The Highland Council
Comhairle na Gàidhealtachd

Roads and Transport Guidelines for New Developments
Stiùiridhean Rathaidean is Còmhdhalach airson Leasachaidhean Ùra

Section 2 – Standards and Guidelines
Earrann 2 – Inbhean is stiùiridhean

Chapter 6
Caibideil 6
Parking
Parcadh

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Section 2 – Standards and guidelines / Earrann 2 – Inbhean is stiùiridhean

Section 2 of the Roads and Transport Guidelines for New Development document sets out the Council's current standards and guidance to assist the design of new road layouts, together with their associated services and facilities, to the standards required by the Council, if the road is to be adopted as public.
The section starts with establishing an appropriate layout, in terms of the intended road type, then provides guidance and requirements on various aspects of detailed design, including parking levels. Guidance on construction details and material standards is also provided.

For lightly trafficked residential streets, reference must be made to the Scottish Government's Designing Streets document, providing design parameters and guidance, which must be taken into account in the design of new or improved streets that serve residential areas.

Section 2 includes the following:

Chapter 4 Road Network

Chapter 5 Design Objectives and Requirements

Chapter 6 Parking

Chapter 7 Construction Materials Standards

Chapter 6 – Parking / Caibideil 6 – Parcadh

6.1 Introduction / Ro-ràdh

6.1.1 Car parking is an important criterion in terms of influencing how people travel. As a result, the provision of parking standards for new developments is a valuable tool for helping to set and achieve the Council's transport strategy.

6.1.2 Car parking is an important aspect of a new development. However, it is equally important that a development also encourages travel by sustainable modes of travel, so the design and provision of facilities for pedestrians, cyclists and public transport must also be carefully considered.

6.1.3 Parking design issues and requirements are considered in Section 6.3, whilst Section 6.4 sets out the Council's current parking standards for development control. For all proposed developments, it is recommended that the developer discuss parking requirements with the Council as early as possible. For residential streets, additional guidance on parking layout is provided in Designing Streets. Useful parking guidance is also provided within "Transport in the Urban Environment", produced by and available from the Chartered Institution of Highways and Transportation (CIHT) (some updated guidelines are available on the CIHT website)

6.2 Policy and objectives / Poileasaidh agus amasan

6.2.1 National policy

6.2.1.1 Scottish Planning Policy (SPP) recommends that planning authorities should set their own maximum parking standards, in order to encourage modal shift away from the private car. SPP does set national maximum parking standards for specific types and scales of development. The parking standards within this document are based on these national maximum standards.

6.2.1.2 However, SPP does recognise that where an area is well served by sustainable modes of travel, reduced parking standards may be appropriate but that in rural areas, where public transport is scarce, less restrictive standards are acceptable.

6.2.2 Council policy and objectives

6.2.2.1 The Council's transportation policies are set out within its Local Transport Strategy. These policies aim to reduce car dependency by promoting walking, cycling and high quality public transport, together with reducing the need to travel where possible. However, it is recognised that for many people, particularly those living and working within rural areas, the car will remain a vital means of transport. A number of these transportation policies can be influenced by the amount of parking provided for new development. The Council's parking standards and how they are implemented for new development is considered to be consistent with SPP.

6.2.2.2 In terms of parking policy, the Council's key objective is:

To contribute to achieving Local Transport Strategy objectives relating to Economy; Environment and Health; Integration and Road Traffic Reduction.

whilst detailed parking objectives are:

- to aid traffic management;
- to encourage and support business and shopping activities in all city, town and village areas;
- to be cost effective;
- to reduce demand for long term parking while increasing short term parking opportunities;
- to support alternative modes of transport and relieve congestion; and
- to direct the public's view and perception of parking charges such that they are not viewed as pernicious charges but as good traffic management.

6.3 Parking design / Dealbhadh pàirceadh

6.3.1 General

6.3.1.1 When car parking is provided as part of a development, it must be located appropriately, such that vehicles do not impede traffic flow or create a safety hazard. Off-street parking can be provided in the form of open surface car parks, in multi-storey units or within buildings. However, there may be circumstances where on-road parking is deemed acceptable, especially when provided in the form of lay-bys, particularly in terms of meeting the needs of people with disabilities or short-term visitor parking.

6.3.1.2 The locations of all car parking areas in a development should be considered at an early stage in the design process. There is also a requirement to agree which parking spaces are to be subsequently adopted by the Council.

6.3.1.3 Pedestrian access to premises should be arranged so that it is easier and more convenient to use the designated parking areas than to park casually on the road.

6.3.1.4 It is important that car parks are properly managed, especially large facilities, in order to provide and maintain a high standard of service and help discourage indiscriminate parking taking place elsewhere. Such management may include the introduction of a charging regime.

6.3.2 Residential developments

6.3.2.1 The design of housing, new roads and parking spaces should always be undertaken at the same time, as the three requirements influence each other. It is likely that parking will be a mix of both on-street and off-street spaces, with the on-street spaces usually meeting the short-stay demand generated by visitors and loading/unloading needs whilst off-street spaces provide the long stay spaces for residents. There can also be a mix of allocated and communal spaces.

6.3.2.2 In residential developments, parking spaces reserved for the exclusive use of certain residents and/or their guests should be located within the curtilage of each property, wherever possible but this cannot easily be done with flats or terrace-type housing. Curtilage parking is most readily achieved by the provision of private driveways. The size of individual in curtilage parking spaces shall satisfy the requirements of Fig. 6.1 and Section 6.3.4, Parking Bay Design.

6.3.2.3 If curtilage parking is not provided, the location and surface treatment of off-road communal parking areas for residents should emphasise their private nature. In localities where there is a significant demand for public car parking, private spaces should be screened from public view and take access via a gateway or pend fitted with a lockable barrier. Alternatively, spaces should be individually controlled by means of lockable bollards.

6.3.2.4 Large parking areas tend not to be successful if remotely located from buildings, especially if vehicles can park on-street and be closer to the buildings than the car parks. In addition, expansive car park areas, with hard landscaping, may not be aesthetically pleasing. Accordingly, in low to

medium rise development, small parking areas in close proximity to dwellings or buildings are advised and car parks should be located so that cars can be readily seen. Such off-street parking areas will not normally be taken onto the List of Public Roads but this should be discussed with the Council.

6.3.2.5 Parking areas provided for communal use by casual visitors should be located so as to be obvious to strangers coming into the development. It will often be appropriate for such public parking to be located in formal on-street lay-bys, since their presence can positively discourage indiscriminate kerbside parking elsewhere on the road. The maximum walk distance for visitors' spaces should normally be limited to 45 metres, especially for those persons with mobility difficulties.

6.3.2.6 Where communal parking areas for residents, such as lock-up garages, are provided at some distance from the dwellings they serve, some convenient temporary parking for residents' cars to allow occasional loading and unloading activities to be undertaken may be appropriate.

6.3.2.7 For those developments within city or town centres that seek to encourage a more sustainable environment, either being car-reduced or car-free, the maximum walking distance for residents shall be increased in order that cars are removed from the immediate area of such a development. The layout should discourage long-term parking near dwellings, by having communal parking located at the edges of the development, but still permitting vehicular access for short-term parking, such as loading or unloading and service/emergency vehicles. In such developments, it is critical that high quality pedestrian and cycle facilities are provided within the site, together with attractive access to nearby frequent public transport services.

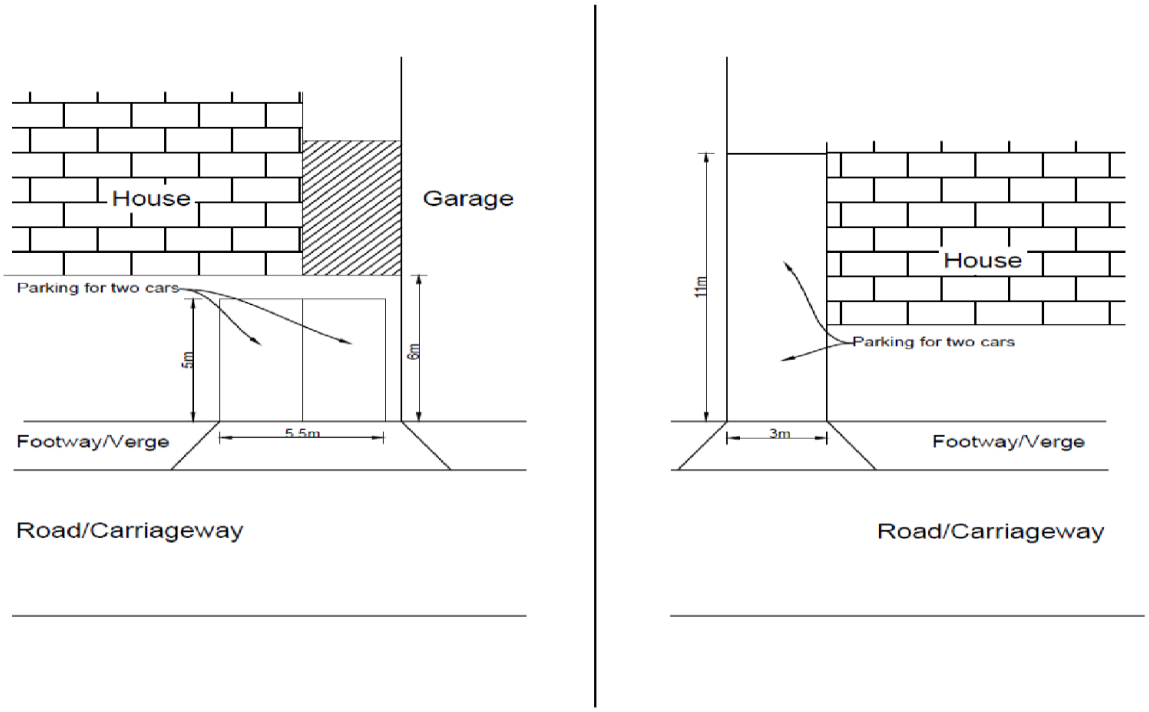
6.3.2.8 As areas of parked vehicles can be visually intrusive, careful consideration needs to be given to their design. Choice of materials and the provision of landscaping can help soften the impact of rows of parking bays and should be incorporated into the design. If possible, such off-road parking should be located so that the spaces are overlooked by adjacent premises, to improve their security.

6.3.2.9 Vehicular access from a public road to off-road parking areas will usually be taken via a dropped footway crossing. However, for large car parks, which are liable to generate significant flows of traffic, the access should be in the form of a road junction. In such cases, the car park access should be constructed to Main Residential Street standards, but a reduced carriageway

width may be appropriate if one-way operation is provided.

6.3.2.10 Consideration should be given to widening driveways of houses in order to allow for visitor parking. Where garages or car ports are provided within the curtilage of a property, they shall have a minimum set-back of 6 metres, as shown in Figure 6.1. For driveways accessing onto busy or high-speed roads, the driveway needs to have a turning area of sufficient size to allow vehicles to enter and exit in forward gear, for road safety. Individual driveways should join the main road or accesses at an angle of not less than 75° and no driveway should lie within 15m of a junction with other residential roads or 25m from a junction with a distributor road.

6.3.2.11 Where garages are provided within the curtilage of a property, a single car garage will not count towards the required parking provision; however, a



double garage of minimum dimensions, 5.5 metres wide x 6metres long, will count as one parking space towards the required provision.

Figure 6.1 Private garage/car port set-back arrangement and in curtilage parking dimensions

6.3.2.12 If visitor parking is being provided within the curtilage of individual properties then some allowance has to be made for on-street parking of service vehicles, e.g. mobile shops and delivery vehicles, which would not park in a driveway. Depending on the status of the road, its speed limit and volumes of traffic, there may be a need to provide service bay parking for

such vehicles.

6.3.2.13 A hard surface shall be provided to the driveway for at least the first 6 metres from the heel of the footway. Where a driveway is level or slopes towards the public road, loose material, such as gravel, will not be permitted over this initial section, as this can spill onto the public road and cause a road safety hazard. A hard permeable surface would be preferred. Effective measures must also be taken to ensure that surface water does not discharge to or from the public road, via the driveway.
Note: For housing units with more than four bedrooms a higher level of in curtilage parking will be required.

6.3.3 Non-residential developments

6.3.3.1 In industrial, commercial and shopping developments, parking provision will normally be in the form of large surface or multi-storey car parks. The actual car park layout will depend upon operational requirements, particularly where it is proposed to control entry and exit by means of barriers, with adequate space to be provided to ensure that any queues do not extend onto the public road.

6.3.3.2 Non-residential developments may need to provide for different types of parking, this being:

- Operational parking – for those essential staff who use a vehicle during the day and also for service vehicles:
- Commuter parking – for staff, who drive to and from work; and
- Visitor parking – customers and other visitors.

6.3.3.3 Large unbroken expanses of parking can look unattractive and may also be confusing for drivers trying to find their vehicles. It is desirable for large parking areas to be subdivided, with the use of appropriate landscaping features, into units of between fifty and one hundred spaces. In such areas, footway widths should be maintained by the use of kerbs, bollards or other appropriate barrier.

6.3.3.4 Parking and loading areas should be sited close enough to buildings to discourage instances of indiscriminate parking by those drivers who want to avoid walking. However, wherever possible, access by sustainable modes of travel should be given priority over the private car. People will accept longer walking distances, if the environment is considered to be safe and pleasant, but with 400m normally an appropriate maximum distance.

6.3.3.5 If the need for coach parking is envisaged, as part of a development, its requirements should be taken into account as part of the design process.

6.3.3.6 **Retail developments** – vehicular parking will be required for customers, staff and service vehicles. For retail centres and shops in close proximity to each other, shared parking is encouraged, in order to reduce the total level of parking required. Where this is not feasible, attractive pedestrian links should be provided instead, to discourage motorists driving short distances from one shop to another.

6.3.3.7 The site layout of a retail development can significantly influence whether it is well accessed by public transport. This can affect the attractiveness of travelling by public transport, so the design needs to consider such a requirement early, in consultation with the Council and likely public transport operators.

6.3.3.8 **Industrial developments** – these will require staff and customer/visitor parking. It will also be essential to provide appropriate parking and servicing facilities for goods and service vehicles.

6.3.3.9 **Office developments** – these will require adequate staff parking, with some facilities for visitors and service needs. To reduce parking numbers, it is important that good public transport services operate, in order to meet the needs of staff. This is essential for business parks, where high numbers of staff could be travelling at similar periods.

6.3.3.10 **Leisure developments** – these developments, especially exhibition centres, stadia and theme parks, can generate very high levels of car and coach parking, which can be concentrated at particular periods. Public transport will be an essential requirement for such new developments.

6.3.3.11 **Internal Layout -** for large car parks, it is essential that an appropriate distance is provided between the junction with the public road and the first internal car park junction, to prevent vehicles entering the car park having to queue back onto the public road. This will be influenced by the form of access control and is especially relevant where barriers are provided.

6.3.3.12 For large developments or where there are significant flows of different transport modes, it is desirable, in the interests of road safety, to segregate road users by providing separate access points for customers, service traffic, public transport and, occasionally, employees.

6.3.4 Parking bay design

6.3.4.1 Bay sizes - the minimum design dimensions for a parking bay for a car shall be 2.5m x 5.0m, unless agreed otherwise with the Council. Where appropriate, the Council may seek the provision of larger spaces.

6.3.4.2 Where a parking bay has a fence, wall or other obstruction along a longitudinal boundary, the width of the bay should be increased to 3m. Similarly, the length of bays with end walls or other obstructions should be increased to 5.5 m. Where a private driveway is designed to provide end to end in curtilage parking for two cars, the minimum length of the driveway shall be 11 metres.

6.3.4.3 Where parking is parallel to the carriageway, the length of the bay should be increased to a minimum of 6 metres.

6.3.4.4 Off-street parking areas – typical layouts for off-street parking areas are shown in Figure 6.2. It should be noted that angled parking layouts tend to be less efficient in land-use than 90° parking layouts, even with the narrower aisle widths that are possible with single-way arrangements. However, the use of angle parking may be suitable on narrow sites.

6.3.4.5 Where the end of an aisle between two rows of 90° parking bays terminates with no vehicular access, then the aisle should be extended past the last two bays by a minimum of 1.5 metres in order to provide vehicles room to manoeuvre when leaving the bays.

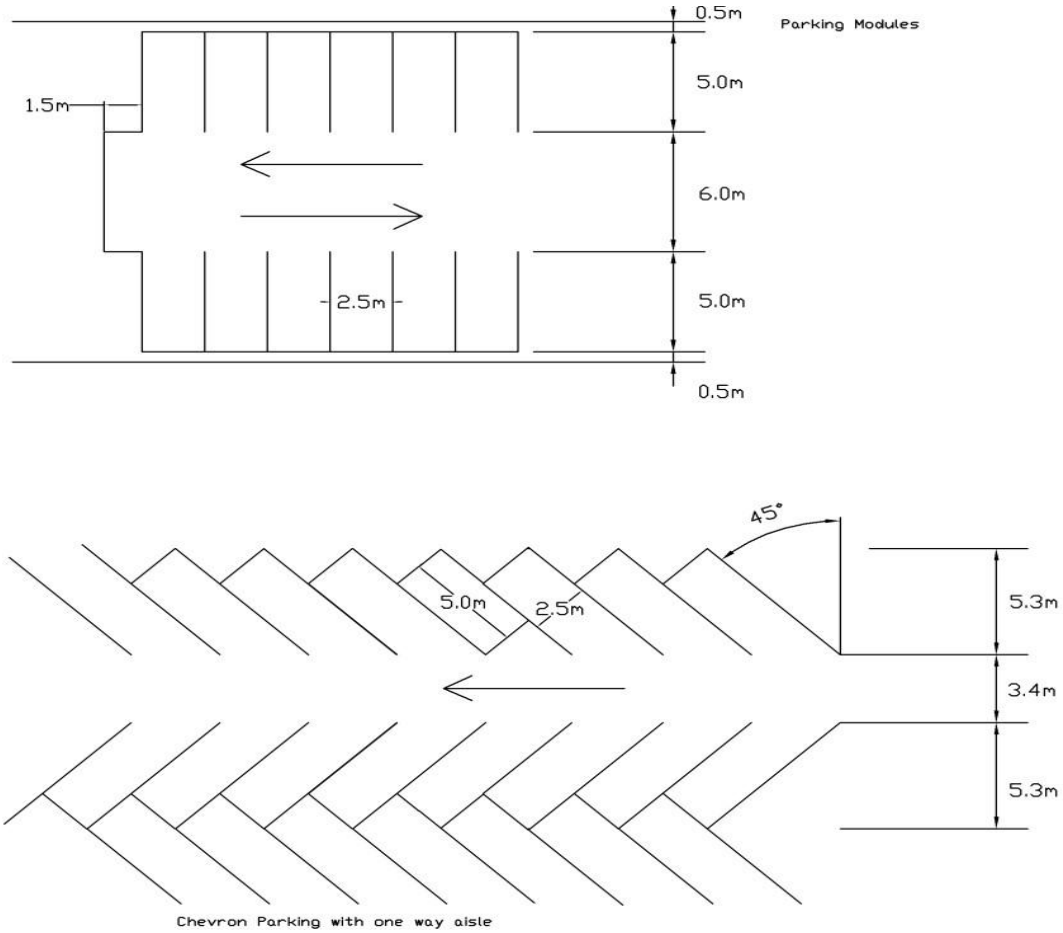


Figure 6.2 Off-street parking layouts

Angle of Parking (degrees)	Aisle Width (m)
30	3.2
45	3.4
60	4.0
75	4.7
90	6.0

Note: 8m required for lock-ups

6.3.4.6 **On-street lay-by parking** – in some situations, it will be acceptable to provide some on-street parking spaces, which should normally be available for use by the general public. The layout of such lay-by parking areas will depend on the road type and flows of traffic. On Main Residential Streets, lay-by parking should comprise bays that are at least 6.0 metres long and 2.5 metres wide, positioned parallel to the carriageway, with 2.5 metre splays at either end. On lightly trafficked roads, deeper lay-bys may be provided to permit parking at right angles to the

public road, although it should be noted that the Council may not permit such right angled parking where it is considered that the extra manoeuvring required could be detrimental to the road safety of passing traffic or impede free traffic flow.

6.3.4.7 On minor roads and streets, right angled bays are preferred to parallel parking bays, since the latter can be confused with passing places. In addition, shared surface roads should provide right angled parking rather than parallel parking, as this is considered to be a safer arrangement for pedestrians.

6.3.4.8 In residential areas, on-street parking bays should be laid out in a manner that minimises their use of public space, complement traffic calming objectives and be designed to integrate into the public environment. However, long lengths of parallel parking can appear monotonous, require long visibility splays and actually encourage faster vehicle speeds. In order to counter these impacts, parallel bays should be provided in groups of six spaces or less. The use of widened footways can help to break up lengths of parallel parking, whilst also providing areas for pedestrian crossing points and landscape areas. On-street parking bays should not be sited opposite junctions or those private accesses having significant flows of traffic. The Council would expect to adopt such parallel parking bays.

6.3.4.9 **On-street right angled parking** – Figures 6.3a and 3b show the layout of parking bays located at right angles to the carriageway. Public parking, (for example, for casual visitors) should be provided in groups of not less than four bays, located immediately adjacent to the carriageway (Figure 6.3a), with long groups of parking sub-divided into groups of between six and ten spaces, with appropriate landscaping and/or kerb build-outs. However, significant lengths of footways flanked by such end-on parking will be discouraged.

6.3.4.10 Private parking (for example, for residents) should be provided in groups of no more than three five bays, located at the rear of the footway and taking access via a dropped kerb (Figure 6.3b). In shared surface locations, some definition between public and private parking bays must be provided. Such parking areas should be hard surfaced.

6.3.4.11 Where there are pedestrian areas, these should be protected from vehicle overhang by use of bollards or other devices.

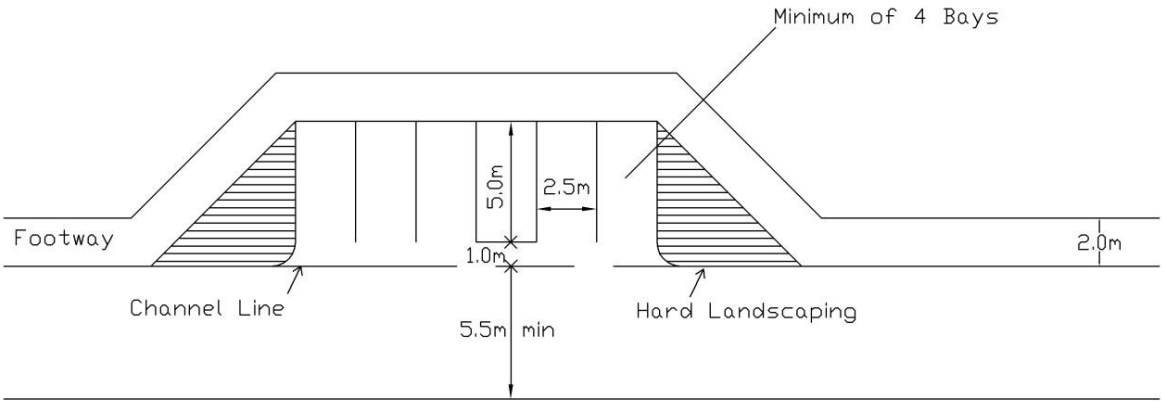


Figure 6.3a Public parking bays at right angles to a road

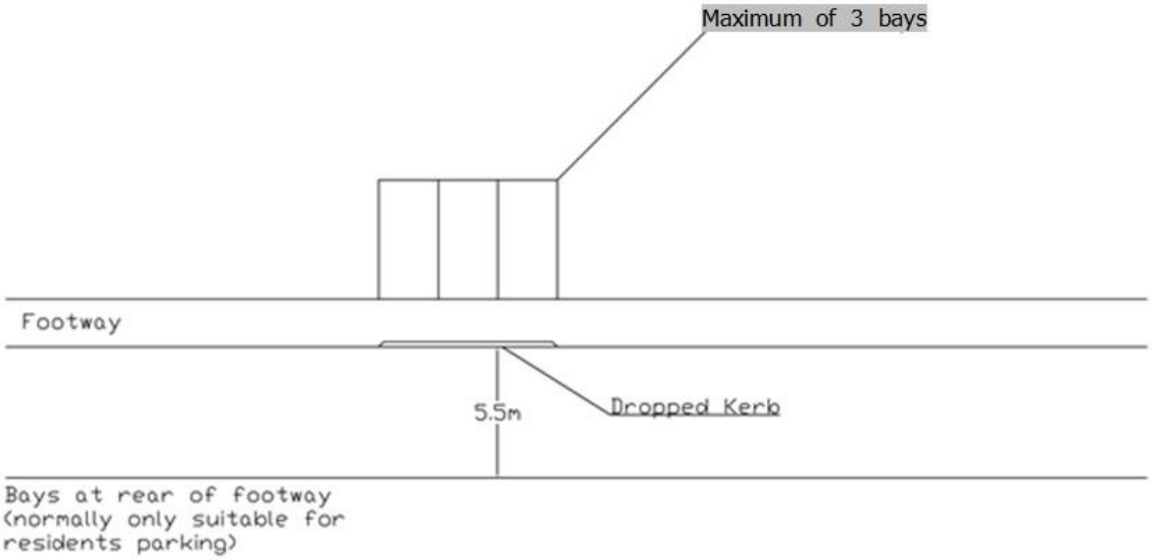


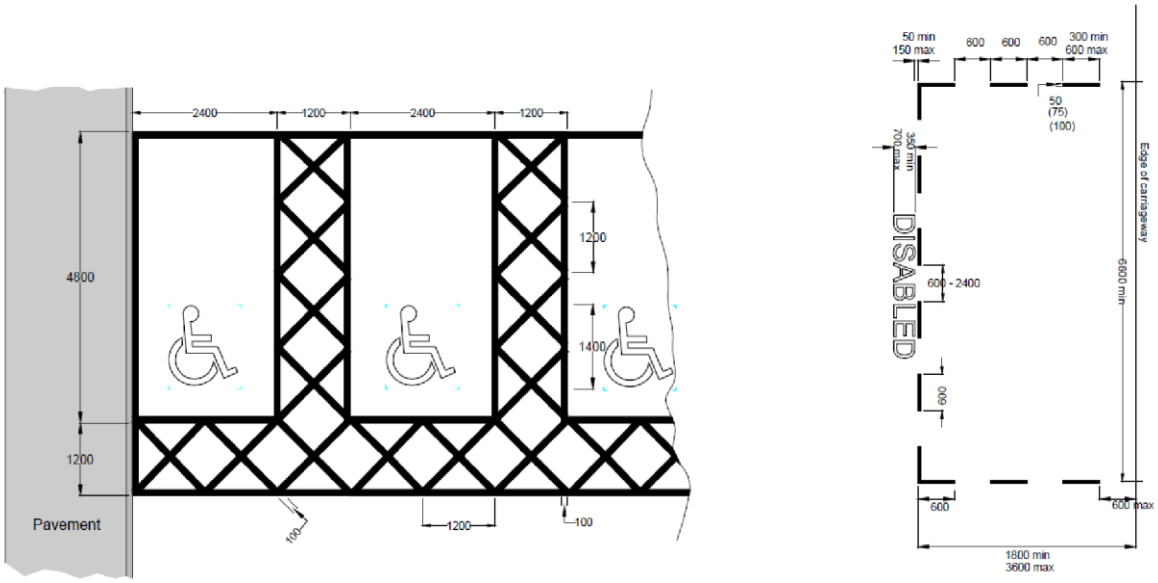
Figure 6.3b Private parking bays at right angles to a road

6.3.5 Parking for persons with mobility difficulties

6.3.5.1 Disabled persons - special consideration shall be given to the needs of disabled persons, with regard to the provision of parking bays, including their number, the locations/layout and the pedestrian routes to such bays.

6.3.5.2 Inclusive mobility gives guidance on the proportion of parking spaces that should be provided for vehicles carrying disabled persons and on the design of these spaces. Approximately 5% of car parking should be reserved for disabled persons, with actual requirements set out in Table 6.11.

6.3.5.3 Parking spaces suitable for disabled persons should be sited on level areas, with little or no crossfall, being as close as practical to any amenities and certainly no more than 45 metres from the main entrance of a building. Desirable layouts for both on-street and off-street accessible parking bays are shown in Figure 6.4 and are based on the requirements of the Building Regulations. For economy of space, it is best to provide pairs of spaces, rather than isolated single ones. Where room is available, the 3.6m wide parallel bays should be provided, but in some locations, particularly quiet streets, a narrower width (but no less than 1.8m on street) may be acceptable to the Council. Full details can be found in Appendix 12.



Off-Street On-street

Figure 6.4 Parking spaces for disabled persons (desirable markings)

6.3.5.4 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 TROs. 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 TROs 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 such a TRO.

6.3.5.5 Parent and child parking – the Council will seek, where appropriate, the

provision of allocated "parent and child" parking, especially for retail developments, at the same ratio as for disabled persons.

6.3.6 Cycle parking

6.3.6.1 Cycle parking, within developments, should be sited as close as possible to the main entrances of the facility being served, be well lit and signed and must not be hidden out of sight. It must be easily accessible for cyclists arriving from adjacent roads and cycle routes.

6.3.6.2 The Council will expect secure cycle parking facilities to be installed at shopping, transport and other communal centres where significant cycle usage is anticipated or to be encouraged. Generally, the suitable methods of secure short term parking are:

- Rack stands
- Rail or guard rail
- Wall bracket
- Cycle locker

6.3.6.3 For short term cycling parking, the Council's preference is the provision of rack stands. Recommended dimensions and spacings are shown in Figure 6.5.

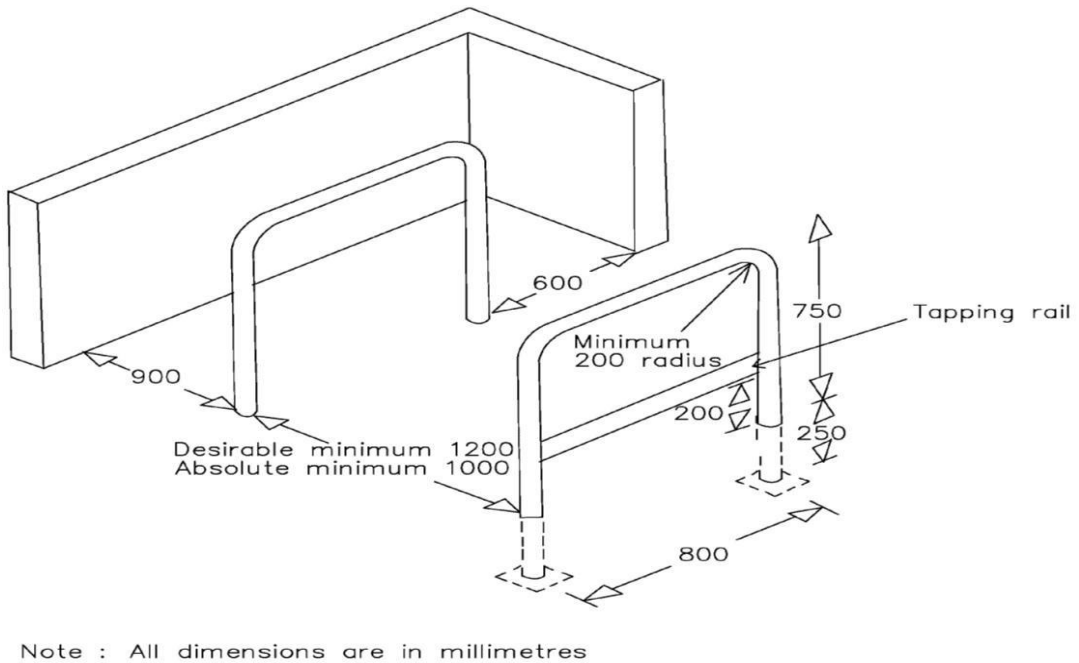


Figure 6.5 Cycle rack stands – typical dimensions and spacings

6.3.6.4 For private houses, it would be expected that suitable cycle storage would be provided either within a garage, within the house or in a shed in a secure rear garden. For flatted developments, designs must examine the provision of an internal cycle storage facility for each flat unit. These could be an individual storage area within each flat or provided as a communal facility, as an integral part of the main building. The provision of an external facility, solely for the storage of bicycles is not recommended, as these tend to be located in positions that are isolated from the main buildings and are often not very visible and, therefore, not secure, unless a cycle parking facility can be included within secure vehicular parking areas.

6.3.6.5 For the majority of all development types, staff cycle parking should be provided in a secure and covered area. Cycle parking for visitors and customers should be located close to the main building entrance and, preferably, be covered. Where visitors/customers need medium or long term parking, secure facilities should be provided.

6.3.6.6 For more guidance and information, reference should be made to Cycling by Design. In addition, LTN 1/20 - Cycle Infrastructure Design is also useful.

6.3.7 Motorcycle parking

6.3.7.1 Where it is expected that there will be a demand for motorcycle parking, such as at major retail and employment developments, consideration should be given to the provision of designated parking areas solely for the use of motorcycles. The majority of motorcycles have effective lengths and widths of approximately 2 metres and 1 metre, respectively. Hence, if an individual bay is provided, it should have minimum dimensions of 1.3 metres by 2.3 metres. However, it is recommended that parking is provided in groups, with area marked out but not individual bays, as this provides (a) security in numbers of vehicles and (b) more efficient use of space.

6.3.7.2 Parking for employees should be covered and have a rack or other suitable fixture to which the motorcycle can be locked. The rack must also be secured to the ground. For visitors and customers, where a medium to long stay is expected, the provision of secure and covered facilities should also be provided. Short stay parking should still have designated bays, to avoid indiscriminate parking.

6.4 Parking standards / Dealbhadh parcaidh

6.4.1 Introduction

6.4.1.1 The parking standards set out in this document are generally expressed as maximum standards. Only for residential developments, cycle, motorcycle and disabled persons' parking are minimum standards specified.

6.4.1.2 **Assessment of parking** - it should be recognised that developments will be affected by a range of factors, such as type of development, location, accessibility to sustainable modes of travel, proximity to other facilities and size of development, etc. For most new developments the Council will usually require parking to be provided at or close to the maximum standards set out in the following tables unless it can be demonstrated by an assessment of parking requirements or by the proximity of the development to public parking, for example within a town centre, that lower levels of parking are acceptable. However, in certain circumstances the Council may encourage or require lower levels of parking.

6.4.1.3 For those developments where a TA is required, this must include an assessment of parking requirements and provide justification of the proposed parking levels. For those developments that do not require a TA, it is still desirable that a Parking Statement be submitted, as part of the planning application, clarifying proposed parking provision and how it compares with the Council's standards.

6.4.1.4 **Rural locations** - the Council area includes many rural locations where levels of public transport provision are low and there may be instances where a developer and/or the Council consider that the prescribed maximum levels of parking may need to be exceeded, in order to accommodate higher numbers of vehicles generated by larger catchment areas.

6.4.1.5 **Town centre parking and commuted payments** – within existing town centres, the Council recognises that new development and redevelopment can help to maintain or enhance the economic viability of these town centres. However, it is often the case that parking levels, complying with the parking standards, cannot be provided because of lack of space. In such situations, each application will be assessed on merit and may be recommended for approval but subject to the developer being required to provide a commuted payment in lieu of the parking (being additional to any other financial contributions deemed appropriate for the development).

6.4.1.6 **Management of car parks** – where a development results in off-street parking areas with more than 100 spaces, the developer must agree a management plan with the Council. In some circumstances, a management plan may also be required for car parks with less than 100 spaces, where its

impact is deemed to be significant.

6.4.1.7 **Controlled parking zones** – the application of parking levels that help to address unrestricted vehicular trip generation and encourage sustainable travel may, in certain circumstances, lead to some indiscriminate parking on adjacent public roads. In such situations, a developer may be required to fund the introduction of Traffic Regulation Orders for the introduction or extensions of Controlled Parking Zones, together with associated physical measures, to address such problems.

6.4.2 Parking standards tables

6.4.2.1 Parking levels – guidance on parking standards are set out in various tables as listed below:

Development Type	Reference Table
Residential developments	Table 6.1
Healthcare, education and community developments	Table 6.2
Leisure developments	Table 6.3
Hotels, restaurants/cafes, pubs and function rooms	Table 6.4
Places of assembly	Table 6.5
Retail	Table 6.6
Commercial/Industrial	Table 6.7
Motor trade	Table 6.8
Cycle parking	Table 6.9
Motorcycle parking	Table 6.10
Car parking for disabled persons	Table 6.11

6.4.2.2 Where a particular type of development is not included in any of the tables, parking levels shall be assessed on an individual basis and agreed with the Council.

6.4.2.3 Mixed use developments – parking levels for developments that are of mixed use should generally be assessed on merit, as there are likely to be opportunities to share parking, as a result of shared car trips and/or different peak parking requirements.

6.4.2.4 Shift patterns – for those developments where there may be employment shift patterns or where groups of people arrive prior to the departure of other groups, then special consideration needs to be given to the appropriate level of parking and its design. In such instances, early discussion with the Council is recommended.

6.4.2.5 Coach parking – for some types of development, coach parking can be a significant issue that will require to be considered in detail, in terms of access and parking requirements. For example, coach sizes vary significantly, which will influence the dimensions of bays.

6.4.2.6 Taxi stands - for developments which meet the Council's criteria for a Transport Assessment or Travel Plan, a taxi pick up/set down point should be provided close to the main entrance to the building(s). Link routes to the building entrance should conform to general guidance for the accessibility needs of disabled persons and their accessibility to building entrances.

Table 6.1 Residential developments

Residential development type	**Minimum car parking spaces per unit, including visitor spaces, unless otherwise indicated**
General Housing **Includes Private, Housing Association and Council Housing**	Note: in curtilage parking levels are based on units not exceeding 6 bedrooms. For larger units, see Note 1 below.
Housing with parking within curtilage for residents	Up to 4 no. bedrooms - 2.0 external spaces 5 no. or 6 no. bedrooms – 3.0 external spaces
Plus visitor parking (communal, may be on street)	0.3
Houses and flats with communal parking for residents	1.2
Plus, visitor parking (communal, may be on street)	0.3
Redevelopment in Town Centres	Assessed on merit (see Note 4)
Sheltered housing	0.5 plus 1 per resident staff
Residential homes for the elderly	0.3 per bed plus 1 per staff
Children's homes	1.5 per 2 staff
Hostels	1.5 per 2 staff
Homes in multiple occupancy	Assessed on merit

Notes:

1.For general housing units with more than six bedrooms, higher levels of car parking would be expected.

2.The design of layouts should allow for on-street communal parking, especially for visitors

3.Where housing units provide a garage within the curtilage of each property, the parking space provided by a single garage would not be counted towards the minimum parking provision; however, a double garage of minimum dimensions 5.5 metres x 6 metres would be counted as one parking space

4.For residential developments in town centres, the Council may accept reduced parking provision in certain circumstances if it can be demonstrated to comply with Council policy.

5.For Sheltered Housing, Residential Homes, Children's Homes and Hostels, staff are classed as either "residential staff", who live on the premises, or "non-residential staff", who only work at the premises. Parking spaces per staff relate to the number of staff on site at any one period, rather than the total number of employed staff.

Table 6.2 Healthcare, education and community developments

Development type	**Maximum parking levels as specified**
Hospitals	Assessed on merit (see Note 1)
Health Centres	5 spaces per consulting room Additional parking for staff may be needed if additional services are provided
Schools (See Note 2)	1 space per staff plus visitor parking plus coach provision
Colleges and Universities (See Note 3)	Generally 1 space per 2 staff plus 1 space per 15 students
Libraries	3 spaces per 100m^2 PFA plus 1 space per 2 staff In addition, a space for a mobile library van
Community Centres	20 spaces per 100m^2 PFA
Tourist Information Centres	5 spaces per 100m^2 PFA (See Note 5) plus 1 space per staff

Notes:

1. Hospital developments, including expansions of existing facilities, will be assessed on merit, 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.

2. For schools, the provision of adequate coach parking will be required. In addition, a Drop Off/Pick Up Management Plan will be required to be submitted for approval by the Council, as supporting information for the planning application. 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, as part of the planning application.

3. Colleges and Universities, including expansions of existing facilities, will be assessed on merit and be subject to a Transport Assessment, although the above standards will apply as maximum levels unless increased parking can be suitably justified.

4. The standard for students relates to the total number of students attending an educational establishment, rather than full-time equivalents.

5. Where a Tourist Information Centre is located within a town centre zero parking is acceptable where alternative public parking is available nearby.

1. For healthcare, education and community developments in town centres, the Council may accept reduced parking provision in certain circumstances, if it can be demonstrated to comply with Council policy.

Table 6.3 Leisure developments

Development type	**Maximum parking levels as specified**
Swimming pools	10 public spaces per 100m^2 pool plus 1 space per 3 staff, at peak times
Snooker halls	1 public space per table plus 1 space per 3 staff
Tennis/squash courts	2 public spaces per court plus 1 space per 3 staff, at peak times
Golf clubs	2 spaces per hole plus 1 space per 3 staff
Marinas	2 space per berth plus 1 space per 2 staff
Gymnasium	5 spaces per 100m^2 public floor area plus 1 space per 3 staff
Stadia	1 space per 15 seats (See Note 3)
Garden allotments	Assessed on merit (see note 5)
Other leisure facilities	Assessed on merit

Notes:

1.The above car parking levels may differ from SPP levels for those developments where the threshold for the application of SPP applies, given the different criteria used. In such cases, the developer must justify the proposed level of parking, if the number of spaces is likely to exceed current national maximum standards, and agree it with the Council.

2.The above standards are maximum levels and the Council would encourage lower

levels to be provided, especially where accessibility to sustainable modes of transport, particularly public transport, is good or where developments are located within or close to town centres.

3.All stadia proposals will require a Transport Assessment, with the above standards providing a guide on maximum levels. Stadia will also require significant coach parking, which would need to be managed and controlled, in order to prevent their spaces being used by cars.

4.For leisure developments in town centres, the Council may accept reduced parking provision in certain circumstances, if it can be demonstrated to comply with Council policy.

5.For garden allotments, further guidance is contained within the Council's Allotment Policy, available via the following link.
https://www.highland.gov.uk/downloads/file/1379/highland-council-allotments-policy

Table 6.4 Hotels, Restaurants/Cafes, pubs and function rooms

Development type	**Maximum parking levels per m^2 public floor area (pfa) or as otherwise specified**
Hotel (bedrooms and residents 'facilities only)	1 space per bedroom plus 1 space per 3 staff
Hotel with conference facilities	Assessed on merit (See Note 2)
Public bars	1 space per $10m^2$ PFA plus 1 space per 3 staff
Restaurants and cafes	1 space per $5m^2$ PFA plus 1 space per 3 staff
Function Rooms	1 space per $10m^2$ PFA plus 1 space per staff

Notes:

1. For hotels, details of proposed drop off/pick up arrangements by coaches shall be detailed within a Vehicle Management Plan, which must be approved by the Council and submitted as supporting information as part of the planning application. Only for large hotels, with over 100 bedrooms, would such coach parking need to be provided on site. For town centre sites or other locations, where the provision of on-site coach parking is not feasible, the Vehicle Management Plan must detail proposed external vehicle parking arrangements.

2. Hotels with conference facilities shall be assessed on merit, as conference facilities 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.

3. For all types of developments, as specified in Table 6.4, that are proposed within town centres, the Council may accept reduced parking provision in certain circumstances, if it can be demonstrated to comply with Council policy.

Table 6.5 Places of assembly

Development type	Maximum parking levels per seat or as otherwise specified
Conference centres	1 space per 5 seats (See Note 1)
Theatre and Concert Halls	1 space per 5 seats
Cinemas	1 space per 5 seats
Bingo halls	1 space per 5 seats
Churches	1 space per 5 seats
Church halls	20 spaces per 100m^2 GFA

Notes:

1. 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.

2. For all types of developments, as specified in Table 6.5, that are proposed within town centres, the Council may accept reduced parking provision in certain circumstances, if it can be demonstrated to comply with Council policy.

Table 6.6 Retail developments

Development type	Maximum parking levels per stated m^2 gross floor area (GFA) or as otherwise specified
Food shops	1 space per 14m^2 GFA
Food superstores	1 space per 14m^2 GFA (See Note 1)
Non-food shops	1 space per 20m^2 GFA
Retail parks	Assessed on merit (See Note 2)
Markets (open)	1 customer space per 100m^2 GFA plus 1 staff space per stall/pitch
Garden centres	1 customer space per 20m^2 GFA plus 1 space per 3 staff
Retail redevelopment within Town Centres	Assessed on merit (See Note 5)

Notes:

1. All food superstores (which shall include supermarkets, hypermarkets and discount stores) shall be assessed on merit. Whilst the above standards will act as the maximum levels, acceptable parking levels are to be justified within a Transport

Assessment.

2. Parking levels for retail parks shall be assessed on merit, taking account of potential shared trips that should result in a lower parking level than for individual retail units.
3. 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 routes should be provided, in order to encourage customers to walk between units rather than drive.
4. The above maximum parking levels will apply within urban areas. For large retail developments located within rural areas, Transport Assessments need to justify parking levels. The above standards will act as a guide, but higher levels of parking may be deemed appropriate/necessary for rural locations, due to likely larger catchment areas and lower levels of public transport service.
5. Extensions to existing developments and also retail redevelopment proposals within town centres will be assessed on merit and the Council may accept reduced parking provision in certain circumstances, if it can be demonstrated to comply with Council policy.
6. Where a retail development car park is designed to provide general town centre parking or can be demonstrated to do so to a significant extent then that can be recognised in the amount of parking that is permitted, especially if above the levels specifically allowed for the development. Such additional parking must be agreed with the Council.

Table 6.7 Commercial/Industrial developments

Development type	**Maximum parking levels per stated m^2 gross floor area (GFA) or as otherwise specified**
Offices	1 space per 30m^2 GFA
Business parks	Assessed on merit (see Note 1)
General Industry, factories and workshops	Town centres – 1 space per 50m^2 GFA Edge of town – 1 space per 33m^2 GFA Rural locations – 1 space per 20m^2 GFA
Non-food warehouse (trade)	1 space per 50m^2 GFA
Storage/Distribution (non-sales)	1 space per 100m^2 GFA
Banks	1 customer space per 33m^2 GFA plus 1 space per 2 staff plus suitable area for security van

Notes:

1. Business parks shall be assessed on merit and be subject to a Transport Assessment.
2. Developments, including extensions to existing developments and also redevelopment proposals, within town centres will be assessed on merit and the Council may accept reduced parking provision in certain circumstances, if it can be demonstrated to comply with Council policy.

Table 6.8 Motor trade developments

Development type	**Maximum parking levels per stated m^2 gross floor area or as otherwise specified**
Vehicle display area	1 customer space per 30m^2 gfa plus 1 space per 2 staff
Spares department	1 customer space per 25m^2 gfa plus 1 space per 2 staff
Servicing/repairs	4 customer spaces per service bay plus 1 space per 2 staff
Tyre and exhaust centres	2 customer spaces per service bay plus 1 space per 2 staff
Car wash	6 queuing spaces plus 1 space per 2 staff
Scrap-yards	1 customer space per 50m^2 GFA plus 1 space per 2 staff

Notes:

1. Parking requirements for vehicle display areas are for customers and staff and should be marked accordingly. Sufficient additional spaces for the storage of show vehicles must be provided, with the parking of such vehicles on the public road being unacceptable.
2. For all motor trade activities, sufficient operational space must be provided, including areas for delivery and service vehicles.
3. For developments in town centres, the Council may accept reduced parking provision in certain circumstances, if it can be demonstrated to comply with Council policy.

Table 6.9 Cycle parking

Category of development	**Type**	**Minimum recommended cycle parking provision** (see note 1)
Residential	Flats	2 spaces per flat provided within secure enclosed storage facility. May be reduced to 1 space per flat where communal storage is provided. 1 visitor space per 10 flats outside/near main entrance
	Houses	None specified where garage or private rear garden provided
Offices	All types	2 spaces plus 1 space per 250m^2 GFA
Industry	All types	2 spaces plus 1 space per 250m^2 GFA
Retail	All types	1 space per 8 car parking spaces
Educational	Primary and Secondary schools	1 space per 20 staff 1 space per 10 pupils
	Colleges and Universities	1 space per 20 staff 1 space per 10 students
Recreational	Student flats/halls of residence	1 space per 4 staff and students
	General	1 space per 8 parking spaces

Notes:

1. The level of cycle parking provided for a particular development will be influenced by whether the site is within an urban or rural location. An urban location, particularly one that is well connected to external cycle routes, would usually justify higher cycle parking provision than a more rural location. The actual cycle parking levels for a development, including provision for visitors, are to be agreed with the Council.
2. For large developments where the standards may result in large numbers of staff cycle parking, which are provided in communal facilities, the Council may initially relax the number of spaces provided, as long as there was agreement that cycle use would be regularly surveyed, as part of the Travel Plan monitoring process, with additional spaces provided to meet subsequent increased demand.
3. The type of cycle parking facilities that a developer proposes to provide must be agreed in advance with the Council.

Table 6.10 Motorcycle Parking

Development type	Minimum recommended motorcycle parking provision
Residential	Flats – 1 secure and covered space per 20 units Houses – none specified where garage or private rear garden provided
Industrial	1 space per 50 car parking spaces, with at least 1 space provided
Retail	1 space per 50 car parking spaces, with at least 1 space provided
Offices	1 space per 50 car parking spaces, with at least 1 space provided
Recreational	1 space per 25 car parking spaces, with at least 1 space provided

Notes:

1. Long term parking shall be covered and secure, especially for staff. Short term parking should be located close to building entrances and, preferably, should allow a motorcycle to be attached to a secure fixing.

Table 6.11 Car parking for disabled persons – minimum requirements

Use Type	Car Parks up to 200 Spaces	Car Parks over 200 Spaces
Employment uses	To be based on an assessment of need. Minimum 1 space per disabled employee plus 1 space or 5% of maximum standard size, whichever is the greater	6 spaces plus 2% of maximum standard size
Retail, leisure and recreation uses	To be based on an assessment of need. Minimum 1 space for car parks up to 20 spaces and for larger car parks minimum of 2 spaces or 6% of maximum standard size, whichever is the greater	4 spaces plus 4% of maximum standard size

Notes:

1. The specific parking for disabled persons is considered to be part of the total number of car parking spaces, rather than in addition.

2. Spaces for disabled persons must be located closer to building entrances than general spaces. Pedestrian facilities, suitable for disabled persons, shall be



provided from the allocated spaces to the main pedestrian areas.

3. Where "parent and child" spaces are also deemed appropriate, these should be provided at the same ratio as per disabled spaces, unless agreed otherwise with the Council.
4. All disabled persons' parking spaces provided on-street or within Council-controlled off-street car parks shall be subject to a TRO. For private off-street parking areas, the Council will encourage developers to agree to the promotion of a TRO to control the disabled persons' parking spaces.