

**Report to full Council**

**6<sup>th</sup> September 2023**

**Appendix 5d**

# **The Draft Sheffield Plan: Our City, Our Future**

## **Parking Guidelines**

**Tracked Changes post Public Consultation**

**Planning Service**

**City Futures Department**

**This document has been prepared in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.**

## Parking Standards

The Guidelines will be kept under review during the Plan period and adjusted as necessary in the light of experience and any further Government guidance.

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### Car Parking

The car parking requirements reflect the relative accessibility of the Central Sub-Area and the rest of the urban area. Standards for all Use Classes are maximums, except for residential development outside of the Central Sub-Area which also includes an expected level to be achieved.

Expected parking standards apply only to residential development in the urban area outside of the Central Area. This is the level of parking provision expected to be provided to reduce the level of overspill that any development may generate. Provision below the expected standard will be supported in accordance with the criteria in Policy CO2, where developers can demonstrate that a development will have minimal impact on local on-street parking.

Operational parking is only that which is required to enable the site to operate for its approved use. For example, this could include servicing and goods vehicles, collection points, or parking for vehicles which are required for employees to fulfil duties directly associated with the site use. It does not include visitor or general employee parking. The number of spaces provided will be considered on a case-by-case basis.

Allocated parking is expected to be provided within the curtilage of the development.

Parking provision for developments not included in the Parking Guidelines table, or developments within the Green Belt, will be considered individually, taking account of the location, accessibility, existing highway conditions, and individual circumstances in each case.

The Guidelines will be kept under review during the Plan period and adjusted as necessary in the light of experience and any further Government guidance.

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Use Class	Land use	Central Area (Floorspace in m <sup>2</sup> is gross)	Urban Areas <sup>1</sup> and Oughtibridge, Wharncliffe Side & Worrall (Floorspace in m <sup>2</sup> is gross)
E(a)	Food Retail	Operational only	<b>Up to 2,000m<sup>2</sup></b> - 1 space/20 m <sup>2</sup> <b>2,000 – 7,000m<sup>2</sup></b> - 1 space/18 m <sup>2</sup> <b>Above 7,000 m<sup>2</sup></b> - Applications will be discussed individually
E(a)	Non-food Retail (excluding DIY)	Operational only	<b>Up to 1,000m<sup>2</sup></b> - 1 space/35 m <sup>2</sup> <b>1,000 – 2,000m<sup>2</sup></b> - As above plus 1 space per additional 20 m <sup>2</sup> <b>Above 2,000 m<sup>2</sup></b> - As above plus 1 space per additional 10 m <sup>2</sup>
E(a)	DIY	Operational only	<b>Above 2,000m<sup>2</sup></b> - 1 space/25 m <sup>2</sup>
E(c)	Financial and Professional Services	Operational only	<b>Up to 1,000m<sup>2</sup></b> - 1 space/35 m <sup>2</sup> <b>1,000 – 2,000m<sup>2</sup></b> - As above plus 1 space per additional 20 m <sup>2</sup> <b>Above 2,000 m<sup>2</sup></b> - As above plus 1 space per additional 10 m <sup>2</sup>
E(b)/C1	Restaurants and Cafes	Operational only	1 space per 10m <sup>2</sup> of public floor space in urban area.
	Hotels	1 space per 3 bedrooms	1 space per bedroom, plus 1 space per 3 staff on duty at the busiest time
E(g)	Business	Operational only	1 space/60m <sup>2</sup> <u>or</u> 1 space/100m <sup>2</sup> if within easy walking distance of high frequency public transport.

<sup>1</sup> The Urban Areas means non-Green Belt areas within the main urban area of Sheffield (the Regional City) and the Principal Towns (Chapelton/ High Green and Stocksbridge/ Deepcar).

Use Class	Land use	Central Area (Floorspace in m <sup>2</sup> is gross)	Urban Areas <sup>1</sup> and Oughtibridge, Wharncliffe Side & Worrall (Floorspace in m <sup>2</sup> is gross)
<b>B2</b>	General Industry	Applications will be discussed individually	1 space/3 staff on duty at busiest time, or 1 space/75m <sup>2</sup>
<b>B8</b>	Warehouse	Applications will be discussed individually	1 space/3 staff on duty at busiest time
<b>C2Sui generis</b>	Purpose built student accommodation	Car free OR up to 1 space per 10 residents where this can be justified.	Car free OR up to 1 space per 10 residents where this can be justified
<b>C3/C4<sup>2</sup></b>	Housing (including flats)  1 – 2 bed	Car free OR maximum 1 space per 10 dwellings where need can be demonstrated	Expected - 1 space per dwelling with a maximum of 2 spaces, plus 1 unallocated space per 4 dwellings.  Lower levels may be considered where it can be demonstrated that this will not impact on the network.

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<sup>2</sup> Garages will not be included in car parking allocation

Use Class	Land use	Central Area (Floorspace in m <sup>2</sup> is gross)	Urban Areas <sup>1</sup> and Oughtibridge, Wharncliffe Side & Worrall (Floorspace in m <sup>2</sup> is gross)
<b>C3/C4<sup>2</sup></b>	Housing (including flats)	Maximum 1 off-street space per dwelling	Expected - 2 spaces per dwelling, with a maximum of 3 spaces, plus 1 unallocated space per 4 dwellings.
	3-4 bed		Except within easy walking distance of a District Centre where expected provision will be 1 space per dwelling, plus 1 unallocated space per 4 dwellings.
	5+ bed	To be determined on an individual basis	To be determined on an individual basis
<b>E(e)</b>	Doctor's surgeries, Health Centres, Opticians, Dentists, Walk-in Centres	Applications will be discussed individually	1 space per medical practitioner on duty at the busiest time plus 1-2 spaces per consulting room in use at the busiest time.
<b>F1(a)</b>	Primary schools	Applications will be discussed individually	Up to 1 per 1-6 staff
<b>F1(a)</b>	Secondary schools	Applications will be discussed individually	Up to 1 per 1-6 staff
<b>F1(a)</b>	Higher and Further education <sup>3</sup>	Applications will be discussed individually	1 per 2-4 staff Plus visitor parking: 10% of staff parking
<b>E(d)/F2(c)-(d) &amp; Sui Generis</b>	Leisure (indoor and outdoor)	Up to 2000m <sup>2</sup> – operational only Above 2,000m <sup>2</sup> – 1 space/50m <sup>2</sup>  major applications to be determined on an individual basis Operational only	Above 2,000m <sup>2</sup> – 1 space/50m <sup>2</sup>
	Cinemas		1 space/5 seats

<sup>3</sup> Parking provision within the University and Hospitals Central Campus and Rail Station area (both outside the Inner Ring Road) will be set through negotiation.

## Electric Vehicle Charging Infrastructure

Electric Vehicle Charge Point (EVCP) infrastructure must be provided in accordance with the Building Regulations Part S and all relevant BSI and technical standards. Additional provision will also be required to support the Council's net zero carbon target of 2030. In summary:

- Residential:
  - For all dwellings with dedicated off-street associated parking at least 1 EVCP per dwelling, plus the necessary infrastructure to enable installation of charging points in the future<sup>4</sup>  
For developments which include shared parking provision 10% of spaces will include EVCP's, and 40% to include the necessary infrastructure to enable installation of charging points in the future.
- Non-residential:
  - In all developments where parking is provided<sup>5</sup>, EVCP's to be installed in 10% of the parking spaces, or a minimum of 1 space (whichever is greatest), plus where commercially sustainable an additional 30% of the total spaces will be required to include the necessary infrastructure to enable installation of charging points in the future

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If it is not possible to achieve these requirements off-highway a contribution will be required to support the development of a citywide network of public chargers.

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In addition, where commercially sustainable:

50% of the Accessible parking (as set out in the guidelines) must include active EVCP's, and the remaining spaces must include the infrastructure to enable provision of EVCP's in future.

- Within the general allocation of EVCP parking the following proportion must be designed to be accessible for all users (although not reserved for blue badge holders):
  - 1 to 4 EVCP spaces – 1 accessible space
  - 5-25 EVCP spaces – 2 accessible spaces
  - 26-50 EVCP spaces – 3 accessible spaces

All developments must ensure that electricity infrastructure is sufficient to enable further points to be added at a later stage. Facilities must be maintained in good working order.

Sites with future ready bays (providing cable routing for future provision of an EVCP) must provide an annual report on the demand for additional EV Charge Points either through a car park management plan or a travel plan. When additional demand is present, the site owner must provide additional EV Charge Point's to the bays.

<sup>4</sup> As a minimum this should include cable routes for future electric vehicle charge points

<sup>5</sup> Including Motorway Service Stations, Park and Ride sites and public off-street car parks.

Definition: 'associated parking' - any parking space that is available within the site boundary of the building, for the use by the occupant of, or a visitor to, a dwelling in the building, including any parking space which is for the use of any occupant of, or any visitor to, any dwelling in a building containing more than one dwelling

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### **Cycle Parking**

Developments will need to address the needs of both long stay (staff, residents) and short stay (visitor) cyclists. Allocated spaces for non-standard cycles should also be provided. Cycle parking should be secure, well overlooked and within 20m of main entrances. In order to be considered 'secure', parking related to residential development should be in a secure building (with a roof) or a locker with an ability to lock the cycles to a fixture inside.

Where it is not possible to provide suitable visitor parking within the curtilage of a development or in a suitable location in the vicinity agreed by the planning authority, the planning authority may at their discretion instead accept, additional long-stay provision or, contributions to provide cycle parking in an appropriate location in the vicinity of the site. Developers should liaise with neighbouring premises and the local planning authority to identify potential for off-site visitor cycle parking.

- Secure cycle lockers should be provided for long stay cycle parking. Sheffield Stands<sup>6</sup> should be provided for short stay and visitor parking.
- Short-stay cycle parking should be available for shoppers, customers, messengers and other visitors to a site, and should be convenient and readily accessible. Short-stay cycle parking should have step-free access and be located within 15 metres of the main site entrance, where possible.
- For both long-stay and short-stay parking, consideration should be given to providing spaces accessible to less conventional cycle types, such as tricycles, hand cycles, electric cycles, cargo cycles and cycles with trailers and other adapted cycles. This should include consideration of re-charging facilities for electric cycles.
- It is recommended that supporting facilities are provided at land uses where long stay cyclists require them, (i.e. places of employment). Supporting facilities include secure lockers, showers and changing/drying rooms.
- Where it is not possible to provide adequate cycle parking within residential dwellings, including Purpose Built Student Accommodation, the City Council will engage with developers to propose innovative alternatives that meet the objectives of these standards. This may include options such as providing the required spaces in secure, conveniently located, on-street parking such as cycle hangars. Where there is a lack of space within the curtilage of the proposed development developers will be expected to contribute to the cost of providing cycle parking on the highway.

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<sup>6</sup> A type of bicycle stand consisting of an inverted U-shaped metal bar *that* is mounted onto or embedded into the ground.

- Where cyclists share surfaces with pedestrians, the safety and accessibility of the environment for disabled and older people must be assured.

Land use		Minimum Provision
E(a)	Food retail	from a threshold of 30m <sup>2</sup> : 2 spaces per 30m <sup>2</sup> thereafter: 1 space per 30 m <sup>2</sup>
	Non-food retail	from a threshold of 100 sqm: first 1000 m <sup>2</sup> : 1 space per 250 m <sup>2</sup> thereafter: 1 space per 1000 m <sup>2</sup>
E (b-c)/sui generis	Financial/professional services	from a threshold of 100 m <sup>2</sup> : 1 space per 40 m <sup>2</sup>
	Cafes & restaurants	
	Drinking establishments	
	Take-aways	
E(g)(i)	Business offices	Within City Centre: 1 space per 90 m <sup>2</sup> <u>Business Parks/Outside City Centre</u> : 1 space per 150 m <sup>2</sup>
E(g)(ii-iii)	Light industry and research and development	1 space per 250 m <sup>2</sup>
B2-B8	General industrial, storage or distribution	1 space per 250 m <sup>2</sup>
C1	Hotels (bars, restaurants, gyms etc open to the public should be considered individually under relevant standards)	1 space per 20 bedrooms
C2	Hospitals	1 space per 5 staff

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Land use		Minimum Provision
		1 space per 3 visitors
C2 (A)	Care homes/secure accommodation	1 space per 5 staff 1 space per 5 visitors
C2	Student accommodation	1 space per 2 beds
C3-C4	Dwellings (all)	1 space per studio and 1 bedroom unit 2 spaces per all other dwellings Plus 1 space per 40 units for visitors
E(e)/F1 (a-g)	Nurseries/schools (primary and secondary)	1 space per 8 staff + 1 space per 8 students Plus 1 space per 100 students for visitors
	Universities and colleges	1 space per 4 staff + 1 space per 20 FTE students Plus 1 space per 7 FTE students for visitors
	Health centre, including dentists	1 space per 5 staff Plus 1 space per 3 staff for patients
	Other (e.g. library, church, etc.)	1 space per 8 staff Plus 1 space per 100 sqm for visitors
F2(c-d)/E(d)	Other (e.g. cinema, bingo, etc.)	1 space per 8 staff Plus 1 per 30 seats for visitors
	sports (e.g. sports hall, swimming, gymnasium, etc.)	1 space per 8 staff Plus 1 space per 100 sqm for visitors
Stations		To be agreed case by case

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## Accessible **Car** Parking

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This should be provided as set out in the table below, and at least in accordance with the provisions of the current BS8300. With the exception of housing (Use Class C3), this is in addition to the general parking provision. The following minimum disabled parking standards apply:

Use category	Accessible spaces (2.4m wide x 4.8m long plus 1.2m wide marked access and safety zones on 3 sides)	Enlarged spaces (3.6m wide x 6m long)
Retail/Recreation/Leisure/Religious buildings and Crematoria / Doctors' surgeries, health centres and other health buildings.	A minimum of 3 accessible spaces or 6% of the overall capacity, whichever is greater.	A minimum of 4% of the overall capacity.
Schools and other education facilities.	A minimum of 3 accessible spaces or 5% of the overall capacity, whichever is greater.	A minimum of 5% of the overall capacity.
Sports facilities	6% or 8% of the overall capacity. The minimum will depend on the sports facilities provided, see table 2 of Sport England's 'Accessible Sports Facilities'.	A minimum of 4% of the overall capacity.
Hotels, Student accommodation	A minimum of 3 accessible spaces, or 1 accessible space for each accessible bedroom (or other bedspace), or 6% of the overall capacity, whichever is greater.	A minimum of 4% of the overall capacity

Use category	Accessible spaces (2.4m wide x 4.8m long plus 1.2m wide marked access and safety zones on 3 sides)	Enlarged spaces (3.6m wide x 6m long)
Workplaces	A minimum of 1 accessible space for each employee who is a disabled motorist plus 2 accessible spaces, or 5% of the overall capacity, whichever is greatest	A minimum of 5% of the overall capacity
Staff car parks at other use categories	A minimum of 1 accessible space for each employee who is a disabled motorist	
Railway car parks and public transport interchanges	A minimum of 3 accessible spaces or 5% of the overall capacity, whichever is greatest	A minimum of 5% of the overall capacity
Housing	<p>Car parking spaces will be provided in accordance with category 2 and category 3 of the Building Regulations Approved Document M: Volume 1. This should be provided within the overall parking capacity for the development as set out in the Parking Guidelines.</p> <p>Each category 3 wheelchair accessible dwelling should be provided with a minimum of 1 accessible on-site, allocated space. This includes developments where car parking is</p>	

Use category	Accessible spaces (2.4m wide x 4.8m long plus 1.2m wide marked access and safety zones on 3 sides)	Enlarged spaces (3.6m wide x 6m long)
	<p>provided at less than 1 space per dwelling, <a href="#">including in car free developments.</a></p> <p>The remaining residential parking capacity for the development should be provided in the same proportion as the dwellings in the development, with parking for category 3 wheelchair adaptable dwellings and category 2 dwellings taking priority over any other parking which is provided. Where these are provided in communal parking areas, it would be preferable that these are not permanently allocated to allow for flexible use depending on resident's needs.</p> <p><a href="#">Where a development is otherwise car free, accessible car parking spaces must be provided for 5% of the total number of dwellings, or a minimum of 1 space, whichever is greatest.</a></p> <p>Where parking for category 2 and 3 dwellings cannot be provided within the</p>	

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Use category	Accessible spaces (2.4m wide x 4.8m long plus 1.2m wide marked access and safety zones on 3 sides)	Enlarged spaces (3.6m wide x 6m long)
	curtilage of the dwelling or block of flats, equivalent provision on-street will be considered.	
Accessible drop off areas should also be provided at workplaces and all buildings used or visited by members of the public, including public transport interchanges, and to serve category 2 and 3 dwellings.		

The location of accessible parking, drop off areas and enlarged spaces should be agreed before the location of parking for cycles, motorcycles and electric vehicles is considered.

Disabled parking spaces and drop-off facilities should be sited as close to the main entrance as possible, and preferably within 20 metres. Drop-off facilities should be within 20 metres of the entrance.

Where it is not possible to provide accessible parking on site, the developer may be required to meet the cost of providing on-street accessible parking.

All developments should consider whether some designated parent & child parking spaces are required. These will need to be agreed with the Planning/Highway Authority

50% of the Accessible parking (as set out in the guidelines) must include active EVCP's, and the remaining spaces must include the infrastructure to enable provision of EVCP's in future.

### **Motorcycle parking and Micro-mobility vehicles**

Developers are encouraged to consider the needs of all transport users, including motorcycle parking, as well as providing facilities for micro-mobility vehicles<sup>7</sup>. This will be negotiated on site-by-site basis.

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<sup>7</sup> Small lightweight vehicles operating at low speeds, usually single-person, for example electric bicycles, shared bicycles.

This document can be supplied in alternative formats, please contact:

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