



## **Woking Borough Council**

### **Local Development Documents**

#### **Parking Standards Supplement Planning Document**

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**Produced by the Planning Policy Team**

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## 1. Introduction

The Council is committed to developing a well integrated community with a sustainable transport system which connects people to jobs, services and community facilities whilst minimising impacts on biodiversity. Parking is a key component of this; it has the potential of influencing the way people travel, the efficient use of land, highway safety, as well as the quality of the built environment.

The purpose of this Supplementary Planning Document (SPD) is to set appropriate car and cycle parking standards for all forms of development to balance a wide set of aims including:

- influence a shift in behaviour towards sustainable modes of transport
- efficient use of land
- ensure a high quality built environment and development sites
- control congestion
- ensure highway safety
- minimise pollution

The Council's previous parking standards implemented maximum standards for residential parking to try and influence a reduction in car use and to follow national policy on parking. National policy has since changed and maximum standards are no longer required to be set for residential parking. National policy and current research acknowledges that maximum standards for residential parking can lead to poor quality development, congested streets and has been found to have little influence in reducing car use. Other factors, such as the availability of alternative modes of transport and dwelling type have been found to have a greater impact on reducing car use.

These parking standards set minimum standards for residential parking to ensure appropriate levels of parking are provided. Maximum standards are set for non-residential parking and minimum cycle parking standards have been set to promote sustainable transport choices to influence a shift to non-car modes. In implementing the minimum standards for residential parking, care should be taken to ensure that the above aims are not compromised.

In addition, this SPD also covers:

- disabled parking provision
- garages

### **Application of these standards**

The standards will apply to:

- All new development proposals and those affecting parking provision within existing developments will be considered against these standards
- Where two or more land uses apply to the same site the maximum parking provision for each land use should be assessed separately. Overlapping demand may be taken into account where it can be demonstrated that this will occur.

## 2. Policy context

### **National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG)**

One of the overall themes of the NPPF is to promote sustainable transport to facilitate sustainable development, wider sustainable objectives as well as health objectives. A key tool to achieve these objectives is providing people with a choice of travel options, prioritising sustainable transport modes over car based travel. By increasing sustainable travel choices and their use this can support reductions in greenhouse gas emissions and reduce congestion.

When setting local parking standards, the NPPF states local planning authorities should take the following into account:

- the accessibility of the development;
- the type, mix and use of development;
- the availability of and opportunities for public transport;
- local car ownership levels; and
- an overall need to reduce the use of high-emission vehicles.

Parking standards should be appropriate to the needs of the development and not reduced below a level that could be considered reasonable to avoid poor quality development and congested streets.

Many approaches can be adopted to deliver successful parking outcomes in developments. Natural surveillance of parked cars and the relationship between parking and service areas are important considerations.

In town centres local authorities should seek to improve the quality of parking so that parking is convenient, safe and secure.

Travel Plans, Transport Assessments and Statements are all ways of assessing and mitigating the negative transport impacts of development in order to promote sustainable development. Wider benefits from these tools can also promote the efficient use of land by assisting the release of land for development that would otherwise be taken up by required related parking. Ideally Travel Plans should be considered in parallel to development proposals and integrated into the design and occupation of sites.

### **Core Strategy**

#### ***Policy CS18: Transport and accessibility***

In line with the NPPF, Policy CS18 lends support to proposals delivering improvements and increased accessibility to sustainable modes of transport.

The policy outlines the implementation of maximum car parking standards for all types of non-residential development, including consideration of zero parking in Woking Town Centre, providing on-street car parking problems are not created or exacerbated. Through restricting parking the Council looks to influence a shift in travel behaviour towards more sustainable modes of transport, particularly in high accessibility areas.

Residential parking standards are to be set to minimum levels. However, the application of these standards needs to be balanced with the overall sustainability objectives of the Core strategy, including the effects on highway safety.

### ***Policy CS21: Design***

Good design is key in ensuring parking is effective within developments and must be considered from the outset. The accessibility of a development by its users and various transport modes influences the user's quality of life, the attractiveness of the development and the character of the area.

Policy CS21 set outs criteria for new development proposals, including the following relevant to parking:

- Be designed in an inclusive way to be accessible to all members of the community, regardless of disability and to encourage sustainable means of travel.
- Create a safe and secure environment, where the opportunities for crime are minimised.

The design and function of an environment can help to discourage crime and encourage positive use of public spaces. Quieter areas such as car parks should be overlooked, open spaces and pedestrian routes visible from roads and buildings.

Policy CS21 is supported by a Design SPD which provides detailed guidance on the application of the policy. The SPD includes design guidance and best practice examples for parking provision within new developments.

### **Relationship to Surrey County Council**

Surrey County Council is the Local Highway Authority (LHA) for Surrey boroughs and districts, including Woking. As the Local Highway Authority, Surrey County Council has produced the Surrey Transport Plan (STP) – the third Local Transport Plan (LTP) for the county. This plan contains a number of strategies which look forward to 2026 and will be reviewed every three to five years as necessary.

In relation to parking the County Council is responsible for street parking provision, civil parking enforcement and parking demand management. The Council also consults Surrey County Council on highway and transportation issues relating to development proposals.

Woking Borough Council provides off street parking in 19 public car parks across the borough (9 of which have charges applied), acts as agent for Surrey County Council for the day-to-day management of on-street parking in the borough, produces Local Development Documents such as the Core Strategy and Parking Standards SPD and determines planning applications in the borough. Following adoption of the Community Infrastructure Levy (CIL) the Council will collect a levy from new developments for infrastructure projects, including transport schemes.

Partnership working with Surrey County Council is important due to the split responsibilities regarding parking. The County Council will be actively consulted in the development of these standards through officer engagement and via other channels such as the Joint Committee.

## **Surrey Transport Plan**

Included in the STP are the Parking strategy and the Travel Planning strategy. The County Council has also produced a Vehicular and Cycle Parking Guidance.

### *Parking Strategy*

The overall aim for this strategy is to “provide parking where appropriate, control parking where necessary”. Surrey County Council parking responsibilities include street parking provision, civil parking enforcement, residential parking and parking demand management. The four objectives of the strategy include:

- Reduce congestion caused by parked vehicles
- Manage on street parking space to make best use of the space available
- Enforce parking regulations fairly and efficiently
- Provide appropriate parking where needed

Some of the measures included in the strategy, such as considering the implementation of sustainable travel measures to reduce demand for on street parking – particularly in busy town centres, will work in tandem with the objectives and intended outcomes of these parking standards.

### *Vehicular and cycle parking guidance*

Although the borough and district councils have responsibility for determining planning applications, Surrey County Council have produced guidance for how much parking should be provided within new developments. The guidance document also provides a steer on disabled parking, school parking, car clubs and electric vehicle charging points. As the guidance covers the 12 Local Authorities in Surrey it is not able to fully reflect the individual circumstances and the transport aims of the borough. Consideration has been given to the guidance and the evidence base used in producing these standards.

Following the adoption of the Council’s Parking Standards SPD, the guidance produced by Surrey County Council will no longer be applicable for the borough. Planning applications received will be determined against the standards set in the SPD, as outlined in the Core Strategy.

### *Travel Planning*

The Travel Planning Strategy aims to provide travel-planning measures, interventions and self-help support to schools and workplaces in Surrey to make informed choices about their travel.

### **3. Borough profile**

Situated in north-west Surrey, Woking lies 25 miles to the South West of London. The borough comprises of a compact built up urban area which is surrounded by green belt. In the centre of the urban area is Woking Town Centre and in the north east lies West Byfleet the district centre. There are also seven local centres and six neighbourhood centres.

#### **Road network**

The road network mainly comprises of A-roads, B-roads and local roads which are managed by Surrey County Council, the Highway Authority. The M25 passes through the borough in the east, although there is no junction and the A3 is situated just to the south of the borough. Both of these roads have significant impact on congestion on the borough's road network, particularly in the roads to the north east.

Congestion in the borough can be a problem, particularly in certain areas. There are a number of constraints on the road network which include a limited number of crossing points of the railway and the Basingstoke Canal that can have significant impact on congestion, particularly at peak times. Surrey County Council have identified congestion problem areas on the borough's highway network using 'Cost of Congestion' mapping using Congestion Journey Time Acquisition Monitoring System (CJAMS DfT 07/08) (Surrey County Council, 2011) and transport studies carried out to support the Core Strategy and the Site Allocations DPD. The identified problem areas include:

- Woking town centre
- B382 Old Woking Road
- A324 / A322 Brookwood Crossroads
- West Byfleet & A245 corridor
- Six Crossroads Roundabout & A320 corridor

Recent studies carried out by the Council have demonstrated there will be a need for appropriate measures of mitigation to address future development impacts on these hotspots.

Road improvement schemes and improvements to cycle and pedestrian infrastructure have been identified in the CIL Regulation 123 list to mitigate against the impact of future development and to provide a real choice for sustainable modes of travel.

The mismanagement of parking can contribute to congestion problems both directly through creating on-street obstacles and also through vehicles cruising for available parking spaces. However parking can also offer solutions for congestion by directing traffic away from congested areas and by encourage users to take up sustainable forms of transport.

#### **Rail connections**

Rail connectivity is very good in the borough. Five rail stations serve the borough, including one just outside the borough boundary, and are situated on the Waterloo national rail route.

Woking rail station is the second busiest rail station in Surrey and provides a fast and frequent service to London and the South Coast. It is also an interchange for the Railair coach service to London Heathrow Airport. Over the past four years the station usage has



grown, and the estimated total number of people entering and exiting at the station increasing<sup>1</sup>. Between 2011-2012 and 2012-2013 the estimated number of people entering Woking rail station grew to circa 3.73m an increase of around 52,000 people from the previous year.

Surrey County Council and partners (including Woking Borough Council) have developed the Surrey Rail Strategy to identify proposals for strategic investment to meet four rail development objectives – maintain global competitiveness; drive economic growth; reduce impacts on the environment; and accommodate sustainable population growth. The report identifies three priority action areas including: capacity on the South West Main Line; Local Orbital Rail Services; and Access to Airports. Due to Woking’s location on the network action on any of these areas are likely to have significant impact on demand for rail services in the area.

Both the incremental increase in patronage and potential future developments to Surrey’s rail network will increase the pressure on the local road network and car parks.

### **Future growth**

As set out in the Woking Core Strategy the main direction for growth of both residential and commercial development is within the urban area, with the primary focus on Woking town centre for sustainable growth. Development will also be encouraged in the district, local and neighbourhood centres and 550 dwellings are planned to be located in the green belt. The Council also plans to safeguard land to meet future development needs between 2027 and 2040.

### **Woking town centre**

The town centre is the economic hub of the borough. There are a wide range of different uses, each with different parking needs, including: retail; business; residential; leisure; arts; culture; tourist; and community facilities. As outlined in the Core Strategy the majority of growth has been focussed on the town centre and includes the following:

Housing	2,180 dwellings (between 2010-2027)
Employment	27,000 sq.m additional office floorspace to be provided as part of mix-used developments
Retail	75,300 sq.m A class floorspace including 67,600 of A1(59,300 sq.m of comparison and 8,300 sq.m of convenience floorspace)
Social, community and transport infrastructure	Set out in the Infrastructure Delivery Plan (IDP), includes community facilities and transport and accessibility improvement measures such as road, rail and bus improvement measures as well as on-going improvements to walking and cycling infrastructure.

Parking provision in the town centre for new developments will have to be carefully managed to ensure an efficient allocation of land and control congestion from these developments; whilst still ensuring highway safety.

<sup>1</sup> Source: Office of Rail Regulation, Estimates of station usage, 2014

The town centre is mostly surrounded by a combination of the railway and the A324 and accessibility is therefore limited across these constraints. In particular there are only two road routes in the town centre which cross the railway line thereby creating significant congestion points, particularly at peak times.

The town centre is served by a wide range of public transport and sustainable transport modes. Woking rail station provides fast and frequent services to both local and regional destinations and is located next to Woking bus station. The bus station links the town centre to the district, local and neighbourhood centres across the borough, local services such as supermarkets and schools and also to key services such as St Peter's hospital and Heathrow Airport.

Through the Cycle Woking cycling town initiative and the current Travel SMART scheme the provision of cycling and walking provision for the town centre has improved. There is a number of cycle parking available across the town centre and at the rail station, four new or improved signalised cycle crossings were added to improve access across busy roads and to join up the network and finally an order has been put in place to allow cycling through the town centre outside the hours of 10am to 4pm. Linkages to and from the town centre have improved through the Basingstoke Canal towpath upgrade, connecting the town centre to both the east and west of the borough, whilst links to the south are continued to be improved through improvements to the cycle 'planets' network.

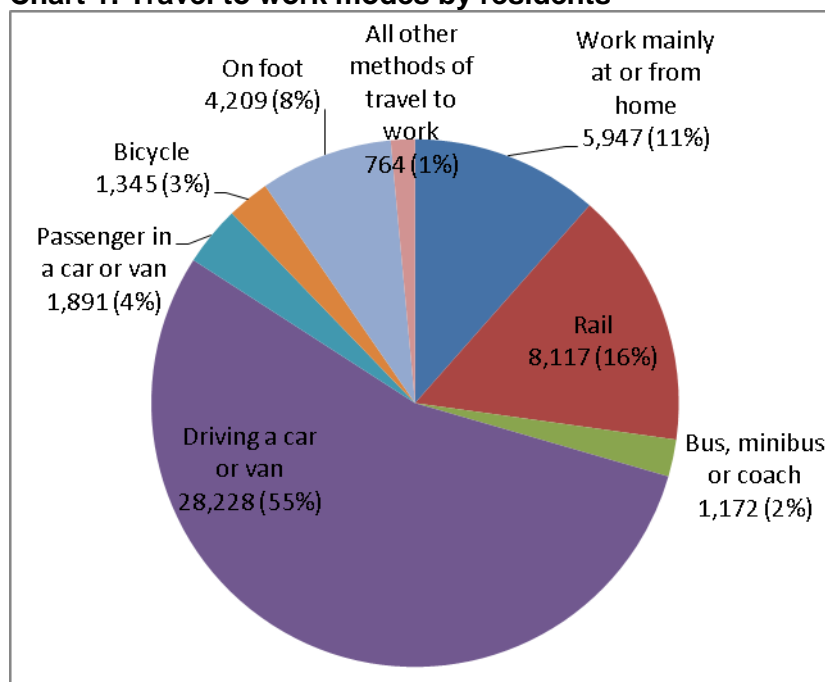
The town centre and its wider area are covered by a number of Controlled Parking Zones (CPZ). These cover all the kerbsides in the town centre, making them subject to a waiting restriction and parking charges.

There are six car parks owned and operated by Woking Borough Council in the town centre providing 4,543 spaces. Use of the car parks is shared across the different user groups for the town centre, including residents. For some residential developments the Council entered into agreements with developers to provide residential parking through use of permits in public car parks. Public car parking is also available at Woking rail station.

### **Travel to work**

The majority of Woking residents travel to work by driving a car or van. The modal share is then reasonably split, with 12% working from home and 16% catching a train to work, as shown in Chart 1 below. The same modal split can be observed across Surrey, although Woking has a slightly higher percentage of residents who travel to work via train compared to the Surrey average. This can be attributed to the quick and frequent rail connections from Woking station.

**Chart 1: Travel to work modes by residents**



Source: 2011 Census

Of the journeys that are undertaken by car, 72% of these are for journeys between 0-20km and half are for less than 10km. This is in direct contrast to rail journeys which the majority are for journeys over 30km. As expected the majority of journeys undertaken by foot or by cycle are for distances less than 5km.

The use of the train to travel to work has grown in past 10 years. Comparing data from the 2011 and 2001 census, the percentage of people who travel to work via train has increased from 7% to 16%, whilst the percentage of commuters travelling by car has fallen from 61% to 55% (although the actual number of car journeys have increased). One factor in this change could originate from the rise in flatted developments close to the station in Woking Town Centre attracting London commuters to the town.

The distance travelled to work for borough residents is reasonably evenly split. When compared to household car availability, the households with no cars or vans; 44% travelled less than 5km to work and 36% travelled to work via walking or cycling. Also 25% of borough households with no cars or vans travelled via rail, which when compared to the rest of Surrey is the second highest proportion after Epsom and Ewell and comparable to other Surrey rail boroughs such as Elmbridge and Reigate and Banstead. This could be a reflection of the recent residential developments in Woking Town Centre with very little parking.

When examining the commuting patterns of the borough, Woking net out-commutes of 4,783 workers, as shown in Table 1 below. Commuting patterns have remained fairly stable compared to 10 years ago, although a slightly higher proportion of residents work and live in the borough (47% to 53%), whilst a lower proportion of residents commute into London (from 33% to 28%).

**Table 1: Commuting patterns for Woking borough**

	<b>Residents out-commuting to</b>	<b>Workers commuting in</b>
Woking (live and work in the borough)		25430
Surrey districts	11,530	11,670
London boroughs	6,283	1,495
Rest of the south east	3,414	4,471
Rest of the UK	1,192	-
<b>Total</b>	<b>22,419</b>	<b>17,636</b>

Source: Annual population survey 2011, ONS

### **Car ownership**

The majority of journeys in the borough for distance travelled to work are between 0-20km; therefore these are the journeys that are typically undertaken by the car and sustainable modes of travel of walking and cycling.

According to RAC Foundation census research (car ownership rates per local authority in England and Wales, 2012) there has been a slight decrease in the number of cars/vans per 1000 people since 2001, down by 1.3% to 570. The number of households with a car/van has only marginally decreased by 0.1% therefore the drop in cars/vans has fallen as an average overall, rather than an increase of households with no cars. Compared to other Local Authorities across the country, Woking is the only Surrey borough to experience an increase in the percentage of households with no car/vans and a fall in overall percentage change (since 2001) of car ownership per 1,000 people. Woking does appear to be part of a south east regional trend of authorities with good travel connections, such as Elmbridge and the vast majority of the London Boroughs, and this could be the start of a long term trend of lower car ownership rates in Woking. This is also anticipated to be reinforced by the spatial strategy of the Core Strategy which directs new development to previously developed land, in particular Woking town centre, which offers the best access to a range of services and facilities.

The fall in average number of cars has occurred in households with two or fewer cars, as shown in Table 2 below. In contrast, the percentage of households with three cars has remained the same and the number of households with four or more cars has increased.

**Table 2: Household car ownership levels**

<b>Number of cars or vans in household (%)</b>	<b>2001</b>	<b>2011</b>
No cars or vans	30.6	31.7
One	54.3	53.3
Two	13.7	13.5
Three	1.1	1.1
Four or more	0.3	0.4

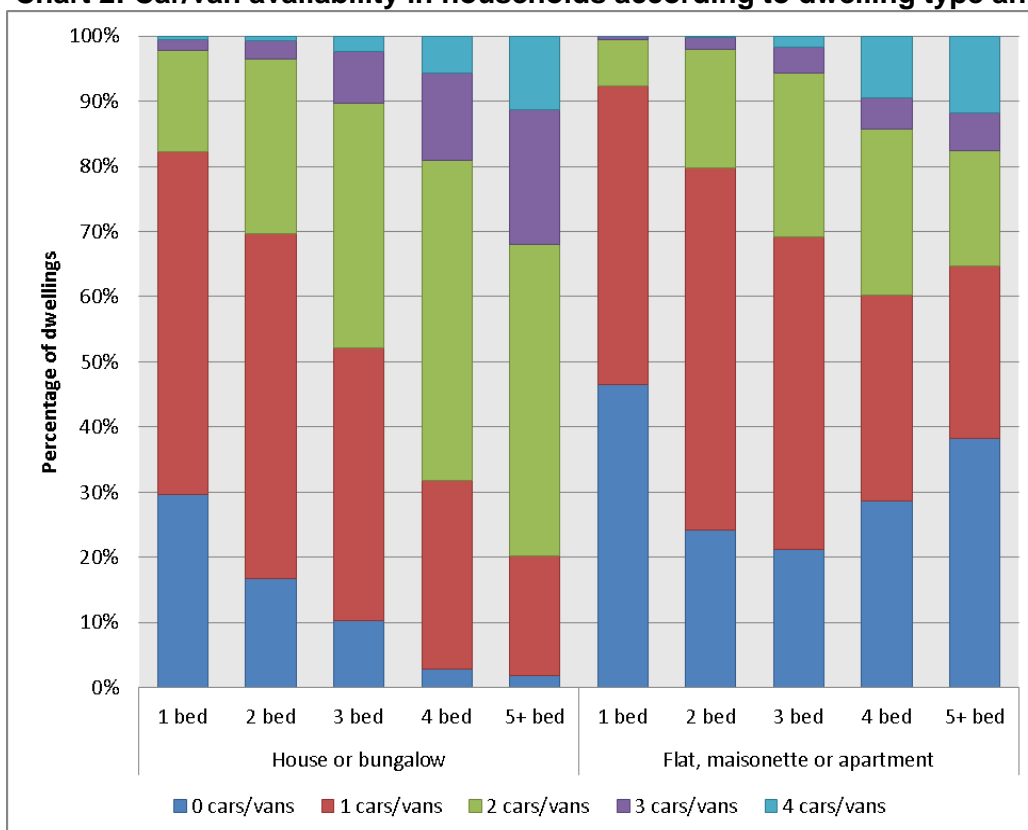
Source: 2011 Census

### **Dwelling type**

Cars or van availability per household varies according to household size and type, as shown in Chart 2 below. The average level of car ownership for households increases with number of bedrooms. Furthermore it can be seen that for all flat sizes, when compared

against the corresponding number of bedroom houses/bungalows, have a lower average level of car ownership, whilst the difference between type of dwelling is lower the fewer bedrooms a dwelling has.

**Chart 2: Car/van availability in households according to dwelling type and size**



		Number of cars or vans available in household						Average
		Total	0	1	2	3	4	
House or bungalow	Total	29,917	2,753	11,454	11,691	2,870	1,149	
	1 bedroom	984	292	518	153	16	5	0.91
	2 bedrooms	4,798	801	2,538	1,290	137	32	1.18
	3 bedrooms	13,562	1,389	5,683	5,087	1,076	327	1.50
	4 bedrooms	7,357	211	2,123	3,625	979	419	1.90
	5+ bedrooms	3,216	60	592	1,536	662	366	2.21
Flat, maisonette or apartment	Total	9,429	3,220	4,750	1,297	126	36	
	1 bedroom	4,251	1,980	1,947	303	15	6	0.62
	2 bedrooms	4,421	1,069	2,457	806	80	9	0.98
	3 bedrooms	660	140	317	166	26	11	1.17
	4 bedrooms	63	18	20	16	3	6	1.35
	5+ bedrooms	34	13	9	6	2	4	1.26

Source: Census 2011

### Previous parking standards

The previous Woking Parking Standards SPD was published in July 2006. In line with national guidance at the time the document specified maximum standards for all forms of development. One of the overall aims of the SPD was to achieve an average of no more

than 1.5 spaces per new dwelling across the borough. This target was met, with the average number of parking spaces for new developments not exceeding 1.4 spaces per dwelling. In 2013 completed developments on average, had just under 1 space per dwelling.

The NPPF removed the national policy stipulation of requiring maximum parking standards for residential and non-residential developments. Subsequently Policy CS18: Transport and accessibility of the Core Strategy sets maximum standards for all types of non-residential development and minimum standards for residential development.

This SPD brings the parking standards up-to-date, reflecting both national policy and the requirements of the Core Strategy.

### **Residential parking**

Research has shown that residential car ownership rates are affected by ability of residents to reach important destinations by other modes and also dwelling size, type and tenure (Transport, 2007). Therefore when setting parking rates both the location and type of dwelling will be taken into consideration.

There is a high level of residents in the borough requesting dropped kerbs to enable them to create off street parking (91 dwellings in 2013). This has led to a number of front gardens being converted, increasing the amount of hard-standing and therefore rainwater run-off and also potential having a negative aesthetic and character impact on the street scene.

These factors demonstrate the negative implications of under-provision of residential parking and highlight the need to address the design and layout of parking within developments at the design stage. This also shows, in conformity with research undertaken by CABE, that residents feel attempts to restrict parking spaces to curb car ownership are unrealistic and unlikely to have an impact (CABE, 2005). This however needs to be balanced with the identified trend of decreasing car ownership in the borough and the spatial strategy of the Core Strategy which focusses development towards Woking town centre.

One option to increase the efficient use of land, whilst still maintaining sufficient parking levels is through unallocated communal parking. Unallocated communal parking can provide many benefits, including:

- only have to provide for average levels of car ownership
- allows for changes in car ownership between individual dwellings over time
- provides for both residential and visitor needs
- caters for the differences in parking demand from mixed uses, which usually peak at different times of the day to residential demand.

Woking town centre is a good example of this type of unallocated shared parking. Several of the public car parks in the town centre share demand from a variety of users, including residential, as some of the new town centre flatted developments have entered into an agreement with the Council to provide residents with parking permits at a reduced rate.

### **Garages**

The provision of parking through garages cannot be guaranteed as many occupiers will use the garage for uses other than car parking, such as storage or conversion into living space. Numerous studies have found that less than half of garages were used for parking. This however also needs to be balanced against the increase in the size of the average car

which has rendered many garages built in the past unable to accommodate large modern cars. For garages to be effective at providing and being utilised as parking spaces, they will need to be of sufficient size to accommodate a modern car and the associated dwelling will need to provide sufficient levels of storage. Car ports differ to garages because they are not enclosed and therefore they are unlikely to be used for storage.

## **4. Proposed parking standards**

The following section sets out the parking standards for all forms of development.

### **4.1 Residential parking**

Residential parking standards are given in Table 3 below. Clear minimum standards have been set to ensure that sufficient parking is provided within developments and allows parking to be incorporated in the design stage.

The requirements have been developed through analysis of the household vehicle ownership levels in the borough and wider trends for the borough, examined in section 3.

Requirements in the main have been set below average car ownership levels to ensure efficient use of land and in anticipation of the continuation of trends which that has seen reducing car ownership levels in the borough; the development of Woking town centre as an economic centre – allowing more people to live and work in the borough; and the increasing use of public transport, in particular the train, to travel to work. However in some instances this has been balanced against the type of dwelling provided, such as houses and bungalows – these are less likely to share parking facilities and be located in high accessibility areas and therefore have been rounded up to the nearest whole parking space.

Differential standards based on location, due to the influence of availability of public transport and services was considered. The majority of new development is being directed to Woking town centre and this has been factored into the setting of the standards below the average car ownership levels. Furthermore dwellings are likely to be flatted in the town centre and therefore are subject to lower minimum requirements, whereas development in the rest of the borough will see a higher proportion of houses being built.

However, within flat type developments there is evidence, irrespective of the number of bedrooms/size, a significant proportion of households are without a car or van. These will be in locations that can easily access a wide variety of other transport means or employment opportunities, or make other parking arrangements. When examining the borough, Woking town centre is the only area that meets this requirement. Therefore in Woking town centre, where fully justified and evidenced within an application, on-site parking provision below the minimum standards set out below will be considered.



**Table 3: Minimum on-site vehicle parking spaces required per dwelling:**

**Please note:**

- Developments should ensure efficient use of land and provide appropriate levels of parking.
- On site provision below minimum standards will be considered for developments within Woking town centre.
- Allocated or unallocated parking is acceptable.
- Visitor parking is encouraged where appropriate. However, such spaces do not contribute towards the minimum parking standards set out in the table, which provide spaces per dwelling. At the discretion of the Council and based on the merits of the proposal, extra car parking spaces for visitors parking will be provided at a minimum rate of 10% of the total number of car parking spaces provided for the development.
- As a minimum it is expected that parking spaces will measure 2.4m by 4.8m. Parallel parking should be 6.0m by 2.0m. This is necessary to accommodate the nature and size of modern cars.
- Garages only contribute 50% of parking provision, providing they meet minimum size standards outlined in section 4.2 below, due to evidence indicating many are not used for parking purposes.
- There will be a condition on planning approvals to restrict the conversion of garages to habitable rooms.
- For major flatted developments and major volume residential developments provision of spaces for motor bikes is encouraged. When spaces are provided, they should have ground locks to assist security. As a guide development of 25 dwellings or more should give consideration to parking provision for motor bikes.

<b>Number of bedrooms</b>	<b>Flat, apartment or maisonette</b>	<b>House or bungalow</b>
1 bedroom	0.5	1
2 bedroom	1	1
3 bedroom	1	2
4 bedroom	1.5	3
5+ bedroom	2	3

## **4.2 Garages**

Due to the predominance of garages being used for storage or converted into living space garages do not fully contribute towards parking provision. Where garages are being counted as parking provision minimum sizes have been implemented to ensure there is sufficient space to accommodate parking for a typical family car, and where necessary the space required for accessing and storing cycles.

**Garages**

- Garages only contribute 50% towards overall parking provision.
- The minimum size of a garage, when contributing towards parking provision, should be 6m x 3m.
- Where the garage is also being used as cycle storage the minimum size should be increased to either 6m x 4m or 7m x 3.3m.
- Sizes are net internal floorspace.

- Carports are unlikely to be used for storage and therefore can fully count towards parking provision.

### 4.3 Non-residential parking

As set out in the Core Strategy, maximum parking standards will be implemented for all types of non residential parking standards, including consideration of zero parking in Woking town centre. The Surrey County Council parking standards guidance has been examined and in most areas is very similar to the previous Woking parking standards SPD. Therefore the Surrey County Council guidance has been used as a basis for these standards. In a few areas the standards have been amended to be more suitable for local circumstances in Woking – in particular Woking town centre.

Woking town centre is highly accessible via many transport modes, suffers from congestion and has a huge demand for land. Therefore more stringent standards – 50% reduction – applies for Woking town centre (as defined on the Proposals Map), to balance all of these needs. This approach was undertaken in the previous Woking parking standards SPD and has been successful in increasing the use of sustainable transport modes of travel and in directing parking into public car parks, thereby gaining the benefits derived from unallocated shared parking.

Guidance has also been provided on disabled parking and school parking.

#### **Notes for non-residential parking standards:**

- All parking levels relate to gross floor area and are recommended as a maximum unless otherwise stated.
- Provision for uses marked “individual assessment/justification” will require their own justification and the inclusion of parking management plans, travel plans and cycle strategies where appropriate. It should be demonstrated that demand for parking is either met on site or mitigated and managed as appropriate.
- Levels of parking per member of staff (full time equivalent) should be calculated using the average of those employed on site at any one time.

## Part A Use Classes

The following maximum parking standards for Part A Use Classes have locational reductions applied, stated in the notes below the table.

Woking town centre is a highly sustainable and accessible location with huge pressure on the demand for land. To ensure the efficient use of land in this area zero parking has been applied, in line with Core Strategy Policy CS18: Transport and accessibility.

<b>Please note:</b>	
<ul style="list-style-type: none"> <li>- Zero parking in Woking town centre (as defined on the Proposals Map).</li> <li>- 50% reduction recommended for District, Local and Neighbourhood Centres and shopping parades.</li> </ul>	
<b>Use Class</b>	<b>MAXIMUM per m<sup>2</sup> GFA</b>
<b>A1 Retail</b>	
Food or non-food retail eg: small parades of shops serving the local community (up to 500m <sup>2</sup> )	1 car space per 30m <sup>2</sup>
Food retail (500 m <sup>2</sup> to 1000m <sup>2</sup> )	1 car space per 25m <sup>2</sup>
Food retail (above 1000m <sup>2</sup> )	1 car space per 14m <sup>2</sup>
Non-food retail (500m <sup>2</sup> or more)	1 car space per 25m <sup>2</sup>
<b>A2 Financial and professional services</b>	
Banks, building societies, estate agents and other agencies, betting shops	1 car space per 30m <sup>2</sup>
<b>A3 Food and drink</b>	
Restaurants, snack bars and café's. For sale & consumption on the premises	1 car space per 6m <sup>2</sup>
<b>A4 Drinking establishments</b>	
Public houses, wine bars or other drinking establishments but not nightclubs	Individual assessment/justification
<b>A5 Hot Food Takeaways</b>	
For sale & consumption of hot food off the premises	1 car space per 6m <sup>2</sup>

## Part B Use Classes

The following maximum parking standards for Part B1 Use Class has locational reductions applied, stated in the notes below the table.

Woking town centre is a highly sustainable and accessible location with huge pressure on the demand for land. To ensure the efficient use of land in this area reduced parking levels have been applied. Where appropriate zero parking is encouraged for Woking town centre.

<b>Please note:</b>	
- Woking town centre and West Byfleet district centre boundaries – as defined on the Proposals Map.	
<b>Use Class</b>	<b>MAXIMUM per m<sup>2</sup> GFA</b>
<b>B1 Business</b>	
Offices, research & development, light industry appropriate in a residential area – threshold of 2500m <sup>2</sup>	1 car space per 30m <sup>2</sup> 1 car space per 100m <sup>2</sup> in Woking town centre 1 car space per 50m <sup>2</sup> in West Byfleet district centre
<b>B2 General Industrial</b>	
General industrial use	1 car space per 30m <sup>2</sup> 50% reduction in Woking town centre
<b>B8 Storage/distribution (including open air storage)</b>	
Warehouse – storage	1 car space per 100m <sup>2</sup> 1 lorry space per 200m <sup>2</sup> 50% reduction in Woking town centre
Warehouse – distribution	1 car space per 70m <sup>2</sup> 1 lorry space per 200m <sup>2</sup> 50% reduction in Woking town centre
Cash and carry	1 car space per 70m <sup>2</sup> 1 lorry space per 200m <sup>2</sup> 50% reduction in Woking town centre

## Part C Use Classes

<p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>- 50% reduction applies for Woking town centre (as defined on the Proposals Map) for all C use classes outlined in this table (excluding C3 dwelling houses).</li> <li>- Zero or shared parking, where appropriate, is encouraged in Woking town centre.</li> </ul>	
<b>Use Class</b>	<b>MAXIMUM</b>
<b>C1 Hotels</b>	
Hotels, boarding and guest houses where no significant care is provided	1.5 car spaces per bedroom plus 1 coach space per 100 bedrooms OR Individual assessment/justification 50% reduction in Woking town centre
<b>C2 Residential Institutions</b>	
Care home Nursing home	1 car space per 2 residents OR Individual assessment/justification 50% reduction in Woking town centre
Hospitals	1 car space per 4 staff plus 1 car space per 3 daily visitors OR Individual assessment/justification 50% reduction in Woking town centre
Residential colleges	Individual assessment/justification 50% reduction in Woking town centre
Training centres	1 car space per 2 staff OR Individual assessment/justification 50% reduction in Woking town centre
<b>C3 Dwelling houses</b>	
Family houses, up to 6 residents living as a single household, including households where care is provided	See section 4.1, Table 3 on page 16
Sheltered	1 car space per 1 or 2 bed self contained unit OR 0.5 per communal unit OR Individual Assessment 50% reduction in Woking town centre

## Part D Use Classes

<b>Please note:</b>	
- 50% reduction applies for Woking town centre (as defined on the Proposals Map) for all Part D use classes.	
- Zero or shared parking, where appropriate, is encouraged in Woking town centre.	
<b>Use Class</b>	<b>MAXIMUM</b>
<b>D1 Non-residential institutions</b>	
Day Nurseries/Crèche	0.75 car spaces per member of staff plus 0.2 spaces per child
Doctor's practices	1 car space per consulting room remaining spaces on individual assessment
Dentist's practices	1 car space per consulting room remaining spaces on individual assessment
Veterinary practices	1 car space per consulting room remaining spaces on individual assessment
Libraries, museums and art galleries	1 car space per 30m <sup>2</sup> OR Individual assessment/justification
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc	1 car space per 3 persons OR per 3 seats OR per 20 m <sup>2</sup> OR Individual assessment/justification
Places of worship	1 car space per 10 seats OR Individual assessment/justification
Schools/colleges/children's centres	Individual assessment/justification – see additional notes in section 4.5 on page 22
<b>D2 Assembly and leisure</b>	
Theatres, cinemas, bingo clubs, dance halls and clubs	1 car space per 5 licensed persons OR Individual assessment/justification
Conference Centres	1 car space per 5 seats OR Individual assessment/justification
Exhibition Halls	1 car space per 6 m <sup>2</sup> OR Individual assessment/justification
Stadia	1 car space per 15 seats OR individual assessment/justification
Health clubs/leisure centres	Individual assessment/justification
Tennis and Badminton Clubs	4 car spaces per court OR Individual assessment/justification
Squash Clubs	2 car spaces per court OR Individual assessment/justification
Marinas and water sports	3 car spaces per hectare of water OR Individual assessment/justification
Field Sports Clubs	1 car space per 2 playing participants OR Individual assessment/justification
Golf Clubs and driving ranges	1 car space per 0.3 holes OR per driving bay OR Individual assessment/justification
Equestrian centres	1 car space per stable OR Individual assessment/justification

## Other uses and Sui Generis

<b>Please note:</b>	
- 50% reduction applies for Woking town centre (as defined on the Proposals Map) for all other use classes listed below.	
<b>Use Class</b>	<b>MAXIMUM</b>
<b>Other uses</b>	
Pick your own fruit farms	9 car spaces per hectare of farmland OR Individual assessment/justification
Vehicle repair, garage and spares stores	1 car space per 20m <sup>2</sup> OR Individual assessment/justification
Car sales establishments	1 car space per 50m <sup>2</sup> car display area OR Individual assessment/justification
Exhaust and tyre centres	1 car space per 0.3-0.5 bays OR Individual assessment/justification
<b>Sui Generis and all other uses not mentioned above</b>	Individual assessment/justification

## 4.4 Accessible parking

For non-residential development it is the responsibility of site occupiers to ensure adequate exclusive provision is made for the needs of people with disabilities to provide access in a socially inclusive way, under the Equalities Act 2010.

<b>Accessible parking</b>		
<ul style="list-style-type: none"> <li>- Parking for disabled drivers should be designed and provided in accordance with the latest appropriate guidance.</li> <li>- Accessible parking provision is to be included in addition to the overall vehicle parking provision.</li> </ul>		
<b>Provision</b> (according to current government guidance)		
<b>Car park used for:</b>	<b>Car park size</b>	
	<b>Up to 200 bays</b>	<b>Over 200 bays</b>
Employees and visitors to business premises	Individual bays for each disabled employee plus 2 bays, or 5% of total capacity, whichever is greater	6 bays plus 2% of total capacity
Shopping, recreation and leisure	3 bays or 6% of total capacity, whichever is greater	4 bays plus 4% of total capacity
<p><b>Sizing</b></p> <p>Spaces should have minimum dimensions of 4.8m x 2.4m with additional space:</p> <ol style="list-style-type: none"> <li>i. Where bays are parallel to access aisle and access is available from the side and extra length of at least 1.8m, or,</li> <li>ii. Where bays are perpendicular to the access aisle, an additional width of at least 1.2m along each side to provide an access zone, where bays are adjacent this space can serve both sides. There should also be a 1.2m wide safety zone to the rear for boot and rear hoist access.</li> </ol> <p>Accessible spaces should be located no further than 50m from an accessible entrance (ideally the main entrance), free from steps, bollards and steep slopes, clearly signed and under cover.</p>		

Further guidance can be obtained from the Department for Transport's Traffic Advisory Leaflet 05/95 Parking for Disabled People and Inclusive Mobility, both available from [www.dft.gov.uk](http://www.dft.gov.uk) and British Standard (BS) 8300 'Design of buildings and their approaches to meet the needs of disabled people Code of practice'.



## **4.5 School Parking**

New schools, or those where expansion is proposed, are expected to develop, update and monitor School Travel Plans.

### **Cars**

Operational requirements (broadly defined as staff and visitors) should be provided for only, together with overflow parking areas for community uses. Parent parking and pupil parking should not be provided as this is a disincentive to travelling by sustainable modes. Existing sites may be an exception if further on-street parking reduces highway safety or emergency access.

Measures to discourage parking should be considered first and could include car sharing, staggered school days, parking restrictions, parking permits issued on the basis of need and other measures as appropriate.

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

### **Coach/bus**

On all new school sites where it is likely that pupils will travel to and from school in coaches, sufficient space should be reserved to allow coaches to enter the site, drop off and pick up pupils. Where appropriate, bus stops, bays, raised kerbs, seating and shelters shall be provided on the highway by the applicant.

### **Cycle and non-motorised scooters**

Provision of cycle and non-motorised scooter (for pre-school and primary schools) parking will be a condition of any new or expanded school. Whenever possible, improvements to cycle routes and other appropriate safety measures should be provided by the applicant.

## 4.6 Cycle parking

The provision of good quality cycle parking supports cycling as a means of transport and is therefore critical to increasing the use of cycles.

<b>Please note:</b>	
<ul style="list-style-type: none"> <li>- Cycle parking should be designed and provided in accordance with the appropriate government guidance.</li> <li>- Parking should be provided on-site, however where it is demonstrated it is not practical to locate cycle parking within the development site developers should liaise with neighbouring premises and the Council to identify potential for, and fund appropriate off-site cycle parking.</li> <li>- The design should allow for a cycle to be parked either side and both wheels to be easily locked to the stand, such as the Sheffield, 'A' frame or CaMden type stands. Development should not be using styles of cycle stand that hold a wheel.</li> <li>- Current guidance suggests that cycle parking should be sheltered from the weather, lit, secure, adequately signed, where there is natural surveillance and as close to the destination as possible (within 25m for short stay, 50m for longer stay).</li> <li>- Staff should be taken as the full time equivalent.</li> <li>- The floor areas specified apply to the built development.</li> </ul>	
<b>Use Class</b>	<b>MINIMUM cycle parking</b>
<b>A1 Retail</b>	
Food retail	1 space per 125m <sup>2</sup> (town/local centre) 1 space per 350m <sup>2</sup> (out of centre)
Non-food retail	1 space per 300m <sup>2</sup> (town/local centre)
Garden Centre (can also be classed under sui generis)	1 space per 300m <sup>2</sup> (min 2 spaces)
All other retail uses	Individual assessment
<b>A2 Financial/professional services</b>	1 space per 125m <sup>2</sup>
<b>A3 Food and drink</b>	
Restaurants, snack bars and café's. For sale & consumption on the premises (if located beyond Town Centre locations).	1 space per 20 seats (min 2 spaces), town centre parking not necessarily required
<b>A4 Drinking establishments</b>	
Public houses, wine bars or other drinking establishments but not nightclubs (if located beyond Town Centre locations).	1 space per 100m <sup>2</sup> (min 2 spaces), town centre parking not necessarily required
<b>A5 Hot Food Takeaways</b>	
For sale & consumption of hot food off the premises (if located beyond Town Centre locations).	1 space per 50 m <sup>2</sup> (min 2 spaces), town centre parking not necessarily required

<b>B1 Business</b>	
Offices	1 space per 125m <sup>2</sup> (min 2 spaces)
Research & development / light industry	1 space per 250m <sup>2</sup> (min 2 spaces)
<b>B2 General Industrial</b>	1 space per 500m <sup>2</sup> (min 2 spaces)
<b>B8 Storage or distribution (inc. open air storage)</b>	1 space per 500m <sup>2</sup> (min 2 spaces)
<b>C1 Hotels/Guest houses</b>	Individual assessment
<b>C2 Residential Institutions</b>	
Care homes/Nursing homes	Individual assessment
Hospitals	Individual assessment
Residential colleges	1 space per 2 students
	1 space per 2 staff
Training centres	Individual assessment
<b>C3 Dwelling houses (family houses, up to 6 residents living as a single household, including households where care is provided)</b>	2 spaces per dwelling
<b>D1 Non-residential institutions</b>	
Day Nurseries/Crèche	1 space per 5 staff plus (min 2 spaces)
Doctor's practices	1 space per 2 consulting rooms (min 2 spaces)
Dentist's practices	1 space per 2 consulting rooms (min 2 spaces)
Veterinary practices	1 space per 2 consulting rooms (min 2 spaces)
Libraries, museums and art galleries	Individual assessment
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc	Individual assessment
Places of worship	Individual assessment
Schools/colleges	School Travel Plan required, to incorporate a site specific cycle strategy (see additional notes in section 4.5 on page 22)
<b>D2 Assembly and leisure</b>	Individual assessment
<b>Sui Generis and all other uses not mentioned above</b>	Individual assessment

## **5. Electric vehicle (EV) charging points**

As part of the Council's commitment to achieving an energy efficient transport system and to cut carbon emissions the Council has produced a Climate Change SPD which sets out the requirement for new developments to provide EV charging points, in line with Core Strategy Policy CS22: Sustainable construction.

Full details and explanation of the requirements are set out in Section 6 of the Climate Change SPD. Applicants are advised to acquaint themselves with the requirements of the Climate Change SPD when developing their schemes.

The Climate Change SPD can be accessed by this link:  
<http://www.woking2027.info/supplementary/climatechangespd>.

## **6. Monitoring and review**

The application and review of these standards, in particular the minimum residential standards, should always be seen in the context of the overall objectives and aims of this SPD.

The standards form part of the Council's Local Development Framework (LDF) and seek to deliver the vision of the adopted Core Strategy. The effectiveness of these parking standards will depend on both the application of the requirements, but also on how well other measures such as cycle and pedestrian improvements that have been identified in the Core Strategy and other LDF documents are achieved.

The Parking Standards SPD will be measured against the following indicators annually through the Annual Monitoring Review (AMR):

- Number of vehicle parking provided per residential development (according to dwelling type and number of bedrooms).
- Number of vehicle parking provided per non-residential parking (according to development type).
- Number of cycle parking spaces provided per development.

A review of the parking standards will be undertaken every five years to ensure their continued applicability and effectiveness.