

Roger Elkins, Cabinet Member for Highways & Infrastructure	Ref No: HIXX (19/20)
July 2019	Key Decision: Yes
Guidance on Parking at New Developments	Part I
Report by Lee Harris, Executive Director of Place Services and Matt Davey, Director of Highways, Transport & Planning	Electoral Division(s): All

Summary

The County Council's current approach to parking at non-residential developments is addressed in 'Standards and Transport Contributions Methodology' (2003), which were last updated in 2003. Parking at residential developments is addressed in the 'Guidance for Parking in New Residential Developments' (2010).

The approaches to parking are in need of review due to changes in national policy, updated census data, and trends that the current approaches do not cater for, such as increasing sales of Electric Vehicles (EVs). Accordingly, the County Council has worked with the Local Planning Authorities (LPAs) in West Sussex to undertake a review of the current approaches to parking and prepared new 'Guidance on Parking at New Developments' (attached as Appendix A to this report).

The County Council's overall ambition for parking at new developments is to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport.

Once approved, the new Guidance on Parking at New Developments will replace the relevant sections of 'Standards and Transport Contributions Methodology' (2003) and 'Guidance for Parking in New Residential Developments' (2010). It will then be used to help determine the level of parking at new developments and provide a basis for the County Council's advice to the LPAs, developers and communities on parking at new developments.

West Sussex Plan: Policy Impact and Context

The County Council, in its role as the local highway authority, is a statutory consultee on planning applications that affect the highway. It provides advice to LPAs on the transport implications of developments to inform their decision-making. The County Council is also consulted during the preparation of local and neighbourhood plans and may provide advice on the soundness of policies that relate to parking at new developments.

Financial Impact

There are no additional resource implications associated with adopting or using the Guidance on Parking at New Developments.

Recommendation

That the Cabinet Member for Highways and Infrastructure approves the Guidance on Parking at New Developments (Appendix A) for use by the County Council in providing advice on parking at new developments, replacing the relevant sections of 'Standards and Transport Contributions Methodology' (2003) and 'Guidance for Parking in New Residential Developments' (2010).

Proposal

1. Background and Context

- 1.1 The County Council, in its role as the local highway authority, is a statutory consultee on planning applications that affect the highway. It provides advice to Local Planning Authorities (LPA) on the transport implications of developments to inform their decision-making. The County Council is also consulted during the preparation of local and neighbourhood plans and may provide advice on the soundness of policies that relate to parking at new developments.
- 1.2 The County Council's current approach to parking at non-residential developments is addressed in 'Standards and Transport Contributions Methodology' (2003), which were last updated in 2003. Parking at residential developments is addressed in the 'Guidance for Parking in New Residential Developments' (2010).
- 1.3 The approaches to parking are in need of review due to changes in national policy, updated census data, and trends that the current approaches do not cater for, such as increasing sales of Electric Vehicles (EVs). Accordingly, the County Council has worked with the LPAs in West Sussex to undertake a review of the current approaches to parking and prepared new 'Guidance on Parking at New Developments' (attached as Appendix A to this report), which includes a number of Guiding Principles together with Guidance on Parking at New Residential Developments and Guidance on Parking at New Non-Residential Developments.
- 1.4 A number of the LPAs have adopted or draft local plans that set out their approach to parking. Similarly draft or 'made' neighbourhood (or town) plans outline local conditions and, in some cases, propose local parking standards. Each LPA needs to decide how to take forward parking policies. Some authorities are expected to use the County Council's new guidance, while others will prepare their own supplementary planning documents based on the County Council's guidance or similar evidence. The County Council would only consider objecting to development on parking grounds where the proposed parking arrangements could result in a highway safety or capacity issue.
- 1.6 Once approved, the new Guidance on Parking at New Developments will replace the relevant sections of 'Standards and Transport Contributions Methodology' (2003) and 'Guidance for Parking in New Residential Developments' (2010). It will then be used to help determine the level of parking at new developments and provide a basis for the County Council's advice to the LPAs, developers and communities on parking at new developments.

National Context

- 1.7 In 2011, the Government abolished the widespread application of maximum parking standards; i.e. parking standards designed to restrict the number of parking spaces that could be provided with the aim of reducing car ownership, unless their use is justified. Paragraph 106 of the NPPF places the onus on LPAs to justify the use of maximum parking standards, stating that; *“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”*.
- 1.8 Paragraph 105 of the National Planning Policy Framework (NPPF, Feb 2019) states that if LPAs set parking standards, they should take account of the following:
- 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.

Existing Approaches to Parking at New Developments

- 1.9 In 2003, the County Council published supplementary planning guidance (SPG) on ‘Standards and Transport Contributions Methodology’, which set out the parking standards and a contributions methodology for all new developments. Although parts of the SPG have been superseded by national guidance and regulations (e.g. Community Infrastructure Levy Regulations) and other policies, the parking standards for non-residential developments, which were based on national ‘maximum parking standards’ from 2003, are still used.
- 1.10 The sections of the SPG relating to parking at residential developments were superseded by the publication of the ‘Guidance on Parking in New Residential Developments’ in September 2010. That guidance responded to changes in national policy, incorporated local (census) evidence on car ownership, household size/tenure and parking allocation.
- 1.11 The 2010 Guidance includes eight guiding principles against which a proposed development is assessed. It also includes a Parking Demand Calculator, which uses 2001 census data to calculate parking demand for a development using information about the dwelling type (houses or flats), unit tenure (private or council/housing association), the number of habitable rooms and total number of units.

2. Review of Parking at New Developments

- 2.1 The review considered a range of primary and secondary data sources, as a means to provide robust and credible evidence for setting new guidance for West Sussex to meet current demand, availability and parking behaviour.

The sources included:

- Census data from the Office of National Statistics;
- The National Highways and Transport Network Public Satisfaction Survey 2017;
- TRICS database (where residential surveys exist within West Sussex or relate to the region);
- Parking beat surveys at a sample of recent developments undertaken in 2018.

Evidence Review

- 2.2 The review considered a number of changing needs for parking at residential developments, including changes in vehicle usage and socio-demographic changes. Over the past five decades, population surveys have shown an increase in the proportion of people over the age of 65 and a reduction in the proportion of those below the age of 65. A higher proportion of people over the age of 65 have disabilities than other age groups. A further change is in the tendency to hold driving licences later in life with a shift in the average age of ownership of driving licences in the UK.
- 2.3 As a result of these changes and other factors such as reducing costs of travel and increasing economic prosperity, there is likely to be an increase in the demand for parking over time. In order to cater for an ageing population, developers will need to consider adapting new homes in the future, for example, to cater for an increasing proportion of blue badge holders.
- 2.4 The review also identified an increase in the use of Light Goods Vehicles (LGVs) and a reduction in the sale of Heavy Goods Vehicles (HGVs) as a result of changes to shopping habits, including increasing internet shopping. As LGVs are not subject to the same parking controls as HGVs, they are more likely to be parked in residential areas. The South East has some of the highest levels of van ownership, which may affect some areas more than others. Therefore, there is a need to take LGV ownership into account when assessing parking demand and designing parking arrangements at new residential developments.

2011 Census Analysis

- 2.5 The census data shows that vehicle ownership in dwellings of the same sizes and types vary by ward, indicating that vehicle ownership changes by location based on the following nine key indicators of parking demand:
- percentage of houses and bungalows
 - percentage of flats
 - number of cars/vans per household
 - number of households with no car
 - number of households with 1 car
 - number of households with 2 or more cars
 - percentage of households with no car

- percentage of households with 1 car
- percentage of households with 2 or more cars

2.6 The census data and other supporting evidence, were used to identify the following five 'Parking Behaviour Zones' (PBZ) that share similar characteristics in West Sussex (see Appendix A):

- Zone 1 – Rural: village locations, e.g. West Chiltington, Hickstead;
- Zone 2 - Peri-rural: large villages or small settlements close to towns e.g. Angmering, Pulborough, Fishbourne;
- Zone 3 – Suburban: on the edge of small towns, e.g. Horsham, Bognor Regis, Haywards Heath, Littlehampton;
- Zone 4 – Urban: within towns but not in a central location; and
- Zone 5 - Dense-urban: within towns and close to a defined town centre or inter-urban railway station.

Residential Parking Beat Surveys

2.7 Parking beat surveys record the number of cars on the road and in driveways in each location, as well as counts for garages, parking obstructions and other vehicle types. Surveys of the following eight residential areas were undertaken in 2018, covering a range of different development characteristics and locations:

- Aldwick East – Arun District;
- Bewbush – Crawley District;
- Chichester South – Chichester District;
- East Grinstead Herontye – Mid Sussex District;
- Funtington Chichester – Chichester District;
- Horsham Southwater – Horsham District;
- Horsham Trafalgar – Horsham District; and
- Rustington Littlehampton – Arun District.

2.8 The results of the surveys supported the following key conclusions, which were used to validate census data analysis and refine the categorisation of wards into PBZs:

- the trend observed in the census data is representative of levels of car ownership across West Sussex observed through the parking beat surveys;
- the maximum level of car ownership in 2017 was consistently less than 2.5 cars per household, and is less than 2 cars per household in Zones 4 and 5; and
- the minimum level of car ownership in 2017 is more than 0.3 cars per household across all zones.

Guiding Principles and Overarching Guidance

- 2.9 The County Council's overall ambition for parking at new developments is to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport. This ambition is not intended to replace relevant national and local planning policy on this issue.
- 2.10 The County Council's approach to parking at new residential and non-residential developments is detailed in a set of Guiding Principles and Overarching Guidance together with either Guidance on Parking at New Residential Developments or Guidance on Parking at New Non-Residential Developments. Unless clearly specified, the Guiding Principles and Overarching Guidance apply to both residential and non-residential developments.

Guiding Principles

- 2.11 Guiding Principles A-F should be used to inform the design of new developments and decision-makers' consideration of proposals for new development. They address the following key themes that are important to the design of parking provision at new developments:
- Principle A: Accommodating Parking Demand;
 - Principle B: Electric Vehicle Charging Infrastructure;
 - Principle C: Sustainable Transport;
 - Principle D: Traffic Regulation Orders;
 - Principle E: Design Considerations; and
 - Principle F: Sustainable Drainage.

Disabled Persons Parking Overarching Guidance

- 2.12 Disabled persons parking spaces should be provided at a minimum of 5%¹ of the total number of parking spaces being provided on the site. For sites with no or low parking provision due to site constraints, justification of exclusion of disabled person parking places should be clearly set out in planning applications. However it is advisable that a minimum of one disabled parking space is provided.
- 2.13 Where specific facilities are likely to attract a higher level of disabled visitors, this should be identified during the planning application process and detailed in transport assessments or access statements. Disabled persons parking should be suitably designed and located to cater for the needs of disabled people. The location of suitable drop-off points should also be specified in transport assessments or access statements to demonstrate how the needs of disabled people have been addressed and to inform planning decisions.

¹ Manual for Streets 8.3.26

Electric Vehicle Charging Overarching Guidance

- 2.14 The changing nature of car sales and usage has seen a rise in the sales of vehicles that require electric plug-in charging facilities. The sales of Electric Vehicles (EVs) in West Sussex in 2018 comprised only 1% of the overall vehicle fleet (dependent on source data). However, the increasing popularity of these vehicle types has seen the DfT forecast that plug-in vehicles will make up between 3% and 7% of all new car sales in 2020. Furthermore, the Government's 'Road to Zero Strategy' sets out an ambition for at least 50% — and as many as 70% — of new car sales to be ultra-low emission by 2030, alongside up to 40% of new vans.
- 2.15 Therefore, in order to respond to changing needs, it is important that developers consider the likely demand for EV charging facilities within new developments, and how this is likely to change over time. Developers should identify ways to cater for this demand within the design of new developments as part of the overall provision of parking facilities. This should include a mix of spaces with 'active' provision, i.e. charging facilities installed and operational, with the remaining spaces to include 'passive' provision for charging facilities, i.e. ducting to allow facilities to be installed at a later stage.
- 2.16 It is proposed that current levels of EV car sales in West Sussex be used as an index against which to base levels of active provision at new developments in 2018. A starting percentage of 20% active EV provision and linear growth between 2018 and 2030 produces a set of yearly EV provision indexes as set out in Appendix B. These values should be used as a guide to the level of 'active' EV charging facilities that should be provided in the year when development is expected to commence.
- 2.17 As the technology is expected to change over time, any standard is likely to become quickly out of date. Therefore, there is no specific technology standard for EV charging facilities. However, the elements of the Guidance on Parking at New Developments that relate to EVs will be kept under review, by taking account of any relevant outcomes from the Executive Task and Finish Group, in relation to the current developing County Council EV Strategy and, if necessary, will be amended as technology and legislation changes.

Proposed Guidance for New Residential Developments

Residential Parking Demand

- 2.18 In order to take account of expected future growth in the demand for parking, growth factors have been identified using the Department for Transport's (DfT) National Trip End Model dataset (i.e. TEMPro) for a forecast year of 2033, as this broadly aligns with the end of current local plan periods. The growth factors were applied to 2011 census data to provide expected levels of parking demand in 2033 for different sizes of dwelling in each PBZ (see Table 1). Accordingly, the expected parking demand per dwelling should be used to calculate the number of parking spaces that should be provided in the design of new residential developments in each PBZ.

Table 1: Residential Parking Demand (spaces per dwelling)						
Number of bedrooms	Number of habitable rooms	Parking Behaviour Zone				
		1	2	3	4	5
1	1 to 3	1.5	1.4	0.9	0.9	0.6
2	4	1.7	1.7	1.3	1.1	1.1
3	5 to 6	2.2	2.1	1.8	1.7	1.6
4+	7 or more	2.7	2.7	2.5	2.2	2.2

- 2.19 To accommodate potential variations in parking demand within a single ward, consideration may be given to varying the expected parking demand by 10% above or below, which is based on the average variation in demand between PBZs. In order to determine whether or not this is acceptable, the applicant will need to provide justification through, for example, the provision of parking beat surveys.
- 2.20 To meet with current and emerging guidance on the promotion of sustainable travel modes and choices, consideration could also be given to reducing the expected level of parking demand by 10%. This is based on DfT's 'Smarter Choices' research that shows reductions in traffic movements can be achieved by up to 10 to 30% where a range of travel choices are available through provision of travel plans, public transport contributions, and other sustainable travel initiatives.
- 2.21 As part of their planning application, applicants will be expected to provide a schedule of parking provision, detailing the number of allocated and unallocated spaces, including garages and EV charging facilities (active and passive). The planning application should include an explanation of how the provision of parking will meet the needs of the development taking account of how these needs are expected to change in the future.

Review of Parking for Non-Residential Development

- 2.22 It was not practically possible to collect observed data on parking behaviour at a representative sample of non-residential developments, as this would require too large a survey. Therefore, in order to develop new guidance, the following data sources were reviewed:
- Parking & Public Transport – The effect on Mode choice, TRICS/SERPLAN, 1993
 - Employment Densities, English Partnerships, 2001
 - Employment Land Reviews, ODPM, 2004
 - Masterplanning Science & Technology Parks, BRE, 2009
 - Planning for Prosperous Economies, GVA, 2009
 - Employment Density Guide, Homes & Community Agency, 2010

- National Travel Surveys

2.23 The starting point for assessing parking demand at non-residential developments is the land use class system, as each land use class has different parking characteristics. Changes to the land-use classes system since 2003 need to be reflected in a revised approach to parking to ensure that it can be used to assess all planning applications for non-residential developments.

2.24 In addition to land use class, the evidence review indicates that demand for parking at non-residential developments is also determined by a range of factors including the numbers of employees, visitors, customers, operational requirements (e.g. HGV and LGVs) and the location of the development.

Proposed Guidance for Non-Residential Development

2.25 Since the publication of the previous standards in 2003, there has been a shift in Government policy and more flexible working practices have been established. The move to a new planning system during 2006 further shifted the responsibility for determining parking standards to individual LPAs and indicates that local circumstances should be taken into account when setting such standards, including the accessibility of the site, the likely demand for parking, and the viability of the site.

2.26 Therefore, although new guidance has been prepared, it should only be used as an initial guide for developers, who should undertake a site-specific assessment and seek to balance operational needs, space requirements, efficient use of land and cost attributed to providing parking and where relevant, attracting/retaining staff (see paragraphs 2.27-2.31).

Non-Residential Parking Demand

2.27 Table 2 sets out initial guidance on vehicular and cycle parking demand by land-use.

Table 2: Non-Residential Parking Demand		
Use Class	Vehicular	Cycle
A1 Shops	1 space per 14sqm	1 space per 100sqm for staff and 1 space per 100sqm for customers
A2 Financial and Professional Services	1 space per 30sqm	1 space per 100sqm for staff and 1 space per 200sqm for customers
A3 Restaurant and Café	1 space per 5sqm of public area and 2 spaces per bar (or 5m length of bar for large bars) for staff parking to be clearly designated	1 space per 4 staff and 1 space per 25sqm for customers
A4 Drinking Establishments	As A3	As A3

A5 Hot Food Takeaways	As A3	As A3
B1 Business	1 space per 30sqm 500sqm in less accessible areas	1 space per 150sqm for staff and 1 space per 500sqm for visitors
B2 General Industrial	1 space per 40sqm	1 space per 200sqm for staff and 1 space per 500sqm for visitors
B8 Storage	1 space per 100sqm	1 space per 500sqm for staff and 1 space per 1000sqm for visitors
D1 Non-Residential Institutions	Site specific assessment based on travel plan and needs	Site specific assessment based on travel plan and needs
D2 Assembly & Leisure	1 space per 22sqm. For large scale places of assembly serving more than a local catchment 1 space per 15sqm.	1 space per 4 staff plus visitor / customer cycle parking

Site-Specific Characteristics and Considerations

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

car mode users; and local data such as Census travel to work data about mode share and information detailed in supporting travel plans.

Factors taken into account

3. Consultation – Stakeholder Engagement

- 3.1 A draft version of the Guidance on Parking at New Developments, Parking Standards Review, Background Evidence report, Parking Behaviour Zone maps and residential parking demand calculator tool were circulated to Local Planning Authorities and members of the Sussex Air Quality Partnership in November 2018. In total, seven responses were received and these have been summarised and are presented in Appendix C. Where appropriate, changes to the draft Guidance on Parking at New Developments have been made in response to the feedback received.
- 3.2 At its meeting on 13 March 2019, the Environment, Communities and Fire Select Committee discussed the Draft Guidance on Parking at New Developments. The Committee expressed the following key concerns and requests:
- Request to clarify the need for the Guidance;
 - Request for a specific approach to parking space allocation at developments of less than 10 dwellings;
 - Request for a comparison between current and new Guidance;
 - Request for specific parking space standards;
 - Request for special parking behaviour zones at railway stations; and
 - Concerns over the effectiveness of Travel Plans.
- 3.3 In response to this feedback, a number of amendments have been made to the Guidance. Specifically, these include clarifying that the Guidance is needed to provide an evidence base for County Council advice and that the use of PBZs allows flexibility to apply parking demand for a different PBZ that more closely aligns with the characteristics of the location; e.g. near railway stations. The Guidance has also been amended to prescribe that parking spaces must be usable without leading to highway safety issues such as vehicles overhanging footways and that limiting parking provision would only be acceptable where travel plan measures are provided that will target a reduction in vehicle ownership levels such as car clubs. A sample of development sites have been assessed using the new Parking Demand Calculator which demonstrates that in the majority of cases, the new Parking Demand Calculator generates slightly higher parking demand than the current Guidance.
- 3.4 The amendments to the Guidance following ECFSC have made no fundamental changes to the way in which it will be applied, therefore at this stage, there will be no further consultation with the LPAs. The Guidance will be monitored; any issues in its application will be considered and it will be revised as necessary.

4. Financial (revenue) and Resource Implications

There are no additional resource implications associated with adopting or using the Guidance on Parking at New Developments below.

Impact of the proposal

- 4.1 The proposal is not expected to have a major impact, as it is a review and update of the current Parking Standards.
- 4.2 The impacts of the Guidance will be monitored for at least 12 months after approval and, if necessary, this could result in a partial or full review of the Guidance.

5. Legal Implications

Implementing the Guidance on Parking at New Developments will be carried out through business as usual in response to individual planning applications within the County Highways (Development Management) team.

6. Risk Assessment Implications and Mitigations

There are no identifiable risks to the County Council associated with the preparation of new Guidance on Parking at New Developments. However, as the Guidance has been developed, specific risks relating to Electric Vehicles have been considered which has helped shape the WSCC approach. The new Guidance has been tested using a sample of recent planning applications to ensure that they produce sensible results.

7. Other Options Considered

- 7.1 An option considered is not to review or update the current parking standards. However, as national policy and guidance has changed since the last updates and there is a need to respond to changes in consumer habits, such as the growing number of electric vehicles in the vehicle fleet, this is not considered to be a viable option.
- 7.2 A further option considered is to base guidance on the maximum number of vehicles rather than the average number of vehicles that may be associated with new developments. This option would not be consistent with national policy (NPPF paragraph 123) as it would lead to an oversupply of parking spaces at new developments, setting aside land for parking that could otherwise be used for more beneficial purposes. Furthermore, this approach would be difficult to apply in existing urban areas where land is constrained.

8. Equality and Human Rights Assessment

- 8.1 An Equalities Impact Report has been prepared and included as Appendix D. The only persons with protected characteristics that could potentially be negatively affected are people with disabilities in exceptional circumstances where it is not possible to provide the minimum number of disabled parking spaces. Justification for providing less than the minimum number of disabled parking spaces would need to be provided by the developer to inform planning decisions and even in exceptional circumstances, at least one disabled parking space should always be provided.
- 8.2 There are no identifiable Human Rights implications.

9. Social Value and Sustainability Assessment

- 9.1 The proposed Guidance will be used by developers and decision-makers to determine the level of parking spaces associated with a new development. As such there is no procurement process involved with this proposal.
- 9.2 A Sustainability Assessment has been completed and included as Appendix E. This concludes that the new Guidance is expected to have a slight positive impact on the objectives to create strong safe and sustainable places and prosperous places.

10. Crime and Disorder Reduction Assessment

There are no identifiable crime and disorder implications.

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Appendices

Appendix A: Guidance on Parking at New Developments

Appendix B: Electric Vehicle space allocation

Appendix C: Feedback from Local Authorities

Appendix D: Equalities Impact Report

Appendix E: Sustainability Appraisal

Background papers

None

**West Sussex County Council
Guidance on Parking in New
Developments
May 2019**

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1. Introduction

- 1.1 The County Council, in its role as the local highway authority, is a statutory consultee on planning applications that affect the highway. The parking guidance is needed to help determine the County Council's response to consultations on planning applications and the preparation of planning policies. The County Council provides advice to Local Planning Authorities (LPA) on the transport implications of developments to inform their decision-making. The County Council is also consulted during the preparation of local and neighbourhood plans and may provide advice on the soundness of policies that relate to parking in new developments.
- 1.2 The County Council's overall ambition for parking at new developments is to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport. This ambition is not intended to replace relevant national and local planning policy on this issue.
- 1.3 This guidance note outlines the County Council's approach to parking at new developments (both residential and non-residential). It should be used to help determine the level of parking at new developments and provides the basis for the County Council's advice to the LPAs in West Sussex on planning applications and the soundness of policies relating to parking at new developments.
- 1.4 It replaces the County Council's previous guidance: 'Standards and Transport Contributions Methodology' (2003) and 'Guidance for Parking in New Residential Developments' (2010).
- 1.5 It should be noted that a number of the LPAs have adopted or draft local plans that set out their approach to parking. Similarly draft or 'made' neighbourhood (or town) plans outline local conditions and, in some cases, propose local parking standards. Each LPA will decide how to take forward parking policies. Some authorities are expected to use the County Council's new guidance, while others will prepare their own supplementary planning documents based on the County Council's guidance or similar evidence. In cases where LPA's have their own parking standards, these will also be referred to, but the County Council would only consider objecting to development on parking grounds where the proposed parking arrangements do not comply with WSCC guidance as this could result in a highway safety capacity issue.

2. Background

National Context

- 2.1 Section 9 of the National Planning Policy Framework 2019 (NPPF) highlights the need to consider transport in plan-making and in the determination of planning applications. Paragraph 105 of the NPPF states that if LPAs set parking standards, they should take account of the following:
 - 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.
- 2.2 Paragraph 106 of the NPPF places the onus on LPAs to justify the use of maximum parking standards, stating that “*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*”.

Local Context

- 2.3 West Sussex is a large county with significant variation in local characteristics from dense urban hubs and large coastal towns to small rural hamlets of three or four dwellings. This variation contributes to wide-ranging demographics, economic situations, and consequently car ownership and parking behaviours amongst West Sussex residents.

3. Structure of the Guidance

- 3.1 The County Council’s approach to parking at new developments is detailed in a set of Guiding Principles and Overarching Guidance in section 4 together with either Guidance on Parking at New Residential Developments in section 5 or Guidance on Parking at New Non-Residential Developments in section 6.

4. Guiding Principles and Overarching Guidance

- 4.1 The following principles set out the County Council’s recommended approach to parking in new residential and non-residential developments and should be used to inform the design of new developments and decision-makers’ consideration of proposals for new development. Unless clearly specified, the Guiding Principles apply to both residential and non-residential developments.

Principle A: Accommodating Parking Demand

- 4.2 Parking provision should be sufficient to accommodate parking demand while exploiting the potential for sustainable travel, minimising adverse effects on road safety, and avoiding increased on-street parking demand.
- 4.3 If parking could reasonably be expected to take place in existing streets, then it will be necessary to demonstrate through a parking capacity survey (see Section 7) that there is sufficient capacity to accommodate the expected parking demand.
- 4.4 Expected levels of parking demand in residential developments should be determined, where appropriate taking account of; location (parking behaviour zone), dwelling size (rooms), parking provision (allocated or unallocated), and arrangements for control/enforcement (charges, etc). Calculation of expected levels of parking demand should normally be based on local or comparable data taking account of forecast changes in demand for the local plan period. Table 2 (Residential Parking Demand) should be used to calculate the parking demand for each development.

- 4.5 Calculation of demand for parking at non-residential developments should normally be based on the land-use; the trip rate associated with the development (including base and forecast mode share); and, the user group of staff/visitors of the site (including shift patterns).
- 4.6 In some areas of the County, parking of commercial vehicles (e.g. Light Goods Vehicles) that are not for private use, can lead to an increase in parking demand. The evidence-base used for calculating parking demand is Census 2011 data which only includes vehicles that are for private use so other commercial vehicles will not be represented in the calculation. Therefore, where relevant, the calculation of parking demand should include an allowance for commercial vehicles that are not for private use but are expected to require parking spaces. Where relevant, the allowance will be based on location-specific evidence provided by the developer.

Principle B: Electric Vehicle Charging Infrastructure

- 4.7 'Active' charging points for electric vehicles should be provided at a minimum of 20% of all parking spaces with ducting provided at all remaining spaces where appropriate to provide 'passive' provision for these spaces to be upgraded in future.
- 4.8 Due to the unprecedented scale of change in vehicle manufacturing and sales, the guidance of electric vehicle car parking places should be reassessed when local plans and supplementary planning documents are reviewed to take account of any recent developments in this technology.

Principle C: Sustainable Transport

- 4.9 In some locations, limiting parking provision should form part of a strategy to exploit the potential for sustainable transport. In order to realistically promote lower levels of car ownership and use whilst avoiding unacceptable consequences, all of the following should be available or provided:
- travel plan measures, targeted at reducing vehicle ownership levels such as car clubs;
 - high levels of accessibility to non-car modes of travel and to local amenities and facilities; and
 - comprehensive parking controls; i.e. Controlled Parking Zone.

Principle D: Traffic Regulation Orders

- 4.10 In some circumstances, it may be necessary to regulate on-street parking to manage or mitigate the impact of development. If Traffic Regulation Orders (TRO) are required, developers will be expected to fund administration and works costs. In some circumstances, it may be necessary to undertake consultation on TROs to establish the principle of any changes before this can be relied upon.
- 4.11 It may be necessary to prevent residents of new development within Controlled Parking Zones from qualifying for residents and visitors parking permits. Residents could qualify for permits, provided spare on-street capacity exists

and the issue of permits will not undermine planning policies and travel plan measures.

Principle E: Design Considerations

- 4.12 Good parking design is as important as providing the appropriate number of spaces. Therefore, developers will be expected to provide balanced, mixed, and flexible parking provision and ensure that all spaces are useable without creating highway safety issues such as vehicles overhanging footways. This should reflect best practice as set out in national guidance and best practice, such as 'Manual for Streets', and 'Car Parking: What Works Where', to ensure high quality design of parking provision.
- 4.13 The layout of on-street parking must also comply with 'Traffic Signs Regulations and General Directions (2016)' and, where reasonably practicable, accommodate changes for accessible lifestyle changes.
- 4.14 To ensure that developments function efficiently and as intended, detailed consideration needs to be given to the following at the design stage:
 - (a) Providing garages of sufficient size at new residential developments - If garages are provided they should be at least 6m x 3m internally. If garages meet this requirement, they will be regarded as an allocated parking space of 0.5 and calculations of parking demand will take this into account.
 - (b) Providing adequate visitor parking at new residential developments - Adequate visitor parking is required and this will be influenced by the level of unallocated parking. Table 2 (Residential Parking Demand) should be used to ensure sufficient visitor parking is provided.
 - (c) Where 'active' electric vehicle charging points are provided, if these spaces are dedicated to electric vehicles only, they should be included in the 'total demand' as allocated spaces (see Principle B).
 - (d) Likely cycle ownership and storage – Although good cycle storage facilities are important, requirements should take account of dwelling size and type, and have regard to existing levels of cycle ownership. The minimum levels of cycle provision are set out in Table 1. The distinction has been made for cyclists on the basis of space requirements, availability of secure communal storage facilities, and the anticipated occupants of flats.

Table 1: Minimum levels of cycle provision		
Type	Dwelling Size	Cycle Provision (per unit)
Houses	Up to 4 rooms (1 & 2 bed)	1 space
Houses	5+ rooms (3+ bed)	2 spaces

Flats	Up to 3 rooms (1 & 2 bed)	0.5 space (if communal storage otherwise same as 1 & 2 bed house)
Flats	4+ rooms (3+ bed)	1 space

- (e) Spaces for people with disabilities – Provision should be consistent with guidance in 'Manual for Streets'.
- (f) Motorcycle parking - Provision should be consistent with guidance in 'Manual for Streets'.
- (g) Space for storage bins at new residential developments – Part H of the Building Regulations suggests storage areas dimensions which are suitable for refuse and recycling bin storage. Development may be required to demonstrate suitable storage to ensure parking provision is available at all times.

Principle F: Sustainable Drainage

- 4.15 Parking areas should adopt sustainable drainage systems (SuDS) to minimise the risk of flooding in the County, as part of a drainage strategy for the development. This should conform to the SuDS Hierarchy, as follows:
- discharge into the ground (infiltration);
 - controlled discharge to a surface water body;
 - controlled discharge to a surface water sewer.

Disabled Persons Parking Overarching Guidance

- 4.16 Disabled persons parking spaces should be provided at a minimum of 5%² of the total number of parking spaces being provided on the site. For sites with no or low parking provision due to site constraints, justification of exclusion of disabled person parking places should be clearly set out in planning applications. However, it is advisable that a minimum of one disabled parking space is provided.
- 4.17 Where specific facilities are likely to attract a higher level of disabled visitors, this should be identified during the planning application process and detailed in transport assessments or access statements. Disabled persons parking should be suitably designed and located to cater for the needs of disabled people. The location of suitable drop-off points should also be specified in transport assessments or access statement to demonstrate how the needs of disabled people have been addressed and to inform planning decisions.

Electric Vehicle Charging Overarching Guidance

- 4.18 The changing nature of car sales and usage has seen a rise in the sales of vehicles that require electric plug in charging. Although the sales of Electric Vehicles (EVs) in West Sussex in 2018 was 1,593 (depending on source data), which equates to overall vehicle sales of 1% of the overall vehicle fleet (dependent on source data), this is expected to change over time. Actual sales

² Manual for Streets 8.3.26

are expected to remain on the same trajectory as the DfT published in 2008; the increasing popularity of these vehicle types has seen the DfT forecast that plug in vehicles will make up between 3% and 7% of all new car sales in 2020.

- 4.19 In order to respond to changing needs, it is important that developers consider the likely demand for electric charging points within new developments, and how this is likely to change over time. Developers should identify ways to cater for this demand within the design of new developments as part of the overall provision of parking facilities. This could include; for example, a mix of spaces with active charging facilities and passive provision, i.e. ducting to allow facilities to be brought into use at a later stage.
- 4.20 The values in Table 2 include provision of EV spaces at new residential developments. To allow for increased sales in EVs over time and an increasing proportion of the overall vehicle fleet, it is proposed that current base levels of EV car sales in West Sussex be used as an index to base levels of active provision for EVs at new developments as set out in Principle B.
- 4.21 The Governments 'Road to Zero Strategy' sets out an ambition for at least 50% — and as many as 70% — of new car sales to be ultra-low emission by 2030, alongside up to 40% of new vans. Taking a starting percentage of 20% active EV provision and using a linear growth between 2018 and 2030, produces a set of yearly EV provision indexes as set out in Appendix B. These values should be used as a guide to the level of 'active' EV spaces to be provided in the year of construction.
- 4.22 As the demand for electric vehicle charging points is expected to change rapidly over time, any standard for electric vehicle charging points is likely to become quickly out of date. Therefore, there is no specific standard for electric vehicle charging points but developers should consider the Guiding Principles when designing parking provision. This guidance will be subject to review in line with the development of technology and relevant legislation.
- 4.23 Developers should ensure that any EV strategy documents at local authority level have been consulted when applying level of EV spaces, for example, Arun District Council's Vehicle Infrastructure Study, January 2018.

5. Guidance for New Residential Developments

- 5.1 In order to take account of expected future growth in the demand for parking, growth factors have been identified using the Department for Transport's (DfT) National Trip End Model dataset (i.e. TEMPro) for a forecast year of 2033, as this broadly aligns with the end of current local plan periods. The growth factors were applied to 2011 census data to provide expected levels of parking demand in 2033 for different sizes of dwelling in each Parking Behaviour Zone PBZ - see Appendix A).
- 5.2 Accordingly, the expected parking demand per dwelling in Table 2 should be used to calculate the number of parking spaces that should be provided in the design of new residential developments. In general, the choice of PBZ should correspond to the location of the development. However, if the location is not regarded as typical of the PBZ; for example, sites near transport hubs, then

consideration can be given to using a different PBZ that more closely relates to the location of the development.

Table 2: Residential Parking Demand (spaces per dwelling)						
Number of bedrooms	Number of habitable rooms	Parking Behaviour Zone				
		1	2	3	4	5
1	1 to 3	1.5	1.4	0.9	0.9	0.6
2	4	1.7	1.7	1.3	1.1	1.1
3	5 to 6	2.2	2.1	1.8	1.7	1.6
4+	7 or more	2.7	2.7	2.5	2.2	2.2

- 5.3 To accommodate potential variations in parking demand within a single ward, consideration may be given to varying the expected parking demand by 10% above or below, which is based on the average variation in demand between PBZs. In order to determine whether or not this is acceptable, the applicant will need to provide justification through, for example, the provision of parking beat surveys.
- 5.4 To meet with current and emerging guidance on the promotion of sustainable travel modes and choices, consideration could also be given to reducing the expected level of parking demand by 10%. This is based on the Department for Transport's 'Smarter Choices' research that shows reductions in traffic movements can be achieved by up to 10 to 30% where a range of travel choices are available through provision of travel plans, public transport contributions, and other sustainable travel initiatives.
- 5.5 As part of their planning application, applicants will be expected to provide a schedule of parking provision, detailing the number of allocated and unallocated spaces, including garages and EV charging facilities (active and passive). The planning application should include an explanation of how the provision of parking will meet the needs of the development including how these needs are expected to change in the future.
- 5.6 The likely occurrence of parking space obstructions, such as caravans and refuse skips, around 2% (taken from the parking beat surveys), has been taken into account in Table 2.
- 5.7 The evidence collected to inform the guidance on parking in new residential developments is based on levels of car ownership. Parking beat surveys did not seek to distinguish between resident and visitor vehicles. Demand for visitors to residential dwellings is likely to peak during evenings and weekends so demand should be met at these times. Where parking is unallocated this demand for visitor spaces can be met from spaces that are available due to some residents being away during these times and spaces that are unused as some dwellings will not own vehicles.

- 5.8 Developers should take an approach that is consistent with national research which suggests; *“that no special provision should be made for visitors where at least half of the parking provision associated with the development is unallocated. In all other circumstances it may be appropriate to allow for additional demand for Visitor parking of 0.2/spaces per dwelling”*³.

6. Guidance for Non-Residential Development

- 6.1 Under the Companies Act 2006, businesses are obliged to minimise their effect on the environment. In support of this obligation and in line with the West Sussex Transport Plan, businesses should promote sustainable travel behaviour by encouraging employees to travel by non-car modes and reducing the number of single occupancy car journeys. To support sustainable travel measures the availability of car parking or cost of use should be carefully controlled.
- 6.2 Since the publication of the previous standards in 2003, there has been a shift in Government policy and more flexible working practices have been established. The move to a new planning system during 2006 further shifted the responsibility for determining parking standards to individual LPAs and indicates that local circumstances should be taken into account when setting such standards, including the accessibility of the site, the likely demand for parking, and the viability of the site.
- 6.3 Therefore, although new guidance has been prepared, it should only be used as an initial guide for developers, who should undertake a site-specific assessment and seek to balance operational needs, space requirements, efficient use of land and cost attributed to providing parking and where relevant, attracting/retaining staff.
- 6.4 Table 3 sets out initial guidance on vehicular and cycle parking demand by land-use class.

Table 3: Non-Residential Parking Demand		
Use Class	Vehicular	Cycle
A1 Shops	1 space per 14sqm	1 space per 100sqm for staff and 1 space per 100sqm for customers
A2 Financial and Professional Services	1 space per 30sqm	1 space per 100sqm for staff and 1 space per 200sqm for customers
A3 Restaurant and Café	1 space per 5sqm of public area and 2 spaces per bar (or 5m length of bar for large bars) for staff parking to be clearly designated	1 space per 4 staff and 1 space per 25sqm for customers

³ DCLG, 2007, Residential Car Parking Research

A4 Drinking Establishments	As A3	As A3
A5 Hot Food Takeaways	As A3	As A3
B1 Business	1 space per 30sqm 500sqm in less accessible areas	1 space per 150sqm for staff and 1 space per 500sqm for visitors
B2 General Industrial	1 space per 40sqm	1 space per 200sqm for staff and 1 space per 500sqm for visitors
B8 Storage	1 space per 100sqm	1 space per 500sqm for staff and 1 space per 1000sqm for visitors
D1 Non-Residential Institutions	Site specific assessment based on travel plan and needs	Site specific assessment based on travel plan and needs
D2 Assembly & Leisure	1 space per 22sqm. For large scale places of assembly serving more than a local catchment, 1 space per 15sqm.	1 space per 4 staff plus visitor / customer cycle parking

- 6.5 The land use will mean that the amount of commercial vehicle parking will vary greatly between one site and another. The amount of parking should be based on:
- the developments land-use,
 - trip rate associated with the development (including base and forecast mode share) and
 - the user group of staff/visitors of the site (including shift patterns).
- 6.6 The number of spaces for LGV/HGVs may also be derived using a similar methodology or compared to vehicle operating licences for similar buildings/operations.
- 6.7 In designing provision for EV charging infrastructure at non-residential developments, there is a need to take account of likely parking behaviour (e.g. expected duration of stays) which could affect the number of 'active' spaces.
- 6.8 In designing provision for disabled persons parking at non-residential developments with over 200 parking spaces, consideration may be given to reducing the percentage of spaces for disabled persons below the minimum level specified in paragraph 4.15 to avoid overprovision of spaces.
- 6.9 It is the responsibility of the developer to prove that adequate facilities are provided on site for the proposed use, including cycle parking, changing and storage facilities. This may include providing details of the proposed operation of the site once in use such as whether the site will need to store vehicles not

in use or on layover periods, the frequency of vehicles visiting the site for deliveries, or the type and size of vehicles using the site.

- 6.10 It should be considered that the staff and visitor ratio of each land use is likely to be distinct to their appropriate class and may change over the life of the building, particularly when occupied by another business. For example, land uses such as retail uses (class A1 - A5), health centres / leisure uses (class D1 - D2) and hospitals (class C2) will generally have two user groups accessing those types of developments, staff/employees and customers/patients. Conversely, land-use types (such as employment uses, class B1 - B8) will generally only be accessed by staff/employees with occasional visitors. Due regard should be paid to the unique characteristics of each land-use.
- 6.11 In addition to land-use class, the following characteristics should also be taken into account when determining parking arrangements:
- survey or business data to ascertain the peak parking periods and demand;
 - the geographical location of the site along with the levels of accessibility for non-car mode users; and
 - local data such as Census travel to work data about mode share and information detailed in supporting travel plans.

7. Parking Capacity Surveys

- 7.1 This guidance is to assist developers and their consultants when considering the parking implications of new development and when preparing transport statements and assessments. The guidance seeks to ensure that parking capacity surveys are robust and that information is of a consistent standard, thereby providing a reliable basis for decision-making.
- 7.2 Parking capacity surveys should seek to satisfy the criteria outlined in this guidance and should be agreed with the County Council at the scoping stage for transport statements and assessments. In line with Principle A, surveys are expected to be carried out only when it is reasonably expected that parking will take place on existing streets, and should follow calculation of the expected levels of vehicle ownership and consideration of how this parking can be provided. Surveys are expected to be reported in the form of a short summary report which may form part of a transport statement or assessment.
- 7.3 The geographical area that should be surveyed (the 'survey area') should be proportionate to the impact of the development – determined as the number of vehicles that are expected to park on-street in the surrounding area. The survey area should include sufficient available space to accommodate the number of vehicles expected to be owned by residents of the site and their visitors - see Table 2 (Residential Parking Demand).
- 7.4 The survey area is expected to centre on the development site and should include areas most likely to be used for parking by those living in, or visiting the site and will, therefore, need to have regard to site access arrangements.
- 7.5 Parking capacity surveys should be carried out when usage of available parking space is at its greatest (i.e. peak time) in the survey area. This may include

early morning surveys to assess the amount of overnight parking in the area. The duration of the survey will be dependent on the likely impact of the development and whether or not there are existing pressures on parking space in the area. A development that is likely to have a large impact on on-street parking in an area where available space is already well-used or insufficient to meet existing demands, would be expected to carry out an extensive survey throughout the day.

7.6 A parking capacity survey should take the form of a beat survey (or similar alternative) where an enumerator walks a planned route at regular intervals recording registration plate details of the parked vehicles. The enumerator should record sufficient information to provide the following information in a summary report (see Table 4 below):

- the rate of turnover of vehicles on each street expressed as a number of vehicles leaving/arriving per hour;
- the number of vehicles parked on each street; and
- an estimate of the parking capacity of each street and a brief explanation of how this was calculated.

7.7 If the development is located within a Controlled Parking Zone, the summary report should also provide details of the existing resident permit take-up and/or any waiting lists. This information can be obtained from the West Sussex County Council Parking Strategy Team on 01243 642105.

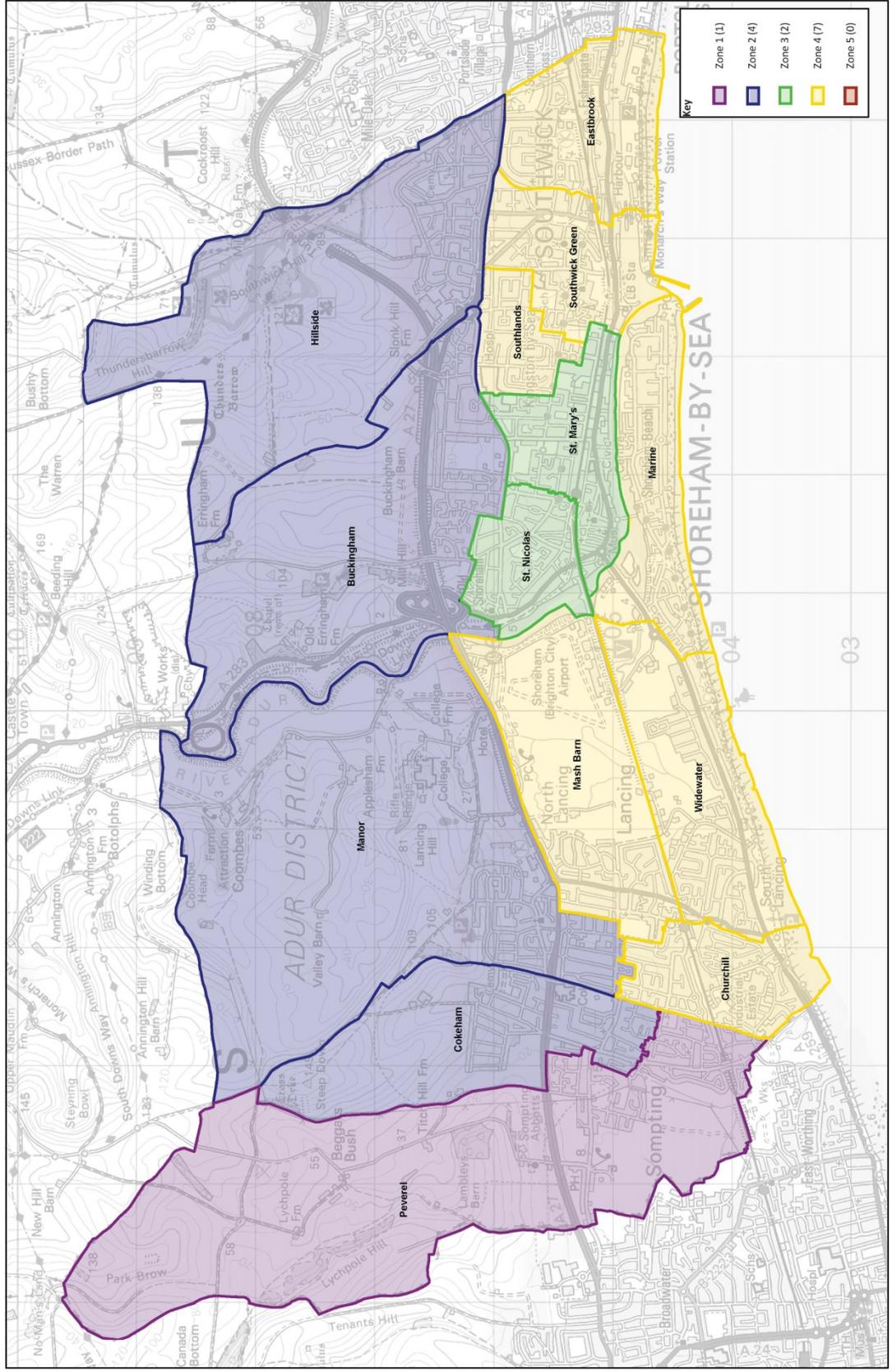
7.8 A summary report of parking capacity surveys should be accompanied by:

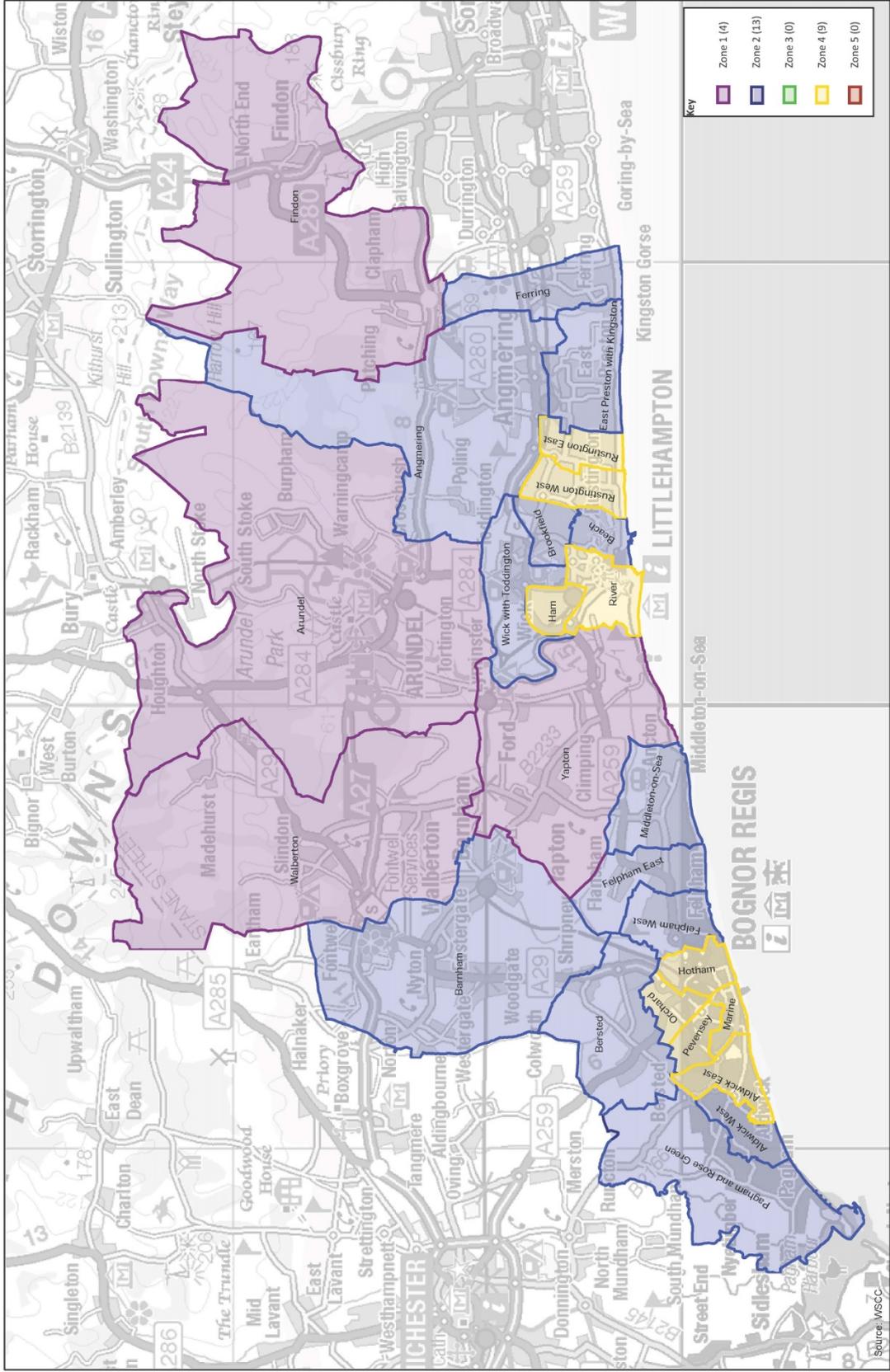
- a map displaying the geographical area surveyed at a suitable scale for interpretation
- details of the dates and times of day when survey(s) were undertaken
- details of parking restrictions (Traffic Regulation Orders) that apply in the survey area which are available by using the following link or copying the URL into an internet browser: <http://www.westsussex.gov.uk/apps/tro/>

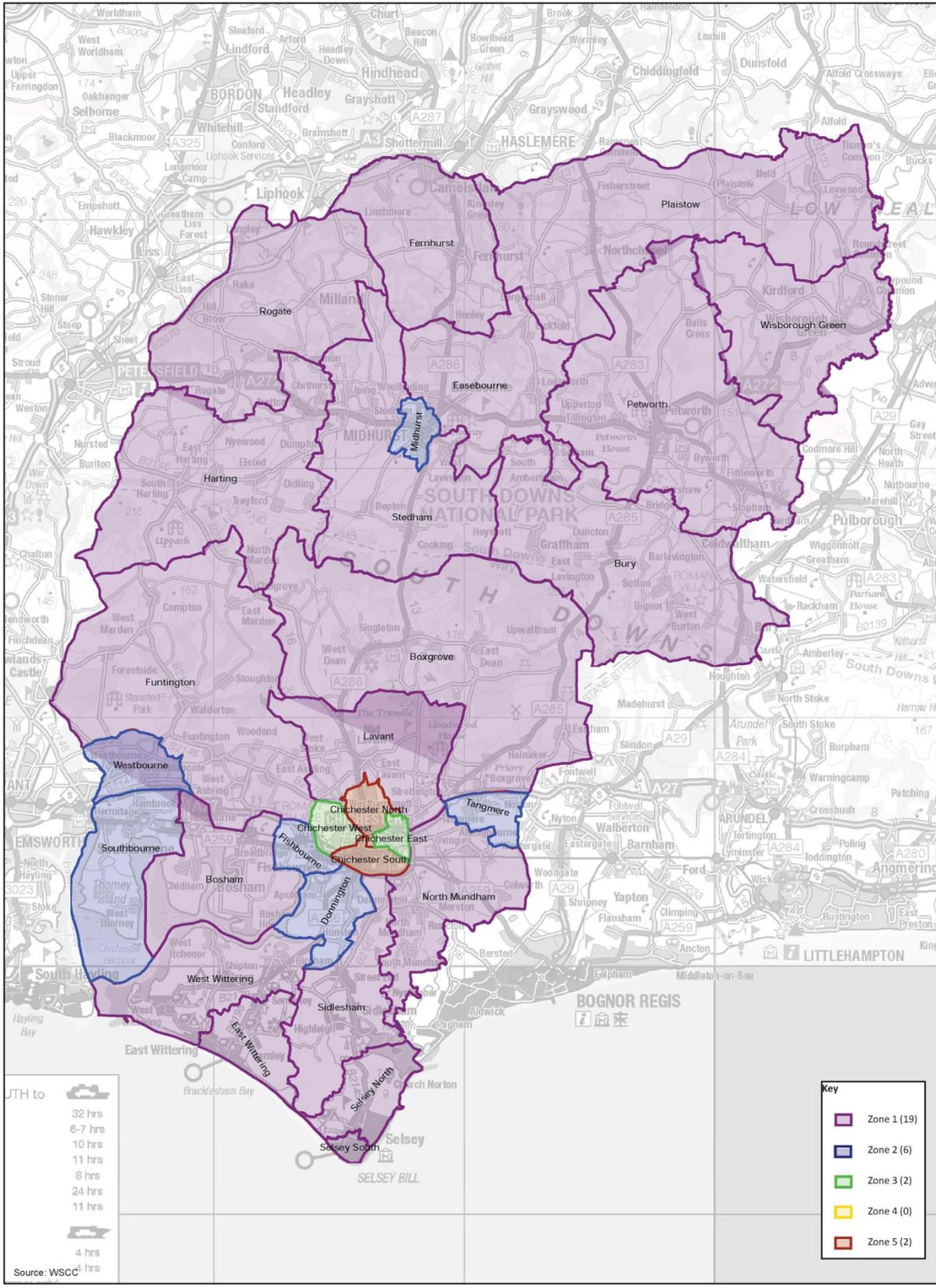
Table 4: Example Car Parking Capacity Survey – Summary Report					
Date	9th August 2017				
Location (street name)	Start time of survey	Rate of turnover of vehicles (veh/hr)	Number of vehicles parked on street	Estimated parking capacity of street (details of calculation provided below)	Details of existing parking restrictions (TROs)
Astreet Close	07:00	1	5	5	Link to website
Astreet Close	07:30	1	5	5	Link to website

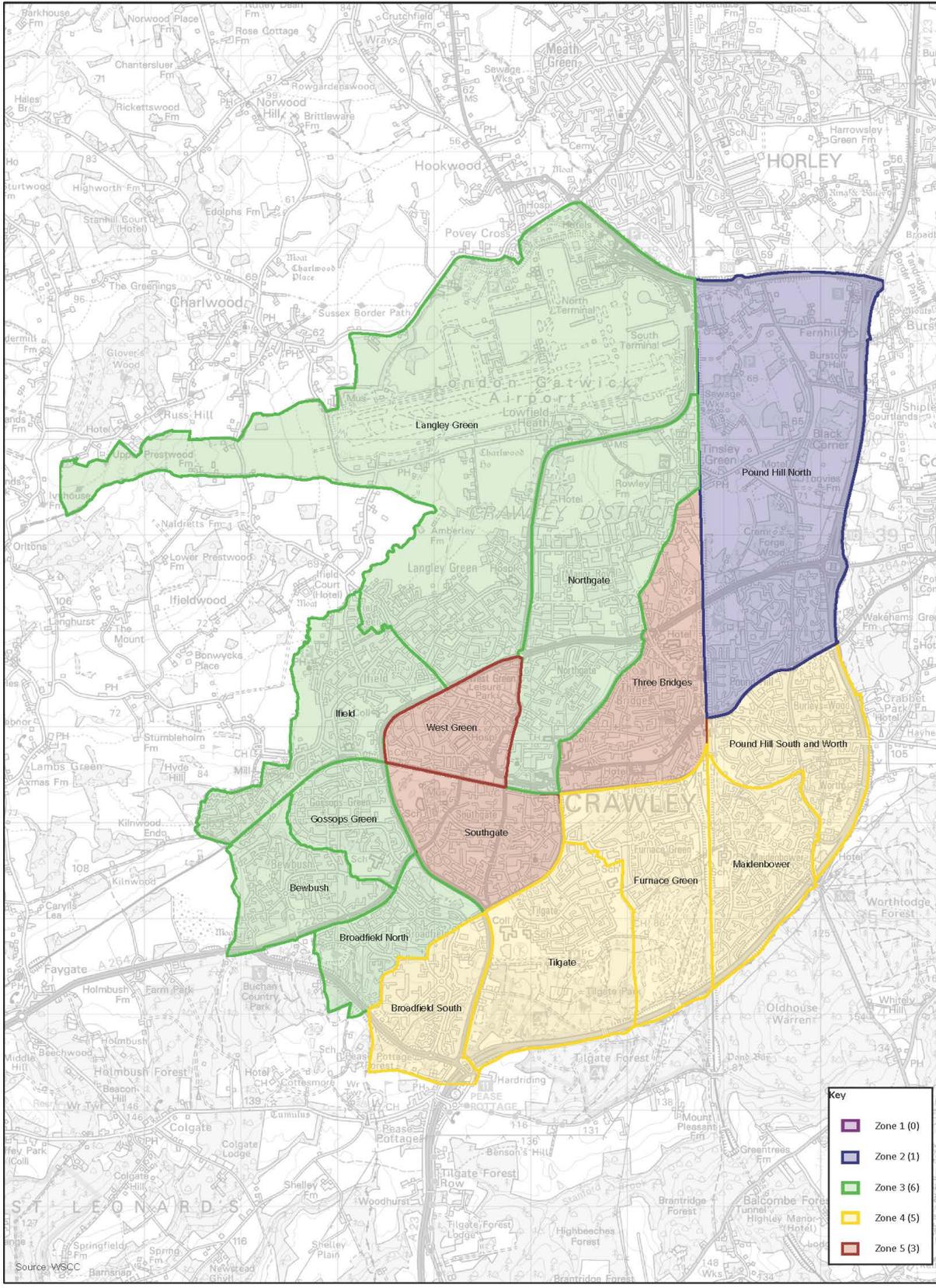
Astreet Close	08:00	3	3	5	Link to website
Astreet Close	08:30	2	4	5	Link to website
Astreet Close	09:00	1	3	5	Link to website
Astreet Close	09:30	1	3	5	Link to website
<p>Details of parking capacity calculation: Length of available parking area (24m) / Length of vehicle (4.8m) = 5 vehicles</p>					

Appendix A (cont.) Parking Behaviour Zones by District







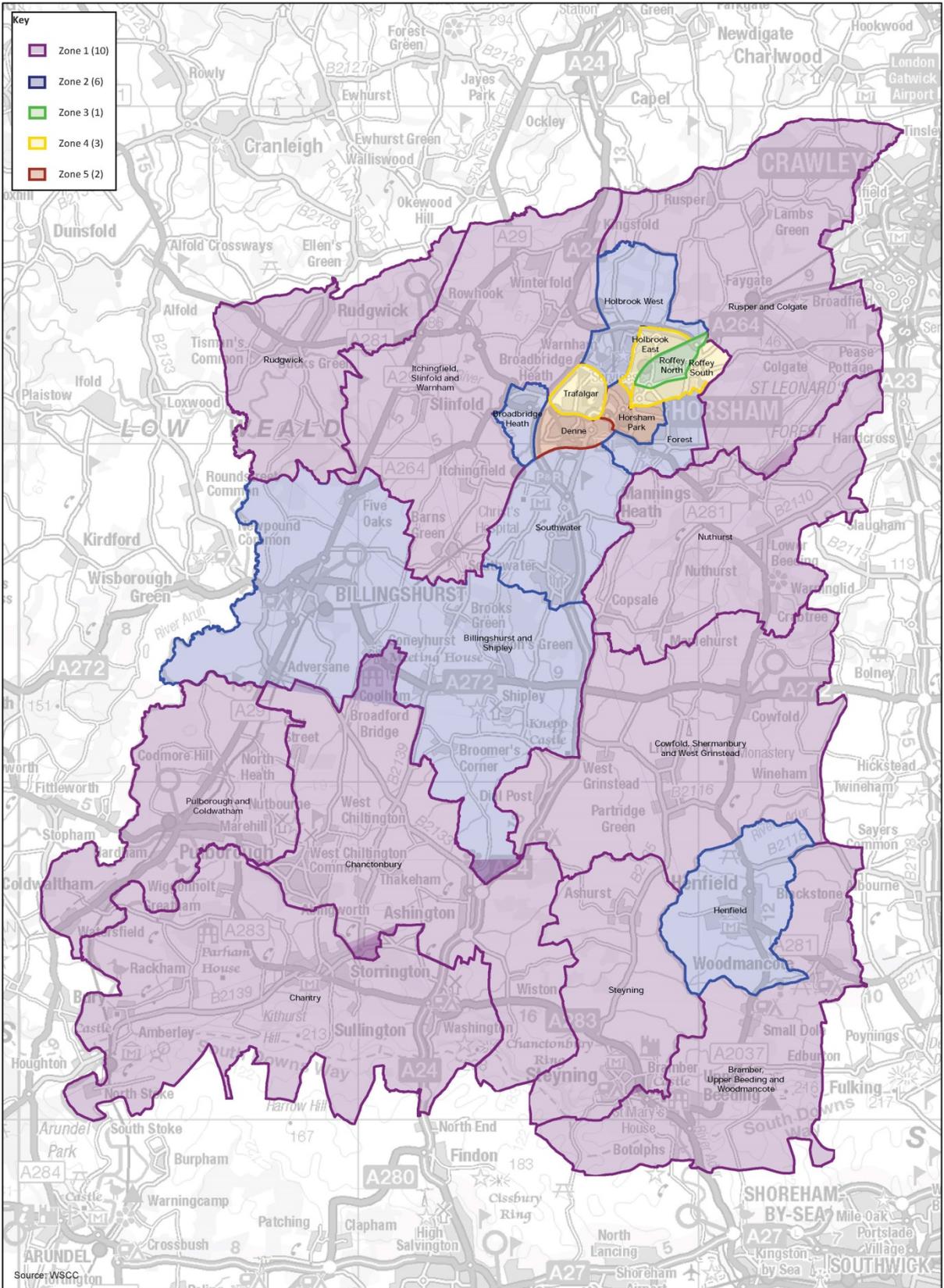


Key	
	Zone 1 (0)
	Zone 2 (1)
	Zone 3 (6)
	Zone 4 (5)
	Zone 5 (3)

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Parking Behaviour Zones:
Crawley Borough



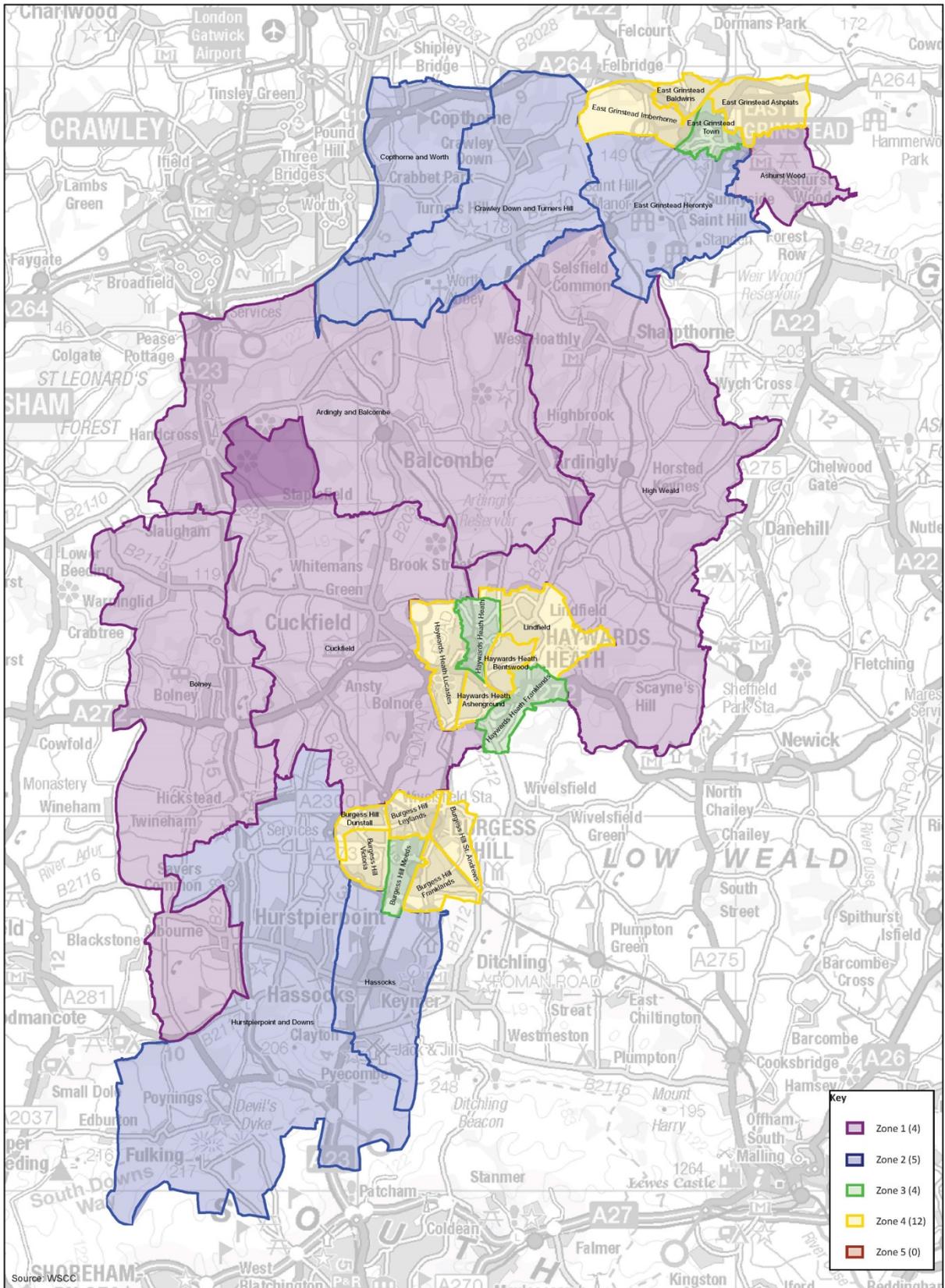


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Parking Behaviour Zones:
Horsham District

WSP 1:100,000



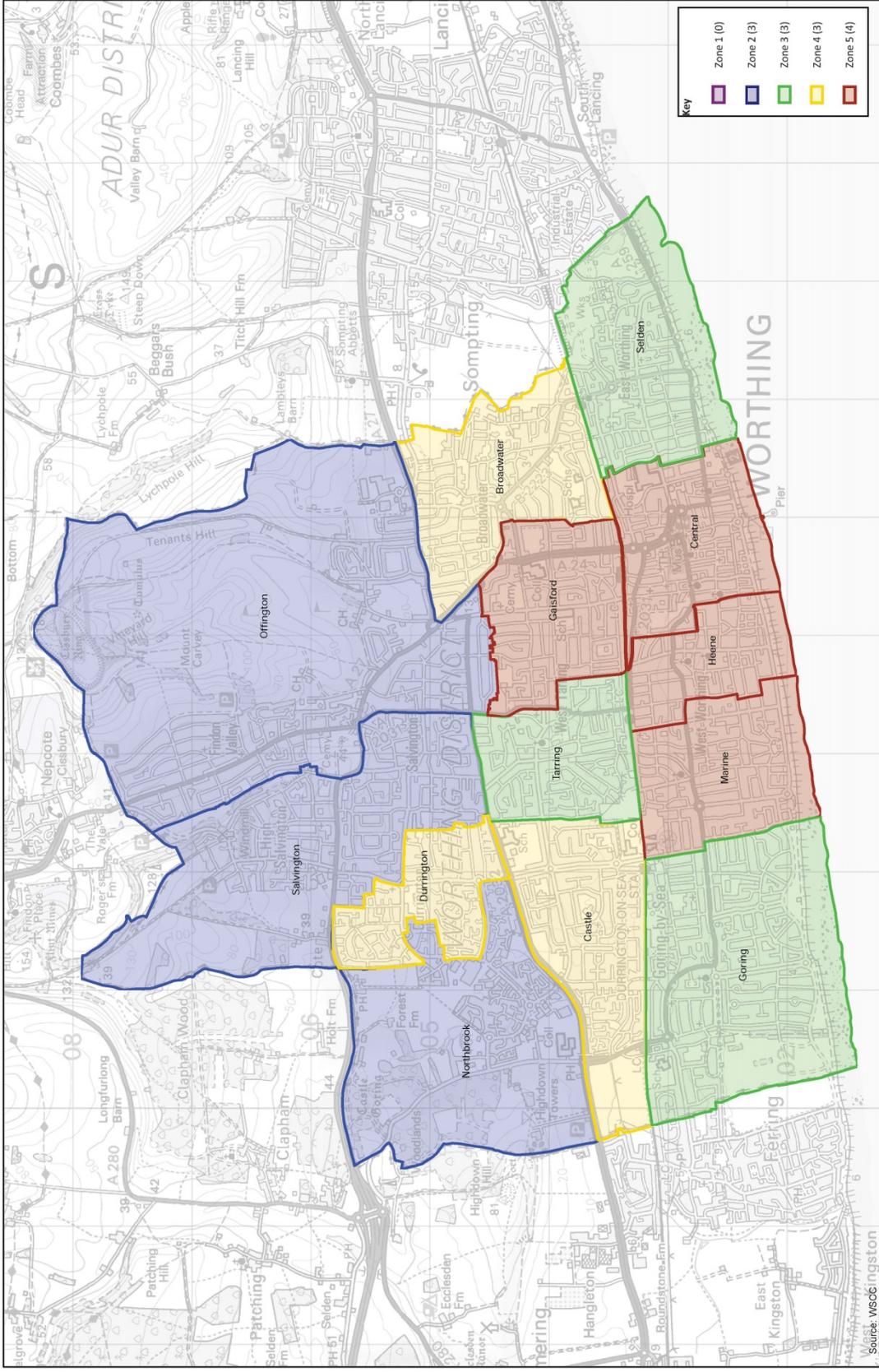


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Parking Behaviour Zones:
Mid Sussex District

WSP 1:90,000





Key	Zone 1 (0)	Zone 2 (3)	Zone 3 (3)	Zone 4 (3)	Zone 5 (4)



1:30,000



Parking Behaviour Zones: Worthing Borough

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Source: WSC661000

Appendix B: Electric Vehicle Space Allocations

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

Appendix C: Feedback from Local Planning Authorities

WSSC Parking Standards Guidance note - Consultation with LPAs November 2018		
District & Borough	Response	WSSC response
Adur- Worthing	We welcome the proposal for the provision of 'active' electric vehicle (EV) charge points at a starting rate of 20% of all parking spaces. We also welcome the inclusion of a requirement to provide ducting at all remaining spaces. However we question the inclusion of the phrase "where appropriate" and recommend some guidance is provided to accompany this phrase. We also note there is no mention of on-street charging.	We note your concern around the phrase "where appropriate" and have removed this from the text. With regards to your reference to on-street charging, there is some Strategy work being developed by the County Council but is not currently at a stage that can be included in our proposed guidance document.
Arun	The references to NPPF need to be updated. There is also a need to clarify that this guidance will replace both the 2010 Parking Guidance and the 2003 SPG. The parking zones seem rudimentary in that they simply follow parish/ward boundaries. Parking character within a parish/ward will differ greatly. The best examples of this are between Zone 4 and 2 in Littlehampton and Bognor Regis. Having considered the different approaches between ADC and WSSC on this matter, ADC consider that it would be beneficial to adopt the approach taken forward through the WSSC Parking Guidance. Finally, suggest that the % that are actually provided with active facilities should be 20% in 2018, 30% in 2023 and 50% in 2028, 100% in 2033. This is simpler than appendix C. It is suggested that 1 space per bedroom for 3+ beds would be appropriate. However, an alternative would be round up the provision.	NPPF references have been updated and the report specifies that it replaces both the 2010 Parking Guidance and the 2003 SPG. A reference to Arun District Council, Vehicle Infrastructure Study, January 2018 has been included. Electric Vehicle Charging – While we are pleased that you tend to agree with our overall EV approach, and we welcome alternative views on this challenging topic. The % values in Appendix B have been derived from and linked to potential future EV car sales to allow the provision of EV charging points to take account of the expected increase in EV's. . Suggested amendment to Table 3 – Agree that rounding the numbers makes it easier to apply and avoids the example you provided, however the values shown in Table 3 are based on the review process and evidence base undertaken by WSP, changing these values will not be defensible or relate to the review. There is also some flexibility in the guidance around applying increase or decrease in target parking provision on a site by site basis. SPD or Guidance - it is the intention to keep this document as guidance.

Horsham	<p>We support the need for developers to undertake surveys where they propose on street parking to understand if there is existing capacity to accommodate on street parking. We also support the commentary which sets out the need to ensure good design in development. Provision of Electric Vehicles together with the ability for other spaces to be upgraded in the future is also supported. We do not fully understand how Parking Demand has changed compared with the existing approach.</p>	<p>Overall car ownership has grown since 2011 from a weighted average vehicle ownership in 2011 for the whole of West Sussex of 1.3 cars or vans per resident, This is anticipated to grow to around 1.7 in 2033. This growth in vehicle ownership has been reflected in the Parking Demand Calculator and the Residential Parking Demand (table 2).</p>
Horsham	<p>Can an Exec Summary be provided please? Is there any evidence for the first sentence in para 2.4 “As the demand for electric vehicle charging points is expected to change rapidly over time”. Para 1.5 of doc says “The County Council has taken a strongly evidence-led approach to parking”. Para 2.2 says vehicle sales of electric cars are currently 1% of the fleet. What size developments will be expected to provide Electric Charging points? Maybe it’s elsewhere in the doc? Where is the key for the 4 different zones in Horsham in Appendix B in terms of zone allocation? Is Roffey North in 5 and Trafalgar/Holbrook east/Roffey South in 4? Is there that much of a difference? Really a Development Management question – but does Table 3 on p. 9 produce sensible results? Similarly, does Table 4 on p.13 use sensible standards for non-residential developments?</p>	<p>In regards to providing an Executive Summary, as this is a guidance document it is important that users read the whole document. Evidence to suggest EV numbers will increase overtime, Government figures suggest a 3% to 7% share of EV sales by 2020, para 2.2 references the Government “Road to Zero Strategy”. With regards to minimum size of development we do not state a minimum size of development, but do suggest a minimum of 20% ‘active’ with the remaining spaces being ‘passive’ provision. As with normal parking spaces we do not state a minimum size of development before parking spaces should be provided. There is a list of wards to zones in the “background information” worksheet of the “demand calculator”. Roffey north is in zone 3, Trafalgar, Holbrook East and Roffey South are all in zone 4. The zone allocation is based on the set of criteria, there is a 10% variation that can be applied, but it is up to the developer to justify any changes. The parking space allocation presented in Table 3 and 4 is based on the evidence presented in the accompanying WSP report, these values are similar to existing standards.</p>
Mid Sussex	<p>Page 13, Use Class A2 - Under the 'Cycle' column, I think there is a number missing at the beginning to state the number of cycle spaces for staff. In addition a number of made neighbourhood plans have parking standards. These should be the starting point for parking standards for developments in Mid Sussex. As such Table 1 of existing local policy in WSP background evidence document is out of date.</p>	<p>We note your reference to a possible omission on page 13, and will address accordingly. I also thank you for pointing out the incorrect wording and reference in the Policy section of the WSP Evidence base report.</p>

Crawley	Having reviewed the documentation we are content that the proposed guidance is broadly along the lines previously indicated. For Crawley at least the map is more confusing because of some inconsistency between the colours of the wards and the colours of the ward boundaries. The proposed B1 business parking standard states '1 space per 30sqm 500sqm in less accessible areas'. This reads as if less accessible areas only need 1 space per 500sqm or floor area.	Many thanks for your observations, we can look at the way the zones are presented, and review the B1 reference.
Adur-Worthing	Sussex-air welcomes the proposal for the provision of 'active' electric vehicle (EV) charge points at a starting rate of 20% of all parking spaces. We also welcome the inclusion of a requirement to provide ducting at all remaining spaces.	We note your positive response to level of EV provision.

Appendix D: Equality Impact Report

Equality Impact Report

Title of proposal	Guidance on Parking at New Developments
Date of implementation	11 th June 2019
EIR completed by:	Name: Paul Eagle (0330 222 5298) Tel:

1. Decide whether this report is needed and, if so, describe how you have assessed the impact of the proposal.

The County Council's current approach to parking at non-residential developments is addressed in 'Standards and Transport Contributions Methodology' (2003), which were last updated in 2003. Parking at residential developments is addressed in the 'Guidance for Parking in New Residential Developments' (2010). The approaches to parking are in need of review due to changes in national policy, updated census data, and trends that the current approaches do not cater for, such as increasing sales of Electric Vehicles (EVs).

The County Council has developed new Guidance on Parking at New Developments to replace the current approaches. A draft version of the Guidance and associated material was circulated to Local Planning Authorities and members of the Sussex Air Quality Partnership in November 2018. In total, seven responses were received and where appropriate, changes to the draft Guidance on Parking in New Developments have been made in response to the feedback received.

2. Describe any negative impact for customers or residents.

The level of disabled parking provision needs to be considered in designing new developments. Disabled persons parking spaces should be provided at a minimum of 5%⁴ of the total number of parking spaces being provided on the site. In exceptional circumstances it may be necessary for the provision of disabled parking spaces to be below the minimum, which could have a negative impact on people with disabilities. Therefore, for sites with no or low parking provision due to site constraints, justification for providing below minimum levels of disabled person parking spaces should be clearly set out in planning applications. However, it is advisable that at least one disabled parking space is always provided.

3. Describe any positive effects which may offset any negative impact.

Where specific facilities are likely to attract a higher level of disabled visitors, this should be identified during the planning application process and detailed in transport assessments or access statements. Disabled persons parking spaces should be suitably designed and located to cater for the needs of people with disabilities. The location of suitable drop-off points should also be specified in transport assessments or access statements to demonstrate how the needs of disabled people have been addressed and to inform planning decisions.

⁴ Manual for Streets 8.3.26

4. Describe whether and how the proposal helps to eliminate discrimination, harassment and victimisation.

The parking guidance will help to eliminate discrimination by ensuring that, other than in exceptional circumstances, adequate parking provision is provided for people with disabilities. This will help to ensure that developments are accessible to people who have disabilities and those who do not. This will be monitored overtime and through feedback can be amended if required.

5. Describe whether and how the proposal helps to advance equality of opportunity between people who share a protected characteristic and those who do not.

By helping to ensure that developments are accessible to all, the parking guidance will help to advance equality of opportunity through the provision of adequate parking at new developments, including spaces for people with disabilities, for the benefit of all residents, whether they share a protected characteristic group or not.

6. Describe whether and how the proposal helps to foster good relations between persons who share a protected characteristic and those who do not.

By helping to ensure that developments are accessible to all, the parking guidance will help to foster good relations between persons who share protected characteristics and those who do not through the provision of adequate parking at new developments, including spaces for people with disabilities, for the benefit of all residents, whether they share a protected characteristic group or not.

7. What changes were made to the proposal as a result? If none, explain why.

The parking guidance has been considered in relation to the protected characteristics included in the Equality Act 2010 and, in order for people with disabilities not to be proportionally disaffected, the guidance will require developers to provide parking spaces for people with disabilities.

8. Explain how the impact will be monitored to make sure it continues to meet the equality duty owed to customers and say who will be responsible for this.

The parking guidance has been revised to take account of changes in policy, census data and feedback from District & Borough councils on the effectiveness of current guidance. We will continue to monitor the performance of parking space provision at new developments and amend the guidance where necessary. The Transport Planning & Policy team will be responsible in monitoring the performance of the guidance.

To be signed by an Executive Director or Director to confirm that they have read and approved the content.

Name		Date	
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Your position	
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Appendix E: Sustainability Appraisal Summary

Summary

[Click here to return to the guidance.](#)

Lead officer:

Date:

Proposal name:

Theme/subsection	Result	Applicable Questions
Best Start in Life	Not Applicable	0%
Strong, Safe and Sustainable Place	Slightly positive	100%
A Healthy Place	Slightly positive	100%
A Safe Place	Slightly positive	100%
A Sustainable Environment	Slightly positive	100%
A Place of Culture, Heritage and Beauty	Neutral	100%
A Prosperous Place	Slightly positive	50%
A Place where businesses thrive	Slightly positive	67%
Infrastructure that supports a successful economy	Slightly positive	67%
A great place to live, work and visit	Not Applicable	0%
Independence for Later Life	Not Applicable	0%
A Council that works for the community	Neutral	100%

Use this summary to identify areas for improvement and explore alternative solutions which will improve sustainability performance.

Appraisal criteria

	50% or above positive impact
	0 - 49% positive impact
	Neutral impact
	Negative impact