

# **WORKING DRAFT (October 2022): Parking Standards for New Developments**

Service Improvement Programme

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## **Vehicular and Cycle Parking Standards**

### **1.0 Introduction**

- 1.1. The availability of parking, at both source and destination, has a significant influence on the type of transport people choose for their journeys. Striking the right balance by providing an appropriate level and type of parking, whilst also protecting highway safety for all users, and promoting active and sustainable transport modes is essential. This revised document has been prepared with this design rationale in mind, and in support of the adopted Local Transport Connectivity Plan (LTCP) Policies and the County Council's targets to:
- *Replace or remove 1 out of every 4 current car trips in Oxfordshire by 2030.*
  - *Deliver a net-zero transport network and replace or remove an additional 1 out of every 3 current car trips in Oxfordshire by 2040.*
  - *To deliver a transport network that contributes to a climate positive future by 2050.*
- 1.2. New development sites will need to work collaboratively with Oxfordshire County Council (OCC) to help achieve these targets. One key component to support this approach is to revise the existing parking standards for new developments, ensuring they will accord with the council's objective to reduce 25% of car trips by 2030, and a further 33% by 2040. In essence, the approach being taken for development proposals is that if on-site parking is restricted at both the origin of a journey and its destination location, this will influence people's travel behaviour and encourage alternative modes of travel to be used rather than that of the private car.
- 1.3. Due to the diverse nature of development that is promoted in Oxfordshire a wide range of social and economic circumstances means OCC must have a flexible approach to identifying appropriate levels of parking provision. Such an approach is expected to provide a level of accessibility by private car that is consistent with the overall balance of the transport system at local levels as well the County Council's nine priorities as set out in OCC's Strategic Plan 2022 - 2025.
- 1.4. OCC, in its role as the local highway authority, is a statutory consultee in respect of planning considerations that affect the public highway and responds to planning application proposals when consulted by all local planning authorities. OCC provides advice to local planning authorities on the transport implications, such as parking levels of development proposals to assist in their decision-making process. OCC is also consulted during the preparation of local and neighbourhood plans and may provide advice on the soundness of policies that relate to parking in new developments.

- 1.5. Concerns relating to deficiencies in car parking leads to a desire amongst local communities for more car parking spaces. On these occasions OCC may express concerns about accommodating for car parking demand in areas that might already have congestion and air quality issues.
- 1.6. Oxfordshire, particularly Oxford City and the towns within the county continue to benefit from the popularity of cycling both for commuting and leisure purposes. This means that the inclusion of high-quality cycle parking is essential in all new developments to complement the infrastructure that is being delivered by development sites; and schemes that are identified in the emerging LTCP Area Strategies and Local Cycling and Walking Infrastructure Plans. In addition, all electric vehicles are to be catered for with electrical charging points being integral to all new development.
- 1.7. This parking standards document has been prepared to outline OCC's revised approach to parking at new developments. It is to be used to help determine the level of parking at all new developments and provide the basis for the County Council's advice to the local planning authorities on development proposals and the soundness of policies related to parking for new developments.
- 1.8. This document replaces OCC's previous parking guidance "Transport for New Developments Parking Standards for New Residential Developments" dated December 2011; the 2015 Second Edition of the County Council's Residential Road Design Guide and paragraph 2.4.1 of the Oxfordshire Cycling Design Standards document dated 2017.

## **2.0 Background**

### National Policy Context

- 2.1. The car and cycle parking standards that OCC has been using when assessing development proposals were prepared some time ago and had fallen behind national and local policies. This document is intended to update these standards while incorporating the guidance provided in the National Planning Policy Framework (NPPF) dated July 2021. Paragraph 107, confirms that when setting local parking standards for both residential and non-residential development, policies should consider:
  - a) *the accessibility of the development.*
  - b) *the type, mix and use of development.*
  - c) *the availability of and opportunities for public transport.*
  - d) *local car ownership levels; and*
  - e) *the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.*
- 2.2. The NPPF (paragraph 108) also confirms that '*Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town*

*centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe, and secure, alongside measures to promote accessibility for pedestrians and cyclists.'*

- 2.3. The NPPF also describes the plan-making system which includes local and neighbourhood plans that guide local communities to develop and shape their own surroundings. These plans often contain policies on car and cycle parking.

### **Local Context**

- 2.4. Oxfordshire is a large county and has many local characteristics from dense urban areas, through market towns, to rural villages and hamlets. These variations influence the demographics and economic situations of the county, and consequently car ownership and the parking behaviour of Oxfordshire residents in its distinctly different areas.
- 2.5. This parking standards document should be used alongside OCC's Street Design Guide and **secure by design provisions**. When used together they accord with the NPPF requirements by supporting a flexible approach to development proposals according to local circumstances.

### **3.0. Structure of this document**

- 3.1.** The following principles outline OCC's approach to parking for all new development (and redevelopment) proposals and is to be used to inform the design process of a development site. This document is considered to be a 'live' document and will be reviewed alongside local and national policy as appropriate. **It is anticipated that reviews of this document will take place every 12 months.**

### **4.0. Principles of this document**

- 4.1. The general content of this document should be read in conjunction with:
- LTCP adopted July 2022.
  - OCC's Street Design Guide adopted September 2021.
  - Oxfordshire's Electric Vehicle Infrastructure Strategy adopted March 2021.
  - Manual for Streets' (MfS) published 2007 by the Department of Transport Communities and Government.
  - Manual for Streets 2' (MfS2) published in 2010 by the Chartered Institution of Highways and Transportation.
  - Local Transport Note 1/20 Cycle Infrastructure Design; and
  - Car Parking: What Works Where.

- 4.2. This document is not intended to favour the private car as the main mode of transport but emphasises the need to control and design parking levels for new developments at a reduced level without increasing the risk of indiscriminate parking. The amount of car parking available must be enough to avoid any adverse effects to highway safety by not providing a sufficient level. Parking provisions for new developments are required to provide a sufficient level (unless car-free) to accommodate the parking demand of a site, while also utilising and encouraging the potential for sustainable and active travel by other modes of transport.
- 4.3. In revising the car parking standards, car ownership levels across Oxfordshire (excluding Oxford City) have been reviewed using the 2011 Census data. This review has confirmed that on average the car / van ownership per household is 1.5. This data has been used in determining the car parking standards shown in Tables 3, 4(a) and 4(b).
- 4.4. If car parking is expected to take place on existing streets, then it must be demonstrated there is adequate capacity on-street through a robust parking capacity survey (paragraphs 9.1. to 9.7.) while also proving there will be no highway safety implications from such a proposal.
- 4.5. Parking demand in residential developments are to be determined by taking into consideration the following factors:
  - a) *A site's location.*
  - b) *Dwelling size (rooms) and tenure.*
  - c) *Parking provision (allocated or unallocated); and*
  - d) *Parking controls / enforcement.*
- 4.6. The calculation of expected levels of parking demand is to be based on local or comparable data taking into consideration forecast changes in demand for the local plan period. Tables 2, 3, 4(a) and 4(b) provide residential car parking provisions to be used to calculate the parking demand for a new development proposal.
- 4.7. Determining the parking demand for non-residential developments within Oxfordshire has been revised to accord with the council's objective to reduce 25% of car trips by 2030, and a further 33% by 2040. The approach being taken for such development proposals is that if on-site parking is restricted / reduced at a destination location this will influence people's travel behaviour and encourage alternative active travel modes to be used rather than that of the private car.
- 4.8. Each non-residential development will continue to be assessed on its merits and in accordance with OCC's new *Decide and Provide* approach to development. Each development proposal will be assessed on its location, land-use; the trip rate associated with the development and the employees / visitors of the site, access to local facilities and public transport services. Such development proposals are encouraged to provide an operational need only provision of car parking as a starting point.

Where this may not be practical for the operation of the site, a robust evidence-based justification must be made for the parking levels provided in Table 5 to be considered.

- 4.9. Due to the diverse nature of development that is promoted in Oxfordshire, OCC welcomes innovative ways to provide parking solutions. While this is the case all stakeholders involved in designing a development must be mindful of the parking principles identified in this document and guidance provided in OCC's Street Design Guide.

#### Design Considerations

- 4.10. Parking design is an important factor when preparing a master plan for a development proposal as it ensures an appropriate number of spaces are provided without detracting from the character of a place to live or work in. Developers are expected to provide a balanced, mixed, and flexible parking provision, while ensuring that all spaces are useable without creating highway safety issues, such as vehicles overhanging footways and cycle routes and requiring cyclists to travel in the 'door zone'. Such designs are required to reflect the guidance within the documents referenced in paragraph 4.1.
- 4.11. To ensure that developments function safely and efficiently, the following parking design requirements are to be considered:
- Parking provisions are to be designed in accordance with local and national standards ensuring 'secure by design provisions' are observed.
  - On-plot garages must be at least 6m into a plot to allow for a full car space whilst being able to open the garage door.
  - Garages (and car ports) must have minimum internal dimensions of 6m in length and 3m in width. These dimensions are clear dimensions measured between any internal structure, such as piers.
  - If garages are counted towards parking allocations. They must also have a planning condition which removes any permitted development rights to ensure continued use for that purpose.
  - All houses (and flats / apartments) with on-plot / allocated parking should have an electrical vehicle charging point.
  - Provide adequate visitor parking at new residential developments for people arriving by car and by cycle.
  - High standard cycle storage facilities should be provided on-plot. This provision may vary subject to dwelling size and type. Such levels are to be provided to a minimum level as set out in Table 1 below.
  - Cycling parking is to be provided in a convenient location close to building entrances and bus stop locations. Such provisions are to be covered, lit (where appropriate) and in the style of a Sheffield stand, which are individually installed permanently into the floor material (e.g. not toast-rack style stands bolted to the floor).
  - Double decked or vertical cycle parking should not be used unless agreed by OCC in specific circumstances.



- The spacing of stands should be as per LTN 1/20. If raised on a kerb, dropped kerbs must be provided in suitable locations. Cycle parking should cater for non-standard cycles e.g. cargo bikes.

**Table 1: OCC minimum levels of cycle provision required**

Type	Dwelling Size	Cycle Parking Provision (per unit)
House	1 bedroom	2 spaces per bedroom
House	2 bedrooms	2 spaces per bedroom
House	3 bedrooms	2 spaces per bedroom
House	4+ bedrooms	2 spaces per bedroom
House	Multiple Occupation	1 space per bedroom
Flats		2 spaces per bedroom
Visitor	1 space per Flat	

- *Motorcycle parking – provisions should be consistent with ‘MfS’.*
- *Bin storage must be designed away from cycle and car parking facilities to ensure access is not obstructed.*

#### Car Free Developments

- 4.12. Car-Free development means that no car parking spaces are provided within the site other than those reserved for disabled people, car clubs or operational uses. The concept of car free developments is fully supported by OCC where any such development proposal satisfies the following criteria:
- a) The proposed site is located within a city / town with (or will be provided with) parking restrictions imposed within its vicinity.
  - b) The site has access (or will be provided with) excellent connections to pedestrian & cycle infrastructure and should be within 400m direct walking distance of frequent (15 – 20 minute) public transport services.
  - c) The site is to be located within 800m walking distance to a range of local amenities and services.
  - d) Consideration is to be given to parking provisions for people with impaired mobility.
- 4.13. For developments that wish to promote a car free approach or one with reduced on-site parking provisions, OCC will require such sites to incorporate a Controlled Parking Zone (CPZ) into a site’s master plan where a CPZ does not already exist. Such development proposals will be required to provide the necessary infrastructure to bring forward such a scheme and the associated costs i.e. Traffic Regulation Order (TRO). These CPZ requirements will be included as part of any legal agreement associated with an appropriate planning permission and when the CPZ is needed to be operational.
- 4.14. It should be noted that the delivery of a CPZ on existing public highway infrastructure is subject to a separate public consultation process outside the planning process of a site, which a developer must consider carefully before a site is promoted.

### Car Clubs

- 4.15. Promoting a site wide car club is an innovative concept OCC encourages. Car clubs can be provided on-site, and alongside other initiatives, to reduce car ownership levels and parking levels.
- 4.16. Developers are expected to work with OCC and the local planning authority to bring forward such parking solutions into areas of public realms as part of a master planning process. This may involve dedicated on-street car parking spaces being allocated on the carriageway or being provided within local community facilities, such as local shopping centre, public car park, church, or leisure centre. Electrical vehicle charging infrastructure should be provided in such locations; subject to appropriate licences and maintenance agreements with OCC for such equipment being placed within the public highway.

Further advice on car clubs can be found via: [local authority toolkit - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/toolkits/local-authority-toolkit).

### Electrical Vehicle Charging Infrastructure

- 4.17. Policy EVI8 of Oxfordshire's Electrical Vehicle Infrastructure Strategy (adopted March 2021 [Oxfordshire Electric Vehicle Infrastructure Strategy](#)) and Policy 29 of the adopted LTCP requires the provision of electrical charging points at homes, workplaces, and key destinations.
- 4.18. For all residential developments, active (live) on-plot charging points for electric vehicles and e-bicycles are to be provided. Off-plot residential car parking provisions i.e. a privately maintained parking area is to be provided with at least 25% (with a minimum of two) active charging points for all parking spaces. Such infrastructure is to be provided in accordance with the Autonomous and Electric Vehicles Act (2018), Building Regulations Document S, and the governments ambitions on 'Smart EV Charging'.
- 4.19. 'Active' charging points for electric vehicles for new non-residential development proposals are to be provided at a minimum level of 25% for all parking spaces with ducting provided at all remaining spaces to 'future proof' such spaces to be upgraded in the future.

Further advice on Oxfordshire's Electrical Vehicle Strategy is available via [Electric vehicles | Oxfordshire County Council](#)



### Parking for People with Impaired Mobility

- 4.20. Consideration must be given in the design of a site for the provision and location of spaces for impaired mobility people (Blue Badge Holders). Generally, the spaces should be within the curtilage of the property and have level access to the main pedestrian access. At the least, these parking spaces must be within 50m of the dwelling entrance (Blue Badge Holder range).
- 4.21. Where developers are proposing to build flats with unallocated off-street parking and the level of mobility impaired residents is unknown then 6% of spaces should be designed and allocated for their use. This level of provision should also be considered for non-residential developments. Such provisions should also be located near to the main pedestrian access to the building and have level access. Reference should be made to Department for Transport's Inclusive Mobility standards.
- 4.22. A parking bay space should be marked with a British Standard Disabled Symbol to conform to Access to and use of buildings Approved Building Regulation Document M [Access to and use of buildings: Approved Document M - GOV.UK \(www.gov.uk\)](http://www.gov.uk).
- 4.23. All development proposals will be expected to promote inclusive cycling, provision for cycles for disabled people and other needs (such as tricycles, cargo bikes, tandems, mobility scooters and adapted bicycles). Such parking facilities are required to be provided in accordance with LTN 1/20 standards.
- 4.21. Buildings specifically for the elderly or mobility impaired people should comply with the relevant higher requirements and standards (as shown in OCC's Street Design Guide).

### **5.0. Residential Car Parking Standards for Oxford City**

- 5.1. Oxford City has lower car parking standards than the rest of the county as it has lower rates of car ownership and generally has very good accessibility by non-car modes to a wide range of facilities and services. Even within the city there are differing degrees of access to local facilities and public transport with car ownership being lower in the city centre than the outer areas. Oxford City Council has its own transport and parking standards approaches to development, Policies M2, M3 and M5 of Oxford Local Plan 2036. The recently adopted Technical Advice Note 12, dated March 2022 [Planning Policy - Technical Advice Notes \(TANs\) | Planning Policy - Technical Advice Notes \(TAN\) | Oxford City Council](#)) also supports Policies M3: 'Motor Vehicle Parking' and M5: 'Bicycle Parking' of the adopted Oxford Local Plan 2036. As such the Oxford City Council parking standards have been incorporated into this document and will be implemented appropriately for new development sites proposed in Oxford City.

- 5.2. These standards are to be treated as maxima, reflecting excellent overall accessibility by non-car modes, and the need to use land efficiently. If a car free approach is not promoted by a development site then shared off-plot parking, combined with on-plot parking will be encouraged where appropriate.
- 5.3. Development proposals which are considered to have over generous car parking will not be accepted. Equally, proposals with significantly reduced parking may be assessed as unacceptable if this will result in unacceptable parking pressure on existing streets, which cannot be reasonably mitigated. In such circumstances a developer must robustly demonstrate that there is an acceptable level of parking provision provided with no adverse impact to highway safety from indiscriminate parking.

Table 2: Oxford City Council Technical Advice Note 12 - Parking Standards for car-permitted development

<b>Development Type</b>	<b>Parking Provision</b>
Any dwelling	1 space per dwelling to be provided within the development site.
Houses in Multiple Occupation	Parking Standards to be decided by case by case on their merit
Wheelchair accessible or adaptable houses and flats.	1 space per dwelling to be provided within the curtilage of the dwelling (must be designed in accordance with Part M of Building Regulations)
Retirement Homes	1 space per 2 residents' rooms
Sheltered/extra care homes	1 space per 2 residents' rooms plus 1 space per 2 staff
Nursing Homes	1 space per 3 resident's rooms plus 1 space per 2 staff
Student accommodation	0 spaces per resident room. Operational parking and disabled parking to be considered on a case-by-case basis in accordance with Policy H8
Motorcycle and powered two-wheeler parking	1 space per five dwellings.

## **6.0. Residential Car Parking Standards for Edge of Oxford City sites**

- 6.1. There are several Local Plan development sites allocated around the edge of Oxford City to support Oxford's unmet housing needs. Master planning these developments and understanding the local facilities, services, pedestrian, cycle connectivity and public transport provisions that will be available to these sites is key to setting the on-site parking provisions for these development sites. As these sites progress a design approach focused on promoting active and sustainable transport planning initiatives will be required, to support OCC's target, to reduce car trips by 2040. With consideration to Oxford City's parking

standards and to accord with the 'National Policy Context' of setting parking standards, Table 3 is provided to support the progress of these sites and any future speculative housing proposals located around the edge of the city's boundary.

- 6.2. For phases of a development that will be located within 400m of frequent (15 to 30 minute) public transport services with direct pedestrian and cycle connections, and within 800m walking distance to a range of local amenities and services, a car free approach is required, or a reduced level of on-plot car parking will be accepted to Oxford City standards; subject to a robust justification. Such approaches must be supported by an approved site wide master plan, a robust travel plan (including a fixed monitoring period), high quality pedestrian and cycle infrastructure provided early in the life of the development site, including sufficient and convenient residential and visitor cycle parking to influence travel behaviour away from using the private car. The introduction and implementation of a CPZ, funded by the promoter of the site will also be required.

Table 3: Edge of Oxford City Sites Car Parking Standards

Development Type	Parking Provision
1-2 bedroom dwellings	Up to 1 space per dwelling to be provided within the development site.
3-bedroom dwelling	Up to 2 spaces per dwelling to be provided within the development site
4+ bedroom dwelling	Up to 2 spaces per dwelling to be provided within the development site.
Wheelchair accessible or adaptable houses and flats.	1 space per dwelling to be provided within the curtilage of the dwelling (must be designed in accordance with Part M of Building Regulations)
Student accommodation	0 spaces per resident room. Operational parking and disabled parking to be considered on a case-by-case.
Motorcycle and powered two-wheeler parking	1 space per five dwellings.

- 6.3. Flats and apartments will generally be treated as standard dwellings. However, when using land efficiently to provide residential dwellings, the parking arrangement for flats / apartments tend to be designed within a parking court / communal style arrangement. In such cases it is strongly recommended that they are controlled by a third-party organisation i.e. a management company on behalf of those who will use the spaces. This approach allows flexibility in specific spaces being allocated to a property, assigning them to a particular group or promoting such spaces as unallocated in appropriate locations.

**7.0. Residential Car Parking Standards for all areas of Oxfordshire (other than Oxford City and Edge of City sites)**

- 7.1. The car parking standards for all other areas of Oxfordshire are set out in Tables 4(a) and 4(b) below. These standards have been revised from the 2011 and 2015 provisions to ensure their inclusion in development proposals is simpler to incorporate. Car-free developments or reduced on-plot car parking proposals will be considered by officers if specific requirements are provided as part of a site wide master plan.
- 7.2. For developments that will be located within towns that are able to access frequent (15 - 30 minute) public transport services and have direct pedestrian & cycle connections to amenities and services a car free approach or a reduced level of on-plot car parking will be considered. Such parking reductions must be supported by a robust transport submission with appropriate mitigation measures, that may include the introduction and implementation of a CPZ, funded by the promoter of the site.

Table 4(a): Town Car Parking Standards for Oxfordshire

<b>Towns</b>	<b>Parking Provision</b>
1–2-bedroom dwellings	Up to 1 space per dwelling to be provided within the development site.
3+ bedroom dwellings	Up to 2 spaces per dwelling to be provided within the development site
Wheelchair accessible or adaptable houses and flats.	1 space per dwelling to be provided within the curtilage of the dwelling (must be designed in accordance with Part M of Building Regulations)
Student accommodation	0 spaces per resident room. Operational parking and disabled parking to be considered on a case-by-case.
Motorcycle and powered two-wheeler parking	1 space per five dwellings.

- 7.3. It is recognised that for development proposals that are located in rural areas of Oxfordshire, such as villages and hamlets, access to frequent public transport services and high standards of direct pedestrian and cycle connections is not always available (unless it is provided by a new development). This tends to mean that the range of facilities and services expected to accommodate a reduced level of car parking provision is not always possible without causing indiscriminate carriageway parking and highway safety issues. On this basis, the parking standards in Table 4(b) are appropriate to use. When such standards are used a justification will be required within a transport submission.

Table 4(b): Car Parking Standards for the rest of Oxfordshire (Villages & Hamlets)

Rural Oxfordshire	Parking Provision
1-bedroom dwelling	Up to 1 space per dwelling to be provided within the development site.
2-bedroom dwelling	Up to 2 spaces per dwelling to be provided within the development site
3 – 4-bedroom dwellings	Up to 2 spaces per dwelling to be provided within the development site
5+ bedroom dwelling	Up to 3 spaces per dwelling to be provided within the development site.

- 7.4. Flats and apartments will be treated as a standard dwelling for sites in located towns and the rest of Oxfordshire. However, when using land efficiently to provide residential dwellings, the parking arrangement for flats / apartments tend to be designed within a parking court / communal style arrangement. In such cases it is strongly recommended that they are controlled by a third-party organisation i.e. a management company on behalf of those who will use the spaces. This approach allows flexibility in specific spaces being allocated to a property, assigning them to a particular group or promoting such spaces as unallocated in appropriate locations.

#### Houses of Multiple Occupations (HMO)

- 7.5. HMOs are a type of development infilling which is becoming increasing more popular for sites within or on the outskirts of Oxford City and towns in Oxfordshire. Such proposals tend to give rise to an increase in parking unless appropriate parking provision is provided. The parking provisions for HMO proposals that are located within Oxford City will be assessed on their merits. For HMO sites outside the city, where indiscriminate on-street parking is likely to occur, will be required to provide a provision of 0.5 on-plot space(s) per bedroom. Such parking arrangements must be designed for practical use, accessible and be free from on-site obstructions. In addition, OCC will require the local planning authority to impose a planning condition limiting 1 occupant per room to assist in managing the parking requirement of an HMO proposal.
- 7.6. Transport submissions for HMO proposals must justify the parking provisions to be provided if these are not in accordance with the standards quoted in this document. If an HMO is proposed within an area that is known to have car parking stress and is either not providing any on-plot car parking (car free) or not to a suitable level, robust evidence must be provided to justify why such a proposal will not cause indiscriminate on-street parking and any associated highway safety issues. All such development proposals will be assessed on their merits.



### Visitor Car Parking Standards

- 7.7. Developers are expected to take an approach that is consistent with national research which suggests, *“that no special provision should be made for visitors where at least half of the parking provision associated with the development is unallocated. In other circumstances it may be appropriate to allow for additional demand for visitor parking of 0.2 spaces per dwelling”* (DCL, 2007, Residential Car Parking Research).
- 7.8. For some residential developments this approach may not necessary be feasible. If this is the case, a maximum visitor parking level of 1 car parking space per every 5 residential units will be considered. Any such proposal will require a justification to be provided as part of a transport submission.
- 7.9. If a development proposal is larger than 10 or more dwellings, visitor parking should be arranged in clusters and / or evenly spread throughout the site and relate to the development types in that area. In some circumstances for large / strategic housing sites that may include mobility / transport hubs being considered as part of a site wide masterplan. All such spaces are to be unallocated.
- 7.10. As part of a planning submission, an applicant will be required to provide a schedule of parking provision, detailing the number of allocated and, unallocated parking spaces, including those in garages, as well as details on carpools or other shared vehicles, and electrical charging facilities (both active and passive). Such planning submissions will be expected to explain how the proposed parking provision for the site meets the standards set out in this document and the needs of the development, including how these needs are expected to change in the future.

### **8.0. Non-residential Parking Standards for Oxfordshire**

- 8.1. Commercial / employment development proposals (both new and redevelopment opportunities) are required to promote sustainable and active travel behaviour by encouraging employees to travel to their work destination by non-car modes and reduce the number of commuter / commercial car trips on the highway network. This approach is emphasised within OCC’s adopted LTCP which supports sustainable travel measures and seeks to reduce the availability of car parking at such sites.
- 8.2. Since the publication of the previous OCC car parking standards, there has been a change in direction in government policy and more flexible working practices have been established. One of these changes was shifting the responsibility for determining parking standards to individual authorities and indicates that local circumstances should be taken in account when setting such standards, including accessibility of the site, the likely demand for parking, and the viability of the site.



- 8.3. Therefore, this section of the parking standards document has been specifically revised for commercial / employment development proposals by reducing on-site car parking provisions by 50% to accord with the County Council's objective to reduce car trips by 25% by 2030 and by a further 33% by 2040. As such developers must undertake a site-specific assessment (as described in paragraph 8.7) and seek to balance its operational needs, space requirements, efficient use of land and costs attributed to providing parking, whilst also demonstrating that efforts to reduce car and commercial vehicle trips have been appropriately explored.
- 8.4. Car parking that is over provided for will not be accepted. For car parking where daily usage is shown to be lower than previously assessed from site-wide monitoring, development sites will be encouraged to repurpose such areas. Repurposing may include conversion of areas for active travel measures or benefit the local community and employees through landscaped / biodiversity improvements.
- 8.5. For all non-residential development proposals located within Oxford City and town centres in Oxfordshire, the delivery of a car free site is required unless an evidence-based justification is provided as part of a robust transport submission. Such provisions must accord with the criteria as identified in the 'Design Considerations' section of this guidance document.
- 8.6. Table 5 sets out OCC's non-residential standards on vehicular and cycle parking requirements by land-use class as set out in the Town and Country Planning (Use Classes) Order 1987 as amended up to 2021. This table sets out the expected **upper limit** of car parking provision that may be acceptable once the steps detailed in paragraph 8.7 have been undertaken to establish the appropriate quantum as related to the development-specific criteria. However, should the assessment described in paragraph 8.7 identify a smaller quantum of provision, this will take precedence over the numbers identified in Table 5.

Table 5: Non-Residential Parking Guidance for Oxfordshire

<b>Use Class</b>	<b>Vehicular Standards (see supporting text)</b>	<b>Minimum Cycle Standards</b>
City / Town development proposals for all non-residential land uses.	Car Free / Operational use only with supporting evidence.	Standards below apply and are encouraged to be exceeded where practical.
B2 General Industrial.	1 space per 75sqm	1 space per 175sqm for staff and 1 space per 250sqm for visitors.
B8 Storage.	1 space per 300sqm	1 space per 250sqm for staff and 1 space per 500 sqm for visitors.
C1 Hotels.	1 space per bedroom	1 cycle space per 5 car-parking spaces provided.



<b>Use Class</b>	<b>Vehicular Standards (see supporting text)</b>	<b>Minimum Cycle Standards</b>
C2 Residential Care Homes.	Site specific assessment required based on travel plan and operational needs.	0.5 spaces per bedroom available to residents, visitors, and staff.
E Commercial, Business and Services - Shops and retail.	1 space per 30sqm	1 space per 50sqm for staff and 1 space per 50sqm for customers.
E Commercial, Business and Services – Financial and Professional Services.	1 space per 45sqm	1 space per 100sqm for staff and 1 space per 250sqm for visitors.
E Commercial, Business and Services – food and drink (mainly in premises) i.e. restaurants and cafes.	1 space per 10sqm of public floor area	1 space per 4 staff and 1 space per 25sqm for customers.
E Commercial, Business and Services – office, research and development and light industrial process.	1 space per 45sqm	1 space per 100sqm for staff and 1 space per 250sqm for visitors.
E Commercial, Business and Services – Non-residential institutions (medical or health services, creches, day nurseries and centres).	1 space per 4 medical staff, plus 1 space 4 non-medical staff. Plus 1 parking space per consulting, examination, treatment, therapy room & A&E cubicle.	1 space 50sqm or 1 per 30 seats capacity. Plus 1 space 5 per employees.
E Commercial, Business and Services – Assembly and Leisure (indoor sport, recreation or fitness, gyms).	1 space per 30sqm of public floor area	1 space 50 sqm or 1 per 30 seats capacity. Plus 1 space 5 per employees.
F.1 Non-residential institutions (education, at gallery, museum, public library, public exhibition hall, place of worship, law courts).	Site specific assessment required based on travel plan and operational needs.	Staff provision 1 space per 20 staff. Students; 1 space per 10 students.
F.2 Shop no larger than 280sqm (selling mostly essential foods and at least 1km from another similar shop); community hall, outdoor sport/recreation area, indoor or outdoor swimming pool, skating rink.	1 space per 30sqm of public floor area	1 space per 50sqm for staff and 1 space per 50sqm for customers.
Sui Generis, Public House, wine bar, drinking establishment.	1 space per 10sqm of public floor area	1 space 4 staff and 1 space per 25sqm for customers.
Sui Generis, Hot Food Takeaway.	1 space per 10sqm.	1 space 4 staff and 1 space per 25sqm for customers.
Sui Generis, Cinema, Concert Hall, Bingo Hall, Dance Hall, Live Music venue.	1 space per 30sqm.	1 space per 20sqm for staff plus visitor / customer cycle parking.

- 8.7. As set out in Table 5, the type of land use will determine the maximum amount of commercial / employment vehicle parking per development site. Should a reduction in parking provision be proposed, each application will be individually assessed on its merits, but must be based on the following criteria:
- a) Trip rates (including base and forecast mode shares) associated with the development accounting for the vehicular trip rate reductions in accordance with the requirements set out in OCC's 'Implementing Decide & Provide: Requirements for Transport Assessments' document,
  - b) The policies in OCC's LTCP, notably the transport user hierarchy (Policy 1), which requires that development proposals give primacy to walking, cycling and public transport, and the LTCP targets to reduce dependence on the private car,
  - c) The specific user group of employees / visitors of the site (including shift patterns),
  - d) Location and risk of displaced parking.
- 8.8. The number of spaces for operational vehicles i.e. Light Goods Vehicles (LGV) and Heavy Goods Vehicles (HGV) may also be calculated using the same methodology above or compared to vehicle operating licences for similar buildings / operations.
- 8.9. While non-residential developments are expected to provide a minimum level of active charging points (25% of all vehicle parking spaces), in designing this type of infrastructure, there is a need to consider the likely parking behaviour i.e. expected duration of people's stays which may affect the number of 'active' spaces. In designing provisions for disabled users parking at non-residential developments, where the total number of parking spaces exceeds 200 spaces, consideration must be given to providing less than 6% of spaces for disabled parking to ensure there is not overprovision of spaces. Disabled cycle parking is to be provided in accordance with LTN 1/20.
- 8.10. The developer of a site proposal is responsible for ensuring high quality facilities are provided on site for the proposed use, including cycle parking, staff changing, washing and storage facilities.
- 8.11. Any planning submission must be supported with details of the site's operation once it is in use, whether the site stores vehicles not in use, the frequency of vehicles visiting the site for deliveries, or the type and size of vehicles using the site. The majority of such details would be expected to be provided as part of transport submission for a future planning application and accompanying Travel Plan [Transport Development Control \(TDC\) | Oxfordshire County Council](#).
- 8.12. As part of any planning application submission, the staff and visitor ratio for each land use should be clearly identified as they are likely to be distinct to each land use class and may change over the life of the building, particularly if occupied by another business user. For example, land uses such as retail uses (E Commercial, Business and Services - shops) and health centres/leisure uses (E Commercial, Business and Services, Assembly and Leisure (indoor sport,

recreation or fitness, gyms, and hospitals (class C2)) will generally have two user groups accessing those types of developments, staff/employees, and customers/patients. Another example to consider, such as employment uses, (class B2-B8) will generally only be accessed by staff/employees with occasional visitors. In essence, each development proposal is assessed on its merits due to each land-use having its own unique characteristics.

- 8.13. In addition to the above, other characteristics of non-residential developments needs to be taken into consideration when determining parking arrangements, such as:
- a) The geographical location of the site and the levels of accessibility for non-car mode users.
  - b) Survey (or business) data to determine the peak parking period and demand.
  - c) Local on-street parking conditions; and
  - d) Local data i.e. census travel to work data about mode share and supporting Travel Plan information.

#### **9.0. Parking Capacity (Beat) Surveys**

- 9.1. The information provided in this section of this document is to assist developers and their consultant team when assessing the parking implications of new development for a transport submission (Transport Assessment or Statement) to accompany a planning application. The guidance seeks to ensure that any parking capacity surveys undertaken are robust and that the information collected and presented is in a consistent and concise manner, providing a reliable source of data for decision making purposes.
- 9.2. Parking capacity surveys are required to satisfy the criteria outlined in this guidance and should be agreed with OCC as part of a scoping exercise for a transport submission. Such surveys should only be undertaken when it is reasonably expected that parking will take place on existing streets and should follow calculation of the expected levels of vehicle ownership and consider how this parking can be provided. Any surveys undertaken will be expected to be presented in the form of a summary report as part of a wider transport submission.
- 9.3. The survey area is expected to centre on the development site and extend 200 metres (not as the crow flies) for residential uses and 500 metres for commercial uses and is to extend where a 200-metre route is close to joining another and include areas that are most likely to be used for parking by those living in, or visiting the site and will, therefore, need to consider site access arrangements.
- 9.4. These parking surveys are to be undertaken when usage / demand of available parking is at highest i.e. peak times in the agreed survey area. Where commercial parking is considered, a number of surveys should be undertaken during the operational times for the proposed use, while residential parking demand is to be undertaken when the majority of residents would be expected



to be at home i.e. 00:30-05:30. A development that is expected to have large impact on on-street parking in an area where demand is high, may be required to undertake an extensive survey throughout the day.

- 9.5. A parking capacity survey is generally undertaken as a beat survey (also known as Lambeth Methodology survey) where an enumerator walks an agreed route at regular intervals recording the registration details of parked vehicles. The information expected to be collected should include the following:
- a) The rate of turnover of vehicles on each street expressed as a number of vehicles leaving / arriving per hour.
  - b) The number of vehicles parking on each street; and
  - c) An estimate of the parking capacity of each street and an explanation of how this is calculated.
- 9.6. If the development site is located within a Controlled Parking Zone (CPZ), the summary report to be provided should also include the details of the existing resident permit take-up or any waiting lists. The summary report should also be accompanied with a map of the area surveyed, details of the date and times when a survey was undertaken, and any parking restrictions imposed in the survey area.
- 9.7. When the results of a parking survey are being prepared, a summary report of the capacity surveys is to be provided and should be accompanied by:
- a) A suitable scaled map displaying the geographical area that has been surveyed.
  - b) Details of the dates and times of day the survey(s) took place.
  - c) The details of any parking restrictions imposed within the study area; and
  - d) Confirmation that the study area has been agreed with OCC officers before any survey(s) have been undertaken.



## 10.0 Reference Documents

- Oxfordshire County Council Strategic Plan 2022 – 2025 [Strategic Plan 2022-2025 \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk).
- Local Transport and Connectivity Plan (adopted July 2022) [Connecting Oxfordshire | Oxfordshire County Council](https://www.oxfordshire.gov.uk).
- National Planning Policy Framework (NPPF) dated July 2021 [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk).
- Oxfordshire County Council Street Design Guide [Street Design Guide \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk).
- Oxfordshire's Electrical\_Vehicle Infrastructure Strategy (Adopted March 2021) [Oxfordshire Electric Vehicle Infrastructure Strategy](https://www.oxfordshire.gov.uk).
- Oxfordshire Cycling Design Standards 2017 [cyclingstandards \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk).
- Transport for New Developments Parking Standards for New Residential Developments dated December 2011.
- Manual for Streets published 2007 by the Department of Transport Communities and Government.
- Manual for Streets 2 published in 2010 by the Chartered Institution of Highways and Transportation.
- Local Transport Note 1/20 Cycle Infrastructure Design [Cycle infrastructure design \(LTN 1/20\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk).
- Oxford City Technical Advice Note 12, dated March 2022 [Planning Policy - Technical Advice Notes \(TANs\) | Planning Policy - Technical Advice Notes \(TAN\) | Oxford City Council](https://www.oxfordcitycouncil.gov.uk).
- West Sussex County Council Guidance in Parking at New Developments (September 2020) [Guidance on Parking at New Developments \(westsussex.gov.uk\)](https://www.westsussex.gov.uk).
- Surrey County Council Vehicular and Cycle Parking Guidance (January 2018) [Parking Guidance for Development January 2018 \(woking.gov.uk\)](https://www.woking.gov.uk)
- Buckinghamshire County Council, Buckinghamshire Countywide Parking Guidance (September 2015) [parking-guidance-september-2015-2.pdf \(buckscc.gov.uk\)](https://www.buckscc.gov.uk).
- Office of National Statistics [Home - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk).
- BREAM UK New Construction [BREEAM non-domestic manual - Cover \(bregroup.com\)](https://www.bregroup.com)
- Building Regulations 2010: Approved Document S: Infrastructure for the charging of electric vehicles [Approved Document S: Infrastructure for the charging of electric vehicles \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk).