

To: Chair and Members of the Planning Committee

Date: 23 September 2014

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Dear Councillor

You are invited to attend a meeting of the **PLANNING COMMITTEE** to be held at **2.00 pm** on **MONDAY, 29 SEPTEMBER 2014** in **THE COUNCIL CHAMBER, COUNTY HALL, RUTHIN.**

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 URGENT MATTERS AS AGREED BY THE CHAIR

4 PARKING STANDARDS SUPPLEMENTARY PLANNING GUIDANCE (Pages 3 - 46)

To consider the report attached and agree the recommendation; that Members adopt the draft SPG 'Parking Requirements in New Developments' in line with proposed amendments for the determination of future planning applications and appeals.

5 HOT-FOOD TAKEAWAYS SUPPLEMENTARY PLANNING GUIDANCE (Pages 47 - 62)

To consider the report attached and agree the draft SPG on hot food takeaways as a basis for public consultation.

MEMBERSHIP

Councillors

Councillor Raymond Bartley (Chair)

Councillor Win Mullen-James (Vice-Chair)

Ian Armstrong
Joan Butterfield
Jeanette Chamberlain-Jones
Bill Cowie
Ann Davies
Meirick Davies
Richard Davies
Stuart Davies
Peter Evans
Huw Hilditch-Roberts
Colin Hughes
Rhys Hughes
Alice Jones
Pat Jones

Margaret McCarroll
Bob Murray
Peter Owen
Dewi Owens
Merfyn Parry
Paul Penlington
Arwel Roberts
David Simmons
Bill Tasker
Julian Thompson-Hill
Joe Welch
Cefyn Williams
Cheryl Williams
Huw Williams

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Report To: Planning Committee

Date of Meeting: 29th September 2014

Lead Member / Officer: Cllr David Smith, Public Realm/
Angela Loftus, Planning & Public Protection Policy
Manager

Report Author: Karsten Brußk, Planning Officer

Title: Adoption of final document – draft Supplementary Planning Guidance
note: ‘Parking Requirements in New Developments’

1. What is the report about?

1.1 The report informs Members of outcomes from the 8 week public consultation exercise on the draft Supplementary Planning Guidance (SPG) note: ‘Parking Requirements in New Developments’, and recommends adoption in line with proposed document amendments.

2. What is the reason for making this report?

2.1 The Welsh Government has confirmed that following public consultation and subsequent Local Planning Authority (LPA) approval, SPGs can be treated as a material planning consideration when LPAs, Planning Inspectors and the Welsh Government determine planning applications and appeals.

2.2 Development Planning & Policy carried out an 8 week public consultation exercise in March and April 2014, and discussed outcomes with Members at the LDP Steering Group meeting on 21st May 2014. Hence, a decision is required on the Council’s intention to adopt the draft SPG.

3. What are the Recommendations?

3.1 It is recommended that Members adopt the draft SPG ‘Parking Requirements in New Developments’ in line with proposed amendments for the determination of future planning applications and appeals.

4. Report details.

4.1 If adopted, the draft Supplementary Planning Guidance (SPG) note will become one of a series of SPGs amplifying Denbighshire Local Development Plan 2006 – 2021 (LDP) policies or principles of development for individual site allocations in a format which aims to guide the process, design and quality of new development.

4.2 Following adoption of the LDP, updated SPGs are required to offer detailed guidance to assist members of the public, Members of the Council, potential

developers and Officers in discussions prior to the submission of and, consequently, in determination of future planning applications.

- 4.3 (UDP) SPG no. 21 was produced in line with national policies, parking standards, guidance and best practise in 2004. Henceforth, legislation and regulations have been amended, withdrawn or extended. CCS - Wales Parking Standards was published in 2008, which was produced on behalf of all 22 Welsh Unitary Authorities and the four regional transport consortia.
- 4.4 Members approved the draft document for an 8 week public consultation exercise at the Planning Committee on 22nd January 2014. They also resolved to include an additional note for the public reflecting the debate about insufficient parking space provisions in many settlements throughout the County. Accordingly, Appendix 4 was included in the draft SPG for public consultation.
- 4.5 The public was invited to comment on the draft document from 3rd March 2014 to 28th April 2014. Appendix 2 contains the consultation report which includes a summary of each response received and outlines proposed changes. If Members wish to see representations in full, they are welcomed to do so.
- 4.6 A total of 4 representations were received by the Council throughout the consultation period. None of them referred to matters that Members wished to be particularly highlighted in Appendix 4.
- 4.7 Respondents generally expressed concerns regarding an over-provision of parking spaces, and, therefore continue to encourage the use of private cars as the default transport option; considerations should be given to provide recharging facilities for electric cars; and the application of permeable surface to avoid greater surface water run-offs.
- 4.8 Proposed changes are shown as **highlighted** or ~~strikethrough~~ text in the SPG in Appendix 1.
- 4.9 Members should be aware that Housing and Community Development in joint working with Highways Services is in the process of reviewing the availability and pricing of off-street car parking spaces, policy for on-street parking restrictions and enforcement strategy. Heads of these two services took the report 'Parking Enforcement and its impact on Economic Development' to Communities Scrutiny Committee on 25th November 2013.
- 4.10 If the draft SPG becomes adopted it will be used in line with a suite of pertinent legal requirements and guidance on design, layout and safety standards. For example, residents will have restricted permitted development rights with regard to provide hard standing surfaces for car parking in front of their property.

4.11 Appendix 4 contains selected slides that were part of a presentation taken to the LDP Steering Group with the principal aim to show minimal differences between parking requirements calculated in line with the old and the proposed document.

5. How does the decision contribute to the Corporate Priorities?

5.1 Corporate Priorities 2012 – 17. The SPG will contribute positively to the following corporate priorities:

- Modernising the Council to deliver efficiencies and improve services for our customers by ensuring that planning guidance documents are up to date

6. What will it cost and how will it affect other services?

6.1 It is not envisaged that adopting the draft SPG will create any additional costs. Having clear guidance on the provision of parking spaces will not only benefit the Planning department but also Highways and other interested parties.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

7.1 The content of the draft SPG was screened for likely adverse effects on the eight protected characteristics before Members resolved granting permission to consult with key stakeholders and members of the public at Planning Committee on 22th January 2014. Since all proposed changes to the draft SPG are of minor factual character, it is not considered to be necessary to conduct a full EqIA for this SPG.

7.2 The Local Development Plan, on which this SPG is based, underwent a full EqIA as part of the Plan preparation process.

7.3 A copy of the draft SPG - EqIA screening document is attached for information in Appendix 3.

8. What consultations have been carried out with Scrutiny and others?

8.1 Officers from the Development Planning & Policy, Development Management and the Highways section were involved in drafting the SPG document. A workshop session was held with members of the LDP Steering Group in November 2013.

8.2 The Council consulted with statutory consultees, all City, Town and Community Council and members of the public on the draft document for a period of 8 weeks between 3rd March 2014 and 28th April 2014. The consultation exercise included public notices in local papers, press releases, and a letter to all people on the Denbighshire Local Development Plan 2006 – 2021 (LDP) database.

8.3 A discussion of the consultation results took place at the LDP Steering Group meeting on 21st May 2014.

9. Chief Finance Officer Statement

Please include the statement of the Chief Finance Officer here, if one is required (statements are mandatory for reports to Cabinet, Council and for delegated decisions).

10. What risks are there and is there anything we can do to reduce them?

10.1 There is a risk that the Council will be unable to provide accurate advice and service to its customers in the absence of any up-to-date planning guidance.

11. Power to make the Decision

11.1 Planning & Compulsory Purchase Act (2004).

**DRAFT Supplementary Planning Guidance Note:
Parking Requirements in New Developments (November 2013 May 2014)**

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1 Introduction

1.1 This note is one of a series of Supplementary Planning Guidance notes (SPGs) amplifying the development plan with the aim of improving the process, design and quality of new development. The notes are intended to offer more detailed guidance which will assist members of the public, Members of the Council, and officers in discussions prior to the submission of planning applications and assist officers and Members in determining planning applications.

2 Status and stages in preparation

2.1 The Council's SPG notes are not part of the adopted development plan. The Welsh Government has confirmed that following public consultation and subsequent Local Planning Authority (LPA) approval, SPGs can be treated as a material planning consideration when LPAs, Planning Inspectors and the Welsh Government determine planning applications and appeals. ~~This SPG document was formally approved for consultation by Denbighshire County Council's Planning Committee on 22.01.2014.~~ **This site development brief was formally adopted by Denbighshire County Council's Planning Committee on XXXX.**

2.2 This note has been prepared in accordance with guidance contained in Planning Policy Wales Edition 5 ~~6~~ (November 2012 February 2014), Technical Advice Note (TAN) 18: Transport, and Local Development Plans Wales (Welsh Government 2005).

3 Background

3.1 The availability of car parking is a key element in managing car use and a major influence on the choice of transport. Car parking can take up large amounts of space in developments thereby reducing densities. Poor design and layout of parking areas can make it more difficult to provide effective walking, cycling, and public transport links.

3.2 Welsh Government (WG) is committed to implementing the principles of sustainable development in planning policies and, hence, into new developments with high quality design. Local planning authorities are advised to ensure new developments include facilities to promote sustainable transport. Applicants should be aware that new developments must make provision for the safe cycle parking. A series of standards have been adopted for different types of development (see Section 8).

3.3 The parking standards are based on the following factors:

- A recognition that the availability of parking influences choice of means of transport;
- The need to reduce reliance on the motor car and promote other means of travel;
- Making the best use of the existing transport network; and
- The need to promote regeneration and investment in Denbighshire.

- 3.4 Where major developments are proposed (for example, a large industrial unit, office complex or housing scheme) car parking provision should be reduced, and the development should incorporate measures to further reduce reliance upon travel by car. Such measures should be detailed within the Travel Plan, produced by the applicant. Travel Plans propose measures that promote environmentally friendly forms of travel in preference to the car. To encourage cycling, measures could include financial incentives for cyclists and the provision of facilities such as showering and changing areas.
- 3.5 The parking standards laid out in this document were prepared on the basis of the following documents:
- County Surveyors' Society (Wales) (CSS Wales): Wales Parking Standards (2008); The document was produced on behalf all 22 Welsh Unitary Authorities and the four Welsh regional transport consortia: Sewta, SWWITCH, Taith and TraCC;
 - Department for Transport: Inclusive Mobility (2005); and
 - Denbighshire County Council Supplementary Planning Guidance Note 21: Parking Requirements in New Developments (2004), a document that supplemented Unitary Development Plan policy TRA9 'Parking & Service Provision'.

4 Planning Policy

- 4.1 The parking standards have been updated to reflect WG and Council policy on transportation and land use planning. National and local planning policy is contained in Planning Policy Wales (~~Edition 5 – November 2012~~ **Edition 6 – February 2014**), Technical Advice Note (TAN) 18: Transport (2007) and the Denbighshire Local Development Plan 2006 – 2021 (LDP), adopted June 2013.
- 4.2 In line with national policy, justification of LDP policy ASA3 states *“Maximum parking standards will be applied throughout the County to reduce the over-reliance on the car. Their purpose is to minimise individual car-based trips and to promote sustainable transport means.”* This SPG supplements LDP policy ASA3 in laying out the parking standards to be applied in Denbighshire.
- 4.3 It should be noted that the following car parking standards are maximum standards for each land use category. Where the maximum is not provided the developer will be required to show the scale, i.e. frequency and length, of the journeys to the site and, if parking demands exceed proposed parking provision, how the resulting shortfall will be catered for.
- 4.4 Additional guidance on parking design principles for West Rhyl can be found in LDP Supplementary Planning Guidance Note (SPG) 03: West Rhyl, and further guidance on specific requirements for disabled people is laid out in SPG 08: 'Access for all'. Applicants should also refer to WG Technical Advice Note 12: Design (2009) and The Chartered Institution of Highways & Transportation: Manual for Streets 2 (2010) for guidance on best practise

with regard to layout and design.

5 **Parking Standards**

5.1 Parking Standards apply throughout the County with the following exceptions:

- Where the implementation of these standards would cause road safety or congestion problems additional provision will be required.
- There may be occasions when a particular development does not justify the levels of parking indicated. The Authority may give consideration to a variation in standards relating to the nature of development, a lower level of car ownership in urban areas and those well serviced by public transport. In these circumstances, a fully reasoned assessment of the parking provision proposed (covering areas such as existing public transport or parking provision) will be the subject of negotiation with the Council.
- Variations may be allowed in the light of local circumstances (e.g. the availability and existing capacity of nearby parking and public transport). Each planning application will be assessed on their own merits according to the size, nature, location, density, employment and traffic generation characteristics of the proposed development. Planning policies which seek to maintain the town centre and other areas designated as main centres for development activity in the County are also relevant considerations. In certain circumstances, e.g. Conservation Areas, modifications of the standards may be allowed in order to preserve built / natural environmental conditions.
- Innovative car free housing schemes will be considered on their merits.

5.2 In assessing the parking requirements for a particular development, the Council will need to take into account a number of factors in relation to the development and its location. These are listed below. However it should be noted that some of these factors are outside direct planning control, e.g.:

- a) accessibility to and the service provided by the public transport system;
- b) the availability of private buses or the extent of car pooling;
- c) the relative proportions of full time / part time / local catchment of labour;
- d) accessibility by walking and cycling; and
- f) accessibility to and the availability of public and/ or private car parking space in the vicinity.

5.3 The full operational standard will normally be expected together with the non-operational standard for employees' vehicles and in certain cases for visitors. (Definition of individual terms and notes can be found in Appendix 1). Where possible, developers will be required to provide all the parking space within the curtilage of the site. Section 106 Agreements may be negotiated with developers and these can include a number of measures to mitigate the potential impact of development and to address concerns.

- 5.4 Major developments will have implications on existing travel patterns in an area. Locating retail, housing, education facilities and health services can cause change to travel directions, travel frequencies and the choice of means of transport. A Transport Assessment for a proposed development should assist in predicting implications and identifying measures to counteract the likelihood of negative impacts. Like non-motorised user audits, the conclusions and recommendations of a transport assessment should be incorporated into the development proposal. Information with regard to transport assessment requirements and process can be found in Technical Advice Note (TAN) 18: Transport, Appendix D.

6 **Parking Zones**

- 6.01 The parking standards are laid out for two principle parking zones that reflect differing requirements for individual car-based trips in the County's urban and rural areas, availability of public transport services and infrastructure provision.
- 6.02 The following two principal zones were defined with regard to the spatial strategy as laid out in the Denbighshire Local Development Plan 2006 – 2021 (LDP)¹ Their spatial demarcation is based on development boundaries (LDP policy RD1) or areas of search (LDP policy BSC6) as shown on the LDP proposals maps.
- 6.03 Every development proposal has to be determined on its own merit including local circumstances such as, public transport and existing parking provisions. LDP policy ASA3 wording already reflects this approach. However, if applicants wish to deviate from the parking standards as set out in this document, because the transport assessment indicates so, they are expected to fully justify their approach in the Design and Access Statement.
- 6.04 At the time of writing, Denbighshire County Council is reviewing its parking and enforcement policy which will consider factors such as the availability and pricing of off-street car parking spaces, on-street parking restrictions and enforcement strategy. Once ratified or adopted, those results and findings may be used to inform the determination of parking requirements for individual developments.
- 6.05 Parking standards for disabled people are laid out in section 7, and for cycle and motorcycle spaces can be found in section 8 and 9 respectively.

6.1 **Parking Zone 1**

- 6.11 Parking Zone1 includes the towns of Rhyl, Prestatyn, Denbigh, Ruthin, Corwen, Llangollen, Rhuddlan, Bodelwyddan, and the City of St Asaph. Every settlement in this category is delineated by a development boundary (LDP policy RD1) which is shown as a red outline on the LDP proposals maps. In addition, employment land at St Asaph Business Park is included in

¹ Denbighshire LDP (2013), Chapter 5 'Denbighshire's Local Development Plan Strategy', p.11

this zone.

6.12 In Denbighshire, these towns and the City of St Asaph are regarded by local people as their destination for most activities which are not met within their own settlement. The area has a full range of retail activity, doctor's surgery and many commercial businesses, all within walking distance. Built density is high with little private car parking.

6.13 Further explanatory notes relating to individual types of development can be found in Appendix 2.

Residential: New build & Conversion			
Type of Development	Residents		Visitors
<i>General Purpose - Houses and Apartments</i>			
Houses	1 space per bedroom (maximum requirement 3 spaces)		1 space per 5 units
Apartments	1 space per bedroom (maximum requirement 3 spaces)		1 space per 5 units
House conversions to bedsits, or self-contained apartments	1 space per bedroom (maximum requirement 3 spaces)		1 space per 5 units
House conversions to residential hostel	1 space per resident staff 1 space per 3 non-resident staff		Nil
<i>Special Purpose Housing</i>			
Self-contained elderly persons dwellings (not wardened)	1 space per 2 – 4 units		1 space per 4 units
Self-contained elderly persons dwellings (wardened)	1 space per 4 units 1 space for warden 1 space per 2 ancillary staff		1 space per 4 units
Purpose built student accommodation under College/ University control	1 space per 25 beds for servicing, wardens and drop-off areas		1 space per 10 beds (for students &/ or visitors)
Residential childrens'/ homes for elderly persons/ nursing homes	1 space per resident staff 1 space per 3 non-resident staff		1 space per 4 units
Offices – Use Class B1 Business, Class A2 Financial & Professional Services			
Type of Development	Requirement	Type of Development	Requirement
Offices (< 1000m ²)	1 space per 35m ²	Offices (> 1000m ²)	1 space per 60m ²
Shops (including Supermarkets & Superstores)			
Type of Development	Operational		Non-operational
Shops (< 200m ²)	1 commercial vehicle space		1 space per 60m ²
Shops and small supermarkets (201m ² - 1,000m ²)	2 commercial vehicle space		1 space per 40m ²
Shops and small supermarkets (1,001m ² - 2,000m ²)	3 commercial vehicle space		1 space per 40m ²
Supermarkets & Superstores	3 commercial vehicle space		1 space per 14m ²

(predominantly food) (> 2,000 m ²)		
Retail Warehousing and Garages		
Type of Development	Operational	Non-operational
Retail Warehousing (non-food) (non-DIY) (> 1,000m ²)	3 commercial vehicles spaces	1 space per 30m ²
Retail Warehousing (DIY & Garden Centres) (> 1,000m ²)	3 commercial vehicles spaces	1 space per 20m ²
Builders Merchants (Trade & Retail)	3 commercial vehicles spaces	1 space per 80m ² & 10% of GFA
Cash & Carry Warehousing (Trade Only) (> 1,000m ²)	3 commercial vehicles spaces	1 space per 50m ²
Open Air Markets & Car Boot Sales	1 space per stall pitch	1 space per 30m ² of gross stall pitch area including pedestrian circulation area
Garages	1 car/ lorry space per each car/ lorry service bay	2 car/ lorry spaces per each service bay
Service Stations (exhausts, MoT, tyres etc.)	1 lorry space & 20% of GFA	2 car/ lorry spaces per each service bay
Petrol Filling Stations	1 space for petrol tanker	4 spaces for ancillary use (eg automatic car wash)
Car Sales Premises	1 space per car transporter	1 space per 50m ² of retail area (internal & external)
Motorcycle Sales Premises	1 commercial vehicle space	1 space per 50m ² of retail area (internal & external)
Driving Schools, Private Hire / Vehicle Hire, Licensed Taxis	1.25 spaces per vehicle operated	1 space per 3 auxiliary staff
Industry and Industrial Warehousing (including Use Classes B2 & B8)		
Type of Development	Operational	Non-operational
Small Industry (< 100m ²)	1 van space	1 space
Small Industry (< 235m ²)	1 van space	2 spaces
Industry	see Annotation*	1 space per 120m ²
High Technical Industry	see Annotation*	1 space per 35m ²
Industrial Warehouse	see Annotation*	1 space per 140m ²
Storage Warehouse	1 commercial space per 500m ²	Nil
Distribution Centre (< 1,000m ²)	35% of GFA	1 space per 120m ²
Distribution Centre (> 1,000m ²)	25% of GFA	1 space per 120m ²

Annotation* - Operational requirements:

GFA (m ²)	Minimum (m ²)	GFA (m ²)	Minimum (m ²)	GFA (m ²)	Minimum (m ²)
100	70	500	100	1,001	150
250	85	1,000	150	2,000	200

Above 2,000m² GFA, the required minimum operational area should be taken as 10% of GFA.

Places of Entertainment		
Type of Development	Operational	Non-operational

Children's Play Centres	1 space per 3 members of staff	1 space per 20 m ² play area
Type of Development	Operational	Non-operational
Assembly Halls (Commercial) e.g. Bingo Hall	1 commercial vehicle space	1 space per 8m ²
Assembly Halls (Social) e.g. Unlicensed Club, Community Centres	1 commercial vehicle space	1 space per 15m ²
Cinemas, Theatres & Conference Centres	1 commercial vehicle space	1 space per 5 seats
Hotels and Restaurants		
Type of Development	Operational	Non-operational
Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public Houses & Licensed Clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 5m ² of public area including servery
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7m ² of dining area
Cafes & Drive-Thru Restaurants (see Annotation*)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14m ² of dining area (or part thereof)
Hot Food Takeaways	1 commercial vehicle space	1 space for non-resident staff & adequate on-street parking for customers nearby
Transport Cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

Annotation* - Restaurants including drive through facilities for ordering and collecting food by car must have an internal segregated access for this purpose and be provided with a minimum of 6 waiting spaces.

Community Facilities		
Type of Development	Operational	Non-operational
Hospitals*	Essential vehicles as required	2.5 spaces per bed
Health Centres & Surgeries	1 space per practitioner	1 space per 3 ancillary staff & 3 spaces per practitioner
Churches & Places of Worship	1 commercial vehicle space	1 space per 10 seats or 1 space per 8m ² of praying floorspace
Chapels of Rest	3 commercial vehicle spaces	as per Churches etc.
Funeral Homes	3 commercial vehicle spaces	1 space per 2 members of staff
Public Leisure Centres	1 commercial vehicle space	1 space per 2 facility users & 1 space per 3 spectators
Fitness Clubs, Leisure Clubs & Sports Clubs**	1 commercial vehicle space	1 space per 2 facility users
Marinas	1 car and trailer space	1 space per berth
Libraries	1 commercial vehicle space	1 space per 45m ²

* - This level of provision would be appropriate for acute and neighbourhood District Hospitals. For other types of hospitals a lower level of provision may be acceptable.

** - Clubhouse bar and restaurant facilities must always be separately assessed

Educational Establishment		
Type of Development	Operational	Non-operational
Day Nurseries & Creches (new build property)	1 commercial vehicle space	1 space per 2 full time staff
Day Nurseries & Creches (converted property)	Included in non-operational requirement	1 space per 2 full time staff
Nursery/ Infants/ Primary School	1 commercial vehicle space	1 space per each member of teaching staff & 3 visitor spaces, Bus parking as required
Secondary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 20 students of age 17 and 3 visitor spaces, Bus parking as required
Colleges of Higher/ Further Education	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 8 students and 5 visitor spaces.

6.2 Parking Zone 2

6.21 Parking Zone 2 includes all settlements in the rural countryside of Denbighshire, i.e. villages, hamlets and individual buildings in the open countryside. Except buildings in the open countryside, these settlements are either delineated by a development boundary (LDP policy RD1) or an area of search (LDP policy BSC6) on the LDP proposals maps.

6.22 These settlements may have a small number of local facilities within walking facilities. Motorised travel is required for most journeys. Public services are less than hourly and then only to one local centre. There may be no shortage of land for parking provision within the site but the adjacent highway system offers limited opportunities to park cars.

6.23 Notes to individual types of development can be found in Appendix 2.

Residential: New build & Conversion			
Type of Development	Residents	Visitors	
- as defined per Parking Zone 1 -			
Offices – Use Class B1 Business, Class A2 Financial & Professional Services			
Development	Requirement	Development	Requirement
Offices (< 1000m ²)	1 space per 25m ²	Offices (> 1000m ²)	1 space per 40m ²
Shops (including Supermarkets & Superstores)			
Type of Development	Operational	Non-operational	
Shops (< 200m ²)	1 commercial vehicle space	1 space per 60m ²	
Shops and small supermarkets (201m ² - 1,000m ²)	2 commercial vehicle space	1 space per 20m ²	

Retail Warehousing and Garages		
Type of Development	Operational	Non-operational
Builders Merchants (Trade & Retail)	3 commercial vehicles spaces	1 space per 80m ² & 10% of GFA
Open Air Markets & Car Boot Sales	1 space per stall pitch	1 space per 30m ² of gross stall pitch area including pedestrian circulation area
Garages	1 car/ lorry space per each car/ lorry service bay	2 car/ lorry spaces per each service bay
Service Stations (exhausts, MoT, tyres etc.)	1 lorry space & 20% of GFA	2 car/ lorry spaces per each service bay
Petrol Filling Stations	1 space for petrol tanker	4 spaces for ancillary use (eg automatic car wash)
Car Sales Premises	1 space per car transporter	1 space per 50m ² of retail area (internal & external)
Motorcycle Sales Premises	1 commercial vehicle space	1 space per 50m ² of retail area (internal & external)
Driving Schools, Private Hire / Vehicle Hire, Licensed Taxis	1.25 spaces per vehicle operated	1 space per 3 auxiliary staff

Industry and Industrial Warehousing (including Use Classes B2 & B8)

Type of Development	Operational	Non-operational
Small Industry (< 100m ²)	1 van space	1 space
Small Industry (< 235m ²)	1 van space	2 spaces
Industry	see Annotation*	1 space per 120m ²
Industrial Warehouse	see Annotation*	1 space per 140m ²
Storage Warehouse	1 commercial space per 500m ²	Nil

Annotation* - Operational requirements:

GFA (m ²)	Minimum (m ²)	GFA (m ²)	Minimum (m ²)	GFA (m ²)	Minimum (m ²)
100	70	500	100	1,001	150
250	85	1,000	150	2,000	200

Above 2,000m² GFA, the required minimum operational area should be taken as 10% of GFA.

Places of Entertainment

Type of Development	Operational	Non-operational
Children's Play Centres	1 space per 2 members of staff	1 space per 15 m ² play area
Assembly Halls (Commercial) e.g. Bingo Hall	1 commercial vehicle space	1 space per 8m ²
Assembly Halls (Social) e.g. Unlicensed Club, Community Centres	1 commercial vehicle space	1 space per 10m ²

Hotels and Restaurants

Type of Development	Operational	Non-operational
Hotels	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per bedroom
Public Houses & Licensed Clubs	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 3m ² of public area including servery

Type of Development	Operational	Non-operational
Restaurants	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 7m ² of dining area
Cafes & Drive-Thru Restaurants (see Annotation*)	1 commercial vehicle space	1 space per 3 non-resident staff & 1 space per 14m ² of dining area
Hot Food Takeaways	1 commercial vehicle space	1 space for non-resident staff & adequate on-street parking for customers nearby
Transport Cafes	1 commercial vehicle space	1 space per 3 non-resident staff & 1 commercial vehicle space per 2 seats

Annotation* - Restaurants including drive through facilities for ordering and collecting food by car must have an internal segregated access for this purpose and be provided with a minimum of 6 waiting spaces.

Community Facilities		
Type of Development	Operational	Non-operational
- as defined per Parking Zone 1 -		
Educational Establishment		
Type of Development	Operational	Non-operational
Day Nurseries & Creches (new build property)	1 commercial vehicle space	1 space per 2 full time staff
Day Nurseries & Creches (converted property)	Included in non-operational requirement	1 space per 2 full time staff
Nursery/ Infants/ Primary School	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff & 3 visitor spaces
Secondary Schools	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 10 students of age 17 and 3 visitor spaces, Bus parking as required
Colleges of Higher/ Further Education	1 commercial vehicle space	1 space per each member of teaching staff, 1 space per 2 ancillary staff, 1 space per 5 students and 5 visitor spaces.

7 Access for disabled people

7.1 The Equality Act 2010 protects people from discrimination in the workplace and in the wider society. All new public buildings are now required to be accessible to and have facilities for disabled people. The requirements of the Act do also apply to a wide range of buildings, including offices, shops, sport centres, church halls and education facilities. Additional information and guidance can be found in the document 'Inclusive Mobility' which was published by the Department of Transport in 2005.

7.2 Developers must give due consideration to the following aspects, which are considered important to disabled person.

- A. The signing of pedestrian routes - having established the most convenient location for parking the vehicles of disabled persons, it is essential that a clear system of sign posting to the appropriate access catering for disabled persons should be devised and, implemented by the developer.
- B. The gradient of any ramp should be as slight as possible. Further guidance is provided in The Buildings Regulations 2000 (as amended) Part M and 'Accessibility By Design – A Standard Guide' that was published by Local Authority Building Control Cymru. Developers should consider very carefully the relative levels of parking spaces and finished floor levels at an early stage in their planning, so that a level or near level pathway (preferably less than 5% gradient) can be maintained between the two, if at all possible.
- C. The difficulty caused to disabled persons in gaining entrance into a building is covered in 'Inclusive Mobility' but the delay in opening doors etc., can cause considerable discomfort and therefore the developer should consider providing a canopy over entrances designed for the use of disabled persons.

7.3 It is recommended that appropriately positioned parking places, preferably within 50 metres of the facility served by the car park and which are adequate in size and number, shall be provided for people with disabilities.

7.4 The recommended proportions of spaces for Blue Badge holders:

- For car parks associated with existing employment premises:
2% of the total car park capacity, with a minimum of one space.
- For car parks associated with new employment premises:
5% of the total car park capacity should be designated (to include both employees and visitors)
- For car parks associated with shopping areas, leisure or recreational facilities and places open to the general public;
6% of the total car park capacity should be designated (to include both employees and visitors)
- For car park associated with railway stations;
A minimum of one space for disabled railway employees plus:
 - for a car park with fewer than 20 spaces, one disabled space
 - for a car park of 20 to 60 spaces, two disabled spaces
 - for a car park of 61 to 200 spaces, three disabled spaces
 - for a car park with more than 200 spaces, 4% of capacity plus four disabled spaces.

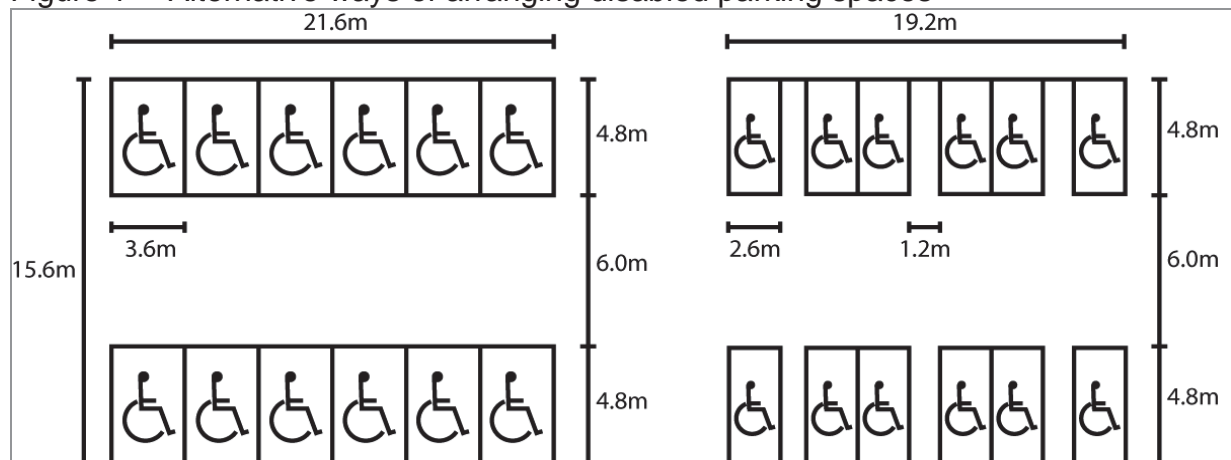
7.5 Notes relating to disabled motorists parking standards

- If only 1 space is required as part of the total operational or non-operational parking provision, the layout must conform to the requirements for disabled motorists parking (see Appendix 3).
- The number of parking spaces required for disabled employees is included in the total number of non-operational parking requirements. However, a single disabled parking space must be provided as a minimum.
- If there is no requirement for non-operational parking, the Council will encourage developers to provide a setting-down point for disabled people on firm and level ground, close to the main entrance to the building.

7.6 Disabled persons parking bays in off-street locations should be marked out with yellow lines and a yellow wheelchair symbol within the parking space. A sign, or if appropriate signs should be provided at the entrance to the car park to direct disabled motorists to designated parking spaces which, if the car park is not under cover, should also have raised signs at the head of the reserved bays. Signs inside the car park should show the most convenient way to the facilities served by the car park, with an approximate distance to those facilities. The marking out should comply with British Standard BS8300:2001 'Design of buildings and their approaches to meet the needs of disabled people – Code of Practice'.

7.7 On street disabled parking bays should be indicated by signs and marked out in full compliance with the Traffic Signs Regulations and General Directions (1994). Each bay should have a raised sign at the head of the bay to ensure that if snow or fallen leaves obscure the road marking, the purpose of the bay is still apparent.

Figure 1 Alternative ways of arranging disabled parking spaces



8 Cycle parking standards

- 8.1 Cycle parking should be located in a safe, secure and convenient location. Care should also be taken to ensure that cycle parking facilities are not located where they may obstruct pedestrians, disabled persons and particularly people with sight problems. Appropriate signing should always be provided to indicate the location of short term cycle parking.
- 8.2 For reasons of security, cycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. In certain instances this could be supplemented through the introduction of CCTV or other security means.
- 8.3 The design of cycle parking facilities. Sheffield stands (n-shaped steel bars set into the ground) are best suited for short stay parking. These should be:
- 750mm high, 700mm long and at least 250 mm into the ground;
 - spaced a minimum of 800mm apart;
 - polyester powder coated, coloured to match existing street furniture or buildings, (or else painted in black); and
 - be protected from the elements by a wall, shelter or canopy.
- 8.4 Hitching rings or hoops affixed to walls and buildings can also be used where space is limited and where Sheffield stands cannot be accommodated. These should be positioned at 1.8m intervals and 750mm above ground level.
- 8.5 All residential developments should be accessible by cycles and cycle storage should be a factor of dwelling design. In appropriate circumstances, convenient communal facilities may be provided. Guidance on this subject is available within Manual for Streets.
- 8.6 Small clusters of cycle parking facilities are preferable to large, central parking compounds. All stands should be located so as not to obstruct or endanger pedestrians, particularly visually impaired or partially sighted pedestrians and wheelchair users. Bollards painted with contrasting stripes may be required to give additional protection in this respect. Cycle parking areas may also need to be surrounded by tactile markings.
- 8.7 Cycle parking facilities should not damage the area's townscape or landscape. In Conservation Areas and Listed Buildings, special attention should be paid to the siting, design and materials used for the parking facilities. Measures which detract from the character or setting of a Listed Building or which damage the character of Conservation Areas will be resisted.
- 8.8 Further guidance on the design of cycle parking is available in the Department for Transport Traffic Advisory Leaflet 5/02 'Key Elements of Cycle Parking' and in Sustrans Information Sheet FF37 'Cycle Parking'.
- 8.9 For the application of the following standards, it is assumed that the typical dimension of a bicycle is 1.8m x 0.6m. There is no differentiation between

different parking zones. A minimum of 1 space should be provided for all types of development.

8.10 Minimum Cycle Parking Standards

Land Use Type	Number Of Spaces Required
Shops	
Small convenience shops	1 per 100m ² (or part thereof)
Food supermarkets	1 per 150m ² (or part thereof)
Non-food retail	1 per 200m ² (or part thereof)
Banks, building societies, betting shops	1 per 60m ² (or part thereof)
Food and drink outlets	1 per 60m ² (or part thereof)
Industrial Uses	
Administrative offices, research and development uses	1 per 350m ² (or part thereof)
General industrial uses	1 per 500m ² (or part thereof)
Storage and distribution uses	1 per 1,000m ² (or part thereof)
Residential Uses	
Hotels and guest houses	1 per 10 guest beds
Residential care homes, nursing homes and hospitals	1 per 10 employees
Residential schools, residential colleges and residential training centres	1 per 10 staff & 1 per 5 students
Dwellings	No prescribed standard. However, secure and convenient communal cycle parking areas may be required in appropriate circumstances (e.g. higher density developments with limited, or no car parking).
Community Uses	
Primary and secondary schools	4 per classroom
Sixth form and FE Colleagues	1 per 35m ²
Medical and health centres	2 per consulting room
Leisure Uses	
Art galleries, museums and libraries	1 per 150m ²
Cinemas, leisure centres, bingo halls, concert halls	1 per 75m ²

9 Motorcycle parking standards

9.1 Motorcycle parking should be located in a safe, secure and convenient location where other vehicles cannot encroach or obstruct the motorcycle parking area.

9.2 Motorcycles are prone to theft. For reasons of security, motorcycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance. Surrounding high walls or shrubbery should be avoided as they could provide cover for thieves. In certain instances the introduction of CCTV or other security means could be necessary. In particular these facilities should be located where other larger vehicles, such as vans, could not be used to steal the motorcycles.

- 9.3 Robust anchor points must be provided to lock the motor cycles to, but the design of the anchor points must be such that they are able to accommodate a wide range of motorcycle wheel sizes, but without affording easy leverage for bolt croppers or other equipment used for the purposes of theft. Care must also be taken to ensure that locking facilities do not present a trip hazard to pedestrians, disabled persons and particularly people with sight problems.
- 9.4 Covered motorcycle parking would clearly be of benefit to riders, particularly for long term parking, as would the supply of convenient litter bins as riders have little space for carrying surplus articles. It is also important to consider the supply of lockers for storage of riders' protective clothing and helmets.
- 9.5 Motorcycle length and width dimensions are generally reduced when parked, as the front wheel will be turned to a locked position. The effective length and width vary between about 1600mm to 2300mm (length) and 650mm to 900mm (width). A bay size of 2.8m x 1.3m is recommended.
- 9.6 A further consideration is that of disabled riders. It is suggested that provision be made for disabled riders by way of special marked-out bays of increased size. Any rider experiencing reduced mobility and strength will benefit from extra room to position themselves to the side of their bike when manoeuvring or mounting.
- 9.7 Motorcycle parking bays should not be surfaced with bitumen based material as it can soften in hot weather, causing the stand of the motorcycle to sink and the bike to topple. Concrete surfaces should avoid this problem. Further guidance is available in Manual for Streets.
- 9.8 There is no differentiation between different parking zones with regard to motorcycle parking requirements in new developments. If there is no requirement for the provision for car parking then motorcycle parking spaces will not be required either.

Type of development	Motorcycle Parking Provision
All classes of development	5% of provision for car parking

10 Landscaping

- 10.1 Planting should be used in car parks to relieve the monotony of areas of paving: to define or screen parking bays, and to provide visual features. Landscaping is seen as an integrated part of the design of parking areas and not as an after thought. Grass, ground cover plants, shrubs and trees used in car parks should be pollution resistant varieties, and in the case of trees should not be a type liable to heavy leaf fall, fruit dropping or branch shedding. Particularly to be avoided are most varieties of lime, maiden hair and horse chestnut. Care should be taken that planting does not obscure sight lines at junctions or remove any degree of natural surveillance.
- 10.2 Plant selection should reflect local character and vegetation and draw on native as well as the more ornamental of exotic species. Ultimate height and

spread should be considered in relation to nearby structures. Plant selection must exclude those species of plant that harbour litter and future maintenance should be considered.

- 10.3 A useful guide for species choice is available on a web site compiled by the Horticultural Trades Association in consultation with the Landscape Institute at www.plantspec.org.uk.
- 10.4 In some circumstances, hard landscaping may be more appropriate, e.g. concrete blocks, bricks, paving slabs, cobbles. There is a wide variety of surfacing materials available, which can be used for car parks. The choice of which one to use in a specific situation will depend on the intensity of use expected, the desired appearance and the amount of money available for laying and maintenance.
- 10.5 The design and landscaping of car parks should take into account the guidance contained within the assessment guidelines of the Park Mark safer parking initiative of the Association of Chief Police Officers as well as the more general requirements of Planning Policy Wales Technical Advice Note12: Design (TAN12).

11 **Contacts / Sources**

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CSS Wales - County Surveyors' Society Wales: Wales Parking Standards 2008

Denbighshire Local Development Plan 2006 – 2021, LDP theme: Achieving Sustainable Accessibility, adopted 2013

Denbighshire Unitary Development Plan 1996 – 2011, Supplementary Planning Guidance Note 21: Parking Requirements in New Developments, 2004

Department for Transport: Inclusive Mobility (2005)

Welsh Government, Planning Policy Wales (~~Edition 5~~ **Edition 6**), ~~November 2012~~
February 2014

Appendix 1 - Definitions

- A1.1 *Operational Parking Space* - Sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time and to manoeuvre with ease and stand for loading and unloading without inconvenience to vehicles and pedestrians on the public highway or to other users of the site.
- A1.2 *Non-Operational Parking Space* - The space occupied by vehicles not necessarily used for the operation of the premises.
- A1.3 *Residential Parking Space* - Includes space required for residents and space for cars of people visiting the residents.
- A1.4 *GROSS Floor Area* - The standards that are related to floor areas are GROSS floor area, i.e. including external walls, except where the text stipulates otherwise in respect of public houses, restaurants, cafes and places of worship.
- A1.5 *Extension or Development of Existing Buildings* – Any development carried out within the framework of the General Permitted Development Order (therefore, not requiring planning permission) is not subject to the parking requirements set out in this document. However, any parking displaced must be relocated.
- A1.6 *Public Transport Accessibility* - Public transport provision has the potential to reduce use of the car and where appropriate the level of this provision should be enhanced by planning gain through the planning process at the expense of developers.
- A1.7 *Employment Density* - The standards have been assessed on density norms (retail 19.5 m² per employee; industrial 35 - 45m² employee, office 16.5m² per employee). Variations in density may be treated on their merits.
- A1.8 *Land Use* - for the purpose of applying the parking standards the following table outlines the land uses specified within the Town and Country Planning (Use Classes) Order 1987 and subsequent amendments.
- A1.9 Certain uses within this document do not fall within any specific Use Class and therefore must be dealt with separately (see sui generis) e.g. open air markets. The absence of parking standards for a particular land use does not mean that no parking provision will be required.
- A1.10 Table 1 lists examples of types of developments with regard to the 'Town and Country Planning (Use Classes) Order 1987 (as amended)' classification.

Table A1: Examples of land uses per category in Town and Country Planning (Use Classes) Order 1987 (as amended)

Use Classes in 1987 Order	Land Uses in Parking Guidelines
Class A1: Shops	Shops; Supermarkets and Superstores; Retail Warehousing (Cash and Carry)
Class A2: Financial & Professional Services	Offices (only in cases where premises are provided principally for visiting members of the public)
Class A3: Food & Drink	Restaurants; Public Houses; Cafes; Transport; Licensed Clubs
Class B1: Business	Offices (other than in A2 above) / Light Industry
Class B2: General Industrial	Industry
Class B8: Storage or Distribution	Wholesale Warehousing
Class C1: Hotels & Hostels	Hotels
Class C2: Residential Institutions	Homes for the Elderly, Children, etc; Nursing Homes; Hospitals
Class C3: Dwelling houses	General Purpose Houses & Flats; Sheltered Accommodation
Class D1: Non-Residential Institutions	Health Centres; Surgeries; Churches; Schools; Colleges of Higher & Further Education; Libraries etc.
Class D2: Assembly and Leisure	Leisure Centres; Sports Clubs; Bingo Halls

A1.11 The Standards have not been defined in terms of the 1987 Use Classes Order as this would lead to wide ranges of recommended provision, e.g. Class B1 business encompasses some office uses and industry. A standard anticipating this inter-changeability would be very wide and therefore, standards are only given for specific land use concerned e.g. office or industrial use.

A1.12 In view of the inter-changeability of uses it may be necessary to impose restrictions on development within these wider classes in order to reflect car-parking requirements.

A1.13 In addition, the Council reserves the right to treat all planning applications on their merits according to the size, nature, location, density, employment and traffic generation characteristics of the proposed development and its impact on the local and regional highway network.

A1.14 The acceptance of a submitted travel plan by the local authority may require the preparation of a Section 106 Agreement to ensure continual compliance with the contents of the travel plan.

Appendix 2 - Notes relating to parking standards

Notes relating to Residential parking standards

- A2.1 Curtilage parking and garages should be provided as the most secure parking option wherever possible, preferably located alongside the dwelling. Remote garage blocks must be avoided. Garages may only be counted as parking spaces if they have clear internal dimensions, as suggested by Manual for Streets, for a single garage of 6m x 3m. If disabled access is required, these dimensions must be increased to 6m x 3.8m.
- A2.2 For developments where clear evidence has been supplied that car ownership levels will be lower than normal, a more flexible approach to numbers of parking spaces may be taken. Acceptable evidence of this would be a contractual arrangement with tenants to secure low car ownership levels.
- A2.3 In respect of residential homes for the elderly and nursing homes, sufficient operational space must be provided close to the building to enable ambulance access and egress in a forward gear.
- A2.4 Visitor parking must be designed as an integral part of any development where it is required and must take into account the needs of the disabled.

Notes relating to Office parking standards

- A2.5 Any office development carried out within the framework of the General Permitted Development Order (therefore, not requiring planning permission) is not subject to the parking requirements set out in this document. However, any parking displaced must be relocated.
- A2.6 Consideration may be given to a relaxation of the parking requirements in shopping areas for the change of use at ground floor level of premises from Use Class A1 (shops) to Use Class A2 (Financial & Professional Services).

Notes relating to Shop parking standards

- A2.7 Although 'retail parks' may have shared parking, such developments will still require similar levels of parking to single stores, because of the longer duration of parking. Where existing premises are used for the establishment of a stall type market, the applicant shall identify a location for the provision of visitor parking.
- A2.8 Any development referring to shops and carried out within the framework of the General Permitted Development Order (therefore, not requiring planning permission) is not subject to the parking requirements set out in this document. However, any parking displaced must be relocated.
- A2.9 The non-operational standard includes employees parking. In addition to the operational parking requirements for servicing purposes, sufficient additional

space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the store servicing area in a forward gear.

Notes relating to Retail Warehouse and Garage parking standards

A2.10 The range of trip generation and parking demand at retail warehouses varies to a considerable extent. The parking requirements of the most common types of store can be classified in broad bands. This is reflected by the tabulated requirements.

Highest requirement -	DIY stores
Mid-range requirements -	Electrical/ gas appliance, flat pack furniture stores
Lowest requirements -	Assembled furniture/ carpet stores, household and leisure goods stores

A2.11 Although 'retail parks' may have shared parking, such developments will still require similar levels of parking to single stores, because of the longer duration of parking.

A2.12 Where existing premises are used for the establishment of a stall type market, the applicant shall identify a location for the provision of visitor parking. The non-operational standard includes employees parking. Relaxation may be given to the parking requirements at fast service centres, e.g. tyres, exhausts. MOT etc. Where car sales premises include external display areas, additional parking space will be required.

A2.13 In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.

A2.14 Convenience stores located at petrol filling stations will attract customers who do not also purchase petrol and will therefore require parking space. The additional requirement for this must be assessed as for a small shop.

Notes relating to Industry / Industrial Warehousing parking standards

A2.15 Vehicles should be able to enter and leave the site in forward gear. Relaxation permitted for operational space when special servicing arrangements are made. Visitor parking is included in non-operational parking.

A2.16 Any industrial warehousing development carried out within the framework of the General Permitted Development Order (therefore, not requiring planning permission) is not subject to the parking requirements set out in this document. However, any parking displaced must be relocated.

A2.17 High tech industries are companies specialising in technical innovation usually microprocessor based. If the premises are to be used as a

distribution depot, adequate space must also be provided to accommodate commercial vehicles that are likely to be parked overnight.

Notes relating to Places of Entertainment parking standards

- A2.18 In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.

Notes relating to Hotel and Restaurant parking standards

- A2.19 Facilities for non-residents should be assessed by applying the appropriate category. An allowance should be applied where facilities are to be shared. The range in the parking requirements between zones allows for the distinction between 'country' public houses and 'suburban' public houses which are likely to have a higher proportion of walk-in trade.
- A2.20 Any hotel or restaurant development carried out within the framework of the General Permitted Development Order (therefore, not requiring planning permission) is not subject to the parking requirements set out in this document. However, any parking displaced must be relocated.
- A2.21 The non-operational requirement for restaurants and cafes in established shopping areas may be relaxed if it can be shown that they are 'incidental' to the shopping area or where such restaurants are used largely in the evening when adequate parking exists in the vicinity. However, adequate parking for staff must be provided at the rear. (This does not apply to transport cafes).
- A2.22 In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area in a forward gear.

Notes relating to Community Facilities parking standards

- A2.23 This range is intended to reflect different catchment areas of churches and places of worship. One serving a local area would require a lower provision than one serving a wide area.
- A2.24 Consideration must be given to the provision of a coach parking area where appropriate, and to cycle and motorcycle parking. In addition to the operational parking requirements for servicing purposes, sufficient additional space must always be provided to allow servicing vehicles to both enter and leave the curtilage of the premises' servicing area, where provided, in a forward gear.
- A2.25 The reference to practitioner includes doctor, dentist, nurse, health visitors etc.

Notes relating to Educational Establishments parking standards

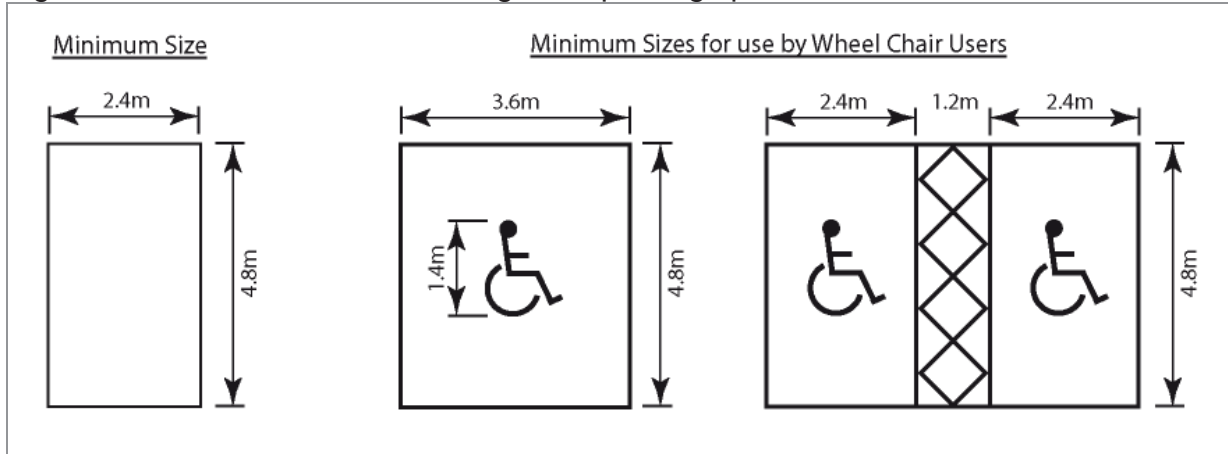
- A2.26 In addition to the non-operational parking an area must be provided for the picking up and setting down of school children. In the case of Day Nurseries in converted properties the availability of adequate kerbside capacity (i.e. unrestricted parking) should be taken account of. This should be assessed when the nursery is at full capacity. Where part-time staff are employed they should be aggregated to their full time equivalents.
- A2.27 Experience has shown that a minimum of 15 car spaces will be required for most other types of schools. Exceptions to this may be specialised (e.g. religious or Welsh) secondary schools with a large catchment area where a reduced number may be adequate, or larger schools in each category where a substantial increase (up to 50) may be desirable. With regard to buses, sufficient off street spaces should be provided for all services that the operator of the new school anticipates running for pupils, with the exception of passing service buses.
- A2.28 The parking area should include a facility for vehicles to turn without reversing. In exceptional circumstances a circulation/turning area remote from pupil circulation areas would be acceptable.
- A2.29 Definitions of schools for the purposes of these standards:
- | | |
|-----------|---|
| Nursery | - pre-school age groups 3 – 5 often in converted residential property |
| Infants | - formal schools ages 3 to 7 |
| Primary | - schools for children in the range 5 or 7 to 11 |
| Secondary | - age range 11 to 18 |
- Colleges of Higher and Further Education – includes sixth form colleagues
- A2.30 Appropriate provision must be provided for parental drop off/pick up of children as dictated by local circumstances and any school travel plan. Drop off areas must be located so that the safety of pupils walking or cycling to school is not jeopardised.

Appendix 3 - Layout of parking areas

A3.1 Figure 2, below, displays the minimum size for a single car parking space with additional requirements for wheel chair users.

A3.2 Disabled Driver's Vehicles – The standard dimensions of car parking spaces are 4.8m x 3.6m. This allows transfer from vehicle to wheelchair. With certain layouts standard bays can be used but additional provision must be made for the disabled to transfer to wheelchairs. Access to the rear must be provided.

Figure A2 Minimum size of a single car parking spaces



A3.3 Figures 3 a/ b illustrate alternative ways of arranging 12 car parking spaces. The first figure (3a) shows layout standards in accordance to the minimum car parking space size of 4.8m x 2.4m, whereas the measures in the second figure (3b) are based on a standard car parking space of 4.8m x 2.6m.

Figure A3a Alternative ways of arranging 12 car parking spaces in accordance to the minimum car parking space size of 4.8m x 2.4m

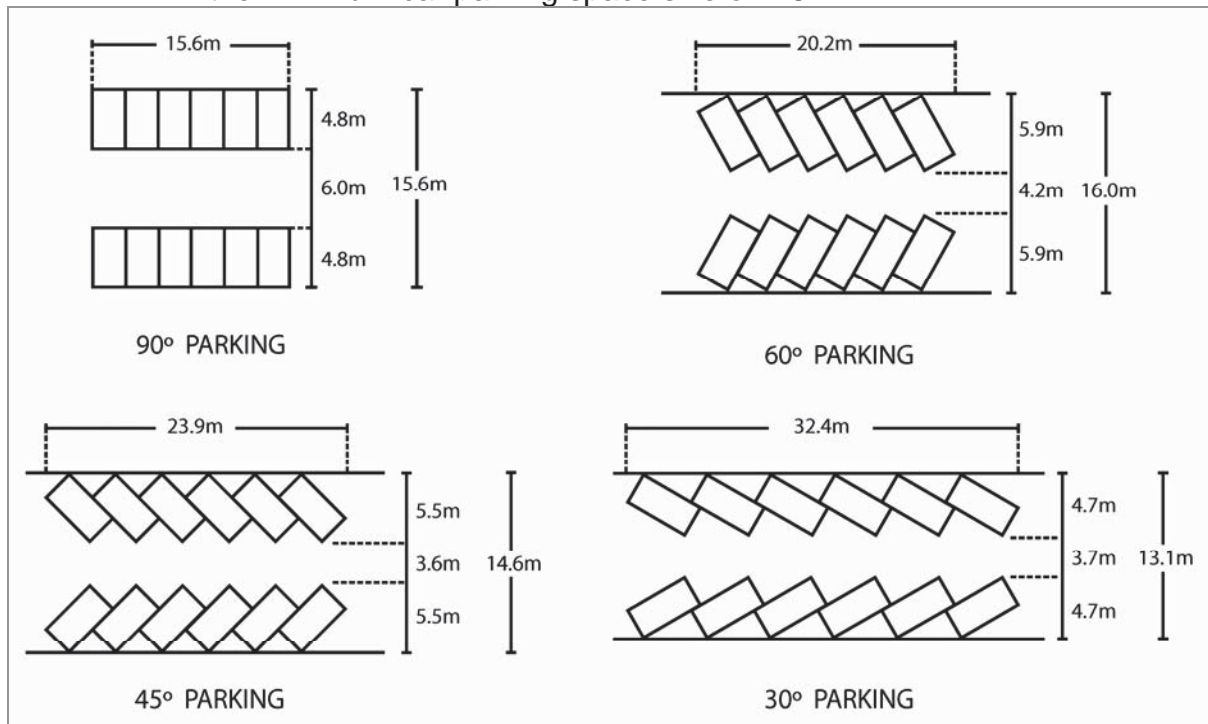
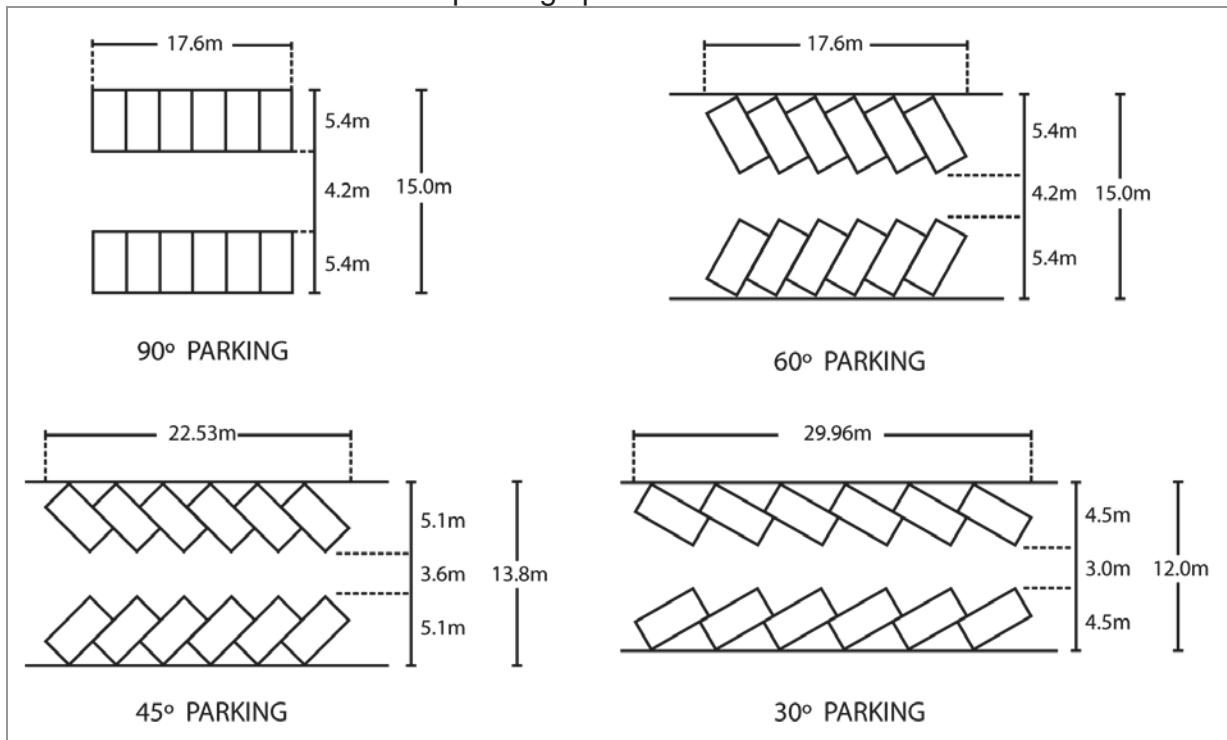
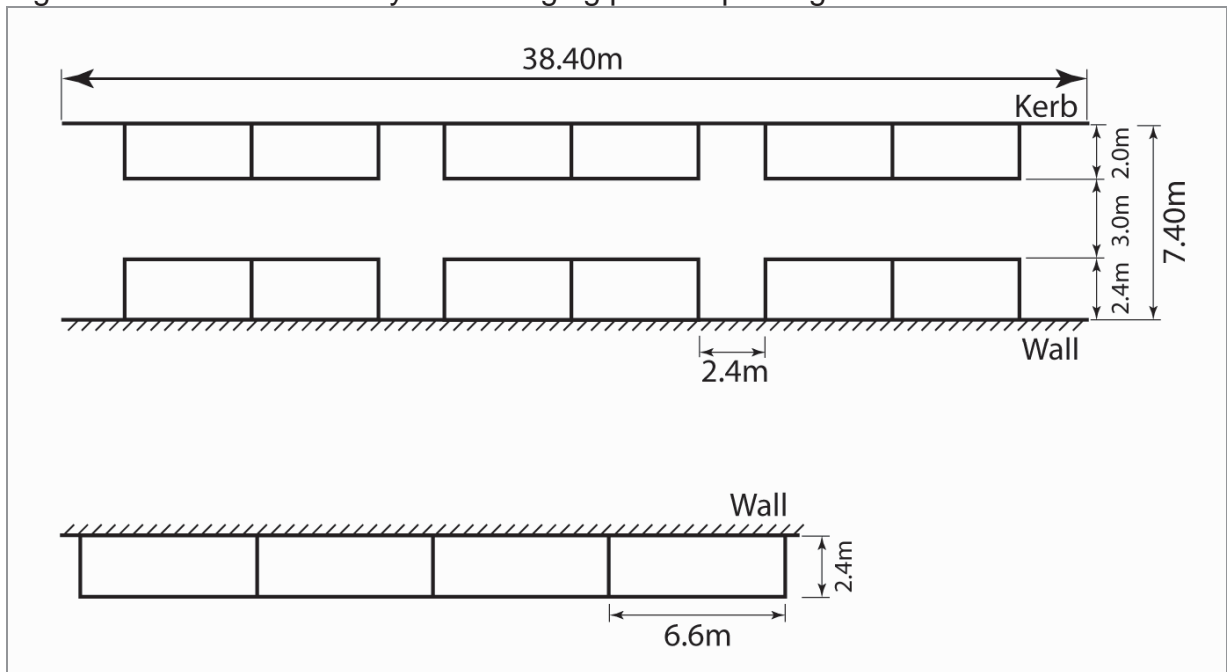


Figure A3b Alternative ways of arranging 12 car parking spaces in accordance to the standard car parking space size of 4.8m x 2.6m



A3.4 Parking arrangements along public roads have to take into consideration the minimum circulation aisle width of 3.0m for single way traffic and 5.0m on road accommodating two-way traffic.

Figure A4 Alternative ways of arranging parallel parking



A3.5 Vehicle Bays - The bay must be of sufficient size and be located so that the vehicle can be manoeuvred within the site, e.g. the 12m rigid lorry requires an absolute minimum of 105m² to allow it to leave a site in forward gear.

Further details of good design practice can be found in appropriate Highway Authority Design Standards or 'Designing for Deliveries', Freight Transport Association 1998.

A3.6

Articulated* (goods) vehicles	16.50m x 2.55m
Articulated low loader vehicles	18.00m x 2.55m
Rigid vehicles	12.00m x 2.55m
Buses and Coaches (two axes)	13.50m x 2.55m
Buses and Coaches (three axes)	15.00m x 2.55m
Buses and Coaches (Articulated)	18.75m x 2.55m
Refrigerated vehicles maximum allowed is 2.65m.	

* - Road Traffic Act 1988: "‘articulated goods vehicle’ means a motor vehicle which is so constructed that a trailer designed to carry goods may by partial superimposition be attached to it in such a manner as to cause a substantial part of the weight of the trailer to be borne by the motor vehicle..."

Appendix 4 – Members’ discussion

A4.1 ~~Appendix 4 will not be part of this Supplementary Planning Guidance note once adopted. It has been included to reflect the discussion that Members of the Council had at the Planning Committee meeting on 22nd January 2014.~~

A4.2 ~~Despite the fact that there aren’t any detailed questions posed in the document, members of the Public may want to comment on the following matters.~~

A4.3	Councillor’s query	Reference in the document
A4.4	Members pointed out the ‘chaotic’ and inadequate levels of parking provided within the town centres of Llangollen and Rhyl.	Denbighshire County Council ‘Highways and Environmental Services’ and ‘Housing and Community Development’ are jointly working on the development of a new parking policy and parking enforcement strategy for the County. This document will be the first port of call to address matters of parking congestion areas and parking enforcement. The draft SPG ‘Parking Requirements’ contributes to the Council’s emerging Parking Policy in setting out the amount of spaces required for new developments and conversions.
A4.5	Why does the document propose different levels of parking for the West Rhyl regeneration area?	The draft SPG ‘Parking Requirements’ does not propose different parking standards for individual parts of Rhyl. (See paragraph 6.11) i.e. the same parking standards will be applied to new developments or conversions in Rhyl South, Rhyl East, and Rhyl West (including the Strategic Regeneration Area). It is proposed to require a maximum of 1 car parking space per bedroom for new houses and apartments. (See paragraph 6.13) Accordingly, a new 3 bedroom house within the West Rhyl SPG area may have up to 3 parking spaces provided on / off-site, depending on the local circumstances. This is the same amount of spaces as the currently adopted (previous UDP) SPG 21 ‘Parking Requirements in New Development’ would allow for.
A4.6	How does the content of the draft SPG relate to the West Rhyl SPG document?	Reference to West Rhyl in the Parking SPG, paragraph 4.4, has been included into the document to make developers aware of the fact that there is further

		guidance available on selected topics and that there may be additional requirements applicable to their proposal. Since the West Rhyl SPG contains two paragraphs on parking in this particular area of Rhyl (See LDP SPG 3: paragraphs 5.7 and 5.8), reference to the document was included. Both paragraphs contain advice on design and location but not the number of car parking spaces to be provided.
A4.7	Should there be particular reference to motorcycling parking bays due to the fact that more and more bikes are merely parked in car parking bays?	Paragraph 9.5 contains reference to motorcycle parking bays. A bay size of 2.8m x 1.3m is recommended.
A4.8	Is there a consistent approach to the provision of car parking with regard to design and layout in conservation areas?	Conservation areas aim at preserving and enhancing areas because of their special architectural appearance or historic interest. Due to their place-specific nature, this SPG does not propose any details with regard to design and layout for car parking provision. Paragraph 5.1 (3rd bullet point): 'In certain circumstances, e.g. Conservation Areas, modifications of the standards may be allowed in order to preserve built / natural environmental conditions.' Layout and Design matters will be assessed on the proposal's merits.
A4.9	Clarification was sought on terminology such as, non-operational parking spaces, and a request for improving the documents' user-friendliness.	The document's layout and wording has already been changed where practicable after seeking Members' initial comments on the draft document. 'Parking standards' is a highly technical (highways) topic. Appendix 1 provides definitions for selected terms that were frequently used throughout the document. This terminology is commonly used by other planning authorities.

Appendix II: Report of Consultation – Draft Supplementary Planning Guidance note: Parking Requirements in New Developments.

1. Introduction

- 1.1 This report sets out the consultation that was undertaken on the draft Supplementary Planning Guidance (SPG) note: Parking Requirements in New Developments, including a summary of the responses received and how they have been taken into account by the Council.
- 1.2 The Council consulted with members of the public on the draft document for a period of 8 weeks between 3rd March 2014 and 28th April 2014. The consultation exercise included public notices in local papers, press releases, and a letter to all people on the Denbighshire Local Development Plan 2006 – 2021 (LDP) database, including: City, Town and Community Councils, Councillors, adjacent local authorities, and the general public informing them of the consultation and telling them how to respond.
- 1.3 Copies of the draft document were made available on the Denbighshire County Council website, in Public Libraries and the Council's One Stop Shops.

2. Responses received

- 2.1 The Council received a total of 4 representations on the draft SPG, including Bodfari Community Council, Natural Resources Wales, and the Campaign for the Protection of Rural Wales.
- 2.2 Respondents to the public consultation raised the following issues:
 - Consideration should be given for a requirement for permeable surfaces to be incorporated in large scale parking areas;
 - Provision of plug-in recharging facilities for electric/hybrid vehicles; and
 - Parking Standards should not be based on 'predict and provide' methodology, and promote the use of alternative modes of transport.
- 2.3 Copies of all public consultation responses can be obtained by contacting the Planning Policy team in Denbigh by phone: 01824 706916 or by email: ldp@denbighshire.gov.uk. A summary of the consultation responses are included at the end of this report in Table 1.

3. Changes proposed

- 3.1 After carefully considering all representations, the Council decided not to propose any changes to the content of the document. However, it was necessary to make minor amendments to the SPG due to factual changes, as indicated in Table 2.

Table 1: Consultation responses

<i>Name</i>	<i>Organisation</i>	<i>Comment (summary)</i>	<i>Council's response</i>	<i>Changes proposed</i>
Matthew Ellis	Natural Resources Wales (NRW)	NRW do not wish to express comments or observations on this document.	Comment noted.	No change proposed.
M W Moriarty	Campaign for the Protection of Rural Wales	It is considered that the document's content is comprehensive and adequate.	Support welcome.	No change proposed.
Alex Litherland	Bodfari Community Council	Consideration should be given to the requirement to implement permeable surface in large scale parking areas. New parking areas should provide plug-in / recharging facilities for electric and hybrid vehicles.	Draft SPG (paragraph 10.5) and Manual for streets provide guidance on the choice of paving and surface material. Prescribing the provision of plug-in / recharging facilities would be premature without identified need. However, those facilities may be provided in line with rising demand.	No change proposed.
Alun Pugh	---	Respondent disapproves of the so-called 'predict and provide' methodology. Proposed standards for car parking is too high, and continuous to encourage the use of private cars as the default transport option.	Parking standards are defined in line with national and regional guidance to alleviate anticipated demand for spaces, and adverse effects on surrounding areas. The SPG allows for local deviation depending on local circumstances, see paragraph 5.2 and 5.3. The document does not only focus on car parking but provides also standards for motorbike and cycle facilities.	No change proposed.

Table 2: Factual changes proposed by Officers

<i>Paragraph</i>	<i>Proposed Change</i>	<i>Justification</i>
SPG title	Replace 'DRAFT Supplementary Planning Guidance Note: Parking Requirements in New Developments (November 2013)' with 'Supplementary Planning Guidance Note: Parking Requirements in New Development May 2014)'	Editorial change to reflect document progress towards adoption by the Council
2.1	Replace 'This SPG document was formally approved for public consultation by Denbighshire County Council's Planning Committee on 22.01.2014.' with 'This site development brief was formally adopted by Denbighshire County Council's Planning Committee on XXXX. '	Editorial change to reflect document progress towards adoption by the Council
2.2	Replace 'Planning Policy Wales Edition 5 (November 2012)' with 'Planning Policy Wales Edition 6 (February 2014)'	Factual change – new document issued in February 2014
4.1	Replace 'Planning Policy Wales (Edition 5 - November 2012)' with 'Planning Policy Wales (Edition 6 – February 2012)'	Factual change – new document issued in February 2014
11	Replace 'Planning Policy Wales (Edition 5), November 2012 with 'Planning Policy Wales (Edition 6), February 2014'	Factual change – new document issued in February 2014
Appendix 4	Delete Appendix 4	Appendix 4 was included to reflect discussion Members had at Planning Committee on 22th January 2014.
Document footer	Delete document footer, including text 'Draft SPG: 'Parking Requirements in New Developments'	Amendment to document design

Draft LDP SPG 'Parking Requirements'
18 July 2014

Equality Impact Assessment

Draft LDP SPG 'Parking Requirements'

Contact: Karsten Brußk

Updated: 18.07.2014

1. What type of proposal / decision is being assessed?

Other

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

<p>Supplementary Planning Guidance notes (SPGs) amplifying the development plan policies in a clear and concise format with the aim of improving the process, design and quality of new development.</p> <p>The availability of car parking is a key element in managing car use and a major influence on the choice of transport. Car parking can take up large amounts of space in developments thereby reducing densities. Poor design and layout of parking areas can make it more difficult to provide effective walking, cycling, and public transport links.</p>

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

No	<p>Supplementary Planning Guidance notes (SPGs) and SDBs amplify Denbighshire Local Development Plan 2006 – 2021 (LDP) policies in a clear and concise format with the aim of improving the process, design, and quality of new development. They do not set out any new policies.</p> <p>This SPG is linked to LDP policy ASA3 'Parking Standards', which was assessed as part of the LDP document production – see Denbighshire LDP 'Equality Impact Assessment Report (May 2011)'. It was concluded in table2: 'Screening of the Denbighshire Local Development Plan policies' that this policy is likely to 'Promote equality of opportunity by ensuring that new developments are accessible to all users, including mobility impaired'.</p>
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4. **Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken**

(Please refer to section 1 in the toolkit for guidance)

N/A

5. **Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

(Please refer to section 1 in the toolkit for a description of the protected characteristics)

N/A

6. **Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

N/A

7. **Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

<Please Select>	<If yes, please provide detail>
-----------------	---------------------------------

8. **Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<Please Select>	N/A
-----------------	-----

Action(s)	Owner	By when?
<Please describe>	<Enter Name>	<DD.MM.YY>
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9. **Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

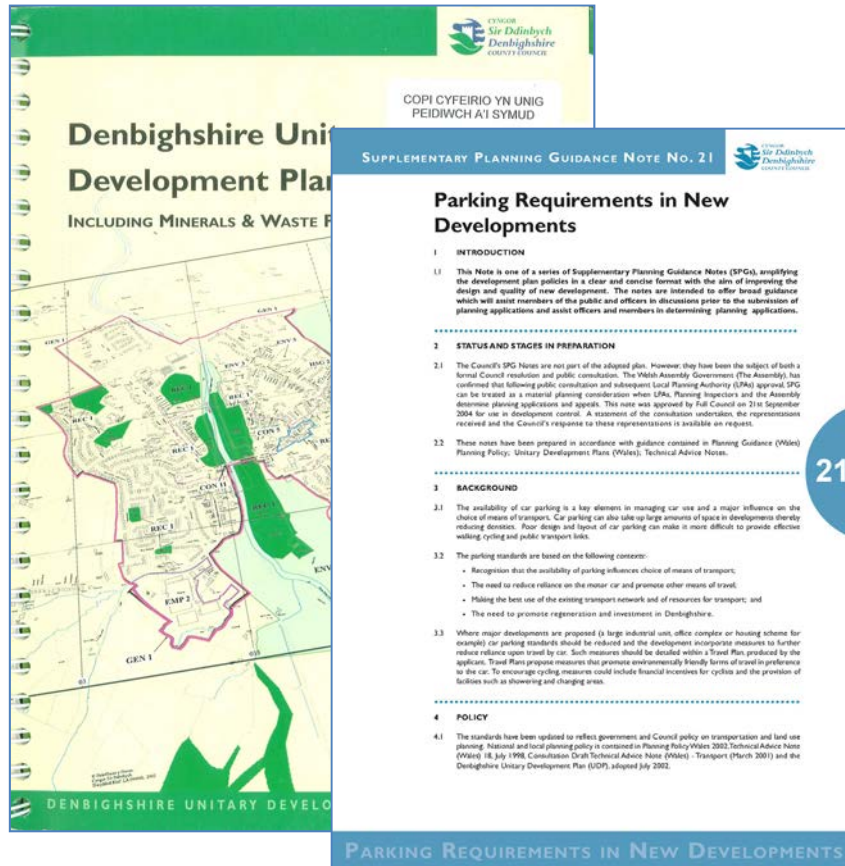
Review Date:	<DD.MM.YY>
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Name of Lead Officer for Equality Impact Assessment	Date
Karsten Brußk	18.07.2014

Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

Draft SPG: Parking requirements in New Developments

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Denbighshire Unitary Development Plan
 INCLUDING MINERALS & WASTE PLANNING

SUPPLEMENTARY PLANNING GUIDANCE NOTE NO. 21

Parking Requirements in New Developments

21

PARKING REQUIREMENTS IN NEW DEVELOPMENTS

DENBIGHSHIRE COUNTY COUNCIL

LOCAL DEVELOPMENT PLAN
 2006 – 2021

Adopted 4th June 2013

DRAFT Supplementary Planning Guidance Note:
Parking Requirements in New Developments (November 2013)

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Draft SPG: 'Parking Requirements in New Developments' - 1 -



Draft SPG: Parking requirements in New Developments

Table 1: Comparison between UDP SPG no.21 and LDP Draft SPG

Examples	SPG no. 21 'Parking Requirements in New Developments'	Draft SPG 'Parking Requirements in New Developments'
Housing estate consisting of 7 three bedroomed houses and 3 two bedroomed houses	7 x 3 bedroomed house → 21 car spaces 6 x 2 bedroomed house → 6 car spaces no consideration for visitor parking = 27 car spaces	7 x 3 bedroomed house → 21 car spaces 3 x 2 bedroomed house → 6 car spaces + 2 spaces for visitors = 29 car spaces
Proposed new shop (500m²/ 5 units) and office development (1000m²)	Retail element: No distinction between operational / non-operational = 25 spaces (1 space per 20m ²) Office development: = 34 car spaces (1 space per 30m ²) → 59 spaces for cars and commercial vehicles	Retail element: Operational: 3 commercial vehicles spaces Non-operational: 17 car spaces (1 space per 30m ²) = 20 spaces Office development: 29 car spaces (1 space per 35m ²) → 49 spaces for cars and commercial vehicle
Conversion of a large 3-storey 5 bedroomed Victorian House to three one-bedroom flats	Up to 4 car spaces may be required depending on the number of car spaces already existing on site. For example: If the 5 bedroomed Victorian House already provides 5 car spaces, no additional car spaces would be allowed.	Up to 3 car spaces may be required depending on the number of car spaces already existing on site. For example: If the 5 bedroomed Victorian House already provides 2 car spaces, only 1 additional would be allowed.

Report To: Planning Committee

Date of Meeting: 29th September 2014

Lead Member / Officer: Cllr David Smith, Public Realm
Angela Loftus, Planning & Public Protection Policy
Manager

Report Author: Claire MacFarlane, Planning Officer

Title: Hot Food Takeaways Supplementary Planning Guidance – Consultation
draft

1. What is the report about?

- 1.1. This report accompanies a draft Supplementary Planning Guidance (SPG) document on hot food takeaways which, if adopted, will be used in the determination of planning applications.

2. What is the reason for making this report?

- 2.1. Following the adoption of the Denbighshire Local Development Plan (LDP), an updated SPG on hot food takeaways is required in order to provide further guidance for developers, Officers and Members. A draft SPG for public consultation is attached to this report (Appendix 1).

3. What are the recommendations?

- 3.1. That Members agree the draft SPG on hot food takeaways as a basis for public consultation.

4. Report details

- 4.1. Following the adoption of the LDP on 4th June 2013, Council agreed to carry forward the existing series of SPGs, including SPG 11 – Hot Food Takeaways. However, given the differences between the previous Unitary Development Plan (UDP) and LDP policies, and the lengthy period since adoption of the original SPG (in 2003), it is necessary to produce an updated SPG on this topic. If adopted, the SPG will be a material planning consideration when assessing planning applications.
- 4.2. The SPG supplements the LDP policies on sustainable development and development in town centres by providing further guidance on suitable locations and other considerations for hot food takeaways.

4.3. The public consultation period would be a minimum of 8 weeks and is anticipated to start in October 2014. The results of the consultation will be reported back to Planning Committee with a final SPG for adoption.

5. How does the decision contribute to the Corporate Priorities?

5.1. The SPG does not directly contribute to the corporate priorities but will be used in maintaining the viability and character of town centres and will help to support the healthy eating in schools agenda.

6. What will it cost and how will it affect other services?

6.1. Agreeing the SPG for consultation is not anticipated to create any additional cost.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

7.1 An EqIA is not considered necessary for this decision. The principles of development of hot food takeaways have been established through adoption of the LDP. The SPG provides further guidance on this. The LDP underwent a full EqIA in May 2011.

8. What consultations have been carried out with Scrutiny and others?

8.1 No formal consultation has been carried out, but internal consultation has been carried out with officers in the Housing & Community Development Service, Development Management Team, Public Protection Section, Education Service and Highways & Environmental Services. Informal consultation has also been carried out with Public Health Wales.

8.2 Member input on the content of the SPG has also been provided through the LDP Members Steering Group and Licensing Committee (11th June). An excerpt from the minutes of this meeting are attached as Appendix 2 to this report.

9. Chief Finance Officer Statement

9.1 Any costs associated with the guidance should be contained within existing budgets and therefore there are no obvious financial implications contained in the report.

10. What risks are there and is there anything we can do to reduce them?

10.1 In the absence of up-to-date guidance there is a risk the Council will be unable to effectively operate the LDP policies. The current hot food takeaways SPG relates to the previous UDP policies, which are different to the LDP policies, and therefore cannot be relied upon to provide appropriate planning guidance in the long-term.

11. Power to make the Decision

11.1 Planning & Compulsory Purchase Act (2004).

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APPENDIX 1

DENBIGHSHIRE COUNTY COUNCIL

DRAFT SUPPLEMENTARY PLANNING GUIDANCE: HOT FOOD TAKEAWAYS

SEPTEMBER 2014

1. INTRODUCTION

- 1.1 This note is one of a series of Supplementary Planning Guidance notes (SPGs), amplifying the development plan policies and other issues in a clear and concise format with the aim of improving the design and quality of new development. The notes are intended to offer broad guidance which will assist members of the public and officers in discussions prior to the submission of planning applications and assist officers in handling and members in determining planning applications.

2. STATUS AND STAGES IN PREPARATION

- 2.1 The Council's SPGs are not part of the adopted development plan. The Welsh Government has confirmed that following public consultation and subsequent Local Planning Authority (LPA) approval, SPG can be treated as a material planning consideration when LPAs, Planning Inspectors and the Welsh Government determine planning applications and appeals. This SPG document was formally approved for consultation by Denbighshire County Council's Planning Committee on XXXX.
- 2.2 These notes have been prepared in accordance with guidance contained in Planning Policy Wales (November 2012); Local Development Plans Wales (December 2005); and Welsh Government Technical Advice Notes.

3. BACKGROUND

- 3.1 This SPG is intended to assist with proposals for hot food takeaways. In dealing with these the Council seeks to balance the need to find beneficial use for vacant shops, the commercial interests and requirements of such proposals with the need to safeguard the viability and character of the commercial area or ensuring acceptable amenity standards to residents of nearby properties.
- 3.2 The Town and Country Planning (Use Classes) Order 1987 subdivides different types of use into separate Classes of Use. Hot food takeaways (along with restaurants, public houses, cafes and wine bars) fall within Class A3. Hot food takeaways are defined as establishments whose primary business is the sale of hot food for consumption off the

premises. In determining the primary use of the premises, consideration will be given to:

- The proportion of space designated for food preparation and other servicing in relation to designated customer circulation space
- The number of tables or chairs to be provided for customer use.

3.3 The table below provides examples of the shop types that would normally be considered as hot food takeaways. However, this list is not exhaustive.

Examples of hot food takeaway shop types	Examples of shop types not considered as hot food takeaways
Chicken shops	Restaurants
Fish and chip shops	Cafes
Pizza shops	Public houses
Kebab shops	Wine bars
Chinese, Indian or other takeaway shops	Night clubs
Drive-through premises	

4. PLANNING POLICY

4.1 Potential applicants should refer to refer to policies RD 1 and PSE 8 of the Council’s Local Development Plan (LDP) which outlines the general policies and criteria under which such proposals are determined. The broad aims of these policies, in respect of hot-food takeaways, are:

- To enhance the vitality and viability of town centres
- To prevent an unacceptable imbalance of retail and non-retail uses
- To locate hot-food takeaways where they maintain the viability and character of the surrounding area.

5. GENERAL LOCATION

5.1 In assessing the suitability of the location of proposals, the following guidance will apply:

- Generally such proposals are acceptable in defined town centres subject to their satisfying the criteria in LDP policy PSE 8.
- Hot food takeaways may also be considered acceptable outside of defined town centres (and within development boundaries). However the Council will ensure that the number and concentration of such units does not detract from the function, character and attractiveness of the centre.
- Particular care needs to be exercised in locating such uses in or near primarily residential areas, including residential accommodation above or adjacent to the proposal.

- 5.2 **Proposals for new hot food takeaways will not be allowed within 400 metres¹ of the boundary of a school or tertiary college.** The close proximity of such outlets to schools can tempt children to consume cheap energy-dense and nutrient-poor foods. The Welsh Health Survey (2012) found that 34% of children in Wales are overweight or obese, which has significant implications for long-term health and associated costs to health services.
- 5.3 Case law has shown that proximity to a school and the existence of school's healthy eating policy can be a material consideration when considering planning applications for hot-food takeaways. The Healthy Eating in Schools (Wales) Measure 2009 places a duty on Local Authorities and school's governing bodies to take action to promote healthy eating by pupils. This is supported by the 'Appetite for Life' guidelines on food and nutrition standards in schools, which can be undermined by the provision of hot food takeaway outlets close to schools. NICE public health guidance 'Prevention of cardiovascular disease' (2010) and the 'All Wales Obesity Pathway' (2010) also recommend that Local Authorities should limit the number of fast food outlets in specific areas, such as close to schools.

6. OTHER CONSIDERATIONS

- 6.1 Having established the general suitability of the location in policy terms the other main issues in relation to hot food takeaways can be summarised as follows:
- Noise and disturbance;
 - Concentration / clusters of similar uses;
 - Hours of opening;
 - Traffic, Parking and Access;
 - Smells, and;
 - Litter.

The majority of these concerns can be mitigated by condition and careful thought to the location and operation of the takeaway use.

6.2 Noise and Disturbance

- Takeaways generate frequent comings and goings of customers, whether by foot or by car.
- Such activity may generate noise that becomes a nuisance from customers congregating on the street, car doors slamming and car radios where the proposed use is located in a primarily residential area, although problems may arise where the use is located in a town centre with flats above.

¹ 400m is considered to be a reasonable equivalent to 10 minutes walking distance, taking into account physical barriers (eg buildings, traffic lights etc).

- For the above reasons, planning permission is generally not granted in primarily residential areas.
- Adequate noise insulation measures will need to be undertaken to the walls and ceiling of the property, before the use commences.

6.3 **Concentration / Clusters of Similar Uses**

- Generally across the County these uses are dispersed. However, there are pockets where there is concentration of such uses, including premises (pubs/clubs/restaurants) which have a distinctive character and late night opening. Different considerations may apply here in respect of additional uses and opening hours.
- Concentrations or clusters of such uses should be avoided as they often have an adverse impact on the character of an area.

6.4 **Hours of Opening**

- Whereas most businesses usually operate from approximately 9.00 a.m. to 5.30 p.m., hot food takeaways tend not to open until lunch time and owners may request that the premises be permitted to remain trading until the early hours of the following morning.
- It is often necessary to use planning conditions to limit the opening hours to minimise disturbance to the surrounding community. However, one set of time limits would not be appropriate throughout the County because areas vary so much. An application must be determined on its own merits. It may be acceptable for proposed hot food takeaways in areas where late night opening occurs to remain trading until midnight or beyond. Other town centres/locations should be more controlled, whereas proposals which have residential properties in the vicinity should not remain trading until late evening in the interests of the amenity of local residents.

6.5 **Traffic, Parking & Access**

- Hot food takeaways located in the larger town centres will probably attract a large number of customers by foot. However, those on main routes out of towns and in local shopping parades or village centres will attract a large proportion of car-borne customers requiring short stay parking very close to the property. Properties outside town centres should, therefore, have a readily accessible vehicular parking area in close proximity to the site (e.g. lay-by to the front). A rear service yard or a public car park some distance away is unlikely to be used and properties on double yellow lines outside town centres are normally unsuitable.
- Adequate visibility for cars entering and leaving the premises will be required and proposals at or near junctions especially traffic - controlled junctions are unlikely to be supported, especially if there are no off-street parking or servicing arrangements.

6.6 Smells

- Cooking smells from takeaways can cause amenity problems for nearby residents
- Problems relating to smells should be mitigated by the installation of suitably designed extraction facilities.
- The actual design will vary from premises to premises, but all should be located to the rear of the property, with a colour and design such that the unit does not appear as an incongruous feature in the street scene. It is normally considered that modern equipment, combined with high level ventilation is adequate to reduce smell nuisance to tolerable levels except in the most sensitive of location.
- A condition requiring that a scheme for the extraction of cooking odours be approved by the local planning authority, and that the equipment be installed prior to the use commencing, will be attached to planning approval. The use of charcoal filters will not be acceptable.
- Where practicable and especially in conservation areas or on listed buildings, a flue liner inside an existing chimney should be used.

6.7 Litter

- However careful the owner/operator, hot food takeaways have a tendency to generate litter. Whilst this is essentially outside his/her control the proprietor must make every effort to keep the area around the premises litter-free. A legal agreement to that effect may be appropriate, particularly for larger national chains. The local authority has the power, through environmental legislation, to take enforcement action against littering offences and this can ultimately lead to prosecution by a court.
- Where appropriate, a condition to require the operator to provide (at his/her expense) containers for the deposit of litter, in accordance with details to be submitted to the Local Authority, will be attached to planning approval.

7. PLANNING PERMISSION

- 7.1 Hot food takeaways (along with restaurants, public houses, cafes and wine bars) fall within Class A3 which allow the use of a property for the sale of food or drink for consumption off the premises. Hence, it would be possible to change a property currently selling one type of hot food, e.g. fish and chips, to one selling a different type of hot food, e.g. Chinese take-away, without requiring planning permission. However, if it is intended to use a property as a hot food take-away which is currently not used for that purpose then a change of use planning application will be required. Operators of bakery shops and sandwich shops which sell a small proportion of hot food would not normally be

required to apply for planning permission as a hot food take-away, depending on the scale of the operation.

- 7.2 Mobile catering, for example trading on a street from a vehicle or stall, is not within the control of the planning system and is therefore not covered by this SPG. Such uses will be subject to other licensing regimes, and guidance should be sought from the Council's Licensing Team.

8. OTHER LEGISLATION

- 8.1 Proposals will also require any approvals under other legislation e.g. Environmental Protection, and Building Regulations. Applicants must ensure compliance with these requirements.

9. CONTACTS

Development Planning & Policy Team
Tel: 01824 706916
Email: ldp@denbighshire.gov.uk

Development Management Team
Tel: 01824 706727
Email: planning@denbighshire.gov.uk

Licensing Team
Tel: 01824 706311
Email: licensing@denbighshire.gov.uk

Food Health & Safety Team
Tel: 01824 706405
Email: envhealth@denbighshire.gov.uk

APPENDIX 2

EXCERPT FROM LICENSING COMMITTEE MEETING MINUTES (11TH JUNE 2014)

7 DRAFT SUPPLEMENTARY PLANNING GUIDANCE - HOT-FOOD TAKEAWAYS

The Planning Policy Manager and Planning Officer presented a report by the Head of Planning and Public Protection (previously circulated) seeking members' views on the draft Supplementary Planning Guidance (SPG) document on hot-food takeaways prior to its submission to Planning Committee and public consultation. The Local Development Plan Steering Group had requested the guidance be presented to the Licensing Committee in view of the clear links with licensing.

Members were advised of the need to update existing SPGs following adoption of the Local Development Plan in June 2013. Following a review of this particular guidance some minor changes had been proposed but the main change was the proposal to introduce a restriction on new hot-food takeaways within 400m of any school boundary. Officers elaborated upon other considerations within the document of particular interest to licensing and emphasised that the guidance would only apply to new planning applications and would not affect existing hot-food takeaway premises.

During consideration of the draft guidance discussion focused on the following:

- the committee supported the proposal to introduce an exclusion zone near schools and was keen for this restriction to be extended to mobile hot food businesses with greater controls exercised over mobile traders generally and proactive enforcement. Officers explained the legalities governing mobile traders advising they could not be regulated via the planning mechanism but through Street Trading Consents and Hawkers Licences. It was agreed that reference be made to street trading within the guidance clarifying those areas of responsibility and control. However, concerns remained that adequate controls could not be exercised over particular traders which fell outside the Council's legislative jurisdiction
- Members reported upon existing traffic and parking problems experienced near established hot-food takeaways and lack of enforcement and officers provided assurances that consultation with Highways formed part of the planning process for new applications
- reference was made to paragraph 6.7 regarding litter and members felt that those measures should be strengthened and made mandatory if possible.

The Planning Policy Manager advised that members' comments would be put before Planning Committee in July when considering the draft document. She added that members would have a further opportunity to comment during the formal consultation stage.

RESOLVED that, subject to the above comments, the draft *Supplementary Planning Guidance document on hot-food takeaways* be received and noted.

Consultation Draft Supplementary
Planning Guidance - Hot-food takeaways
23rd September 2014

Equality Impact Assessment

Consultation Draft Supplementary Planning Guidance - Hot-food Takeaways

Contact: Angela Loftus, Planning & Public Protection Service
Updated: 23/09/14

1. What type of proposal / decision is being assessed?

A new or revised policy

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The proposal is to seek approval from Planning Committee to carry out public consultation on a revised draft Supplementary Planning Guidance for hot-food takeaways. If adopted, following public consultation, this will replace the existing Hot-food Takeaways SPG.
--

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

No	The proposal is to to carry out public consultation on updated planning guidance relating to new hot-food takeaways. The content of the SPG does not set policy but merely provides additional explanation and information for Members, Officers and developers in applying the LDP policies. The LDP underwent a full EqIA in 2010.
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4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

The Denbighshire Local Development Plan (LDP) is the overarching policy document under which all SPG sit and this underwent an EqIA in 2010.
--

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?
(Please refer to section 1 in the toolkit for a description of the protected characteristics)

No

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

No

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.

No	Not required
----	--------------

8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

No	Not required
----	--------------

Action(s)	Owner	By when?

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	December 2014
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Name of Lead Officer for Equality Impact Assessment	Date
--	-------------

Angela Loftus	23.09.14
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Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.
