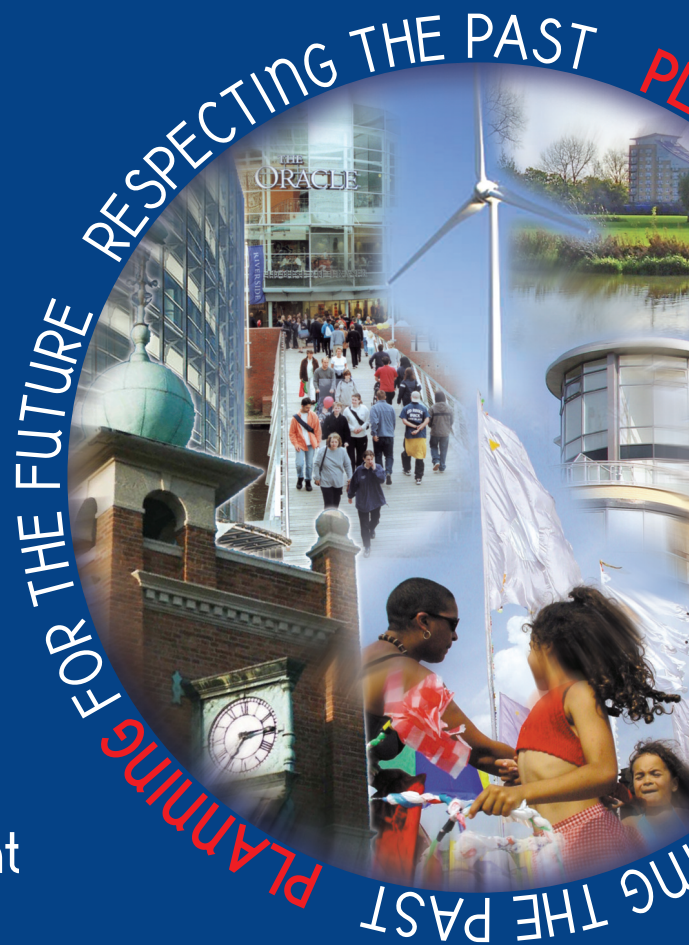


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Produced by Reading Borough Council and Peter Brett Associates  
Pictures and diagrams from Peter Brett Associates

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# 1.0 Introduction

Car parking has always been a major element of land use planning and development. In the last 10 years, there has been a change in Government Policy and development is no longer assessed on a 'predict and provide basis' for the private car. PPS3: Housing requires Local Authorities to develop parking plans for residential areas, promoting good design and efficient use of land. PPG13: Transport (Jan 2011) states that Local Authorities should set levels of parking for broad classes of development and for non-residential development this should be based on maximum standards. For non-residential parking standards this is detailed further in PPS4: Planning for Sustainable Economic Growth, which supersedes PPG13 in this regard. These parking and design standards are reflected in some of the Council's Core Strategy Policies:

CS4: Accessibility and the Intensity of Development - requires development within the Borough to be close to services and facilities by walking, cycling and public transport.

CS7: Design and the Public Realm – encourages design that provides safe and accessible environments.

CS20: Implementation of the Reading Transport Strategy (Local Transport Plan 2006 – 2011) – including provision of measures that will make alternatives to private cars (such as walking, cycling and public transport) more attractive.

CS23: Sustainable Travel and Travel Plans – major development proposals will not be granted permission unless there is a commitment towards sustainable transport facilities and travel plans.

CS24: Car and Cycle Parking – maximum car parking standards and cycle parking requirements will be applied in relation to the accessibility of locations within the Borough to sustainable transport facilities, particularly public transport.

As there are different land uses and densities in Reading, a zonal approach has been adopted. This considers accessibility to sustainable forms of transportation and in the case of residential parking, the distance to local facilities and services.

Parking is identified by the Government as being a major contributor to rising levels of car usage, and in turn congestion and environmental damage. The switch of transport policy away from building roads to cope with demand has forced the government to review ways of reducing car usage growth and therefore congestion.

The provision of parking can be controlled in two ways, namely parking provision at home and parking provision at destinations for journeys (for example a workplace or retail development). The Government has identified that parking restrictions at both ends of a journey can alter travel patterns and prompt travellers to seek alternative modes. This clearly has to be implemented in conjunction with improvements in public transport provision, and walking and cycling routes. PPG13 states that local authorities should ensure that as part of a package of planning and transport measures, levels of parking provided in association with development will promote sustainable transport choices.

The density of land use is extremely important and low-density development surrounding the core transport infrastructure will serve to limit the take-up of public transport as an alternative mode as fewer developments can be accommodated close to the main transport nodes.

This document is to be read in conjunction with the Central Reading Parking Strategy 2004. This document was produced to provide guidance for public and private car parking within the town centre. It does not set parking standards, and therefore can be used alongside the standards set out in this document.



# 2.0 RBC Zonal Scheme

## **Zonal Scheme**

Reading Borough is recognised as an urban area with great diversity in transport provision and need. As with the majority of core urban areas, the centre of Reading is well served by public transport, cycle and walking facilities and public car parking. The main railway station provides direct links to a number of local towns and villages as well as regional and nationally important centres throughout the UK.

Adjacent to the railway station and within the town centre there are a number of public bus stops and interchange facilities, serving the wider Reading area and further a field within Berkshire and South Oxfordshire. A direct coach link to London Heathrow provides a viable alternative to driving.

Bus priority schemes and Premier Bus Routes are in operation throughout Reading with distinct corridors such as Oxford Road/Tilehurst Road, the A4 Bath Road and selected routes into Caversham, Whitley and to the East of the town centre along Kings Road. Buses are generally high frequency, and the provision of the NightTrack bus scheme provides a continued alternative to car use late into the evening.

Reading is served by park and ride sites, which offer a viable alternative to town centre parking for long and medium stay parking needs. Further park and ride sites are indicated within the Reading Local Transport Plan including within the eastern and southern parts of the Borough.

The urban nature of Reading, coupled with good alternatives to the private car provide an ideal base to create a zonal system for parking standards. The principle is that developments located close to public transport and local centres will require less parking than equivalent developments in less sustainable areas of the Borough.

An analysis of the urban environment and transport links suggests a 4-zone system, and the proposed zones can be seen in Figure 1 of this report. The 4 zones can be defined as:

### ***Zone 1, Central Core Area***

This area lies at the very heart of Reading Borough, consisting primarily of retail and commercial office developments, with limited residential. The area is defined as having the best transport hubs, with both the main railway station and also bus interchanges at the station and within Friar Street and other streets surrounding the town centre. This area also contains the largest proportion of public car parking spaces. Further development in this area is anticipated to be of a similar nature to the existing provision, but will include some high-density residential. Typically retail units generate shorter term parking and in core areas commercial office facilities can be served well by rail and bus links.

## ***Zone 2, Primary Core Area***

This zone directly surrounds the Central Core Area and extends to walking distances of 2 kilometres from the centre of Reading. Typically this zone is well served by public transport, with buses continuing either into or out of the Central Core Area via this zone. Much of this area is within acceptable walking distance (400m) of either the main railway station, or Reading West railway station. Walking and cycling in this area tends to be encouraged through the provision of wide and safe footways, with some dedicated or shared cycle ways. The areas within Zone 2 also typically have smaller local centres, providing day-to-day access to retail and some commercial facilities. Future growth in these areas is likely to be more mixed than in the core area, with larger amounts of residential than commercial space.

## ***Zone 3, Secondary Core Area***

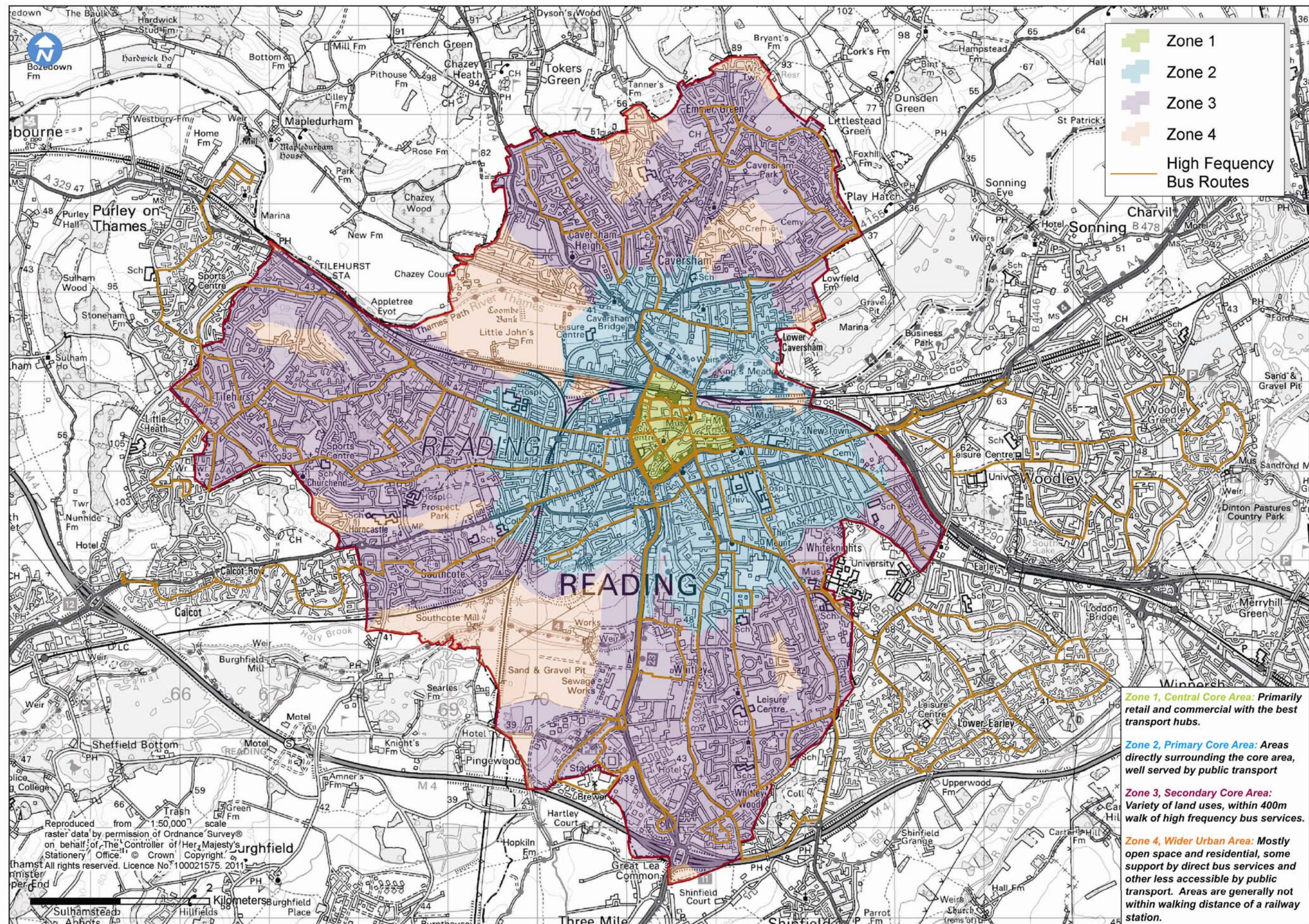
Areas within this zone feature a variety of land uses and densities and include some local centres for day-to-day needs. Typically these areas are within 400m of a Reading Buses high frequency 'Premier Route', which provides high quality bus routes. These buses link not only to the Central Core Area, but also zone 2 areas and beyond to major supermarket and local centre facilities. Walking and cycling can play an important role in these areas.

## ***Zone 4, Wider Urban Area***

As Reading is well served by public transport and has tightly constrained settlement boundaries, only a small portion of the Borough is zone 4. This is mostly residential and protected open space areas that are located within the functional flood plain. Most of the residential units are outside a comfortable walking distance from a train station. Any future development must be carefully considered for the individual characteristics surrounding the site as there will be more variation in sustainability than in each of the other zones.











# 3.0 RBC Car Parking Standards

## Background

When formulating parking standards it is important to recognise that if parking standards are set too high or too low then this could lead to competition for development within an urban area. This is particularly important when setting parking standards based on a zonal system within a constrained and dense urban area, such as Reading. It should be recognised that development must be commercially viable and that in many cases this does lead to some level of parking being required. Parking must be determined in a way that does not push development into peripheral urban areas as developers seek higher parking levels for commercial reasons. For this reason the setting of parking standards on a zonal basis must reflect the availability of alternatives to the private car and the likelihood of travellers being willing to use the alternatives.

The economic viability of Reading also depends on not forcing developers to look outside of the Reading Urban Area to other Local or Regional centres where they feel that parking standards will make their developments more commercially attractive. In response to this, it is necessary to review the parking standards imposed by Councils in Berkshire and the South-East generally whilst compiling standards for Reading Borough. PPG13 advises that Local Authorities should set out appropriate levels of parking which do not undermine the vitality of town centres.

The levels set in each zone reflect access to alternative modes and are partially influenced by the variants set out in PPS3: Housing Paragraph 51, e.g. promoting good design and the need to use land efficiently. For residential developments car parking levels are based on access to alternative modes, but are also influenced by factors such as expected levels of car ownership<sup>1</sup>. Such ownership does not necessarily need to relate directly to modal choice for some journeys, and the provision of parking at the workplace or other destinations may be more influential than the inability to park at home. What must be avoided are standards that force car owners to seek alternative parking locations for additional vehicles, such as on the street or in private car parks. Shifts in car ownership may only come about as travellers find that they can make journeys by alternative modes.

The car parking standards set, except for those relating to residential (C3), are to be imposed as maximums, unless a developer can prove that their development requires parking at a higher level for exceptional circumstances. In accordance with Policy EC8 of Planning Policy Statement 4: Planning for Sustainable Economic Growth Local Planning Authorities should set maximum parking standards for non-residential development which takes into account a range of matters. These include, the need to: promote sustainable transport choices; reduce carbon emissions; take into account levels of public transport accessibility; reduce the amount of land needed for development; and tackle congestion. With respect to commercial development this

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<sup>1</sup> Census data from 2001, updated March 2007 has been used to inform the residential (C3) standards.

means a set maximum based upon Gross Floor Area (GFA), The parking standards provision identified for residential are based upon spaces per dwelling. . PPG13 goes on to state that only in exceptional circumstances such as where a development may have a detrimental impact on public parking facilities or on-street parking should the Planning Authority impose a requirement for additional parking.

Where comprehensive and mixed-use development schemes are likely, developers are encouraged to provide shared parking for facilities which are likely to generate peak parking levels during different periods of the day.

In addition the introduction of Electric Vehicle charging points will be encouraged, where appropriate. It is intended that these will become permitted development<sup>2</sup>.

The parking requirements for disabled users are set out in Section 6.0.

	Maximum Parking Standards			
	Zone 1	Zone 2	Zone 3	Zone 4
<b>Retail 1 space per m<sup>2</sup></b>				
A1 Food Retail	*	40m <sup>2</sup>	30m <sup>2</sup>	**
A1 Non-Food Retail Up to 1,000m <sup>2</sup>	*	50m <sup>2</sup>	40m <sup>2</sup>	**
A1 Non-Food Retail Over 1,000m <sup>2</sup>	*	40m <sup>2</sup>	30m <sup>2</sup>	**
A2 Financial & Professional Services	*	40m <sup>2</sup>	30m <sup>2</sup>	**
A3 Restaurants & Cafes	*	7.5m <sup>2</sup>	5m <sup>2</sup>	**
A4 Eating Establishment	*	7.5m <sup>2</sup>	5m <sup>2</sup>	**
A5 Hot Food Take-Away	*	50m <sup>2</sup>	40m <sup>2</sup>	**

\* Public parking will be provided in line with RBC's current parking strategy.

\*\* Dealt with on a case-by-case basis, as long as the use is considered acceptable in this area, in accordance with Core Strategy Policies.

- For A1 Food Retail, consideration should be given for vehicle parking associated with an internet/ home delivery service. This will be agreed on individual application basis.
- For A1 Food and Non-Food Retail, Parent and Toddler parking is to be provided based on the standards outlined in section 6.

<sup>2</sup> CLG letter to Chief Planning Officers 3rd Jan 2011

	Maximum Parking Standards			
	Zone 1	Zone 2	Zone 3	Zone 4
<b>Commercial 1 space per m<sup>2</sup></b>				
B1(a) Office	250m <sup>2</sup>	100m <sup>2</sup>	50m <sup>2</sup>	*
B1(b) Research & High Tech	250m <sup>2</sup>	100m <sup>2</sup>	50m <sup>2</sup>	*
B1(c) Light Industrial	250m <sup>2</sup>	125m <sup>2</sup>	100m <sup>2</sup>	*
B2 – B7 General & Specific Industrial	250m <sup>2</sup>	125m <sup>2</sup>	100m <sup>2</sup>	*
B8 Storage & Distribution	250m <sup>2</sup>	200m <sup>2</sup>	150m <sup>2</sup>	*

\* Dealt with on a case-by-case basis, as long as the use is considered acceptable in this area, in accordance with Core Strategy Policies.

	Maximum Parking Standards			
	Zone 1	Zone 2	Zone 3	Zone 4
<b>Residential</b>				
C1 Hotels	0.25* per bedroom	0.5* per bedroom	0.75* per bedroom	1* per bedroom
	* Ancillary facilities such as restaurants, bars and conference areas will be treated as A3/ D2 uses when available to non residents. Major hotel developments where multiple facilities are provides will be considered on their merits			
C1 Guest House and B&B	0.5 per bedroom & 1 for proprietor	1 per bedroom, 1 for proprietor & 0.5 per FTE Staff	1 per bedroom, 1 for proprietor & 0.75 per FTE Staff	1 per bedroom, 1 for proprietor & 1 per FTE Staff
C2 Halls of Residence*	1 per FTE staff & zero for students	1 per FTE staff & zero students	1 per FTE staff & 1 per 15 students	1 per FTE staff & 1 per 10 students
C2 Hospital (In Patients)	1 per 6 FTE staff & 1 per 5 beds	1 per 6 FTE staff & 1 per 4 beds	1 per 4 FTE & and 1 per 3 beds	1 per 4 FTE staff & 1 per 3 beds
C2 Hospital (Out Patients)	1 per 6 FTE staff & 1 per consulting room	1 per 6 FTE staff & 1 per consulting room	1 per 4 FTE staff & 1 per consulting room	1 per 4 FTE staff & 1 per consulting room
C2 Nursing Home	0.5 per FTE staff & 1 per 4 residents	1 per FTE staff & 1 per 4 residents	1 per FTE staff & 1 per 4 residents	1 per FTE staff & 1 per 4 residents

\* Where necessary, student parking restrictions will be enforced through tenancy agreements

	Residential Parking Provision			
	Zone 1	Zone 2	Zone 3	Zone 4
<b>Residential</b>				
C3 Retirement Home with Warden (spaces per individual units)	0.5 + 1 space on site for staff	1 + 1 space on site for staff	1 + 1 space on site for staff	1 + 1 space on site for staff
C3 Dwelling Flat 1-2 bed	0.5	1	1.5	1.5
C3 Dwelling Flat 3+ bed	1	1.5	2	2
C3 Dwelling House 1 bed	0.5	1	1	1
C3 Dwelling House 2 bed	1	1	1.5	2
C3 Dwelling House 3 bed	1	2	2	2
C3 Dwelling House 4+ bed	2	2	2	3
Visitor Parking	0	1 space per 10 dwellings (Flats only)	1 space per 4 dwellings (Flats only)	1 space per 4 dwellings (Flats only)
Houses in Multiple Occupation (HMOs)	0.25 per bedroom**	0.25 per bedroom**	0.25 per bedroom**	0.25 per bedroom**

- For a retirement village, parking requirements will be determined separately.
- Adopted Core Strategy Policy CS18 on residential conversions refers to the need for the provision and location of adequate on-site car parking

\*\* Occupiers will not be entitled to on-street car parking permits. Where planning permission is required for small HMOs falling within the C4 Use Class, this standard will apply to both C4 HMOs and Sui Generis HMOs.

The above standards for C3 are the required standards. Should a developer require fewer spaces than are set out here then there would need to be demonstration, to the Highway Authority's satisfaction, that there would be no detriment to highway safety as a result. Under exceptional circumstances the Local Authority will give consideration to a higher level of car parking provision than that which is set out above. This requirement would need to be supported by robust evidence.

This table has been informed by Census data (April 2001, updated March 2007) and will be amended in the light of new data which emerges from the 2011 Census.

	Maximum Parking Standards			
	Zone 1	Zone 2	Zone 3	Zone 4
<b>Places of Public Assembly &amp; Leisure Facilities 1 per m<sup>2</sup> unless indicated</b>				
D1 Clinic/ Health Centre	1 per consulting room + 0.5 per FTE staff	2.5 per consulting room + 1 per FTE staff	3.0 per consulting room + 1 per FTE staff	3 per consulting room + 1 per FTE staff
D1 Doctors, Dentist & Veterinary Surgery	1 per consulting room	1.5 per consulting room	2 per consulting room	2 per consulting room
	Plus 1 space per General Practitioner			
D1 Libraries/ Museums	*	*	35 m <sup>2</sup>	30 m <sup>2</sup>
D1 Places of Worship (including crematoria chapels)/ Church Hall/ Community Hall	*	1 per 10 fixed seats and/or 1 per 20m <sup>2</sup> open hall	1 per 8 fixed seats and/or 1 per 16m <sup>2</sup> open hall	1 per 6 fixed seats and/or 1 per 12m <sup>2</sup> open hall
D1 Day Nurseries with fixed pick up and drop off times	1 per 4 FTE staff, 1 drop off space per 5 pupils	1 per 3 FTE staff, 1 drop off space per 5 pupils	1 per 2 FTE staff, 1 drop off space per 5 pupils	1 per 2 FTE staff, 1 drop off space per 5 pupils
D1 Day Nurseries with flexible pick up and drop off times	1 per 4 FTE staff, 1 drop off space per 10 pupils	1 per 3 FTE staff, 1 drop off space per 10 pupils	1 per 2 FTE staff, 1 drop off space per 10 pupils	1 per 2 FTE staff, 1 drop off space per 10 pupils
D1 Primary Education	1 per 3 FTE staff, 1 drop off space per 10 pupils	1 per 2 FTE staff, 1 drop off space per 10 pupils	1 per 1 FTE staff, 1 drop off space per 10 pupils	1 per 1 FTE staff, 1 drop off space per 10 pupils
D1 Secondary Education	1 per 3 FTE staff	1 per 2 FTE staff	1 per 1 FTE staff	1 per 1 FTE staff
D1 Further/ Higher Education	1 per 3 FTE teaching staff & 1 per 6 non FTE teaching staff***	1 per 2 FTE teaching staff, 1 per 4 non FTE teaching staff & 1 per 30 students** ***	1 per 1.5 FTE teaching staff, 1 per 3 non FTE teaching staff & 1 per 20 students** ***	1 per 1 FTE teaching staff, 1 per 2 non FTE teaching staff & 1 per 15 students** ***

- A requirement for a bus/coach loading area, provided either on-site or off-site, for D1 Primary Education and above, will be required unless otherwise justified.
- \* Public parking will be provided in line with RBC's current parking strategy
- \*\* Where FTE students live within Halls of Residence on site, D1 student parking provision will be deducted from requirement.
- \*\*\* Provision will be based on the maximum capacity of a building (at any one time)



	Maximum Parking Standards			
	Zone 1	Zone 2	Zone 3	Zone 4
<b>Places of Public Assembly &amp; Leisure Facilities 1 per m<sup>2</sup> unless indicated</b>				
D2 Bowling Alley	*	*	1.5 per lane	**
D2 Cinema/ Conference Facilities	*	*	1 per 7.5 seats	**
D2 Golf Courses	N/A	N/A	N/A	4 Spaces per hole
D2 Golf Driving Range	N/A	Determined with Travel Plan	1.5 Spaces per tee/ bay	1.5 Spaces per tee/ bay
D2 Playing Fields (Including associated changing facilities)	N/A	12 spaces per Ha of pitch area	12 spaces per Ha of pitch area	12 spaces per Ha of pitch area
D2 Indoor/ Outdoor Sports complexes (General)	See Below	See Below	See Below	See Below
D2 Sports Halls	1 space per 10 fixed seats & 1 space per 50 m <sup>2</sup>	1 space per 7.5 fixed seats & 1 space per 40 m <sup>2</sup>	1 space per 5 fixed seats & 1 space per 35 m <sup>2</sup>	1 space per 5 fixed seats & 1 space per 30 m <sup>2</sup>
D2 Swimming Pools	1 space per 7.5 fixed seats & 1 space per 15 m <sup>2</sup> pool area	1 space per 7.5 fixed seats & 1 space per 15 m <sup>2</sup> pool area	1 space per 5 fixed seats & 1 space per 10 m <sup>2</sup> pool area	**
D2 Health Clubs/ Gymnasiums	-	1 space per 35 m <sup>2</sup>	1 space per 30 m <sup>2</sup>	**
D2 Squash Courts	1 space per court	1 space per court	1 space per court	1 space per court
D2 Tennis Courts	1 space per court	1 space per court	1 space per court	1 space per court
Stadia	Considered on individual merit	Considered on individual merit	Considered on individual merit	Considered on individual merit

\* Public parking will be provided in line with the Central Reading Parking Strategy 2004.

\*\* Dealt with on a case by case basis, as long as the use is considered acceptable in this area, in accordance with Core Strategy Policies.

	Maximum Parking Standards			
	Zone 1	Zone 2	Zone 3	Zone 4
<b>Other Land Uses 1 per m<sup>2</sup></b>				
Vehicle Sales	1 space per 3 FTE staff 1 space per 15 display cars**	1 space per 2 FTE staff 1 space per 10 display cars**	1 space per 1 FTE staff 1 space per 10 display cars**	1 space per 1 FTE staff 1 space per 10 display cars**
Vehicle Servicing	1 space per 3 FTE staff & 3 per service bay	1 space per 2 FTE staff & 3 per service bay	1 space per 1 FTE staff & 3 per service bay	1 space per 1 FTE staff & 3 per service bay
Vehicle Parts	1 space per 3 FTE staff	1 space per 2 FTE staff & 1 space per 50m <sup>2</sup>	1 space per 1 FTE staff & 1 space per 40m <sup>2</sup>	1 space per 1 FTE staff & 1 space per 30m <sup>2</sup>
Filling Station *	-	1 space per 2 FTE staff*	1 space per 2 FTE staff*	1 space per 2 FTE staff*
Theatres	***	***	1 per 7.5 seats	****

\* If retail GFA within Filling Station exceeds 50m<sup>2</sup>, refer to A1 standards for additional requirement.

\*\* This refers to parking for customers, display vehicles are not included in this provision, and would fall under sales space.

It should be noted that where provision is based on spaces per display cars, parking provision will be based on the total spaces at the site (including all display vehicles) i.e. the applicant should indicate the maximum number of display vehicles that could be accommodated on the site at any one time, whilst ensuring sufficient provision for parking spaces, cycle parking etc. (evidence should be provided to justify the figure given).

\*\*\* Public parking will be provided in line with the Central Reading Parking Strategy

\*\*\*\* Dealt with on a case by case basis, as long as the use is considered acceptable in this area, in accordance with Core Strategy policies

For theatres the provision of loading facilities for coach/ lorry parking will be negotiated on a site by site basis.

# 4.0 Delivery and Servicing

## Parking standards

Lorry parking provision has been identified for the following Land Uses within Reading with all other Land Uses considered on a site-by-site basis to allow a flexible approach to development, which reflects the differing Land Use profiles and highway characteristics throughout the authority. This approach will also be considered together with supporting information contained within either a Design and Access Statement or Transport Assessment, which should accompany any planning application.

## Lorry Parking/Loading Bays

Guidance provided by the Freight Transport Association (FTA) recommends that where loading bays are arranged at right angles to the loading dock, a bay 3500mm wide is normally sufficient as this will provide a 1000mm clearance between vehicles. It states that this should be increased to 3600mm for vehicles with insulated bodies having an overall vehicle body width of 2600mm.

Depending on the available area to the front of 90 degree loading and parking bays , these would require widening from 3500mm for a 16,400mm frontal clearance to 5500mm based on a frontal clearance of 9600mm. The length of spaces may be relaxed where it can be demonstrated that smaller operational, servicing and delivery vehicles would be used. Consideration should also be given to the requirement for turning and manoeuvring.

Further guidance is contained within the FTA publication, Designing for Deliveries.

	Maximum Standards
	Zone 2 – 4*
Land Use	
A1 Food Retail/ Non-Food Retail	Up to 500 m <sup>2</sup> : 1 loading bay 501-1,500 m <sup>2</sup> : 2 loading bays 1,500 + : 3 loading bays
A3 Restaurants & Cafes	
A4 Eating Establishment	
B1(b) Research & High Tech	
B1(c) Light Industrial	
B2 – B7 General & Specific Industrial	
B8 Storage & Distribution	

\* Zone 1 will be based on the merits of the application.

# 5.0 Cycle & Motorcycle/ Moped Parking

## Cycle Parking

The provision of cycle parking must be considered essential for most developments. The quality of any cycle parking should reflect the likely usage, either with Sheffield type stands for short term parking or more secure systems for longer term storage, such as at the workplace or residential developments. The levels of cycle parking required by Reading for developments have previously been based upon the number of car parking spaces. New cycle parking standards should be independent and reflect a desire for more cycle parking to support the reduction in vehicular parking.

Cycle parking should be based upon the land use, zonal area, and floor space of developments. This will better reflect the importance of cycling as a modal choice within an urban area. Standards for cycle parking should be applied as minimum standards, and must be reflective of the potential for cycling to each land use type. It may be appropriate for mixed use developments to share parking provision between uses, and this will be considered on a case-by-case basis. The minimum cycling standards should not be prescriptive about the mix of long and short stay parking, and should be dealt with on a case-by-case basis. This will allow developers to provide the mix that they themselves feel appropriate and a justification for this may be required. The provision of short term cycle parking is easier than long term and so the Planning Authority will ensure that the proposed mix is accurate, and not simply a provision for the sake of meeting the standards. Where necessary a developer will be advised of a more appropriate mix.

The Planning Authority will also require that sufficient additional facilities within a development have been provided to support the level of cycle parking provision. Such facilities include changing rooms, showers, clothing lockers, and where appropriate CCTV coverage.

Cycle parking and storage facilities for all developments should be designed with consideration for the following objectives:

- Conveniently located in relation to the trip origin and destination. It is considered that cycle activity is encouraged when parking is provided in more convenient locations to car parking, i.e. parking entrances;
- Easy to use; Where the cycle can be secured easily and quickly to the parking device;

- Secure; Where parking is overlooked by development nearby, located close to well used areas or is within the coverage of a local security camera system. After dark lighting is required to ensure personal safety for bike users; and
- Covered; Particularly important for overnight and all day parking at places of employment and transport interchanges.

Information and design guidance on cycle parking can be found at:

- Sustrans: [www.sustrans.org.uk](http://www.sustrans.org.uk)
- London Cycling Campaign: [www.lcc.org.uk](http://www.lcc.org.uk)

## **Motorcycle/ Moped Parking**

Provision should be made for the parking of motorcycles/ mopeds at all non-residential developments. Like cycle parking, motorcycle parking provision should be visible, well lit and located close to pedestrian access points. It is recommended that each motorcycle bay should be 1500mm wide x 2800mm deep. For increased security it is advised that one of the following types of anchor points is provided to allow motorcycles/ mopeds to be secured to reduce the risk of theft.

**Ground Level:** The anchor point remains below the surface when not in use, often hidden by a steel plate set, level with the road surface. Once raised by the user, a loop is lifted to allow the rider to pass their own lock through the anchor. Consideration of this design option must be given with respect to impact of the anchor left upstanding by the user and the potential for obstruction of the highway.

**Raised:** The use of a horizontal bar approximately 400mm – 600mm high, generally at the edge of the carriageway. Preferably this design should be integrated with pedestrian railings or by other means to prevent a trip hazard to pedestrians.

## **Motorcycle/ Moped Parking Standards**

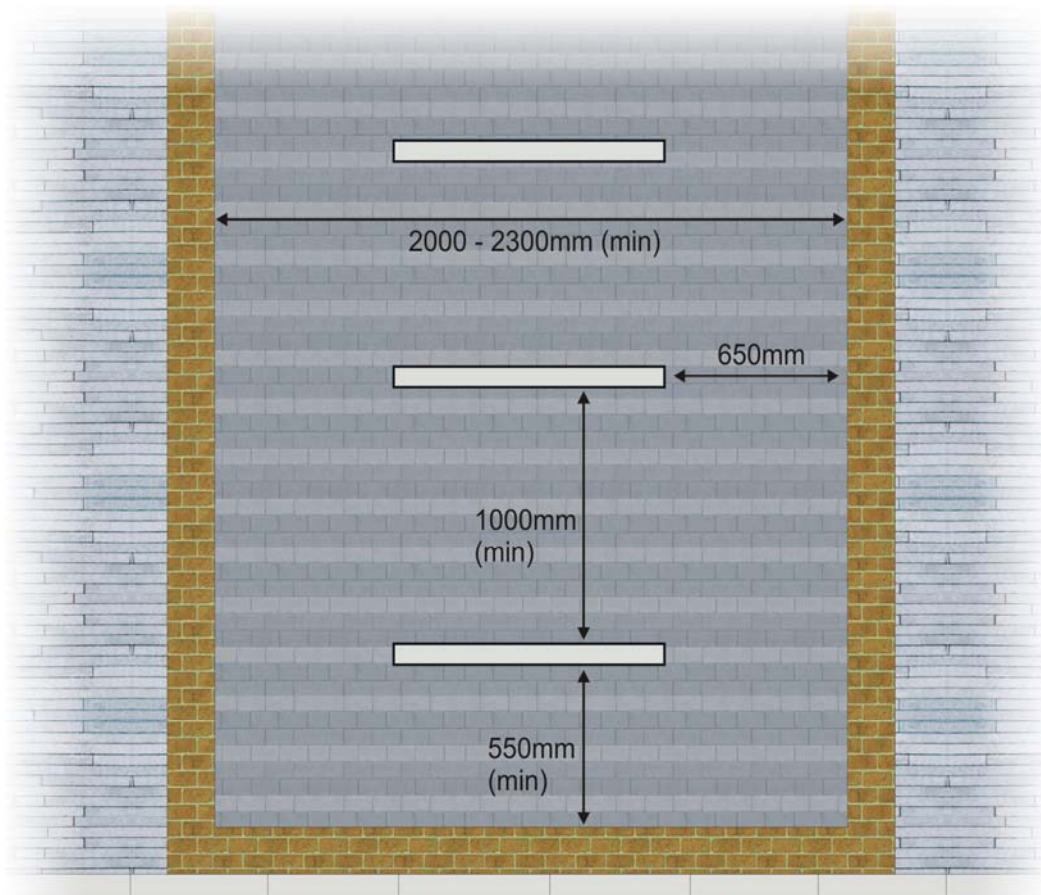
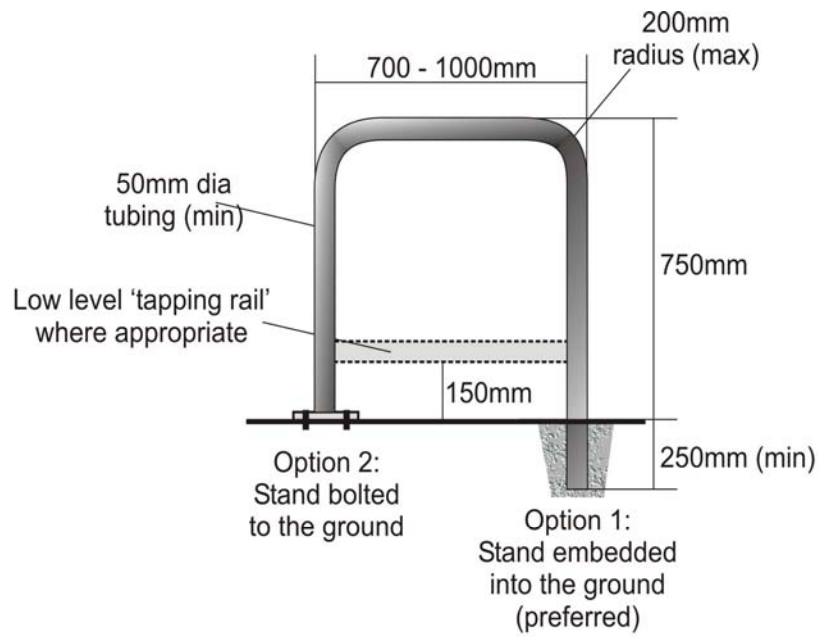
Motorcycle and moped parking provision for Major\* developments will be provided based on at least 2% of the maximum total car parking provision identified for each zone highlighted in Section 3.0. For Minor\*\* developments, motorcycle parking will be required and will be considered on a case-by-case basis.

\* Developments of 10 or more units, or 1000m<sup>2</sup> or more

\*\* Developments of less than 10 units or 1000m<sup>2</sup>

## Cycle parking Standards by Zone

### Typical Cycle Stand Dimensions and Cycle Parking Layout:



Minimum cycle parking standards	
	Zone 1 - 4
<b>Retail 1 per m<sup>2</sup></b>	
A1 Food Retail	1 space per 6 staff and 1 space per 300m <sup>2</sup>
A1 Non-Food Retail Up to 1,000m <sup>2</sup>	1 space per 6 staff and 1 space per 250m <sup>2</sup>
A1 Non-Food Retail Over 1,000m <sup>2</sup>	1 space per 6 staff and 1 space per 300m <sup>2</sup>
A2 Financial & Professional services	1 space per 6 staff
A3 Restaurants & Cafes	1 space per 6 staff and 1 space per 300m <sup>2</sup>
A4 Eating Establishment	1 space per 6 staff and 1 space per 300m <sup>2</sup>
A5 Hot Food Take-Away	1 space per 6 staff and 1 space per 300m <sup>2</sup>

Minimum cycle parking standards	
	Zone 1 - 4
<b>Commercial 1 per m<sup>2</sup></b>	
B1(a) Office	200m <sup>2</sup>
B1(b) Research & High Tech	250m <sup>2</sup>
B1(c) Light Industrial	250m <sup>2</sup>
B2 – B7 General & Specific Industrial	350m <sup>2</sup>
B8 Storage & Distribution	450m <sup>2</sup>

Minimum cycle parking standards	
	Zone 1 - 4
<b>Residential</b>	
C1 Hotels	1 space per 6 staff
C1 Guest House and B&B	1 space per 6 staff
C2 Halls of Residence	1 space per 3 staff & 1 space per 5 students
C2 Hospitals (In Patients)	1 per 3 staff plus 1 space per 5 beds
C2 Hospitals (Out Patients)	1 per 3 staff plus 1 space per 3 consulting room
C2 Nursing Home	1 per 3 staff
C3 Retirement Home (Spaces per individual unit)	1 per 3 staff / 1 space minimum
C3 Dwelling Flat 1/2-bed	0.5*
C3 Dwelling Flat 3+-bed	1*
C3 Dwelling House 1-bed	1
C3 Dwelling House 2/3-bed	2
C3 Dwelling House 4-bed +	2

\* If no individual secure facility e.g. store or garage associated with property, dedicated parking required. This can be in the form of communal cycle parking.



Minimum cycle parking standards	
	Zone 1 - 4
<b>Places of Public Assembly &amp; Leisure Facilities 1 per m<sup>2</sup> unless indicated</b>	
D1 Clinic/ Health Centre	1 space per 2 staff & 1 stand per consulting room
D1 Doctors, Dentist & Veterinary Surgery	1 space per 2 staff & 1 stand per consulting room
D1 Libraries/ Museums	1 space per 6 staff and 1 space per 300 m <sup>2</sup>
D1 Places of Worship/ Church Hall	1 space per 50 m <sup>2</sup>
D1 Day Nurseries	1 space per 2 FTE staff
D1 Primary Education	1 space per 5 FTE staff & 1 space per 15 pupils (years 1-3) and 1 space per 10 pupils (years 4-6)
D1 Secondary Education	10% of building users (FTE staff and students) up to 500 <b>Plus</b> 7% for building users in the range 501-1000 <b>Plus</b> 5% for building users over 1000
D1 Further/ Higher Education	10% of building users (FTE staff and students) up to 500 <b>Plus</b> 7% for building users in the range 501-1000 <b>Plus</b> 5% for building users over 1000
D2 Bowling Alley	1 space per 6 staff and 1 space per 40 m <sup>2</sup>
D2 Cinema/ Conference Facilities	1 space per 6 staff and 1 space per 40 m <sup>2</sup>
D2 Golf Courses	No standards – Considered individually
D2 Golf Driving Range	No standards – Considered individually
D2 Playing Fields (Including associated changing facilities)	2 spaces per 2 Ha of pitch area
D2 Indoor/ Outdoor Sports Facilities (General)	See Below
D2 Sports Halls	1 space per 6 staff or 1 per equivalent badminton court
D2 Swimming Pools	1 space per 6 staff & 1 space per 40 m <sup>2</sup>

D2 Health Clubs/ Gymnasiums	1 space per 6 staff & 1 space per 40 m <sup>2</sup>
D2 Squash Courts	1 space per 6 staff & 1 space per equivalent squash court
D2 Tennis Courts	1 space per 6 staff & 1 space per equivalent tennis court

Minimum cycle parking standards	
	Zone 1 - 4
Other Land Uses 1 per m <sup>2</sup>	
Vehicle Sales	1 space per 6 FTE staff & 1 space per 20 display cars*
Vehicle Services/ Workshops	1 space per 4 FTE staff
Stadia	Considered on individual merit

\* It should be noted that where provision is based on spaces per display cars, cycle provision will be based on the total sales space at the site (including all display vehicles) i.e. the applicant should indicate the maximum number of display vehicles that could be accommodated on the site at any one time, whilst ensuring sufficient provision for parking spaces, cycle parking etc. (evidence should be provided to justify the figure given).



# 6.0 Accessibility Parking

## Disabled Parking

The provision of parking for disabled motorists is a key element of all developments that are open to the public. Typically this excludes residential developments, however where such a development is to be of a significant size, or with large amounts of visitor or communal parking bays then the developer should ideally provide some level of parking which takes into account the need of disabled motorists.

When determining the level of provision, guidelines should be taken from Advisory Leaflet 5/95 Parking for Disabled People (Department for Transport, 1995). This document establishes the number of disabled parking bays required by working on the number of standard bays to be provided. However, this does not take into account the zonal basis of car parking. In this situation the developments within the inner zones will require a higher percentage of disabled parking in order to provide an appropriate number of bays for the likely generation of disabled motorists. Notwithstanding this, when establishing the required level of parking for disabled users it must be remembered that some of these motorists could have the option to switch mode, particularly where they have access to high quality bus corridors and routes which tend to feature low floor access buses and other benefits.

Therefore it is suggested that a staggered level of provision be made, and that these bays be additional to the standard bays required. The suggested levels for all zones are as follows:

- Up to 200 spaces – All developments: 3 disabled spaces or 5% of total capacity, whichever is greater.
- Over 200 spaces –
  - Retail: 3 disabled spaces plus 4% of total capacity
  - Commercial: 6 disabled spaces plus 2% of total capacity
  - Residential/Hotel: 4 disabled spaces plus 4% of total capacity
  - Residential/Hospitals: To be determined through Transport Assessment
  - Places of public assembly and leisure facilities: 4 disabled spaces plus 5% of total capacity
  - Residential: Where centrally located flats/ apartments do not contain parking for able bodied residents, disabled spaces must be provided based on level of units proposed for disabled persons.

These standards will be reviewed on an annual basis to ensure that sufficient parking for disabled persons is provided.

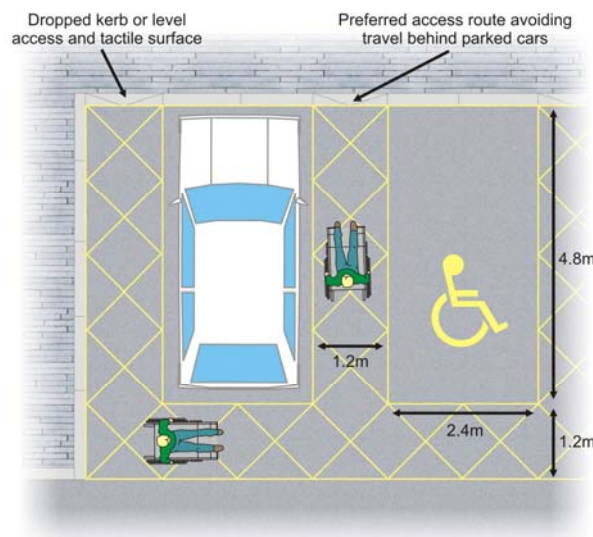
### Disabled Car Parking Design and Location

'Buildings for all to use 2 – improving the accessibility of public buildings and environments' 2004 was produced by CIRIA in line with the Disability Discrimination Act. The guidance includes dimensions, location, and associated requirements for disabled parking to ensure that the facilities are convenient and usable.

The document summarises that disabled car parking should:

- be easily identifiable with clear and consistent directional signage;
- should, if appropriate, be available both for employees and visitors;
- have designated accessible parking bays as close to the entrance as possible;
- meet the dimensions as recommended in BS 8300: 2009;
- be level and next to firm, even and slip-resistant pedestrian surfaces;
- have dropped kerbs to give access to adjacent pavements be well lit;
- have entry controls that are easy to use by everyone.

It is recommended that parking for disabled people should not be more than 50m from the entrance to the building (100m if the route is covered). Disabled car parking spaces should be 2.4m x 4.8m plus 1.2m clearance or a footway to the side and to the rear of the space. This is in accordance with 'The Building Regulations 2000: Approved Document M - Access to and Use of Buildings' (2006) and is shown below.



### Parent/ Toddler Parking

The provision of parent/ toddler parking seen as a key element of all A1 developments.

When establishing the required level of parking required for parent/ toddler it must be remembered that some of these motorists could have the option to switch mode,

particularly where they have access to high quality bus corridors and routes which tend to feature low floor access buses and other benefits.

Therefore it is suggested that a staggered level of provision be made. The suggested levels for all zones are as follows:

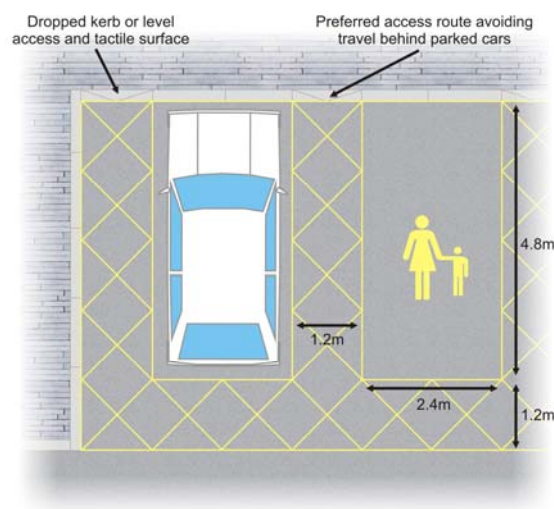
- Up to 200 spaces – 2 spaces or 4% of total capacity, whichever is greater.
- Over 200 spaces – 3 spaces plus 3% of total capacity.

### **Parent/ Toddler Car Parking Design and Location**

There are no national guidelines with respect to the design and location of parent/ toddler parking however; it is recommended that many of the principles that are set out for disabled parking can also apply for this user group. Therefore, the following RBC guidance for parent/ toddler spaces is that they should:

- Be easily identifiable with clear and consistent directional signage;
- Have designated accessible parking bays as close to the entrance as possible;
- Be level and next to firm, even and slip-resistant pedestrian surfaces;
- Have dropped kerbs to give access to adjacent pavements and be well lit.

It is recommended that parking for parent/ toddlers should not be more than 75m from the entrance to the building. Parent/ toddler car parking spaces should be 2.4m x 4.8m plus 1.2m clearance or a footway to the side and to the rear of the space, as shown below.



# 7.0 General Parking Design and Layout

## Introduction

New provision for on and off-street car parking must be designed to current design standards and guidance to enable vehicles to circulate efficiently and provide adequate space for manoeuvring into and out of spaces.

Current design standards and guidance includes:

- Department for Transport (2007): Manual For Streets
- English Partnerships: Car Parking - What Works Where
- BS 8300:2001: Design of buildings and their approaches to meet the needs of disabled people — Code of practice
- The Building Regulations 2000: Access and facilities for disabled people Part M, 2004 edition
- CIRIA (2004): Buildings for all to use 2 – improving the accessibility of public buildings and environments'

## Car Parking Layout and Dimensions

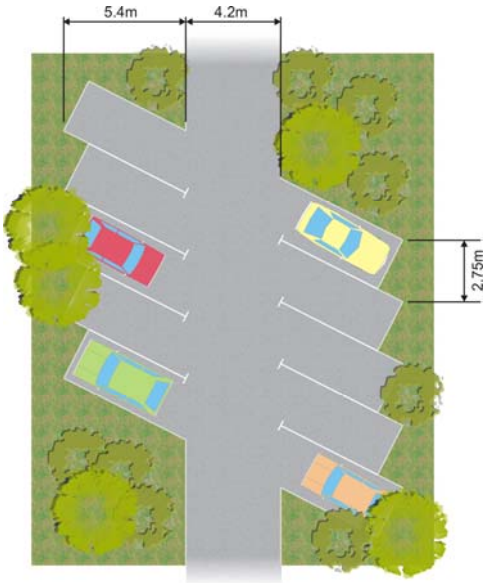
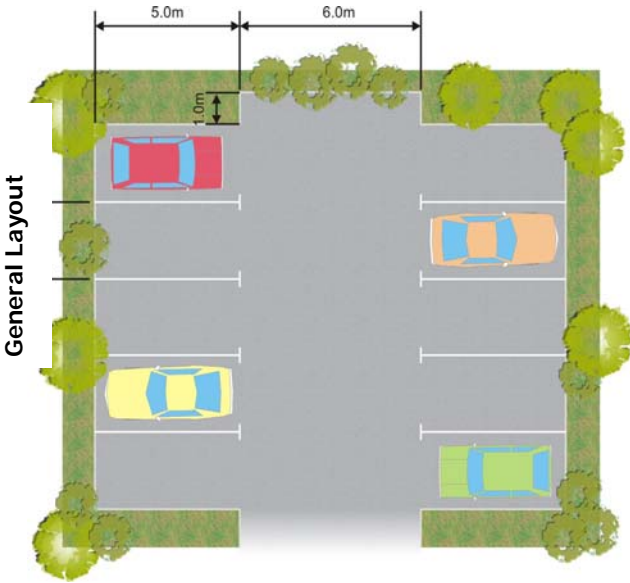
Parking spaces are recommended to be designed at 5000mm long x 2500mm wide, however guidance set out within 'Manual For Streets' will be considered on merit.

Where car parking is proposed in the front garden, the following design features shall be incorporated:

- In line with the Permitted Development rights, permeable paving or border gardens should be part of the parking area.
- The parking area shall keep existing trees and hedges where possible.
- Retain existing built features such as walls, pavements and gates.
- Ensure that clear sight lines are maintained for cars reversing out of car parks onto the highway.
- The parking space in front of the house must meet the minimum dimensions and no part of a vehicle should overhang the footway, thereby obstructing pedestrians.



Parking Layout Options



60 Degree Parking

# 8.0 Garages and Carport

## Layout and Design

### **Car Port**

It is recommended that the internal dimensions are 5000mm long x 3000mm wide to allow easy access to/from the vehicle.

### **Single Garage**

It is recommended that the internal dimensions are 7000mm long x 3000mm wide to allow easy access to/from the vehicle and sufficient storage to the rear to accommodate a bicycle.

### **Double Garage**

It is recommended that the internal dimensions are 7000mm long x 5500mm wide to allow easy access to/from each vehicle and sufficient storage to the rear to accommodate a bicycle.

Where a garage driveway is provided for the parking of cars and to prevent obstruction to the highway when accessing a garage the distance from the face of the garage to:

- the highway boundary - shall be at least 6000mm.
- the carriageway edge on access ways - shall be at least 7000mm.

This is to allow garage doors to be opened/ closed with a vehicle positioned in the driveway.

However in very quiet residential streets shorter driveways may be acceptable in accordance with the requirements of Manual for Streets.

### **Garage Parking**

#### **New Garages**

All new garages with internal dimensions as set out above will be included in the parking provision for residential properties. Additional parking, where standards permit, can be provided on driveways. Conditions will be imposed to limit the amount of parking space on property frontages.

Where there is the potential to provide the number of spaces for the dwelling either in the garage; or in the garage and on the driveway, conditions may be imposed to restrict further paving of the garden for additional spaces.

#### **Existing Garages and Car Parking Spaces**

Where the result of a proposed conversion or existing single or double garage originally designed for the purpose of parking a car would lead to the creation of additional



parking within a property frontage in addition to any existing driveway, the Council is likely to restrict additional permanent parking. This is also applicable where non-covered parking spaces (such as the driveway) will be built on to extend existing dwellings, resulting in a loss of car parking on the site. This is to ensure that the site is not overly developed or has an unacceptable amount of paving.

Conversion of an existing residential dwelling to multiple dwellings or redevelopment of a dwelling and creation of multiple units will not entitle the additional dwellings or units to additional parking permits.

# 9.0 Car Clubs

Car Clubs are car sharing schemes that allow members access to cars without having to incur the costs of running, owning and maintaining a car themselves. Cars are parked in designated locations around the town, within the town centre, at shopping destinations, office areas and also within residential areas. Members of car clubs can book cars through the internet or phone and use the cars for determined periods of time.

Each car from a Car Club is estimated to remove 6 cars from the road, as members often resist buying a second car or even sell their first car when they start using the Car Club services. Car Clubs are suitable for Reading as there is a high level of public transport and many of the central area facilities are within walking distance of each other. Car Clubs will also help to achieve the policies of the Local Transport Strategy and the Core Strategy.

**The following standards for Car Clubs will apply in Reading:**

**Residential:**

For developments of more than 10 residential units in Zones 1 and 2, developers will be required to:

- Provide or support a car club on the site, or demonstrate that the development will have access to and the use of a car club on a nearby site.
- Create dedicated car parking spaces on the site for the car club.

For developments of more than 50 residential units in Zones 3 and 4, developers will be required to:

- Provide or support a car club on the site, or demonstrate that the development will have access to and the use of a car club on a nearby site.
  - Create dedicated car parking spaces on the site for the car club.
- Car clubs must provide a minimum of 2 cars. Spaces will be required to be provided on site, easily accessible for all residents.
  - To encourage the use of car clubs, residents who buy their unit or who move into the development within the first 6 months of opening should be offered free or discounted memberships.
  - Car Club standards and requirements will be detailed in the Section 106 agreement attached to the planning permission.
  - Developers should include the provision of the car club in their Travel Plan as required by the Core Strategy Policy CS23.

- Car Clubs will be required to operate at least five (5) years once the development has been completed.
- Where possible, the car club shall provide extra spaces in the town centre or shopping centres to improve the accessibility and ease of use for residents.

**Office development and shopping centres:**

- Where possible, the developer should investigate and support a car club.

Car clubs will be encouraged to discuss the placement of car club parking on public streets within the Borough with the Council's Transport Department.

# 10.0 Travel Plans

A travel plan is a package of measures produced by developers to encourage future staff/ residents to use alternatives to single-occupancy car-use. Such a plan could include: car sharing schemes; a commitment to improve cycling facilities; a dedicated bus service or restricted car parking allocations. It might also promote flexible-working practices such as remote access and video conferencing.

Travel plans can offer real benefits not only organisations and their employees, but also the community that surrounds it. It may help to relieve local parking or congestion problems or improve public transport connections across the area. It may also relieve stress on employees through reducing delays or providing the opportunity to cut their travel commitments by working from home on occasion.

Reading Borough Council will expect all applications for major developments to include a travel plan as part of their submission. The Travel Plan should comply with the latest Department for Transport requirements which can be found on the DfT website at the following location:

<http://dft.gov.uk/pgr/sustainable/travelplans/>

# 11.0 Residents Parking Scheme

Residents parking schemes operate in many streets within the Borough. The parking permit zones are classified as either SHARED USE zones or NON SHARED USE zones.

A shared use zone enables people who do not have a permit for that zone to park at certain times of the day, as indicated on the signposts within the zone.

A non shared use zone is reserved exclusively for vehicles displaying a valid parking permit (including visitor permits) for the specific zone.

The Reading Borough website provides further information on the streets involved, fees and application forms.

[www.reading.gov.uk/transportandstreets/parking/residentsparkingscheme/](http://www.reading.gov.uk/transportandstreets/parking/residentsparkingscheme/)



**If you need help to fill in or understand this planning document or planning application form, please call 0118 937 3337 or visit Customer Services on the Ground Floor of the Civic Offices.**

Osoby, które nie rozumieją treści dokumentu lub potrzebują pomocy w wypełnieniu formularza wniosku o pozwolenie na budowę (planning application) proszone są o kontakt telefoniczny pod numerem 0118 937 3337 lub zgłoszenie się do recepcji (Customer Services) na parterze budynku administracji rady miejskiej (Civic Centre).

*Polish*

Se você precisar de ajuda para preencher ou entender este documento de planejamento ou formulário de alvará de construção, por favor telefone para 0118 937 3337 ou visite o Serviço de Atendimento ao Cliente no andar térreo do Centro Cívico (Civic Centre).

*Portuguese*

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਯੋਜਨਾਪੱਤਰ ਨੂੰ ਸਮਝਣ ਜਾਂ ਯੋਜਨਾਬੰਦੀ ਦੀ ਅਰਜ਼ੀ ਭਰਣ ਲਈ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 0118 937 3337 ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ ਸਿਵਿਕ ਸੈਂਟਰ ਵਿਚ ਹੇਠਲੀ ਮੰਜ਼ਿਲ ਤੇ ਗ੍ਰਾਹਕ ਸੇਵਾ ਨੂੰ ਮਿਲੋ।

*Punjabi*

اگر آپ کو پلاننگ کی اس دستاویز یا پلاننگ کیلئے درخواست کے فارم پُر کرنے یا سمجھنے کیلئے مدد درکار ہو تو براہ مہربانی 0118 937 3337 پر ٹیلیفون کریں یا سوک سنٹر کے گراؤنڈ فلور پر واقع کسٹمر سروسز پر تشریف لائیں۔

*Urdu*

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[www.reading.gov.uk](http://www.reading.gov.uk)

October 2011



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