

**DRAFT Supplementary Planning Guidance Note:
Parking Requirements in New Developments (November 2013 October 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 SPG 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 7 (~~November 2012~~ **July 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 7 – July 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)
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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.

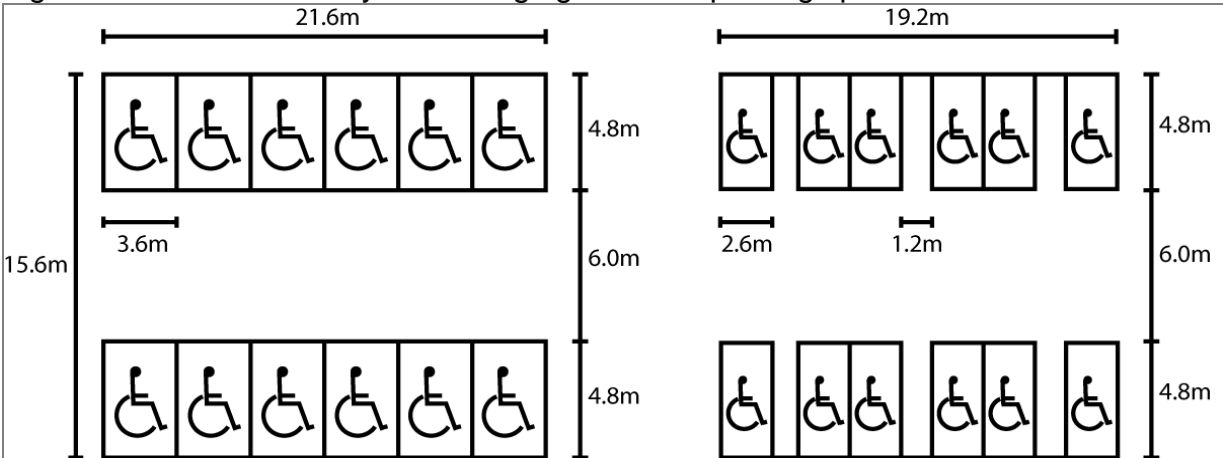
7.5 Notes relating to disabled motorists parking standards

- 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).

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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 7**), ~~November 2012~~
July 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 is 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

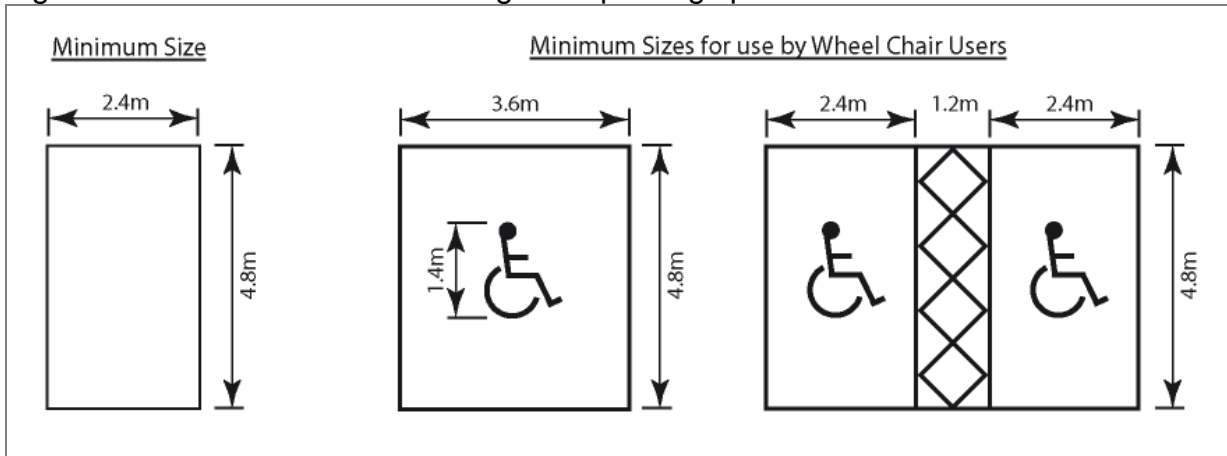
A2.30 Appropriate provision must be provided for parental drop off/pick up of children as dictated by local circumstances and any school travel plan. Drop off areas must be located so that the safety of pupils walking or cycling to school is not jeopardised.

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

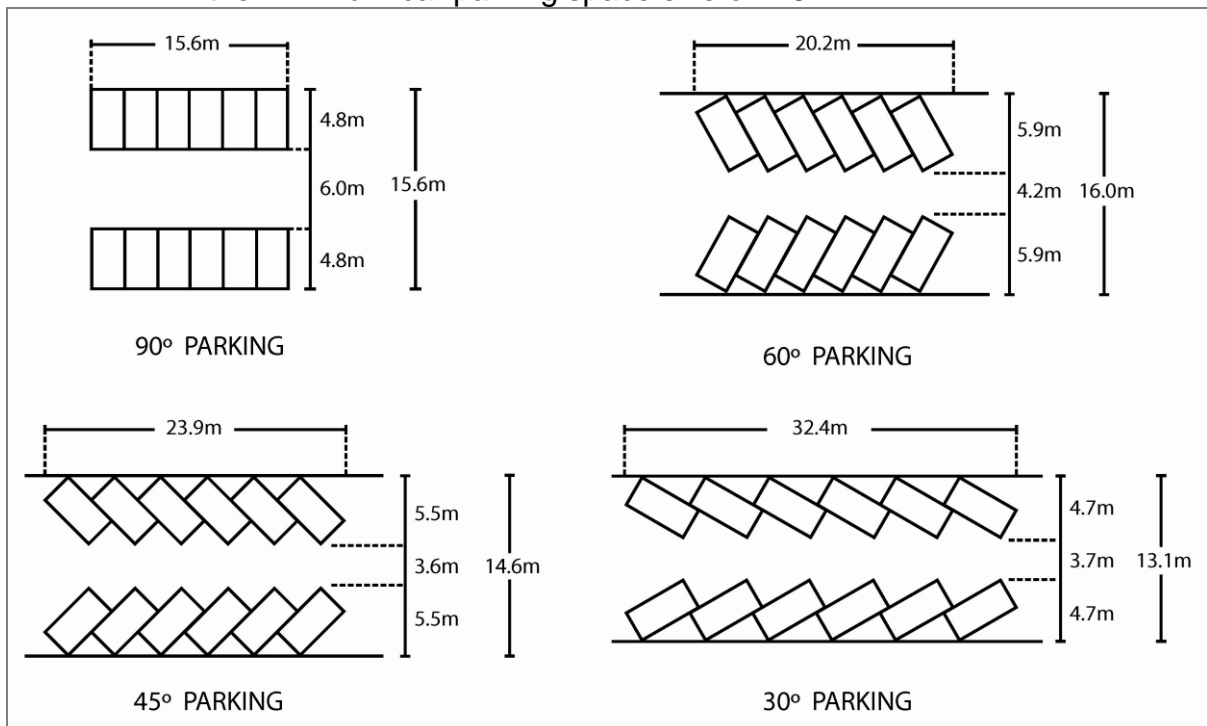
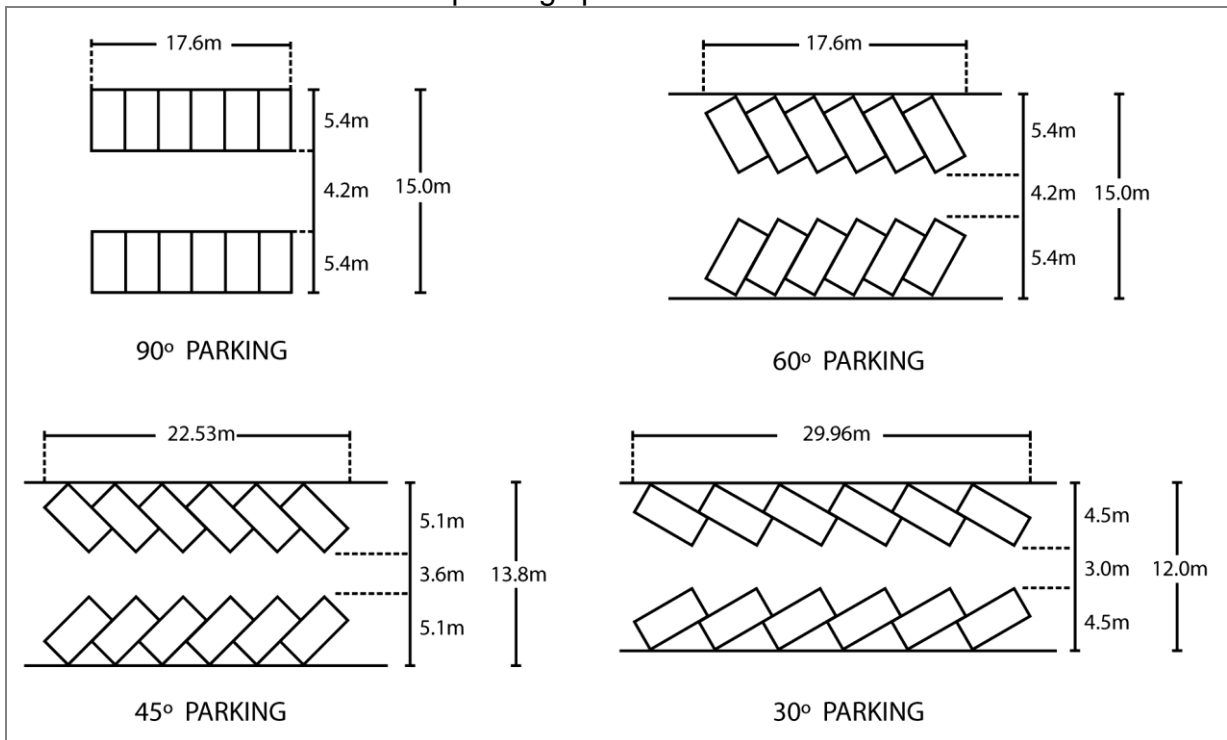
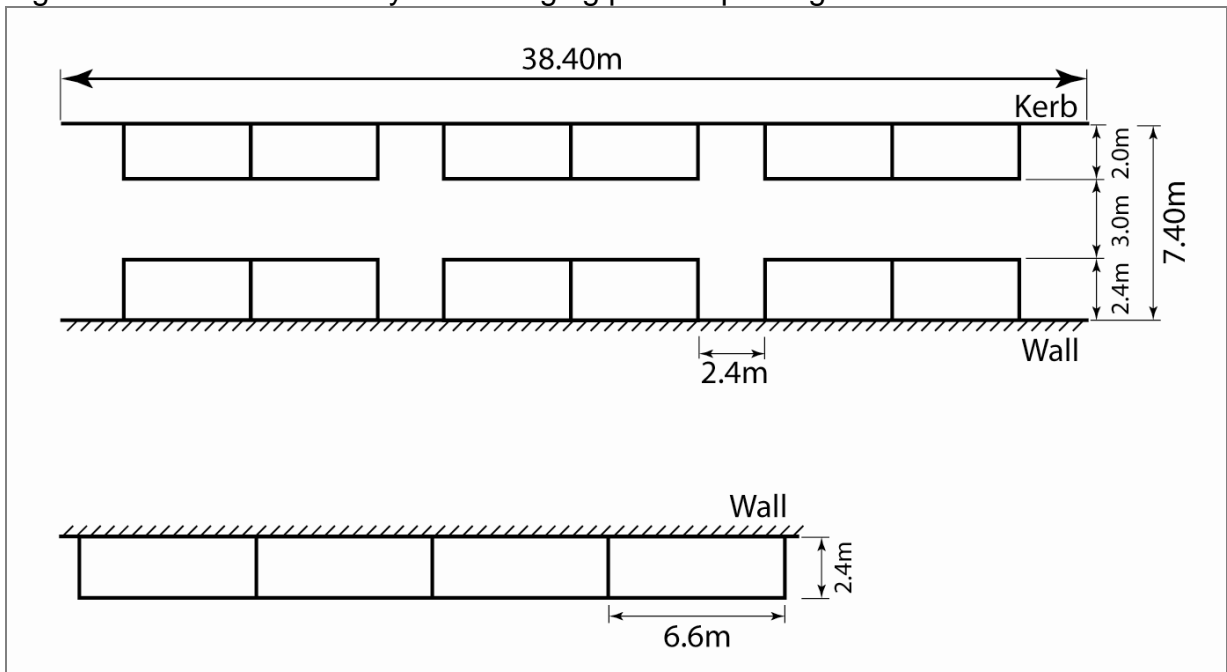


Figure A3b Alternative ways of arranging 12 car parking spaces in accordance to the standard car parking space size of 4.8m x 2.6m



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.