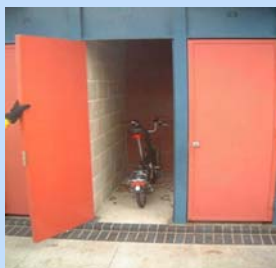
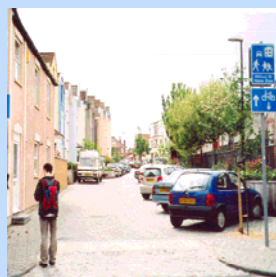


# Local Development Framework

## Parking Standards, Transport Assessments and Travel Plans

### Supplementary Planning Document



This SPD was unanimously adopted at the Council meeting on 12<sup>th</sup> February 2007 and is available for downloading at <http://www.oxford.gov.uk/spd>

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### Translations available

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提供有翻譯本  
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1. Cycle parking at Pfizer, Sandwich (CTC: <http://www.ctc.org.uk>)
2. On-street parking, Marlborough Road, Oxford (photo by Oxford City Council)
3. Southville Home Zone, Bristol (photo by Oxford City Council)
4. Car club parking space, Southville, Bristol (photo by Oxford City Council)
5. Covered cycle parking, Ferry Sports Centre, Oxford (photo by Oxford City Council)
6. Slateford Green Car-free development, Edinburgh (Dunedin Canmore Housing Association: <http://www.dunedincanmore.org.uk>)
7. Cycle centre, Bristol Royal Infirmary (CTC: <http://www.ctc.org.uk>)
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## **SECTION 1: INTRODUCTION**

1. The Oxford Local Plan 2001-2016 (OLP) includes policies and standards for the provision of car parking and cycle parking for new development in Oxford. The OLP also sets out policy on the submission and content of Transport Assessments (TAs) and Travel Plans (TPs). The purpose of this Supplementary Planning Document (SPD) is to further clarify on how the City Council will apply the policies (see **Appendix 1**), and promote good practice in support of our overall vision for sustainable development.
2. The OLP was adopted in November 2005. The OLP policies are saved through the Local Development Scheme until such time that they are replaced by new policies in a Local Development Document (LDD). This SPD seeks only to give further guidance on the policies in the OLP. It is, however, also written in the light of such material as current national, regional and strategic guidance and the Oxford Community Strategy.
3. The underpinning principle of the SPD is to support sustainable development that makes efficient use of land and resources and demonstrates good design. This is in line with the national policy context set out below.
4. As with all Local Development Documents, developers and their agents must have regard to this SPD from an early stage of developing their proposal. The City Council generally encourages pre-application discussion for all development proposals.

### **Wider planning context**

5. The key national policy documents which have been considered in preparing this SPD are:
  - i. **Planning Policy Statement 1: Delivering Sustainable Development (PPS1) (2005)**  
PPS1 sets out the Government's key principles, which support the core principle of sustainable development that underpins

planning. The following key principles are relevant to this document:

- Address the causes and potential impacts of climate change (for example, through reducing the need to travel by private car).
  - Promote high-quality, inclusive design in the layout of new developments and individual buildings, in terms of their function and impact, over the lifetime of the development.
  - Prepare development plans that include clear, comprehensive and inclusive access policies, in terms of both location and physical access.
- ii. **Planning Policy Statement 6: Planning for Town Centres (PPS6) (2005)**
    - Promote social inclusion and economic growth.
    - Ensure that locations for development are fully exploited through high density, mixed-use development, and promote sustainable transport choices.
  - iii. **Planning Policy Guidance 13: Transport (PPG13) (2001)**
    - Promote more sustainable transport choices.
    - Promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling.
    - Reduce the need to travel, especially by car.
    - Use parking policies, alongside other planning and transport measures, to promote sustainable transport choices and reduce reliance on the car.
    - Give priority to people over ease of traffic movement.
    - Take into account the needs of disabled people.

iv. **Planning Policy Statement 3: Housing (PPS3) (2006)**

- Local authorities should take a designed approach to the provision of car-parking space, which is well-integrated with a high-quality public realm and streets that are pedestrian, cycle and vehicle friendly;
- Housing density policies should aim to use land efficiently, and aim to reduce and adapt to the impacts of climate change, and reflect accessibility particularly by public transport;
- Local authorities should develop parking policies for their plan area with local communities and stakeholders, having regard to expected car ownership, efficient use of land, and the importance of good design.

8. The **Oxfordshire Structure Plan 2016** was adopted on 21 October 2005 and states that development proposals should improve travel choice and reduce dependence on the private car. Local plans should include appropriate local policies and proposals for car parking. The Structure Plan further states that proposals for development should only be permitted if they provide adequate access and mitigate adverse transport impacts. The Plan supports the use of transport assessments and travel plans for major travel generators.

6. **The Regional Transport Strategy (2004)**

forms Chapter 9 of Regional Planning Guidance 9 (RPG9) for the South East region, and as such forms part of the development plan. RPG9 states that development plans should contain policies on mobility which help to integrate regional transport measures. These include the provision and management of car parking (both off- and on-street), integrated travel planning advice, and incentives for car sharing. Parking restraint is generally advised, with reference to PPG13 and PPG3.

7. The **South East Plan** (Regional Spatial Strategy) is to replace RPG9 as the Regional Spatial Strategy as part of the development plan, and has been submitted in draft form for Government consideration in March 2006. With regard to parking and travel, the draft South East Plan emphasises the need for Local Development Documents to rebalance the transport system in favour of non-car modes. It urges local authorities to adopt restraint-based, maximum parking standards which are more demanding than those in PPG13. It also urges the provision of sufficient cycle parking at new developments. It states that all major travel-generating developments must have a travel plan agreed and implemented by 2011.

## SECTION 2: TRANSPORT ASSESSMENT (POLICY TR.1)

**“Development should be located, designed and implemented to promote access by sustainable modes of transport and to reduce reliance on car travel. Where the City Council considers Transport Assessment (TA) to be necessary, this must be submitted by applicants to ensure that our determination of the application is based on appropriate information.”**

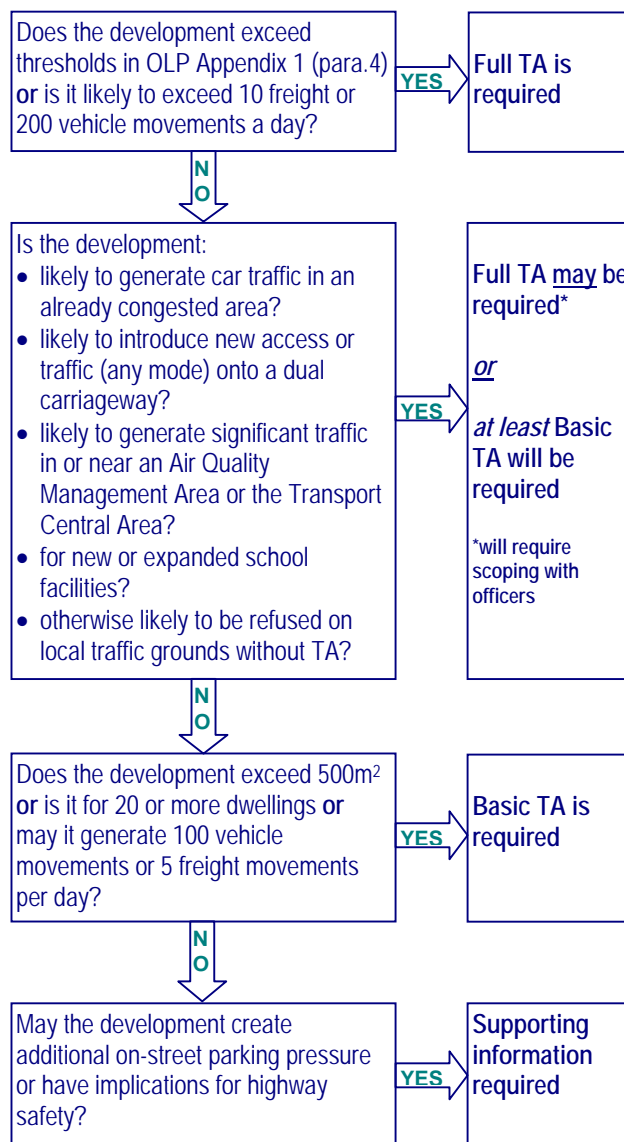
*Oxford Local Plan 2001-2016*

### When should a TA be submitted?

9. Appendix 1 of the OLP sets out guideline thresholds, which indicate the type and scale of development that will normally trigger the requirement for a Transport Assessment (TA), and the level of detail expected. These are reproduced in **Appendix 1** of this SPD.
10. The thresholds are for guidance only, and issues such as site access, congestion, amount of parking proposed, existing parking pressures, or sustainability of location and other material considerations, should be taken into account in deciding whether a TA or other supporting information is required. Developers should make early contact with the City Council planning department, who, in consultation with the Local Highway Authority, can advise on this (see **Contacts, Appendix 7**).
11. Policy CP.2 of the OLP requires all development proposals to take account of any adverse cumulative impact. Developers should therefore consider the cumulative impact of all existing and proposed development as far as possible as part of the TA process.
12. Applicants should submit the TA alongside the planning application. Failure to submit a satisfactory TA for a development proposal in good time may result in refusal of planning permission.

### Level of assessment

13. There are three broad categories of TA, as shown in the flow chart below. The level of transport assessment appropriate to a particular development should be agreed well in advance of submitting a planning application, in discussion with the City Council planning department.



### Full (detailed) TA

14. The key principle of a full TA is to demonstrate the potential for travel to the site by walking, cycling and public transport. TAs should also assess whether the proposed development would generate unacceptable congestion and environmental problems, and whether the

development is acceptable in the proposed location. The TA should include the anticipated modal split (proportion of journeys by various modes of transport) for travel to the site at the time it is first fully occupied. The TA should show that the level and design of private car parking encourages less car use, and gives priority to sustainable modes.

15. In many cases, a review of accessibility to the site will show a need for remedial measures to improve sustainable travel to the site, or to address congestion or parking issues. In such cases, the TA should provide for a package of measures (on or off-site, or both) designed to reduce car travel to the site. These will normally also form part of the Travel Plan (TP) (see below). Measures will be specific to the site, and therefore additional to any strategic transport contribution required (see the Planning Obligations SPD for advice on strategic transport contributions). All such measures may be secured through planning conditions or legal agreement.

#### Basic Transport Assessment

16. A basic TA (which may also be referred to as a 'Transport Statement') will be expected for some smaller developments, which do not need a full TA.
17. A basic TA must still show that a development is acceptable in terms of accessibility, congestion and potential for sustainable travel to the site. This may be in descriptive form, to include details of land or building uses and patterns of travel, and include a plan showing access routes into and through the site for different modes.

#### Minor developments – supporting information

18. Many minor developments are too small to warrant submission of a TA, but may nevertheless create more on-street parking pressure or have implications for highway safety. Multiple small-scale proposals in a given locality are also likely to have a cumulative impact on travel to the site and local congestion. Developers may therefore need to submit a site appraisal to address the wider local transport

and accessibility issues, to an extent that reflects the size and type of development proposed.

19. The box below gives some common examples of the types of development that often have a cumulative impact (note this list is not meant to be comprehensive):

Examples of minor development that may have cumulative transport impacts:

- Sub-division of dwelling to flats
- Small-scale infill development
- Single small business units (up to 500m<sup>2</sup>)
- Small-scale changes of use

20. The City Council may ask for specific information such as:
- parking surveys, to indicate existing parking stress;
  - a highway quality and safety audit (to include all types of movement);
  - an impact assessment on public transport.
21. If the City Council considers that the cumulative impacts have not been satisfactorily addressed, it may seek a contribution towards improving public transport, and/or parking controls, and/or cycleway and footway improvements. The Council will refuse planning permission if the applicant cannot agree to appropriate measures to overcome the Council's concerns.

#### Structure and content

22. An outline of the content expected of a TA is in Appendix 1 of the OLP. Developers can find fuller guidance in "**Guidelines for Assessment of Transport Implications for New Developments: Best Practice Guide**", produced by Oxfordshire County Council's Development Control (Transport) team (see Contacts, **Appendix 7**). Quick-reference checklists of what is required in a full and basic TA can also be found in **Appendix 2** of this SPD.

## **SECTION 3: TRAVEL PLANS (POLICY TR.2)**

**“Travel Plans must be submitted for proposals that are likely to have significant transport implications, including those for all major development comprising employment, retail, leisure and other developments that will generate significant amounts of travel.”**

*Oxford Local Plan 2001-2016*

### **When should a Travel Plan (TP) be submitted?**

- 23.** Appendix 2 of the OLP sets out guideline thresholds, which indicate the scale of development that will normally trigger the requirement for a TP.
- 24.** The thresholds are for guidance only. Factors such as site access, congestion, level of parking proposed, existing parking pressures, sustainability of location and other material considerations will be taken into account in deciding whether a TP is required. Before applying for planning permission, developers should make early contact with the City Council Planning Department, who, in consultation with the Local Highway Authority, can tell them whether they need a TP (see Contacts, **Appendix 7**).
- 25.** As with TA, a TP should address any adverse cumulative impact likely to arise from the proposal. The TP should therefore have regard to other developments or proposals in the area.
- 26.** The TP should be submitted alongside the planning application. Failure to submit a satisfactory TP for full development proposals in good time may result in refusal of planning permission.

### **Background to Travel Plans**

- 27.** A Travel Plan (TP) is a strategy and action plan, specific to a site or development, which leads to fewer journeys by private car to and from the site, and more travel by sustainable means such as walking, cycling and public transport. A TP should take account of all journeys to and from the site, including staff, visitors, students, clients etc. A TP

should respond to, and be integrated with, the TA to which it relates.

- 28.** A TP will help to ensure that new development is sustainable and integrated with local transport strategies. TPs also promote wider social and community benefits, such as helping to improve air quality, widening social inclusion through promoting greater travel choice, and promoting healthier lifestyle habits.
- 29.** A TP is also likely to deliver tangible benefits to the employer, such as:
- making the most economic use of development land, by reducing the space needed for employee and visitor car parking;
  - easing access and parking congestion, so cutting travel delays and stress;
  - saving money on the physical maintenance and administration of car parking spaces;
  - improving the environmental credentials of the employer;
  - improving relationships with local communities.

### **Structure and content**

- 30.** Tips and guidelines for producing an effective TP are contained in Appendix 2 of the OLP. The main areas to consider are:
- **objectives:** should include progressive reduction in private car travel;
  - **background:** to include details of, for example, proposed staff and existing staff travel patterns, to form a baseline assessment;
  - **measures:** should identify a range of measures towards meeting objectives;
  - **targets:** there must be measurable, realistic, time-limited targets for the implementation of measures and outcomes, agreed with the City Council;
  - **monitoring:** a schedule of regular monitoring, based on the targets set;
  - **enforcement:** should set out the mechanisms for contingency measures and enforcement

actions, as agreed with the City Council, in case agreed targets and measures are not met.

31. The precise form of the TP will relate to the development proposed. Developers should seek detailed advice on putting together an effective TP from the Travel Plans Team at Oxfordshire County Council, or by visiting their website (see contacts, **Appendix 7**).

**Case example: Oxford Brookes University Sustainable Travel Plan**

- Significant increase in student numbers in recent years.
- Green Commuter Plan introduced 1999, setting modal split targets to reduce the proportion of car trips made by staff and students to all campuses.
- Good progress on previous 1999-2005 targets, arising from the introduction of a range of measures, which included:
  - 'Brookes Bus' – a dedicated network of buses linking University sites and key City destinations, alongside discounts on existing services;
  - a cycle purchase loan scheme, with high standard cycle facilities on-site;
  - staff car parking management with salary-based permit charges;
  - car-share promotion, and reduced car mileage allowance for business travel;
  - flexi-time working and home working support.
- Revised targets and measures for 2006-10, which aim to further reduce car travel and increase sustainable travel choices.
- Commitment to a two-yearly travel survey, to monitor progress and identify areas for further attention.
- Commitment to working in partnership with other local employers.

See [http://www.brookes.ac.uk/environment/sustainable\\_travel/](http://www.brookes.ac.uk/environment/sustainable_travel/)

32. Developers should also seek to integrate their proposals with other relevant travel plans and transport strategies. The City Council will particularly encourage joint travel plans, or

partnership working on TP development, where this will achieve objectives more effectively.

33. A quick-reference checklist for assessing TPs is included in **Appendix 3**, which should be used as a starting point in producing a TP. However, developers should also hold initial consultation on the scope of a TP with the planning department of the City Council, in consultation with the Local Highway Authority and Travel Plans Team. Developers are strongly recommended to agree with officers the main objectives, targets and measures to include in the Travel Plan before they submit.
34. As well as this professional advice from the planning department, there is a wealth of advice on the successful production and delivery of TPs. A list of useful documents and websites is in **Appendix 3** of this SPD.

**Speculative and outline development**

35. When developers submit a planning application for speculative or outline development proposals, they may not yet know details of future occupiers, or precise mix of uses. In such cases, they should submit an outline TP alongside the application, demonstrating, as far as possible, how all aspects of the final TP will eventually be covered. This may need to include interim targets or outcomes, or both, depending how much information they have available at the time of application.
36. Developers should discuss the scope of the outline TP with officers at an early stage. Failure to submit a satisfactory outline TP for speculative or outline development proposals in good time, may result in refusal of planning permission.
37. Where a developer submits an outline TP in support of a planning application, the City Council will attach a condition to the planning approval requiring them to submit a full TP in good time. This will generally be at the reserved matters application stage following an outline approval, or before first occupation after the granting of full approval for speculative development.

## Monitoring and enforcement

- 38.** It is essential that TPs, once submitted and approved, are implemented effectively. Remember that, unlike a TA, a TP will be expected to develop over time. How it develops will depend on monitoring and review, to reflect changing local circumstances and speed of progress towards targets.
- 39.** TPs must state clearly how monitoring will take place, including by whom and how often (a yearly report is usually appropriate as a minimum). Monitoring data should normally include as a *minimum*:
- staff and visitor travel surveys (to determine modal splits and time/purpose of travel);
  - parking or traffic/pedestrian surveys;
  - review of measures implemented;
  - progress measured against an agreed timetable of measures and outcomes.
- 40.** A key element of a successful and durable TP is likely to be the appointment of a TP Co-ordinator (whether full- or part-time), with appropriate resources. This person will be responsible for demonstrating progress towards TP targets, as shown in the monitoring reports. The TP Co-ordinator should also liaise with the City Council and, potentially, the County Council, to discuss any problems in implementing TP measures or meeting targets, well before submitting monitoring results, so that they can agree an appropriate course of contingency action (for example revise targets if justified, or implement additional or alternative measures).
- 41.** The City Council will take TP commitments forward through negotiation and partnership working. However, the Council may sometimes have to enforce TP commitments by direct intervention.
- 42.** The City Council may therefore either impose a condition, or seek a planning obligation, to ensure developers comply with targets, and implement measures, to the agreed timetable. Conditions may be worded to ensure that the developer implements any agreed contingency measures, in the event that TP targets and measures cannot reasonably be met.
- 43.** Where a planning obligation is appropriate to secure a TP, the developer may be asked to commit to achieving specific targets and measures within the agreed timeframe.
- 44.** Developers may also be asked to accept specific sanctions if the targets or measures are not met. These may take the following forms (the list of examples is not meant to be comprehensive):
- Pay the local authority (either City or County Council as appropriate) to implement previously agreed measures that have not been carried out.
  - Implement specified works to remedy the failure to achieve agreed outcomes (e.g. reduction of car parking spaces).
  - Pay the local authority the cost of achieving an agreed outcome or target, e.g. meet costs of a Controlled Parking Zone (CPZ) required to control commuter parking.
  - Make specified changes in the way the site/development is used or further developed to achieve previously agreed outcomes (e.g. by limiting occupation, or preventing subsequent phases of development).
- 45.** So, for example, if the developer has failed to meet the requirements, they may be asked to pay towards one or more of a variety of measures, such as appointing an independent travel plan co-ordinator, providing a shuttle bus, implementing controlled parking, or independent monitoring, where any of these measures are necessary to make the development acceptable. Alternatively, the full occupation of the development, or a particular use, may not be permissible until the TP has been implemented.
- 46.** Further information on the use of planning obligations relating to TPs is contained in the City Council's Planning Obligations SPD.

## Residential travel plans

47. A residential travel plan (RTP) aims to reduce private car use associated with a specific residential development proposal, and increase accessibility by other, more sustainable modes. The City Council considers that RTPs promote sustainable and inclusive communities, and can reduce the environmental impact of residential development. They can also aid good urban design, through requiring less private parking, encouraging good site accessibility, and improving safety.
48. RTPs follow the same principles as workplace travel plans. Objectives should be identified, then targets set on modal choice, and practical measures put in place and promoted to secure these. A monitoring framework should also be set out.
49. Measures included in the RTP may include:
- site layout to promote objectives (e.g. home zone, good site permeability, and high-quality cycle storage);
  - low car or car-free housing, and parking management;
  - improvements to off-site infrastructure (e.g. cycle routes, parking controls, etc.) and public transport;
  - provision of local services (e.g. mixed-use);
  - car club (see section below);
  - opportunities for home working;
  - incentives (including financial) and awareness-raising.
50. The OLP states that “*travel plans must be submitted for proposals that are likely to have significant transport implications, including... other developments that generate significant amounts of travel*” (paragraph 3.4.1 of the OLP). Appendix 2 further states that a TP must be submitted for development affecting Air Quality Management Areas (including the Transport Central Area), or development that would be refused on local traffic grounds but for the submission of a TP.

51. Residential developers will need to demonstrate compliance with all policies in the OLP, and submitting an RTP will, in many cases, be a good way of doing this. Other relevant policies include:

CP.1 (c)	Development Proposals (access, parking & traffic generation)
CP.3	Reducing the Need to Travel
CP.6 (c)	Efficient Use of Land & Density (opportunities for developing at maximum appropriate density)
CP.10 (a) CP.10(b) CP.10(c)	Siting of Development to Meet Functional Needs (access / circulation gives priority to pedestrians and cyclists; outdoor needs are properly accommodated)
CP.15	Energy Efficiency
TR.1	Transport Assessment
TR.2	Travel Plans
TR.3	Car Parking Standards
TR.4	Pedestrian and Cycle Facilities
TR.5	Pedestrian and Cycle Routes
TR.7	Bus Services and Bus Priority
TR.11	City Centre Car Parking
TR.13	Controlled Parking Zones
HS.20	Local Residential Environment

52. The content of an RTP should be in line with the guidance set out above, and in Appendix 2 of the OLP. However, unlike other TPs, an RTP is concerned with journeys from a single origin (home) to multiple and changing destinations, so the pattern of journeys will vary more when compared with employment sites. Also, as homes covered by the RTP may often change hands, the success of the RTP depends more heavily on the organisation and structure of its ongoing management.
53. For detailed guidance on RTPs, please see the Department for Transport’s “***Making Residential Travel Plans Work: Good Practice Guidelines for New Development***” (available at <http://www.communities.gov.uk>).

## **SECTION 4: RESIDENTIAL PARKING (POLICY TR.3)**

**“Planning permission will only be granted where development proposals make maximum and appropriate use of land... parking levels must be appropriate to the use proposed.”**

**“A lack of proposed parking provision should not necessarily prevent a development that is desirable on other grounds... the City Council will seek an annual average of no more than 1.5 spaces per dwelling in ... larger developments.”**

*Oxford Local Plan 2001-2016*

### **Car ownership in Oxford**

**54.** In 2001, there were 48,595 private cars and vans owned by Oxford residents, shared between 51,732 households.<sup>1</sup> However, the distribution of cars (and vans) per household varies greatly. For example, in 2001, 33% of all households in Oxford did not own any private vehicle, 46% of households owned one vehicle, and 21% owned two or more vehicles. These figures demonstrate a significantly lower level of car ownership per head of population compared with the South East region in general, which is probably due to the sustainable urban, compact nature of the City, good public transport and cycling opportunities, and a high student population.

**55.** However, statistics indicate that car ownership in Oxford has risen faster in recent years than the number of households, and there is concern that it may continue to do so in the future.

### **Influences on car ownership**

**56.** Various factors are likely to influence how many cars a household owns, and these must be considered when designing parking for new development. Research has suggested the most important influences in Oxford are size and type of dwelling, and

location.<sup>2</sup> Hence, car ownership is typically lower in the City centre and inner area of Oxford. Households in flats and houses that contain few rooms will tend to own fewer cars than those in larger houses.

### **Car ownership and car use**

**57.** The City Council's transport policy is concerned with car use rather than car ownership. However, evidence suggests a clear link between cars owned per household and the number of trips made per household by car.<sup>3</sup> There is also strong evidence that people who decide to give up their private car in favour of a car club<sup>4</sup> are likely to reduce their car mileage by around 60-70%.<sup>5</sup>

**58.** However, other factors, such as location and accessibility to public transport, will be just as important as car ownership in influencing the number of car trips from residential development.

### **Efficient use of land**

**59.** Policy CP.6 in the OLP expects the most efficient and appropriate use of development land, including appropriate parking levels. The number of off-street car parking spaces generally has a direct bearing on the potential for achieving higher densities, and for good-quality amenity space. This is one reason why the City Council considers high levels of non-essential or on-plot residential car-parking provision are unacceptable.

### **Determining appropriate parking provision**

**60.** In assessing proposals for each residential development, the City Council will consider the likely level of car ownership based on the results of the TA (or other supporting information for minor developments), the proposed mix of dwelling types and tenure,

<sup>1</sup> 2001 Census

<sup>2</sup> Phil Jones Associates

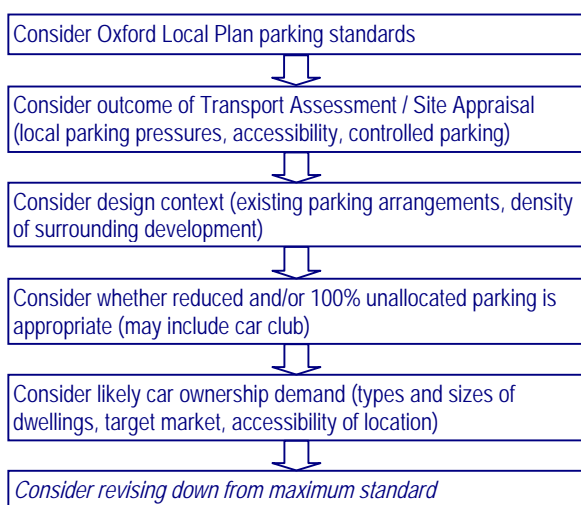
<sup>3</sup> Transport Trends: 2005 Edition. (DfT, 2006); Attitudes to Car Use (DfT, 2006)

<sup>4</sup> See Glossary and paragraphs 75-78

<sup>5</sup> Smarter Choices – Changing the Way We Travel. Sally Cairns *et al* (DfT, 2004)

local knowledge and other relevant, up-to-date evidence. This information will be used to assess the maximum parking provision appropriate for the development, within the context of the standard maximum figures in Appendix 3 of the OLP (see **Appendix 1** of this SPD).

61. This assessed level of parking may then be revised down where there are realistic opportunities to do so. The sections below consider options for reducing residential parking.
62. The City Council will not grant planning permission to any proposal which it considers to have over-generous parking provision. *This may be the case even where the proposed parking level is within the maximum standards set out in Appendix 3 of the OLP.* Equally, proposals with substantially reduced parking provision may be unacceptable in some circumstances, for example where this would result in unacceptable parking pressure on existing streets, which could not be reasonably mitigated.
63. Proposals will be assessed case by case in the context of OLP policies and the above approach. Applicants must show that they have considered the local context in arriving at a suitable parking solution.



**How to assess parking needs**

### Car-free development

#### Appendix 3 – (extract – car-free development)

Car-free development will be considered favourably anywhere in Oxford provided that there are excellent alternatives to the car, that shops and services are provided near by, and that the car-free status of the development can realistically be enforced by planning condition, planning obligation, on-street parking controls or other means.

*Oxford Local Plan 2001-2016*

64. Car-free development is defined in this SPD as accommodation for people who are prepared to knowingly, and willingly, relinquish their right to keep a private car in Oxford. Such development is being introduced in various locations around Britain. The City Council is committed to encouraging car-free development, which can bring significant benefits where properly implemented in appropriate locations. These benefits include:

- accommodating more dwellings on a given site, without overdeveloping;
- more space for landscaping and green space;
- safer streets for children’s play, and more social interaction;
- reduced car dependency, while supporting walking, cycling, public transport and local car clubs;
- less traffic congestion and pollution associated with the new development.

#### Case Example: Slateford Green, Edinburgh

- 120-unit car-free affordable housing scheme
- Mix of social rented and shared ownership units (with a small element of 12 market dwellings)
- No residential car parking permitted on the site, other than for disabled drivers and health visitors
- Two high-frequency bus corridors run adjacent to site
- Mobility minibus for disabled and elderly can access site

*Sources: Communities Scotland, CarPlus UK*

65. Larger car-free developments will be encouraged to incorporate a car club, which can be an attractive alternative to private car ownership and boost the attractiveness of car-free housing. More guidance on car clubs is outlined below.



**Slateford Green, Edinburgh (car-free development)**

Source: <http://www.dunedincanmore.org.uk>

66. All car-free development must offer convenient access to a range of alternative, flexible and frequent travel modes. Any proposal within the Transport Central Area (TCA) will be acceptable in principle (subject to appropriate conditions or planning obligation). The following criteria will be used for a general assessment of whether a given car-free proposal is acceptable in less central areas:

- The applicant should demonstrate that genuine demand exists for car-free housing in the proposed location.
- The location should be within a CPZ, or otherwise include legally agreed safeguards against keeping a private car in Oxford.
- The proposal site should be within 400 metres' walk of a high daytime frequency (every 15 minutes) direct bus route to the City centre, and also have convenient bus access to the nearest District centre.
- Key local services<sup>6</sup> are conveniently and safely accessible by foot within 800 metres' walk.
- Residents have a choice of safe and convenient cycle routes to key local

<sup>6</sup> defined as a range of shops and services to include a small supermarket, a newsagent, a sub-post office and a pharmacy.

services, a district centre and the City centre.

- Visitors' access needs, and the needs of disabled occupiers and visitors, have also been considered.

67. The City Council will apply a condition or planning obligation to keep the development car free, and ensure appropriate controlled parking is in place in surrounding streets. The Council will also seek to prevent future occupiers from keeping a car in Oxford, for example by making residents ineligible for on-street car parking permits in Controlled Parking Zones (CPZ). Car-free developments will, in all cases, need a TA, to demonstrate full consideration of accessibility, mitigation and enforcement. A Residential Travel Plan may also be sought, if this would support the car-free status.



**Car-free development at Venneit Close, Oxford**

*'Car parking free' development*

68. Many smaller residential proposals, involving domestic extensions, subdivision of a dwelling house into flats, and small infill development, do not specifically provide additional parking. These may be described as 'car parking free'.

69. The net addition of a few car parking-free dwellings to a particular area may be acceptable, either where there is reasonable and safe on-street parking capacity (as made clear by appropriate supporting information) or where there is excellent accessibility for those without a car. However, developers should discuss all such proposals with the planning department before submitting an application, to agree any necessary mitigation or enforcement arrangements.

**70.** Car parking-free development, where approved, may carry conditions excluding all future occupiers from being eligible for on-street car parking permits in Controlled Parking Zones (CPZ).

**71.** The following questions will be considered when assessing car-parking free development:

<b>1</b>	Is lack of on-plot parking compatible with existing street character, including parking arrangements for other dwellings in the locality?
<b>2</b>	Is the proposed development close to key local services and public transport?
<b>3</b>	Is the proposed development well linked to the walking and cycling networks?
<b>4</b>	Is the proposed development in a Controlled Parking Zone (CPZ)? If so, does existing parking pressure justify making future residents ineligible for parking permits?
<b>5</b>	If the proposal is outside a CPZ, would it lead to unacceptable increase in parking pressure, or poorer highway safety?
<b>6</b>	Has a parking survey, highway safety audit and/or public transport impact assessment, (as appropriate) been submitted?
<b>7</b>	Has the issue of visitor parking been considered?

#### Low car housing

**72.** An alternative to car-free residential development is 'low car' (or 'low parking') housing, where proposed parking provision is significantly below the maximum standard. Such proposals will generally be assessed using the same principles as for car parking-free development, as set out in the table above.

**73.** The City Council will expect to be fully satisfied that low car status can be enforced. As such, information on the allocation of parking and a management strategy will be expected. Where allocated parking is

provided, but at a ratio of less than 1 space per dwelling, charging residents for their own allocated space should be considered.

**74.** Low car housing that involves building an access road or drive, with an overall residential parking ratio of less than 1 space per dwelling, will generally only be suitable within a CPZ. As with car parking-free proposals, such proposals will normally be excluded from the CPZ scheme.

#### Case Example: BedZED, Sutton, Surrey

- Designed as a carbon-neutral eco-community, using Home Zone principles
- 82 dwellings (mixture of market and affordable units) plus 14 live-work units
- Mixed-use development includes commercial units and children's nursery
- 85 parking bays overall – approximately 50% of usual parking provision – annual fee for resident spaces
- Residential Travel Plan bound by legal agreement
- Good public transport links (railway stations, bus routes and a tram link)
- Car club on site for residents and businesses, which is also available to the wider community

Sources: Peabody Trust (<http://www.peabody.org.uk/>),

CarPlus UK

#### Car clubs

**75.** A car club is an increasingly used alternative to providing conventional 'per household' residential parking in new developments. A car club provider makes cars available to local residents, and they are then shared between several households on a 'pay-as-you-go' basis. The box below outlines how a typical car club works, and its benefits.

**76.** Car clubs are particularly suited to areas of high-density development and areas with good accessibility to local services and public transport. The City Council will support and encourage the use of car clubs in residential developments in appropriate locations.



Car club vehicle, Southville, Bristol

77. In particular, car clubs will be supported in car-free and low car developments, and in the Transport Central Area (TCA). They will also be encouraged outside the TCA, including as an alternative to providing space for second household cars (as long as appropriate on-street parking controls are in place).

#### Car club: synopsis

- The car club vehicle has a designated parking space in a convenient location.
- Car club members pay a membership fee or subscription, and/or refundable deposit, and an hourly or daily hire charge for each use.
- Bookings are made on-line, by telephone or in-car, with no further intervention before pick-up (car access is normally automated via a 'Smart Card').
- Bookings can normally be made either at a moment's notice, or well in advance.
- Some schemes may be available to both private residents and business users.

#### Main benefits

- Generally much cheaper than owning a car.
- Convenient guaranteed parking.
- Reduces private car travel, and supports public transport, walking and cycling.
- Helps to reduce car ownership – provides a realistic alternative to a first or second household car.

78. Car clubs should also be considered as part of Residential Travel Plans (RTPs). For smaller developments, evidence may be

required that the car club will be viable. Developers of smaller schemes should consider including existing residential development in the car club scheme, where this may help to make the scheme viable.

#### **Parking design**

79. There are many ways of designing high-quality residential parking, and there is no 'one size fits all' approach to minimising the impact of parking and car access for development. Developers should consider a range of approaches to car parking, and will need to satisfy the City Council that they have proposed the most appropriate solution.

80. Either shared off-plot parking, or a combination of on-street and on-plot parking, will normally be most appropriate in Oxford. However, depending on location and urban character, it may also be appropriate to provide some or all parking as one or more of front court, underground/basement, podium, mechanical or 'disguised' multi-storey parking (see glossary) – particularly where these allow a more efficient use of space in high density neighbourhoods. Government guidance on parking design issues can be found in *"Manual for Streets"* (due to be published Spring 2007 by DCLG/DfT). Further guidance can be found in *"Car Parking: What Works Where"* (English Partnerships, 2006).



From top left: (1) Off-plot parking, Reliance Way, Oxford; (2) Basement parking, Woodin's Way, Oxford (3) Forecourt parking, Waterside, Oxford

81. A key consideration for parking design will be the potential impact on the appearance,

functions and overall character of the street or public realm. Generally, the City Council will give priority to the street environment when assessing parking provision for residential development. For all proposals, pedestrian and cycle movement and access should take priority over vehicle access. Frontage parking will generally be preferred for houses, where acceptable in terms of design and highway impact, as this encourages active street frontages. Parking at the rear of properties will rarely be acceptable.

82. Technical guidance on standard residential car parking dimensions is contained in **Appendix 6**.

#### *Unallocated parking*

83. Conventionally, most new residential developments in Oxford allocate parking spaces to specific house or flat units. However, this type of parking does not always represent an efficient use of development land. Some households may own more cars than can be accommodated by their allocated spaces, whereas others may not own a car at all, and so have little need for allocated parking. Visitor parking will also need to be accommodated.

#### Appendix 3 – (extract - Residential Dwellings)

...Proposals for larger developments with a new access road will need to incorporate some off-plot general parking provision to allow shared use by visitors.

##### Outside the TCA: small-scale development

...In the tighter built-up areas where densities are high and traditionally no on-plot parking is provided, then proposals may not need to include any on-plot parking.

##### Outside the TCA: larger developments

...Development proposals should provide parking on the following maximum bases:

- dwellings up to 2 bedrooms: 1.5 spaces
  - dwellings of 3 bedrooms or more: 2.5 spaces.
- Some of this provision should be off-plot so that it is able to be shared and made available to visitors.

*Oxford Local Plan 2001-2016*

84. The result is that, for a given development, many allocated parking spaces will be unused much of the time, at the same time as

other motorists are parked illegally or obstructively on the road or pavement. This represents an inefficient use of land, and can also affect street character and other road users.

85. One potential solution is to provide unallocated parking, with residents and visitors sharing communal parking space on the street or in shared parking bays. This is, of course, already common in many older Victorian and Georgian streets and squares in Oxford, and can work particularly well where car ownership is lower, or a CPZ is in force. Unallocated parking is also particularly suitable for Home Zones (see below). With this arrangement, less space overall may be required for parking, and the parking space that is available can be used more flexibly.



*On-street parking in a CPZ (Marlborough Road, Oxford)*

86. The City Council will therefore seek maximum use of well-designed unallocated parking. As with all development, this will be expected to show that it is the most appropriate design for the location, and be fully supported by either a Transport Assessment or other supporting information which shows it will have no adverse impact on the existing highway. **In general, the City Council will support proposals for residential development with at least 50% of overall parking provision as unallocated, or up to 100% unallocated parking within a CPZ or for Home Zone proposals.**
87. Where parking is provided partly, or mainly, on the street, developers should make sure

they allow a wide enough carriageway for emergency and service vehicles and, where appropriate, bus access. They should also cater for cyclists' needs and safety. Street dimensions will depend on the function of the road (e.g. Home Zone, local access only, neighbourhood link road). Developers should hold early consultation with the local Planning and Highway Authorities, and refer to "**Residential Roads Design Guide**" (Oxfordshire County Council, 2003).

#### Garages

88. The City Council will seek to discourage provision of residential car parking in the form of garages, as evidence suggests they are less well used than other forms of residential parking.<sup>7</sup>
89. Residential garages will be expected to comfortably accommodate cycles as well as cars, unless alternative provision for cycle storage is made. Technical guidance can be found in **Appendix 6** of this SPD.

#### 'Front garden' parking

90. Many planning applications submitted to the City Council propose the conversion of private amenity space at the front of dwellings to hard-standing, to provide additional on-plot parking. This is particularly common where houses are subdivided into flats, and may be considered necessary to prevent undue pressure on the public highway.



**Front garden parking should be integrated into the street scene (Grandpont, Oxford)**

<sup>7</sup> e.g. Attitudes to Car Use (DfT, 2006) ([http://www.dft.gov.uk/stellent/groups/dft\\_transstats/document/page/dft\\_transstats\\_611243.hcsp](http://www.dft.gov.uk/stellent/groups/dft_transstats/document/page/dft_transstats_611243.hcsp))

91. However, the indiscriminate use of front gardens for car parking can damage the street scene. In particular, removing boundary walls, railings, trees and hedgerows, and covering front gardens with paving or asphalt, can severely affect the character of a street, particularly where several such conversions take place along a single section of street. The cumulative impact of multiple hard-surfaced parking areas can also significantly increase surface water run-off, which can, in turn, increase local flood risk.
92. Where the City Council agrees that front garden parking is the most appropriate option, the design should comply with the City Council's Guidance Note on Front Garden Parking, which is attached as **Appendix 5** (or any updated version that may be issued). In addition, developers must comply with OLP Policy NE.10 (see **Appendix 4** for further guidance).
93. Whilst taking into account permitted development rights, the City Council will also use its planning powers to limit unacceptable increases in private on-plot parking for existing domestic residential buildings. The City Council will also resist proposals where the only feasible location for car parking would make the proposal unacceptable on design grounds. "**A Character Assessment of Oxford in its Landscape Setting**" (Land Use Consultants, March 2002)<sup>8</sup> may be referred to in assessing the potential impact of front garden parking in local contexts.
94. For all new residential development where there is scope to increase the amount of on-plot parking in the future, the City Council will impose a planning condition to prevent additional parking space being created under permitted development rights.

<sup>8</sup> For more information on landscape character assessment contact Planning Policy (see Contacts, **Appendix 7**)

### *Home Zones and street design*

**95.** A Home Zone is a street or group of streets whose social and environmental functions take precedence over its highway function. Home Zone design should incorporate some shared-priority (i.e. unsegregated) road space, and should also include design features that aim to reduce motor vehicle speeds to around 10 miles per hour. Home Zones can be purpose-built as part of new development, or can be 'retro-fitted' (introduced later) as a means of improving existing residential street environments.



*Morice Town Home Zone, Plymouth*

**96.** The benefits of Home Zones include:

- minimising the impact of traffic and parking;
- encouraging more social use of the street;
- opportunities for high-quality environment and landscaping;
- opportunities for children's play space;
- encouraging community cohesion and neighbourliness;
- contributing to the design of high-density urban housing.

**97.** The City Council will support formal Home Zone development that meets the necessary design and highway criteria. ALL new access roads and streets should incorporate some elements of a Home Zone, reflecting the principle that traffic in Oxford will be encouraged not to exceed a speed of 20 miles per hour. These Home Zone elements should include:

- highway design which encourages slow driving, and which ensures, as far as is safe and practicable, that all road users feel they have equal priority with one another;
- high-quality surface materials that comply with sustainable drainage requirements;
- car parking appropriate to the overall design concept, some (or all) of which should be shared off-plot;
- on-street cycle parking for visitors;
- high-quality planting, landscaping and street furniture or play space/equipment, as appropriate to the local community;
- incorporating into the design any local historical, cultural or landscape characteristics;
- for larger developments (20 dwellings or more), incorporating public art features into the highway design as appropriate to context.



*Home Zone style plaza, Reliance Way, Oxford*

**98.** The City Council will expect the principles outlined above to be reflected in the Design Statement submitted as part of planning applications. Details of parking, highway design and materials, planting and landscaping, street furniture and public art should also be shown on the plans submitted for approval.

**99.** As with all development proposals, prospective applicants should consult the Council planning department on what is appropriate for a given site before submitting a formal planning application. They should

refer to **“Residential Roads Design Guide”** (Oxfordshire County Council, 2003), and **“Home Zone Characteristics for New Housing Developments: Guidance for developers”** (Oxfordshire County Council, 2002), particularly regarding highway standards. **“Home Zone Design Guidelines”** (IHIE, 2002) contains detailed national guidance on Home Zones.

#### Sustainable drainage

##### NE.10 – Sustainable Drainage

Planning permission will only be granted for developments that would not significantly increase surface water run-off. Wherever practicable, this will be through the use of sustainable drainage systems. The City Council will require developers to demonstrate that they have made appropriate provision for surface water drainage and that this would effectively mitigate any potential adverse impact from surface water runoff.

*Oxford Local Plan 2001-2016*

100. The creation of new hard-surfacing for parking can increase the rate of surface water run-off. The cumulative impact of such development will be significant, and may increase water flows, which may damage the natural environment and increase the risk of flooding.
101. It is vital, therefore, to minimise this impact through incorporating sustainable drainage systems where new hard-surfacing is created for parking. The City Council will encourage the inclusion of sustainable drainage measures in any increase in hard-surfacing, particularly in areas of high flood risk. **Planning applications that include three or more hard-surfaced car parking spaces should comply with Policy NE.10 of the OLP** (or any replacement Local Development Framework policy).
102. **Appendix 4** sets out recommended options for sustainable drainage, and sources of further information. Contact details for obtaining further advice are listed in **Appendix 7**.

#### Residential parking for powered two-wheelers

103. Powered two-wheelers (PTWs) include motorcycles, mopeds, powered scooters, and other motorised two-wheeled vehicles. The number of powered two-wheelers in Oxfordshire has significantly risen over the last 10 years, and represented 4.3% of all vehicles in December 2005.<sup>9</sup>

104. The OLP requires non-residential development to provide parking for powered two-wheelers, as detailed in the following section. There is no specific policy requirement for residential PTW parking, but the City Council will expect the design of new residential development to cater for the access, parking and storage of PTWs. In this respect, the City Council will expect compliance with Policy CP.10 of the OLP.

105. When designing residential proposals, developers should seek to ensure that gates to at least some private rear gardens are wide enough to accommodate a large motorcycle. Where there is ample private enclosed garden space, developers should consider providing a suitably located, paved or hard-surfaced area (incorporating sustainable drainage measures) within the private garden area, which can be adapted to storing at least one PTW. However, this should not detract from private or public amenity, and should comply with Policy NE.10 in the OLP with regard to sustainable drainage (see also **Appendix 4**).

#### Disabled parking in residential development

106. **Policy HS.12 of the OLP** requires that, on suitable sites, at least 15% of new market houses must be easily adaptable to meet the needs of people with disabilities. Such dwellings will be expected to comply with lifetime homes standards, or their equivalent, with regard to car parking design. See **Appendix 7** for contact details regarding lifetime homes.

<sup>9</sup> Department for Transport (provided by Hugh Jaeger, BMF)

## **SECTION 5: NON-RESIDENTIAL PARKING IN OXFORD (POLICY TR.3)**

**“Non-operational car parking provision in areas well served by public transport, shops and services is not an efficient use of land. The City Council considers high levels of non-essential car-parking provision as unacceptable.”**

**“If a site is well served by shops and services, and has good access or potential for good access by walking, cycling and public transport, lower levels of parking will be sought.”**

*Oxford Local Plan 2001-2016*

### **Traffic growth in Oxford**

**107.** Oxford has successfully managed the growth in car-borne traffic entering central Oxford. In 1999, the Oxford Transport Strategy was implemented. The strategy combined a new regime of high car-parking charges in the City centre, and restrictions on through traffic, with improvements to bus route infrastructure, expansion and improvement of Park and Ride, and development of the cycle and pedestrian network. These changes have reduced weekday traffic flow to the City centre by an average of 17%, which has been sustained.<sup>10</sup> Despite this, traffic entering suburban areas of Oxford has increased in recent years, probably due to new development in Oxford's suburbs.

### **Parking restraint**

**108.** The City Council aims to reduce reliance on the private car, particularly for journeys to work. An important influence on private car journeys into Oxford is the availability of public and private parking. So the City Council will seek to restrict non-residential and non-operational parking in Oxford, as set out in Policy TR.12 of the OLP (Private Non-Residential Parking).

**109.** The greatest concern is private non-residential parking in Oxford, particularly non-operational staff parking. The City Council will refuse planning applications which propose any increase in private non-residential parking in central Oxford, or any significant increase in the Transport District Areas (as defined on the Oxford Local Plan Proposals Map). OLP Policies TR.11 and TR.12, reproduced in **Appendix 1** of this SPD, set out the policy context for this approach.

**110.** For the purposes of Policy TR.12, the City Council will generally consider a major traffic generator to be any development site, *or group of related sites*, where, cumulatively, a TA would be required (having regard to Appendix 1 of the OLP and the advice set out in this document). The TA and associated TP will be expected to show how the sites can be reached by modes other than the private car. If the Council agrees that some private parking is justified for sites outside the TCA (for example due to concerns over increased parking pressure for local residents), this will be considered in the context of parking standards set out in Appendix 3 of the OLP, and against the individual merits of the proposal.

**111.** Disabled parking provision is considered separately below.

### **Parking provision**

**112.** Appendix 3 of the OLP sets out maximum parking standards for a range of commercial, institutional and leisure uses. As with residential parking standards, the City Council will seek opportunities to reduce parking provision for development, based on the TA or site-specific supporting information. This information should be supported by submission of a TP or parking management strategy.

<sup>10</sup> Oxfordshire County Council 2004 monitoring data (24 hour inbound traffic flow at Inner Cordon, Mon-Fri)

113. In particular, opportunities to make efficient use of limited parking provision should be exploited on mixed-use sites.

#### Appendix 3 (extract – Mixed-use Development)

"In mixed-use developments these standards may be combined where peak levels of use do not coincide. While operational parking only will be allowed in the TCA, in the case of major retail and leisure developments additional parking provision may be acceptable if it serves the City centre as a whole. In proposals involving residential uses, particularly in the TCA, it may be appropriate to assume a reduced level of car dependency. However, the need for visitor parking must be addressed."

*Oxford Local Plan 2001-2016*

114. Therefore the City Council will support shared-use parking on mixed-use sites, where this is practicable and represents the most efficient use of land. Such proposals should be supported by a TA and TP. A condition, or planning obligation, may also be required to ensure effective management of parking spaces as set out in the TA.

#### Disabled parking

#### Appendix 3 (extract – Commercial Development)

"Parking for people with disabilities will be expected to be specifically provided for on all sites. The City Council will seek 5% of parking to be designated for disabled people."

*Oxford Local Plan 2001-2016*

115. Commercial proposals will generally be expected, regardless of size, to provide at least 1 disabled parking space, which must take priority over other car parking needs. However, for proposals for small-scale changes of use or infill developments with no on-plot car parking, it may not be feasible to provide disabled parking on-plot. In such instances, the City Council will consider alternative public disabled parking provision (including on-street spaces) nearby.
116. Disabled parking spaces serving a development should always be as close as practicable to the main building entrance. For all developments, disabled people should be

able to park conveniently within 50 metres of the building entrance.

#### Sustainable drainage

117. As with residential development<sup>11</sup>, the City Council will encourage the inclusion of sustainable drainage measures in any increase in hard-surfacing, particularly in areas of high risk. **Planning applications that include three or more hard-surfaced car parking spaces should comply with Policy NE.10 of the OLP** (or any replacement Local Development Framework policy).

118. **Appendix 4** sets out recommended options for sustainable drainage, and sources of further information. Contact details for obtaining further advice are listed in **Appendix 7**.

#### Technical information

119. Please refer to **Appendix 6** for basic technical standards relating to car parking.

#### Powered two-wheelers (PTWs)

120. Parked PTWs are viewed as more space efficient than cars. **Appendix 1** of this SPD includes Policy TR.6 and Appendix 3 from the OLP, which set out the relevant policy and standards.
121. The standards set out in Appendix 3 of the OLP relating to PTWs should be treated as minimum standards, in reflecting the increasing significance of this travel mode. Standard PTW parking spaces must have secure anchorage, and be distinguishable from cycle or car parking. A flat, stable surface, ideally made of concrete or paving slabs, should be provided.
122. Parking space should, preferably, be enclosed or covered, conveniently accessed, overlooked and well-lit. Dropped kerbs should be put in where necessary for easier access.

<sup>11</sup> See paragraphs 100-102 of this SPD

Secure anchorage points should always be provided.

- 123.** Additional space for PTW parking may be considered on development sites, where it would utilise otherwise underused external space (but should not compromise the quality of landscaping or cycle parking provision).

## **SECTION 6: CYCLE FACILITIES (POLICY TR.4)**

***“New development must provide safe and convenient access and appropriate facilities for pedestrians and cyclists.”***

*Oxford Local Plan 2001-2016*

### **Cycling in Oxford**

- 124.** People use bicycles more in Oxford than in most other cities. In 2001, 15% of journeys to work in Oxford were made by bicycle (compared with approximately 3% nationally).
- 125.** The City Council wishes to maintain and increase the existing high level of cycle usage, and will expect all development to be conveniently accessible by cyclists. All new development must include high quality cycle parking and storage facilities. Larger commercial developments will also be expected to provide high-quality shower and changing facilities.

### **Cycle parking for residential development**

- 126.** Appendix 4 of the OLP sets out a minimum cycle parking standard of 2 spaces per dwelling. This standard will be applied to *all* new non-institutional dwellings, i.e. houses and flats. The standard may, however, be applied more flexibly where a lower demand for cycle ownership is reasonable and justified (for example where many of the occupiers are likely to be elderly or less mobile). Visitor cycle parking needs should be taken into account.
- 127.** All residential cycle parking should, as far as is practicable, be provided undercover, and preferably enclosed within a secure store. This should be lockable, particularly where the public can gain access. New buildings will ideally incorporate cycle storage as integral stores. Where this is not practicable, the use of secure cycle lockers should be considered. Provision for cycle trailers for carrying goods or children, and other child-adapted cycles, should also be considered where appropriate.

- 128.** The location of cycle parking is also important in residential development. Where cycle parking for residents is unenclosed (i.e. not in a lockable store), it should normally be located away from the street frontage, to maximise security. However, where cycle storage is to the rear of the building, convenient external side or rear access must be available, to avoid having to wheel cycles through the building. Cycle parking should be in a well-overlooked part of the development, to maximise natural surveillance by residents. Cycle storage should always be well-lit (light switch control should, however, be considered for energy efficiency).



***Secure residential cycle storage compound  
(Bookbinders Court, Oxford)***

- 129.** For all residential development, access to cycle storage areas must be convenient and secure. Cycle parking with difficult or tortuous access, or distant from building entrances (especially compared with car parking), will be unacceptable.
- ### **Cycle parking for non-residential development**
- 130.** Appendix 4 of the OLP also sets out minimum cycle parking standards for different types of development (see **Appendix 1** of this SPD). These are minimum standards, and more generous provision may be expected if appropriate to the proposed use or location, and in particular where a TP is required.
- 131.** Where a proposed use is not listed in Appendix 4 of the OLP, space for cycle parking will be

assessed on the basis of at least one space per five staff or people (at peak times) on site at any one time. Developers should provide details of staff and visitor levels with the planning application, or provide at least a realistic estimate of these. This information may be submitted as part of a TA and/or TP.

**132.** Cycle parking for staff, and other people on the site for long periods of the day, should generally be provided separately from short-term visitor parking. These two groups will have different needs, in terms of balancing shelter and security with convenience and ease of access.

**133.** A mix of types of cycle parking should, therefore, normally be planned for new development, appropriate to the use, so that some cycle parking puts convenience of access first, with other areas offering security and shelter. In deciding the mix, developers should refer to standards distinctly specified for staff and visitors in Appendix 4 of the OLP.

**134.** Developers should follow these principles when considering how to provide cycle parking:

*Staff and long-term cycle parking:*

- must be secure from theft;
- can be located away from publicly accessible areas (but have a convenient, well-lit access path from the public highway);
- should ideally be enclosed;
- must be covered and well overlooked, if not enclosed;
- should be well-lit;
- must be as close as practicable to staff entrances, and must be closer than staff car parking;
- must be close to, and integrated with, shower and changing areas (where provided).

*Visitor and short-term cycle parking:*

- must be secure – normally Sheffield-type stands are most appropriate (see **Appendix 6**);

- must be as close as practicable to the building entrances which it is intended to serve, and in any case no further than the closest car parking space;
- should be covered where practicable;
- should be clearly signed, if not otherwise clearly visible.

**135.** The above principles should take account of the design context of the site. Any practical reasons why any of these principles cannot be applied should be discussed with the planning department at an early stage.



(1) Long-term secure cycle storage (Source: CTC)  
(2) Visitor cycle parking (Ferry Sports Centre, Oxford)

## Showers

### Sub-section 3.6 (extract – paragraph 3.6.4)

“All significant new commercial proposals will be required to provide shower and changing facilities. For the purposes of this policy, significant development implies additional gross floor area of approximately 500m<sup>2</sup> or more.”

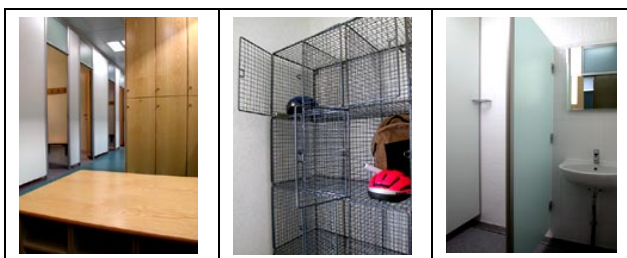
*Oxford Local Plan 2001-2016*

**136.** Showers, lockers and changing facilities are a requirement for all development attracting a significant number of non-residential staff. Such facilities should be purpose-designed to offer a high degree of comfort, privacy and convenience. They should, as far as practicable, be close to, and integrated with, staff cycle parking, and should also be close to other staff amenities. Clothes drying and ironing facilities will also be encouraged.

## Cycle centres and cycle hubs

**137.** A cycle centre is a purpose-built, all-in-one unit which provides secure and comprehensive cyclists' facilities, which may include cycle parking, lockers, washbasins, mirrors, showers and changing space. These may be particularly

suitable for large employers or business complexes. Such facilities often have a swipe-card access system, for which users may pay a small charge or deposit.



**Cycle centre: shower and changing facilities**

Source: <http://www.gear-change.co.uk>

(Images courtesy of Rollalong Ltd, 01202 824541)

**138.** A cycle hub is defined in this SPD as a comprehensive, staffed and secure unit where cycles can be stored, cycle repair service offered, and high-quality washing and changing facilities made available to cyclists. Such facilities would normally be run commercially, so subscribers and patrons would pay for use. A cycle hub may be suitable where there is good potential for use by a range of users, such as the City centre or large urban employment sites (such as a business park).

**139.** The City Council will support the development of cycle centres and cycle hubs for employment-generating and mixed-use developments, particularly at locations where they can be integrated with other travel modes. Such facilities should not, however, be seen as a substitute for free-to-use visitor cycle parking (or a contribution towards public cycle parking off-site) to the standards indicated in the Oxford Local Plan.

#### **Technical information**

**140.** Please refer to **Appendix 6** for basic minimum standards relating to cycle parking provision.

## GLOSSARY

**Air Quality Management Area (AQMA)** An area with specific air quality improvement targets designated under Part IV of the Environment Act 1995.

**Basement parking** A parking area provided at the ground floor level of building, with accommodation over. Must be carefully designed to ensure acceptability.

**Car club** An organisation which makes cars available to local residents, and sometimes businesses, on a 'pay-as-you-go' basis.

**Car-free development** Accommodation for people who are prepared to knowingly, and willingly, relinquish their right to keep a private car in Oxford. Such development will be subject to appropriate conditions and/or planning obligations, to ensure the car-free status is enforceable.

**Car parking-free development** Small-scale residential infill or conversion where no additional parking is provided in association with the development, but where future occupants may have the opportunity to park cars elsewhere in the locality (e.g. on the street).

**Condition** A requirement attached to a planning permission, which controls how the development is carried out or the way it is used in the future, or which requires further information to be submitted before or during construction.

**Controlled Parking Zone (CPZ)** A group of streets in which parking is restricted to permit holders (usually residents within the zone and their visitors). May be referred to as a Residents' Parking Zone (RPZ).

**Curtilage** The external space associated with a building.

**Front court parking** Communal car parking area located at the frontage of dwellings, but not on the adopted highway.

**Home Zone** A street or group of streets that is designed to give its social and environmental functions priority over its highway function. Home Zone design should incorporate some shared-priority road surface, and should also include design features, that aim to restrict motor vehicle speeds to around 10 miles per hour.

**Key local services** A range of shops and services to include a small supermarket, a newsagent, a sub-post office and a pharmacy.

**Local Development Framework (LDF)** The Local Development Framework is replacing the previous development plan system and contains detailed policies and proposals to guide development in Oxford.

**Local Development Scheme** The Local Development Scheme explains how and when Oxford City Council will be producing its local development framework.

**Low car housing/Low parking housing** Development which has overall associated parking provision that is significantly below maximum parking standards. Charging future occupiers for parking, and imposing conditions or planning obligations, or both, may be appropriate.

**Mechanical parking** Systems that allow cars to be parked automatically by computer-driven hydraulics, offering much higher capacity than conventional parking. Includes sliding, stacking or rotating systems potentially on one or more levels.

**Modal split** The proportion of trips made by the various travel modes available (e.g. percentage of trips by bus, bicycle, car, train, on foot, etc.).

**Multi-storey parking** Decked communal parking, which must be carefully designed to ensure acceptability.

**Off-plot parking** Any form of parking not provided within the curtilages of individual units (e.g. on a communal front court).

**On-plot parking** Parking space or spaces located within the unit curtilage (i.e. on private rather than communal land).

**On-street parking** Parking located on the highway (i.e. within the public realm).

**Operational parking** The minimum parking provision necessary to allow the basic operation of a business to function, such as essential servicing and delivery requirements. Parking for staff (other than for servicing and deliveries) is not accepted as operational.

**Oxford Community Strategy** Produced by the Oxford Strategic Partnership, this promotes effective local partnership working towards an open and progressive environment.

**Planning obligation** A legal requirement on a developer to provide money, facilities, infrastructure or other measure to make a development feasible. Secured by a 'Section 106 Agreement' (under Section 106 of the Town and Country Planning Act 1990).

**Podium parking** Basement parking (see above) with private or shared outdoor space provided above (rather than accommodation).

**Public realm** An area of public activity and interest.

**Residential Travel Plan (RTP)** A Travel Plan (see definition below) specifically for residential development.

**Sustainable Drainage Systems** Sometimes referred to as SUDS, sustainable drainage systems control surface water run-off by mimicking natural drainage processes through the use of surface water storage areas, flow-limiting devices and infiltration areas or soakaways. See **Appendix 4**.

**Sustainable travel modes** Types of land travel other than the private car, including public transport, walking and cycling.

**Transport District Area (TDA)** An area of parking restraint around a district shopping centre, identified on the Proposals Map.

**Transport Assessment (TA)** A technical document detailing the potential transport impacts of a proposed development, and ways of mitigating these impacts.

**Transport Central Area (TCA)** An area of parking restraint around the City centre, identified on the Proposals Map.

**Travel Plan (TP)** An integrated package of actions and measures, to be monitored and developed over time, aimed at reducing the role of the private car in journeys to and from a development.

**Underground parking** A communal parking area provided at full storey height below ground level, with accommodation over.

## Policies from the Oxford Local Plan 2001-2016

### **POLICY TR.1 - TRANSPORT ASSESSMENT**

A transport assessment (TA) must be submitted for development that is likely to have significant transport implications (as defined in Appendix 1).

Planning permission will be granted if the City Council is satisfied that adequate and appropriate transport-related measures will be put in place.

### **POLICY TR.2 - TRAVEL PLANS**

A travel plan (TP), which has clear objectives, targets and a monitoring and review procedure, must be submitted for development that the City Council considers is likely to have significant transport implications (as defined in Appendix 2).

Planning permission will be granted only if the City Council is satisfied that adequate and appropriate measures will be put in place.

### **POLICY TR.3 - CAR - PARKING STANDARDS**

Planning permission will only be granted for development that provides an appropriate level of car parking spaces no greater than the maximum car-parking standards shown in Appendix 3.

Where appropriate, the City Council will seek a planning obligation for contributions towards or provision of improved accessibility to the site, proportionate to the scale of development and potential trip generation.

The areas covered by the Transport Central Area (TCA) and Transport District Areas (TDAs) are defined on the Proposals Map.

### **POLICY TR.4 - PEDESTRIAN & CYCLE FACILITIES**

The City Council will only grant planning permission for development that:

- a) provides good access and facilities for pedestrians and for cyclists, and
- b) complies with the minimum cycle parking standards shown in Appendix 4.

For new non-residential development, the City Council will seek the provision of showers and changing facilities in accordance with the thresholds and minimum standards set out in Appendix 4.

Where appropriate, the City Council will seek contributions towards, or provision of, off-site measures that create safer, more attractive and convenient access for pedestrians and for cyclists, and secured by a planning obligation.

### **POLICY TR.6 - POWERED TWO-WHEELERS**

Planning permission will only be granted for new non-residential development that provides appropriate access, parking and related facilities for powered two-wheelers. Appendix 3 shows the parking standards for powered two-wheelers.

Where appropriate, the City Council will seek contributions towards, or the provision of, off-site parking which will be secured by a planning obligation.

### **POLICY TR.11 - CITY CENTRE CAR PARKING**

The City Council will not allow any significant increase in the overall number of parking spaces in the Transport Central Area, and will maintain approximately the present number of public off-street parking spaces. (Car parking at Oxford Station is not treated as public car parking for the purposes of this Policy.)

### **POLICY TR.12 - PRIVATE NON-RESIDENTIAL PARKING**

When determining planning applications, the City Council will seek to reduce the number of private non-residential parking spaces, particularly in the Transport Central Area and Transport District Areas, when they are not required for operational reasons.

Where the City Council considers an existing site to be a major traffic generator, planning permission will not be granted for further provision of private non-residential off-street parking.

### **POLICY TR.13 - CONTROLLED PARKING ZONES**

Where appropriate, the City Council will support the implementation or extension of controlled parking schemes.

Where appropriate, the City Council will seek developer contributions towards the design, implementation, administration and enforcement of controlled parking schemes, and secured by a planning obligation.

Planning conditions may be applied which prevent development from taking place until exclusion from residents' parking schemes, or other on-street parking, has been secured.

## Oxford Local Plan APPENDIX 1 – Transport Assessment [extract]

### Thresholds

TA will generally be required if the development:

- is likely to generate car traffic, particularly at peak time, in an already congested area;
- is likely to introduce new access or traffic (any mode) onto a trunk road or other dual carriageway;
- is likely to generate significant amounts of traffic in or near the City centre Air Quality Management Area (AQMA), i.e. proposals in the Transport Central Area (TCA);
- is for new or expanded school facilities; and
- would be refused on local traffic grounds but where proposed measures set out to overcome any adverse impacts.

Proposals over 500m<sup>2</sup> or which may generate 100 vehicle movements or 5 freight movements per day will require at least basic TA. For residential development in Oxford, this equates to developments of 20 dwellings or more. Applicants may find it useful to complete the "Site Audit" document produced by Oxfordshire County Council (2002).

Proposals over the following thresholds will require detailed TA:

Food retail	1,000m <sup>2</sup>
Non-food retail	1,000m <sup>2</sup>
Leisure	1,000m <sup>2</sup>
Cinemas and conference facilities	1,000m <sup>2</sup>
Stadia	1,500 seats
B1 including offices	2,500m <sup>2</sup>
B2 industry	5,000m <sup>2</sup>
B8 distribution and warehousing	10,000m <sup>2</sup>
Hospitals	2,500m <sup>2</sup>
Higher and further education	2,500m <sup>2</sup>
Residential	40 dwellings
Freight movements	10 per day

For mixed-use schemes, detailed TA will be required where the combined effect of the uses proposed exceeds 10 freight or 200 vehicle movements a day, based on the general assumption that 100 vehicle movements are generated by 500m<sup>2</sup> commercial floorspace or 20 dwellings.

## Oxford Local Plan APPENDIX 2 – Travel Plans [extract]

### Thresholds

TPs must be submitted alongside planning applications if the development:

- is likely to generate significant amounts of travel in or near the City centre Air Quality Management Area (AQMA), i.e. proposals within the Transport Central Area (TCA);
- is for new or expanded school facilities; and
- would be refused on local traffic grounds but where the TP sets out to overcome any adverse impacts.

Proposals over the following thresholds will require a TP:

Food retail	1,000m <sup>2</sup>
Non-food retail	1,000m <sup>2</sup>
Leisure	1,000m <sup>2</sup>
Cinemas and conference facilities	1,000m <sup>2</sup>
Stadiums	1,500 seats
B1 including offices	2,500m <sup>2</sup>
B2 industry	5,000m <sup>2</sup>
B8 distribution and warehousing	10,000m <sup>2</sup>
Hospitals	2,500m <sup>2</sup>
Higher and further education	2,500m <sup>2</sup>

## Oxford Local Plan APPENDIX 3 – Car Parking Standards [extract]

### RESIDENTIAL DEVELOPMENT

- Transport Central Area (TCA)**  
A maximum of one off-street space per dwelling as there are excellent alternatives to the car.
- Outside the TCA: small-scale development**  
For small-scale developments involving domestic extensions, subdivision of a dwelling house into self-contained flats, and infill development where no new access road is created, the development will be expected to reflect the traditional layout of the properties surrounding it. For example, in the tighter built-up areas where densities are high and traditionally no on-plot parking is provided, then proposals may not need to include any on-plot parking. Where densities are lower and on-plot parking is common, the maximum provision considered will be:
  - 1 bedroom dwelling: 1 space;
  - 2/3 bedroom dwelling: 2 spaces;
  - 4+ bedroom dwelling: 3 spaces.

c) **Outside the TCA: larger developments**

For larger developments, i.e. those involving the creation of a new access road where there is therefore more scope to design in on-street parking, a maximum of one on-plot space per dwelling will be acceptable. A maximum of two on-plot spaces may be acceptable, particularly for properties of three bedrooms or more. Development proposals should provide parking on the following maximum basis:

- dwellings up to 2 bedrooms: 1.5 spaces;
  - dwellings of 3 or more bedrooms: 2.5 spaces.
- Some of this provision should be off-plot so that it is able to be shared and made available for visitors.

**COMMERCIAL DEVELOPMENT**

**Non-self-contained residential development**

Retirement homes/ sheltered housing	1 space per 2 units. Plus, 1 space per 2 staff.	<i>This standard is also relevant to developments in the TDAs.</i>
Nursing homes	1 space per 3 units.	
Purpose-built student accommodation	Parking for students with disabilities only may be provided at a guide rate of 1.5% of bedspaces. Provision will be decided on the merits of each application.  1 space maximum per resident staff if the development will become their normal address.	<i>Parking demand may be generated by students and, for example, by conferences or other vacation uses. Arrangements will be required to control parking on the site and in surrounding streets and proposals must meet any other transport requirements.</i>
Hotels/ guest houses	1 space per 2 bedrooms. 1 space per 2 resident staff.	<i>Some provision may be permitted in the TCA and TDAs. The amount will be decided on the merits of each application.</i>
Motels	1 space per bedroom.	

**Retail Development**

For A3-5 uses, a standard of 1:35m<sup>2</sup> may be applied to accommodate the parking requirements of a permitted change of use to A1 or A2, unless applicants are willing to accept a condition restricting their permitted development rights in this respect.

Food retail (A1 shops)	1 space per 50 m <sup>2</sup> up to 1,000m <sup>2</sup> ; 1 space per 14m <sup>2</sup> thereafter.
Non-food retail: A1 (shops) and A2 (financial and professional services)	1 space per 50 m <sup>2</sup> .
Pubs/ restaurants/ cafes (A3-5 food and drink)	1 space per 20 m <sup>2</sup> public floor space. Plus, 1 space for resident staff.
Take-aways/ launderettes/ off-licences	2 spaces.

**Business and Industry**

These standards are designed to accommodate the permitted change of use to B1 business space.

Offices (B1a)	1 space per 35 m <sup>2</sup> or 1 space per 2 staff.
Research and development, laboratories and light industry (B1b,c)	1 space per 35m <sup>2</sup> up to 235m <sup>2</sup> ; 1 space per 60m <sup>2</sup> thereafter; or 1 space per 2 staff.
General industry (B2)/storage and distribution (B8)	1 space per 35m <sup>2</sup> up to 235m <sup>2</sup> ; 1 space per 300 m <sup>2</sup> thereafter.

**Education**

It is recognised that there will be some demand for space to drop off and pick up school-children by car, particularly at Key Stages 1 and 2 (ages 5 - 11). It will be expected that proposals for new or expanded schools address this issue with appropriate space and/or control and management for cars at peak times. This could be provided in part as dual-use space on-site, for example for visitor parking, but not for dedicated parking for full-time staff, which would conflict with the space needed for dropping off or collecting children. The dropping off and picking up of children by car should, however, be minimised. This matter should be addressed in the transport assessments and travel plans that accompany applications for new or expanded schools.

Non-residential schools	1 space per 60 m <sup>2</sup> or 1 space per 2 staff.	<i>Visitor parking levels will be decided on the merits of each application</i>
Non-residential higher and further education establishment	1 space per 60 m <sup>2</sup> or 1 space per 2 staff.	<i>Student and visitor parking levels will be decided on the merits of each application.</i>

### Assembly and Leisure Facilities

In some circumstances these standards may need to be combined and peak times will need to be taken into account. These standards do not apply to facilities serving institutions such as the Universities or schools, where they are not generally available for public use. In these cases, the car parking requirements for shared facilities will be considered separately in discussion with the institution concerned.

Conference centres	1 space per 5 seats or 1 space per 10 m <sup>2</sup> of seating/assembly floor space. Plus 1 space per 2 staff.
Theatres/cinemas	1 space per 4 seats up to 300 seats; 1 space per 10 seats thereafter. Plus 1 space per 2 staff.
Sports halls/swimming pools	1 space per 35 m <sup>2</sup> Plus 1 space per 2 staff.
Stadia	1 space per 5 seats up to 1500 seats; 1 space per 15 seats thereafter. Plus coach parking, managed so that it will not be used for car parking.
Places of worship/ public halls/ community centres	1 space per 5 seats or 1 space per 10 m <sup>2</sup> of seating/assembly floor space.

### Other Categories

Hospitals (C2)	Patient and visitors: 1 "patient and visitor" space per bed or per 200m <sup>2</sup> . Plus non-resident staff: 1 space per 4 non-resident staff or per 110m <sup>2</sup> Plus resident staff: 1 space per 2 resident staff.
Medical clinics/dental practices/ health centres	2 spaces per treatment room or 1 space per 100 m <sup>2</sup> Plus 1 space per 2 staff.
Libraries	1 space per 100 m <sup>2</sup> Plus 1 space per 2 staff.
Nurseries/ crèche facilities	1 space per 100 m <sup>2</sup> or 2 staff.
Houses in multiple occupation	1 space per 2 habitable rooms

### Mixed-use Development

In mixed-use developments these standards may be combined where peak levels of use do not coincide. While operational parking only will be allowed in the TCA, in the case of major retail and leisure developments additional parking provision may be acceptable if it serves the City centre as a whole. In proposals involving residential uses, particularly in the TCA, it may be appropriate to assume a reduced level of car dependency. However, the need for visitor parking must be addressed.

### Powered-two wheelers

Parking for powered two-wheelers at non-residential developments will be sought on the following basis:

Office space (including ancillary offices)	1 space per 400 m <sup>2</sup> up to 2,000 m <sup>2</sup> 1 space per 1,000 m <sup>2</sup> thereafter.
Other	1 space per 1,000 m <sup>2</sup>

**Oxford Local Plan APPENDIX 4 – Cycle Parking Standards [extract]**

Type of Development	Standard
Residential dwellings <sup>12</sup>	2 spaces per residential unit.
Student accommodation	1 space per 2 resident students. Plus 1 space per resident staff.
Hotels/Guest houses	1 space per 5 non-resident staff (or other people). Plus 1 space per resident staff.
Shops (A1) other than non-food retail warehouses (see below), financial and professional services (A2)	1 space per 113 m <sup>2</sup> .
Businesses (B1)	1 space per 90 m <sup>2</sup> or 1 space per 5 staff (or other people). In the TDAs, provision should be increased to 1:55 m <sup>2</sup> and in the TCA to 1:35 m <sup>2</sup> plus visitor parking provision.
Food and drink (A3-5)	1 space per 40m <sup>2</sup> public floor space. Plus 1 space per 5 staff (or other people).
Non-food retail warehouses including garden centres (A1)	1 space per 400 m <sup>2</sup>
General industry (B2)/ warehousing/distribution (B8)/ traders' merchants (A1)	As B1 up to 235 m <sup>2</sup> ; 1 space per 500 m <sup>2</sup> thereafter; or 1 space per 5 staff (or other people)
Places of assembly including cinemas, theatre, stadiums and concert halls	1 space per 10 seats up to 1,000 seats; 1 space per 100 seats thereafter.
Places of worship/community centres/public halls	1 space per 20m <sup>2</sup> of seating/assembly floor space.
Libraries	1 space per 200m <sup>2</sup> .
Medical clinics/dentists	1 space per treatment room. Plus 1 space per 5 staff (or other people)
Hospitals	1 space per 5 staff (or other people).
Public sports facilities	1 space per 5 staff (or other people) plus additional provision to be determined on its merits with the following guideline; 1 space per 105 m <sup>2</sup> . In the TDAs, additional provision should be increased to 1:55 m <sup>2</sup> and in the TCA to 1:35 m <sup>2</sup> .

Primary/junior schools	1 space per 15 pupils. Plus 1 space per 5 staff (or other people).
Secondary/senior schools	1 space per 5 pupils. Plus 1 space per 5 staff (or other people).
Non-residential higher/further education	1 space per 2 students (based on anticipated peak number of students on-site at any one time). Plus 1 space per 5 staff.
Other developments	To be treated on their individual merits, guided by the general principle of 1 space per 5-people.

**Shower provision**

The City Council will seek the provision of shower, changing and locker facilities in commercial developments on the following basis:

Office (B1)	1 shower per 500 m <sup>2</sup> up to 1,000 m <sup>2</sup> . 1 shower per 4,000 m <sup>2</sup> thereafter.
Warehousing (B8) and Retail warehouses (A1)	1 shower per 5,000 m <sup>2</sup> up to 10,000 m <sup>2</sup> . 1 shower per 8,000 m <sup>2</sup> thereafter.
Other	1 shower per 2,500 m <sup>2</sup> up to 10,000m <sup>2</sup> . 1 shower per 4,000 m <sup>2</sup> thereafter.

<sup>12</sup> This requirement will be applied flexibly taking account of the type of accommodation (for example, houses in multiple occupation, flats, or sheltered accommodation) and, if a change of use or extension for example, the feasibility of providing secure cycle parking within the dwelling curtilage.

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### Checklists for preparing a TA

The following tables have been adapted from Oxfordshire County Council's Transport Assessment Guidelines. Note that this information is for guidance only, and developers should agree the scope of a TA, including expected content, with the planning department of the City Council in consultation with the Local Highway Authority.

#### FULL TA SCOPING GUIDELINES

	ISSUES	BASIC TA	FULL TA
1	Size and description of proposal		
2	Description of existing use of land <ul style="list-style-type: none"> <li>Constraints of existing highway network</li> <li>Planning history</li> <li>Current permitted uses</li> </ul>		
3	Does the development involve the relocation of an existing use?		
4	Have traffic surveys of existing conditions been carried out?		
5	Distribution /assignment <ul style="list-style-type: none"> <li>How will this be done? i.e. gravity model, or based on existing turning movements</li> </ul>		
6	What is the potential traffic generation from the site. ? <ul style="list-style-type: none"> <li>TRICS?</li> <li>Special surveys?</li> </ul>		
7	What is the critical time period of the assessment?		
8	Is new or modified access proposed/likely?		
9	What committed development is to be taken into account?		
10	What is the area of impact?		
11	When will the site become fully operational?		
12	Are there significant phases to the development?  How will construction traffic be dealt with?		
13	What are the assessment years? <ul style="list-style-type: none"> <li>Current</li> <li>Year of opening</li> <li>Design year</li> <li>Any other sensitivity tests required?</li> </ul> Further assessment years needed for construction traffic or specific phasing?		

14	What level of car parking is required? <ul style="list-style-type: none"> <li>Disabled car parking issues</li> </ul>		
15	What is the provision for cyclists? <ul style="list-style-type: none"> <li>Show isochrones of 5km (realistic cycling distance)</li> </ul>		
16	What is the provision for pedestrians? <ul style="list-style-type: none"> <li>Show isochrones of 2km (realistic walking distance)</li> <li>What facilities are to be provided for people with mobility problems?</li> </ul>		
17	What is the provision for public transport? <ul style="list-style-type: none"> <li>Show isochrones - development should be no more than 400 metres from a bus stop.</li> <li>What interchange possibilities are there with rail and other longer-distance services?</li> <li>What are the facilities for people with mobility problems?</li> <li>Is there good quality infrastructure, with well-lit and safe access to public transport services?</li> </ul>		
18	Are vehicular visibility requirements met?  What needs to be done to achieve minimum visibility?		
19	Are there any other requirements of development?		
20	What is the proposed modal split?		
21	Include historical accident data (normally 3/5 years).  Is a safety audit needed for changes to highway layout?		
22	Highlight general facilities for people with mobility access problems <ul style="list-style-type: none"> <li>off site</li> <li>on site</li> </ul>		

Source: Guidelines for Assessment of Transport Implications for New Developments. Oxfordshire County Council Advice Note.

## BASIC TA TEMPLATE

Note that the level of detail may vary depending on the size and location of development, and the local context.

1	TRAVEL CHARACTERISTICS	FIGURES INCLUDED?	COMMENT AND DETAILS
	<b>Size of development:</b> site area, floorspace per activity and/or no. of dwellings (inc. bedrooms per dwelling)		
	<b>Use of site:</b> staff, students, patients, visitors		
	<b>Journeys per day:</b> expected number of journeys to and from the site as one total (figures should show particular peak hour flow)		
	<b>Mode split:</b> expected modal split for all journeys (excluding freight) to and from the site (figures should show car journeys with driver only or passenger and driver journeys)		
	Freight: expected number of freight/deliveries per day (Figures should be split by size/type of vehicle and peak time where possible)		
	Compare all the above with existing journeys per day, mode splits and freight impacts.		
2	MEASURES TO INFLUENCE TRAVEL	DOES SCHEME INCLUDE MEASURES ?	DETAILS OF HOW THESE ARE DEALT WITH
	Access, scale and design: the efforts made to promote choice of access, including for people with reduced mobility		
	Promoting walking and cycling: such as pedestrian routes and crossings, cycle routes, junction designs and cycle parking + facilities		
	Promoting public transport: such as information, bus stops, improved services and bus priority		
	Minimising parking: Overall number of parking spaces proposed and what this represents in relation to relevant maximum standards.		
3	TRANSPORT IMPACTS	ARE IMPACTS + / - ?	COMMENT
	Accessibility and integration: whether changes will occur in access to/adjoining transport infrastructure, the local area and community		
	Safety: Whether changes will occur in the risk of accidents and perceptions of personal security		
	Environment: Impact on noise, air quality landscape, townscape, effect on heritage (on request of City Council)		
	Traffic and highway impact: impacts such as junction capacity problems and on/off street parking		
4	OVERALL ASSESSMENT	Yes / No	If no what other measure are needed?
	Does scheme provide realistic choice of access?		
	Is parking being minimised below maximum standard?		
	Are legal agreements needed – e.g. S106 or S278?		Describe requirements:

Source: Guidelines for Assessment of Transport Implications for New Developments. Oxfordshire County Council Advice Note.

## APPENDIX 3

### Basic checklist for preparing a TP

The following table is from Oxfordshire County Council's Assessment of Travel Plans Checklist. The information is for guidance only, and the main objectives, targets and measures to be included in a TP should be agreed with the planning department of the City Council in consultation with

the Local Highway Authority and Travel Plans Team (see Contacts, **Appendix 7**).

Some elements of a TP may already have been included in the related TA, and need not, therefore, be repeated.

<b>Name of the site this travel plan refers to:</b>			
Date of travel plan:		Version:	
<b>Objectives of the travel plan</b>			
R 1.	Is there an objective to positively support sustainable travel?		
R 2.	Is there an objective to reduce the need to travel by car?		
<b>Background information</b>			
R 3.	Is there a description of the organisation, the number of people employed, what they do, and their working hours?		
R 4.	Is a description of all current and anticipated travel to the site included?		
R 5.	Is a plan of the site included or cross-referenced?		
R 6.	Does the plan of the site show the location of doors, gates, and parking?		
R 7.	Is a local area map showing the site included or cross-referenced?		
R 8.	Does the map show bus stops, and routes to/through the site on foot, by public transport, bicycle, car and service/ delivery vehicle?		
R 9.	Are timetables for buses and trains serving the site included?		
<b>Targets</b>			
R 10.	Does the travel plan have at least one specific, measurable, achievable, realistic and time-bound target?		
R 11.	Is the timescale for the target 2 to 5 years?		
R 12.	Is the main target a ratio of car/ van drivers to persons arriving on the site between 7am and 7pm during school term? If not, is the case for not having this type of target clearly and convincingly put?		
R 13.	Where the travel plan accompanies a planning application, is the target to be secured through a section 106 agreement or through a unilateral commitment to the target?		
<b>Measures</b>			
R 14.	Are three or more measures included in the travel plan?		
R 15.	Is making the site safe, convenient, attractive and welcoming for those arriving on foot, by bicycle and by public transport included as a measure?		
R 16.	Is car parking management included as a measure?		
R 17.	Are bus timetables and fares information displays included as a measure?		
R 18.	If none of the above is included, is it clear why not?		
<b>Credibility</b>			
R 19.	Is there is evidence that the travel plan will be fully resourced?		
R 20.	Is there a statement of support from a senior member of the executive board?		
R 21.	Has the role of the Travel Plan Coordinator, their responsibilities, and line management been clearly specified?		
R 22.	Where a travel plan has been in existence for over a year, is an annual update included?		
<b>Marketing</b>			
R 23.	Have all employees been told about the travel plan? If not, is there a schedule for this?		
<b>Partnerships</b>			
R 24.	Has the potential for working with other organisations been reviewed?		

## Useful sources of information on Travel Plans

Document / Web page	Author / Source	Website address	Description
Planning Policy Guidance Note 13: Transport	DETR (2001) (now DCLG)	<a href="http://www.communities.gov.uk">http://www.communities.gov.uk</a>	Paragraphs 87 – 91 set out the Government's planning policy regarding travel plans
Using the planning process to secure travel plans – Best practice guide	ODPM / DfT (2002) (ODPM now DCLG)	<a href="http://www.dft.gov.uk">http://www.dft.gov.uk</a>	Sets out best practice for local authorities
Making Travel Plans Work: Lessons from UK Case Studies	DfT (2002)	<a href="http://www.dft.gov.uk">http://www.dft.gov.uk</a>	General guidance based on best practice, aimed at employers
Guidance on the Assessment of Travel Plans	DfT (2002)	<a href="http://www.dft.gov.uk">http://www.dft.gov.uk</a>	Detailed guidance for employers for developing and assessing travel plans
Making Residential Travel Plans Work: Good Practice Guidelines for New Development	DfT (2005)	<a href="http://www.dft.gov.uk">http://www.dft.gov.uk</a>	Sets out in detail the principles and process of residential travel planning, and emerging good practice, including enforcement and monitoring
Oxfordshire County Council Travel Plans website	Oxfordshire County Council	<a href="http://www.oxfordshire.gov.uk">http://www.oxfordshire.gov.uk</a>	Contains contact information for obtaining advice on TP development, including site audit and travel surveys, and a useful resources page for obtaining further advice

## Sustainable drainage measures

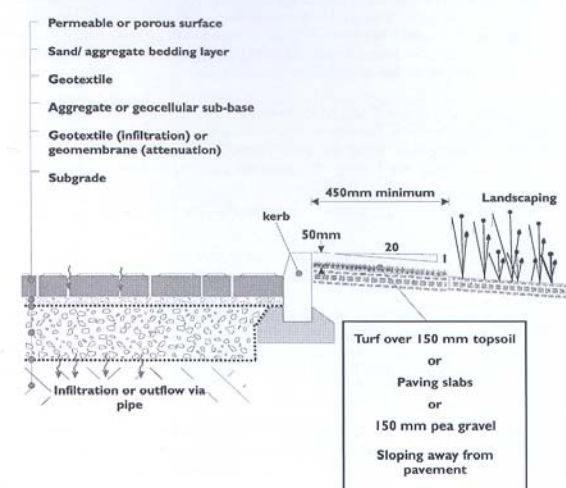
The following notes offer some basic guidance on a small selection of sustainable drainage systems that may be suitable for parking areas and access roads. Developers should also seek expert advice on selecting and implementing appropriate sustainable drainage measures.

### Pervious pavements

Pervious surfaces allow rainwater to infiltrate through the surface and into the ground below. This will normally be the most appropriate technique for relatively small hardstandings, e.g. single domestic plots, and may also be suitable for more substantial areas of car parking.

A pervious surface will fall into one of two categories:

- *Porous surfaces* allow water to infiltrate across the entire surface area, e.g. grass and gravel surfaces.
- *Permeable surfaces* are made of material that is itself impervious, but allows infiltration through voids, e.g. concrete block paving.



**Example of pervious pavement**  
(Source: see **References** (1) below)

Care must be taken to ensure that runoff from other structures, such as roofs or surrounding impermeable areas, does not cause clogging of the subsurface layers with sediment. Grey water harvesting should, in any case, be encouraged (e.g. use of water butts). The surface should be

regularly suction swept at least twice a year, and weeds removed once a year, to maintained infiltration rates.

Landscaped areas should slope away from the permeable surface, and should be below the pavement edge level or top of the kerb.

Pervious surfaces should be constructed at the end of the construction period to avoid clogging by sediment. Developers must get planning department approval of temporary running surfaces during the construction phase, and their subsequent disposal, to avoid damage to newly constructed pervious surfaces.

Detailed specifications for permeable block paving are shown in the box below.

### Bioretention

Bioretention makes use of shallow depressed landscaped areas with drainage pipes at the bottom, and relies on enhanced vegetation and filtration to reduce runoff volumes and remove pollutants. These areas can be designed to include ornamental gardens, meadows, hedgerows and wildlife habitats.

Bioretention techniques are ideally suited to car parks and roads where the entire system can be located within the landscaped areas (typically requiring 5-10% of the overall site area). The base will require lining where infiltration into the ground is not appropriate.

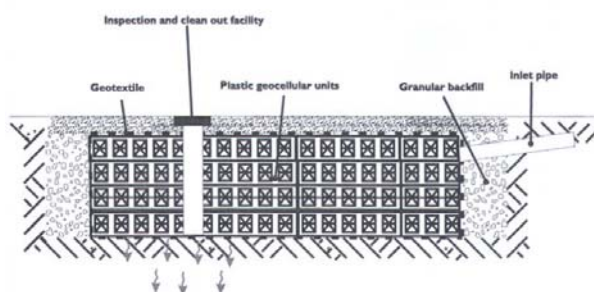
### Swales

Swales are wide, shallow channels adjacent to hard surfaced areas, which store and/or convey runoff and remove pollutants. They are potentially suitable for car parks and highway edges (including residential streets), and are relatively easy to design and incorporate into landscaping areas. Swales may be linked to one another by filter drains.

The ground and groundwater conditions need to be suitable for swales. The soils should provide a stable and vegetated bed and sides, and the groundwater must be below the base of the swale if infiltration into the ground below is to be used. Swale dams may be required on some sloping sites.

### **Infiltration devices**

An infiltration device artificially stores runoff from a development and allows it to percolate gradually into the ground. Soakaways are a commonly used infiltration device; these often use plastic geocellular units for runoff storage. Another example is the use of infiltration trenches.



**Example of a soakaway infiltration device**  
(Source: see **References** (1) below)

Infiltration devices can also be used to release water from below other sustainable drainage techniques, such as pervious pavements and swales.

Used as a stand-alone measure, infiltration devices are most suited to areas where runoff is relatively unpolluted and sediment loads are low. Soils must be sufficiently permeable to accept infiltration. Devices must not be located close to buildings, structures or other such infrastructure, unless appropriate remediation measures can be incorporated.

### **Filter drains**

A filter drain (or French drain) is a trench filled with a permeable material, and encased by a filter fabric, which collects and stores runoff from hardsurfaced areas. A slotted pipe is incorporated into the base of the trench to collect and convey filtered water.

Filter drains are normally used next to roads and in parking areas.

### **On/off-line storage**

Excess runoff can also be collected in underground tanks or other structures, such as oversized pipes, to reduce peak storm flows from a site. This system may be used where there is little room for other above-ground techniques.

However, on- or off-line storage does not significantly reduce pollutants, and should be used with other sustainable drainage techniques.

### **Other measures**

Other means of achieving sustainable drainage include ponds and detention basins, and constructed stormwater wetlands. These require significant space, and may therefore not be appropriate for development in dense urban areas. Despite this, they can have significant ecological and amenity value, and should be considered in appropriate contexts.

### **Maintenance**

All sustainable drainage systems need different, usually more intensive, maintenance compared with traditional surface maintenance procedures. Where maintenance responsibility falls to either the City or County Council, a commuted sum towards the additional costs of maintenance may be sought.

All sustainable drainage systems within the highway to be adopted require the approval of the Local Highway Authority.

### **References / further information**

(1) **C609 – Sustainable Drainage Systems: Hydraulic, structural and water quality** (CIRIA, London, 2004). <http://www.ciria.org/suds/> ; <http://www.ciriabooks.com/>

(2) **Interim Code of Practice for Sustainable Drainage Systems** (National SUDS Working Group, 2004) <http://www.ciria.org/suds/>

See Contacts list (**Appendix 7**) for further advice on sustainable drainage issues.

### Specifications for permeable block paving

- to be manufactured from C40 concrete
- should allow water through the surface at a rate of approximately 4500 mm per hour
- block thickness will be dependent on use

#### *Lined system*

- blocks laid on 50mm depth of 5mm clean stone bedded on a geotextile membrane
- underneath the geotextile membrane should be 350mm depth of approved base material
- the whole system should be encased in an SC polythene membrane
- discharge will be via perforated PVC-U pipe under base material, and will exit the system via an approved seal through the membrane

#### *Infiltration system*

In this system the whole construction is encased with a geotextile and omits the perforated pipes. This system should be used where the sub grade is free draining and where storage of surface water is not required.

#### *Subgrade*

- soil should be excavated down to the appropriate depths and shaped to provide 1:100 – 1:30 fall to pipes if required.
- the subgrade should be compacted with a vibrating roller or vibrating plate; all soft spots will be removed and filled with a suitable material.
- should the subgrade, by the nature of the soil, be uneven then a 50 mm sand capping layer to prevent the SC membrane from being fractured will be required.
- the SC membrane should be laid to have 300mm overlapping joints. All joints should be taped or heat sealed.
- where infiltration is required the SC membrane and the sand will be omitted and replaced with a 13/12 Geotextile.

#### *Sub base material*

- the sub base should consist of crushed gravel, rock or concrete. It should be sound, clean non friable and free from clay or other deleterious matter. The material must be non plastic when tested in accordance with BS 1377 Test No 4.

- the material must have a minimum 10% fines content with a minimum crushing value of 150 kn.
- the sub-base should be laid in layers not more than 200mm thick – minimum depth 350mm overall.
- the depth of the sub-base will be increased subject to CBR of the sub grade.
- the material will be compacted with a vibrating plate, type 75/22 plate or similar.

#### *Laying course*

- a 13/12 Geotextile should be laid over the sub-base material, where joints are required the geotextile should be overlapped by 200mm
- lay and loose screed to level, approx. 50mm depth of 5mm single size stone to BS 882 (1992) on top of the geotextile

*Note:* it is important that the 5mm stone level is accurate. The particle shape of the 5mm stone will also affect the compaction and a small trial area should be laid to determine the final level.

#### *Laying of blocks*

- blocks should be laid in a herringbone pattern, butt jointed ensuring that the blocks are a tight fit
- a stretcher course of blocks is required at all edges of the paved areas, including separately restrained areas
- all blocks should be cut to a tight-fit and no block should be cut smaller than 30% of the unit block size

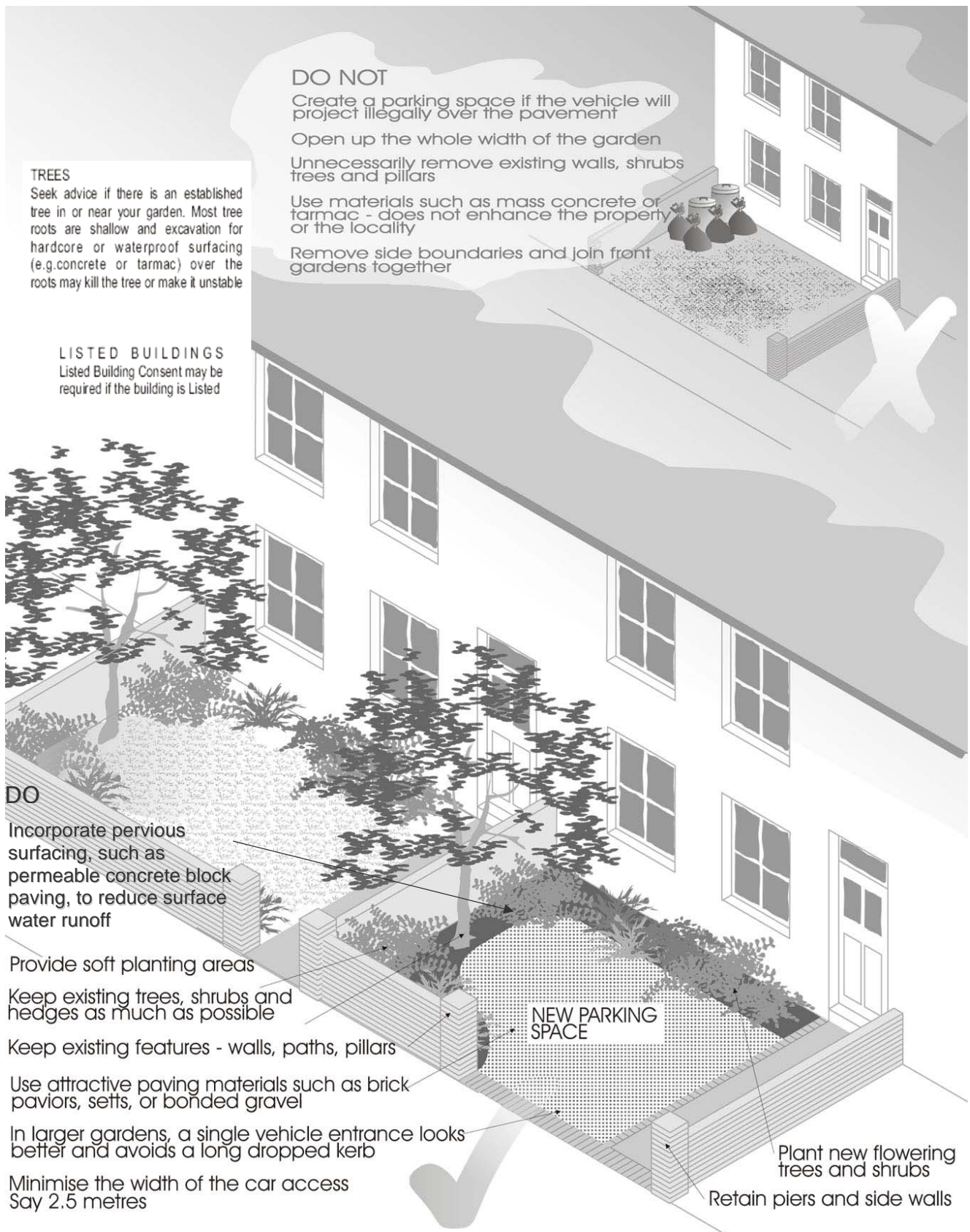
*Note:* cuts must be across the 100mm dimension and never along the 200mm dimension.

- block should be cut vertical to the top surface and not underscored. Blocks should be cut with a disc cutter (or similar)
- kiln dried sand should be applied to the block work to a distance of 300mm from any restraining edge
- block work should be lightly vibrated down with a vibrating plate type DVP 75/22" or similar fitted with a rubber foot. Excess debris should be brushed off. Excessive vibration should not be used to compensate for incorrect levels, as this may damage blocks.

*Taken from the Residential Road Design Guide (Oxfordshire County Council, 2003)*

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**Front Garden Parking – Oxford City Council Design Guidance Note**



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## APPENDIX 6

### Car and cycle parking standard dimensions and infrastructure

The following guidance is taken from the standards recommended by Oxfordshire County Council as Local Highway Authority. Precise details may be subject to local highway or site constraints, which may require more generous dimensions than those set out below.

The City Council therefore recommends that developers should seek advice on provision of car, cycle and powered two-wheeler parking, on a case-by-case basis, before submitting a formal planning application.

#### **Standard car parking space**

The minimum size of a parking space is **4.8 x 2.4 metres**. If the space is immediately in front of a garage, the long dimension should be 6m to allow for opening the garage door. **A vehicle/pedestrian sight splay of 2m x 2m** will normally be required where the parking space abuts (and is left via) the back edge of the footway or highway boundary.

Where parking spaces are between structures, additional area for walking around the vehicle is appropriate – dimensions of 5.8m x 2.9m are recommended.

For layby spaces on the carriageway, dimensions should be of 6.0m x 2.0m where adjoining a footway or 6.0m x 2.4m where not.

#### **Mobility-impaired car parking space**

The minimum width of a space for use by the mobility impaired is **3.6m** and such spaces should conform to BS 8300 : 2001.

#### **Garages**

*Note that the City Council will seek to discourage provision of residential car parking in the form of garages, as evidence suggests they are less well used than other forms of residential parking.*

Garages should have internal dimensions to accommodate a cycle (which can go in and out the garage without removing the car). Minimum internal dimensions of 4.8m x 2.4m will only be acceptable

where it is demonstrated that covered and secure parking is provided on plot. The garage doors must not open over the adopted highway area, and vehicle/pedestrian site splays apply as for the parking spaces above.

#### **Cycle parking**

The preferred facility for parking cycles is the “**Sheffield stand**”. It allows the frame (with or without the crossbar) and, if desired the wheels, to be securely locked to the stand. This type of provision should comply with the following:

- Stands should be formed of metal tubing, with an external diameter of 50-75mm and a minimum thickness of 2.5mm.
- The stand should be 700-1,000mm; height above ground level should be 750-850mm.
- The bend at the top of the stand should have a radius of 100-250mm.
- Stands must be located on a hard, level surface, and securely embedded or bolted in.
- Gap between adjacent stands should be 1,000mm (absolute minimum width of 750mm). Stands should be at least 650mm away from any wall or other vertical obstruction to the front or side of the stand.

“Butterfly clamps” offer little security, can damage bicycles, and are not suitable for all types of cycle. The “concrete block” style of cycle stand is even less suitable. These types of facilities are, therefore, highly unlikely to be acceptable for cycle parking.

Where there is a need for long-term or overnight cycle parking, cycle lockers or secure enclosed cycle parking should be considered.

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**Background documents** (1) Residential Road Design Guide. Oxfordshire County Council (2003) (2) Oxfordshire Cycling Strategy. Oxfordshire County Council (2001)

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## APPENDIX 7

### Useful contacts

Note that the City Council is not responsible for the content or accuracy of external websites referred to in this SPD.

Oxford City Council				
Planning Policy	01865 252847	<a href="mailto:planningpolicy@oxford.gov.uk">planningpolicy@oxford.gov.uk</a>	<a href="http://www.oxford.gov.uk/planningpolicy">http://www.oxford.gov.uk/planningpolicy</a>	Queries relating to the contents of this SPD, and other planning policy documents
Planning Control	01865 252860	<a href="mailto:planning@oxford.gov.uk">planning@oxford.gov.uk</a>	<a href="http://www.oxford.gov.uk/planning">http://www.oxford.gov.uk/planning</a>	Queries relating to specific site proposals and planning applications
Oxfordshire County Council				
Development Control (Transport)	01865 815947	<a href="mailto:development.transport@oxfordshire.gov.uk">development.transport@oxfordshire.gov.uk</a>	<a href="http://www.oxfordshire.gov.uk">http://www.oxfordshire.gov.uk</a> (see Roads and Transport > Plans and Policies > Transport – Planning Applications)	Detailed advice on TAs, highway safety and access, and transport impacts of development ( <i>note that contact should also be made with the Planning Department</i> )
Travel Plans Team	01865 815085	<a href="mailto:travelplans.team@oxfordshire.gov.uk">travelplans.team@oxfordshire.gov.uk</a>	<a href="http://www.oxfordshire.gov.uk">http://www.oxfordshire.gov.uk</a> (see Roads and Transport > Travel Plans)	Detailed advice on TPs ( <i>note that contact should also be made with the Planning Department</i> )
Drainage Engineer	01865 815571	<a href="mailto:gordon.hunt@oxfordshire.gov.uk">gordon.hunt@oxfordshire.gov.uk</a>	<a href="http://www.oxfordshirehighways.org">http://www.oxfordshirehighways.org</a>	Technical advice on sustainable drainage measures
Other organisations				
DCLG	020 7944 4400	<a href="mailto:contactus@communities.gov.uk">contactus@communities.gov.uk</a>	<a href="http://www.communities.gov.uk">http://www.communities.gov.uk</a>	Government policy and best practice on planning issues
DfT	020 7944 8300	<a href="mailto:cycle.walk@dft.gov.uk">cycle.walk@dft.gov.uk</a> <a href="mailto:sustainable.travel@dft.gov.uk">sustainable.travel@dft.gov.uk</a>	<a href="http://www.dft.gov.uk">http://www.dft.gov.uk</a>	Government policy and best practice on transport issues
Car Plus	0113 234 9299	<a href="mailto:info@carplus.org.uk">info@carplus.org.uk</a>	<a href="http://www.carplus.org.uk">http://www.carplus.org.uk</a>	Information on car clubs, car sharing and car-free / low car development
CTC	0870 873 0060	<a href="mailto:cycling@ctc.org.uk">cycling@ctc.org.uk</a>	<a href="http://www.ctc.org.uk">http://www.ctc.org.uk</a>	Information on cyclists' facilities from a user group perspective
BMF	0116 284 5380	<a href="mailto:enquiry@bmf.co.uk">enquiry@bmf.co.uk</a>	<a href="http://www.bmf.co.uk">http://www.bmf.co.uk</a>	Information on motorcyclists' facilities from a user group perspective
IHIE Homezones	020 7436 7487	<a href="mailto:secretary@ihie.org.uk">secretary@ihie.org.uk</a>	<a href="http://www.homezones.org.uk">http://www.homezones.org.uk</a>	Information and case studies on home zone development
English Partnerships	020 7881 1600	<a href="mailto:mail@englishpartnerships.co.uk">mail@englishpartnerships.co.uk</a>	<a href="http://www.englishpartnerships.co.uk/publications">http://www.englishpartnerships.co.uk/publications</a>	Guidance on car parking good practice can be ordered from this site
Joseph Rowntree Foundation	01904 629241	<a href="mailto:info@jrf.org.uk">info@jrf.org.uk</a>	<a href="http://www.jrf.org.uk/housingandcare/lifetimehomes/">http://www.jrf.org.uk/housingandcare/lifetimehomes/</a>	Guidance on lifetime homes (suitable for adaptation to meet disabled people's needs)
CIRIA Suds	020 7549 3300	<a href="mailto:suds@ciria.org">suds@ciria.org</a>	<a href="http://ciria.org.uk/suds">http://ciria.org.uk/suds</a>	Information and good practice on sustainable drainage

