streets.
- 2.28** The definition of a Living Street is not strictly defined but it is widely expected that any Living Streets would have significantly reduced levels of on-street parking, even if not in an Accessibility Zone. It is important that any requirements for parking spaces aren't merely displaced to other proximate locations, and that the space saved by removing parking spaces is safeguarded for public use, either through pedestrian/cycling routes or spaces for leisure and recreation. The exclusion of parking spaces should not lead to a reduced road width which does not provide any improvement to the street scene for residents and/or increases the density of housing.
- 2.29** Examples of Liveable Street projects can be found in Waltham Forest, Oxford and Tower Hamlets.

Strategic Sites

- 2.30** The Stevenage Local Plan (adopted 2019) contains three strategic sites identified for large scale residential-led, mixed-use development in Policies HO2: Stevenage West, HO3: North of Stevenage, and HO4 South East of Stevenage. Each site will contain land-uses other than residential dwellings, including important local facilities such as primary schools, shops, community services and leisure facilities. In line with Policy IT6: Sustainable Transport, the sites should also be well served by public transport.
- 2.31** Many of the non-residential requirements of these sites match the criteria of determining the extent of the Accessibility Zones (contained in Appendix 1). At the point of a Full or Reserved Matters application being submitted for any of these sites, the proposed layout of the development should enable the applicant and Council case officer to determine whether or not parts of the site are suitable to be categorised as an Accessibility Zone. If so, a reduced level of parking provision may be appropriate. If strategic sites are subject to phased applications, it could be that one phase meets the criteria to be categorised as an Accessibility Zone, whilst another phase does not.

2.32 Due to Stevenage's tight borough boundary, numerous strategic sites within our neighbouring authorities lie adjacent to strategic sites within Stevenage. Parking requirements in adjoining strategic sites should not be different merely because of the location on either side of a authority boundary. Parking levels in each site should be consistent with one another, where possible, and should take account of the services / facilities that reduce the need for car-use in the wider area, not just in the same authority as the development. Cross boundary authorities should also be prepared to work together to ensure that potential vehicle displacement, which may well occur cross-boundary where developments are close to the boundary, are resolved.

Loss of private car parking spaces

2.33 Where there is evidence of parking under-provision that is currently causing unacceptable impacts in the surrounding area, or where a loss of spaces would induce such effects, a proposed development must include measures that ensure such problems are not exacerbated or created. Measures may include providing replacement on-site parking spaces, but only after consideration is given to improvements to accessibility by non-car modes and a Travel Plan has been formulated. The package of measures will need to be justified in a TA.

Disabled car parking provision

2.34 Where communal parking is proposed, a minimum 5% of the total number of spaces should be designated for use by disabled people. This is in line with guidance set out in Manual for Streets. A higher percentage is likely to be necessary for elderly persons accommodation.

2.35 The number of disabled parking bays to be provided should be included in the total parking provision required, rather than in addition to it. However, it should always be provided at the full standard and should not be reduced according to Accessibility Zones.

2.36 Ideally parking spaces for disabled drivers should be provided in unallocated areas, including on-street, as it is not normally possible to identify which properties will be occupied by or visited by disabled people. These should be located as close as possible to building entrances.

2.37 Consideration should also be given to the provision of storage for mobility scooters, especially when dealing with schemes for elderly persons accommodation. The need for this will be assessed on a site by site basis.

Visitor Spaces

2.38 Visitor spaces must be provided at a standard of 0.25 spaces per dwelling. If parking is to be allocated, these will be in addition to the above standards. Where a significant proportion of parking is unallocated, additional visitor spaces would preferably not be provided.

2.39 The number of visitor spaces required may be reduced in line with Table 4. This will be assessed on a case by case basis depending on which Accessibility Zone a development is within.

3 Non-residential Parking Standards

3.1 The following table sets out the maximum non-residential car parking standards proposed by the council.

Description	Maximum car parking standards
B2	
General industry	
General industry	1 space per 50m ² gfa (lorry provision to be checked against benchmark standards)
B8	
Storage & distribution	
Wholesale distribution, builders merchants, storage	1 space per 75m ² gfa (lorry provision to be checked against benchmark standards)
Business Parks	
Mixed B2/B8 plus appropriate E Class (unless heavily orientated to B8) for use where individual land use components are not known	1 space per 40m ² gfa (lorry provision to be checked against benchmark standards)
C1	
Hotels & hostels	
a) Hotels	<p>All of the following:</p> <ul style="list-style-type: none"> 1 space per bedroom (including staff accommodation) 1 space per manager 2 spaces per 3 staff minus spaces related to staff bedrooms 1 space per 5m² dining area 1 space per 3m² bar area 1 space per 5m² public area in conference facility 1 space per 6m² of public area in exhibition hall <p>A minimum of 1 coach parking space per 100 bedrooms</p>

Description	Maximum car parking standards
b) Hostels	3 spaces per 4 units
i) Small (single parent or couple with no children)	1 space per unit
ii) Family (2 adults & 2 children)	
C2	
Residential Institutions	
a) Institutions/homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres)	1 space per 5 residents' bed spaces plus 1 space per 2 staff (non resident); Parking for resident staff to be based on general needs standard
b) Elderly persons residential & nursing homes (Category 3)	0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard
c) Hospitals	1 space per 0.5 beds or to be decided on individual merits (including a full transport assessment & proposals in a green transport plan); special hospitals must be considered individually
d) Education - halls of residence	1 space per full-time staff plus 1 space per 6 students (but with linkage to student transport plans where appropriate)
E	
Commercial, Business and Service	
Retail foodstores	
a) Small food shops up to 500m ² gfa	1 space per 30m ² gfa
b) Food supermarkets exceeding 500m ² gfa but not exceeding 1,000m ² gfa	1 space per 18m ² gfa
c) Food superstores/hypermarkets exceeding 1,000m ² gfa	1 space per 14m ² gfa
d) Food retail parks	To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)
Non-food retail	
a) Non-food retail warehouses up to 1,000m ² gfa	1 space per 25m ² gfa
b) Non-food retail warehouses exceeding 1,000m ² gfa	1 space per 20m ² gfa
c) Garden centres up to 4,000m ² gfa	1 space per 20m ² gfa

Non-residential Parking Standards

Description	Maximum car parking standards
d) Garden centres exceeding 4,000m ² gfa	To be decided in each case on individual merits
e) Non-food retail parks where individual land use components are known	To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)
f) Non-food retail parks where individual land use components are not known	1 space per 40m ² gfa (shared parking)
Sale of food and drink	
a) Restaurants/café	1 space per 5m ² of floorspace of dining area plus 3 spaces per 4 employees
b) Roadside restaurants	1 space per 4m ² of floorspace of dining area plus 3 spaces per 4 employees
c) Transport café	1 lorry space per 3.5m ² gfa plus 3 spaces per 4 employees
Other food and drink not within specified Use Class	
a) Public houses/bars	1 space per 3m ² of floorspace of bar area plus 3 spaces per 4 employees
b) Hot food takeaway shops (excluding fast food drive thru restaurants)	1 space per 3m ² of floorspace of public area plus 3 spaces per 4 employees
c) Fast food drive thru restaurants	1 space per 8m ² gfa
Provision of Services	
Financial services, professional services, other services	1 space per 35 m ² gfa
Indoor Sport, recreation or fitness	
a) Badminton/squash courts	3 spaces per court
b) Fitness centres / sports clubs	1 space per 15 m ² gfa
c) Ten pin bowling	4 spaces per lane
d) Indoor bowls	4 spaces per rink
e) Places of entertainment/leisure parks for use when individual land use components are known	To be decided in each case on individual merits: parking for individual land use components should be based on the standards set out in this Guidance, but with an overall reduction in provision to reflect linked trips on site (all parking should be shared and an overall reduction of 25% should form the starting point for discussion)
f) Places of entertainment/leisure parks for use when individual land use components are not known	1 space per 15m ² gfa (shared parking)
Indoor recreation not within specified Use Class	
Cinemas (including multiplexes)	1 space per 5 seats
Medical or health services	

Description	Maximum car parking standards
Surgeries or clinics	3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets
Creche day nursery or day centre	
a) Public halls/places of assembly	1 space per 9m ² gfa or 1 space per 3 fixed seats plus 3 spaces per 4 staff members
b) Community/family centres	1 space per 9m ² gfa plus 1 space per full-time staff member or equivalent
c) Day centres	1 space per 2 staff members plus 1 space per 3 persons attending; Or 1 space per 9m ² gfa
Business	
a) Offices	1 space per 30m ² gfa
b) Research & development, industrial processes	1 space per 35m ² gfa
F.1	
Learning and non-residential institutions	
a) Educational establishments (including residential)	All of the following:
i) schools	1 space per f/t member of staff 1 space per 100 pupils 1 space per 8 pupils over aged 17+ 1 space per 20 pupils aged under 17.
ii) further education	1 space per f/t member of staff plus 1 space per 5 f/t students
iii) nursery schools/playgroups	1 space per 4 pupils

Description	Maximum car parking standards
Note: overspill parking for community purposes (outside school day) should be catered for by use of dual purpose surfaces such as school play areas.	
b) Libraries	1 space per 30m ² gfa of freestanding development (otherwise assessed on merits)
c) Places of Worship	1 space per 10m ² gfa
d) Miscellaneous cultural buildings	2 spaces plus 1 space per 30m ² of public floorspace
F.2	
Local community	
Outdoor sport or recreation	
a) Outdoor sports grounds	
i) with football pitches	20 spaces per pitch
ii) without football pitches	50 spaces per hectare
b) Tennis court	4 spaces per court
c) Golf	
i) 18 hole golf course	100 spaces
ii) 9 hole golf course	
iii) golf driving range	60 spaces
iv) golf courses larger than 18 holes &/or for more than local use	1.5 spaces per tee
	to be decided in each case on individual merits
Pools or rinks	
a) Swimming Pools	1 space per 15 m ² gfa
b) Ice rinks	1 space per 12 m ² gfa of rink
Motor trade related	
a) Showroom car sales	3 spaces per 4 employees plus

Description	Maximum car parking standards
	1 space per 10 cars displayed
b) Vehicle storage	3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover
c) Hire cars	3 spaces per 4 employees Plus 1 space per 2 hire cars based at site
d) Ancillary vehicle storage	3 spaces or 75% of total if more than 3 vehicles
e) Workshops	3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays
f) Tyre & Exhaust	3 spaces per 4 employees plus 2 spaces per bay
g) Parts stores/sales	3 spaces per 4 employees plus 3 spaces for customers
h) Car wash/petrol filling station	3 spaces per 4 employees plus 3 waiting spaces per bay or run in to row of bays (additional parking is required where a shop is provided)
Passenger transport facilities	
a) Rail stations	to be decided in each case on individual merits

Description	Maximum car parking standards
b) Bus stations	to be decided in each case on individual merits
c) Other uses within unspecified Sui Generis category	to be decided in each case on individual merits
d) Other uses within specified Use Classes	to be decided in each case on individual merits
<p>Notes:</p> <ul style="list-style-type: none"> ■ <i>gfa</i> = gross floor area ■ <i>rfa</i> = retail floor area ■ <i>l/t</i> = long term ■ <i>s/t</i> = short term ■ <i>f/t staff</i> = full-time staff equivalents 	

Table 5 Non-residential parking standards

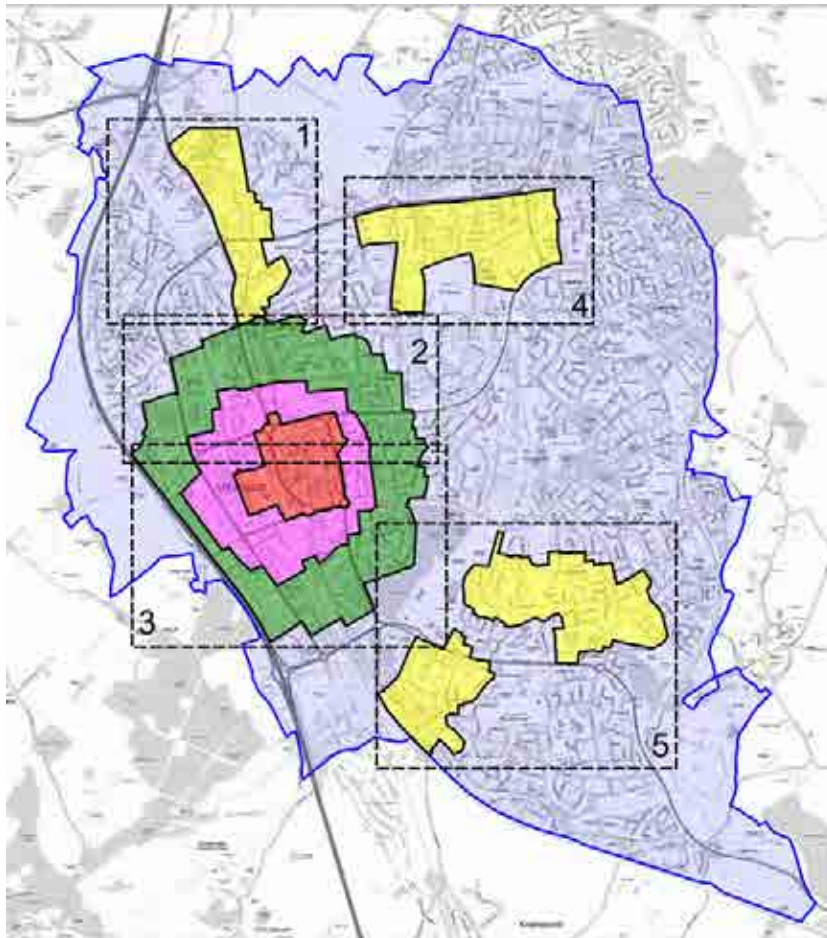
3.2 Vehicle parking provision above these standards will not be permitted, unless it can be satisfactorily demonstrated through a Transport Assessment that exceptional circumstances exist.

Use Classes Amendments

3.3 The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020, granted freedom for a wider variety of changes-of-use without requiring planning permission. To reduce the potential for subsequent changes-of-use causing more significant impacts than initially mitigated for, the Council will assess applications for development within broad Use-Classes such as E - Business, Commercial and Service for the Highways/parking impacts of a worst case scenario based on what could be permitted by granting planning permission for that Use Class. If an application merely mitigates against the initially proposed land use rather than the worst land use within a broad Use Class, the Council may look to include restrictive conditions or covenants in a Section 106 agreement to prevent a subsequent change-of-use. This approach would be used to ensure that the Council can request that developers provide sufficient mitigation for the potential increased impacts caused by a change-of-use.

Reduced standards within Accessibility Zones

- 3.4** In some areas of the town, the ease of access by passenger transport and access to daytime public parking allows for lower levels of parking to be provided for private non-residential uses. Adoption of the standards above without further reduction would over-provide in locations where non-car accessibility is good or, just as importantly, can be improved.
- 3.5** Accessibility zones are shown in Map 2⁽³⁾ and are based on the proximity of passenger transport.



Map 2 Non-residential Accessibility Zones



3 Non-Residential Accessibility Zone Inset Maps 1-5 available in Appendix 1

Non-residential Parking Standards

3.6 The zonal mapping process allows for progressive reductions in parking provision to be made accordingly. The resulting reductions are set out in Table 5.

Zone type	Car parking provision allowed*
TC	site by site assessment**
1	0-25%
2	25-50%
3	50-75%
All other areas	75-100%
* Expressed as percentages of the standards set out in Table 5	
** See Chapter 4 for more details	

Table 6 Zonal reductions

3.7 These ranges (expressed as percentages of the standards set out in Table 3) identify the degree of restraint to be applied to new development within each zone type. Within each range, the higher percentage represents the maximum level of parking provision. The level of provision will normally be expected to fall within the range shown.

3.8 The general presumption is to use the lower provision that applies within each range. The range allows fine-tuning according to considerations such as:

- the nature of the development
- local traffic conditions
- the relevance of rail services
- the existing public parking supply.

3.9 A provision higher than the maximum standard (including zonal reduction) will only be permitted in exceptional circumstances, and where it can be demonstrated in a TA that this is justified.

Disabled motorists

3.10 The minimum parking standards for disabled motorists, in accordance with Building Standards 8300-1: 2018: Design of an Accessible and Inclusive Built Environment are set out below:

Building Type	Car park Size		Future Provision
	No. of spaces* for for each employee who is a disabled motorist	No. of spaces* for visiting disabled motorists	No. of enlarged standard spaces**
Workplaces	One space	5% of total capacity	A further 5% of total capacity
Shopping, recreation and leisure facilities	One space	6% of total capacity	A further 4% of total capacity
Education	One space	5% of total capacity	A further 5% of total capacity
Railway buildings	One space	5% of total capacity	A further 5% of total capacity
Religious buildings and crematoria	Two spaces or 6% (whichever is the greater)		A further 4% of total capacity
Sports facilities	Determined according to the usage of the sports facility***		
Hotels	One space per accessible bedroom		

* Parking spaces designated for use by disabled people should be 2.4m wide by 4.8m long with a zone 1.2m wide provided between designated spaces and at the rear, outside of the traffic zone, to enable a disabled driver or passenger to get in or out of a vehicle and access the boot safely.

** Enlarged standard spaces should be 3.6m wide by 6m long that can be adapted to be parking spaces designated for use by disabled people to reflect changes in local population needs and allow for flexibility of provision in the future.

*** Further detailed guidance on parking provision for sports facilities can be found in the Sport England publication Accessible Sports Facilities 2010.

Table 7 Parking provision for disabled motorists

Phased restraint

3.11 Phased introduction of restraint may be acceptable at some new developments e.g. the removal of parking spaces/reduction in the number of spaces per phase of built development, after a specified period or when accessibility to the site by non-car modes is improved. Appropriate developments are likely to be large scale and for regeneration areas or large brownfield sites not ideally located in transport terms. Developments completed in line with the old Parking Provision SPD could also now be suitable a reduction in parking level and could apply to reduce levels of on-site parking in line with these new requirements.

3.12 Nevertheless, travel patterns (particularly those of employees) tend to become established at the outset of starting a new job and initial car dependence may subsequently be hard to break. It is therefore important not to exaggerate allowances made in these circumstances.

Park and Ride

3.13 There may be an opportunity to establish a Park and Ride scheme which could reduce congestion and the need for parking in the Town Centre or Employment Areas. However, a potential scheme should be designed with the primary aim of reducing car-use overall rather than reducing congestion in a localised area.

3.14 A Park and Ride scheme would not be acceptable, for example, if it improved access to the town centre but, as a result, conversely, increased the number of drivers in the wider area. This could occur if the Park and Ride scheme made accessing the Town Centre sufficiently easy so as to attract more people to drive to the Park and Ride terminal than originally drove to the Town Centre. Schemes have caused this issue historically and this is not something the Council would wish to promote. It may be more appropriate to implement other support for existing bus services, such as small parking areas or sustainable transport hubs close to existing bus stops to promote their inclusion in a multi-part journey.

3.15 The Council has long supported a potential Park and Ride scheme that offers a circular route around the employment area on Gunnels Wood Road and other key destinations within the town. This would be particularly attractive if it utilised electric buses.

3.16 A Park and Ride scheme could have a regional focus with the aim of reducing the level of overall car-use in a wider-than-Stevenage area rather than merely being a Stevenage-focussed scheme. This could incorporate numerous Park and Ride terminals across local towns including Stevenage, Letchworth, Hitchin and Welwyn Garden City and would seek to promote passenger transport between towns, rather than merely within a town. It should also seek to promote sustainable forms of transport to and from each terminus. This could incorporate pedestrian routes, electric charging points or cycle hubs/parking as specified elsewhere in this document.

3.17 Sufficiently sized-sites, based on a detailed Feasibility Study created with input from bus operators, would need to be located on the Strategic Road Network and with easy access for users and on direct routes to the locations where routes would be likely to terminate or stop at.

3.18 It is likely that any Park and Ride scheme would require significant bus priority measures as well as a reduction in town centre car parking availability to incentivise the use of such a service. Demand is vital for a Park and Ride project to be commercially viable and it is likely that unless current levels of car-use are significantly reduced, there would not be sufficient potential customers.

3.19 Other standards for car and bicycle parking within this Parking Provision and Sustainable Transport SPD are in line with the Transport Hierarchy from the Hertfordshire Local Transport Plan 4 and should be provided off-road which would leave additional on-road capacity to enable passenger transport to run more efficiently.

4 Mixed-Use Sites and Town Centre Parking Provision

Mixed-use sites and linked trips

- 4.1 Exact parking standards are not provided for mixed-use sites. Parking provision for such developments should be calculated on a site by site basis, and assessed via the TA process.
- 4.2 As a starting point, parking requirements for each individual land-use should be calculated, incorporating the reductions allowed by residential and non-residential Accessibility Zones. However, this is merely a starting point as mixed-use sites offer great potential for different land-uses to share parking provision. This means that overall parking could be reduced significantly below the accumulated demand of each individual land use on-site. An assessment should be undertaken to take account of linked trips on site and the fact that time profiles of car parking demand will vary according to use.
- 4.3 It is expected that parking provision on mixed-use sites would be below the accumulated demand of each individual land-use's requirements from Tables 4 and 6, however, if that is deemed inappropriate by a TA, the Council would seek parking provision in line with the lower end of the percentages in Tables 4 and 6. As an additional method of reducing parking provision, residential parking on mixed-use sites should be predominantly unallocated to maximise the opportunity to share parking spaces between different land-uses. Developers are advised to submit a Parking Management Plan to show how shared parking will work.
- 4.4 Research⁽⁴⁾ shows that trip rates for retail parks are significantly lower than the sum of the individual land use components. Linked trip-making can reduce parking demand by up to 50% and a reduction of 25% appears readily attainable. A similar pattern will apply to mixed leisure developments. Developers should demonstrate such effects in their TAs.
- 4.5 Single land use sites that have multiple functions e.g. schools used for community purposes outside of the school day raise similar issues to be addressed through TAs. In these instances, consideration should be given to the use of dual purpose surfaces such as school playing areas doubling as car parks if occasional overspill parking is envisaged.
- 4.6 Where a new use is being added to an existing site, parking provision should be based on the parking requirements of the site as a whole. Parking requirements should not just be based on the needs of the individual land-use being introduced to the site. For example, if adding residential properties to a site with existing offices, the applicant should look to provide a quantum of new parking spaces that, in combination with existing levels of parking, meets the demand of the existing and proposed uses. The overall parking requirements should take account of the new Accessibility Zones and should assess the opportunity for shared parking as a way of reducing levels of parking on-site.

Town centre development

- 4.7 Non-residential development within the town centre will not follow the maximum standards provided in Table 5. Parking provision for such developments will be calculated on a site by site basis, and assessed via a Transport Assessment.
- 4.8 Town centre developments should meet any parking needs through shared public parking provision. Dedicated provision for customers and staff will only be permitted in exceptional circumstances.

4 for the TRICS consortium (Transport Characteristics of Non-Food Retail Parks, TRICS Report 97/1, 1998)

- 4.9** It will be important to ensure that the supply of town centre parking is sufficient to support the vitality and viability of the retail economy. Town centre developments may necessitate changes in public parking supply. To ensure that an appropriately balanced level of town centre parking is maintained, Transport Assessments should justify the level of parking proposed having regards to:
1. The existing level of parking on the site;
 2. The uses proposed to be developed on the site;
 3. The status and progress of other town centre developments and their net parking change;
- 4.10** The acceptability of proposals for parking provision within these areas will be assessed in relation to the adequacy of the existing public parking supply. A Transport Assessment will form the basis for this assessment. This will be informed by the Stevenage Parking Strategy 2004 (or replacement strategy document), the Retail Capacity Study and the town centre allocations included in the Local Plan.
- 4.11** Where the parking needs of a development cannot be accommodated by the existing supply of public parking provision, developers will be required to provide for publicly-available car parking as part of their proposals.
- 4.12** The provision of public parking by developers will involve:
- funding new car parking structures within the development site, and/or
 - funding new car parking structures in other suitable off-site locations.
- 4.13** If funding is for off-site spaces then a per space contribution will be sought based on the cost of providing one multi-storey car parking space.
- 4.14** In principle, the level of public parking provision (that will be sought as multi-storey car parking structures) will be in proportion to each development's contribution to total regeneration floorspace. A higher or lower level of provision than that determined by a development's contribution towards total regeneration floorspace may be acceptable if this can be justified through a TA.
- 4.15** Any new car park(s) will be subject to planning conditions and legal agreements that provide for their control and management.
- 4.16** In addition, developers may be asked to fund suitable on-street parking controls, if there is likely to be a significant time-lag between redevelopment and replacement of lost parking spaces. This issue should be addressed in the relevant TA.

Future conversion of parking spaces

- 4.17** The current level of parking in the town centre is very high which is an economic benefit to town centre retailers and employers. The Council does not want to jeopardise the health of the town centre, but does over time want to create mode shift for journeys into the town centre away from the private car and onto more sustainable modes.

4.18 Through policies and behavior change, it is hoped that fewer people will access the town centre by private car. If this occurs, it might create opportunities to convert a portion of town centre car parking into new town centre floorspace. To achieve this, new parking should be designed in such a way that it can be converted into another use in the future. This will include consideration of floor-to-ceiling heights, outlook, pedestrian access, and materials.

Car Sharing

4.19 In line with the Council's active encouragement of sustainable transport, a dedicated supply of car pooling or car sharing parking will be required as part of the new town centre suite of parking supply. Only cars which are enrolled in a recognized car share program, and are made available for a specified minimum amount of time would be eligible to park in this area/s.

4.20 It would be suggested that the price for parking in this area/s is lower than for standard private parking. Car sharing can be accomplished through a car share company, who either supply the car(s) to be shared or set up mechanisms to allow private car owners to share their own vehicles at specified times or arrange lift-sharing when multiple individuals on the car share scheme have compatible journeys which they can make together. This arrangement will mean that fewer cars are needed to accommodate the same number of trips, thereby freeing up parking space elsewhere in the town, while also fostering reduced car ownership.

5 Electrical Charging

- 5.1** The motor industry has started to transition from internal combustion engine towards hybrid electric-petrol, and electric vehicles. There are benefits associated with this in terms of improved local air quality, reduced carbon dioxide emissions, and noise pollution impacts, and cheaper overall travel. Electric vehicle use is set to reach 25% by 2030⁽⁵⁾ and the Council wants to support this transition. As such, the Council would like new developments to abide by the following requirements:
1. All new car parking should be designed to fulfill a Passive Electrical Vehicle Charging Point standard. This will mean that the underlying infrastructure is provided for connection to the electricity network but it will need to be activated through the installation of a charge point to be used in the future as technologies evolve and uptake increases.
 2. The blend of access to charging points provided within new developments (i.e. public, restricted access, open access, shared) should be determined having regard to a travel plan.
 3. A minimum of 20% of new parking on a site should have access to an active EV charging point.
 4. A flexible approach to the requirement for speed of charging will be taken due to the pace of change of this technology. Ultra-fast charging points will become expected at short term, non-residential parking spaces as technology improves to make the use of electric vehicles more efficient.
- 5.2** All EV charging points should be protected from weather if they are located outdoors. They should also be protected from collisions with cars and therefore their positioning is important. EV Charging Points can be further protected from cars by using a metal “cage” around them and should also be positioned in a manner that minimises the trip risk from the cable connecting the EV to the charging point.
- 5.3** EV charging points should be supplied for a range of parking spaces, including disabled parking bays. For flatted developments, all EV charging points should be unallocated. In proposed non-flatted housing developments, the Council's preference would be for all allocated spaces in the curtilages of an individual house to be designed to a Passive EV Charging point standard, and the majority of the 20% Active Charging Points being in shared, unallocated spaces. This would allow individual home owners to install their own Charging point easily, if the purchased an EV. However, the Council appreciates that not all housing developments will have unallocated shared spaces if spaces can be provided within the curtilages of proposed houses.
- 5.4** EV charging should also be promoted for non privately-owned cars. Proposals to promote EV charging for passenger transport and commercial fleets will be supported by the Council as the roll-out of EV vehicles of all types accelerates. The Council would also be supportive of charging points being included in proposals for cycle and scooter storage as part of developments.

5 <https://www.gov.uk/government/statistical-data-sets/all-vehicles-veh01>

6 Additional Requirements

Powered two-wheelers

- 6.1** Developers will be expected to allow for around 5% of the total stock of publicly accessible vehicle parking spaces to be for motorcycle use.
- 6.2** This standard accords with advice on motorcycle use and parking provision produced by the Institute of Highways Engineers⁽⁶⁾.
- 6.3** The use of mopeds, scooters or small motorcycles can be beneficial in replacing car journeys; thus reducing congestion and emission levels. Secure parking for powered two-wheelers should be considered on its merits in every instance, taking into account the needs associated with the type of development proposed, particularly as its demands on development land are limited compared to those associated with car parking (i.e one car parking space can accommodate 5 or 6 motorcycles). Under or over-provision will be assessed on a site by site basis.

Service vehicle/lorry parking requirements

- 6.4** The following figures should be used as a guidance for what is likely to be considered acceptable in terms of service vehicle parking requirements:
 - B2 general industrial: 1 lorry space per 200 m² to 1 lorry space per 1,000 m² gross floor area
 - B8 warehousing/storage and distribution: 1 lorry space per 200 m² gross floor area (minimum 1 space) to 1 lorry space minimum plus 1 lorry space per 500 m² gross floor area.
- 6.5** The ranges reflect the variation in such standards and are not intended to reflect location. Provision for proposed developments will be assessed on a case by case basis.
- 6.6** In terms of other land uses (e.g shops and offices) any service vehicle/lorry parking requirements are likely to be very specific to the operation in question. Therefore, the onus will be on the developer to make a convincing case. Requirements are likely to differ from those of B2/B8 uses where parking may well be required to accommodate lorries overnight.
- 6.7** The benchmark standards above were identified by Hertfordshire County Council, following a review of lorry parking standards adopted/proposed by authorities outside of Hertfordshire.

6 IHIE Guidelines for Motorcycling: improving safety through engineering and integration, Version 1.1, Nov 2007

7 Cycle Parking Standards

Cycle Parking

7.1 The minimum cycle parking standards for all new development within the borough set below. Levels were originally set in the SBC Cycling Strategy (2018).

Land Use		Long term minimum cycle parking standard	Short term minimum cycle parking standard
B2	General industrial	1 space per 500 sqm	1 space per 1,000 sqm GFA
B8	Storage and distribution		
C1	Hotels	1 space per 20 bedrooms	1 space per 50 bedrooms
	Hostels	1 space per 2 units	
C2	Hospitals	1 space per 5 staff	1 space per 30 staff
	Care homes / secure accommodation		1 space per 20 bedrooms
	Student accommodation	1 space per 2 bedrooms	1 space per 40 bedrooms
C3-C4	Residential (without garage)	1-bed	1 space per 40 units
		2-bed	
		3-bed	
		4-bed	
	Houses in multiple occupation (without garage)	1 space per bedroom	
E	Food Retail	From a threshold of 100 sqm: -1 space per 175 sqm	1 space per 150 sqm GFA
	Non-food retail	From a threshold of 100 sqm: -First 1000 sqm: 1 space per 250 sqm -Thereafter: 1 space per 1000 sqm	1 space per 350 sqm GFA
	Cafes and restaurants	From a threshold of 100 sqm:	1 space per 100 sqm
	Finance/professional services	-1 space per 175 sqm	
	Offices	1 space per 500 sqm	1 space per 1,000 sqm GFA

Land Use		Long term minimum cycle parking standard	Short term minimum cycle parking standard
	Light industry and research		
	Sports clubs, gyms and indoor racket sports	1 space per 8 staff	1 space per 100 sqm
	Ten pin bowling, indoor bowls	1 space per 10 FTE staff	1 space per 3 lanes 1 space per 25 spectator seats
	Health centre and dentist	1 space per 5 staff	1 space per 3 staff
	Nurseries	1 space per 8 staff + 1 space per 8 students	1 space per 100 students
F.1	Primary and secondary schools	1 space per 8 staff + 1 space per 8 students	1 space per 100 students
	Universities and colleges	1 space per 4 staff + 1 space per 20 FTE students	1 space per 7 FTE students
	Libraries and misc. cultural buildings	1 space per 8 staff	1 space per 100 sqm GFA
	F.2 Public halls / places of worship	1 space per 8 staff	1 space per 100 sqm GFA
F.2	Places of assembly, community centres,	1 space per 8 staff	1 space per 100 sqm GFA
	Outdoor sports grounds		1 space per 10 players at busiest period
	Golf	5 spaces per 9 holes	
	Swimming pools, , ice rinks,	1 space per 8 staff	1 space per 100 sqm
Sui Generis	Drinking establishments	From a threshold of 100 sqm:	1 space per 100 sqm
	Takeaways	-1 space per 175 sqm	
	Cinemas	1 space per 8 staff	1 space per 30 seats
	Car showroom, vehicle storage, hire cars, petrol filling station etc	as per the most relevant other standard	as per the most relevant other standard

Table 8 Cycling Parking Standards

7.2 The minimum cycle standards differentiate between long and short stay provision, as the type of provision which needs to be made for each is different. The standards are based on “full-time equivalent” staff numbers where relevant. Provision on this basis can relate directly to mode choice

targets. The standards are based on a mode choice target of 10%. This ambitious target is considered suitable for Stevenage, due to the town's exceptional infrastructure for cyclists. Cycle parking should be provided as close as possible to the entrance of the facility it serves, so that it offers a real advantage over using a private vehicle.

- 7.3** Cycle parking provision at a specific development should be increased to allow for higher levels of cycling where local characteristics and employee travel plans indicate that this would be appropriate.

Variation of Parking Type by Land Use

- 7.4** The type of cycle parking provision required will vary depending on its use and up to date best practice guidance should be used at the point of application for any proposal.
- 7.5** In public areas, cycle parking should be well overlooked to allow for maximum security. For short stay use such as this, Sheffield stands are generally appropriate, as these provide a simple and effective facility.
- 7.6** For longer stay use, such as for employment premises, covered parking areas should be provided either within the building itself or located in close proximity to the building entrance. This will allow for weather and security protection. This can be accommodated through the use of cycle lockers or secure cycle sheds. For employment premises, shower facilities should also be provided in conjunction with these facilities.
- 7.7** In terms of residential development, particularly flatted developments, there is a preference for shared cycle parking facilities to be provided, as opposed to providing spaces within each dwelling, as this is normally more efficient. Shared cycle parking facilities should be secure and convenient to use, ideally provided by a cycle shed. Cycle parking must be covered. Short stay cycle parking should also be provided for visitors. For non-flatted developments, long term cycle parking should be provided for each dwellings with short term parking provided communally.
- 7.8** Some forms of cycle parking are inappropriate for all cyclists or all forms of cycles that cyclists use. For example, "double decker" parks are inaccessible for those that ride adapted bikes or less traditional bike such as a recumbent. The type of parking installed should be designed to be used by anybody and should not prohibit certain users or bikes from use.

Town Centre

- 7.9** Future residents in the town centre are likely to rely on sustainable transport more than residents outside of the town centre. Residential developments in the town centre should therefore go beyond the standards set out above in Table 8. To encourage greater numbers of cycling trips into the town centre, non-residential developments should also exceed the standards in Table 8 and locate high quality parking facilities close to key locations which minimise the distance cyclists must walk to reach their destination.
- 7.10** The town centre has historically been pedestrianised. As such, where appropriate, town centre developments should make financial contributions towards measures to enable cycling to be undertaken easily and safely within the town centre.

Cycle Hubs

- 7.11** The Council has already opened one Cycle Hub in Fairlands Valley Park and other locations in the borough are considered suitable for additional facilities. In particular the Council is keen for Cycle Hubs to be installed in the town centre and at the rail station. Cycle Hubs could consist of many configurations but key aspects could include: secure parking, changing facilities, mechanical assistance and cycle hire opportunities. The town centre and rail station are considered important locations for Cycle Hubs due to their importance as key trip destinations.
- 7.12** Cycle hubs should be in publically-accessible locations which help to promote multi-part journeys (ie. home to station, station-station, station to work) be undertaken by sustainable modes instead of relying on privately-owned vehicles being used for part of a journey. This would have the dual benefit of reducing congestion and reducing the amount of parking spaces being used all day at car parks close to the station.

Cycle Hire

- 7.13** The council is also keen to introduce a cycle hire scheme in the borough. This would consist of an amount of bikes being made available for short-term hire by users of the scheme. Bikes are likely to be kept at 'docking' stations in strategic locations on key routes and at key destinations. Docking stations should be an appropriate size for the particular location, based on projected use. For example, stations in residential areas are likely to require fewer parking bays than stations in the town centre or by a large employment site.
- 7.14** Stations should be located in areas that maximise their accessibility to potential users. This could be at future Cycling Hubs, by key employment sites, at the bus and rail stations, in community or neighbourhood centres, and/or close to key routes and key destinations, promoting increased use of the segregated cycle network.
- 7.15** A scheme may incorporate electric bikes, in which case, the provision of active charging points will need to be taken into account.

8 Transport Statements, Assessments, and Travel Plans

Transport Statements & Assessments

- 8.1** Local Plan Policy IT4 requires Transport Assessments (TAs), Transport Statements (TSs), and Travel Plans (TPs) to be prepared and submitted for developments that have significant transport implications.
- 8.2** County guidance, Roads in Hertfordshire, sets out the criteria for schemes which will generally require a Transport Statement or Assessment. These have been translated into the Local Plan:

Transport Statement	Transport Assessment
<ul style="list-style-type: none"> Residential development of between 50 and 80 units; Non-food retail development of between 800m² and 1500m² floorspace; Class B1 (now within Class E) Business of between 1500m² and 2500m² floorspace; Class B2 General industrial of between 2500m² and 4000m² floorspace; Warehousing development of between 3000m and 5000m floorspace; 	<ul style="list-style-type: none"> Residential development of over 80 units; Non-food retail development of over 1500m² floorspace; Class B1 (now within Class E) Business of over 2500m² floorspace; Class B2 General industrial of over 4000m² floorspace; Warehousing development of over 5000m² floorspace.

Thresholds for Transport Statements and Assessments

- 8.3** An assessment may also be required for smaller developments if significant transport impacts are likely. Examples include proposals which are in a sensitive location, where congestion already exists, where a high level of traffic is expected to be created, and proposals for certain leisure facilities.
- 8.4** Pre-application discussions should be held with the Borough Council, as well as Hertfordshire County Council, as the Local Highway Authority, in order to determine whether or not a TA is required.

What a Transport Statement or Assessment should contain

- 8.5** The coverage and detail of a TA should reflect the scale of development and the extent of the transport implications of the proposal. However, the following main subjects should be covered:

Transport Statement

- Existing conditions - including site information and baseline transport data;
- Proposed development - including information such as site accessibility, parking strategy, traffic impacts of construction, drawings and trip generation.

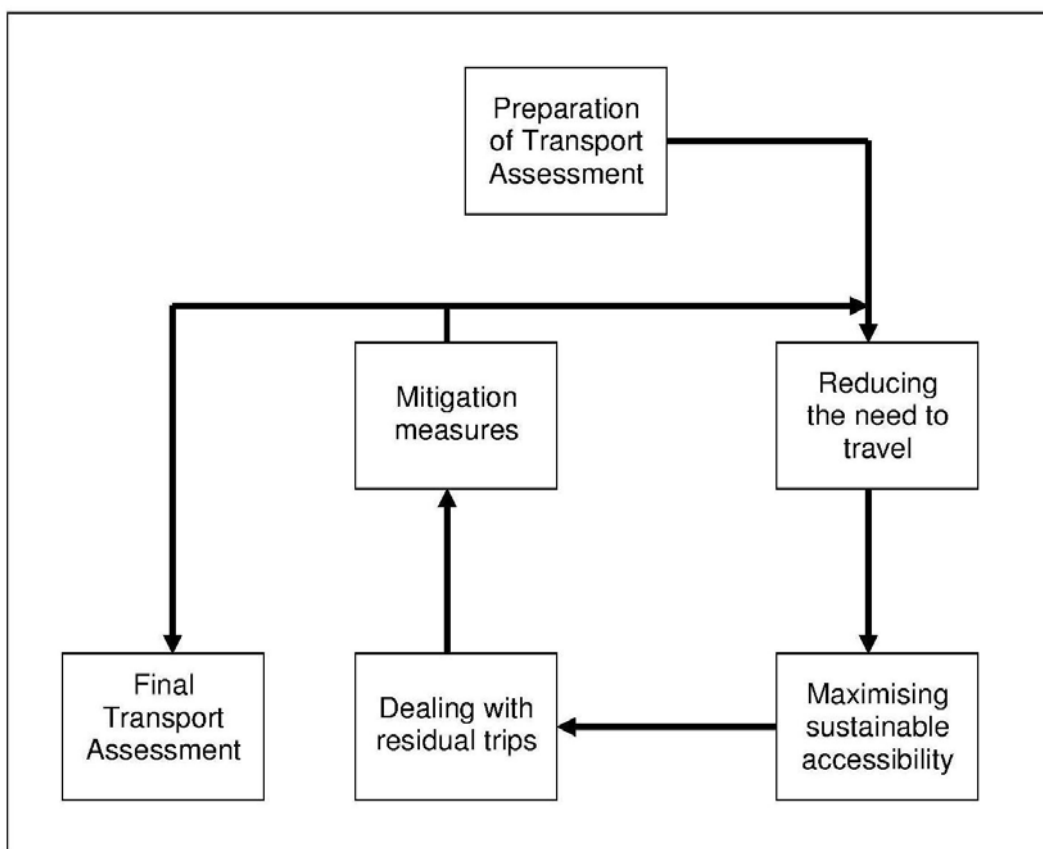
Transport Assessment

- Existing conditions and proposed development, as above.
- Assessment years/analysis period
- Development trip generation
- Air quality issues

- Environmental impact issues
- Reducing the need to travel, especially by car
- Sustainable accessibility - promoting Smarter Choices via Travel Plans
- Transport impacts and mitigation measures

8.6 TAs involve an iterative process with many inter-related factors influencing the transport characteristics of a new development (e.g. location, public transport accessibility, accessibility on foot and by cycle, on-site parking provision). The process should combine these factors to maximise sustainability.

8.7 The following diagram illustrates the process involved in producing a TA:



8.8 A location that reduces the need to travel is the starting point for the TA process and is the foundation for current Government policy on planning for new development. Location determines catchments and influences overall accessibility to the development by different modes.

8.9 Maximising the use of non-car modes is the next consideration. Accessibility is influenced by the design of the development and new transport infrastructure and services provided for it. These factors may be required to meet operational requirements and standards but they may also help overcome poor accessibility by reducing pedestrian severance. Travel plans, planning conditions and legal agreements can also influence transport impacts by requiring measures that reduce car dependency.

- 8.10** Finally, assessing the effect of these influences allows analyses of consequent impacts on existing traffic and the site's surroundings. If these are unacceptable, the procedure may be repeated with different solutions.
- 8.11** It is highly desirable for developments to accommodate attracted vehicles off-street to avoid intrusion in surrounding areas through overspill parking. However, it is also important that on-site parking provision minimises car dependency. The amount of parking provided on-site should not be such that it encourages car use by people for whom travel by non-car modes is practical.
- 8.12** Car parking is both an input and an output of the TA process. While car parking standards provide a starting point by indicating the degree to which car usage could be discouraged, the demand for off-street parking provision is a conventional and independently derived output of a TA.
- 8.13** An acceptable Transport Assessment will need to demonstrate that the levels of parking proposed for a development are suitable in terms of meeting sustainability objectives, will not have an adverse impact on the site or the surrounding area and will not create an increase risk of accidents.
- 8.14** Further guidance on the production of Transport Assessments can be found in the DfT document *Guidance on Transport Assessments*⁽⁷⁾.

Travel Plans

- 8.15** The value of travel plans in increasing the awareness of transport implications and sustainable development is now widely recognised. County level guidance⁽⁸⁾ encourages the submission of a travel plan alongside planning applications for all major developments. This is translated into Policy IT4 of the Local Plan.
- 8.16** Travel plans comprise measures to be adopted by businesses and other organisations to encourage staff to use sustainable and less polluting forms of transport with the overarching aim of reducing the amount of cars on the roads.
- 8.17** Travel plans can also have a positive impact upon large-scale residential development. For example, in addition to sufficient high quality cycle parking, management companies for flatted developments could ensure that cycle routes and key destinations are advertised, and employers could ensure shower and changing facilities are installed at workplaces.
- 8.18** Initiatives within these plans often involve all forms of active and sustainable transport, not just related to parking. They might include cycle storage, showers, walking clubs, dedicated bus services, car sharing arrangements, car pool clubs and low levels of car parking provision. Initiatives to reduce the demand for car parking through improved passenger transport accessibility, and other relevant schemes will be supported.
- 8.19** Developments in or outside of Accessibility Zones will require Travel Plans / Transport Assessments and the content of individual plans or assessments will be dependent on that specific location. It could be that the use of public transport is heavily promoted in one travel plan but walking and cycling is more appropriate in another.

7 *Travel Plans, Transport Assessments, and Statements*, DfT, March 2014

8 Hertfordshire Local Transport Plan 4 (2018-31): Policy 3 - Travel Plans and Behaviour Change

9 Design and Layout

- 9.1** The County Council document Roads in Hertfordshire⁽⁹⁾ provides more general design standards and advice in relation to parking provision for vehicles, as well as other modes of transport. In addition, a number of best practice guidance documents covering parking provision also exist nationally. Manual for Streets provides detailed advice on the design and layout of parking provision including dimensional requirements for all types of spaces, requirements for disabled parking provision, cycle parking standards and advice, and guidance on motorcycle parking.
- 9.2** The above publications should be used, in conjunction with this SPD, when creating an integrated development proposal.
- 9.3** This chapter provides locally specific guidance, in terms of which types of provision work best, and provides an overview of the more specific design details. The following guidance should be followed when creating a development proposal.

Vehicle Parking

- 9.4** Unallocated parking will be the preference for most developments, and some unallocated parking should be included in all residential layouts, where possible.
- 9.5** On-street parking is a significant issue in Stevenage with many cars still parking on the street. This is often despite there being dedicated spaces allocated. The reasons for this include:
- Allocated parking does not always allow for differing levels of car ownership between different properties, and over time. Some dwellings have a higher level of car ownership than their allocated number of spaces, and some may have less/not own a car meaning their spaces may be completely unused.
 - Available spaces are not in a convenient location i.e. not situated next to the property. Evidence⁽¹⁰⁾ shows that car owners prefer to park as near to their dwellings as possible, both for convenience, and for security reasons, so that parked cars can be overlooked.
- 9.6** Unallocated parking may provide a solution to these problems by offering a more flexible approach. Unallocated parking allows for differing levels of car ownership at different properties and over time, and provides for the needs of both residents and visitors. It can also provide the opportunity for spaces to be used for non-residential use during the daytime.
- 9.7** Unallocated off-street parking should be designed to be well integrated with the overall site layout and offer a proximate parking to residents. Spaces should be overlooked by nearby dwellings, ideally provided at the front of properties, but without being allowed to dominate the development. If blocks of parking are to be provided, these should be as small as possible, and should be dispersed through the development area, to allow for convenient and safe use.

9 Roads in Hertfordshire: Highway Design Guide, 3rd Edition, 2011

10 Urban Design Compendium, Homes and Communities Agency

- 9.8** Where allocated parking is to be provided, the layout and design of this should be carefully considered. Each space should be located in close proximity to its associated dwelling, but should not be allowed to dominate the street scene.
- 9.9** Developments should be designed with layouts which ensure that additional on-site provision cannot easily be achieved informally (to the detriment of amenity). However, designing developments to achieve these objectives should not compromise other residential design principles.
- 9.10** Parking provision should be designed in line with Secured by Design objectives⁽¹¹⁾. Parking should be overlooked by nearby properties to create a high level of natural surveillance. Where security may be an issue, car parking areas should also be well lit throughout the night.
- 9.11** Guidance within Manual for Streets and the Stevenage Design Guide SPD should be referred to for further details on the design and layout of car parking.

Garages

- 9.12** Garages should be located close to the property that they serve. Segregated garage courts should be avoided. Experience of these within Stevenage shows that they are often not well used, and create dead frontages and security concerns.
- 9.13** The Manual for Streets recognises that, in some developments, less than half the garages are used for parking cars; many are used primarily for storage or have been converted to living accommodation. To take this into account, a minimum size requirement for garages has been set within this SPD. Garages that do not meet these dimensions can be provided, but these will not be counted towards car parking provision. However, they would still count towards cycle parking requirements.

Motorcycle parking

- 9.14** Designated motorcycle parking provision should be provided close to the use it is serving. This will help to avoid the informal use of vehicle and cycle parking spaces, or other areas close to the building curtilage.
- 9.15** Parking spaces specifically for motorcycles are not required for residential development as standard, as in most cases spaces for cars can be used. Where designated spaces are provided, these should ideally be covered, to increase security and allow for protection against the elements.
- 9.16** Manual for Streets sets out the recommended dimensions for effective motorcycle parking.
- 9.17** For further, more detailed, advice on parking provision for motorcycles, the guidance issued by the Institute of Highways Engineers should be followed.

11 Secured by Design: The Official Police Flagship for Security and Designing out Crime
<http://www.securedbydesign.com>

10 Accessibility Contributions

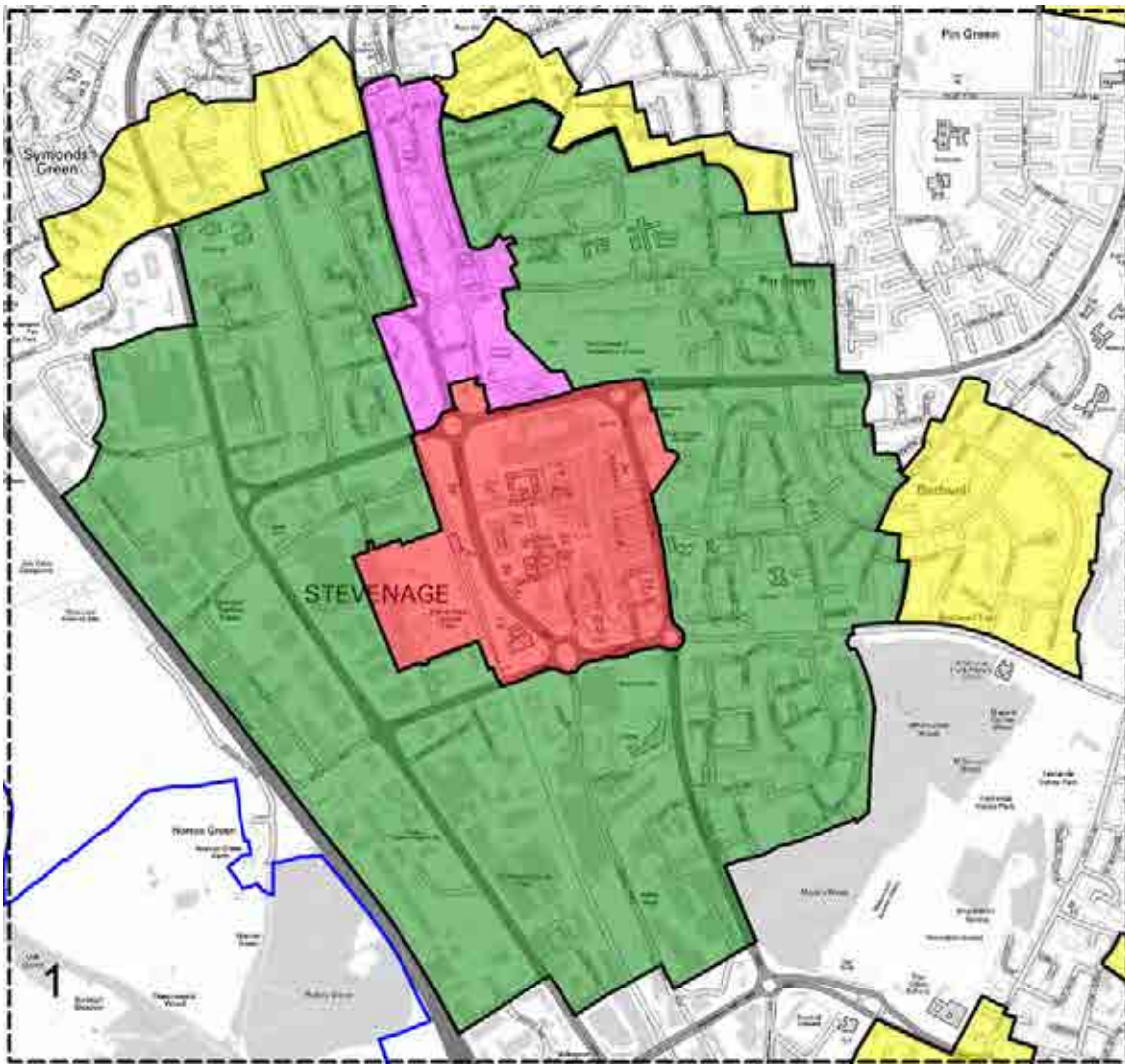
- 10.1** Policy SP6: Sustainable Transport of the Local Plan requires all developments to "make on-site, off-site or financial contributions towards the creation or improvement of routes to, from or in the vicinity of the site; the provision of...appropriate means of traversing significant barriers for pedestrians and cyclists; ...and/or the implementation of other transport schemes identified in our delivery plans."
- 10.2** In addition, Policy IT3: Infrastructure states that 'where appropriate, conditions, legal agreements or other mechanisms will be used to ensure that development is phased to coincide with the delivery of infrastructure.'
- 10.3** In line with these requirements, planning obligations will be sought to enable improvements in accessibility to a site by all modes (with an emphasis on walking, cycling and passenger transport), where such measures would be likely to influence travel patterns to and from the development site.
- 10.4** Individual site circumstances will determine the nature of the planning obligations required, but schemes can include initiatives such as improvements to bus services and cycle routes, highway improvements, parking improvements around the site and car-share schemes. The Draft Growth & Transport Plan for Stevenage provides some guidance on the larger scale schemes proposed for Stevenage, and, where appropriate, may be used as a guide when requesting planning obligations for new development. The Council also has a range of strategies and delivery plans combined under the Future Town, Future Transport Strategy (adopted 2019) which identify the Council's priority projects for promoting sustainable transport.

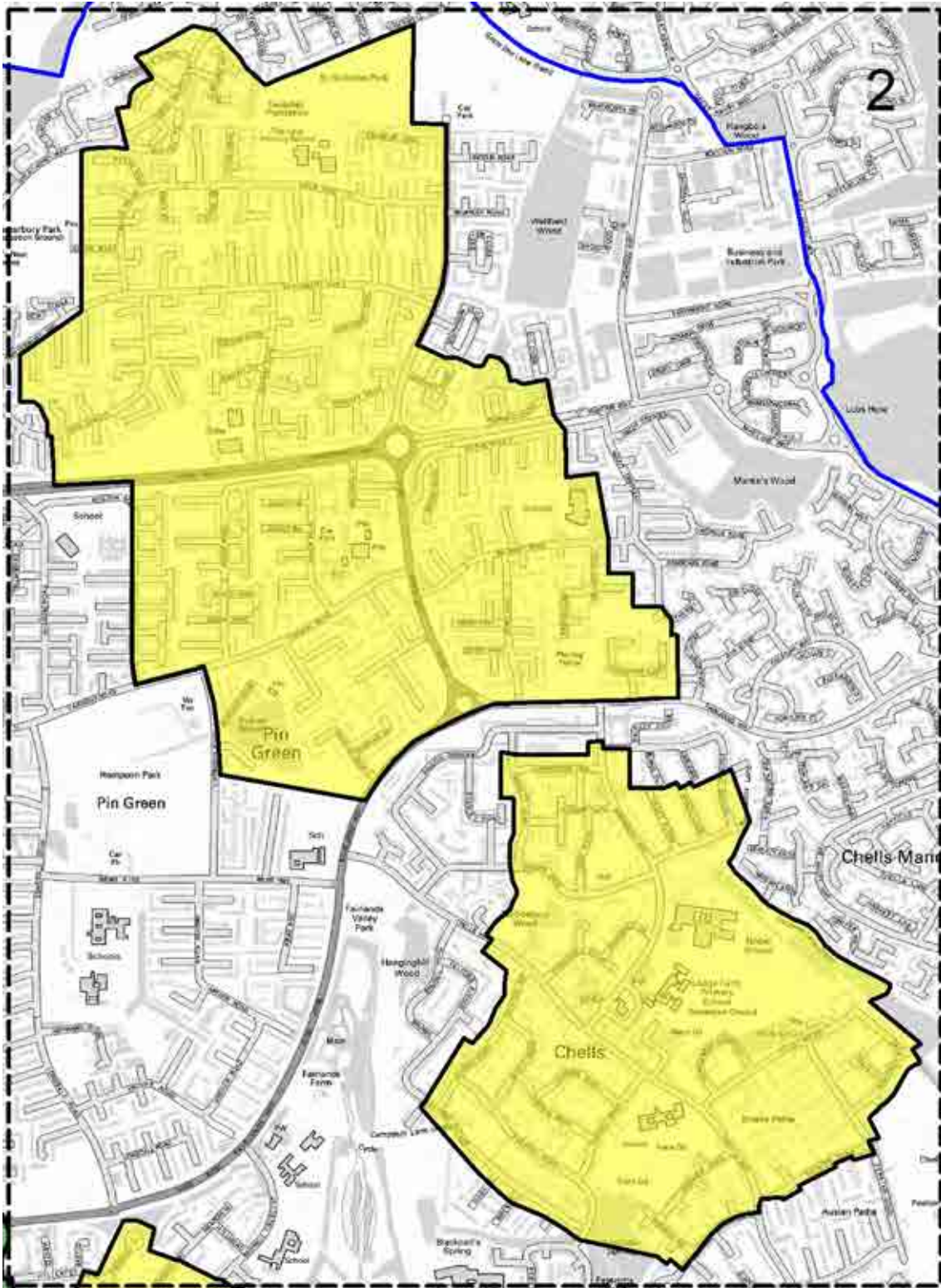
Appendices

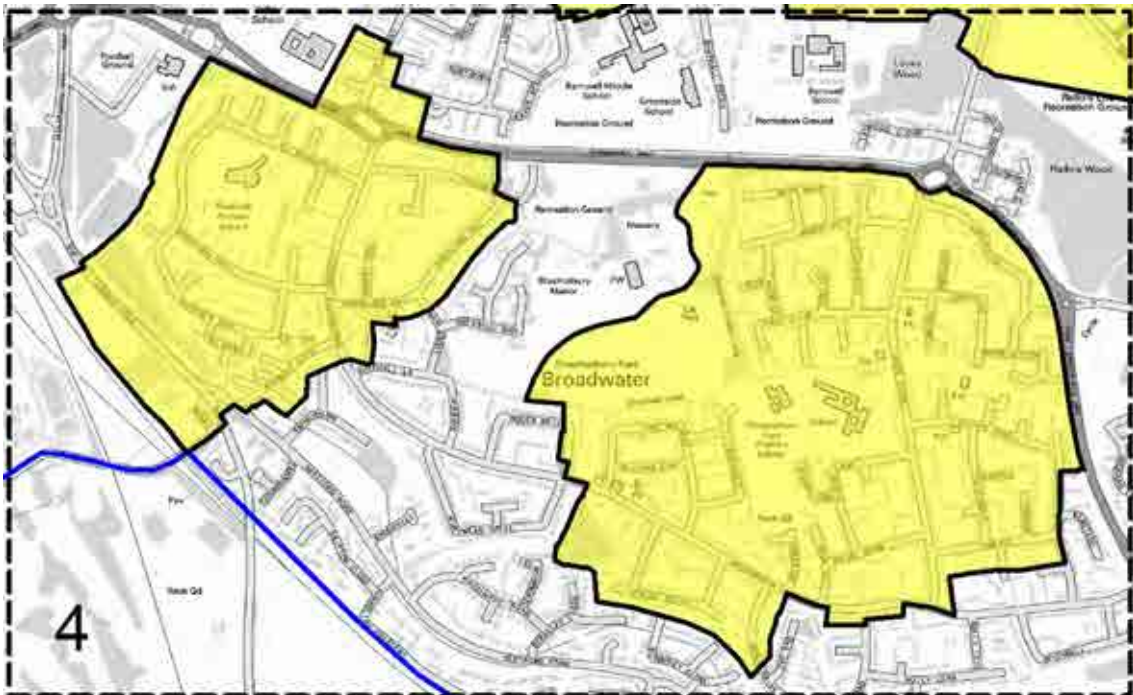
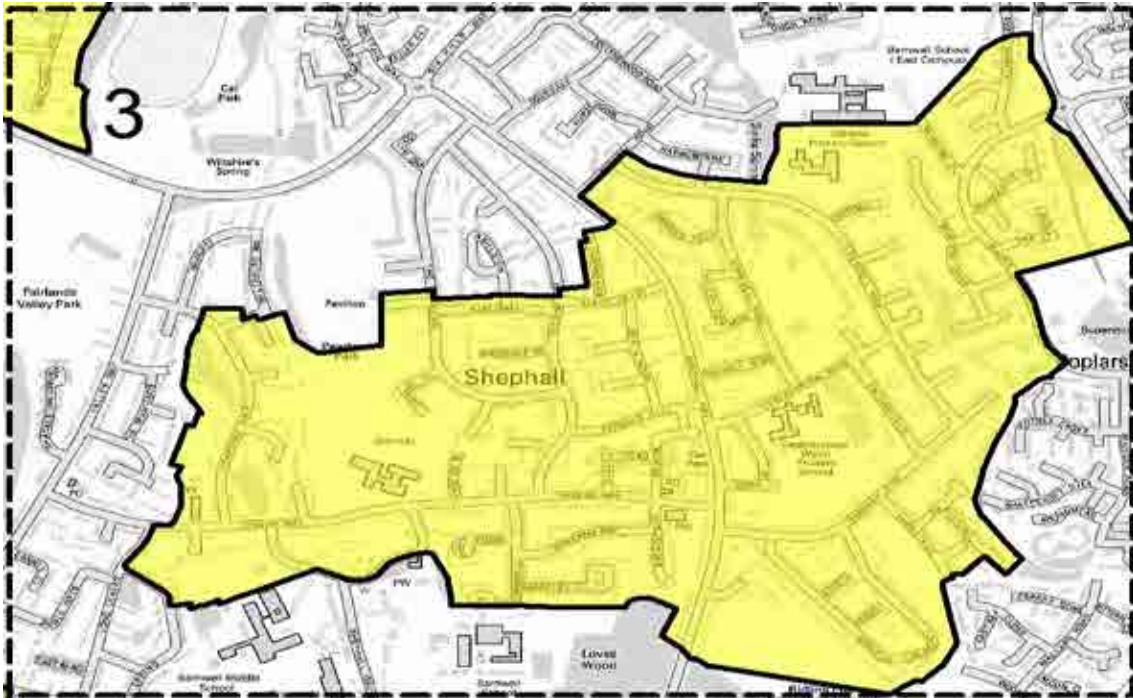


Appendix 1 Accessibility Zones

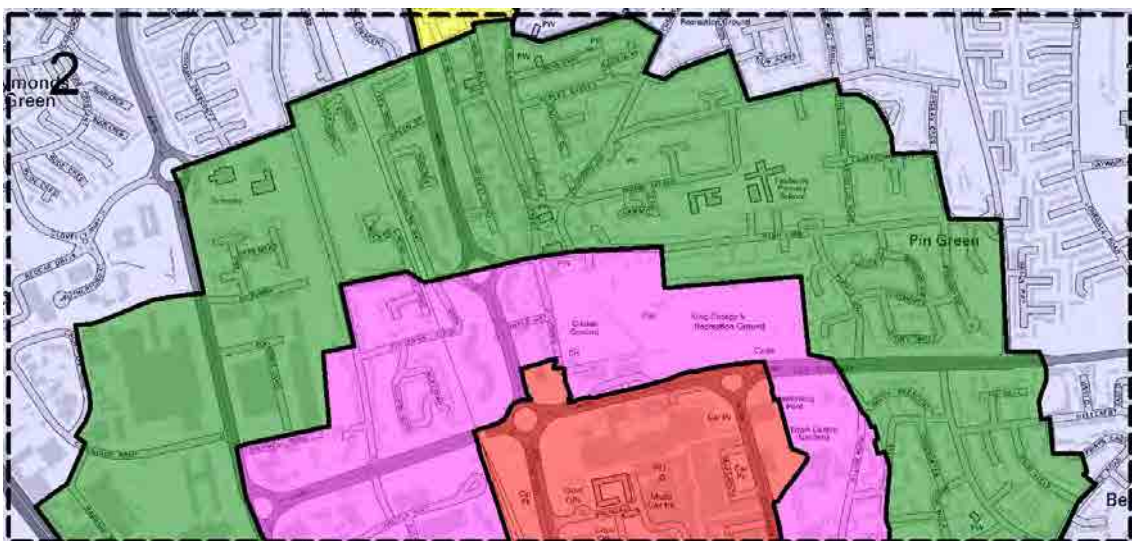
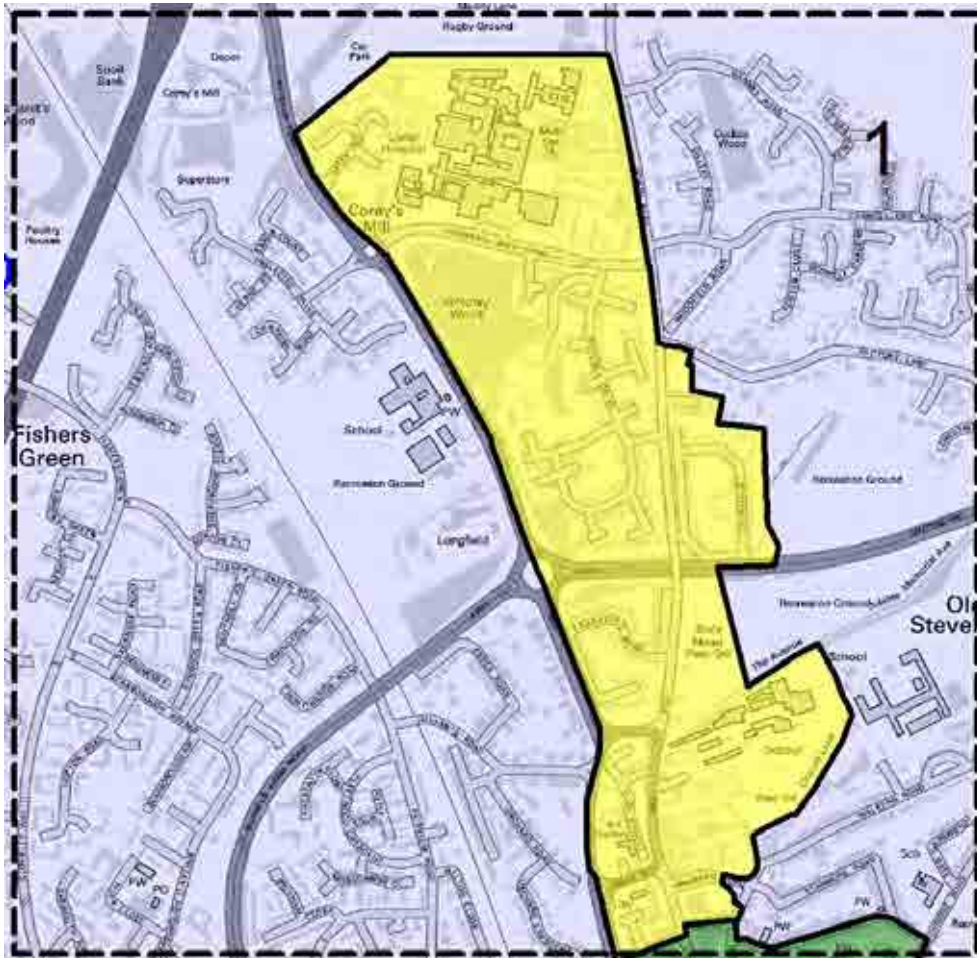
Residential Accessibility Zones Inset Maps

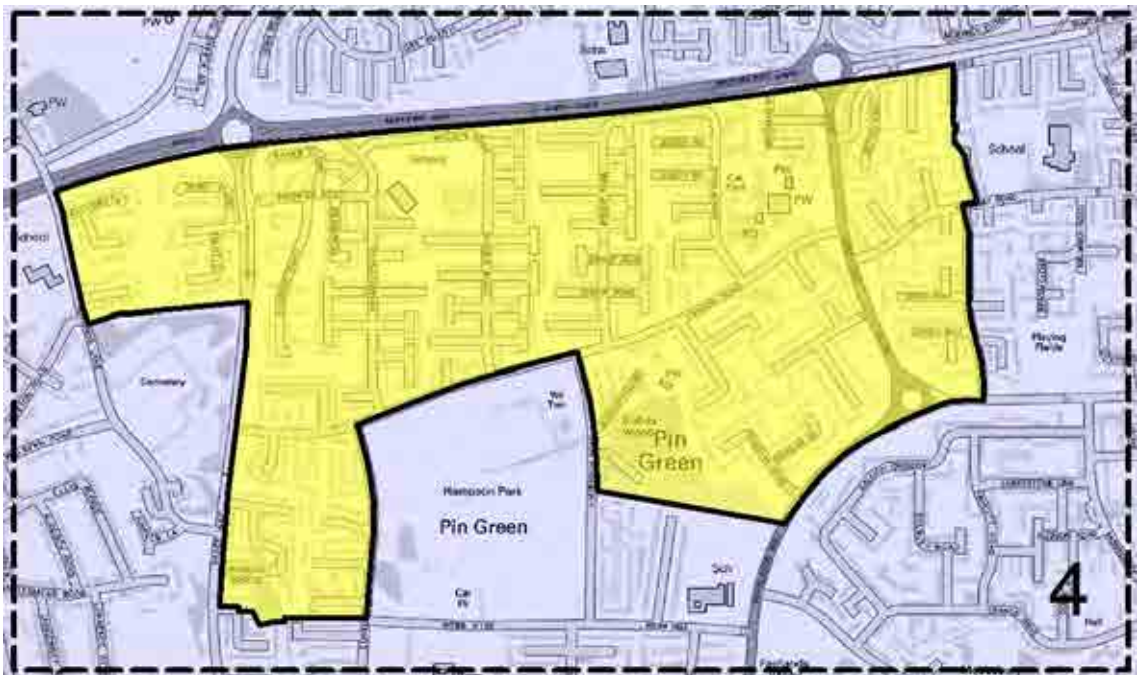
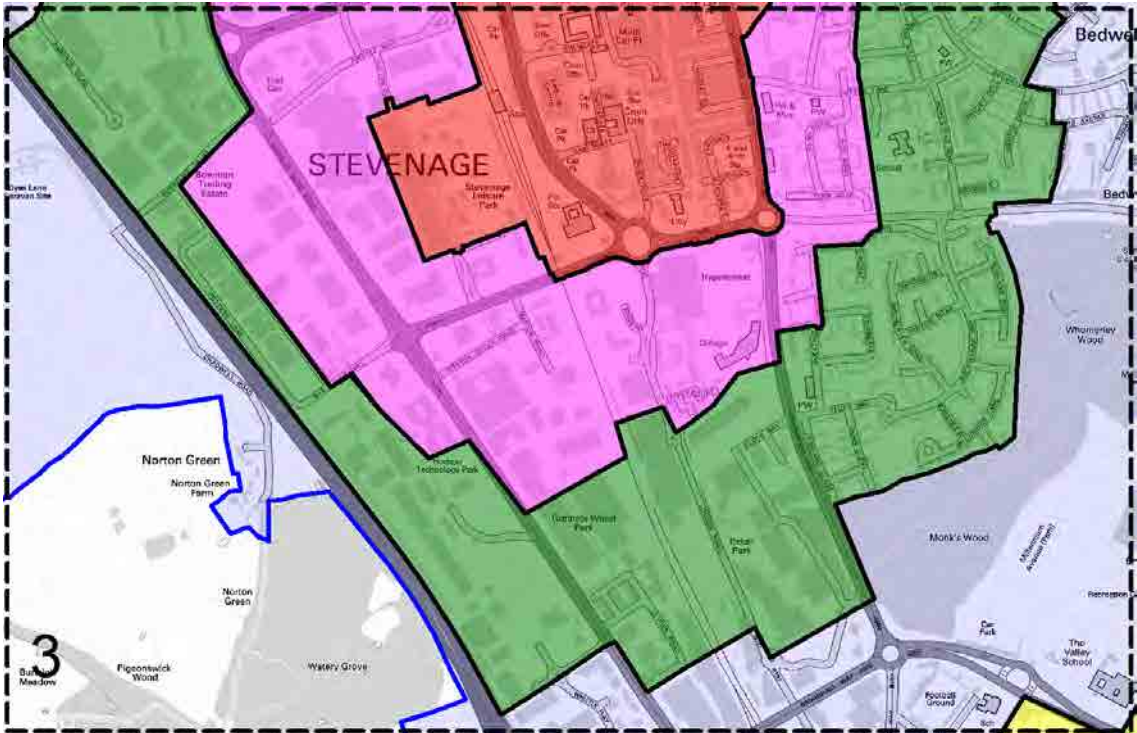


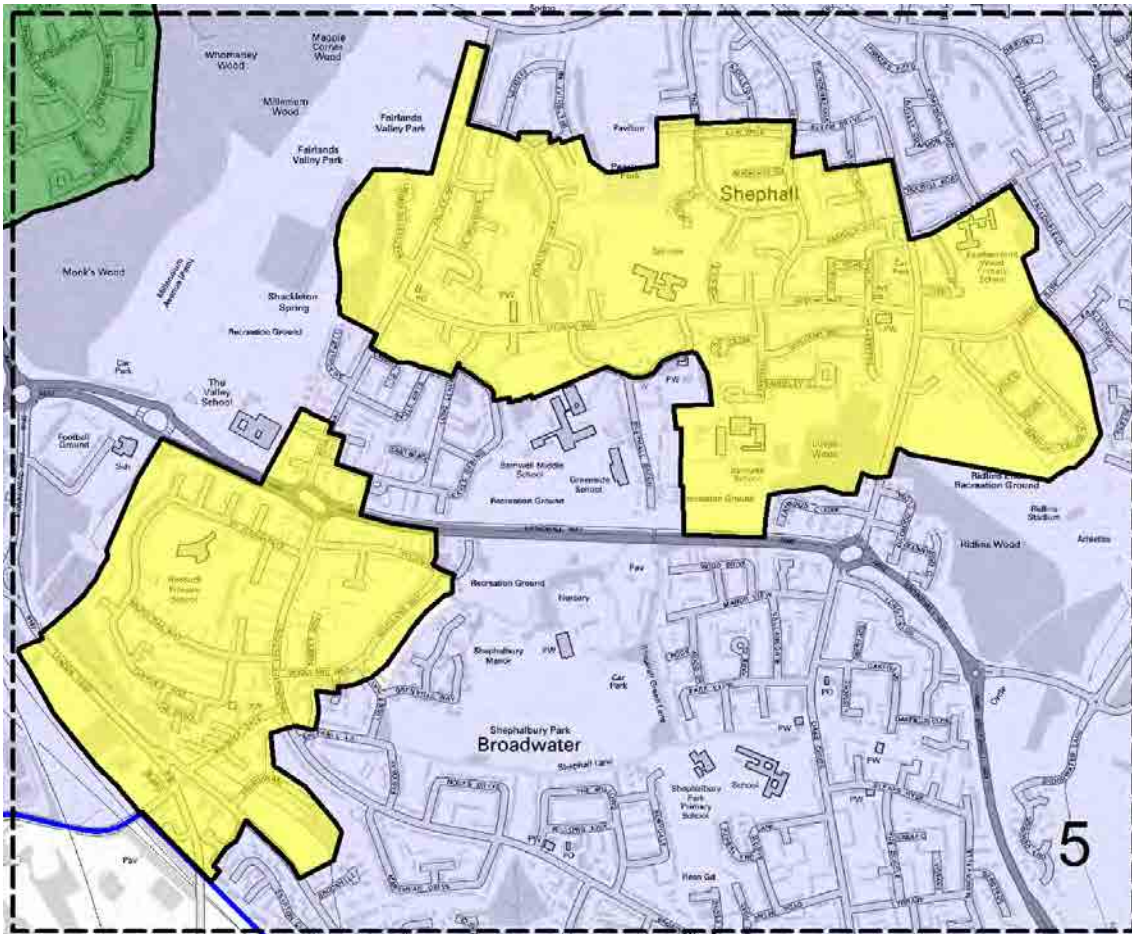




Non-residential Accessibility Zones Inset Maps







The zoning process

The zoning process used in this SPD is broadly based on the methodology used within the HCC Best Practice Guide on Parking Provision at New Development (March 2003). It involves assessing different areas within Stevenage according to how closely they meet accessibility criteria. Separate maps have been produced for residential and non-residential development, as the criteria which determine car ownership/use levels for each of these is different.

Residential accessibility is affected by the provisions of passenger transport but levels of car ownership may not necessarily be lower just because there is good passenger transport. Residential car ownership is predominantly dependent on access to primary schools, access to shops and access to other services/facilities commonly found without neighbourhood centres. For non-residential development, the proximity to passenger transport is the main determinant of whether or not people can use non-vehicle modes of transport and whether parking levels can be reduced.

Criteria for residential accessibility zones

The residential Accessibility Zones were based on a series of criteria with the exact areas taking account of the following as a starting point:

Town Centre Zone

- The Town Centre, as defined on the Policies Map of the adopted Stevenage Local Plan

Zone 1

- The remainder of the primary retail/leisure core.

Zone 2

- Excellent passenger transport - within 1200m of the train and bus stations.

Zone 3

- Within 400m of a primary school and a district, local or neighbourhood centre, as defined on the Policies Map of the adopted Stevenage Local Plan.

Once these areas were determined, they were increased/decreased taking account of road layout, non-vehicular connections, and/or obstructions to sustainable forms of transport. In many cases, the Accessibility Zones were extended or reduced so that either a carriageway or garden curtilage marked the edge of the zone.

Areas within Zone 1 are most likely to have lower levels of car ownership, as they have access to local facilities as well as the ability to easily travel outside of the Borough by passenger transport, to access facilities and jobs in other towns.

Criteria for non-residential accessibility zones

The non-residential Accessibility Zones were based on a series of criteria with the exact areas taking account of the following:

Zone 1

- Within 800m of bus and train stations

Zone 2

- Within 1200m of bus and train stations

Zone 3

- At least one bus every 5 minutes; and
- At least 6 routes available

Zone 4

- All other areas

As with the residential Accessibility Zones, the exact 800m/1200m were amended taking into account road/development layout, links and obstructions and to ensure that a carriageway or curtilage marked the edge of the zone.

Good access by passenger transport means that employees can travel more easily, and are therefore more likely to travel, by passenger transport rather than in a private car. In these locations, developers can encourage lower levels of car use effectively through minimising car parking provision.

The criteria used to calculate the accessibility of an area (by non-car modes) have been chosen to reflect local characteristics, and to designate areas where lower levels of car use/ownership are/could be likely. The criterion (within the Best Practice Guide) on the attractiveness and availability of pedestrian and cycle routes, for example, has not been included, as cycle routes and pedestrian routes exist across the town and are very similar throughout.

