



# Suffolk Advisory Parking Standards

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April 2002

1. This Supplementary Planning Guidance (SPG) provides policy advice to those considering planning applications for new development and sets out advisory levels of parking for particular types of scheme. Upon adoption by the County Council and District/Borough Councils, it will be a "material consideration" in taking decisions on planning applications. Extensive consultation was undertaken on a draft of this document in late 2001 and amendments have been made as a consequence of comments made at that time. A full analysis of this consultation is shown in an appendix which may be obtained separately.
  
2. The advice in this document reflects that set out by Central Government in Planning Policy Guidance (PPG)13 (Transport) and PPG3 (Housing). PPG13 describes the background to its approach to parking in para. 49 :

"The availability of car parking has a major influence on the means of transport people choose for their journeys. Some studies suggest that levels of parking can be more significant than levels of public transport provision in determining means of travel (particularly for the journey to work) even for locations very well served by public transport. Car parking also takes up a large amount of space in development, is costly to business and reduces densities. Reducing the amount of parking in new development (and in the expansion and change of use in existing development) is essential, as part of a package of planning and transport measures, to promote sustainable travel choices. At the same time, the amount of good quality cycle parking in developments should be increased to promote more cycle use."

3. The PPG goes on to state that policies in development plans should set parking standards for broad classes of development. As local plans are reviewed, the standards set out in this document will be considered for inclusion within them. However, pending those reviews, the local planning authorities will use this Supplementary Planning Guidance as the basis of decision making on parking provision for new development. This approach will allow a consistent approach to be maintained across the county without necessarily having to wait for any changes to be taken up through the formal development plan system.

4. PPG13 (para. 52) sets out an approach to parking standards which departs from previous practice. This is that they should be maxima - whereas in the past they have been used as minima. It goes on to say they "should be designed to be used as part of a package of measures to promote sustainable transport choices, reduce the land-take of development, enable schemes to fit into central urban sites, promote linked-trips and access to development for those without use of a car and to tackle congestion. There should be no minimum standards for development, other than parking for people with disabilities".
5. The principles set out in the Government's advice have been taken up by Suffolk County Council's Local Transport Plan 2000 and parking provision has been related to other facets of transport provision as part of its integrated approach.
6. The local planning authorities in Suffolk (the County Council and District/Borough Councils) have re-examined their parking standards in the light of this advice and the more detailed guidance set out in Annex D of PPG13 and paras. 61-62 of PPG3. The new standards for different types of land use are set out in the attached tabulations. The tabulations show three columns. As well as maximum car parking levels, minimum operational parking (operational is defined as necessary servicing activity) and minimum cycle parking are shown.
7. The Suffolk Structure Plan 2001 was adopted on 25 June 2001. Policy T9 of the Plan deals with parking associated with new development and states :-

**"T9 Development-related private car parking**

**(a) The scale of off street private parking to be provided in association with new development will :**

- (i) reflect the type, scale and trip attraction of the development, its location, and its accessibility by means other than by car;**
- (ii) be specified in the Suffolk Advisory Parking Standards as agreed by the Suffolk local authorities.**

- (b) Car parking provision for new development will comply with the following principles :**
- (i) levels which exceed the specified Suffolk Advisory Parking Standards will not be acceptable;**
  - (ii) in order to restrain car travel consistent with the Local Transport Plan, levels below those in the specified Suffolk Advisory Parking Standards will be required for non-residential developments where adequate alternatives to the private car exist or will be provided as part of the development, and the local economy will not be adversely affected;**
  - (iii) the provision of off street car parking for new residential development as specified in the Suffolk Advisory Parking Standards may be reduced or omitted in areas with good access to a broad range of facilities by walking, cycling or public transport.**

**In respect of lower levels of parking provision consistent with clauses (ii) and (iii), the local authorities may seek financial contributions towards the cost of alternatives to the provision of on-site parking at the levels specified in the Suffolk Advisory Parking Standards. The alternatives include pedestrian and cycle facilities; public transport services; park and ride facilities; public car park improvements and provision, and implementation of green transport plans. Financial contributions may also be sought to implement traffic management measures to overcome the undesirable consequences of on-street parking when parking provision permitted within a new development is below that specified in standards. In addition, in no circumstances will the provision of parking be so low that on-street parking associated with**

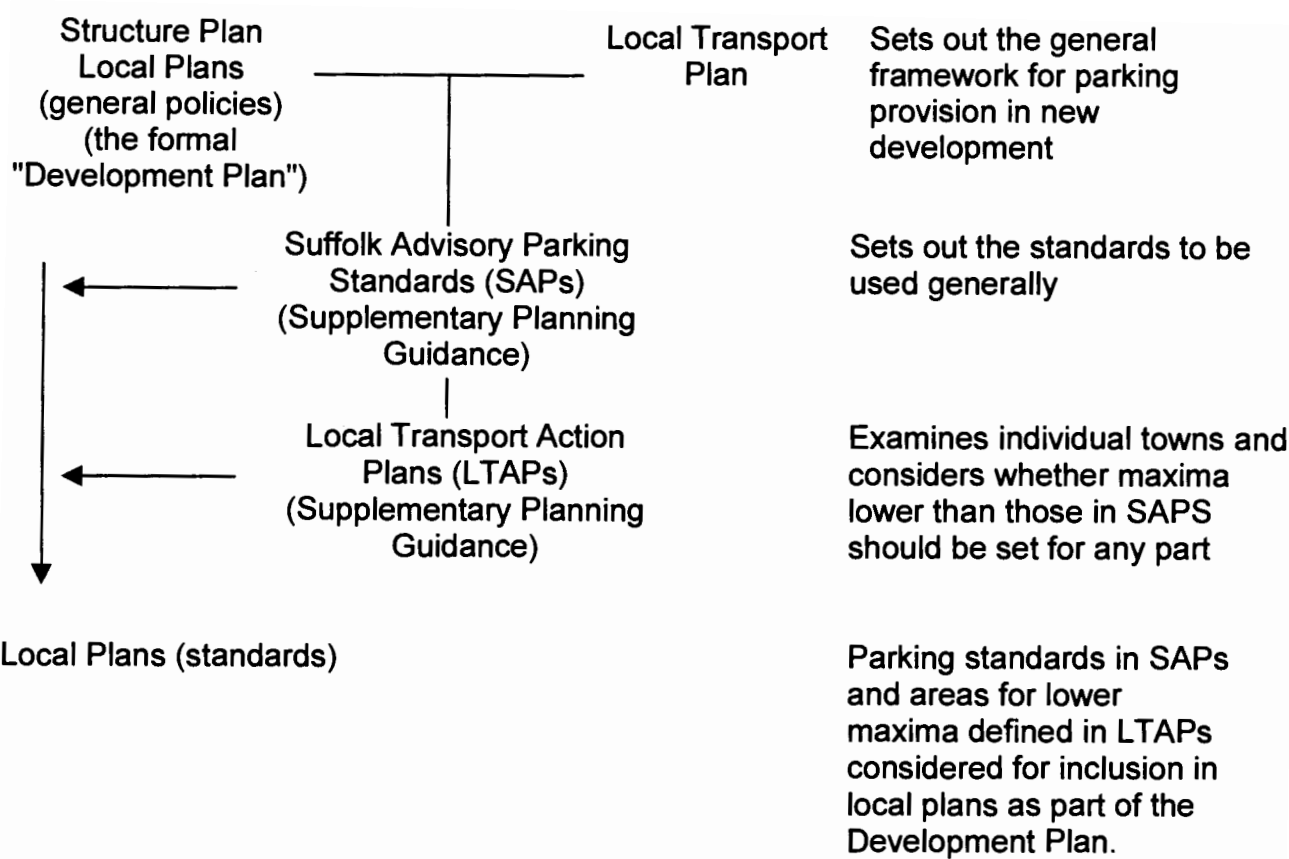
**the development would create a highway safety or amenity problem.**

**(c) redevelopment or alternative use of existing private non residential car parking will be sought in local plans and as part of the development control process where necessary to bring provision into conformity with the Suffolk Advisory Parking Standards. "**

8. As local plans are reviewed across the County, they will need to include an approach which is consistent with that outlined by the Structure Plan.
9. In Policy T9 (b)(ii), the Plan refers to the intention to require levels of car parking provision below those set out in Suffolk Advisory Parking Standards (SAPS) for **non-residential development** where adequate alternatives to the private car exist, or will be provided as part of the development, and the local economy will not be adversely affected. This means that in certain parts of the county, in particular the centres of the major towns, areas will be identified where the maximum level of car parking should be below that set out in the tables in this document. The areas themselves and the degree to which the local maxima should be below that set out for the county are matters to be defined in the Local Transport Action Plans (LTAPs) which are being drawn up by the County Council in partnership with the relevant district/borough council. By virtue of the full consultation that is also undertaken as part of their development, LTAPs could be adopted as Supplementary Planning Guidance by local planning authorities. In due course these areas should be included within local plan reviews.
10. The LTAPs will need to take account of adequate alternatives to the private car, in particular whether park and ride, other public transport, cycling and walking provision is such as to provide good opportunities for commuting journeys. Furthermore, the LTAPs will have to consider whether the local economy would be adversely affected by such limitations. This may be the situation in a very limited number of cases across Suffolk where, for instance, it has been difficult to encourage new non-retail employment in town centres and where it is clear that the absence of on-site car parking at the normal standards would jeopardise the

revitalisation of the town's economy. As policy T9(b) makes clear, there is also the general requirement that the provision of parking should not be so low as to create a highway safety or amenity problem. This would apply as much to a specific development as to a whole town centre.

11. Where parking provision is below the maximum levels set out in the parking standards, policy T9(b) makes clear that financial contributions may be sought towards the cost of the alternatives and this may be reinforced by the requirement to bring forward a 'green transport plan'. (It should be noted that even where parking provision is made at the maximum levels of the standards, the transport impact assessment required to accompany developments may indicate that financial contributions are necessary as part of the development.)
12. For **residential development**, the standards shown provide for different maxima for parking depending upon whether the location has good access to a broad range of facilities by walking, cycling or public transport. PPG 3 states that policies which would result in average levels of off-street parking higher than 1.5 spaces per dwelling, especially in urban areas, should not be adopted. However many of Suffolk's residential areas do not have the levels of non-car access envisaged by the PPG at national level. Accordingly it is necessary to recognise that higher levels of parking provision may be appropriate in parts of the county.
13. As Structure Plan policy T9(b)(iii) makes clear, it is open to developers to provide for parking at levels below the maxima indicated in the standards. However, this should not be at levels which would cause highway safety or amenity problems.
14. The following table summarises the position on the definition of parking policy and the planning status of the various documents.



General Notes

**Dimensions and Layouts**

The dimensions for parking spaces and possible layouts are shown in Diagram 1.

**Parking Provision for People with Disabilities**

The provisions of the Disability Discrimination Act 1995 should be taken into account in considering the parking for the people with disabilities. Therefore each development needs to be considered individually. As a broad guide, there should be provision equivalent to at least 5% of the maximum total parking provision set out in the standards. However a greater percentage should be allowed for uses such as health centres, clinics, hospitals or other such establishments. Preferred bay size 3.6m x 6m - minimum 3.6m x 4.8m.

See Diagram 2

**Cycle parking**

Standards for cycle parking are described either as "stands" or as "spaces". Note that one stand means a Sheffield Type Stand, which equates to two spaces (see Diagram 3). In some cases higher quality provision will be appropriate (e.g. under cover or with secure lockers). This will be a matter for consideration on

individual planning applications. Locations for cycle parking should be in a convenient and secure position within the site.

In addition to the provision of secure parking, as part of any agreement on Green Travel Plans, developers will be required to demonstrate that they have considered the additional needs of future employees, such as locker, changing and shower facilities.

#### Motorcycle parking

Government transport statistics show that the ratio between motorcycle and car ownership is 1:35. However, with regard to the congestion benefits that the motorcycle provides, a parking standard of one space, plus an additional space for every 20 car parking spaces, should be applied. Such spaces should allow for motorcycles to be secured.

In addition to the provision of parking, as part of any agreement on Green Travel Plans, developers will be required to demonstrate that they have considered additional needs for future employees, such as locker and changing facilities.

#### Car Park Safety

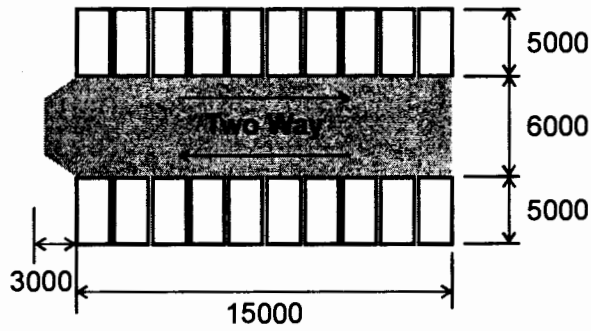
In designing the layout of car parks, consideration should be given to the safety and security of users and vehicles. The principles of the "Secured By Design" approach should be used where appropriate. For further information, please contact the County Council's Community Safety Officer on 01473 584590.

Note. At the time of preparation of this document, the Government had published a consultation document on changes to the Use Classes Orders. An initial assessment concluded that no major changes would be required to the parking standards if the amendments to the Use Classes Order were made as currently suggested. However, the existing standards would continue to refer to equivalent classes in any new Order.

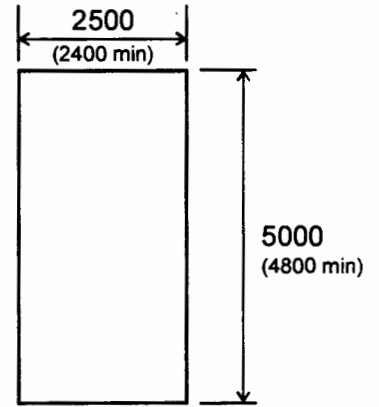
The assistance of Essex County Council in the provision of information on standards is gratefully acknowledged.

**Diagram 1.**

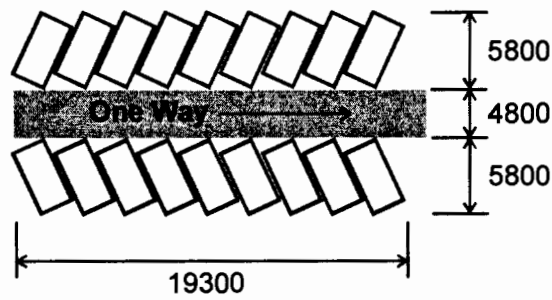
**90° Parking**



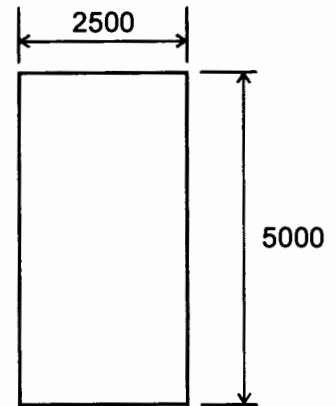
**Car Parking Spaces Dimensions**



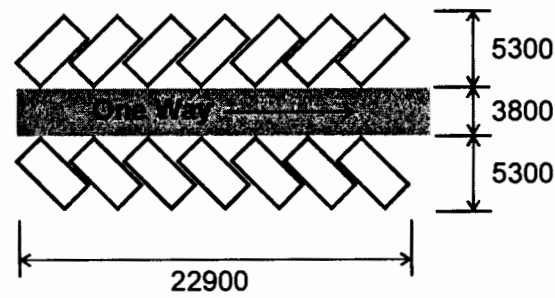
**60° Parking**



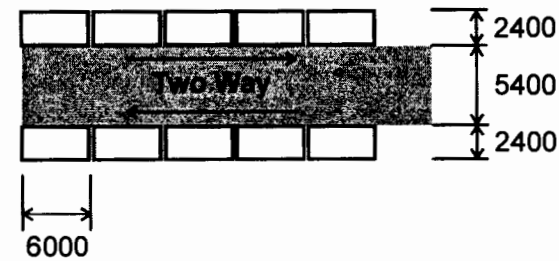
**Garage Size Minimum Dimensions**



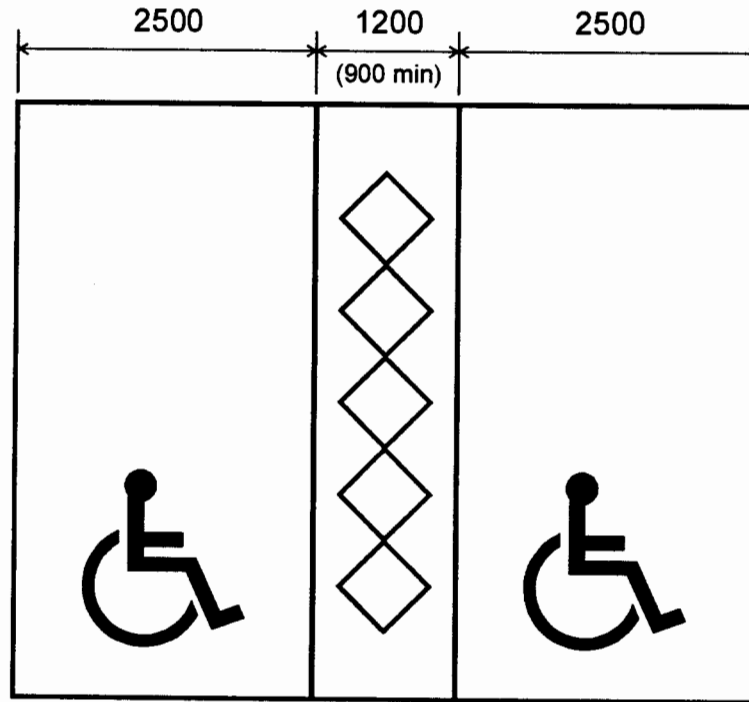
**45° Parking**



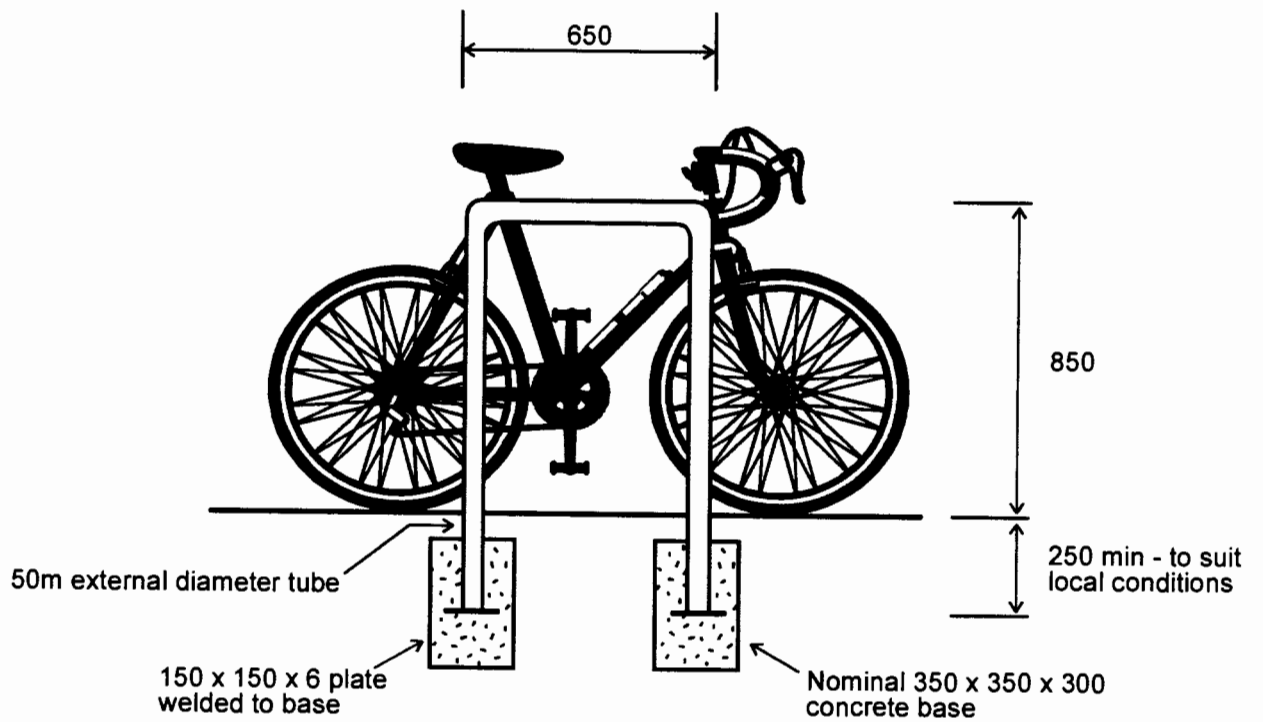
**0° Parking**



**Diagram 2.**



**Diagram 3.**



**SUFFOLK ADVISORY PARKING STANDARDS**

**LAND USE**

**MINIMUM CYCLE PARKING**

**MINIMUM OPERATIONAL**

**MAXIMUM CAR PARKING**

LAND USE	MINIMUM CYCLE PARKING	MINIMUM OPERATIONAL	MAXIMUM CAR PARKING
<b>FOOD RETAIL</b>			
All premises not exceeding 1000m <sup>2</sup> gfa	1 Stand per 200m <sup>2</sup> gfa (1 Stand means a Sheffield Type which will allow two cycles to park)	Adequate turning and loading facilities will be required including room for one 16.5m lorry (See Note 1 at end of Standards)	1 Space per 16m <sup>2</sup> gfa
All premises above 1000m <sup>2</sup> gfa	5 Stands plus 1 Stand per 400m <sup>2</sup> gfa	Adequate turning and loading facilities will be required including room for at least one 16.5m lorry - assessment needed	1 Space per 14m <sup>2</sup> gfa
<b>NON FOOD RETAIL</b>			
All premises not exceeding 1000m <sup>2</sup> gfa	1 Stand per 200m <sup>2</sup> gfa	Adequate turning and loading facilities will be required including room for at least one 16.5m lorry (See Note 1 at end of Standards)	1 Space per 20m <sup>2</sup> gfa
All premises exceeding 1000m <sup>2</sup> gfa	5 Stands plus 1 Stand per 400m <sup>2</sup> gfa	Adequate turning and loading facilities will be required including room for one 16.5m lorry per 1000m <sup>2</sup> gfa or part thereof	1 Space per 20m <sup>2</sup> gfa
<b>Financial and Professional Services</b>			
	1 Stand per 300m <sup>2</sup> gfa	Adequate turning and loading facilities will be required including room for one 10m lorry (See Note 1 at end of Standards)	1 Space per 20m <sup>2</sup> gfa

LAND USE

MINIMUM CYCLE PARKING

MINIMUM OPERATIONAL

MAXIMUM CAR PARKING

Restaurants, Cafés, Public Houses, wine bars and Drive Thru' Restaurants	1 Stand per 40m <sup>2</sup> of public floor area	Adequate turning and loading facilities will be required including room for one 16.5m lorry (See Note 1 at end of Standards)	1 Space per 4m <sup>2</sup> of public floor area
Motorists Roadside Restaurant	1 Stand per 400m <sup>2</sup> of public floor area	Adequate turning and loading facilities will be required including room for one 16.5m lorry	1 car space per 3m <sup>2</sup> of dining area but where a change of use to a transport café (HGV) is possible it may be necessary to set the provision at one 16.5m lorry space per 2m <sup>2</sup> of net public floor area
Transport Café (HGV)			Cafés principally for lorry drivers provision at one 16.5m lorry space per 2m <sup>2</sup> of dining area
Offices, Light Industry, Research & Dev up to 2500m <sup>2</sup>  over 2500m <sup>2</sup>	1 Stand per 300m <sup>2</sup> gfa  1 Stand per 400m <sup>2</sup> gfa	Adequate turning and loading facilities will be required including room for one 16.5m lorry  Adequate turning and loading facilities will be required including room for one 16.5m lorry	1 Space per 30m <sup>2</sup> gfa  1 Space per 30m <sup>2</sup> gfa
General Industry	1 Stand per 300m <sup>2</sup> gfa	Adequate turning and loading facilities will be required including room for one 16.5m lorry	1 Space per 30m <sup>2</sup> gfa

**LAND USE**

**MINIMUM CYCLE PARKING**

**MINIMUM OPERATIONAL**

**MAXIMUM CAR PARKING**

Tyre and Exhaust drive in Service and Motor Vehicle Repair		Adequate turning and loading facilities will be required including room for one 10m lorry	3 Spaces per service bay excluding the bay plus staff parking
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Warehousing This standard will only apply where the development is specifically designed for storage or as a distribution centre within use class B8	1 Stand per 400m <sup>2</sup> gfa	Adequate turning and loading facilities will be required including room for one 16.5m lorry per 250m <sup>2</sup> gfa	1 space per 150m <sup>2</sup>
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Hotels	1 Stand per 20 bedrooms	Adequate turning and loading facilities will be required including room for one lorry/coach space per 100 bedrooms	1 car space for each bedroom
Guest and Boarding Houses, Motels	1 Stand per 20 bedrooms	"	1 space per letting bedroom plus 2 spaces for the proprietor
Conference Centre	1 Stand per 20 seats	"	1 space per 5 seats

Hospitals	1 Stand per 10 beds	Adequate turning and loading facilities will be required including room for one lorry/coach space per 100 bed space	1 space per 4 staff members and 1 space for every bed provided. Additional space will be required when an outpatient department provided.
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**LAND USE**

**MINIMUM CYCLE PARKING**

**MINIMUM OPERATIONAL**

**MAXIMUM CAR PARKING**

Community and Nursing Homes :- Homes for Children, and Adults and children with physical and leaning disabilities	1 Stand per 10 beds	Adequate turning and loading facilities will be required including room for one lorry/coach space per 100 bed space	1 space for each member of residential staff and 1 space per two members of day staff and 1 space per 3 beds.
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Warden Serviced Housing for frail elderly people :-	1 Stand per two units	Legal agreement regarding occupation will be required or normal residential standards will apply	1 space per warden plus 1 space per 2 units
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Homes in multiple occupation not holiday accommodation			2 spaces per 3 rooms
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**HOUSES AND FLATS**

For the purposes of this standard Poor off peak public transport services are defined as a frequency of less than three buses per hour within 300 metres of the dwelling	To be assessed in each case but a minimum of one secure space per dwelling (including flats) and in the case of flats stands for visitors should also be provided		In the case of major new developments, an average of 1.5 spaces over an estate may be possible. For main urban areas and locations where access to public transport is good, a maximum of 1 space per dwelling is appropriate. Where an urban location has poor off-peak public transport services, a maximum of 2 spaces per dwelling is appropriate. In rural or suburban locations where services are poor, a maximum of two spaces for three bedroom properties and a maximum of three spaces for four bedroom properties is appropriate.
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Health Centre or Clinics including veterinary surgery	5 stands		1 space for every practitioner (e.g. doctor, dentist), 1 space for every other 2 members of staff present and 6 visitor spaces for each consulting room.
Places of Worship	1 Stand per 100m <sup>2</sup> of public floor area	Adequate turning and loading facilities will be required including room for one coach space	1 space per 10m <sup>2</sup> of public floor area
Libraries and Museums	1 stand per 40m <sup>2</sup> of public floor area	Adequate turning and loading facilities will be required including room for one 7m lorry space	1 space per 30m <sup>2</sup> of public floor area
<b>SCHOOLS and COLLEGES OF FURTHER EDUCATION</b>			
General	1 stand per 10 staff	Adequate turning and loading facilities will be required including room for one coach/16.5m lorry space	1 space per teaching staff member 1 space per 2 ancillary/non teaching staff 6 visitor spaces or 1 visitor space per 25 pupils whichever is the greater subject to a maximum of 20 spaces. Visitor spaces may be reviewed if parents parking is provided No provision to be made for parents unless there are overriding circumstance of road safety danger or detriment to residential amenity then 1 space per 10 pupils will apply
Primary	1 stand per 8 pupils	Adequate turning and loading facilities will be required including room for one coach/16.5m lorry space	

LAND USE

MINIMUM OPERATIONAL

MINIMUM CYCLE PARKING

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Middle and Upper	1 stand per 8 pupils	Adequate turning and loading facilities will be required including room for one coach/16.5m lorry space	Parents parking not normally required.
Colleges of Further and Higher Education	1 stand per 10 students and staff	Adequate turning and loading facilities will be required including room for one coach/16.5m lorry space	1 space per 15 students 1 space per 2 full time members of staff 1 space per 2 ancillary/non teaching staff

PLACES OF CONGREGATION

Community, Village Halls, Bingo and Dance Halls	1 stand per 40m <sup>2</sup> of public floor area	Adequate turning and loading facilities will be required including room for one coach/16.5m lorry space	1 Space per 5 fixed seats or 1 space per 4m <sup>2</sup> public floor area, whichever is the greater
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Cinemas and others	1 stand per 40 seats	Adequate turning and loading facilities will be required including room for one coach/16.5m lorry space	1 Space per 5 fixed seats
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Theatres	1 stand per 40 seats	Adequate turning and loading facilities will be required including room for one coach/16.5m lorry space	1 Space per 5 fixed seats
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LAND USE

MINIMUM CYCLE PARKING

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SPORTS FACILITIES (See Note 2)

Team Sports	3 stands per pitch	1 coach space per two pitches	20 spaces per pitch (football, cricket, rugby etc) plus one space per 10 spectator seats
Swimming Pools, Gymnasias and Sports Halls	1 Stand per 100m <sup>2</sup> of public area	1 coach space	1 space per 10m <sup>2</sup> of public area
Squash Clubs	1 stand per 2 courts		3 spaces per court
Tennis and Badminton Clubs	1 stand per court		4 spaces per court
Golf Club & Club House	10 stands	1 Coach	150 desirable for 18 holes
Golf Driving Range	1 stand per 10 tees		2 spaces per tee
Bowls Club	1 stand per lane	1 Coach	3 spaces per lane plus bar area
Snooker Club	1 stand per 2 tables		2 spaces per table plus bar area
Stadia	to be assessed	To be assessed	1 spaces per 15 seats

Note 1 : For A1, A2 and A3 uses, there may be occasions where the minimum operational requirements cannot be met or to do so would create adverse impacts on matters of recognised planning importance such as residential amenity or the character or appearance of, say, a Conservation Area. Where this is the case the Local Planning Authority and Highway Authority will balance the benefit of the provision of the service, and the impacts provision of the minimum standards would have, against the highway implications of reducing or omitting the operational parking requirement.

Note 2 : As with other uses, the level of parking for sports facilities should take account of opportunities to make use of non-car modes of access so that provision can be reduced from the maxima. However, it is recognised that, by their nature, some facilities will be in rural locations where other transport is limited.

**References:**

Planning Policy Guidance 13 Transport. Office of the Deputy Prime Minister

Planning Policy Guidance 3 Housing. Office of the Deputy Prime Minister

Suffolk Structure Plan 2001. Suffolk County Council

Local Transport Plan 2000. Suffolk County Council

For further details on this document, please consult the Development Control teams  
at Suffolk County Council or individual district and borough councils.

