



# **PARKING STANDARDS FOR DEVELOPMENT MANAGEMENT**

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Produced by The City of Edinburgh Council with the assistance of Halcrow Group Ltd

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# **1 INTRODUCTION**

## **General**

- 1.1 This document defines levels of parking that the Council will permit for new development. Applicants should consider this document along with other planning guidance early on in the Planning process.
- 1.2 Car parking standards have been set for most land use types but in some complex cases, where transport patterns cannot be easily generalised (e.g. hospitals), it is not feasible to set specific standards. In such cases, parking provision will be assessed individually, usually in a Transport Assessment; the general approach set out in this document is still the starting point.
- 1.3 The Parking Standards Tables set maximum and, in most cases, minimum parking provision. They will be applied to all small and medium developments; those that do not require Transport Assessments. The standards are also the starting point for assessing large developments. For these the Council will require an individual reasoned justification of proposed parking levels.

## **Zones**

- 1.4 The parking standards are based on a zone system with different levels of parking required in each zone. The zone system, summarised in Table A below, reflects accessibility by public transport, including the forthcoming Edinburgh tram, and other relevant criteria. A map of the zones is shown on page 52.
- 1.5 Zones 5a to 5c encompass areas of the city where major development is envisaged in the Development Plan. In these zones there is a particular emphasis on a complementary package of parking standards, development configuration and design, supporting infrastructure and services, and travel planning. The aim is to maximise the use of public transport, cycling and walking to access development.

**TABLE A: Parking Zones**

<b>Zone</b>	<b>Description</b>
<b>1</b>	Central Area Controlled Parking Zone. Excellent public transport accessibility and local facilities, high population density, on-street parking controlled.
<b>2</b>	Peripheral Controlled Parking Zone. Good public transport accessibility and local facilities, high population density, on-street parking controlled.
<b>3a</b>	Existing public transport corridors and tenement areas/areas with good access to local shops and services. Good public transport accessibility, on-street parking controlled or limited.
<b>3b</b>	Proposed public transport corridor outwith Zones 3a or 5c (Tram Roseburn to Granton/Newhaven) Future good public transport accessibility, medium population density, on-street parking less limited than 3a. <b>See Section 4 General Note 16.</b>
<b>3c</b>	Mainly tenement areas outwith main public transport corridors. Medium public transport accessibility, medium walk/cycle access into city centre, medium to high population density and good local facilities, on-street parking mostly controlled.
<b>4</b>	Medium Accessibility Zone. Built-up areas at least 1km <sup>2</sup> . Medium to low public transport accessibility, medium population density, on-street parking less limited than 3a or 3c. Also includes Riccarton University campus.
<b>5a</b>	Leith Docks Major Growth Area - west and central. Will be served by tram. Proposed development is mixed use. Bus services to core area good and readily extendable. On-street parking will be controlled. Ready access to local services and facilities.
<b>5b</b>	West Edinburgh Major Growth Area. (Includes International Business Gateway and Edinburgh Park/ Gyle areas.) Served by tram scheme. Good/readily enhanced bus accessibility.
<b>5c</b>	Area identified for major new development, but requiring significant investment to ensure good non-car access. <b>See Section 4 General Note 17.</b>
<b>6</b>	Rest of Area. Smaller settlements and rural areas with medium to low public transport accessibility and low population density.

## 2 **POLICY CONTEXT AND OBJECTIVES**

- 2.1 The policy context for Development Management Parking Standards is set by the Council's Local Transport Strategy (LTS), the Edinburgh and the Lothians Structure Plan 2015 and the Edinburgh City Local Plan and Rural West Edinburgh Local plan. All these documents stress the importance of an effective, integrated transport system and the need to manage car use.
- 2.2 Parking standards have an important part to play in meeting LTS and Development Plan objectives. The availability of car parking is a major influence on people's transport choices. At the local level, on-site parking provision can avoid overspill parking and so reduce one of the problems that new development can cause to neighbours.
- 2.3 The Council's key parking objective as set out in the LTS and the Edinburgh City Local Plan is **'To support wider Council economic, environmental and social policies, recognising the competing demands for space'** (Ref ????)

The detailed parking objectives set out in the LTS are:-

- *to support the city centre and traditional shopping centres;*
  - *to discourage commuter car travel, especially to the city centre;*
  - *to minimise negative impacts on streetscape;*
  - *to improve road safety and reduce congestion and emissions;*
  - *to assist access / movement by non car users and mobility impaired;*
  - *to help residents' ability to park and load close to their homes;*
  - *to help parking / loading needs of businesses, carers and visitors; and*
  - *to help facilitate the operation and expansion of the City Car Club.*
- 2.4 The Council wants new developments to make a positive contribution to its transport objectives and targets. Parking standards are part of a wider approach encompassing:-
- *Location and layout of development to encourage access by means other than the car.*
  - *Developer contributions.*
  - *Encouraging Travel Planning – (influencing travel behaviour of employees, customers and residents).*
- 2.5 To be consistent with the objectives set out in 1.3, these parking standards set upper and lower limits on parking provision for most types of development. These seek to balance:
- containing traffic generation
  - minimising overspill parking
  - supporting the economic viability of locations that favour walking, cycling and public transport, for example the city centre and traditional shopping streets.

### **Other relevant documents**

- 2.6 As outlined above, parking standards are part of a wider approach to development. Other documents relevant to the process are listed in Appendix 7.

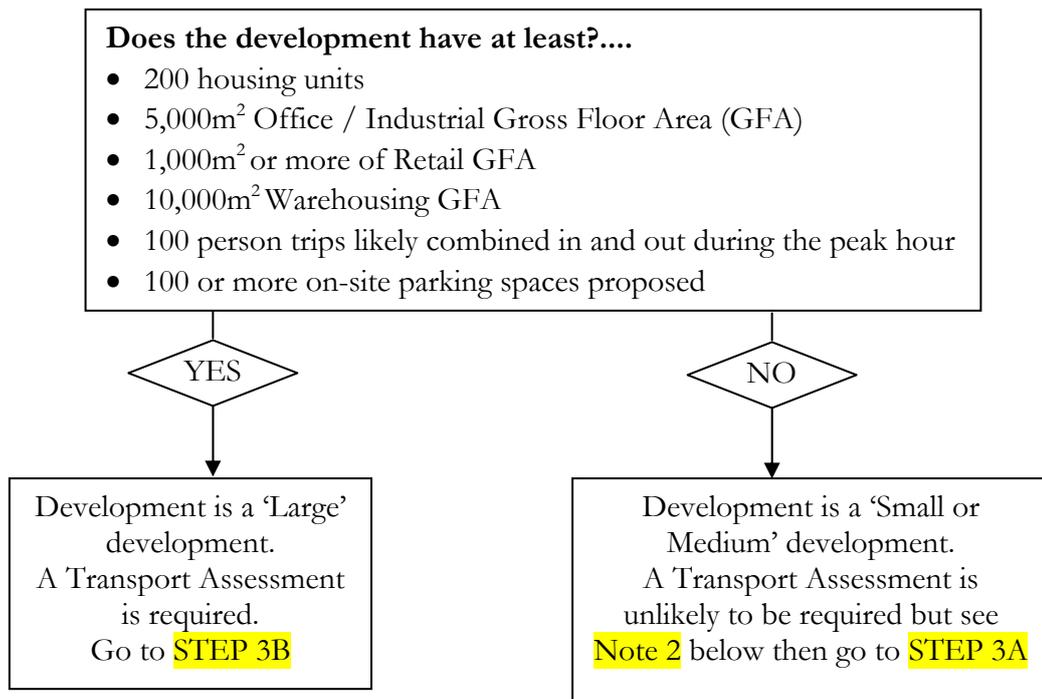
### 3 USING THIS DOCUMENT

- 3.1 This section is intended to guide you to the parts of the document you need to look at, depending on the type of development proposed. The smaller your proposed development, the less of the document you are likely to need to use. **Please follow the steps through.**
- 3.2 For most small developments, e.g. a single block of flats or a single new office, you will just need to look at the General Notes to All Tables on page 10, and up to two Tables; one for car parking and one for cycle and motorbike parking. **If you have not read the document before, please also take the time to read Chapters 1 and 2.**

#### STEP 1 Determine Zone Number

Determine Zone Number from  
Zones Map (page 52) or see the Council's atlas at  
<http://217.174.251.127/atlas/cecatlas.html>

#### STEP 2 Determine size of development



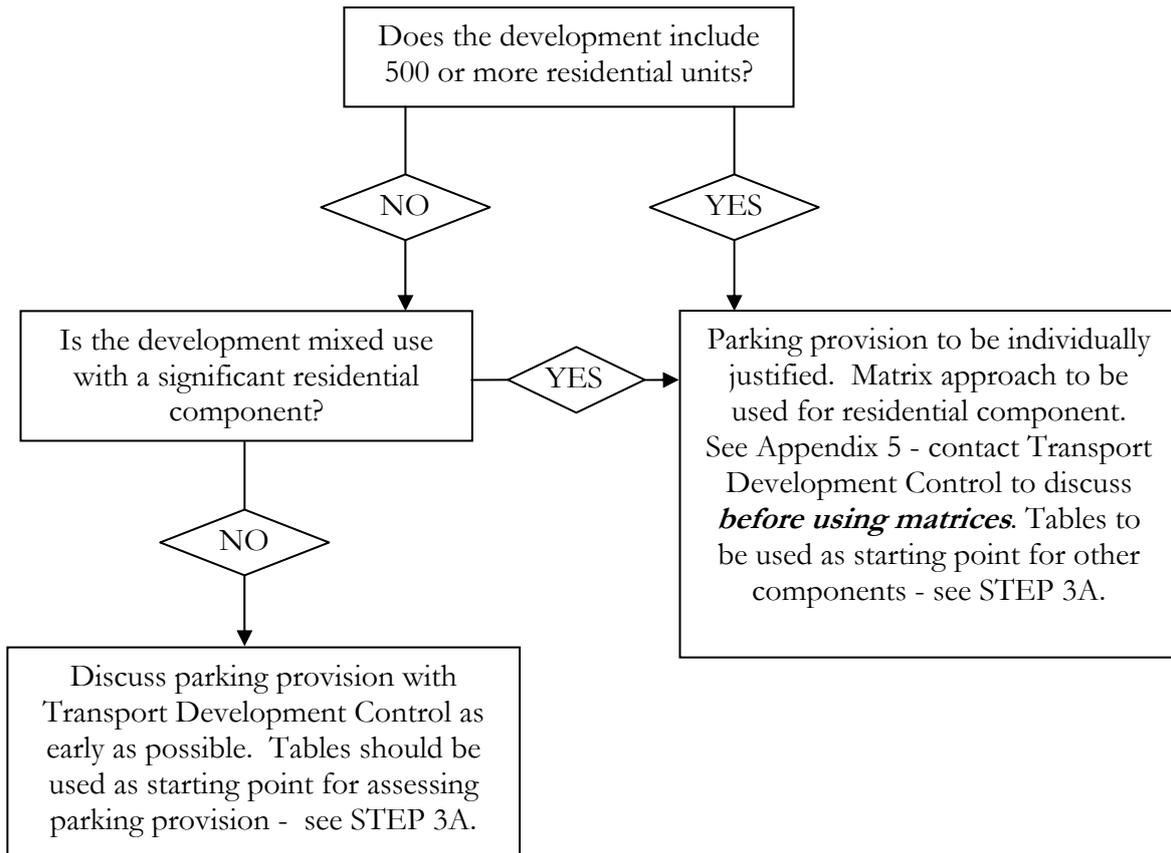
**NOTE 2:** A 'Transport Assessment' may sometimes be required for 'Small or Medium' developments with unusual transport or traffic issues. Also for mixed developments that may not meet any of the above criteria but where the combined traffic or transport impact will be comparable to a single use development that meets one of the criteria.

**If in doubt, consult Transport Development Control.**  
Tel 0131 529 3564 or email [transport.development@edinburgh.gov.uk](mailto:transport.development@edinburgh.gov.uk)



### STEP 3B Large Developments

For a large development you should first contact Transport Development Control to agree the scope of a Transport Assessment as early as possible. See General Note 15.  
**Please read the General Notes to All Tables in Chapter 4 as they apply to Large as well as Small and Medium developments**



#### **Contact Transport Development Control.**

Tel 0131 529 3564 or email [transport.development@edinburgh.gov.uk](mailto:transport.development@edinburgh.gov.uk)

## 4 GENERAL NOTES TO ALL TABLES

The following Notes are important and should be read in conjunction with the **Parking Standards Tables**. For design standards relating to **access** to developments, refer to the Council's "**Movement and Development**" document.

### 1 **Parking Statement**

To help the Council understand your proposals and how they relate to these standards you should submit a parking statement with your planning application where no Transport Assessment is required. The parking statement should include clear information on:-

- How parking provision has been derived, including which Tables have been used.
- What types of parking are proposed (e.g. numbers of private, shared, visitors, de-coupled, on-street, off-street parking spaces). The locations of different types should be clearly identified on plans.
- What management arrangements are proposed, if any.
- Any design issues, including regarding user safety and crime

The parking statement should state very clearly the basis for any proposed deviation from normal standards. **If in doubt, ASK before submitting your parking statement.**

### 2 **Rounding of standards**

Both minimum and maximum parking standards are to be rounded **up** to the nearest space **after calculation**. This applies to car, cycle and motorcycle parking.

### 3 **Zones**

Boundaries are shown on the Zone Map. Developments must be assessed using the standards of the lowest numbered Zone that encompasses **either**:

- **any part** of the development site **OR**
- **any section of road** which the development adjoins

**Notwithstanding this**, the Zone 5a, 5b or 5c standards, as appropriate, shall be used if Zone 5 encompasses any part of the development site, unless otherwise agreed with the Council.

For development in Zones 3b and 5c, see Notes 16 and 17 respectively.

### 4 **Maximum standards**

New development should not compromise the Council's Local Transport Strategy. In particular, car parking levels must not encourage a car modal share that may compromise the Council's mode share targets. (Required mode share targets for a particular site may differ from the overall target levels, depending on location, existing and future public transport, foot and cycle accessibility, and traffic conditions on the surrounding road network.) To help keep car generation within target, the standards include maximum levels; these apply to most developments.

**The Council may require less parking (i.e. lower than the normal maximum), in order to keep car traffic generation within acceptable levels.** Such a requirement is most likely for:

- large developments
- developments with high existing or proposed public transport accessibility
- developments within an existing or proposed Controlled Parking Zone, or of a scale and nature which may generate a need for controlled parking

**Where only a maximum standard is given and no minimum, zero parking will be acceptable (subject to ‘assessed on merit’ or ‘assessed individually’ notes).**

## **5 Reductions in minimum / increases in maximum standards**

Car parking provision below the normal minimum may be permitted for sites where:

- minimum parking provision is physically impossible but the development is desirable for other reasons; OR
- lower parking provision is deemed essential for reasons of townscape, air quality or transport impact; OR.
- the developer can justify lower provision to help manage travel in a manner consistent with other Council policies while not causing unacceptable on-street overspill; AND
- the development includes suitable provision of high quality cycle parking at ground or basement level

In this circumstance, additional contributions to public transport, pedestrian and/or cycle facilities in the vicinity and to the Car Club will usually be required.

Car parking provision above maximum standards will be acceptable **only** where the developer can demonstrate that it will not compromise the Council’s Local Transport Strategy or other Planning requirements.

## **6 Losses or gains in existing on-street parking**

Where there is a minimum parking standard for a development, the parking requirements should take into account any changes in existing on-street parking caused by the development. For example, additional public parking within the development should compensate for any on-street public parking lost to a new site access. This requirement may be waived if there are no controls on parking on the road concerned **AND** less than **50%** of kerb space is currently occupied by parked vehicles during peak parking times.

## **7 Location and design of car parking**

For guidance on this, including preferences for on- and off-street parking and for underground/ multi storey see Appendix 1.

## **8 Control of parking spaces**

**Unless a vehicle parking space is separate from an existing or prospectively public road**, (e.g. within the curtilage of an individual house or flat), only the Council as Roads Authority has the legal right to control that parking space; **private enforcement is illegal**. Developers must make this clear to prospective residents and tenants. Further information is in Appendix 6. Note that ‘road’ has a legal meaning within the Roads (Scotland) Act 1984 and may include footways, carriageways, cycle tracks verges and service strips, whether they have been adopted or not.

## **9 On-street controlled parking and Traffic Regulation Orders**

In some developments, the Council may consider that there is a risk of over-spill parking onto adjacent roads. Where there is limited or no existing on-street controlled parking, the Council may require the applicant to fund the introduction of new/enhanced measures, which are subject to a Traffic Regulation Order. Such Orders require a consultation and implementation process that can lead to third party representations and objections. The Council, therefore, recognises that the successful introduction of a Traffic Regulation Order is outwith the applicant’s control.

## 10 Car Clubs

The Council supports car clubs which act to reduce parking pressure and, overall, car use. **New developments, especially (but not exclusively) residential schemes and offices, are likely to be required to incorporate facilities for car club vehicles, and a financial contribution to them.** Further information is in Appendix 6.

Membership of a car club tends to reduce car ownership. Therefore, the Council may consider reducing the number of private parking spaces required for a development when car club spaces and vehicles are provided. Actual reductions must be discussed and agreed with the Council.

## 11 Mixed-use developments

In mixed-use developments, minimum parking standards will be relaxed to take account of multiple uses of parking spaces. To permit this, parking spaces must be common to all the relevant developments. Maximum standards will also generally be reduced in such developments. The starting point for calculation of maximum parking standards will be the level required by the highest **individual** land use standard.

The Council encourages new residential development to provide a full range of dwelling types and sizes, to establish an active and sustainable community. As different dwelling types and sizes require different levels of parking, careful assessment of parking requirements is needed.

## 12 Infrastructure for Electric Vehicles

The Council wishes to encourage use of electric vehicles (EVs). With this in mind, the Council is likely to introduce a requirement for electric vehicle charging infrastructure. Depending on how charging technology evolves this may include:

- dedicated parking spaces with charging facilities.
- ducting and infrastructure to allow electric vehicles to be readily accommodated in the future.

Developers should consider the potential for EV charging as they develop their proposals. If in doubt, please discuss this issue with the Council.

## 13 Large Developments and Transport Assessments (TAs)

**For guidance on which developments will require a TA and on how to apply parking standards to large developments see Chapter 3 STEP 2 and STEP 3B**

Where a development requires the submission of a Transport Assessment, it is likely that the Council will require a Travel Plan to be prepared. Guidance on Travel Plans is in Appendix 4.

## 14 Temporary parking

In some locations, major infrastructure or service enhancements are planned /envisaged to serve new development. Car use might be significantly higher before these are in place. In such situations, the Council may accept temporary car parking in addition to normal permanent standards. Such temporary parking may require separate planning approval and/or be subject to a legal agreement.

## 15 Motorcycle Parking

If no on-site car parking is being provided and this complies with standards or has been agreed with the Council, then on-site motorcycle parking, though desirable, will not be required. A contribution to on-street provision may be sought.

## **16 Zone 3b**

Subject to progress in securing funding for and implementing the tram route from Haymarket to Granton and on to Newhaven, the Council may:

- a. Require the parking standard for Zone 4 to apply to the development on a permanent basis (most likely for smaller developments or those unsuitable for temporary parking provision, such as a constrained site or development providing underground parking); OR
- b. Give temporary consent for a portion of the car parking (being the difference between the standard for Zone 3b and Zone 4) until the relevant tram route opens; OR
- c. Require the parking standard for Zone 3b to apply to the development on a permanent basis (most likely when there is a clear implementation programme for the tram).

It is strongly recommended that an applicant seeks early discussions with the Council with regard to parking requirements for a development proposal located within Zone 3b.

## **17 Zone 5c**

Subject to progress in developing and implementing tram and other transport improvement proposals in Zone 5c, developments in this zone opening before the transport improvements will generally be required to apply the standards for Zone 5c set out in the Tables. The Council may only consent permanent parking to a lower level complying with the standard for Zone 5a or 5b, depending on the timing and circumstances of each development. Additional parking up to levels specified for Zone 5c may also be consented temporarily, until the relevant tram route opens or other transport improvements are made.

## **18 Delivery of parking for large and / or phased development**

For larger and / or phased developments it is important that parking is delivered to take account of other aspects of the development. The Council may seek to ensure this through Planning Conditions or a legal agreement.

**Table 1A – Car Parking Standards for General Housing for Sale or Private Rent**

Dwelling Type and Rooms <i>(Habitable rooms only – exclude kitchens and bathrooms)</i>		Zones				
		Zones 1 and 2	Zone 3 <small>(see General Note 16)</small>	Zone 4 and 5b/c <small>(see General Note 17)</small>	Zone 5a	Zone 6
		spaces per dwelling <sup>a</sup>				
<b>Flats</b>						
<b>Studio</b>	Min	0	0.33	0.33	0.33	0.5
	Max	1	-	-	1	-
<b>1/2 Rooms</b>	Min	0	1	1	0.5	1
	Max	1	-	-	1	-
<b>3 Rooms</b>	Min	0	1	1	0.75	1.5
	Max	1	-	-	1.5	-
<b>4 Rooms or more</b>	Min	0	1	1.5	1	2
	Max	2	-	-	2	-
<b>Houses</b>						
<b>1/2 Rooms</b>	Min	0	1	1	0.5	1
	Max	1	-	-	1	-
<b>3 Rooms</b>	Min	0	1	1.5	0.75	1.5
	Max	1	-	-	1.5	-
<b>4 Rooms or more</b>	Min	0	1.5	2	1	2
	Max	2	-	-	2	-
<b>Additional Visitor Parking</b>	<p>Where residents' parking is provided as allocated spaces or within the curtilage of houses, <b>additional visitor parking, at 0.2 spaces per unit</b> must be provided.</p> <p>It is acceptable to provide visitor parking on-street, with appropriate road widening.</p> <p>The need for visitor parking may be reduced or waived, at the Council's discretion, when:</p> <ol style="list-style-type: none"> <li>residents' parking is 100% communal and publicly available AND/OR</li> <li>when a development is in an area of low on-street parking pressure (i.e. less than 30% of existing kerbside parking capacity at any time) and the Council deems additional on-street parking acceptable.</li> </ol>					
<b>Disabled Parking</b>	<p>Where parking is provided in car parks rather than on-street, 1 space or 5% of the total spaces (whichever is the greater) should be suitable for disabled persons' vehicles.</p> <p>Disabled persons' parking bays should be as shown in Appendix 3, subject to approval.</p>					

**NOTES**

To ensure your development meets these parking standards, you **must look at the General Notes in Chapter 4 as well as these Notes for the Housing Tables**. The General Notes cover important issues including rounding of standards (2), Zones(3), variation of maximum or minimum standards(4, 5), losses or gains in existing on-street parking(6), **location and design of parking (7)** and control of parking spaces (8,9).

**a Parking standards that are not whole numbers (e.g. 1.5 per unit):**

Provision to round parking up to the required standard may be made as follows:

- As communal parking – see note d.
- As decoupled parking – see note e.
- If the development is within a Controlled Parking Zone, unevenly between properties as private allocated parking.

**b Private parking spaces for houses**

These should generally be provided within the curtilage of each dwelling. Such spaces will not be adopted.

**c Individual curtilage garages:**

The following rules apply:-

- In Zones 1 to 3 or in other locations with controlled parking, parking provision to match the required standard can include spaces inside individual garages and/or on a driveway (assuming it is at least 6m long) at the developer's discretion
- In all other locations, where on-street parking is not controlled, curtilage garage parking will be excluded from the parking provision calculation

**d Communal parking**

Residential development parking may be communal. Where a total of 1 residents' space or less per dwelling is proposed, all parking (residents and visitors) must be communal, unless the residents' parking is de-coupled. In this case separate visitor parking should be allocated.

Adoption of communal spaces:-

- Outwith Controlled Parking Zones: All on-street spaces must be adoptable and available for public use without charge. Restrictions may be imposed only if there is a risk of significant use unconnected with the residential development.
- Within a Controlled Parking Zone. All on-street spaces must be brought into the Controlled Parking scheme. Normally all will be brought in as Shared Use parking bays.

**e De-coupled Parking**

De-coupled parking involves residents renting or buying parking spaces separately from the rent or purchase of a dwelling. It allows efficient allocation of spaces. So households without cars do not have to buy or rent unneeded parking spaces, improving affordability. The cost of parking becomes more transparent and may affect choices on car ownership. The effect is that developments may require less car parking than would otherwise be the case.

De-coupled parking will be encouraged for flatted developments, especially larger schemes in Controlled Parking Zones.

**f Residents' Parking Permits**

The Council currently operates a residents' parking permit system in some parts of Edinburgh. Due to the high demand for permits from existing residential premises in the Central Controlled Parking Zone covered by Controlled Parking Zones 1 and 2, developers should be aware that **the Council is considering introducing a policy of not generally issuing residents' permits to residents of new developments within controlled Parking Zones 1 and 2. This would apply whether or not associated off-street parking is provided.** The Council is also considering restricting the number of residents' permits issued to one per property in new developments within the outer Controlled Parking Zones. **Restrictions may apply to all types of residents.** Further information is in Appendix 6.

**g Studio Flats**

A studio flat is defined as being effectively a single room containing living, cooking and sleeping facilities in one area plus bathroom. A one room dwelling is defined to having one habitable room that is separate from the kitchen and bathroom.

**Table 1B – Cycle and Motorcycle Parking Standards for General Housing for Sale or Private Rent and Local Authority/Housing Association Housing for Rent**

<b>Dwelling Type</b> <i>(Habitable rooms only – exclude kitchens and bathrooms)</i>	<b>Cycle Parking (minimum)</b>	<b>Motorcycle Parking (minimum)</b>
Studio Flat	1 space per flat	1 space per 25 units
All Other Flats	2 spaces per flat	
House with 1-3 Rooms	2 spaces per house	1 space within curtilage, preferably in garage or to rear of property. Space can coincide with car space.
House with 4 or more Rooms	3 spaces per house	
Visitor parking	1 space per 10 flats, with minimum of 1 space, near building entrance. No visitor requirement for houses.	1 space per 25 units, with minimum of 1 space, Provided on-street

**Notes for Table 1B:-**

**1 Cycle parking standard applies only to housing without suitably sized individual garages or suitable externally accessed individual private rear gardens** (see Appendix 2 for further guidance). The standard can be met as follows:-

1<sup>st</sup> preference (for flats):

General or Cycle storage lockers **of a suitable size** in a communal area on the ground floor of the building or in a location accessible by a ramp suitable for cycle use. (For up to 10 bikes this may be a wheeling ramp at the side of stairs). See Appendix 2 for guidance on suitable locker sized lockers and wheeling ramps.

2<sup>nd</sup> preference: Either:

- a. Secure, fully enclosed and weather protected communal cycle parking facilities, either within the building or in a secure (i.e. locked residents' only access) vehicle parking area. This cycle parking must be at ground floor level or in a location accessible by a ramp suitable for cycle use (see 1<sup>st</sup> preference). **External cycle parking facilities for residents will not be accepted. OR**
- b. within a general storage area in each property, provided that this is at least 1.85m x 1.25m x 1.5m (width – wall of this dimension must include door) **and** the storage is accessed from a hallway area. This option may be used above ground floor level **only** if there is a lift capable of accommodating a bicycle (i.e. with a minimum **diagonal** dimension of at least 1.85m).

**2 Relaxations:** where communal cycle parking is provided, a relaxation in the minimum standard **may** be acceptable depending on the individual development. See General Note 5 for potential relaxations to car parking standards associated with high quality cycle parking provision.

**3 Cycle parking location and design:** see Appendix 2.

**4 Motorcycle parking for flats:** the standard assumes that the motorcycle parking is provided within an area of car parking. Motorcycle parking for residents in flats must be secure and covered; on-street spaces are generally not acceptable, except for visitors. Provision in basement or multi-storey car parking is acceptable, as long as sufficient dedicated motorcycle parking spaces are provided. On-street visitor motorcycle parking need only be identified within a Controlled Parking Zone. Further guidance is in Appendix 2. See General Note 15.

**Table 2 – Car Parking Standards for Local Authority/Housing Association Housing for Rent**

Dwelling Size <i>(Habitable rooms only – exclude kitchens and bathrooms)</i>	Zones					
	Zones 1 and 2	Zone 3 <small>(see General Note 16)</small>	Zone 4 and 5b/c <small>(see General Note 17)</small>	Zone 5a	Zone 6	
	(vehicular spaces per dwelling)					
<b>Studio</b>	Min	0	0	0.1	0	0.1
	Max	0.33	-	-	0.33	-
<b>1/2 Rooms</b>	Min	0	0.1	0.1	0	0.25
	Max	1	-	-	1	-
<b>3 Rooms</b>	Min	0	0.2	0.25	0.2	0.33
	Max	1	-	-	1	-
<b>4 or more Rooms</b>	Min	0	0.4	0.5	0.33	0.67
	Max	1	-	-	1	-
<b>Additional Visitor Parking</b>		<p>Required levels of visitor parking, up to a maximum of 0.2 spaces per unit, shall be agreed with the Council, taking account of local conditions.</p> <p>It is acceptable to provide visitor parking on-street, with appropriate road widening.</p>				
<b>Cycle Parking</b>		Refer to Table 1B				

**Notes for Table 2:-**

- 1 Application:** the parking standards in Table 2 apply only to Council housing and those Housing Associations that are Registered Social Landlords, and where the dwellings will be let to people in housing need. The Council requires a legally binding burden to be applied to each dwelling forbidding commercial rental or sale. If it is intended that any of the units could subsequently be made available for private rent or sale, the parking standards in Table 1A would apply to those units.
- 2 Notes for Table 1A and Table 1B also apply to this table.**

**Table 3 – Parking Standards for Retirement/Sheltered Housing**

Dwelling Size <i>(Habitable rooms only – exclude kitchens and bathrooms)</i>	Zones					Cycle parking	Motor Cycle	
	Zone 1 and 2	Zone 3 <small>(see General Note 16)</small>	Zone 4 and 5b/c <small>(see General Note 17)</small>	Zone 5a	Zone 6			
	vehicular spaces per dwelling <i>(see Note 2)</i>							Min
<b>PARKING FOR RESIDENTS AND THEIR VISITORS</b>								
<b>Studio or 1 Room</b>	Min	0	0.25	0.33	0.2	0.4	0.1 per unit (minimum of 1 space for visitors)	1 visitor space per 25 units (minimum of 1 space)
	Max	1	-	-	1	-		
<b>2 or 3 Rooms</b>	Min	0	0.5	0.67	0.33	0.8		
	Max	1	-	-	1	-		
<b>4 or more Rooms</b>	Min	0	0.75	1	0.5	1		
	Max	1	-	-	1	-		
<b>RESIDENT STAFF PARKING</b>								
	Min	0	1 space for each member of resident staff				1 space per 7 staff (minimum of 1 space)	1 space per 25 staff (minimum of 1 space)
	Max	1						
<b>NON RESIDENT STAFF PARKING</b>								
	Min	0	1 per 4	1 per 3	1 per 8	1 per 3	(covered and secure)	(secure and, preferably, covered)
	Max	1 per 5	1 per 2	1 per 1.5	1 per 4	1 per 1.5		
<b>Disabled Persons' Parking</b>		20% of resident/visitor parking shall be suitable for disabled persons Disabled persons' parking bays should be as shown in Appendix 3, subject to approval.						

**Notes for Table 3:-**

- 1 **Application:** Table 3 parking standards for Retirement/Sheltered Housing (both socially and privately operated) relate to those developments where residents are still generally active, and may drive and own vehicles. Whilst there may be staff on site, residents live independently, with own living/kitchen facilities.
- 2 **Notes for Table 1A and Table 1B also apply to this table**
- 3 **Social Sheltered Housing:** where development is providing social sheltered housing, the Council may accept lower levels of car parking for residents, where the developer can demonstrate significantly lower likely levels of car ownership.
- 4 Spaces for non-resident staff must relate to the likely number of staff on site at any given time, not the total number of staff employed.
- 5 **Motorised wheelchairs/trikes/buggies/mobility scooters:** as a number of residents may use such vehicles, appropriate covered and secure storage facilities should be provided, based on a minimum ratio of 1 vehicle per 10 units or as agreed with the Council. It is acceptable to combine such storage with a cycle store, as long as items are easily accessible. Suitable power supply facilities for recharging may be appropriate.

**Table 4 – Parking Standards for Residential/Nursing Homes**

Type	Zones					Cycle parking	Motor Cycle	
	Zone 1 and 2	Zone 3 (see General Note 16)	Zone 4 and 5b/c (see General Note 17)	Zone 5a	Zone 6			
vehicular parking						Min	Min	
<b>VISITOR PARKING</b>								
	Min	0	1 per 8 beds	1 per 6 beds	1 per 10 beds	1 per 5 beds	1 visitor space per 15 beds (minimum of 1 space)	1 visitor space per 25 beds (minimum of 1 space)
	Max	1 per 10 beds	1 per 6 beds	1 per 4 beds	1 per 8 beds	1 per 3 beds		
<b>STAFF AND DISABLED PERSONS' PARKING – Refer to Table 3</b> Disabled persons' parking bays should be as shown in Appendix 3, subject to approval.								

**Notes for Table 4:-**

- 1 **Application:** Table 4 parking standards for Residential/Nursing Homes (both socially and privately operated) relate to those developments where residents are unlikely to own or drive vehicles, as they tend to need medical care, with day-to-day facilities (e.g. cooking and lounges), being communal. Parking relates to staff and visitors' requirements. The standards also apply to Children's Homes.
- 2 Notes for Table 1A and Table 1B also apply to this table.
- 3 Spaces for non-resident staff must relate to the likely number of staff on site at any given time, not the total number of staff employed.
- 4 **Motorised wheelchairs/trikes/buggies/mobility scooters:** as a number of residents may require such vehicles, appropriate covered and secure storage facilities should be provided, based on a minimum ratio of 1 vehicle per 10 residents or as agreed with the Council. It is acceptable to combine such storage with the cycle store, as long as items are easily accessible. Suitable power supply facilities for recharging may be appropriate.
- 5 Appropriate parking areas for minibuses or similar vehicles, including ambulances, may be required, as well as suitable parking facilities for service/delivery vehicles, unless suitable on-street loading areas are available.

**Table 5 – Parking Standards for Student Accommodation**

Type		Zones					Cycle parking	Motor Cycle
		Zone 1 and 2	Zone 3 (see General Note 16)	Zone 4 and 5b/c (see General Note 17)	Zone 5a	Zone 6		
		vehicular spaces					Min	Min
Student Housing	Min	0	1 per 12 beds	1 per 10 beds	0	1 per 6 beds	1 per bed (see Note 3)	1 per 25 beds
	Max	1 per 20 beds – disabled parking only	1 per 6 beds	1 per 5 beds	1 per 10 beds	1 per 4 beds		
Halls of Residence and Campus Units		<p>Assessed individually subject to a transportation assessment</p> <p><i>Parking levels will be influenced by site facilities, infrastructure and accessibility to public transport, with good service levels expected. Generally, parking levels lower than relevant Zone maximum for student housing would be expected.</i></p>						
Staff Requirements	Min	0	1 per 4 staff	1 per 3 staff	1 per 8 staff	1 per 3 staff	1 per 7 staff (minimum of 1 space)	1 per 25 staff (minimum of 1 space)
	Max	1 per resident staff, none for other staff	1 per 2 staff	1 per 1.5 staff	1 per 4 staff	1 per 1.5 staff		

**Notes for Table 5:-**

- 1 **Application:** Table 5 parking standards for Student Accommodation relate to all types of developments that provide accommodation for students, in small/medium isolated blocks, as halls of residence or within a campus.
- 2 Notes for Table 1A and Table 1B also apply to this table, subject to note 3 below.
- 3 Cycle parking must be fully enclosed and secure, but individual storage in each student residential unit (Table 1B, 2<sup>nd</sup> preference, b) will not be acceptable. Where cycle parking for students is provided in large, high quality and secure communal areas, cycle parking numbers may be reduced to a lower rate, subject to agreement with the Council.
- 4 Motorcycle parking must be secure and covered for students and resident staff and preferably for non-resident staff.
- 5 Spaces for staff must relate to the number of staff on site at any given time, not the total number of staff employed.

**Table 6 – Parking Standards for Office and Industrial Developments**

ZONE	CAR PARKING (m <sup>2</sup> Gross Floor Area (GFA) per space)			
	Office/Light Industry	General Industry	Storage or Distribution	
Zone 1	min 0 max 500	min 0 max 1000	min 0 max 3000	
Zone 2	min 500 max 120	min 1000 max 240	min 3000 max 720	
Zone 3a/b and 5c (see general note 11 and 12)	min 120 max 60	min 240 max 120	min 720 max 360	
Zone 3c and 4	min 60 max 40	min 120 max 80	min 360 max 240	
Zone 5a	min 250 max 120	min 500 max 240	min 1500 max 720	
Zone 5b	min 180 max 90	min 360 max 180	min 1080 max 540	
Zone 6	min 50 max 30	min 100 max 60	min 300 max 180	
Site Area restriction for Zones 3b/c and 4-6	maximum car parking: <b>1 space per 60m<sup>2</sup> site area.</b> <i>See Note 2.</i>			
Cycle Parking (m <sup>2</sup> GFA per space)	Employees	150	300	900
	Visitors	1000	2000	6000
Motorcycle Parking (m <sup>2</sup> GFA per space)	Employees	1000	2000	6000
	Visitors	4000	8000	16000
Disabled Persons' Parking	At least 5% of all spaces shall be suitable for disabled persons Disabled persons' parking bays should be as shown in Appendix 3, subject to approval.			

**Notes for Table 6:-**

- 1 **Application:** Table 6 parking standards for Office and Industrial developments for the following use classes – Office/Light Industry refers to use Classes 2 (except Medical Health Centres) and 4; General Industry refers to use Class 5 and Storage/Distribution refers to use Class 6.
- 2 **Site Area Restriction:** -for Zones 3b/c and 4-6 **the maximum parking provision for a development is determined by either the site area or floor area based standards, depending on which results in a LOWER level of provision.** The site area is defined to include landscaping, car parking, car park circulation areas and appropriate share of private roads, but excludes adopted and adoptable roads. The purpose of the site area standard is to avoid traffic generation escalating when development intensifies.
- 3 **Taxi Stands** - for office developments of over 5,000m<sup>2</sup>, a taxi pick up/set down point shall be provided close to the main entrance to the building(s). All registered taxis and private hire vehicles must be allowed free access to any pick up/set down point, subject to general regulations on private hire vehicles.
- 4 **Gross Floor Area:** see Appendix 6 for definition of Gross Floor Area (GFA).
- 5 **Cycle and motorcycle parking requirements and design.** See also Appendix 2.
- 6 **Motorcycle parking.** See General Note 15.

**Table 7 – Parking Standards for Retail Developments**

		<b>Parking Provision</b> (m <sup>2</sup> Gross Floor Area (GFA) per car space)				
<b>Retail developments within ‘Defined Areas’</b> (see Note 1 below)		<p><b>For all zones, parking will be assessed on individual basis, with vehicular parking to be justified</b> (see Note 1 below)</p> <p>The Council would expect parking provision to be less than that provided for a similar development in the same Zone but outwith a Defined Area.</p> <p>Shops under 500m<sup>2</sup> GFA generally Nil</p>				
		<b>Zones</b> (m <sup>2</sup> Gross Floor Area (GFA) per car space)				
<b>Retail developments -rest of city</b>		<b>Zone 1 and 2</b>	<b>Zone 3</b> (see General Note 16)	<b>Zone 4 and 6</b>	<b>Zone 5a</b>	<b>Zone 5b/c</b> (see General Note 17)
<b>Retail Warehouse – open to the public</b>	min	Assessed on merit, with 500 max	75	45	150	75
	max		50	30	75	50
<b>Retail Warehouse – mainly restricted to trade</b>	min	Assessed on merit, with 3000 max	720	300	1500	1200
	max		360	180	480	360
<b>Other shops – under 500m<sup>2</sup> GFA</b> (see Note 2 below)	min	Assessed on merit, min 0 and 100 max	150	100	250	150
	max		50	25	100	50
<b>Other shops – over 500m<sup>2</sup> GFA total</b> (See Note 4 below)	min	Assessed on merit, min 0 and 70 max	60	50	120	60
	max		35	20	70	35
<b>Disabled Persons’ Parking</b>		At least 5% of all spaces shall be suitable for disabled persons Disabled persons’ parking bays should be as shown in Appendix 3, subject to approval.				
<b>“Parent and Child” Parking</b>		Where appropriate, “parent and child” parking should be provided, at a rate to be agreed.				
<b>Staff Parking</b>		The standards include parking for staff unless agreed otherwise				
<b>Cycle Parking</b> (Minimum standards)		<p><b>Retail warehouses (open to the public)</b> 1 customer space per 1,000m<sup>2</sup> GFA and 1 staff space per 500m<sup>2</sup> GFA,</p> <p><b>Retail warehouses (trade)</b> 1 customer space per 2,000m<sup>2</sup> GFA and 1 staff space per 1,000m<sup>2</sup> GFA,</p> <p><b>Other Retail</b> 1 customer space per 500m<sup>2</sup> GFA and 1 staff space per 250m<sup>2</sup> GFA</p> <p>In all cases at least 1 customer and 1 employee space should be provided unless agreed otherwise</p>				
<b>Motorcycle Parking</b>		Provision at 25% of cycle parking level, but minimum of 1 customer and 1 employee space unless otherwise agreed.				

**Notes for Table 7:-**

- 1 **“Defined Areas”** means existing out-of-City-centre commercial areas listed in the Edinburgh City Local Plan (currently Table 8.1).

For all retail developments within Defined Areas, any proposed increases in parking must be justified and will be considered individually. The starting point for assessment will be improving access by public transport, walking and cycling, with no additional parking. Contributions will be sought for pedestrian, cycling and public transport improvements. Accepting additional parking will require a compelling case that:

- Expansion of the centre is important to achieving Council planning policies; **and**
- All reasonable measures to expand the use of alternatives to the car are being implemented in parallel with the application; **and**
- Expansion of parking is fundamental to the economic viability of expansion

It is likely that there will be a requirement for management of all parking associated with the retail centre in association with any Planning Approval.

- 2 **“Retail Warehouses – Open to the Public”** are single storey warehouse-type buildings (although some may have mezzanine levels), of at least 1000m<sup>2</sup> GFA, selling non-food goods direct to the public, with stock stored on the premises and on-site car parking. **“Retail Warehouses – mainly restricted to trade”** are factory shops, wholesale distribution/cash and carry warehouses and builders’/plumbers’ merchants dealing primarily with the trade, where retail sales to the public tend to be ancillary to the main operation.
- 3 **Small Shops:** for shops under 500m<sup>2</sup> GFA, zero parking will be accepted where no parking can be provided (e.g. tenement frontages or change of use without existing parking) or where parking is undesirable for other reasons (e.g. due to footway width and streetscape). Developments on roads where kerbside parking is likely to cause congestion, delay or inconvenience, and where off-street parking or lay-bys are feasible and desirable, will generally require parking by these means to be provided.
- 4 **Shops/retail applications larger than 500m<sup>2</sup>:** The standard in the Table applies only to floorspace over the 500m<sup>2</sup> threshold. **To calculate the total parking required for a development follow the following steps:-**
- a. Subtract 500m<sup>2</sup> from floor area (total floor area for applications involving multiple units)
  - b. Calculate parking requirement based on the resulting floor area
  - c. Add parking numbers from the Table below depending on Zone

<b>ZONE</b>	<b>1 and 2</b>	<b>3</b>	<b>4</b>	<b>5a</b>	<b>5b/c</b>	<b>6</b>
<b>Minimum</b>	0	3.3	5	2	3.3	5
<b>Maximum</b>	5	10	20	5	10	20

**Example:** Application for 3 retail units with a total floor area of 1,700m<sup>2</sup> in Zone 3.

- a. Subtract 500m<sup>2</sup>. 1,700-500=1,200
- b. Calculate Minimum and Maximum provision for the 1200m<sup>2</sup>. 1200/60=20 and 1200/35 = 34.4
- c. Add minimum and maximum provision for the first 500m<sup>2</sup>. 3.3 and 10.  
Result (rounded up in accordance with general note 1) is: Minimum 24 spaces. Maximum 45 spaces.

- 5 **Takeaways:** Shops are considered to include Takeaways, for which the same standards will apply.
- 6 **‘Assessed on Merit’ criteria:** for Zones 1 and 2, where standards state that car parking provision will be ‘Assessed on Merit’, any car park of 100 or more spaces must have a management plan agreed with the Council. Such an agreement is likely to require availability of spaces as public parking for use by the general public during normal shopping hours AND/OR, if the Council considers it desirable, available for overnight residents’ parking. Car parks with less than 100 spaces may also be required to have a management plan.
- 7 **Staff parking:** should generally be separately allocated and must not provide for a proportion of journeys to work by car (by staff of the development concerned **or of nearby workplaces**) exceeding that implied by the relevant office standards.
- 8 **Taxi Stands:** for developments that require a Transport Assessment or Travel Plan, a taxi pick up/set down point shall be provided close to the main entrance to the building(s). All registered taxis and private hire vehicles must be allowed free access to any pick up/set down point, subject to general regulations on private hire vehicles and to any relevant traffic regulation orders.
- 9 **Cycle and motorcycle parking requirements and design.** See also Appendix 2.

**Table 8A – Car Parking Standards for “Leisure” Type Developments**

TYPE OF DEVELOPMENT	Zones (see base of Table for 5a and 5b)			
	Zone 1	Zone 2	Zone 3 and 5c <small>(see General Note 16 and 17)</small>	Zone 4 and 6
	Range of acceptable car space provision			
<b>HOTELS</b> <small>(see note 1)</small>	Assessed on merit  Up to maximum of 1 space per 5 bedrooms	Assessed on merit  Up to maximum of 1 space per 2.5 bedrooms	<b>Car Parking:</b>  1 space per 1.5 – 2.5 bedrooms  <b>Coach Parking:</b> 1st 50 bedrooms: None – minimum. Any additional bedrooms: 1 per 50 rooms (minimum) but need not be on site	<b>Car Parking:</b> First 10 bedrooms: 1 space per 1.0 – 1.25 bedrooms Next 40 bedrooms: 1 per 1.25 – 1.5 Any additional bedrooms: 1 per 1.5 – 2.0 bedrooms
<b>PUBLIC HOUSES or RESTAURANTS</b>	Assessed on merit Up to maximum of 1 per 20m <sup>2</sup> Public Floor Area (PFA)	Assessed on merit Up to maximum of 1 per 15m <sup>2</sup> PFA	1 per 12 to 15m <sup>2</sup> PFA	1 per 10 to 12m <sup>2</sup> PFA
<b>FUNCTION ROOMS</b>	Assessed on merit Up to maximum of 1 per 60m <sup>2</sup> PFA	Assessed on merit Up to maximum of 1 per 30m <sup>2</sup> PFA	1 per 20 to 30m <sup>2</sup> PFA	1 per 10 to 20m <sup>2</sup> PFA
<b>CINEMAS or THEATRES</b>	Assessed on merit Up to maximum of 1 per 24 seats	Assessed on merit Up to maximum of 1 per 12 seats	1 per 8 to 12 seats	1 per 4 to 8 seats
<b>GOLF COURSES</b>	Not applicable	Not applicable	Generally, 2 per hole maximum <b>or</b> according to bars, function rooms, etc. if greater	
<b>SWIMMING POOLS</b>	Assessed on merit Up to maximum of 1 per 60m <sup>2</sup> pool area	Assessed on merit Up to maximum of 1 per 30m <sup>2</sup> pool area	1 per 20 to 30m <sup>2</sup> pool area	1 per 10 to 20m <sup>2</sup> pool area
<b>MARINAS</b>	Not applicable	Not applicable	Generally, 1 per berth <b>or</b> according to bars, function rooms, etc. if greater	
<b>STADIA</b>	Not applicable	Not applicable	Assessed individually Up to maximum of 1 per 30 seats  Coach Parking: Assessed individually	Assessed individually Up to maximum of 1 per 15 seats
<b>OTHER LEISURE DEVELOPMENTS</b>	Assessed individually Up to a maximum consistent with above, where of a similar type	Assessed individually Up to a maximum consistent with above, where of a similar type	Assessed individually Up to a maximum consistent with above, where of a similar type	Assessed individually Up to a maximum consistent with above, where of a similar type
<b>Zone 5a and 5b</b>	<b>All developments within Zones 5a and 5b will be assessed individually, with vehicular parking levels to be justified. The starting point for this assessment will be Zone 2 standards.</b>			
<b>Staff Parking</b>	The standards include parking for staff, unless agreed otherwise.			
<b>Disabled Persons' Parking</b>	At least 5% of all spaces shall be suitable for disabled persons For some developments, “parent and child” spaces should also be provided Disabled persons' parking bays should be as shown in Appendix 3, subject to approval.			
<b>Cycle parking</b>	See Table 8D			
<b>Motor cycle parking</b>	See Table 8E			

**Notes for Table 8A:-**

- 1 **Hotels:** Coach drop off/pick up should be available near the main entrance in a location and of a design that as far as possible avoids inconveniencing other road users. The Parking Statements or Transport Assessments for all planning applications for Hotels must set out proposed coach arrangements (e.g. drop off/pick up and parking). These arrangements must be agreed by the Council before planning consent will be granted.
- 2 **‘Assessed individually’ criteria:** where the standards state that car parking provision will be ‘Assessed Individually’, developments must justify proposed parking levels, taking account of the accessibility of sustainable modes of travel, especially public transport, and the likely levels of trip generation associated with the particular type of development. For those developments that do not meet the Council’s criteria for a Transport Assessment, a Parking Statement is required instead. The starting point for parking provision shall be the maxima for similar types of leisure developments for which standards are given, or as otherwise agreed with the Council.
- 3 **Public Floor Area:** defined as being those areas of a building which are used by members of the public. Where parking levels are based on Public Floor Area (PFA), the applicant must provide details of these dimensions, so that proposed parking levels can be confirmed.
- 4 Notes 7-8 for Table 7 also apply to this Table.

**Table 8B – Car Parking Standards for Health, Education and Other Types of Development (excluding Leisure and Motor Trade)**

TYPE OF DEVELOPMENT	Zones			
	Zone 1	Zone 2	Zone 3 and 5c <small>(see General Note 16 and 17)</small>	Zone 4 and 6
	Range of acceptable car space provision			
<b>SCHOOLS and NURSERIES</b> <i>See Note 2</i> (Nurseries include private facilities)	maximum of 1 per 15 staff	maximum of 1 per 5 staff	Generally up to max of 1 per 3 staff. Zone 5c assessed individually: <i>See Note 1</i>	1 per 1.5 to 1 per 2 staff
	Parking provision for Visitors and Community Use to be assessed individually.			
<b>COLLEGES AND UNIVERSITIES</b>	All proposals, including expansions of existing facilities, will be assessed individually, using criteria similar to other relevant types of developments. <i>See Note 3</i>			
<b>LIBRARIES - staff</b>	Max 1 space per 15 staff	Max 1 space per 5 staff.	Max 1 space per 5 staff.	1 per 2 to 1 per 1.5 staff
<b>- customers</b>	Max 1 space per 150m <sup>2</sup> PFA	Max 1 space per 75m <sup>2</sup> PFA	1 space per 50 to 75m <sup>2</sup> PFA	1 space per 25 to 50m <sup>2</sup> PFA
<b>MEDICAL AND DENTAL CENTRES</b>	maximum of 1 per 15 staff.  Patient parking assessed individually up to 1 space per consulting room	maximum of 1 per 5 staff  Patient parking assessed individually up to 1 space per consulting room	maximum of 1 per 3 staff.  Patient parking assessed individually, up to 1.5 spaces per consulting room	maximum of 1 per 1.5 staff.  Patient parking assessed individually, up to 2 spaces per consulting room
<b>HOSPITALS</b>	All proposals, including expansions of existing facilities, will be assessed individually, using criteria similar to other relevant types of development. <i>See Note 3</i>			
<b>CHURCH HALLS or COMMUNITY CENTRES</b>	Assessed individually up to maximum of 1 per 120m <sup>2</sup> PFA	Assessed individually up to maximum of 1 per 60m <sup>2</sup> PFA	1 per 40 to 60m <sup>2</sup> PFA	1 per 20 to 40m <sup>2</sup> PFA
<b>ALL OTHER TYPES OF DEVELOPMENT</b>	Parking provision will be assessed individually using similar criteria (for example, employee and customer numbers) to the standards quoted above, where appropriate.			
<b>ZONES 5a and 5b</b>	<b>All developments within Zones 5a and 5b will be assessed individually, with vehicular parking levels to be justified. The starting point for this assessment will be Zone 2 standards.</b>			
<b>Disabled Persons' and Parent and Child Parking</b>	At least 5% of all spaces shall be suitable for disabled persons. For some developments, "parent and child" spaces should also be provided Disabled persons' parking bays should be as shown in Appendix 3, subject to approval.			
<b>Cycle parking</b>	See Table 8D			
<b>Motor cycle parking</b>	See Table 8E			

**Notes for Table 8B:-**

- 1 **Schools in Zone 5:** parking levels will be assessed on an individual basis. Schools within Zone 5a, 5b or 5c should benefit from improved infrastructure and services, which would support reduced parking levels. Additional temporary parking may be permitted where schools open before all the improvements have been implemented.
- 2 **Bus and Coach management at schools.** If a significant number of pupils are expected to travel to school by bus or coach the TA or Parking Statement should incorporate proposals for ensuring safe bus/coach drop off and pick up arrangements.
- 3 **'Assessed individually' criteria:** where the standards state that car parking provision will be 'Assessed Individually', developments will have to justify proposed parking levels, taking account of the accessibility of sustainable modes of travel, especially walking and public transport, and the likely levels of trip generation associated with the particular type of development. The starting point for parking provision is the maxima for similar types of development where standards are given or as agreed with the Council.
- 4 **Public Floor Area:** defined as being those areas of a building that are used by members of the public. Where parking levels are based on Public Floor Area (PFA), the applicant must provide details of these dimensions, so that proposed parking levels can be confirmed.
- 5 **Hospitals:** appropriate parking facilities for ambulances and patient transfer vehicles shall be provided and operational areas for service/delivery vehicles.
- 6 Notes 7-8 for Table 7 also apply to this table.

**Table 8C – Car Parking Standards for Motor Trade Developments**

MOTOR TRADE	Zones			
	Zone 1	Zone 2 and 5a/b	Zone 3 and 5c <small>(see general note 16 and 17)</small>	Zone 4 and 6
	Range of acceptable car space provision			
Vehicle display area Customer spaces	maximum of 1 per 80m <sup>2</sup> PFA	maximum of 1 per 60m <sup>2</sup> PFA	1 per 50 to 60m <sup>2</sup> PFA	1 per 40 to 60m <sup>2</sup> PFA
Spares Customer spaces	maximum of 1 per 40m <sup>2</sup> PFA	maximum of 1 per 30m <sup>2</sup> PFA	1 per 25 to 30m <sup>2</sup> PFA	1 per 20 to 30m <sup>2</sup> PFA
Service/repairs Customer spaces	maximum of 2 per bay	maximum of 2 per bay	Maximum of 2 per bay	Maximum of 2 per bay
Staff	Up to maximum of 1 per 15 staff	Up to maximum of 1 per 5 staff	Up to maximum of 1 per 3 staff	1 per 2 to 1 per 1.5 staff
Other related activities, including vehicle rental	<b>Assessed individually, based on similar criteria as above.</b>			
Disabled Persons' Parking	At least 5% of all spaces shall be suitable for disabled persons Disabled persons' parking bays should be as shown in Appendix 3, subject to approval.			
Cycle parking	See Table 8D			
Motor cycle parking	See Table 8E			

**Notes for Table 8C:-**

- 1 **Controlled Parking:** - outwith existing Controlled Parking Zones, vehicles related to the development, (staff, customer, show-room or rental vehicles) must be parked within the site and not on public roads. To address any road safety issues and prevent public nuisance the Council may require the developer to contribute towards the costs of introducing parking controls to prohibit on-street parking.
- 2 **Public Floor Area:** defined as being those areas of a building that are used by members of the public. Where parking levels are based on Public Floor Area (PFA), the applicant must provide details of these dimensions, so that proposed parking levels can be confirmed.
- 3 Notes 7-8 for Table 7 also apply to this Table.

Table 8D – Cycle Parking Standards for Table 8A-C Developments

LAND USE	MINIMUM CYCLE PARKING SPACES REQUIRED		
	OUTSIDE MAIN ENTRANCE	SECURE AND UNDERCOVER PARKING	
	FOR CUSTOMERS	STAFF	CUSTOMERS
<b>HOTELS</b>	Assessed individually Minimum of 1 space	1 per 10 bedrooms plus provision for bars etc - this being joint provision for staff and overnight guests.	
<b>PUBLIC HOUSES and RESTAURANTS</b>	Assessed individually Minimum of 1 space	1 per 150m <sup>2</sup> PFA	None
<b>FUNCTION ROOMS</b>	Assessed individually Minimum of 1 space	1 per 200m <sup>2</sup> PFA	None
<b>CINEMAS or THEATRES</b>	Assessed individually, with preference for secure facilities	1 per 100 seats	1 per 50 seats
<b>GOLF COURSES</b>	Assessed individually Minimum of 2 spaces	1 per 7 staff	None
<b>SWIMMING POOLS</b>	1 per 50m <sup>2</sup> pool area	1 per 100m <sup>2</sup> pool area	None
<b>MARINAS</b>	Assessed individually Minimum of 2 spaces	1 per 7 staff	None
<b>STADIA</b>	Assessed individually		
<b>OTHER LEISURE DEVELOPMENTS</b>	Assessed individually	Assessed individually Generally 1 per 7 staff	Assessed individually
<b>EDUCATION</b>			
<b>Nurseries</b>	Minimum of 2 spaces	1 per 7 staff	1 per 15 pupils
<b>Primary Schools</b>	Minimum of 2 spaces	1 per 7 staff	1 per 10 pupils
<b>Secondary Schools</b>	Minimum of 2 spaces	1 per 7 staff	1 per 10 pupils
<b>Colleges and Universities</b>	Assessed individually		
<b>LIBRARIES</b>	1 per 100m <sup>2</sup> PFA	1 per 7 staff	None
<b>MEDICAL and DENTAL CENTRES</b>	1 per 3 consulting rooms	1 per 7 staff	None
<b>HOSPITALS</b>	Assessed individually		
<b>CHURCHES, HALLS and COMMUNITY CENTRES</b>	1 per 100m <sup>2</sup> PFA	1 per 200m <sup>2</sup> PFA	None
<b>MOTOR TRADE</b>	Assessed individually	1 per 7 staff	None
<b>ALL OTHER DEVELOPMENTS</b>	Cycle parking provision will be assessed individually and shall relate to predicted employee and customer numbers, based on similar criteria as above.		

Notes for Table 8D:-

- 1 See Appendix 2 for further information on cycle parking requirements and design.
- 2 **Assessed individually:** the assessment of cycle parking numbers should take into account the location and nature of the development, the ease of reaching it by cycle, the Council's targets for increasing cycle use, and the prevalence of cycling in the surrounding area. Starting point should be provision required for similar types of development.
- 3 For nurseries and primary schools, cycle racks should incorporate a bar at 400mm above ground level, in order to allow for small bicycles.
- 4 Note 3 for Table 8A (re Public Floor Area) also applies to this Table.

**Table 8E – Motorcycle Parking Standards for Table 8A-C Developments**

LAND USE	MINIMUM MOTOR CYCLE PARKING SPACES REQUIRED	
	<b>CUSTOMERS</b> Where possible to be secure and, preferably, covered	<b>STAFF</b> To be secure and covered, unless agreed otherwise
<b>HOTELS</b>	Assessed individually Minimum of 1 space	1 per 20 bedrooms plus provision for bars etc, being joint provision for staff and overnight guests.
<b>PUBLIC HOUSES and RESTAURANTS</b>	Assessed individually Minimum of 1 space	Assessed individually With guide of 1 per 25 staff
<b>FUNCTION ROOMS</b>	Assessed individually Minimum of 1 space	Assessed individually
<b>CINEMAS or THEATRES</b>	1 per 400 seats	1 per 25 staff, with minimum of 1 space
<b>GOLF COURSES</b>	Assessed individually Minimum of 1 space	1 per 25 staff, with minimum of 1 space
<b>SWIMMING POOLS</b>	1 per 400m <sup>2</sup> pool area	1 per 25 staff, with minimum of 1 space
<b>MARINAS</b>	Assessed individually Minimum of 2 spaces	1 per 25 staff, with minimum of 1 space
<b>STADIA</b>	Assessed individually	
<b>OTHER LEISURE DEVELOPMENTS</b>	Assessed individually	Assessed individually Generally 1 per 25 staff, with minimum of 1 space
<b>EDUCATION</b>		
<b>Nurseries</b>	Minimum of 1 space	1 per 25 staff, with minimum of 1 space
<b>Primary Schools</b>	Minimum of 1 space	1 per 25 staff, with minimum of 1 space
<b>Secondary Schools</b>	Minimum of 1 space	1 per 25 staff, with minimum of 1 space
<b>Colleges and Universities</b>	Assessed individually	
<b>LIBRARIES</b>	Minimum of 1 space	1 per 25 staff, with minimum of 1 space
<b>MEDICAL and DENTAL CENTRES</b>	1 per 6 consulting rooms Minimum of 1 space	1 per 25 staff, with minimum of 1 space
<b>HOSPITALS</b>	Assessed individually	
<b>CHURCHES, HALLS and COMMUNITY CENTRES</b>	Minimum of 1 space	Minimum of 1 space
<b>MOTOR TRADE</b>	Assessed individually Minimum of 1 space	1 per 25 staff, with minimum of 1 space
<b>ALL OTHER DEVELOPMENTS</b>	Motorcycle parking provision will be assessed individually but must relate to employee numbers and likely customer requirements, at similar levels as above.	

**Notes for Table 8E:-**

- 1 See Appendix 2 for further information on motorcycle parking requirements. See also General Note 15.
- 2 **General guidance on motorcycle parking numbers and on use of the Assessed individually criterion:** the assessment of motorcycle parking numbers should take into account the location and nature of the development, the ease of reaching it by public transport, walking and cycling and hence the likely attractiveness of motorcycling as an alternative to car use. Starting point should be provision required for similar types of development.

## **APPENDIX 1: CAR PARKING LOCATION AND DESIGN**

### **A1.1 Location and design of car parking provision**

Car parking areas use large amounts of space and are not intrinsically attractive, so design requires careful attention. The table below sets out key parameters.

	<b>Flats</b>	<b>Houses</b>	<b>Non residential</b>
<b>Underground or multi storey</b>	Preferred. May be required for high density and/or inner urban development.	Site Specific	Usually acceptable
<b>On street: For residents /staff</b>	Generally acceptable for medium or low density but not generally suitable for high density flats	Acceptable	Unacceptable
<b>For visitors</b>	Acceptable	Acceptable	Generally unacceptable
<b>Ground level within buildings</b>	Unacceptable - creates unattractive frontages.		
<b>Ground level off-street</b>			
<b>Within individual curtilages</b>	Generally unacceptable – conflict with pedestrians and loss of garden space	Acceptable	Depends on context. In streets with continuous frontage likely to be unacceptable. Otherwise likely to be acceptable as long as behind or to side of buildings
<b>Other on site</b>	Generally unacceptable, especially behind buildings as this erodes garden space and privacy.	Site - specific	

### **A1.2 Multi-storey/Underground parking**

The Council will generally seek multi-storey or underground parking for residents of flatted developments. In certain circumstances, it may be specifically required, to meet wider planning objectives. Such parking should meet “Secure by Design” or any subsequent equivalent standards. In addition, any development with internal vehicular parking which is deemed at high risk of terrorist attack must be designed, in line with the UK Government’s CONTEST strategy (or later equivalent), in discussion with the Police Architectural Liaison Officer.

Where access to multi-storey or underground parking is secure but the parking area provides spaces for visitors, suitable arrangements should be provided, such as an intercom. Where the car parking also houses secure cycle or motorcycle parking, it should be impossible to access from the street without a key or other security device. For larger multi-storey or underground car parks, a separate ramped access for cyclists should be provided, to avoid conflict with motor vehicles.

### **A1.3 On-street parking**

Where possible, the layout of on-street spaces should act as traffic calming. Long lengths of on-street parking should be broken up by kerb build-outs to facilitate pedestrians crossing; design must take account of the “Edinburgh Standards for Streets” guidelines.

#### **A1.4 Off-street Surface parking**

Surface parking facilities, especially those in retail, leisure, educational or industrial developments, are potential areas for criminal activity and should be designed to be as secure as possible. Surface parking cannot usually be designed to “Secure by Design” standards and, instead, is covered by the “Park Mark” Safer Parking Award scheme.

The design of surface parking facilities, should as far as possible meet the “Park Mark” (or any subsequent scheme) requirements in terms of layout, lighting, management and maintenance.

For guidance on pedestrian routes within car parks see the Council’s Movement and Development Guidelines.

## APPENDIX 2 – CYCLE AND MOTORCYCLE PARKING REQUIREMENTS

### 1 Cycle Parking

High quality cycle parking, including storage, is essential to make cycling as attractive as possible. The Council is committed to increasing cycling's share of travel in the city. After road safety, lack of secure storage is a significant disincentive to cycling. To address this issue, residential developments need to have high quality cycle parking. To ensure that dwellings have suitable provision for couples or families who cycle, parking for at least two bicycles is considered a reasonable requirement.

General requirements for cycle parking locations are set out in Table A2.1; Table A2.2 sets out a specification for lockers suitable for cycle storage; Fig A2.1 sets out cycle locker plans.

**Table A2.1: General Specification for Cycle Parking**

TYPE OF DEVELOPMENT OR PARKING	CYCLE PARKING REQUIREMENTS
<b>HOUSING – RESIDENTS' CYCLE PARKING:</b>	
GENERAL	Access to cycle parking from the street must be straightforward. There should be no steps other than a doorstep. Access to any internal communal cycle parking area must be as short as possible and through an area where flooring will be hard, hard wearing and easily cleaned. Access to private internal storage areas suitable for bike storage must be easy with a cycle – the area must be as close as possible to a door directly onto a street and must be accessed from a hallway.
Units with private garages or private individual rear gardens.	Dwellings with private individual rear gardens with reasonable <b>exterior</b> access from the street need not include specific cycle parking provision, as this provides the ability to erect a garden shed.  Garages must be sufficiently large to allow cycle access without moving a car already in the garage. Details of garage dimensions and their access arrangements must be provided as part of any planning application, and approved by the Council.
Units which do not have private garages or private individual rear gardens.	See notes to Table 1B
<b>NON RESIDENTIAL (AND HOUSING VISITORS)</b>	
GENERAL	Cycle parking must be: <ul style="list-style-type: none"> <li>• directly and safely accessible by bike (route to main building entrances from the development site edge must be as short as or shorter than the route by car)</li> <li>• sited as close as possible to the main entrances of the facility being served – closer than <b>any</b> car parking (except, if necessary, parking for disabled persons)</li> <li>• well-lit, signed and not hidden out of sight. Visitor parking <b>must be in full public view</b>. As far as practicable staff cycle parking should be clearly visible.</li> <li>• preferably under cover (this can include shelter under overhanging parts of buildings).</li> </ul> <p>There should be racks or wall-mounted loops to which cycles can be locked.</p> <p>When designing cycle parking facilities the different needs of various</p>

	<p>types of cyclist (commuter, visitor/shopper, school and leisure) shall be taken into account.</p> <p>Access to cycle parking should if possible not require cyclists to travel through car parks - an independent route should be provided. <b>This is a requirement for large developments/large car parks, i.e. over 100 cars.</b></p>
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<b>OFFICE AND INDUSTRIAL</b>	
<b>Employee parking</b>	
All developments a) Type of parking/other provision	<p>Cycle parking <b>must</b> meet the following specification Either:</p> <ol style="list-style-type: none"> <li>1. Secure, <b>fully enclosed and weather protected</b> communal cycle parking facilities, either within the building or in a secure (i.e. employee-only access) vehicle parking area. See the Council's Movement and Development document for guidance on design of cycle parking areas (page 19 of <a href="http://www.tfl.gov.uk/assets/downloads/businessandpartners/Workplace-Cycle-Parking-Guide.pdf">http://www.tfl.gov.uk/assets/downloads/businessandpartners/Workplace-Cycle-Parking-Guide.pdf</a> is useful for spacing of Sheffield racks).</li> <li>2. Cycle storage lockers <b>of a suitable size</b> in a communal area. See below for guidance on suitable locker sized lockers.</li> </ol> <p>This cycle parking must be at ground floor level or in a location accessible by a ramp suitable for cycle use (for up to 10 cycle spaces this may be a wheeling ramp at the side of stairs). For guidance on wheeling ramps see <a href="http://www.sustrans.org.uk/resources/design-and-construction/documents-and-drawings/standard-details">http://www.sustrans.org.uk/resources/design-and-construction/documents-and-drawings/standard-details</a></p> <p>A number of lockers suitable for hanging working clothes equal to the number of cycle parking spaces must also be provided.</p>
b) Location	<b>All</b> staff cycle parking must be located closer to the <b>main</b> staff entrances than <b>any</b> car parking available to staff (other than disabled staff)
Changing facilities and showers	These must be provided for use by 10% of cycle parking numbers simultaneously. This requirement will be waived if the number required equates to 0.5 or less.
<b>Visitor parking</b>	See Shops and Other customer parking.
<b>SHOPS AND 'OTHER'</b>	
<b>Employee parking</b>	As Office and Industrial cycle parking requirements
<b>Customer parking:</b> All developments	Cycle parking must be closer to the <b>main</b> public entrance than <b>all</b> car parking. See below for cycle rack details. For developments where large numbers of customers require medium to long term cycle parking, secure and covered facilities must be provided.
Developments where cycle parking requirement is 2 spaces or less	Wall mounted hoops are likely to be most appropriate. See Cycle Friendly Design Guide (included in 'Movement and Development').

Where cycle parking is to be installed on footways/footpaths or within pedestrian areas, the requirements of persons with mobility difficulties must be taken into account, to ensure no obstruction is created.

Lockers and cupboards should be large enough for easy parking and retrieval, especially if more than one cycle is stored. Table 1B Note 1 provides suitable dimensions for cupboards; Table A2.2 sets out the minimum specifications for lockers that can accommodate up to three cycles. When more than three cycles are to be stored, suitable dimensions must be agreed.

**Table A2.2. Specification for Cycle Lockers**

<b>Horizontal storage – Lockers</b>						
<b>Number of cycles</b>	Minimum internal length	Minimum internal width	Minimum internal height (Desirable 1.8m or more)		Minimum door height (Desirable 1.6m or more)	Minimum door width
			At door	At end - opposite door		
<b>1</b>	1.85	0.75	1.40	1.20	1.40	0.70
<b>2</b>	1.85	0.90	1.40	1.20	1.40	0.70
<b>3</b>	1.85	1.25	1.60	1.40	1.40	0.80

**Notes to Table A2.2**

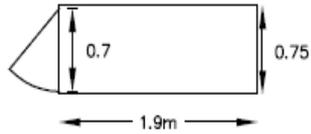
- 1 *The dimensions given assume that the door is on the end of the locker or cupboard. If the door is on the side of the locker it must be located to one end, rather than in the middle. It must be at least 1.2m wide. For lockers or cupboards for 2 or 3 bikes with a side door the minimum internal width, the minimum internal height and the door height should all be increased by 0.4m. See figure A2.1. Reference should also be made to general storage requirements for residential units, as set out in Edinburgh Standards for Housing.*
- 2 *Any lockers intended for communal public use (rather than a fixed set of people e.g. employees of a particular office), **must** be of a design which is locked shut when not in use. Examples include lockers with built in locks, with rented keys, or card operated locks. All lockers must be capable of being locked securely shut.*

Cycle parking within secure cycle stores and for users of developments should generally use 'Sheffield' type cycle racks, which can park two cycles each and should be covered, wherever possible. Wall mounted hoops may be an alternative, especially where only one or two spaces are needed. Cycle parking that supports only the wheels is unacceptable, as it can damage bicycles. Other types of parking, including innovative designs, should be discussed with the Council.

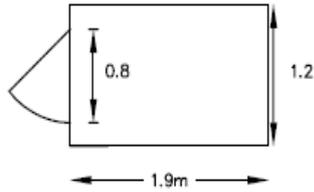
For more information on cycle parking requirements, reference should be made to the Council's **Cycle Friendly Design Guide** (included within **Movement and Development**) and also **Edinburgh Standards for Housing**. General cycle parking information is also provided in "Cycling by Design", published by the Scottish Government ([www.scotland.gov.uk](http://www.scotland.gov.uk)).

Figure A2.1: Cycle Locker Examples (all dimensions are internal)

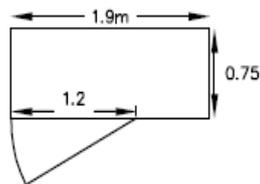
DOOR ON END  
For 1 cycle



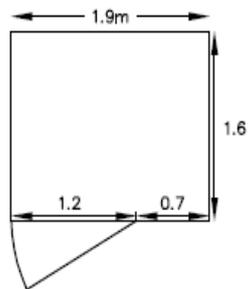
For 3 cycles



DOOR ON SIDE  
For 1 cycle  
NB door located  
to one end of  
locker



For 3 Cycles  
NB door located  
to one end of  
locker



## 2 Motorcycle Parking

Whilst national statistics suggest that fewer than 3% of households owned a motorcycle in 2007, new registrations increased by over 35% between 1996 and 2006. As motorcycle ownership and use are likely to increase further, appropriate parking facilities should be provided to cater for future demand.

Informal motorcycle parking can be hazardous to pedestrians by blocking footways. In addition, cycle parking facilities may be misused, inconveniencing cyclists. Where a demand for motorcycle parking is expected, such as at major retail, transport, leisure and employment developments, designated parking areas solely for motorcycle use should be provided. There should be enough spaces to reassure riders that they are secure and provide a social focal point.

A motorcycle requires a space approximately 2 x 1 metre. Employees' parking must be covered and have a rack or other suitable fixture to which the motorcycle can be securely locked. For visitors and customers, where a medium to long stay is expected, secure and covered facilities should be provided. Short stay parking may not require fixtures, but should still have designated bays, to avoid indiscriminate parking.

Two basic types of anchor points are suitable for motorcycles:-

**Ground level anchor points** – usually below ground level, often concealed by a hinged plate. The user's own lock is attached to the anchor point. Such anchor points require regular maintenance and can be dirty to use, with the cover often jammed open, creating a trip hazard.

**Raised bar** – a horizontal bar is provided at a height of approximately 40-60cm, often fixed to lengths of pedestrian guardrail, where parking is located on-street. The rail needs to be set at a suitable height for locking a motorcycle wheel to it, as it is often not possible to pass a lock through a motorcycle frame.

Motorcycle parking sites should have little or no gradient, be well drained and have a non-slip surface. They should not be close to an uncontrolled pedestrian crossing, as persons in wheelchairs or small children may have difficulty seeing or be seen past parked motorcycles. Consideration should be given to locating medium to long-stay parking sites within supervised areas. If this is not possible, CCTV should be considered.

Where motorcycle parking bays are provided on-street, an associated Traffic Regulation Order will be required to allow the use of the bays to be enforced. Where an on-street CCTV scheme operates, it is desirable to site the bays within the area it covers.

Current levels of motorcycle ownership are not high in residential developments, compared to car and cycle ownership. However, motorcycle parking provision is still recommended, to accommodate future growth. For houses, this could be in a garage or a secure rear garden with suitable exterior access. For flatted developments, covered and secure facilities shall be provided. The facilities need not be within a building, unless located in the car parking area.

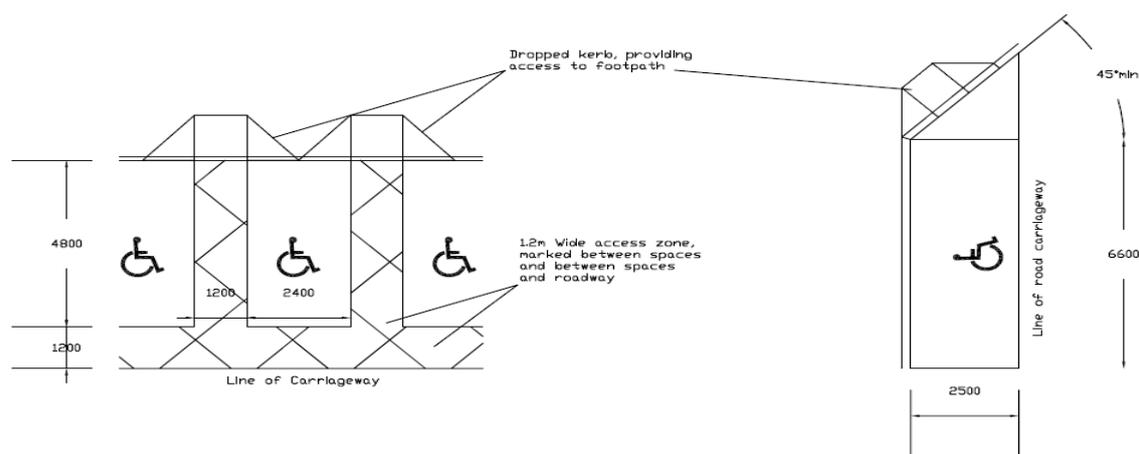
### APPENDIX 3 – Parking layouts for disabled persons' vehicles

Special consideration shall be given to the needs of disabled persons, including the number, locations, layout and the pedestrian routes to parking bays. “**Inclusive Mobility**”, produced by the Department for Transport, gives further guidance.

A proportion of car parking spaces must be accessible to a person with mobility impairment, including a wheelchair user (whether driver or a passenger), with the spaces designated for use as such. Accessible parking spaces should be sited on level areas, with little or no crossfall, as close as practical to any amenities.

On-street accessible parking bays should be provided as shown in Figure A3.1 below. The layouts are based on recommendations within the Building Regulations. These suggest that parallel bays should be 3.6m wide. This width should be provided where sufficient space is available, especially in large developments where the bays are provided separately from general bays. However, other issues, including impacts on footway width and routing and impacts on moving traffic, including cyclists, need to be considered in assessing the acceptability of these wider bays. It is accepted that provision may not always be practical or desirable. For economy of space, it is best to provide pairs of spaces rather than single isolated ones.

**Figure A3.1: Off- and on-street accessible car parking**



Parking bays for disabled peoples' cars must be clearly marked by road markings, signs and the international access symbol. The bays shall be closer than any other car parking to the nearest suitable entrance to the development and no more than 45m, with a direct, paved and obstruction-free access to the entrance, with no conflict with vehicle movements. Where the spaces are not at footway level, a flush drop kerb shall be provided and marked with recommended tactile surface. **Markings shown in Figure A3.1 are currently not standard and need approval from Scottish Ministers prior to implementation on a public road. The markings can be used within private areas without such approval.**

If a “Pay and Display” system is used, a machine should be located close to the reserved spaces. The machine’s coin slot and other operational elements shall be no higher than 1200mm above ground level. Machines should not be placed on plinths.

For on-street disabled parking spaces, there is a requirement to promote an associated Traffic Regulation Order, so that use of the spaces can be enforced and the developer will be asked to fund associated costs. In addition, national legislation encourages the Council to negotiate with private site owners some form of enforcement of off-street disabled persons' bays.

## **APPENDIX 4 – Travel Plans**

### **1 What is a Travel Plan?**

A Travel Plan is a package of measures, tailored to the needs of individual sites, aimed at promoting sustainable travel, emphasising reduced reliance on single car occupancy travel. Nationally, most existing Travel Plans have related to business developments, focussing on staff and employees. However, there is an increasing awareness that Travel Plans can benefit almost any type and size of development or organisation and so they are becoming more common for other land uses, such as education (including schools), retail, leisure and residential.

Travel Plans are tailored to the specific location and should reflect the nature and type of development. As a minimum, a Travel Plan should include:-

- A clear statement of targets and objectives;
- An assessment of existing transport infrastructure and facilities on site;
- An assessment of the travel needs that are, or will be, generated on site, addressing all significant journey types;
- A programme of appropriate measures that will improve accessibility and promote sustainable travel options;
- A programme for the implementation of the Travel Plan, detailing dates by which various measures will be put in place;
- Identification of who is responsible for actions of the implementation plan;
- Identification of how funding will be provided;
- Confirmation of high level commitment to implement the measures identified; and
- Monitoring mechanisms to ascertain progress towards achieving targets.

All to the satisfaction of the Council.

### **2 Main benefits of a Travel Plan**

- Reduced pollution
- Reduced local congestion
- Healthier workforce
- Reduced on-site parking problems
- Sets a good example - good PR
- Financial savings (e.g. parking costs, car allowances)
- Release land for more productive uses

### **3 Initiatives**

For Travel Plans to succeed, they need to balance measures that promote the use of sustainable transport with effective car parking management.

The following measures are recommended for consideration as a component of all Travel Plans requested by the Council, The list should not be considered as exhaustive. Note that some of the measures directly relate to the development layout and, therefore, need to be considered early in the design process:-

- Travel Plan Forum (for a number of developments/organisations in one location)
- Transport Website for larger developments

- Travel Plan Coordinator
- High quality walking/cycling links throughout sites and to key locations, with good signage
- Public transport links, with good quality infrastructure, including stops and shelters
- Real time information at bus/tram stops
- Car Club
- Area-wide car share database
- Car share schemes
- Dedicated car share spaces at appropriate developments
- Guaranteed “ride home in an emergency” scheme
- Cycle parking (secure and covered), showers, lockers etc
- Pool bikes
- Discounted/free bus/tram travel for employees and residents
- Parking control (public roads and private car parks), where deemed necessary
- Parking charges
- Promotion of flexible working practices
- Local employment recruitment policy
- Setting up and operation of bike user groups
- Public transport routes, timetables and real time information
- Travel information included in employee induction packs
- Residential travel information packs
- Real time information displays in all major business/commercial buildings
- Incentives to employees to use sustainable modes of travel
- Subsidised public transport tickets for residents and employees
- Tele-conferencing and video conferencing equipment
- On-street public transport ticket machines
- Cycle Share Scheme
- Individualised journey planning scheme
- Pool Cars
- Discounts at local bike and walking shops
- Shopping deliveries / promotion of internet shopping
- Co-ordinated freight deliveries across site, avoiding peak hours
- Broadband in all dwellings
- Real time information displays in residential units

It is not intended that every Edinburgh Travel Plan must include all of the above measures. It is recommended that a developer should prepare a draft Framework Travel Plan, assessing which measures are appropriate, in discussion with the Council and through the planning application process. Thereafter, finalised Travel Plans, prepared by future tenants and end-user organisations, should relate to the appropriate approved Framework Travel Plan and consider if any additional measures can also be implemented.

#### **4 Implementing the Travel Plan**

The Council will wish to be satisfied that an appropriate system will be in place to ensure that the Travel Plan is implemented and monitored. The system will usually include the following elements:-

- Clear timescales for implementation; in the case of new developments, most elements should be in place on opening;
- Commitment from senior management, for non-residential developments;
- Clearly identified management structure for dealing with the Travel Plan, including identified responsible individual(s);
- Promotion of the Travel Plan, to involve and inform staff and, where appropriate, customers;

- Consultation with staff;
- Clearly identified financial provision; and
- **Regular future Travel Surveys. For larger developments the Council will require a regular report of travel patterns with proposals to ensure that targets are met.**

The success of a Travel Plan will depend on the quality of subsequent monitoring and review. It is normally a requirement of the Travel Plan that the organisation undertakes annual surveys for at least three years (preferably five years) from date of opening, to record staff travel behaviour. Results should be compared against the original Travel Plan mode share targets and action taken where they are not being achieved. A copy of the annual survey and a Review Report should be submitted to the Council.

## 5 Further advice and guidance

A Travel Plan is delivered through the planning process, either as a planning condition or, more usually, as part of an associated legal agreement. Whilst it is a requirement of planning consent, the implementation of a Travel Plan should be seen as benefiting a development and its end-users rather than a hurdle that needs to be overcome.

Further advice and details is readily available; sources of useful information include:-

**Travel Plans: An Overview,**  
former Scottish Executive, 2002  
[www.scotland.gov.uk](http://www.scotland.gov.uk)

**Making Residential Travel Plans Work: Guidelines for New Developments,**  
Department for Transport, 2005  
[www.dft.gov.uk](http://www.dft.gov.uk)

**Transport Energy Best Practice – A Guide on Travel Plans for Developers,**  
Department for Transport, 2006  
[www.dft.gov.uk](http://www.dft.gov.uk)

**The Essential Guide to Travel Planning,**  
Department for Transport, 2007  
[www.dft.gov.uk](http://www.dft.gov.uk)

**ACT Travelwise** is a network of organisations that promote sustainable travel and provides information and support.  
[www.acttravelwise.org](http://www.acttravelwise.org)

## **APPENDIX 5 – Large residential and mixed-use developments: criteria and parking standards matrices**

### **1 Introduction**

The Parking Standards Tables in this document are mainly intended for small to medium developments. They can be used as a starting point for estimating parking provision for large developments, but the Council requires reasoned justification of proposed car parking numbers. For residential schemes with 500 or more housing units or very large mixed-use developments, parking assessment should be based on the matrix approach set out below.

The matrices relate parking provision to a range of factors and are based on research of large developments in the UK and continental Europe, and the relationship between car parking provision, public transport accessibility, local facilities and various other factors. These all influence car use and traffic generation. The matrices are a flexible tool and can be applied to developments with varying levels of public transport accessibility.

Large sites close to excellent public transport can also support higher density development, as they can help support associated public transport services.

**The Council may permit or require smaller developments to be considered by the matrix approach**, at its discretion, depending on factors such as proximity to good public transport and other relevant developments, and whether controlled parking is in place or proposed.

### **2 Using the Parking Standards Matrices**

For large developments, vehicular parking levels should be assessed in detail as part of the Transportation Assessment, using the matrix approach presented here to inform proposed parking levels and supporting transport interventions.

To reflect the likely mix of properties within a typical large residential development, matrices are provided for:-

- Matrix A - 1 bedroom flats and studios
- Matrix B - 2 bedroom flats
- Matrix C - larger flats and houses

The matrices have varying ranges of parking provision, reflecting the relationship between household type, relative affluence of occupiers and likely levels of car ownership.

The matrices relate to housing for sale or private rent. Parking levels for Local Authority or Housing Association housing for social need should be reduced proportionately in accordance with Tables 1A and 2.

The key elements in each matrix include:-

- public transport provision
- facilities
- parking
- sustaining travel behaviour

**Note. This section continues after the Matrices**

<b>MATRIX A – 1 BEDROOM/STUDIO FLATS</b>					
	<b>Category 1 0.0 – 0.3</b>	<b>Category 2 0.3 – 0.5</b>	<b>Category 3 0.5 – 0.7</b>	<b>Category 4 0.7 – 0.9</b>	<b>Category 5 0.9 – 1.0</b>
Parking Provision (spaces per unit)					
<b>CRITERIA</b>					
<b>Generalised Public Transport Accessibility</b>					
PTAL Value	4+	4	3	3	2
<b>Access to Facilities</b>					
Food shop (max walking time)	4 minutes (320m)	8 minutes (640m)	12 minutes (960m)	16 minutes (1280m)	over 16 minutes
Primary School	16 minutes (1280m)	16 minutes (1280m)	16 minutes (1280m)	16 minutes (1280m)	over 16 minutes
Health Centre	12 minutes (960m)	12 minutes (960m)	12 minutes (960m)	16 minutes (1280m)	over 16 minutes
Hospital	within 30 minutes by PT (door to door)	within 30 minutes by PT (door to door)	between 30 – 60 minutes by PT (door to door)	between 30 – 60 minutes by PT (door to door)	over 60 minutes by PT (door to door)
Employment	direct, frequent PT service to key employment sites	direct, frequent PT service to key employment sites	direct PT service to key employment sites	direct PT service to key employment sites	PT service to key employment sites
<b>Parking</b>					
Private parking	decoupled preferred	decoupled preferred	decoupled preferred	decoupled preferred	decoupled preferred
Type of private parking	Type 1	Type 1	Type 1 or 2	Type 1 or 2	Type 1, 2 or 3
Separate provision for visitor parking	0.1 – 0.15	0.15 – 0.20	0.20	0.20	0.20
City Car Club vehicles	within 1 minutes walk (80m)	within 2 minutes walk (160m)	within 4 minutes walk (330m)	within 6 minutes walk (500m)	within 8 minutes walk (660m)
Secure, covered cycle parking	Lockers essential (Table 1B 1 <sup>st</sup> preference)		Lockers or secure communal essential (table 1B 1 <sup>st</sup> preference or 2 <sup>nd</sup> preference option b)		Must meet standard
Controlled Parking Zone (CPZ)	CPZ fundamental requirement	CPZ fundamental requirement	on-street restrictions required	on-street parking restrictions reviewed on a site specific basis	on-street parking restrictions reviewed on a site specific basis
<b>Sustaining Travel Behaviour</b>					
Residential Travel Plan	integral part of the site development	elements of residential travel plans adopted	preferential	optional	Optional

<b>MATRIX B – 2 BEDROOMED FLATS</b>					
	<b>Category 1 0.0 – 0.3</b>	<b>Category 2 0.3 – 0.6</b>	<b>Category 3 0.6 – 0.8</b>	<b>Category 4 0.8 – 1.0</b>	<b>Category 5 1.0 – 1.5</b>
Parking Provision (spaces per unit)					
<b>CRITERIA</b>					
<b>Generalised Public Transport Accessibility</b>					
PTAL Value	4+	4	3	3	2
<b>Access to Facilities</b>					
Food shop (max walking time)	4 minutes (320m)	8 minutes (640m)	12 minutes (960m)	16 minutes (1280m)	over 16 minutes
Primary School	16 minutes (1280m)	16 minutes (1280m)	16 minutes (1280m)	16 minutes (1280m)	over 16 minutes
Health Centre	12 minutes (960m)	12 minutes (960m)	12 minutes (960m)	16 minutes (1280m)	over 16 minutes
Hospital	Within 30 minutes by PT (door to door)	within 30 minutes by PT (door to door)	between 30 – 60 minutes by PT (door to door)	between 30 – 60 minutes by PT (door to door)	over 60 minutes by PT (door to door)
Employment	direct, frequent PT service to key employment sites	direct, frequent PT service to key employment sites	direct PT service to key employment sites	direct PT service to key employmen t sites	PT service to key employmen t sites
<b>Parking</b>					
Private parking	decoupled preferred	decoupled preferred	decoupled preferred	decoupled preferred	decoupled preferred
Type of private parking	Type 1	Type 1	Type 1 or 2	Type 1, 2 or 3	Type 1 – 4
Separate provision for visitor parking	0.1 – 0.15	0.15 – 0.20	0.20	0.20	0.20
City Car Club vehicles	within 1 minutes walk (80m)	within 2 minutes walk (160m)	within 4 minutes walk (330m)	within 6 minutes walk	within 8 minutes walk
Secure, covered cycle parking	Lockers essential (Table 1B 1 <sup>st</sup> preference)		Lockers or secure communal essential (table 1B 1 <sup>st</sup> preference or 2 <sup>nd</sup> preference option b)		Must meet standard
Controlled Parking Zone (CPZ)	CPZ fundamental requirement	CPZ fundamental requirement	on-street restrictions required	on-street parking restrictions reviewed on a site specific basis	on-street parking restrictions reviewed on a site specific basis
<b>Sustaining Travel Behaviour</b>					
Residential Travel Plan	integral part of the site development	elements of residential travel plans adopted	preferential	optional	Optional

<b>MATRIX C – LARGE FLATS AND HOUSES</b>					
	<b>Category 1 0.0 – 0.5</b>	<b>Category 2 0.5 – 0.8</b>	<b>Category 3 0.8 – 1.2</b>	<b>Category 4 1.2 – 1.5</b>	<b>Category 5 1.5 – 2.0</b>
	Parking Provision (spaces per unit)				
<b>CRITERIA</b>					
<b>Generalised Public Transport Accessibility</b>					
PTAL Value	4+	4	3	3	2
<b>Access to Facilities</b>					
Food shop (max walking time)	4 minutes (320m)	8 minutes (640m)	12 minutes (960m)	16 minutes (1280m)	over 16 minutes
Primary School	16 minutes (1280m)	16 minutes (1280m)	16 minutes (1280m)	16 minutes (1280m)	over 16 minutes
Health Centre	12 minutes (960m)	12 minutes (960m)	12 minutes (960m)	16 minutes (1280m)	over 16 minutes
Hospital	within 30 minutes by PT (door to door)	within 30 minutes by PT (door to door)	between 30 – 60 minutes by PT (door to door)	between 30 – 60 minutes by PT (door to door)	over 60 minutes by PT (door to door)
Employment	direct, frequent PT service to key employment sites	direct, frequent PT service to key employment sites	direct PT service to key employment sites	direct PT service to key employment sites	poor PT service to key employment sites
<b>Parking</b>					
Private parking	decoupled preferred	decoupled preferred	decoupled preferred	decoupled preferred	decoupled preferred
Type of private parking	Type 1	Type 1 or 2	Type 1, 2 or 3	Type 1 – 4	Type 1 – 4
Separate provision for visitor parking	0.1 – 0.15	0.15 - 0.20	0.20	0.20	0.20
City Car Club vehicles	within 1 minutes walk (80m)	within 2 minutes walk (160m)	within 4 minutes walk (330m)	within 6 minutes walk (500m)	within 8 minutes walk (660m)
Secure, covered cycle parking	high quality dedicated provision integral to site development	high quality provision integral to site development	high quality provision	secure, safe provision	secure, safe provision
Controlled Parking Zone (CPZ)	CPZ fundamental requirement	CPZ fundamental requirement	on-street restrictions required	on-street parking restrictions reviewed on a site specific basis	on-street parking restrictions reviewed on a site specific basis
<b>Sustaining Travel Behaviour</b>					
Residential Travel Plan	integral part of the site development	elements of residential travel plans adopted	preferential	optional	optional

*Application of matrices* – the matrices are a tool to inform developers and the Council of the most common facilities and services required to ensure that a specific level of parking is deliverable and sustainable. The matrices help identify “bench marks” for different dwelling types and circumstances.

The matrices can be used by the Council to set required standards and/or targets for parking provision and associated measures. They can also be used by developers to make the case for reduced parking in a development, by demonstrating that influencing factors are already generally provided or will be enhanced.

*Setting a Category* – a category is selected for a particular dwelling type, and the various criteria that must be achieved (unless exceptions are agreed) or preferably exceeded, are set out for that category.

*Assessing a potential site* – in considering parking standards for a site, all criteria need to be assessed. Existing conditions are likely to result in a spread of possible category types and, therefore, care and discussion is needed in selecting the overall appropriate parking level category.

Some of the criteria cover factors that are very difficult or expensive to change, and so may be fixed for all but the largest developments. These include direct frequent public transport to key employment locations, and walking distances to a primary school. Other criteria can be more readily modified or introduced as a development is built, such as access to Car Club Vehicles, Travel Plans and de-coupling of car parking. Other criteria are intermediate, such as introduction of controlled parking, and require a significant development to be viable.

Developers should expect to put in place or fully fund the cost of meeting the criteria so that the conditions required for classification in any category are met.

When assessing the criteria, the following should be taken into account:-

### **A Public Transport Accessibility**

The provision of high quality public transport is fundamental to sustainable development, with levels of access and service frequency directly influencing car dependence. PTALs are used to measure accessibility.

**Criteria 1 PTAL Value** – Public Transport Accessibility Levels values give the access level of geographical locations to public transport services; and are used to compare how well served individual sites are or can be. The PTAL calculation was developed in London; a good reference guide to PTALs and their application can be found on the London.gov.uk website:-

<http://www.london.gov.uk/london-plan-cip/submissions2003/subs-5b-parts/TfL-Annex1.rtf>

The PTAL Value criterion is a key factor in encouraging lower car use, and only those developments that are easily accessible to frequent public services are likely to be able to support significantly reduced car parking.

### **B Facilities**

An integrated approach to development also influences the creation of sustainable communities. Local shops and services can reduce the need to travel by car, so developments should be mixed use, as far as is reasonably practicable. There are five criteria in this element; either walking or public transport travel times are considered:-

**Criteria 2 Food Shop** – local food shops are a key factor in enabling lower car use. The criterion measures walk time to the nearest food shop.

**3 Primary School** – provision of a local primary school will support sustainable communities and encourage sustainable travel if it is easily accessible by walking and cycling. Local nursery facilities would also be of benefit.

**4 Health Centre** – provision of a local health centre within reasonable walking distance can encourage sustainable travel, and reduce the parking space needed at the facility.

**5 Hospital** – good public transport access to strategic facilities, such as a hospital, can help reduce the need to travel by car.

**6 Employment** – frequent and convenient public transport to key employment locations is important in encouraging sustainable travel. In Edinburgh, the most important key employment areas are currently (2009) the City Centre, followed by West Edinburgh and Leith. Depending on the location of developments, access to other key employment sites (e.g. the Royal infirmary area, Crewe Toll area) may also be considered.

### **C Parking**

There are a number of variables that have a major influence on the deliverability of reduced parking standards. Most of these are readily incorporated within individual developments, though, depending on scale and location of development, controlled parking may need to be part of a wider scheme. For this element, there are six criteria:-

**Criteria 7 Private Parking** – de-coupled parking is important when parking provision significantly below 1 space per dwelling is proposed, as it ensures efficient allocation of spaces to car owners. See Table 1A note e.

**8 Parking Type**—this can influence the efficiency of use of space; the lower the parking provision the greater the need for flexibility in space allocation. For the matrices, four types are specified. Variations may be agreed with the Council on a site by site basis:-

- Type 1 – secure car parks having private decoupled spaces with right to park not tied to residents of an individual building
- Type 2 – secure car parks having private decoupled spaces for residents of an individual building
- Type 3 – secure car parks with allocated spaces (not decoupled) – usually only acceptable with higher levels of parking provision.
- Type 4 – individual parking (driveways, etc) on site of each dwelling

**9 Visitor Parking** –excellent links to sustainable transport can encourage visitors to walk, cycle or use public transport, especially if visitor car parking is limited. The matrices set out the level of visitor parking that will be expected.

**10 City Car Club** – access to a car club car provides an alternative to car ownership and ease of access is a key factor in the matrices.

**11 Cycle Parking** – Cycling can substitute for many shorter distance car trips. High quality cycle parking helps to encourage cycle use, with secure, individual storage more attractive than communal facilities. So the lower the car parking provision proposed, the higher the quality of cycle parking that will be expected.

**12 Controlled Parking Zone** – lower parking standards need to be supported by parking controls, which help to enforce parking levels and restrict overspill and indiscriminate parking.

## **D Sustaining Travel Behaviour**

**Criteria 13 Residential Travel Plan** - as well as physical features, it is important to put in place measures that encourage sustainable travel behaviour. Travel Plans are becoming more widespread and they have been shown to have a tangible influence on encouraging mode shift away from the private car. Whilst Workplace Travel Plans are now common, Residential Travel Plans are a newer concept, but are increasingly being adopted; the Council will expect to see these implemented, especially for larger schemes. Further advice on Travel Plans is in Appendix 4.

### **3 Non Residential Developments**

The three matrices relate to residential developments. However, other types of development, especially those of a mixed use nature, may be suitable for a similar approach, particularly where sites are well served by public transport, walking and cycling and have local facilities close by. It is important that early discussions are held with the Council, to agree criteria assessments and potential reductions in parking.

## APPENDIX 6 – Further Supporting Information

### **1 Management of parking spaces within housing developments**

Most of these roads are not owned by the Council, as Local Roads Authority, but by the owners of adjacent properties. However, the Council is responsible for the general maintenance of roads that have been adopted as public. The Council would normally expect parking spaces on a prospectively public road to be offered for adoption.

For many residential developments, especially blocks of flats, residents' parking spaces are sold with the units; the purchasers own the spaces. This sometimes resulted in residents believing they have sole right of use and can control access to the parking space, when legally it is part of a road, whether public or private. When a parking space forms part of a road, **whether public or private**, only the Roads Authority has the legal right to control the parking space and private enforcement is illegal.

Further information on this matter is contained within a Council report, approved on 29 July 2008, which can be downloaded from the Council's website.

### **2 Residents' Parking Permits**

There are various types of parking permits available within Edinburgh including permits for residents, visitors, retailers and tradespersons, and relate to parking within the Controlled Parking Zones. Details are available on the Council's website.

The residents' permits system is the most relevant to this document. Due to the high demand for residents' permits within the Controlled Parking Zone covered by Zones 1 and 2, developers should be aware that **the Council is considering a new policy of not generally issuing residents' permits to new residential developments within Zones 1 and 2. This would apply whether or not associated off-street parking is provided.** The new policy is subject to the introduction of a Legal Order.

If a new development were to be subject to such a condition, the applicant would be required to enter into a suitable legal agreement with the Council to confirm that the development would not qualify for residents' parking permits. **It would be the applicant/developer's responsibility to ensure that prospective purchasers were made aware of the restriction, which should also be set out in the title deeds.** Possible exceptions to this policy are likely to be:-

- when the residential development changes the use of an existing building with no realistic prospect of providing parking in compliance with other Planning requirements, and which has less than one parking space per proposed dwelling.
- when no on-site parking is available for a resident holding a current Blue Badge.
- when an existing dwelling in Zone 1 or 2 is proposed for sub-division into smaller units, residents' parking permits will be available for only one unit. (The developer generally nominates the unit).

The Council is also considering restricting residents' permits issued to a maximum of one per property in new developments in the outer Controlled Parking Zones. Currently, such properties, along with existing ones, can apply for up to two residents' permits. The new policy would seek to address further "capacity and demand" problems that may arise.

Once the new policy is implemented, it is recommended that the applicant hold early discussions with the Council.

### 3 Car Club

An increasing number of residents find that pay-as-you-go motoring is cheaper and more convenient than owning a car and have joined a Car Club. The Council actively supports this concept through the development control process. Hence, for new residential developments, the Council will require parking spaces for Car Club vehicles, and a financial contribution towards costs. Current requirements are set out in the Council's Transport Developer Contributions Guidelines, which can be downloaded from the Council website. Prospective residents should be made aware of the facility, especially where a Residential Travel Plan is required.

For residential developments, especially large ones, Car Club spaces and vehicles can reduce the number of permanent parking spaces required and, therefore, early discussions with the Council should be held to agree any potential relaxations.

Car Club vehicles are also used by private businesses as fleet vehicles or instead of a staff member using a private car for business. As a result, the Council may require commercial developments to provide Car Club facilities. Other types of development may also be required to provide such facilities, especially when located close to residential areas that could also make use of the vehicles.

### 4 Gross Floor Area

Gross Floor Area (GFA) is measured on the overall dimensions of the building or part of the building on each floor below and above ground and includes internal and external walls.

**It includes** (a) stairs and lifts shafts; (b) corridors and halls; (c) covered passages by which there is no public right of way; (d) conference rooms, board rooms, director rooms, assembly rooms and libraries; (e) computer rooms; (f) cloakrooms and lavatories; (g) canteens, restaurants, cafeterias, kitchens, restrooms, recreation rooms, etc and (h) basements. **It may also include** (a) commercial car parking available to the public; (b) bank vaults, strong rooms or safe deposits; (c) electricity sub-stations, switch rooms, boiler houses and fuel stores and (d) other exceptional uses based on their merits.

**It excludes** (a) car and cycle parking accommodation provided in accordance with the appropriate car and cycle parking standards and (b) space for commercial vehicles waiting to load or unload.

## **APPENDIX 7 – Other Relevant Documents**

### **Council Documents**

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

The Edinburgh and Lothians Structure Plan - *sets out a long term planning vision for the area, at a high level. To be replaced by the South East Scotland Plan in due course.*

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

Edinburgh City Local Plan – *sets out a long term vision for development for the City – provides more detail than the ELSP.*

Rural West Edinburgh Local Plan – *sets out a long term vision for development for West Edinburgh.*

*Both Local Plans are to be replaced by a single Development Plan in due course.*

Local Transport Strategy – *sets out the Council's transportation objectives, aims and proposals.*

Movement and Development – *provides guidance on transportation requirements for new development.*

Air Quality Action Plan – *sets out measures for addressing air quality issues in key areas of the City.*

Edinburgh Standards for Streets – *provides guidance on public realm improvements.*

Edinburgh Standards for Sustainable Building – *provides guidance and best practice advice with regard to improving sustainable development within Edinburgh.*

Edinburgh Standards for Housing – *is intended to provide planning guidance and other Council advice with regard to housing developments within one document.*

### **Regional Documents**

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

Regional Transport Strategy - *sets out regional transport objectives, aims and proposals, for south east Scotland.*

Regional Parking Standards – *sets out guidance on regional parking standards for south east Scotland.  
(Note that the Council's requirements will take priority.)*

### **National Policy Documents**

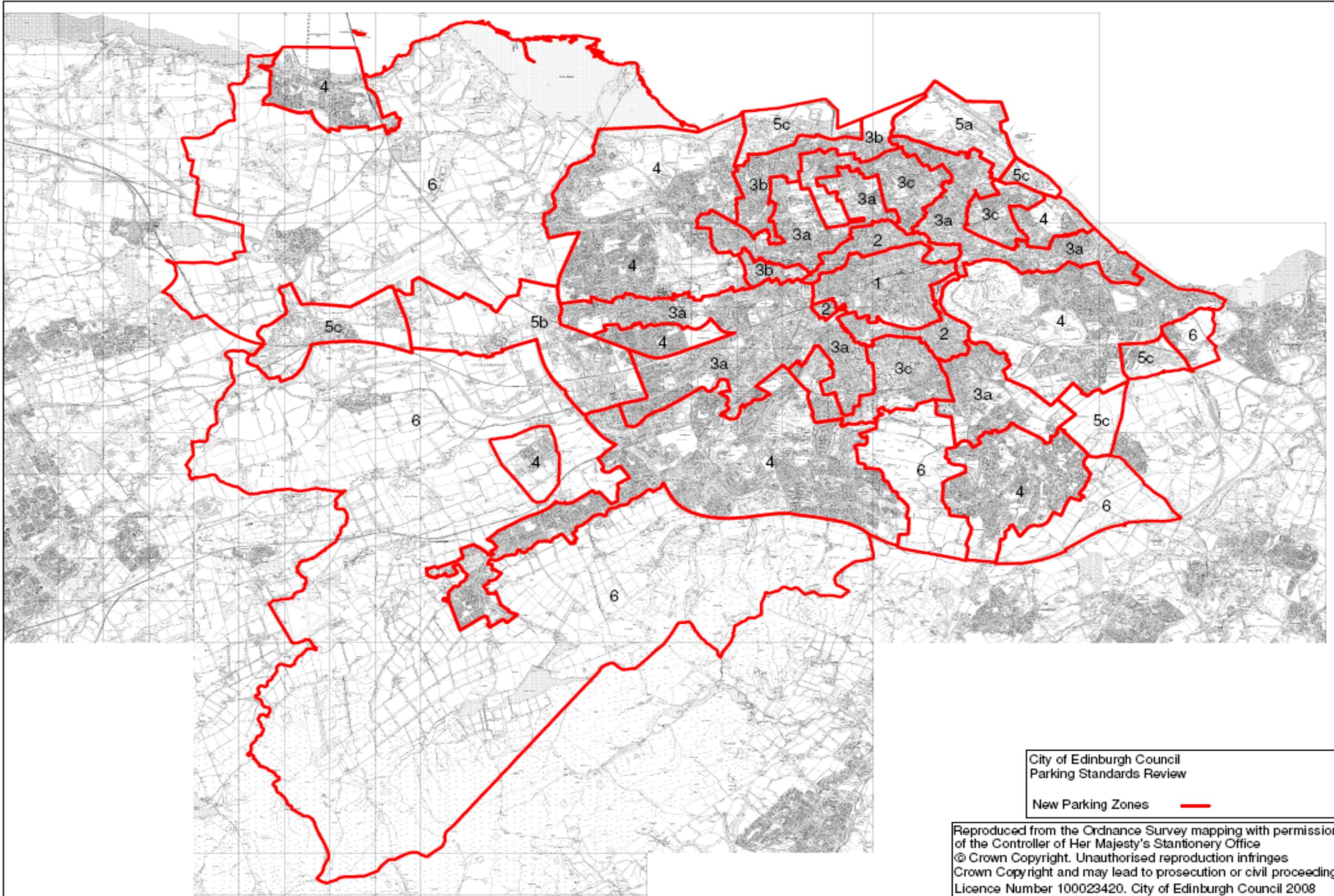
[www.scotland.gov.uk](http://www.scotland.gov.uk)

Scottish Planning Policy 17 – Planning for Transport – *Scottish national policy on the integration of land use and transport planning. Note that the Scottish Government intends to replace all current SPP documents with a single document in due course.*

Planning Advice Note 75 – Planning for Transport – *provides advice on good practice in relation to SPP17.*

Transport Assessment and Implementation: A Guide – *sets out good practice with regard to undertaking and presenting transport assessments.*

**ZONES MAP** (see Council Atlas at <http://217.174.251.127/atlas/cecatlas.html>)



City of Edinburgh Council  
Parking Standards Review  
New Parking Zones

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