

# SPG 'access and parking'



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This document has been prepared by the Joint Authorities of Blackburn with Darwen Borough Council, Blackpool Borough Council and Lancashire County Council.

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Copies of this document are available from:  
Adrian Smith, Lancashire County Council, Environment Directorate,  
PO Box 9, Guild House, Cross Street. PRESTON. PR1 8RD  
lancashire2016@env.lancscc.gov.uk  
Tel: 01772-534160 Fax: 01772-530641

[www.lancashire2016.com](http://www.lancashire2016.com)

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Text is available in large format on request

এই ঠিকানায় অনুরোধ করলে এই রিপোর্ট ও প্রশ্নমালা উর্দু, গুজরাতি, বাংলা এবং পাঞ্জাবী ভাষায় অনুবাদের ব্যবস্থা করা যেতে পারে।

ଓଡ଼ି, সূজরাতি, উংগাণী অনে পংগাণী ভাষাযা আ হীযোঁ অনে পুস্কাযেদীনা অনুবাদনো পুঁওঁ, আ সননামা ৭২ যিনন্তী কসযাধী ধর্ ঞকসে।

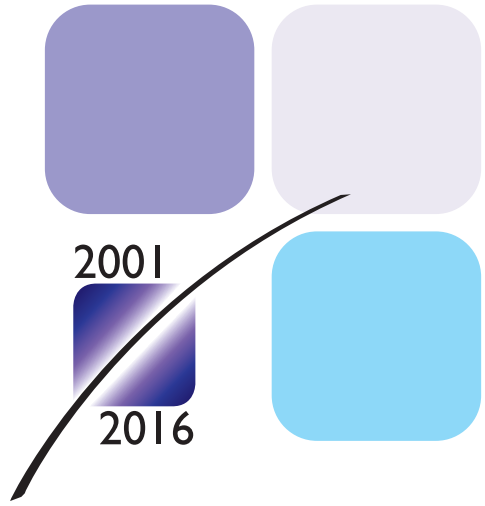
ਇਸ ਰਿਪੋਰਟ ਦਾ ਉਰਦੂ, ਗੁਜਰਾਤੀ, ਬੰਗਲਾ ਅਤੇ ਪੰਜਾਬੀ ਤਰਜੁਮਾ ਅਤੇ ਪੁਸਤਾਵਲੀ ਇਸ ਪਤੇ ਤੇ ਮੰਗ ਕਰਨ ਤੇ ਮਿਲ ਸਕਦਾ ਹੈ।

اس رپورٹ اور سوالنامے کا اردو، گجراتی، پنجابی یا بنگالی زبانوں میں ترجمے کا انتظام کیا جاسکتا ہے۔



# joint lancashire structure plan

## SPG 'access and parking'







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# joint lancashire structure plan



# introduction

Planning Policy Statement 12 'Local Development Frameworks' describes Supplementary Planning Documents (SPD) as a means of setting out more detailed guidance on the way policies in the Development Plan will be applied in particular circumstances or areas. Supplementary Planning Guidance (SPG) prepared as part of the Joint Lancashire Structure Plan has the status of 'saved' documents under the 2004 Planning & Compulsory Purchase Act. This SPG supplements Policy 7 in the Joint Lancashire Structure Plan 2001-2016 and is consistent with national and regional planning policy. It should be read in conjunction to the Technical Appendix "Parking Standards". It is not the role of SPG to set out criteria for decisions on planning applications that should properly be included in the plan policies themselves. Whilst it does not form part of the plan, SPG may be taken into account as a material consideration in deciding planning applications.

This SPG is intended to inform District Local Plan/Local Development Framework (LDF) production, the operation of the Development Control process, as well as developers and land use managers about the general principles of access and parking issues and how these are considered through the planning process.

## Main Aims of the Supplementary Planning Guidance

- To provide guidance on the application of the parking standards.
- To provide additional advice on parking policy and layout.
- To outline the methodology underlying parking policy in the Joint Lancashire Structure Plan.

These aims combine to reflect the main goal of the "Parking Standards" and this document:

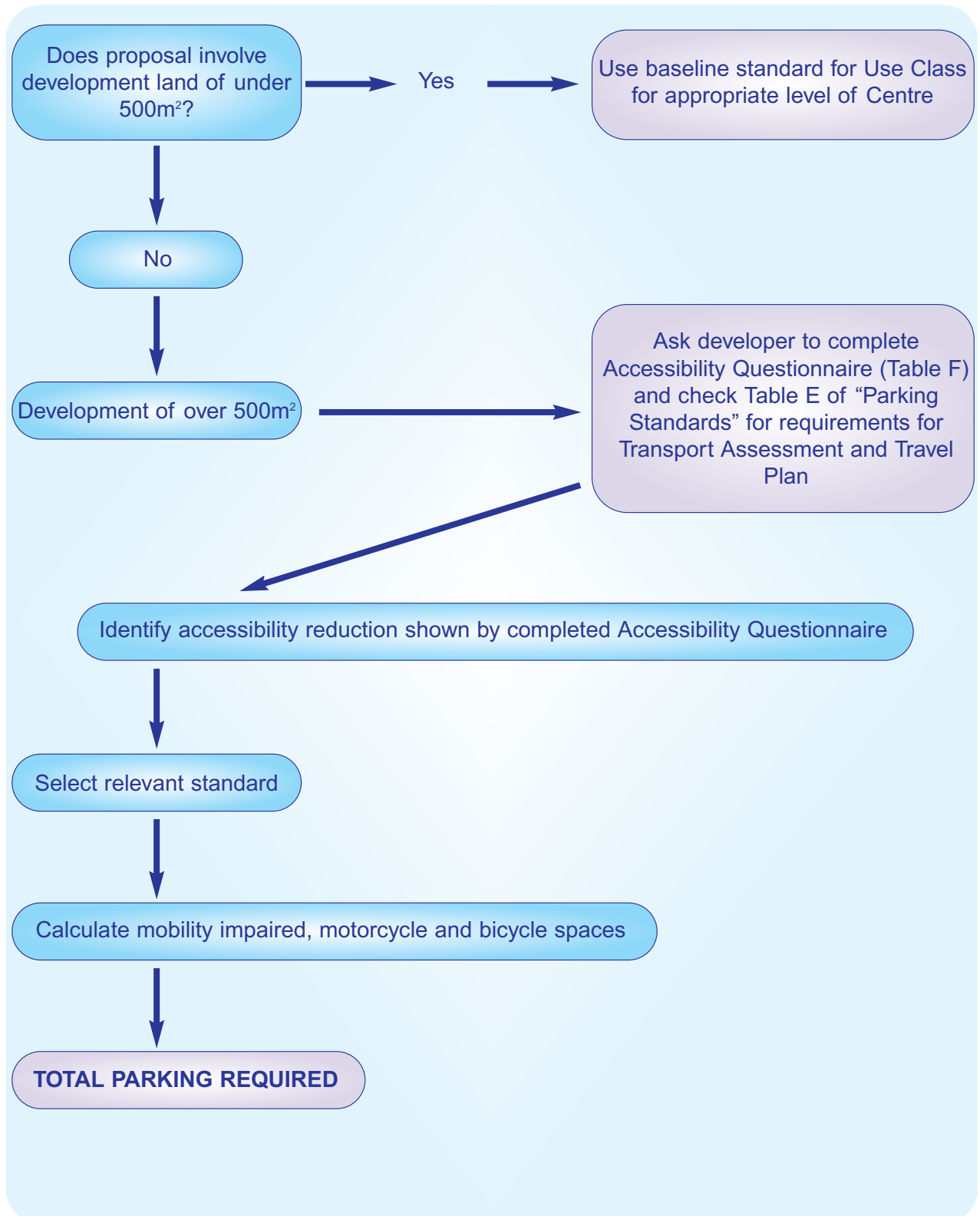
- To maximise efficient use of land by encouraging high levels of utilisation of car parking.

A computerised spreadsheet has been produced in conjunction with this document to facilitate calculation of standards for individual development. A link to this can be found on the Joint Lancashire Structure Plan website [www.lancashire2016.com](http://www.lancashire2016.com).



# how the parking standards work: a guide

Diagram 1







1.1

Diagram 1 of this document indicates the process that should be followed in assessing an application for new development. The following paragraphs amplify the process:

**Baseline Standard**

1.2

For all uses a specific maximum standard is specified in the Technical Appendix “Parking Standards”. This is the “base” standard for that use and indicates the maximum level of parking that would be allowed. **It applies for all developments of under 500m<sup>2</sup> or where a use is defined as having low accessibility.**

**Accessibility Levels**

1.3

**Developers should be requested to submit Accessibility Forms (Table F) for all applications of over 500m<sup>2</sup> gfa.** This should apply to new buildings or where an existing structure is to be extended by at least 500m<sup>2</sup> gfa. Local Authorities can tailor this form to their own circumstances provided that it broadly reflects the approach in Table F. Where a site is shown to have medium or high accessibility the maximum level of parking allowed should be reduced.

1.4

Where a use has medium or high accessibility the standard should be selected from within the relevant range identified. The specific standard determined by the Local Planning Authority should take into account the following factors:

- Accessibility Table score;
- accessibility issues revealed in the Transport Assessment;
- the overall parking framework for the settlement;
- the economic strength of the centre.

1.5

The reduction in car parking allowed on site should be calculated on the basis of the level of accessibility **before** any walking, cycling and public transport improvements are made. This is to avoid developers being penalised for improving public transport.

1.6

For residential developments the Residential Accessibility Questionnaire should be used (Table G). This document is advisory. It is intended to indicate where opportunities to reduce parking and/or improve accessibility exist. Local Authorities and Developers may also find completion of the Questionnaire valuable in analysing the accessibility of residential development proposed in Local Plans.

**Transport Assessments and Travel Plans**

1.7

A simple Transport Assessment should be requested for all developments of over 500m<sup>2</sup> gfa with a full assessment for all applications above the thresholds given in Table E of the “Parking Standards”. Travel Plans will also be required where the threshold levels exceed those in Table E. A copy of the Simple Transport Assessment Form is included as an Appendix to this document.

1.8

Transport Assessments and Travel Plans have a significant link with the levels of parking to be provided on a development. Together with the Accessibility Questionnaire they enable a picture to be built up of how easy the site is to reach by alternatives to the car. This in turn should inform decision-making on the level of parking required and its management. The latter is particularly important in and around town centres. Improvements required to walking, cycling and public transport within and beyond the site should be identified. An important objective of the planning system is to



improve accessibility for all and reduce social exclusion. Thus, while opportunities to reduce car parking on “low accessibility” sites may be limited, developers should be required to improve non-car accessibility, wherever possible, to at least “medium accessibility” level. Equally, requirements for public transport improvements on sites with existing “high accessibility” will on most occasions be less.

1.9  
Transport Assessments should provide information and proposals for enhancements that are specific to the application site and its surroundings. The content should reflect Table A below.

## Table A - Transport Assessment characteristics

### Development proposal

Description of land-use proposals.

### Baseline Data

Audit of existing access to the site by all modes, identifying any current problems/barriers.

### Transport characteristics of scheme

- Movements expected to be generated by site, including likely origins (destinations for residential).
- Identification of times of peak demand.
- Any special transport characteristics of the development.
- Relationship to Structure Plan, Local Transport Plan and Local Plan/LDF proposals affecting site.

### Modal share

- Expected modal share of walking, cycling, public transport and car including justification.
- Options for sustainable distribution, including use of rail or water.

### Mechanisms for achieving modal share

- Identification of infrastructure improvements required for walking, cycling and public transport as a priority.
- Justification of any Highways improvements.
- Parking controls and management.

### Implementation and monitoring

- Use of planning conditions.
- Use of planning obligations for public transport services and parking management.
- Mechanisms for enforcing modal targets.

1.10

Travel Plans are documents designed within individual or groups of organisations to reduce the impacts of car travel. It may not be possible to produce detailed Travel Plans for speculative developments where staff details are not known. In such circumstances a preliminary document should be produced indicating a framework of the measures to be pursued and the

targeted reduction in car journeys to the site. This should be used as a framework for preparation of a detailed Travel Plan within 2 years of commencement of development. All Travel Plans should have clear targets, be enforceable and reflect the contents of Table B. Advice on preparing Plans can be obtained from the Travel Plan Officer at the relevant Highway Authority.

## Table B - Key Features of Travel Plans

### Content of Plans

- Collection of accurate baseline data on travel origins and behaviour.
- Identification of measures supported by staff that will enhance accessibility by non-car modes.
- Set short and medium term targets for different modes.
- Plans should be monitored at least on an annual basis and reviewed every three years.
- Identification of enforcement measures if targets not met.

### Examples of measures within Travel Plans

- Travel Plan Co-ordinator.
- Car sharing register and priority parking spaces for car sharers.
- Bike sheds.
- Public transport enhancements.

### Subsidised public transport passes

- All targets for parking reductions should be clearly quantified and related to specific time periods.

### **Retail, office, leisure and light industrial uses**

1.11

Retail, leisure, office and light industrial uses are identified as land uses that are key to the vitality of town centres in PPG6. Two levels of standard are provided, reflecting the economic strength and accessibility of the centres in which these uses are located. Level 1 & 2 settlements and Level 3 & 4 settlements (see Table D for levels applicable to individual towns) are combined together for the purposes of identifying parking levels on new development. Level 1

and 2 centres broadly reflect those identified in Regional Spatial Strategy parking standards as “Urban conurbations” where slightly higher standards apply.

1.12

Local Authorities should consider whether all development in or at the edge of town centres should be classified as ‘high’ accessibility when making development control decisions or revising their Local Plan/LDF. Retail and leisure uses in and on the edge of town centres as defined by PPG6 may be allowed, at the discretion of the local planning authority, to provide

parking at baseline levels for that centre with no accessibility reductions applied. **It will not be applicable to sites outside these locations.** Additional parking above this will only be allowed if it can be demonstrated that there is an existing shortage of short stay parking in the town centre and additional provision is compatible with the parking strategy. Control over the creation and use of large amounts of additional town centre parking is particularly important to overall parking strategies. Planning obligations or conditions should be used to ensure, in particular, that new Private Non-Residential parking complements existing charging and limited waiting policy.

1.13

For smaller towns in italics, listed in Table D the parking standard for the higher level of centre applies (e.g. parking for development at Bamber Bridge would be calculated on the basis of Level 1 because of its proximity to Preston). This reflects the relationship of these towns to neighbouring large settlements in Policy 2 of the Joint Lancashire Structure Plan. The only exception to this would be for developments under 1,000m<sup>2</sup> gross floor area, which should be considered at the parking level applicable to a Level 4 centre. This is intended to support these smaller towns while at the same time avoiding a situation where development more suitable to the principal settlement is attracted here because of more generous parking.

**Mobility impaired, cycle and motorcycle parking**

1.14

Mobility Impaired parking should be provided as 10% of the total of all parking on site. *It is not calculated in addition to it.* This figure reflects the current level of disabled drivers in the County. Parent and child parking is incorporated within this standard. Where it can be clearly demonstrated that 10% is too

high for an individual site a lower figure may be provided, provided that local disability groups are consulted.

1.15

Motorcycle parking, including infrastructure for locking machines to, should be provided at a level of 1:25 car spaces in addition to car parking.

1.16

Cycle parking should be provided as 10% of the baseline figure used for the specified use and be in addition to car parking. Short-stay parking, defined as four hours or less duration, may be of “Sheffield stand” variety but should be under cover. Long-stay cycle parking, defined as over 4 hours, should be located in a secure shed or locker. All developments including 30 or more car parking spaces for staff should provide covered cycle parking. For developments which serve the public, such as foodstores and leisure uses, local planning authorities should exercise their discretion to determine how the total number of cycle spaces should be split between staff and customers.

**Worked Examples**

1.17

The final parking figure for the development is a sequential process based on the sum of the following:

**Step 1: Baseline figure for the use and location.**

**Step 2: Make reductions to parking in locations with medium or good existing public transport.**

**Step 3: Calculate the total amount of car parking allowed on site after taking into account Steps 1 and 2. Identify the number of disabled, motorcycle and bicycle spaces calculated on the final parking figure for the site.**

**Example 1: Conference centre of 2,250m<sup>2</sup> gross floor area with medium accessibility**

- Step 1: Baseline = 1:35.
- Step 2: Accessibility level = Medium  
Reduce parking by 5-15%  
(1:37-1:41) 10% selected.  
 $2,250 \div 1:39 = 58$  spaces
- Step 3: Mobility impaired spaces = 10% of all car spaces = 6  
Motorcycle spaces = 4% based on car parking total = 2  
Bicycle spaces = 10% based on car parking total = 6 (% of these to be long stay for staff)

**Total Parking = 52 car spaces, 6 mobility impaired, 2 motorcycle spaces and 6 bicycle spaces.**

**Example 2: A1 retail in level 3 town centre of 5,500m<sup>2</sup> gross floor area**

- No accessibility reduction applied.
- Step 1: Baseline for Level 3 = 1:14
- Step 2: No accessibility reduction (para 1.12)  
 $5,500 \div 1:14 = 393$  spaces
- Step 3: Mobility impaired spaces -10% of all car spaces = 39  
Motorcycle spaces - 4% based on car parking total = 15  
Bicycle spaces -10% based on car parking total = 39 (% of these to be long stay for staff)

**Total Parking = 354 car spaces, 39 mobility impaired, 15 motorcycle spaces and 39 bicycle spaces.**

**Example 3: 1,500m<sup>2</sup> B2 unit in medium accessibility location**

- Step 1: Baseline 1:45
- Step 2: Accessibility level = Medium  
Reduce parking by 5-15%  
(1:48-1:53) 5% selected  
 $1,500 \div 1:48 = 31$  spaces
- Step 3: Mobility impaired spaces = 10% of all car spaces = 3  
Motorcycle spaces = 4% based on car parking total = 1 space  
Bicycle spaces = 10% based on car parking total = 3 spaces (long stay)

**Total = 28 normal spaces; 3 mobility impaired; 1 motorbike and 3 long stay bicycle spaces.**

### 1.18

The final step of calculating the total amount of parking should also take into account the opportunities for shared parking where there is more than one land use on the site. Where peak parking demand for the uses on the site occurs at different times of the day the dominant land use with respect to gross floor area (gfa) will form the basis of the calculation of spaces needed. In situations where both uses have the same peaks of demand the total for the individual uses should be calculated and the totals combined. Any opportunities for reductions should be assessed from this figure on a site-by-site basis.



**Example 4: Shared parking on mixed use site with different peaks of use: level 2 edge of centre location**

No accessibility reductions applied.

Step 1: Baseline

1,500 seat cinema = 1 per 8 seats = 188 spaces (Dominant Use)  
 120m<sup>2</sup> pub = 1:8 = 15 spaces  
 949m<sup>2</sup> A1 Non-Food retail = 1:22 = 43 spaces

Step 2: No accessibility reduction

Step 3: Mobility impaired spaces = 10% of all car spaces = 19  
 Motorcycle spaces = 4% based on car parking total = 7 spaces  
 Bicycle spaces = 10% based on car parking total = 19 spaces (% long stay for staff)

**Total = 169 normal spaces based on dominant use, plus 19 mobility impaired; plus 7 motorcycle spaces and 19 bicycle spaces.**

**Planning Obligations**

1.19

The approach to planning obligations reflects current good practice. Further Government Guidance is due to be published both on planning obligations and the accessibility of new developments. The advice that follows should be read in conjunction with these documents.

1.20

Planning Obligations should be utilised to ensure that walking, cycling and public transport enhancements are implemented and parking effectively managed. Local Planning Authorities should set out the approach to be taken to transport related planning obligations in their Local Plan/LDF.

1.21

The following factors in particular should be taken into account in determining the level of transport contributions for new developments. These are:

- **Local Transport Plan proposals** - the contribution should facilitate the achievement of the proposals included in the LTP for the area.
- **Accessibility** - where a site has a high accessibility level identified in the Questionnaire, developer contributions should only be sought where a Transport Assessment indicates that specific enhancements are necessary.
- **Existing or proposed Parking Strategies** - the contribution should contribute to measures identified in the Strategy such as parking management, security and signing.
- **Traffic generation potential** - certain land uses, such as retail, leisure and offices are significant trip generators and as such place particular demands on transport infrastructure. Where peak time congestion exists or would exist following construction of the development, this should be reflected in the contributions requested for these types of development.
- **Existing site specific constraints** - this would include, for example, the need to provide bus services to parts of the catchment area of the proposal that are currently inaccessible by public transport.
- **Contributions to the town centre parking strategy** - e.g. funding extra capacity in the town centre CCTV system to allow its extension to the site.

# additional policy guidance



## Car free or low car developments

2.1  
There will be circumstances where “on site” parking levels substantially less than maximum levels may be appropriate and indeed encouraged. In some cases this can include “car free” or “low car” developments. These are especially relevant in town centres and other locations where high quality public transport is available. “Car free” and “low car” developments can include initiatives such as “living over the shop” and other high density residential developments, including student housing . “Car free” or “low car” development can also be appropriate in environmentally sensitive locations such as Conservation Areas as it reduces the physical impact of parking. Care should however be taken to ensure that the impact on the economic performance of individual developments and the town centre as a whole is acceptable. Attention should also be given to ensuring that developments with little or no parking do not create parking problems outside the boundaries of the site. General criteria and specific sites for “Car free” and “low car” development should be identified in Local Plans/LDFs and through Supplementary Planning Documents.

## Design and layout of parking

2.2  
The design and layout of parking at new developments should reflect current good practice. Particular attention should be given to the following:

2.3  
**Quality** - Car parks should reflect good urban design principles and contribute positively to the context in which they are located. Large unbroken areas of tarmac should be avoided. The use of appropriate high quality landscaping can significantly contribute to this but should be carefully designed in order not to create security concerns.

2.4  
Use of different hard surfacing materials and high quality signage can be of value in differentiating elements of larger car parks. In sensitive locations, such as Conservation Areas, use of materials sympathetic to the local context will be particularly encouraged.

2.5  
In residential areas the principles of “Places, People and Movement: A Companion Guide to Design Bulletin 32 - Residential Roads and Footpaths” (DETR 1998) and any relevant subsequent guidance should be pursued in the design of new road and parking layouts. Good practice in design is not restricted to new housing and similar principles should be pursued for all developments.



2.6

**Pedestrian and cycle priority** - Parking should be designed to create clearly defined pedestrian routes from different parts of the layout to the main entrance. This is important to minimise pedestrian/vehicle conflict. Where the car park is to have a public role, the footpath layout should also facilitate direct routes out of the site to the pedestrian and public transport network.

2.7

Mobility Impaired and “parent and child” parking bays should be located as close as possible to a level (preferably the main) entrance to the building.

2.8

There should also be a clearly marked and direct route for cycles to the cycle parking. This should link to cycle routes external to the site, including, where appropriate the use of “Toucan” crossings over major roads.

2.9

Pedestrian routes to and from car parks to the wider urban area should be considered as part of the overall development. The quality of such linkages with respect to ease of crossing major roads, lighting, security and general attractiveness can have significant impacts on the use of the car park.

2.10

The development of “Home Zones” and the creation of areas limited to 20mph should pay particular attention to how parking will be accommodated without compromising the aims of the project. In certain areas it may be necessary to create additional parking, e.g. in Victorian terraced areas with no dedicated parking. This should be done in a manner that complements the objectives of promoting pedestrian/cycle safety through the design process.

2.11

**Safety and security** - The design of car parking should follow the principles of “Secured by Design” in order to maximise pedestrian security and minimise vehicle theft. Particular attention should be given to providing good quality lighting and promoting clear views within and through the site. Closed Circuit Television (CCTV) may be appropriate in some locations.

2.12

**Signage** - Parking provision should be clearly signed at main entrances to developments, including transport interchanges. This should incorporate the location of bicycle and motorcycle parking.

2.13

For large car parks (over 50 spaces) that will be utilised by the public, signage should be provided on main routes leading to the site in liaison with the Highways Authority, or the Highways Agency with respect to trunk roads. Developer contributions to this may be sought. Where feasible, the use of Variable Message Signing, such as installed in Preston, should be considered, indicating the number of spaces currently available.

2.14

**Technical Issues** - Where a barrier is to be used to manage access into or out of a site the design of the entrance road and the barrier should reflect the categories of vehicles to be allowed onto the site. This includes any relevant service vehicles. The design of the barriers should permit easy use by mobility-impaired drivers and motorcycles. A separate but convenient route into and out of the site should be provided for pedestrians and cyclists. Entrance barriers, especially driver controlled, should be avoided where this may create queuing onto neighbouring roads.



2.15

Large car parks generate substantial amounts of surface water runoff. Oil Traps should be fitted to prevent pollution of the drainage system. Sustainable Drainage Systems (SuDS) can help reduce the impact of this and should be pursued where possible.

2.16

**Cycle parking** - this should be located close to the main entrance of the building on the site, be well lit, preferably covered, with a clear, safe route to the exit. For all applications where thirty or more staff will be employed covered cycle facilities, shower and changing facilities should be provided. For smaller employers the possibility of shared cycle parking should be considered. Long-stay parking (over 4 hours) should be located in lockable sheds or secure lockers.

2.17

**Motorcycle parking** - this should be located away from trees and areas susceptible to flooding and be flat, well lit and visible. Where possible, concrete or block paviors should be used in preference to tarmac as these surfaces are not prone to sinking in warm weather. Secure anchorage points or railings, ideally at about 60cm above the ground, should be provided. Locking points above drainage grates should be avoided to prevent loss of keys. Parking or access routes should not be located close to oil traps. Long-stay motorcycle parking (over four hours duration) should be provided in a secure covered structure. This may be shared with cycles.

**Operational Parking**

2.18

The parking levels set out in the standards are for “non-operational” use, e.g. for visitor and staff parking. “Operational and service parking” will be required for the day-to-day operation of businesses, e.g. the delivery and dispatch of goods by light and heavy goods vehicles. This should be provided in addition to levels identified in the standards.

2.19

Reduced operational provision will be encouraged where opportunities are available for shared use of spaces. This should be considered as part of a Travel Plan for the site, particularly where there are frequent visits by employees to “satellite” locations. An example of this would be medical staff based in a Hospital but spending most of their time visiting clinics elsewhere in the area.

2.20

Opportunities for on-street servicing may exist in some locations. However, great care needs to be taken, particularly in the mixed industrial/residential areas of older towns. All on-street servicing should be considered against the following criteria:

1. Would it cause inconvenience to other users of the site or neighbouring property.
2. Would it cause local environmental harm, such as through noise.
3. Would it have an adverse affect on the flow of traffic or road safety.





## Transport interchanges/stations

### 2.21

Parking for all modes at rail and bus stations is important to facilitate integrated transport. Development or redevelopment of bus stations, rail stations and interchanges should therefore encourage interchange between different modes. This should include the provision of secure, covered bicycle parking; secure motorcycle parking; taxi bays and limited waiting “drop-off/collection” points.

### 2.22

At rail stations/interchanges car parking provision should be considered as part of an integrated strategy to encourage modal shift to rail. Calculation of the level of parking spaces should reflect the relevant Local Transport Plan Interchange category, the existing level of use of the station (where relevant), and assessment of expected increases in usage. The overall size of the car park should reflect realistic levels of usage in order not to sterilise land close to the station that could be used for higher density land uses. For larger stations proposals to increase parking should be assessed against the possibility that this will encourage passengers to drive longer distances rather than use their local station.

### 2.23

The Joint Structure Plan Authorities will work with the rail industry to ensure the effective management of car parking space at rail stations including through the use of pricing. It is important that parking at stations contributes to the overall parking strategy, especially in town centres. Parking should be managed for passengers, rather than being a free overspill facility for non-rail users.

### 2.24

“Park and Ride” sites will be promoted at locations where this will help reduce traffic flows along main routes into town centres. This will include locations on relevant rail corridors. In practice the most appropriate settlements for

this are Preston, Blackpool, Blackburn and Lancaster. Parking should be provided at a level designed to achieve modal shift on the corridor in question while maximising utilisation. As such sites will be located in edge of town and rural areas. Particular attention should be given to breaking up large parking areas, landscaping and the design of lighting.

## Lorries

### 2.25

Lorry parking for businesses should be included as operational provision within the site. In addition to this, Districts should consider whether there is a need for dedicated overnight provision for Heavy Goods Vehicles within their area. Such parking can help reduce undesirable informal parking in or close to residential areas. Such provision will be especially applicable at locations close to the M6 corridor, as well as other sites close to motorways and the trunk road network.

### 2.26

Lorry parks should incorporate welfare facilities for drivers, including toilets, showers and refreshments. They should have good access to the trunk road network and be located away from residential areas. Landscaping, noise mitigation and security measures should be incorporated into the design wherever possible.

## Coaches

### 2.27

Coach parking is particularly important for certain land-uses. Examples include major tourist destinations, stadia, concert halls and hotels. Provision for coach parking should be made at, or in close vicinity to, such locations.

### 2.28

Coach parking may be provided “off-site” subject to satisfactory pick-up/drop-off points being provided at the development. Shared use of lorry parking may be feasible in some locations.

# methodology

## background

### 3.1

Lancashire first produced Parking Standards in 1976. These were updated in 1988. In 1997 "Parking in Lancashire" was produced. This marked a change from the previous approach of "minimum" levels of parking for designated land uses to "maximum" standards. These effectively set a ceiling for the amount of parking provision on any new development. Lancashire was one of the first authorities in the country to adopt this approach.

### 3.2

There have been a number of important national and regional policy changes since 1997. Notable among these are the following:

### 3.3

**Transport White Paper "A New Deal for Transport: Better for Everyone" (July 1998)** - emphasises an integrated approach to transport. Particular encouragement is given to encouraging transport choices that are less environmentally damaging and reduce the need to travel in the first place.

### 3.4

**PPG3 "Housing" (March 2000)** - This guidance seeks to increase residential density and improve the quality of housing layouts. One way identified of doing this is by limiting parking spaces to an average of 1.5 per dwelling.

### 3.5

**PPG13 "Transport" (March 2001)** - Revised PPG13 for the first time introduces national maximum parking standards for a small number of key land uses. Parking levels on new developments are seen as one element of broader parking policy that includes on and off-street charges.

### 3.6

**Regional Planning Guidance for the North West (March 2003) (now Regional Spatial Strategy)** - includes maximum parking standards for a significantly greater range of uses than PPG13. Standards are set for the whole of the Region with slightly tighter levels for 'Urban Conurbation' areas.

### 3.7

Preparation of the standards by the Joint Structure Plan Authorities has been informed by the input of the Parking Working Group. This consisted of representatives from each of the Joint Structure Plan authorities, together with officers from a number of District Councils. Working Group Members were selected by, and reported back to, the District Engineers and District Planning Officers Groups. This ensured a collaborative and representative approach.

### 3.8

The Parking Working Group recognised at an early stage in the preparation of the standards that accurate baseline data was essential. Colin Buchanan and Partners were therefore commissioned to undertake an audit of car parking, planning policy and development trends for 20 town centres in the Joint Structure Plan Area. This was supplemented by detailed case studies on five centres, incorporating extensive consultation with interested parties. This research has informed the approach taken to parking in this document. A Structure Plan Parking Forum including business, Local Authorities and voluntary sector representatives was held in November 2001 where the results of the Buchanan Study and the first Working Draft of the Parking Standards were discussed. Comments received at the Forum and during subsequent formal public consultation have been incorporated in this document.



### 3.9

The Joint Lancashire Structure Plan “Parking Standards” are set at maximum levels. The purpose of maximum standards is to promote the efficient use of land and encourage the use of alternatives to the private car. The individual levels selected seek to recognise the economic importance of parking, minimise overspill onto neighbouring streets and at the same time limit over-provision. In practice, application of the standard means that for any particular proposal parking may be provided up to, at, but not beyond the designated standard.

### 3.10

Standards for mobility impaired parking, bicycles and motorcycles are set at minimum levels. Parking should therefore be provided at or above these standards. This is to ensure that the needs of these groups are fully catered for and accessibility for all encouraged.

### 3.11

Standards form part of an integrated approach to parking, in particular the management of on and off street parking. Accessibility by walking, cycling and public transport is also significant to parking policy, both for those without use of a car and as an alternative for car users.

## Review of individual parking standards in context of national policy and local circumstances

### 3.12

Policy 7 “Parking” of the Joint Lancashire Structure Plan makes clear that parking standards form one element of a wider parking policy context. Spaces provided on individual new developments usually form a relatively small proportion of the total parking stock in a particular settlement. The relationship of standards to the amount and management of existing on and off street provision is therefore crucial. While important, Parking Standards, in isolation, are a blunt instrument for tackling issues such as congestion and the encouragement of modal shift.

### 3.13

Parking is an important element in facilitating the effective economic functioning of towns, settlements and rural areas throughout the County. Inadequate provision of parking at new developments can reduce the attractiveness of the development itself as well as the place where it is located. Displacement onto surrounding roads can cause traffic congestion and parking difficulties for local residents.

3.14 Parking is one factor within wider transport policy. The availability of parking has been shown, at a national level, to have more influence on people’s choice to use a car than the existence of good quality alternatives. Thus placing limitations on the amount of parking available, particularly where there are good walking, cycling and public transport links, can have an impact on how people travel. It is therefore important to consider parking in the context of overall accessibility, including proposals in Local Transport Plans. Provision of excessive parking, that is never fully used, is an inefficient use of land.

**The Buchanan Report**

3.15

Colin Buchanan and Partners studied twenty town centres in Lancashire during 2001, including five detailed case studies. The study examined the following factors:

- existing amount of, quality and demand for parking
- economic health, vitality and viability and potential growth
- environmental factors
- public transport accessibility

3.16

The Study identified a 3 Strand Framework for consideration of car parking. Standards form only one element of this Framework, which is set out in more detail in Table C. The principles of Buchanan’s approach were accepted by the Joint Structure Plan Authorities as the basis for standards within the Structure Plan.

**Table C - Parking Framework**

<b>STRAND 1</b>	<b>STRAND 2</b>	<b>STRAND 3</b>
<b>Existing Parking Levels</b>	<b>Parking Standards</b>	<b>Traffic and Parking Management</b>
Increase	Medium	Public transport enhancements (facilities and service, including Park and Ride)
Maintain	Low	Reduce long-stay and increase short-stay
Decrease	High	Town centre schemes (pedestrianisation, calming etc.) Parking restriction options e.g. Controlled Parking Zones; Parking Charging; balance of on-street to off-street car parking, etc. Location of development (in relation to interchanges, park and ride, etc.) Operational Car Parking Enforcement Reduce on-street parking or introduce stricter controls

*Source: Colin Buchanan and Partners*

3.17

The Parking Policy Framework in Table C sets out the relationship of standards to the broader parking policy context. Establishing effective parking policy for individual settlements requires that the relationships between each of the strands be taken into consideration. Elements of each strand can be combined as appropriate, to develop a

parking strategy reflecting the circumstances of each town. The reasoning behind each Strand is set out below:

**Strand 1- existing parking levels**

Settlements within Lancashire have widely varying levels of both on-street and off-street parking provision. Rates of occupancy also differ substantially. Allowing additional

parking in towns with a large existing supply tends to increase the tendency for people to travel by car. In certain circumstances there may be scope for removing unpopular public parking. In other towns with low parking levels and high levels of usage, provision of additional spaces may be justified to avoid excessive congestion. The amount of parking on new developments should therefore be linked to existing numbers of spaces and their use.

**Strand 2 - parking standards**

Parking standards should be set at levels that reflect the economic, environmental and transport contexts of different settlements. Towns that are relatively strong economically and have good public transport systems can accommodate more restrictive parking standards than weaker towns.

**Strand 3 - traffic and parking management**

Many town centres in particular have controls on the management of on and off-street parking. Parking provided on new development needs to be integrated with any existing management framework to ensure that existing controls are not undermined by large amounts of uncontrolled spaces. A large number of Traffic and Parking Management actions will require involvement by the County Council and Unitary Authorities in their role as Highway Authorities. Where a trunk road is affected the views of the Highways Agency should be sought.

**Spatial implications of the framework**

3.18

On the basis of the detailed audit undertaken by Colin Buchanan and Partners, including five detailed case studies, the consultants proposed a hierarchy of centres. This has been accepted by the Joint Structure Plan Authorities. The strongest centres are ranked as Level 1 with the most vulnerable as Level 4.

**Centres are defined as follows:**

**Level One** - Attracts significant investor interest for retail and commercial development and has experienced significant recent growth/development.

**Level Two** - Attracts a good level of investor interest for retail and commercial development (and continues to do so) and/or has a good level of growth/development.

**Level Three** - Attracts comparatively medium/low levels of investor interest and/or has experienced comparatively medium/low levels of growth/development.

**Level Four** - Attracts lower levels of commercial investor and has experienced lower levels of retail and commercial growth/development.

3.19

Towns included in the Buchanan Study are identified in bold type within Table D. It was also felt important to include other significant urban settlements in Lancashire that were not included in the original study. These are those listed in Joint Lancashire Structure Plan Policies 2 and 4, either as part of a wider urban area or as free-standing settlements and are shown in italics within Table D. All other settlements in the County not listed in the Table plus Rural Areas are classified as Level 4.





## Table D - Application of standards by levels of centre

For land use classes A1, A2, B1 & D2 only. All settlements not identified in this Table, plus rural areas, are classified as Level 4.

Level 1	Level 2	Level 3	Level 4
<b>Blackburn</b> <b>Preston</b>	<b>Blackpool</b> <b>Burnley</b> <b>Lancaster</b>	<b>Accrington</b> <b>Clitheroe</b> <b>Cleveleys</b> <b>Chorley</b> <b>Darwen</b> <b>Morecambe</b> <b>Nelson</b> <b>Ormskirk</b> <b>Rawtenstall</b> <b>St Annes</b> <b>Skelmersdale</b>	<b>Colne</b> <b>Fleetwood</b> <b>Lytham</b> <b>Leyland</b>
<i>Bamber Bridge</i> <i>Lostock Hall</i> <i>Penwortham</i> <i>Walton-le-Dale</i> <i>Whitebirk</i> <i>Wilpshire</i>		<i>Aughton</i> <i>Brierfield</i> <i>Church</i> <i>Clayton-le-Moors</i> <i>Haslingden</i> <i>Heysham</i> <i>Oswaldtwistle</i> <i>Thornton</i>	<i>Adlington</i> <i>Bacup</i> <i>Barnoldswick</i> <i>Burscough</i> <i>Carnforth</i> <i>Garstang/Catterall</i> <i>Great Harwood</i> <i>Kirkham/ Wesham</i> <i>Longridge</i> <i>Padiham</i> <i>Poulton-le-Fylde</i> <i>Rishton</i> <i>Whalley</i>

Towns shown in **Bold** are the main centres in each category.

For each town in Levels 1-3 shown in *italics*, the standards appropriate to that category will apply **apart from developments of less than 1,000m<sup>2</sup> where Level 4 Standards will apply.**

### 3.20

The need for consistency in approach has been recognised at national and regional level. Standards in the Joint Lancashire Structure Plan reflect this and seek to apply National and Regional standards to County level. The principle of the strongest centres having more rigorous standards is reflected in the RSS approach to ‘Urban Conurbations’. The intention is to provide consistency across Lancashire whilst the hierarchy enables local circumstances to be taken into account for particular land uses.

### Policies for different hierarchy levels

#### 3.21

The overall strategy policy approach for each level of centre is listed below. All smaller settlements shown in italics within Levels 1-3 form part of a Principal Urban Area/Main Town/Key Service Centre (Market Town). In order to prevent perverse incentives to locate outside the main centre the parking levels in the smaller towns will be the same as for the principal settlement. The exception to this is that all new developments under 1,000m<sup>2</sup>

gross floor area in these named smaller settlements will be calculated on the basis of Level 4. This reflects the economic retail position of these centres. Definition of the relevant boundary for parking purposes will be undertaken by Local Planning Authorities. Parking Strategies produced by Districts should take into account the impact of the Strategy on the whole settlement, including these smaller towns.

**Level 1 Centres** (Blackburn {including Whitebirk and Wilpshire}, Preston {including Bamber Bridge, Lostock Hall, Penwortham and Walton-le-Dale})

- **Existing Public and Private Non-Residential Parking Provision:** Reduce overall amount of car parking in town centre wherever possible. Seek to reduce amount of parking that is related to commuter use (long-stay) in town centres. Do not allow additional public car parking to be developed.
- **Parking Standards on new development:** Apply rigorous car parking standards for new development and promote “no car” developments.
- **Traffic and Parking Management:** Control all on-street car parking in town centres and remove/reduce in environmentally sensitive areas.
- Seek to change proportion of long-stay parking in town centres to short-stay parking.
- Introduce policy to secure improvements to car parking facilities.

**Level 2 Centres** (Blackpool, Burnley, Lancaster)

- **Existing Public and Private Non-Residential Parking Provision:** Reduce, where possible, current level of car parking in town centre by removing unpopular car parks and do not allow additional public car parking to be developed. Seek to reduce amount of parking that is related to commuter use (long-stay) within town centre.

- **Parking Standards on new development:** Apply strong car parking standards to new development and promote “no car” parking developments.
- **Traffic and Parking Management:** Control all on-street car parking in town centres and remove/reduce in environmentally sensitive areas.
- Change long-stay parking to short-stay parking in town centres where possible, except in Blackpool for tourism uses.

**Level 3 Centres** (Accrington {including Church, Clayton-le-Moors and Oswaldtwistle}, Chorley, Cleveleys {including Thornton}, Clitheroe, Darwen, Morecambe {including Heysham}, Nelson {including Brierfield}, Ormskirk {including Aughton}, Rawtenstall {including Haslingden}, St Annes and Skelmersdale)

- **Existing Public and Private Non-Residential Parking provision:** Maintain current level of public car parking standards but do not allow additional public car parking to be developed.
- **Parking Standards on New Development:** Apply moderate car parking standards for new development and allow “no car” parking development to occur.
- **Traffic and Parking Management:** Manage car parking facilities and traffic management to promote public transport, cycling and walking.
- Pursue significant enhancements to local public transport as well as cycling and walking.
- Change long-stay parking to short-stay parking in town centres where possible, except for tourism uses at coastal resorts.
- Reduce long-stay parking in town centres.



**Level 4 Centres** (Adlington, Bacup, Barnoldswick, Burscough, Carnforth, Colne, Fleetwood, Garstang and Catterall, Great Harwood, Kirkham and Wesham, Leyland, Longridge, Lytham, Padiham, Poulton-le-Fylde, Rishton, Whalley)

- **Existing Public and Private Non-Residential Parking Provision:** Maintain current level of car parking standards and consider allowing additional facilities to be built - if public transport is not enhanced and where environmental enhancements will be secured.
- **Parking Standards on New Development:** Apply moderate car parking standards for new development. The emphasis is on public parking facilities giving the ability to redevelop facilities for other uses when parking is no longer required.
- **Traffic and Parking Management:** Manage car parking facilities and traffic management to promote public transport, cycling and walking and environment of the centre.
- Consider developing/extending pedestrian friendly areas.

For all levels of the hierarchy Councils will seek to secure investment in public transport through negotiating Section 106 Agreements.

3.22

For the purposes of Parking Standards on new development, the Joint Authorities decided to combine Level 1 and 2 settlements together. The same approach was taken to Levels 3 and 4 towns. The purpose of this was to simplify the use of the standards. Councils should however seek to apply all 3 strands of parking policy to the towns in their area. The four level hierarchy is felt to provide the relevant level of detail to achieve this.

**Parking Strategies**

3.23

Individual local authorities should develop Parking Strategies based on the framework in paragraph 3.21 applying it to their local circumstances (preferably for individual towns) as recommended in PPG6 “Town Centres and Retail Development”. These Strategies should address issues such as the location and quality of public and private car parks; management of long and short stay parking; pricing policy; decriminalised parking and parking policy; improvements to walking, cycling and public transport; traffic management and signing and the relationship to broader development plan policy for the area. The involvement of all relevant parties, including the business community, should be sought as part of this process. Particular attention should be given to the issue of reducing long stay commuter parking in town centres and any increase in traffic flows arising from provision of greater short stay provision.

**Parking Standards for specific land uses**

3.24

The Technical Appendix of the Joint Lancashire Structure Plan sets out Parking Standards for a broad range of land uses. These were developed on the following principles:

- Latest national and regional policy.
- Continuity where existing standards had been shown to be effective.
- Simplicity of use.
- Efficient use of land and relationship to broader transport policy.



3.25

The baseline Parking Standards for individual uses assume a consistent level of accessibility throughout the County. In practice, most rural and suburban areas have much poorer levels of public transport than exist in town centres, at public transport hubs such as stations and along principal bus corridors. Where good quality alternatives to the car exist this should be reflected in tighter car parking levels to promote modal shift. Table E identifies what reductions should be implemented. A range is used to reflect that there is a level of diversity of accessibility, even within defined categories. In order to avoid perverse incentives for developers to locate in less accessible areas in order to obtain more parking, developers in such locations will be expected to demonstrate how accessibility by non-car modes can be improved to at least “medium level”. Land uses covered by PPG6 “Town Centres and Retail Development” will be expected to demonstrate that a sequential approach to development has been followed. Local Authorities may exercise flexibility in not applying accessibility reductions for use class A1 and D2 developments located in “town centre” or “edge of centre” locations (see paragraph 1.12).



3.26

Table F provides the mechanism for identifying the relative accessibility of sites and should be submitted by developers along with Transport Assessments for proposal over 500m<sup>2</sup> gfa. It is intended to provide an indication of the accessibility of sites to guide Local Planning Authorities in determining the level of accessibility. Table G on residential development is for use at the Local Planning Authorities’ discretion. It is anticipated to be of use not only in considering planning applications but also when assessing the sustainability of sites through the development plan process. Work on analysing accessibility to different services in the county is being undertaken using Geographic Information Systems (GIS). It is intended that this will be integrated with an analysis of the time taken to travel to facilities by different forms of transport using a computer programme made available by the Department for Transport. This will enable a more sophisticated approach to accessibility to be developed over the period of the Joint Structure Plan.

## Table E - Accessibility Reductions

**Low Accessibility**

No change to baseline level

**Medium**

Reduce baseline by 5-15%

**High**

Reduce baseline by 15-35%

## Table F - Accessibility Questionnaire

Site Description: Application Reference:					
Access Type	Criteria	Criteria Scores	Score	Sub-Score	
<b>Walking</b>	Distance to nearest bus stop from main entrance to building (via direct, safe route)	<200m	5		
		<300m	3		
		<500m	1		
		>500m	0		
	Distance to nearest railway station from main entrance to building	<400m	3		
		<1km	2		
		>1km	0		
<b>Cycling</b>	Proximity to defined cycle routes	<100m	3		
		<500m	2		
		<1km	1		
<b>Public Transport</b>	Bus frequency of principal service from nearest bus stop during operational hours of the development	<b>Urban/ Suburban</b>			
		15 minutes or less	5		
		30 minutes or less	3		
		>30 minutes	1		
		<b>Villages and Rural</b>			
		Hourly or less	5		
		2 Hourly or less	2		
		1 or more per day	1		
		Number of bus services serving different localities stopping within 200 metres of main entrance	4 or more localities served	5	
			3	3	
2	2				
1	1				
Train frequency from nearest station (Mon-Sat daytime)	30 minutes or less	3			
	30-59 minutes	2			
	Hourly or less frequent	1			
Drive to nearest station	10 minutes or less	2			
	15 minutes or less	1			
<b>Other</b>	Travel reduction opportunities	Facilities on site or within 100 metres that reduce the need to travel:			
		* food shop/cafe	1		
		* newsagent	1		
		* crèche	1		
		* other	1		

**Total Aggregate Score**

**Accessibility Level**

High: 24-30    Medium: 16-23    Low: 15 or less

3.27

Parking standards are set as maxima. This does not mean that all developments should automatically provide parking to the highest possible level. In some circumstances, such as densely developed urban cores, provision of maximum parking will not be physically possible. In other circumstances, the Local Planning Authority (or developers) may pursue lower parking standards for individual sites, e.g. to maximise site densities and improve urban design. In some situations individual proposals may not be required to provide any “on-site” parking due to the existence of high quality public transport and/or adequate public parking in the vicinity. Such schemes are classified as “no parking” developments.

3.28

Some developments involve a combination of different (mixed) land uses occurring on one site, creating the opportunity for shared parking. Parking levels should reflect opportunities to reduce spaces where demands for parking occur at different times (e.g. day and evening). Calculation of parking levels may take into account existing public parking not directly linked to the development but adjacent to it. Where parking is proposed that will provide for public use a Section 106 Agreement on management should be pursued.

3.29

The management of parking at retail and leisure developments in town centres must integrate with the Parking Strategy for that Centre. The length of short-stay parking permitted should reflect the overall strategy, including the promotion of a centres’ overall “leisure experience” providing this does not exceed four hours in duration.



**Mobility impaired, motorcycle and bicycle parking**

3.30

Parking Standards are not purely about provision for cars. The only situation where minimum standards are applicable to new development relates to parking for the mobility impaired, motorcycles and bicycles. Mobility impaired users (which for the purposes of this guidance includes “parent and child” parking) have specific needs. Mobility impaired spaces should be located close to the main entrance of buildings and require wider parking bays (minimum width 3.6m). Additional space may also be required at the rear of the vehicle to unload wheelchairs, etc. A minimum of 10% of provision (calculated as a proportion of the maximum standard) will be required and will

be calculated as part of the overall standard. This reflects the fact that Lancashire has, at around 10%, the highest levels of registered disabled drivers (blue badge holders) in England. "Parent and Child" parking is assumed to constitute 50% of the 10% figure, on the basis that not all disabled drivers will require parking at the same time. There may be situations where provision of greater than 10% would be valuable e.g. at Health Centres. In other circumstances it may be argued that 10% of provision would be excessive. Relaxations may be justified in circumstances where existing or future usage by mobility impaired users is likely to be significantly less than 10% of all vehicles. Local Authorities should consult with disability groups before permitting less than 10% disabled provision on an individual site.

### 3.31

Dedicated parking for motorcycles and bicycles should be provided to meet the specific requirements of these groups and to encourage modal shift. Motorcycles are more environmentally friendly than cars for single person trips but at present there is little secure parking available. Provision at a rate of 1:25 car spaces is slightly higher than current usage but reflects anticipated growth in usage, e.g. of scooters. Bicycle parking is set a level of 10% of maximum parking levels to encourage modal shift.



## Table G - Accessibility Questionnaire (Residential)

Site description:  
Application reference:

Access type	Criteria	Criteria scores	Sub score
<b>Walking distance from centre of site to facilities using a safe, direct route</b>	Distance to nearest bus stop	<200m	5
		<400m	3
		<500m	1
		>500m	0
	Distance to nearest railway station	<400m	3
		<800m	2
		>800m-1000m	1
		>1km	0
	Distance to nearest Primary School	<200m	5
		<400m	3
		<600m	1
		>600m	0
Distance to nearest Food shop	<200m	5	
	<400m	3	
	<600m	1	
	>600m	0	
<b>Cycling distance from centre of site</b>	Proximity to defined on or off-road cycle route	<100m	3
		<500m	2
		>1km	1
	Distance to nearest Secondary School	<400m	3
		<600m	2
		<1km	1
		>1km	0
	Distance to nearest town centre	<1km	3
		<3km	2
		<4km	1
Distance to nearest business park or employment concentration	<1km	3	
	<3km	2	
	<4km	1	
<b>Public transport</b>	Bus frequency from nearest bus stop (Mon-Sat daytime)	<b>Urban/suburban</b> 15 minutes or less	5
		30 minutes or less	3
		>30 minutes	1
		<b>Rural including villages</b> Hourly or less	5
		2 hourly or less	3
		1 or more per day	1
	Train frequency from nearest station (Mon-Sat daytime)	30 minutes or less	3
		30-59 minutes	2
		Hourly or less frequent	1
<b>Accessibility to other basic services</b>	Accessibility to other basic services (GP, Post Office, Library, Bank and Pub)	At least 3 within 400m	5
		At least 3 within 800m	3
		At least 3 within 1.5 km	1
	Accessibility to Play Area or Park	<200m	5
		<400m	3
		<600m	1
>600m		0	
<b>TOTAL AGGREGATE SCORE</b>			

Accessibility level High 35-48 Medium 20-35 Low Less than 20

# completion of accessibility questionnaires and simple transport assessments

## 4.1

The purpose of this section is to provide developers with clear guidance on the data required to complete Accessibility Questionnaires and Simple Transport Assessments

### How to fill in the Accessibility Questionnaire

## 4.2

*General* - Be as accurate as possible with measurements. Absolute precision is not however required. Use of Ordnance Survey mapping provides a good baseline but local knowledge can also be used.

## 4.3

*Walking distances* - these should be calculated on the basis of walking distances from the main entrance to the main building on site. The route should be the most direct and attractive available (e.g. would it be attractive to female users on winter nights?)

## 4.4

*Cycling* - a defined cycle route would include the following:

- Part of the national cycle network (usually marked with blue signs with a red number such as 6 or 68).
- A signed off-road route, e.g. along canal towpaths.
- Continuous marked routes along roads, i.e. not just a few road markings at junctions.

Further information on cycle routes can be obtained from the Cycling Officer in the Local Highway Authority.

## 4.5

*Bus timetable information* - There are a number of possible sources of information on this. These include:

- Timetable cases on bus stops near the site.
- The Travel Information Centre at the local bus station.

- Websites such as [www.ukbus.com](http://www.ukbus.com) and [www.transportdirect.info](http://www.transportdirect.info)

Trams, where relevant, should be counted as buses.

## 4.6

*Destinations served by buses* - the intention is to identify what main destinations are served from the site. If the development is on the end of a bus route linking to the town centre it would score one point. If however a number of buses go past the site to a range of destinations, e.g. different town centres or housing areas, these should be counted separately.

## 4.7

*Train times* - There are a number of sources of information on train frequencies. These include:

- Local station or Travel Information Centre.
- National Rail Inquiries on 08457 484950.
- The Network Rail website, [www.networkrail.com](http://www.networkrail.com)
- Train time information is not required where the development is more than 1km from a station and a score of 0 should be entered in such cases.

## 4.8

*Drive time* - This should be calculated using the most direct route in normal driving conditions.

## 4.9

*Travel reduction opportunities* - The listed facilities should be on site or within 100 metres of the site entrance.

## 4.10

*Calculation of score* - The total score for each element of the questionnaire should be inserted on the right hand column of the sheet. All the scores should then be added together to obtain a total.

The score obtained will identify whether the development fits within the low, medium or high accessibility levels.



*Note on residential development:*  
 There is no requirement to complete an Accessibility Questionnaire for housing schemes. Developers are however encouraged to complete the questionnaire at Table G of Supplementary Planning Guidance “Access and Parking”. This is of value in determining the sustainability of the proposal.

**Simple Transport Assessments**

4.11  
 The form should be completed as fully as possible. Where relevant background data or evidence is available this should be attached.

4.12  
*Baseline data* - The purpose of this section is to paint a picture of how easy it is to reach the site by different means at the present time.

Much of this information can be obtained from the same sources as for the Accessibility Questionnaire (see above). The proximity of bus stops should ideally be calculated in metres from the main building entrance.

Any specific problems should be noted on the Form. Examples may include that existing roads to the site are narrow or that people walking to the site from the bus stop have to cross a busy main road.

4.13  
*Transport characteristics of the scheme* - The residential section of this form does not have to be completed for non residential uses and vice versa.

Estimation of the *number of trips* to and from the site is important for calculating the likely impact on the local road network. It can also act as a baseline for measuring any future changes in how people travel to the site.

Possible sources of data include:

- Patterns of travel/delivery at your existing site(s) (if relevant)
- Asking employees travel intentions
- Using national databases containing traffic generation figures for different types of land use, e.g. TRICS

If no reliable sources of information are available, please provide a “best guess” estimate.

Where the proposal is an extension of an existing operation it would be helpful if existing and anticipated numbers of additional journeys could be quoted.

4.14  
*Special transport characteristics* of the site may include need to have early morning deliveries; specific shift patterns or the fact that the proposal is aimed at providing housing for the elderly.

Information on transport schemes affecting the site, e.g. a new bus lane or road widening, are shown on Plans available from the Council.

4.15  
*Parking numbers* should be based on the relevant levels listed in Table A of the “Parking Standards”. Please ensure that numbers for the mobility impaired, cycles and motorbikes are included.

4.16  
*Planned measures to limit transport impacts* - Measures to influence *travel patterns* can be shown in a comprehensive manner, e.g., through a Travel Plan. Where the Parking Standards do not require these, examples of appropriate individual measures could vary from providing bus timetable information, setting up a car sharing database or loans for bikes/public transport.

Measures to improve *freight* could include codes of conduct and liaison meetings with suppliers.





Improving the road network could include contributions to road widening, signage or traffic calming.

4.17

*Enhancements to walking, cycling and public transport* may include direct walking routes, signage and lighting, improved bus shelters or financial contributions to improve bus services.

4.1

*Parking controls* and measures could include car park passes, charging and internal procedures to stop employees parking indiscriminately on nearby streets.

4.19

*Other transport impacts foreseen* - The purpose of this section is to identify what the transport and community impacts are likely to be. If “none” or “minimal”, please state so. If not, please specify the likely affects, e.g. noise of lorries leaving site at unsocial hours. If the proposal is considered an improvement on the existing situation, please state why.



# definitions

“Car parking space” - A standard size of 2.4 x 5.0 metres is assumed.

“Cycle locker” - an enclosed, lockable structure for individual bicycles.

“Decriminalised parking” - management of public and on street parking by the local authority rather than the Police.

“Home Zone” - a residential area where layout of streets, parking and pedestrian/cycle routes is designed to slow down traffic speeds, increase pedestrian safety and security and encourage children’s play.

“Interchange categories” - developed in Lancashire Local Transport Plan 2001 - 2006 as a mechanism for determining the role played by different types of public transport interchange (page 53). The hierarchy is as follows:

- **Category A: Major Strategic** - Interchange served by national or regional services plus local routes and which provides for more than one mode of transport.
- **Category B: Major Local** - Should have at least three routes or groups of intersecting, usually local but may be regional/national. An example would be a town centre bus station or a local joint bus/rail facility.
- **Category C: Local** - At least two routes/groups of routes offering predominantly local services. A small town centre, suburban high street or rail station with a bus service would be examples.
- **Category D: Boarding** - A location for accessing the public transport network, e.g. a group of bus stops or a local rail station with park and ride.
- **Category R: Rural Interchange** - Within rural areas with access and provision for missed connections being especially important.

“Linked trips” - trips involving parking in one location, for example an “edge of centre” supermarket, leaving the car and walking to other locations such as the town centre for shopping, leisure or other purposes.

“Local Transport Plan (LTP)” - a statutory 5 year plan produced individually by Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Borough Council establishing the authorities transport investment priorities.

“Long-stay parking” - parking managed to permit stays of a long duration, of over 4 hours, particularly for commuters.

“Management Agreement” - a legal agreement signed by a local authority and a developer/company under Section 106 of the Town and Country Planning Act 1990 (as amended) to manage parking in an agreed manner.

“Mobility Impaired/Parent and Child space” - A standard size of 3.6 x 5.0 metres is assumed. Such places should be clearly marked as being for this purpose. Additional length may be provided.

“Non-operational parking” - spaces for commuting employees, customers, business callers and visitors.

“Off-street parking” - parking provided on locations off the public highway, either within individual developments or designated public parking areas.

“On street parking” - parking located within the public highway, whether controlled through restrictions by time/payment or with unlimited use.

“Operational parking” - spaces for vehicles regularly and necessarily used in the operation of the business.

“Parking Strategy” - a document establishing a comprehensive programme for the management of all parking within a town, area or District.

**“Perverse incentives”** - a situation where differential parking provision penalises preferred locations.

**“Planning Policy Guidance (PPG)”** - advice published by national government prior to 2004 on specific aspects of the planning system.

**“Private Non-Residential (PNR) Parking”** - spaces intended primarily for the use of employees, customers, visitors, etc. of a particular development other than housing.

Such spaces may be utilised for public use.

**“Residential Parking”** - A garage is counted as one parking space. Where constructed, garages should have minimum dimensions of 6 x 3 metres to enable parking of at least 1 bike in addition to a car.

Residential spaces may also be provided on parking or “garage” courts where parking spaces are grouped together to serve a number of dwellings.

Parking on driveways, including in front of garages, will count as vehicle space(s) based on the number of standard size spaces that can be accommodated taking into account space required to close garage doors and gates.

**“Section 106 Agreements”** - a legal agreement or unilateral undertaking prepared under Section 106 of the Town and Country Planning Act 1990 (as amended). Such agreements may be used to manage parking, secure production and implementation of Strategies/Travel Plan and to fund infrastructure improvements.

**“Section 278 Agreements”** - a legal agreement under Section 278 of the Highways Act 1980 to secure improvements to the highway network.

**“Secured by Design”** - a national initiative involving the Police, the development industry, the parking industry and local authorities identifying “good practice” in the

design process that will minimise crime.

**“Service Parking/Space”** - the area required for vehicles to load/unload goods, services or passenger traffic generated by the site.

**“Shared Parking”** - parking shared by two or more users, either at the same time or at different times, in order to facilitate more effective use of spaces.

**“Sheffield Stand”** - a steel, inverted U shaped structure embedded in the ground to which bicycles may be locked.

**“Short-stay Parking”** - management of parking through waiting restrictions and/or charges to maximise turnover of vehicles, up to a maximum of 4 hours duration.

**“Transport Assessment”** - a statement submitted by a developer to a local planning/highways authority analysing the ease of access to a site by all modes of transport including identification of measures to improve this, especially by walking, cycling and public transport.

**“Travel Plan”** - a document identifying how individuals do (will) access a site by different modes; targets for increasing non-car modes and mechanisms by how this will be achieved.

**“Zero Parking”** - a development where no parking is provided within the boundary of the site.



# appendix



## Simple Transport Assessment Form

National Planning Policy Guidance (PPG13 “Transport”) recommends a broad approach to assessing the transport implications of development proposals. This Transport Assessment form should be completed in conjunction with the planning application form for all developments above 500m<sup>2</sup>\_gfa but below the relevant thresholds indicated in Table E of the JLSP “Parking Standards”.

It would be helpful if applicants could support any quantitative figures stated, and to provide details of their source, such as employee numbers.

### 1. Proposal and Baseline Data

Description of land-use proposals	
Please list all existing ways of getting to the site, identifying any current problems/barriers:	
<ul style="list-style-type: none"> <li>• Roads</li> </ul>	
<ul style="list-style-type: none"> <li>• Bus stops and bus routes</li> </ul>	
<ul style="list-style-type: none"> <li>• Pedestrian access</li> </ul>	
<ul style="list-style-type: none"> <li>• Cycle routes</li> </ul>	
<ul style="list-style-type: none"> <li>• Rail (where appropriate)</li> </ul>	



## 2. Transport Characteristics of Scheme

<b>Non-Residential</b>	
<i>Expected number of employees visiting the site per day (if relevant).</i>	
Of which approximately how many are expected to arrive by: Car Car Sharing Bus Train Bicycle Walking Other (please specify)	
<i>Expected number of visitors per day visiting the development (if relevant)</i>	
Of which approximately how many are expected to arrive by: Car Car Sharing Bus Train Bicycle Walking Other (please specify)	
<i>Expected number of deliveries, pick-ups and service trips per day (if relevant).</i>	
Of which approximately how many are expected to be: Light Goods Vehicles Other Goods Vehicles	
<b>Residential</b>	
<i>Expected number of residential movements per day, including likely destinations (if relevant).</i>	
Of which approximately how many are expected to come and go by: Car Car Sharing Bus Train Bicycle Walking Other (please specify)	



<b>All Uses</b>	
Please identify any expected times of day and week for peak departures and arrivals.	
Please identify any special transport characteristics of the development.	
Please state the relationship (if any) of the development to Structure Plan, Local Transport Plan and Local Plan/LDF transport proposals affecting the site.	
Please provide details of the number of parking spaces to be provided. <ul style="list-style-type: none"> <li>• Cars,</li> <li>• Disabled bays</li> <li>• Cycles (state if covered)</li> <li>• Motorbikes (state if covered)</li> </ul>	

### 3. Outline of any planned measures to limit transport impacts

(Please read attached note 1)

Please describe any measures planned to influence the way employees and visitors access the site (such as encouraging walking, cycling and public transport)	
Please describe any measures you propose to ensure freight and delivery traffic is efficient and causes as little disruption as possible.	
Please describe any proposed measures to alter or improve the surrounding road network.	
Please identify any improvements proposed to enhance walking, cycling and public transport within or outside of the development site.	
Please provide explanation of any parking controls and parking management.	

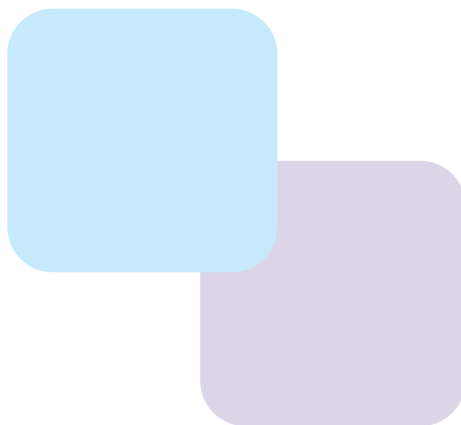
**Note 1.** As part of the planning application the Local Planning Authority may require additional information on proposed measures to reduce the impact of traffic generated by activities at the site. This may take the form of a Travel Plan or changes to the layout and design of the buildings. It may also cover proposed changes to the surrounding road network. Particular emphasis will be placed upon addressing the likely impacts of freight movements and deliveries.

**4. Other transport related impacts foreseen**

(Please read attached note 2).

Are there likely to be any impacts on the safety of road users (including pedestrians) in the area?	
Are there likely to be any impacts on the local environment and community caused by transport to and from, or within the site?	
What impact will traffic accessing the site have on the surrounding road network?	

**Note 2.** As part of the planning application the Local Planning Authority may require additional information on the likely impacts of the proposed development upon the surrounding road network, for example upon safety. It may also require an assessment of the impact upon the local community and environment.



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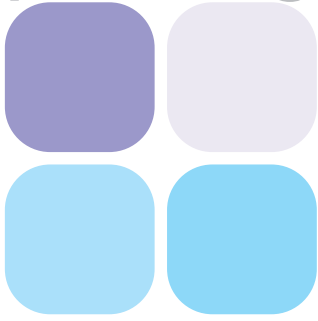
notes

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# notes



SPG 'access  
and parking'



**Graham Harding**

**BEng CEng FICE MIMgt**

Environment Director

Lancashire County Council

**Tim Brown**

**BA MRTPI**

Acting Head of Planning and

Transportation Policy

Blackpool Borough Council

**Adam Scott**

**BA(Hons), DipTP, MIED**

Director of Regeneration

Housing & Neighbourhoods

(Planning & Environmental Health)

Blackburn with

Darwen Borough Council

[www.lancashire2016.com](http://www.lancashire2016.com)

# joint lancashire structure plan