



# **PARKING STANDARDS**

*Policy Context*

1. The Moray Local Plan contains transport policies for a number of reasons including:
  - to enhance accessibility by improving road links
  - to promote freight
  - to provide adequate car parking in towns
  - to promote sustainable transport by providing infrastructure for public transport, cycling, walking and traffic management
  - to improve road safety
2. The key role of parking standards is identified in Policies T2 and T5 in the Moray Local Plan.
3. A number of policy objectives in the Local Transport Strategy also emphasise the essential role of a parking strategy in Moray.
  - K1: Support and enable economic development through a sustainable transport infrastructure;
  - K4: Improve accessibility to jobs, services and facilities;
  - K5: Increase sustainable travel choices to promote travel behaviour change and reduce the need for car use and the environmental impact associated with transport and health;
  - S2: Develop solutions to traffic safety and capacity problems within Moray and work with the Scottish Government, developers and others to minimise predicted problems;
  - S5: Ensure adequate car parking provision to meet the need of communities;
  - S8: Encourage less car dependent forms of transport and where appropriate encourage road traffic reduction, walking, cycling and other active travel initiatives;
4. Guidance in Planning Advice Note PAN75: *Planning for Transport* advises that parking standards should support the overall policies in the development plan. This can be done through the use of maximum and minimum parking levels.
5. Specific aims of these parking standards include:
  - ensure adequate parking spaces for those with disabilities, parent & child, pedal cycles and motorcycles;
  - ensure appropriate parking provision that encourages shoppers to support local shops;
  - work with developers to provide adequate level of parking to achieve the right balance to serve the needs of the community;
  - manage car parking provision to encourage modal shift

6. The Moray Local Plan identifies a settlement structure based on a hierarchy with Elgin providing the area's administrative, service, business and retail centre. Buckie, Forres, Lossiemouth and Keith are its secondary centres. These parking standards are split into two categories 'larger settlements' (Elgin, Forres, Buckie, Lossiemouth, Keith) and 'other settlements' (All other areas in Moray) for car parking provision.
7. The provision of adequate suitably located on and off road parking is essential to ensure the efficient operation of a new development layout. In the majority of cases the parking provision for a proposed development will be predominantly off-road and take the form of either dedicated spaces for individual use, as in a residential development, or in a car park for the general use of visitors/ customers/ staff for that development.
8. In general, adequate parking should be provided as part of all new developments to ensure that vehicles are not parked on the carriageway of a road where they may impede traffic flow and constitute a safety hazard. The possibility of putting too much pressure on to limited on-street parking could have an adverse effect on the historic built environment, the living environment of town residents, the attractiveness of towns to tourists, and the safety environment for pedestrians and cyclists. The use of minimum and maximum parking standards is intended to express upper and lower limits of an acceptable range outwith of which an assessment of parking would require to be submitted for consideration and approved in support of any application. In the case of any proposal to exceed the National Parking Standards from Scottish Planning Policy (SPP) the application if recommended for approval would also require to be referred to Scottish Ministers.
9. The peripheral and rural situation of Moray means that there is a heavy reliance on travel by road. Whilst it is desirable to create new environments which are less dominated by the motor vehicle, the continuing role of the car and other motor vehicles must also be addressed in development proposals with adequate provision made for parking, service vehicles, pick up/drop off and bus services.
10. However, where accessibility to non-car modes is greatest, the standards aim to provide an incentive for sustainable transport to and from major trip generators by applying a level of constraint i.e. appropriate maximum parking levels. In these situations, developers will be expected to promote means of access to their development for users of non-car modes, in preference to the private car.
11. The larger settlements in Moray have the highest accessibility levels (identified in the Moray Town Centre Health Check report). New 'zero parking' provision is introduced for specific types and scale of development in the larger town centres (as defined within the Local Plan).
12. In the case of town centre developments involving the demolition of certain derelict buildings every effort should be made to provide parking at the level required for comparable new development to form off-road parking areas.
13. Where a proposed development is not specified on the Council's parking standards list, the Council will use the nearest type of land use on the list as a basis for assessing the parking requirements.
14. Assessments of the parking requirement for a particular proposal will be rounded up to the nearest whole parking space.

15. Each standard car parking space should measure no less than 2.5 metres by 5 metres.
16. Parking layouts should include circulation aisles with a minimum width of 6 metres. The design of car parks must also consider other elements such as layout of spaces proximity of disabled spaces and provisions, SUDs, RCC, Road Opening Permits etc.
17. The majority of parking rates are based on gross floor area (GFA) unless otherwise stated. In some cases numbers of bedrooms, seats or number of people e.g. staff, students, wardens have also been used. In the case where the rate is based on the number of people, the figures used should be based on the peak occupancy i.e. the maximum number of people which will be present during the busiest operational period. An assessment of how this figure has been calculated will be required.

*Operational and Non Operational Parking Provision*

18. The parking standards include both an operational parking requirement, and non-operational requirement. Operational parking is defined as the space required for vehicles regularly and necessarily involved in the servicing of the business or particular buildings. It includes space for commercial vehicles delivering goods to or collecting goods from premises, space for loading and unloading and for picking up and setting down passengers. Non-operational parking is defined as all other spaces required for staff, customers and visitors to the development.

*Disabled Parking Spaces*

19. Disabled people or people with a mobility impairment are often more reliant on private car travel. The ease with which they can reach their destination is almost always determined by where the car can be parked. Parking bays for disabled people should be conveniently located and clearly signed.
20. It is recommended that parking bays for disabled people are designed so that drivers and passengers, either of whom may be disabled, can get in and out of the car easily. They should allow wheelchairs users to gain access from the side and the rear. The bays should be large enough to protect people from moving traffic when they cannot get in or out of their car on the footway side. Dropped kerbs should be conveniently sited to enable drivers who use wheelchairs to gain easy access to footways. Disabled parking bays should have a minimum bay size of 4.8 metres by 2.4 metres for the parked vehicle with additional manoeuvring space of 1.2m on either side of the space and to the rear of the space
21. In October 2009, the Scottish Government introduced the **Disabled Persons' Parking Places (Scotland) Act 2009** to help prevent abuse of disabled persons' parking spaces. The Act requires all on-street disabled persons' parking spaces to be the subject of associated Traffic Regulation Orders. This requirement also applies to Council-controlled off-street car parks. In addition, the Act encourages those off-street private parking spaces allocated for disabled persons, provided within a development site, to also be subject to Traffic Regulation Orders and the potential for this should be discussed with the Council at an early stage. A developer would be expected to pay the cost of implementation of the Traffic Regulation Order.  
[http://www.transportscotland.gov.uk/files/documents/reports/j11185\\_0.pdf](http://www.transportscotland.gov.uk/files/documents/reports/j11185_0.pdf)

*Parent and Child*

22. Parents with young children can have specific accessibility needs. The Council encourages the provision of parent and child parking areas within retail and

appropriate leisure developments. As a general design guide, a minimum provision of 3% of the total parking provision should be reserved for parent and child parking. There are currently no standard guidelines on the design of parent and child parking in Scotland however as a guide the principles of the dimension and layout requirements for disabled parking bays with differential signing/colour are recommended for use in Moray.

#### *Cycle Parking*

23. Providing enough convenient and secure cycle parking at locations for both occupants and visitors is critical to increasing the use of cycles. In accordance with the Council's Local Transport Strategy, cycling to all development types will be encouraged through the application of appropriate parking standards.
24. The following key principles should apply:
  - Appropriate provision should be made for all potential users including children and visitors;
  - Cycle stands need to be located clear of pedestrian desire lines
  - Cycle stands to be sited carefully so that they are most useful to the user.. Cycle parking that is sited far away from entrance areas or at the rear of large buildings (health centres, supermarkets etc.) is a disincentive to use. Cycle parking should generally be located on the route to the building for convenience, security and to promote sustainable travel. Shared cycle parking facilities should be secure, overlooked and convenient to use with shelter provided wherever practical;
  - Cycle parking can be provided in a number of ways such as: within garages; bespoke cycle storage; communal areas in flats; and on-street cycle stands. Consideration must be given to the appropriate type of parking at each location. This generally relates to length of stay e.g. Sheffield type stands are more appropriate to short term parking (e.g. visitors/local shops) whereas lockers are generally more appropriate to longer term parking requirements (e.g. staff or rail station parking)

#### *Motorcycle parking*

25. There has been an upturn in the ownership of motorcycles, scooters and mopeds, and a corresponding demand for facilities, including parking.
26. In locating motorcycle parking, sites should be chosen that are well drained, particularly if ground anchors are provided. The surface should, as far as practical, have no, or only a slight, gradient.

#### *Bus and Coach*

27. The Council encourages high levels of accessibility for new developments. Buses and coaches have a key role to play and developers will be expected to support the use of this mode through infrastructure (Bus stops, Shelters, Real-Time information etc) and services (where appropriate).
28. Developments that generate significant bus travel by the elderly, those without a car, and pupils will be required to provide public transport infrastructure as part of the development proposal. This includes, but is not an exhaustive list, conference, health centre, hospital major retail, major employment, schools, and stadium (leisure).

29. In new developments, it is essential to consider the location of public transport stops and related pedestrian desire lines at an early stage of design. Close co-operation is required between public transport operators, the Council and the developer.
  - Bus stops should be sited so they can be easily accessed by all pedestrians.
  - Bus stops should be placed so that they can be accessed by more than one route on foot, or near specific passenger destinations. (schools, shops, health centres, etc.)
  - Bus stops should be high-quality places that are safe and comfortable to use.
  - Footways at bus stops should be wide enough for waiting passengers while still allowing for pedestrian movement along the footway. This may require local widening at the stop.
  - Provision should be made within the streetscape for features that assist passengers getting on and off buses. This may involve areas of raised footway. It is important that such features are integrated within the overall design of the street and do not pose difficulties for those with visual impairments.
30. It is essential that particular attention is given to the provision of facilities for buses and their young passengers at schools.
31. For those types of development where coach parking is significant in terms of access and parking requirements the details will have to be supported with an assessment of the vehicle swept path, the dimensions of the proposed bays and the proposed management system to ensure the operation of the coach bays. Early consultation with Transportation Officers is essential.
- Taxi and Pick up/Drop off*  
32. Generally there is a requirement to provide a pick up/set down point as close as possible to the main entrance for developments that generate significant travel. This is normally for developments that require a Transport Assessment but does not exclude others where a high proportion of users of the development are expected to use taxi or require drop off near to the main entrance e.g. major retail and hospital. A minimum of 4 spaces should be provided, in the absence of any site constraints.
- Access Lay-by (Rural)*  
33. New private access constructed on a rural road will require an Access Lay-by to be incorporated in the layout. Access Lay-bys are required to enable vehicles to keep clear of the road (construction vehicles, delivery vehicles, postal services and refuse vehicles) without causing an obstruction to the free flow of other vehicles on the public road. Provision of an access lay-by will not reduce any requirement for passing places to be provided Further information is provided within the 'Transport Requirements for Small Developments in the Countryside which is available to download at: <http://www.moray.gov.uk/downloads/file69029.pdf>
- Servicing*  
34. A commercial proposal should include adequate provision for servicing. The proposed layout should normally:
  - provide for all loading and other servicing to be carried out on-site
  - accommodate the likely maximum number and size of delivery vehicles at any one time on-site, to prevent delivery vehicles having to queue or reverse on the street.

- incorporate loading bays of a dimension which will cater for the largest size of service vehicle likely to be used.
  - allow service vehicles to manoeuvre with ease (i.e. there should be adequate manoeuvring space within the site for a vehicle to enter and leave the service area in a forward gear);
  - not inconvenience other users of the site when service vehicles are being loaded or unloaded.
35. Proposed exceptions to the requirement for all servicing to be carried out on-site require an assessment of the implications for other road users and neighbours of the development. A Deliveries Management Plan will have to be submitted for approval by the Council.
- Developments generating significant travel*
36. Provision for pedal cycle, motorcycle, taxi, bus/coach, service vehicle and car parking should be considered at an early stage in the design process so that a balanced distribution of spaces can be conveniently sited according to the use and trip destination.
37. Significant travel generating developments will require to be supported by a detailed Transport Assessment accompanied by a Travel Plan. The scope and content of the Transport Assessment should be discussed and agreed with Transportation Officers prior to commencement of the assessment, and should be based on current guidance and industry best practice. In cases where a Transport Assessment is required, developers should initially complete and submit a TA Form, including information on the proposed parking provision, as part of the scoping process. In many cases it is not possible to start to assess the transport impact of a proposed development until a satisfactory TA has been submitted.  
<http://www.moray.gov.uk/downloads/file68923.pdf>
- Retail Developments*
38. For large retail developments located beyond the larger settlements in Moray higher levels of parking have been identified due to the rural location, likely larger catchment areas and lower levels of public transport service.
39. The design of the layout for retail developments, including facilities for sustainable modes of travel, will be critical elements that can significantly affect the levels of required car parking. Where retail facilities are close to each other, attractive pedestrian and cycle routes should be provided, in order to encourage customers to walk between units rather than drive.
- Hotels*
40. For hotels, details of proposed pick up /drop off arrangements by coaches shall be detailed within a Coach Management Plan, which must be submitted as supporting information as part of the planning application.
41. Hotels with conference facilities can generate significant volumes of trips, which can be concentrated at certain periods. The parking requirements will be assessed using a combination of parking requirements based on the facilities available at the hotel.
- Residential Institutions*
42. Hospital developments, including expansions of existing facilities, will be assessed using the appropriate parking levels, taking account of possible scale of

development, different types of medical services and likely catchment areas. Staff shift patterns are likely to have a significant impact on parking levels. Such developments are likely to be subject to a Transport Assessment.

*Housing developments*

43. The provision of adequate suitably located parking is essential to ensure the efficient operation of a new development layout. Designing Streets policy states that parking should be accommodated by a variety of means to provide flexibility and lessen visual impact.
44. The parking requirement in residential areas depends on the size, type and tenure of the dwellings i.e. number of bedrooms, affordable housing. For the purpose of assessing parking requirements, the number of potential bedrooms shall be assessed based on a minimum floor area of 7.6 square metres and its potential for use as a bedroom. (e.g. no through route to another public room).
45. A mix of 'allocated' and 'unallocated' parking provision is acceptable, however, the overall total provision must not be less than the capacity calculated using the size of the dwellings and a maximum of one unallocated space per dwelling will apply.
46. 'Allocated' spaces are those which are either contained wholly within the curtilage of a dwelling and could be either garages, the driveways in front of the garages or in areas specially designated such as lock ups or individual spaces with lockable bollards (Unless agreed with transportation officers, driveways should have a minimum length 6.0m). These spaces will relate to the specific dwelling and will be for the exclusive use of the residents of the dwelling and their visitors. Allocated spaces will not be eligible for the List of Public Roads (adoption).
47. 'Unallocated' spaces are those which are considered to be for the use of either residents or visitors and will be used on a "first come first served" basis. These spaces will not relate directly to any particular dwellings, but should be appropriately located for general use. Unallocated spaces should be provided in the main within private parking areas conveniently located near the dwellings. Unallocated off-street parking spaces which are being provided as part of a private residential development, in lieu of in curtilage parking, will not be considered for the List of Public Roads (adoption). Off-street parking includes off-street courtyards and rear courtyards, and the key principles that should be adopted by developers include:
  - they are not car parks but places which have parking in them;
  - they should be overlooked by adjoining houses or by buildings entered from the parking area;
  - they should normally include, at most, 10 parking spaces. If there are more spaces, the courtyard layout should be broken up.
48. Moray Council will consider proposals for unallocated 'on-street' parking (up to a maximum of 10% of the overall parking requirement or 20 spaces, whichever is the smaller) where the following design requirements are satisfied:
  - allows the creation of car free areas within the development;
  - adds activity to the street and slows traffic;
  - provides a buffer between pedestrians and traffic;

- is typically well overlooked, providing improved security; provides a common resource, catering for vehicles used by residents, visitors and service providers in an efficient manner;
- is able to cater for peak demands from various users at different times of the day, for example people at work or residents.
- Constructed to Council standards and will be added to list of public roads.

*Non Residential Institutions*

49. Where a school also provides community facilities for the public, a Parking Management Strategy Plan will be required, setting out how such public parking will be provided and managed,
50. Colleges and Universities, including expansions of existing facilities, will normally be subject to a Transport Assessment. The standard for students relates to the peak number of students attending an educational establishment.

*Assembly and Leisure developments*

51. All large stadium proposals will require a Transport Assessment. A significant provision of coach parking will be required; a Coach Management Plan (detailing the design and management) must be submitted as supporting information as part of the planning application.
52. Conference centres should be assessed on merit, as they can generate significant volumes of car trips, which can be concentrated at certain periods. The accessibility of high quality public transport services can significantly influence the number of car spaces required.

*Developer Contributions*

53. In the case of town centre or constrained sites where the re-development of historic buildings would be compromised or unfeasible as a result of the need to achieve current parking requirements developer contributions towards sustainable transport improvements may be accepted. The developer contributions would be used for sustainable travel related improvement measures, such as public transport, walking and cycling.