

# Aberdeen Planning Guidance 2023: Transport and Accessibility (DRAFT)

## Table of Contents

<b>1.</b>	<b>Introduction</b>	<b>Page 2</b>
1.1	Status of Aberdeen Planning Guidance	Page 2
1.2	Introduction to Topic / Background	Page 2
1.3	Climate Change	Page 2
<b>2.</b>	<b>Aberdeen Planning Guidance</b>	<b>Page 3</b>
2.1	Sustainable and Active Travel	Page 3
2.2	Parking	Page 9
2.3	Driveways	Page 32
2.4	Positioning of Automatic Teller Machines (ATM)	Page 35

## **1. Introduction**

### **1.1 Status of Aberdeen Planning Guidance**

This Aberdeen Planning Guidance (APG) supports the Development Plan and is a material consideration in the determination of planning applications.

This APG expands upon the following Aberdeen Local Development Plan policies:

- Policy T2 – Sustainable Transport
- Policy T3 – Parking

### **1.2 Introduction to Topic / Background**

This document sets out the where and how development should be planned in order to best utilise the existing transport network, with an emphasis on sustainable methods of travel. It also sets out how development should be designed in order to allow for the optimum level of accessibility, again with particular regard towards access by foot, cycling or other forms of sustainable travel.

Transport provision should be considered from the very outset of a development proposal, with particular attention paid to the need to encourage sustainable travel. In planning the layout of new development, developers should reflect the principals of Designing Streets and take into account the Aberdeen Core Paths Plan and Open Space Strategy.

### **1.3 Climate Change**

A sustainable transport system will help reduce emissions to tackle climate change, improve air quality, and lead to a healthier population. This document aligns with the UN Sustainable Development Goal 9: Industry, Innovation and Infrastructure. Also Aberdeen Adapts Goal 2 – Responsive transport and infrastructure.

## **2. Aberdeen Planning Guidance**

This guidance can be read in five broad sections: Sustainable and Active Travel, Transport Assessments and Travel Plans, Parking Standards, Driveways and Positioning of Automatic Teller Machines.

### **2.1 Sustainable and Active Travel**

#### **Distance to Public Transport**

The ability to access and to move around and through the built and natural environment by walking and cycling directly affects quality of life and is a major contributor to social inclusion. New development must be permeable to pedestrians and cyclists. Developments should be linked by the most direct, attractive, safe, and secure pedestrian and cycle links to potential trip sources within 800 metres of the development. New development must protect and enhance existing access rights including Core Paths, rights of way and paths within the wider network.

All new developments should be accessible by public transport, suitable to the needs of the site. Sites should be designed to allow for public transport penetration and ideally public transport should be available within 400 metres of the origins and destinations of trips within the development. Where regular public transport services are not accessible from the site at present, developers should engage with commercial operators to ensure the site can be served by regular public transport services. Where this cannot be provided on a commercial basis, developers may be required to contribute financially to services to ensure that these can be delivered at a frequency, at times and to places that meet the needs of those without access to a car, and provide a viable and attractive alternative to the car.

#### **Electric Vehicle Charging Infrastructure**

The Scottish Government has committed to the almost complete decarbonisation of road transport by 2050. One way of achieving this is through encouraging and facilitating the uptake of electric vehicles (EVs). All new developments will therefore be required to install appropriate EV charging infrastructure. This must take the form of both:

- Active provision - fully wired and connected 'ready to use' charge points; and
- Passive provision – provision of the underlying infrastructure (e.g. power supply and cabling) to enable installation and activation of a charge point in the future.

It is significantly cheaper and less disruptive to install EV infrastructure during construction than to retrofit later and enables future users of the development to choose whether or not to own an EV.

For residential developments, one charge point (passive provision) is the minimum required for each unit where spaces are private and off-street. Charge points should be connected to the domestic electricity supply.

Minimum standards for non-residential developments are outlined in the table on the left. In all cases, higher than minimum provision is encouraged and may take the form of passive provision. In all instances, 7kW chargers, capable of charging a car from 0 to 100% in 5-6 hours, will be the minimum unit type required. It is, however, encouraged to install cabling and supplies suitable for more powerful chargers to allow flexibility in the future. A range of plug and socket types are available. 7kW and 22kW units should have Mennekes Type 2 plug/socket type as this is compatible with the greatest number of vehicles. Rapid chargers should be triple units with CHAdemo, CCS and Mennekes Type 2 plug/socket type. When applying for alterations to existing car parking, provision will be based on the resulting size of the car park and not the size of the extension.

Number of parking spaces	Minimum Requirement Active provision	Minimum Requirement Passive provision
<10	At the developer's discretion.	
<50	0 spaces	2 spaces
50 to 399	2 spaces	2 spaces
400 to 599	4 spaces	4 spaces
600 to 799	6 spaces	6 spaces
800 to 999	8 spaces	8 spaces
1000	10 spaces	10 spaces
>1000	10 (+2 for every 199 additional spaces)	10 (+2 for every 199 additional spaces)

For non-residential developments:

- Charge points should be located prominently with appropriate bay markings and signage in place;
- Once the development is complete, the site occupier will be responsible for operating, managing and maintaining the charge points;
- Occupiers can choose to offer the charging infrastructure for free or to charge for usage. In any case, charge points should be capable of pay-as-you-go transactions;
- Clear instructions should be provided as to how to use the units; and
- Units accessible to members of the public should be added to the National Charge point Registry.

Developers should engage with electricity providers to ensure that the entire electricity supply infrastructure will have sufficient capacity to enable all charge points to operate simultaneously. The developer will be required to meet the cost of any upgrades needed. Large developments with dedicated electricity sub-stations should specify the sub-station to a sufficient capacity to fully cater for all EV charging requirements.

## **Car Clubs**

The Council supports the implementation and expansion of Car Clubs in Aberdeen, especially in developments where there is significant potential to reduce the number of car trips. A Car Club is a scheme whereby a vehicle or vehicles are shared by a community, with members typically paying an annual membership fee which then provides them with access to a car on a 'pay as you go' basis. Research shows that each car club vehicle typically replaces 17 private cars as members refrain from buying or maintaining a second car or even choose not to own a car at all (Transport Scotland). When a development is seeking to replace parking spaces with car club vehicles then the following will apply:

### **Smaller Developments**

- Within 400m: when a car club is available within 400m, smaller developments can contribute to the costs of the existing vehicle as per the Supplementary Guidance: Planning Obligations.

- Outwith 400m: when a car club is not available within 400m then smaller developments can contribute towards the total costs of a new car if the car club operator has identified local demand for a car club nearby.

#### Larger Developments (50 or more units)

- Within 400m: if a car club vehicle is located within 400m and, in discussion with the car club operator, it is identified that a car is not at utilisation capacity then developers can contribute towards the costs of the existing vehicle as per the Supplementary Guidance: Planning Obligations. Otherwise, a vehicle will have to be provided and the provision below will apply.
- Outwith 400m: larger developments which do not have a car club vehicle already located nearby will need to include provision for a vehicle, lining and signing located either within the development or on a nearby street (so that it is available to members of the public as well). The developer can then, in discussion with the car club provider, determine the type of vehicle suitable to their development needs (hybrid, electric, town, large, van, etc.). If replacement of over 17 spaces is anticipated this will automatically trigger requirement for a second vehicle. Replacing parking spaces with more than two car club vehicles in one location (i.e. within a 400m radius) will require to be negotiated with the car club operator.

In mixed use developments shared residential and business membership can be considered.

In entering into a legal agreement to set up and/or promote a Car Club, the developer should ensure that the club is up and running from the very beginning of the occupation of the development. It should be offered to prospective members on favourable terms. A common requirement is free initial membership for two years with driving credit. The developer should expect to contribute to the costs of setting up and promoting the club, as well as any traffic orders and works that might be necessary.

Please see the Supplementary Guidance: Planning Obligations for further information.

## **Low Car Development**

In recognition of the contribution it can make towards sustainable development and reducing demand for car parking, the Council will support and encourage low or no car development where there is evidence that car ownership and use will be low enough to justify proposals. In City Centre and Inner City locations, low and no car development may be acceptable depending on access to cycling and public transport options. In Outer City locations it is unlikely that the accessibility of the site will enable low car development, however each application will be assessed on its own merits.

The following factors will be taken into account when considering the suitability of a site for low or no car parking. It is not necessarily the case that all factors have to be met. A single factor or a combination of factors may be sufficient to justify the provision of low or no car parking:

- The site benefits from good walking, cycling and public transport accessibility;
- It can be demonstrated through a Travel Plan that significant measures will be undertaken to minimise the number of cars expected to travel to/from the site;
- There will be no adverse impact on the amenity of neighbouring sites through increasing on-street parking pressures;
- Complementary measures have been put in place to remove the need for residents to own a car such as Car Club access; and
- The anticipated occupants are within close proximity to their main trip destination (e.g. nursing staff accommodation close to the hospital; student accommodation close to the university).

Where proposals are specifically put forward as low car developments, the entitlement to on-street parking permits will be restricted. There will always be a requirement for a minimum amount of disabled parking within the site.

## **Transport Assessments and Travel Plans**

The majority of new development will have an impact on the transport network, and this must be identified as early as possible in the planning process. There will be a presumption against development that is likely to generate a significant number of new car trips unless appropriate mitigation measures are put in place.

Transport Assessments (TA) can help to identify and tackle issues of concern and determine whether further infrastructure or service improvements are required to support the development proposed. Transport Scotland has published Transport Assessment Guidance (2012) and developers should refer to this for more detailed information.

A TA will be required for developments which exceed the following thresholds:

- Food retail >1,000 square metres Gross Floor Area (GFA)
- Non-food retail >1,000 square metres GFA
- Cinemas and conference facilities >1,000 square metres GFA
- Leisure facilities >1,000 square metres GFA
- Business >2,500 square metres GFA ♣ Industry >5,000 square metres GFA
- Distribution and warehousing >10,000 square metres GFA
- Hospitals >2,500 square metres GFA
- Higher and further education >2,500 square metres GFA
- Stadia >1,500 seats
- Housing >100 dwellings
- Hotels >100 bedrooms.

TAs will vary in size and complexity depending on the nature, size, and possible effects of the development. The above list is not exhaustive and there may be instances where a TA is required for a development below these thresholds, if it is in, near or adversely impacts on an Air Quality Management Area, Noise Management Area or Quiet Area, for example. Further information on these areas can be found in the Supplementary Guidance: Air Quality and Noise documents.

A TA may also be required for changes of use, intensifications of use and/or extensions to existing sites.

The TA should provide a comprehensive and consistent review of all the potential transport impacts relating to a proposed development or redevelopment and its immediate surroundings. It should consider travel-related issues



such as safety, trip generation, access junction design and new infrastructure requirements (such as new bus services or cycle lanes) before, during and following construction. Adverse traffic and accessibility issues should be addressed and, if appropriate, suitable mitigation measures identified. The objective should be to maximise sustainable travel by walking, cycling and public transport and only then to consider the impact of residual vehicular traffic.

For those developments where a TA is not required, a Transport Statement (TS) should normally be provided instead. This should identify the main transport issues relating to a proposed development. The TS will identify the existing transport infrastructure, travel characteristics associated with the site and the proposed measures to improve the infrastructure and services to encourage sustainable travel to the site. Detailed accessibility analysis and assessment of the traffic impacts will not be required. Further details of the requirements for TSs are provided in Transport Scotland's [Transport Assessment Guidance](#).

All developments requiring a TA will also be required to submit a Travel Plan in support of the development. A Travel Plan is a general term for a package of measures aimed at promoting more sustainable travel choices to and from a site, with an emphasis on reducing reliance on the private car, thereby lessening the impact of that site on the surrounding road network.

Technical Advice Note Travel Plans: A Guide for Developers will contain detailed guidance on preparing a Travel Plan and associated documentation.

## **2.2 Parking**

### **Introduction**

Adequate parking can maintain and improve the economic vitality of town centres, enhance the attractiveness of an area for development and is required to prevent overspill parking into surrounding areas. The over-provision of parking spaces can however be a wasteful use of land, lead to increased land prices, reduce building densities, and increase distances people must walk between adjacent land uses. Over-provision of parking can also reduce travel by alternative forms of transport through the promotion of car use, resulting in the worsening of congestion and air quality problems.

There will be a presumption against the creation of freestanding publicly accessible car parks (aside from those required for office, residential or Park and Ride use), especially in city centre locations, as this would undermine efforts to encourage the use of alternative forms of transport.

The following guidance is applicable to:

- New developments and extensions to existing developments;
- Conversion of existing buildings involving a change of use; and
- Material changes of use.

### **Car Parking Standards**

The standards in this document have been informed by the evidence of existing parking demands and take account of the potential reduced requirement for parking spaces in the future given other policy measures to encourage the use of alternatives to cars. They also reflect Scottish Planning Policy guidelines and relate to the location of the development.

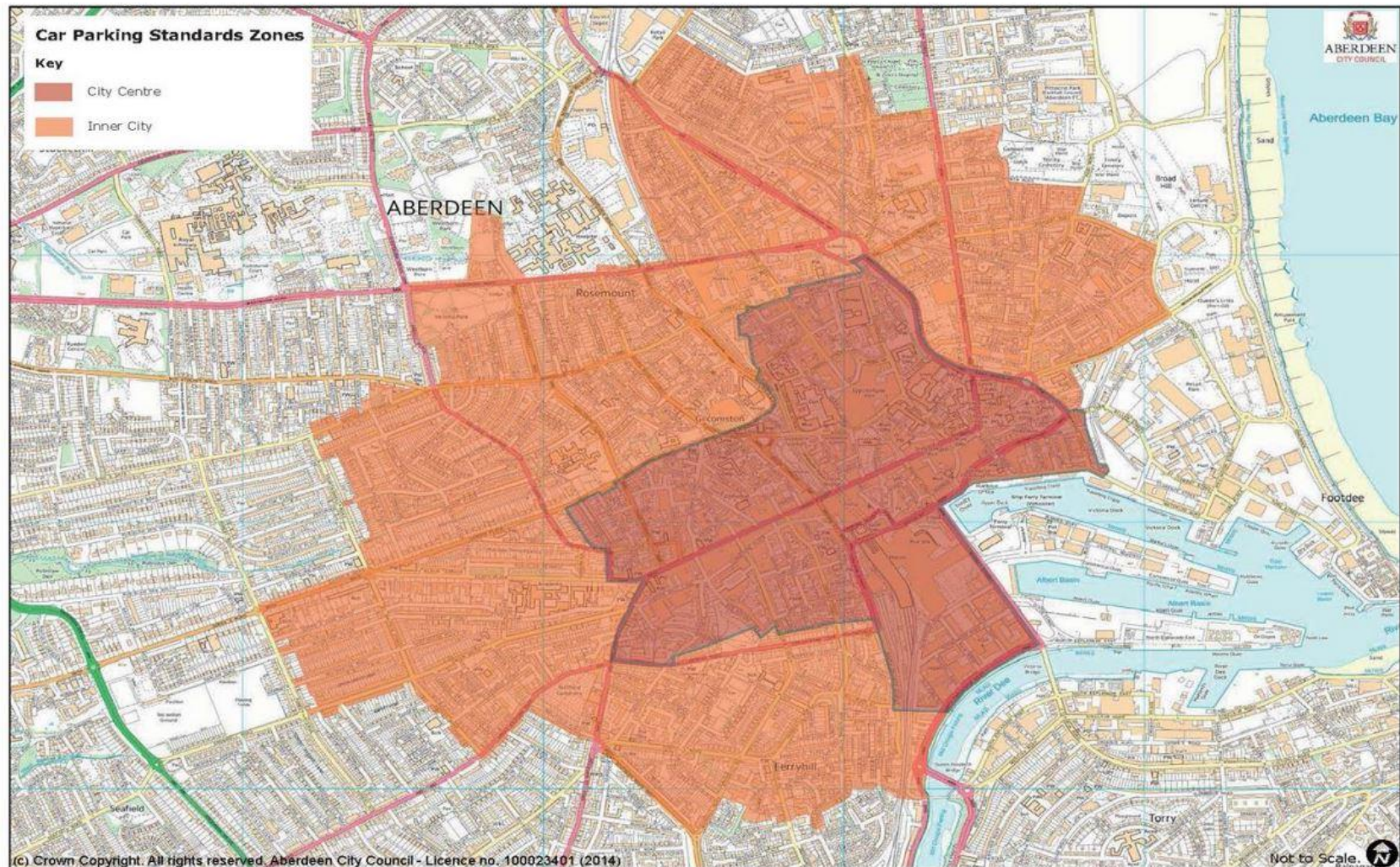
Maximum parking standards are lower in areas that are easily accessible by non-car modes of transport. Three zones have been identified for the application of varying standards and these roughly conform to the existing and proposed Controlled Parking Zones (CPZs) throughout the city.

- The City Centre is highly accessible by public transport and the density of population relative to the mixture of land uses (retailing, employment, etc.) allows for a large proportion of pedestrian and cycle journeys. On-street parking, public off-street parking, public transport hubs and park and ride opportunities are also available. These factors allow for the lowest maximum levels of parking associated with new developments. In addition, the City Centre Masterplan has recommended zero parking for new developments within the city centre.
- The Inner City is relatively accessible by public transport and pay and display parking is available in most parts of the area for short stay use.

- The Outer City provides the third and least restrictive maximum standards as the area is less accessible by public transport and the distance from main residential areas may preclude walking and cycling on a significant scale.

The City Centre and Inner City are shown on Figure 1. Locations outwith these areas will be considered Outer City.

Figure 1: Car Parking Standards Zone



The parking standards relate to:

- Non-residential parking (maximum standards)
- Residential parking (guidelines)
- Disabled Badge Holders' Parking (requirements)
- Delivery spaces (guidelines).

Different land use components in a mixed development should share car parking provision when the demand for the different land uses is at different times of the day or week. For a change of use, developers should, in the first instance, take account of the standards shown in the following tables and establish the appropriate number of spaces required. Times of use of the existing and proposed land use(s) may be relevant to the need to provide extra parking.

Where it is proposed to extend an existing building (or other land use), parking provision should be based on the Gross Floor Area (GFA) of the existing plus proposed building area. Where parking standards in the following tables relate to GFA, this should be measured according to the definition of GFA provided by TRICS ([www.trics.org](http://www.trics.org)), the national system of trip generation analysis for the UK and Ireland.

Where it is necessary to accommodate car parking within a private court, no more than 50% of the court should be taken up by parking spaces and access roads.

This figure is a guideline, and the planning authority will consider each case on its particular merits. In high density schemes underground or decked parking should be considered in order to achieve this.

Parking bays should generally be 2.5m x 5m with a 6m aisle width between bays. For nurseries or similar type of development where small children are to be dropped off, an extra 0.9m should be provided between spaces.

When calculating the maximum numbers of spaces permitted for a development, any garage spaces accompanying new homes should be included. The minimum acceptable external size of a new single garage is



6.0m x 3.0m, with a minimum internal size no less than 5.7m x 2.7m. The minimum effective entry width is 2.25m with a height of 1.98m.

Please note that the following tables relate to the maximum number of parking spaces that are permissible. The Council will accept or may require less parking (lower than the maxima) in order to keep traffic generation within acceptable levels and ensure appropriate amenity levels.

Developers may be liable for additional contributions to pedestrian, cycle, public transport and Car Club facilities to offset non-sustainable trip generation.

<b>1: RETAIL</b>			
<i>(m<sup>2</sup> = metres square, GFA = Gross Floor Area)</i>	City Centre	Inner City	Outer City
Food retail outlets (more than 1000m <sup>2</sup> GFA)	1 per 18m <sup>2</sup>	1 per 18m <sup>2</sup>	1 per 14m <sup>2</sup>
Non-food retail outlets (more than 1000m <sup>2</sup> GFA)	1 per 30m <sup>2</sup>	1 per 30m <sup>2</sup>	1 per 20m <sup>2</sup>
Food/non-food retail outlets (less than 1000m <sup>2</sup> GFA)	1 per 50m <sup>2</sup>	1 per 30m <sup>2</sup>	1 per 30m <sup>2</sup>
Motor trade (including vehicle display area, spares depot, servicing, tyre/exhaust centre)	0.5/1 staff; 1 per 50m <sup>2</sup> vehicle display area; 1 per 50m <sup>2</sup> spares department; 3/servicing bay, 2/tyre and exhaust bay	0.5/1 staff; 1 per 33m <sup>2</sup> vehicle display area; 1 per 25m <sup>2</sup> spares departments; 3/servicing bay, 2/tyre and exhaust bay	0.5/1 staff; 1 per 33m <sup>2</sup> vehicle display area; 1 per 25m <sup>2</sup> spares departments; 3/servicing bay, 2/tyre and exhaust bay
Petrol Filling Stations (note: retail element assessed separately)	1 per 2 staff	1 per 2 staff	1 per 2 staff
<b>2. FINANCE, PROFESSIONAL AND OTHER SERVICES</b>			
	City Centre	Inner City	Outer City
Banks, Building Societies, etc.	1 per 90m <sup>2</sup>	1 per 40m <sup>2</sup>	1 per 25m <sup>2</sup>
<b>3. FOOD AND DRINK</b>			
	City Centre	Inner City	Outer City
Restaurants and cafes	1 per 30m <sup>2</sup>	1 per 17m <sup>2</sup>	1 per 12m <sup>2</sup>
Pubs/clubs/discos/bars	1 per 40m <sup>2</sup>	1 per 25m <sup>2</sup>	1 per 12m <sup>2</sup>

3. FOOD AND DRINK (cont.)			
	City Centre	Inner City	Outer City
Take-away	1 per 40m <sup>2</sup>	1 per 30m <sup>2</sup>	1 per 25m <sup>2</sup>
Drive Through Restaurants – requires adequate queuing space	1 per 10m <sup>2</sup>	1 per 10m <sup>2</sup>	1 per 10m <sup>2</sup>
4. BUSINESS			
	City Centre	Inner City	Outer City
Offices	1 per 80m <sup>2</sup>	1 per 50m <sup>2</sup>	1 per 30m <sup>2</sup>
5. GENERAL INDUSTRIAL			
	City Centre	Inner City	Outer City
Industrial premises (excluding motor vehicle workshops)	1 per 100m <sup>2</sup>	1 per 55m <sup>2</sup>	1 per 40m <sup>2</sup>
6. STORAGE AND DISTRIBUTION			
	City Centre	Inner City	Outer City
Warehousing – storage and distribution	1 per 300m <sup>2</sup>	1 per 200m <sup>2</sup>	1 per 100m <sup>2</sup>
Warehousing – wholesale trading	1 per 100m <sup>2</sup>	1 per 72m <sup>2</sup>	1 per 50m <sup>2</sup>
7. HOTELS, HOSTELS			
	City Centre	Inner City	Outer City
Hotels, boarding houses, guest houses, and motels (restaurant and conference facilities counted separately)	0.6 per bedroom	0.75 per bedroom	1 per bedroom

8. NON-RESIDENTIAL INSTITUTIONS			
	City Centre	Inner City	Outer City
Nursery and Primary Schools	0.8 per staff plus provision for buses where required	0.8 per staff plus provision for buses where required	0.8 per staff plus provision for buses where required
Higher and Further Education	0.5 per staff plus 1 per 15 students	0.5 per staff plus 1 per 15 students	0.5 per staff plus 1 per 15 students
Public Library	3 plus 1 per 3 staff	3 plus 1 per 3 staff	3 plus 1 per 3 staff
Public hall/Function room	1 per 50m <sup>2</sup>	1 per 27m <sup>2</sup>	1 per 18m <sup>2</sup>
Religious Institution	0.5 spaces per 10 seats	1 space per 10 seats	1 space per 10 seats
Medical Centres/Vets/Dentists	3 per consulting room plus 0.5 per staff	3 per consulting room plus 0.5 per staff	3 per consulting room plus 0.5 per staff
Hospitals	Merit (requires Travel Plan)	Merit (requires Travel Plan)	Merit (requires Travel Plan)
9. ASSEMBLY AND LEISURE			
	City Centre	Inner City	Outer City
Conference Centre	1 per 10 seats	1 per 7.5 seats	1 per 5 seats
Crematoria	1 per 2 seats	1 per 2 seats	1 per 2 seats
Cinema/Concert hall/Theatre/Bingo hall	1 per 12 seats	1 per 8 seats	1 per 5 seats
Stadium	1 per 20 seats	1 per 20 seats	1 per 15 seats
Sports centre/facility	1 per 30m <sup>2</sup>	1 per 22m <sup>2</sup>	1 per 22m <sup>2</sup>
10. TRANSPORT			
Transport – bus and rail stations, Park & Choose sites, ferry terminals, harbour and heliports	Contact Roads Development	Contact Roads Development	Contact Roads Development



These are guidelines and will be applied as maxima. The level of parking proposed in new development must be agreed with the Planning Authority.

DWELLINGS			
	City Centre	Inner City	Outer City
Residential Dwellings Note: Visitor parking may also be required in new developments of more than 10 units	1 allocated space per dwelling.	1.5 allocated spaces per dwelling.	2 allocated spaces per dwelling (up to 3 bedrooms). 3 allocated spaces per dwelling (4 or more bedrooms)
1 bedroom flat (no designated spaces)	1 per unit	1 per unit	1.5 per unit
2 bedroom flat (no designated spaces)	1 per unit	1.5 per unit	1.5 per unit
3 bedroom flat (no designated spaces)	1 per unit	1.5 per unit	1.5 per unit
Housing Association/Social Housing (rented only)	0.5 per unit	0.5 per unit	0.8 per unit
Care Home/Nursing Home/Assisted Living	1 per resident staff member plus 1 per 8 residents	1 per resident staff member plus 1 per 3 residents	1 per resident staff member plus 1 per 3 residents
Sheltered Housing	1 per resident staff plus 1 per 3 residents	1 per resident staff plus 1 per 3 residents	1 per resident staff plus 1 per 3 residents
Purpose Built Student Accommodation	1 per resident staff member plus 1 per 10 students	1 per resident staff member plus 1 per 10 students	1 per resident staff member plus 1 per 10 students
House of Multiple Occupancy (HMO)	0	0.25 per bedroom	0.5 per bedroom
Serviced Apartment	0	0.25 per apartment	0.5 per apartment

Where development proposals include the provision of off-street parking, the entitlement to on-street parking permits will be restricted. Developers should consider providing suitable alternatives to residents such as bus permits and membership of a Car Club where 3 or more units are proposed. The Council will support applications for low or no car developments in well-connected locations. Residential visitor parking is to be provided where the principal of providing parking requires to be specified by the Roads Authority.



### Disabled Badge Holders' Parking – Minimum Requirements

A proportion of car parking spaces in all new developments should be accessible to a person with mobility impairment, including wheelchair users, and designated for use as such.

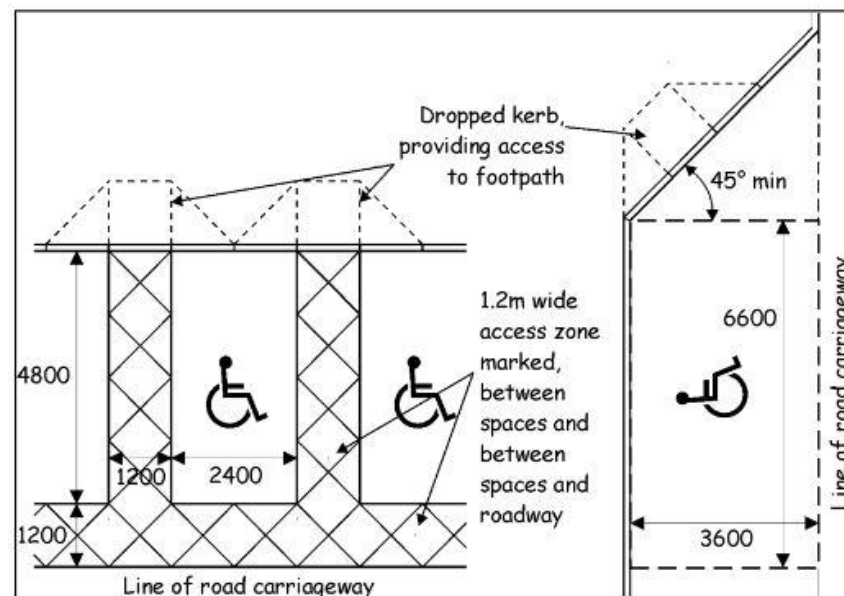
Reserved accessible parking spaces should be provided as per the following table in accordance with Scottish Planning Policy. Please note that these are minimum requirements.

Land Use	Car park size up to 200 spaces	Car park size over 200 spaces
Employment Uses	1 space per disabled employee plus 2 spaces or 5% (whichever is greater) of the total number of spaces in the car park	6 spaces plus 2% of the total number of spaces in the car park
Retail, Leisure and Recreation Uses	3 spaces or 6% (whichever is greater) of the total number of spaces in the car park	4 spaces plus 4% of the total number of spaces in the car park

In larger car parks, developers may be required to adopt the stricter standards provided in the Scottish Government's Technical Handbooks: Non Domestic –Safety (2015) which asks that accessible spaces be provided on a ratio of at least 1 per 20 parking spaces, or part thereof. For residential developments, accessible spaces should be provided on a ratio of at least 1 per 20, or part thereof, in accordance with the Technical Handbook. Spaces should be designed so that drivers and passengers, either of whom may be disabled, can get in and out of the car easily, and should allow users to gain access from the side or from the rear. They should be large enough to protect people from moving traffic when they cannot get in or out of the car on the footway side. Spaces should be:

- Located on a road surface that is level (with a gradient of not more than 1 in 50);
- Not more than 45m from a common entrance;
- Clearly marked with the international symbol of access;
- Provided with a dropped kerb access to an accessible route; and
- Where perpendicular or at an angle to a road, at least 4.8m long x 2.4m wide, outwith which a delineated access zone at least 1.2m wide to each long side and between the end of the bay and any road is shown; or
- Where parallel to a road, at least 6.6m long by 3.6m wide, as shown in Figure 2.

Figure 2: Accessible Parking Bay Dimensions



To allow operation by a person using a wheelchair, equipment such as parking ticket dispensers should have any controls at a height of between 750mm and 1.2m above ground level.

### **Delivery/Loading/Unloading Parking Standards/Guidelines**

The following standards apply to spaces required for vehicles regularly and necessarily involved in the servicing of businesses or other buildings. This includes space for commercial vehicles delivering or collecting goods from premises and space for loading and unloading.

Details of operational parking requirements should be considered as guidelines. Where no operational requirement is specified, requirements will be considered on a case-by-case basis. However, it is important where possible that loading and other servicing facilities are provided on site or shared with other users to prevent delivery vehicles queuing or using on-street locations to load and unload.

Developments likely to generate coach traffic should provide appropriate off-street parking facilities for the stopping, setting down and picking up of passengers as well as appropriate turning facilities.

**Delivery / Loading / Unloading Parking Standards / Guidelines ( $m^2$  = metres square, GFA = Gross Floor Area)**

<b>1. RETAIL</b>	Assessed on merit
<b>2. FINANCE, PROFESSIONAL AND OTHER SERVICES</b>	Assessed on merit
<b>3. FOOD AND DRINK</b>	Assessed on merit
<b>4. BUSINESS</b>	Assessed on merit
<b>5. GENERAL INDUSTRIAL</b>	
Industrial premises (excluding motor vehicle workshops)	1 loading bay up to 500m <sup>2</sup> ; 2 loading bays between 500m <sup>2</sup> and 2500m <sup>2</sup> ; 3 loading bays over 2500m <sup>2</sup> GFA
<b>6. STORAGE AND DISTRIBUTION</b>	
Warehousing (storage and distribution and wholesale trading)	1 loading bay up to 500m <sup>2</sup> ; 2 loading bays between 500m <sup>2</sup> and 2500m <sup>2</sup> ; 3 loading bays over 2500m <sup>2</sup> GFA.
<b>7. HOTELS, HOSTELS</b>	
Hotels, boarding houses, guest houses, and motels (restaurant and conference facilities counted separately)	1 loading bay, and coach spaces will be required for hotels with more than 50 bedrooms
<b>8. NON RESIDENTIAL INSTITUTIONS</b>	
Nursery and Primary Schools; Higher and Further Education	Pick-up/set down facilities for school buses and cars
Public Library	Space for mobile library van as appropriate
Public hall / Function room	Provision for a coach
<b>9. ASSEMBLY AND LEISURE</b>	
Conference Centre	Assessed on merit
Cinema / Concert hall / Theatre / Bingo hall	A space for coaches/cars to pick up and set down as appropriate
Stadium; Sports centre / facility	Provision for coaches-to be assessed with Travel Plan and accessibility

## **Cycle Parking Standards**

A Regional Active Travel Action Plan was developed by Aberdeen City Council, Aberdeenshire Council and Nestrans during 2014 with the aim of encouraging increased levels of active travel across the region. It is important that secure cycle parking is provided in all developments. A minimum of two short stay cycle stands, or four cycle parking spaces, must be provided at an absolute maximum of 50m from the entrance of every development, in a safe, convenient, accessible and prominent position. Drawings submitted for a planning application should clearly indicate the number of spaces available for bicycles, location and design. The following minimum standards will apply which have been adapted with minor modifications from the national standards in Transport Scotland's Cycling by Design (2010). The minimum of two short-stay spaces still applies in all instances but can be included as part of the allocations for customers or visitors outlined below.

**Cycle Parking Standards** ( $m^2$  = metres square, GFA = Gross Floor Area, PFA = Public Floor Area)

1. RETAIL	
Food retail outlets (more than 1000m <sup>2</sup> GFA)	Staff: 1 space + 1 space per 10 staff Customers: 1 space + 1 space per 250m <sup>2</sup>
Non-food retail outlets (more than 1000m <sup>2</sup> GFA)	
Food/non-food retail outlets (less than 1000m <sup>2</sup> GFA)	
2. FINANCIAL, PROFESSIONAL AND OTHER SERVICES	
Banks, Building Societies, etc.	1 space + 1 space per 10 staff
3. FOOD AND DRINK	
Restaurants and cafes	Staff: 1 space + 1 space per 20 staff Customers: 1 space + 1 space per 100m <sup>2</sup> PFA
Pubs and Winebars	
Fast food Takeaway	
4. BUSINESSES	
Offices	Staff: 1 space per 400m <sup>2</sup> Visitors: 1 space + 1 space per 1000 m <sup>2</sup>
5. GENERAL INDUSTRIAL	
Industrial premises	1 per 1000m <sup>2</sup>
6. STORAGE AND DISTRIBUTION	
Warehousing	1 per 1600m <sup>2</sup>
7. HOTELS, HOSTELS	
Hotels, boarding houses, guest houses, and motels	Staff: 1 space + 1 space per 20 staff Customers: 1 space per 10 bed spaces
8. NON RESIDENTIAL INSTITUTIONS	
Nursery and Primary Schools	Staff: 1 space per 10 staff Pupils: 1 space per 10 pupils + 1 scooter parking space per 20 pupils



Secondary School	Staff: 1 space per 10 staff Pupils: 1 space per 5 pupils
College/University	Staff: 1 space per 10 staff Students: 1 space per 3 students at busiest times
Medical Centre	Staff: 1 space + 1 space per 20 staff Visitors: 1 space + 1 space per 2 consulting rooms
<b>9. ASSEMBLY AND LEISURE</b>	
Public Library	Staff: 1 space + 1 space per 20 staff. Visitors: 1 space + 1 space per 10 peak time visitors
Cinema/Concert Hall/Theatre/Bingo Hall	Staff: 1 space + 1 space per 20 staff Customers: 1 space + 1 space per 10 peak time visitors
Conference Centre	Staff: 1 space + 1 space per 50 seats Visitors: 1 space + 1 space per 50 seats
Public Hall	Staff: 1 space + 1 space per 20 staff Visitors: 1 space per 100m <sup>2</sup> PFA
Stadium	Staff: 1 space + 1 space per 20 staff Visitors: 1 space + 1 space per 20 peak time visitors
Sports Centre/facility	Staff: 1 space + 1 space per 10 staff Visitors: 1 space + 1 space per 10 peak time visitors
<b>10. RESIDENTIAL INSTITUTIONS</b>	
Special Needs Housing	1 space + 1 space per 10 staff
Sheltered Housing/Care Home/Nursing Home	1 space + 1 space per 10 staff
Hospitals	Staff: 1 space + 1 space per 10 peak time staff Visitors: 1 space + 1 space per 25 beds

Purpose Built Student Accommodation	1 space per 3 students
Flats	1 space per dwelling up to 30 dwellings, plus 1 space per 3 dwellings thereafter
HMOs	1 per 3 bedrooms
Serviced Apartments	1 per 10 apartments
<b>11. TRANSPORT</b>	
Bus and railway stations, park and ride sites, ferry terminals	5 spaces per hundred peak hour passengers

## **Cycle Parking Standards (cont.)**

When a planning application for the intensification of an existing use or a change of use is made, there could be a need to provide additional cycle parking in line with the standards. Where space is limited, the planning authority will enter into negotiations with developers over the preferred approach to cycle parking in terms of volume and location. One approach could be, for example, where there is no room for facilities to be provided on-site, appropriate facilities are provided off-site within 50m of the development.

Facilities should be signed and preferably lit or placed close to a source of light. If possible, they should be monitored by closed circuit television and be visible to on-site security staff. Weather protection is highly desirable.

### **Short Stay Cycle Parking**

Short stay cycle parking is predominantly for visitors and customers. For industrial, office, commercial, leisure and retail developments, this should preferably be on-site and adjacent to the entrance of a building and at an absolute maximum of 50m from the entrance. Buildings with more than one entrance should have cycle parking facilities located at each entrance. In the city centre, if the entrance is located within 50m of existing cycle parking stands, these can be included as part of the quota.

Sheffield stands are the preferred style, although wall mounted bicycle stands may be acceptable in certain circumstances.



## Sheffield Stand Specifications

Only the higher specification of stainless steel and galvanised, powder or nylon coated should be used. Stand ends should be embedded in concrete, bolted into the ground or welded to parallel bars at ground level to form a 'toast rack' system. Adequate space (a minimum size of no less than 0.75 metres) should be provided at either end of the stand to enable cycles to be easily removed.

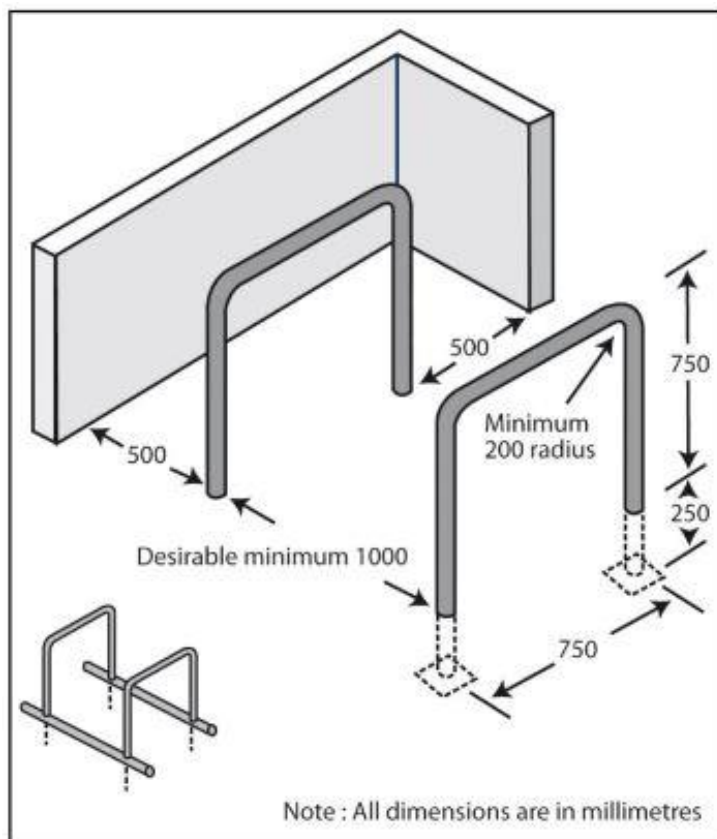


Figure 3: Sheffield Stand Dimensions

## **Long stay Cycle Parking**

Where users of the site are likely to park their bicycle for more than a few hours (such as residents, staff, hotel guests, school pupils, university students), long stay parking will be required, preferably in the form of secure covered facilities such as cycle cages or lockable compounds. Secure compounds within buildings may be acceptable provided they are located at ground level and are easily accessible. The compound must be under continuous supervision or have a shared key arrangement. Sheffield stands should also be provided within the bike store for increased security. On larger sites, small clusters of cycle parking facilities are preferable to large central parking compounds.

Individual lockable facilities are preferred at residential developments.

## **Motorcycle Parking**

Motorcycle parking can be provided on-street, off-street, in surface and in multi-storey parking. Motorcycle parking should be:

- Near –located within 50m of the development;
- Clear –well signed;
- Secure –allowing machines to be secured to something immovable and to benefit from maximum casual observation; and
- Safe to use –preferably well-lit with Closed Circuit Television coverage.

Fixed features such as rails, hoops or posts which provide a simple locking-point to secure a motorcycle by chain or similar device are preferable, anchored in or adjacent to the road. Anchor points should be compatible with a wide range of bike types and locking devices. Where motorcycles are to be parked with one wheel against the kerb, a simple continuous steel rail satisfies most situations. This should be set at around 600mm above the surface to accommodate a range of wheel sizes and to prevent thieves from using the ground as leverage for bolt cutters and jacks.

On-street bays should follow a similar layout to car parking bays, ranging in depth from 1.8 -2.7m but with motorcycles parked at right angles rather than parallel to the kerb, ensuring that they do not protrude onto the carriageway. An average effective width of around 1.4m per machine is required. Parking areas should have limited gradients (less than 5 degrees) to allow for manoeuvrability and to prevent motorcycles from falling over. Surfaces should be firm, able to support the weight of a motorcycle through its stand and capable of withstanding penetration by the stand, and well-drained with non-slip surfaces.

Sufficient space and visibility for riders is required to allow safe manoeuvring. Parking should not be positioned so that riders are tempted to use footways to access it. A Pay and Display regime is unsuitable for motorcycles.

**Motorcycle Parking Standards** The following minimum standards will apply to all new developments. ( $m^2$  = metres square, GFA = Gross Floor Area, PFA = Public Floor Area)

1. RETAIL	
Food retail outlets (more than 500m <sup>2</sup> GFA)	1 per 1500m <sup>2</sup> with a minimum of 1 space for staff and 1 space for customers
Non-food retail outlets (more than 500m <sup>2</sup> GFA)	1 per 1500m <sup>2</sup> with a minimum of 1 space for staff and 1 space for customers
Food/non-food retail outlets (less than 500m <sup>2</sup> GFA)	1 space for staff and 1 space for customers
2. FINANCIAL, PROFESSIONAL AND OTHER SERVICES	
Banks, Building Societies, etc.	1 per 1200m <sup>2</sup> with a minimum of 1 space for staff and 1 space for customers
3. FOOD AND DRINK	
Restaurants and cafes	1 per 300m <sup>2</sup> public area with a minimum of 1 space for staff and 1 space for customers
Pubs and Winebars	
Fast food Takeaway	
4. BUSINESSES	
Offices	1 per 1000m <sup>2</sup> for employees and 1 per 4000m <sup>2</sup> for visitors
5. GENERAL INDUSTRIAL	
Industrial premises	1 per 2000m <sup>2</sup> for employees and 1 per 8000m <sup>2</sup> for visitors
6. STORAGE AND DISTRIBUTION	
Warehousing	1 per 6000m <sup>2</sup> for employees and 1 per 16000m <sup>2</sup> for visitors
7. HOTELS, HOSTELS	
Hotels, boarding houses, guest houses, and motels	1 per 15 bedrooms with a minimum of 1 space for customers and 1 space for staff

8. NON RESIDENTIAL INSTITUTIONS	
Nursery and Primary Schools	1 per 25 parking spaces with a minimum of 1 space
Secondary School	
College/University	
Medical Centre	
9. ASSEMBLY AND LEISURE	
Public Library	1 per 25 parking spaces with a minimum of 1 space for staff and 1 space for customers.
Cinema/Concert Hall/Theatre/Bingo Hall	
Conference Centre	
Public Hall	
Stadium	
Sports Centre/facility	
10. RESIDENTIAL INSTITUTIONS	
Special Needs Housing	1 visitor space per 25 units with a minimum of 1 space and 1 space per 25 staff with a minimum of 1
Sheltered Housing/Care Home/Nursing Home	
Hospitals	Assessed individually - a Travel Plan will be required.
Purpose Built Student Accommodation	1 per 25 beds and 1 per 25 staff with a minimum of 1 space for staff and 1 space for students
Flats	1 space per 8 flats with a minimum of 1 for new developments; standards may be relaxed for conversions depending on the space available - this should be discussed with the planning authority.

## **Parking in Conservation Areas**

### **Statutory and Other Requirements**

In conservation areas, planning permission is required to form a car park within a front or rear garden and, in some situations, conservation area consent may also be required where the proposals entail demolition work. Planning permission is also required to form a car park within the curtilage of a listed building, whilst listed building consent may be required if any structure within the curtilage of a listed building is to be altered or removed. In all cases, including those where no planning or listed building consents are required, there is a requirement to apply to the Council to form a footway crossing.

### **Removal of Existing Parking Spaces**

Residents are encouraged to restore the land to its original use (e.g. as garden space). This will help restore the character of the area.

### **Parking in Garden Areas**

The conversion of front gardens for car parking will only be permitted where:

- the site is outwith the West End Office Area (as shown on the Proposals Map);
- rear garden parking is not an option;
- there are no implications for road safety;
- there is no impact on significant street or garden trees; and
- on-street parking is not readily available in the vicinity.

Other situations will be considered on their own merit on the condition that the garden is large enough to accommodate a single car whilst leaving a reasonable space between the parked car and the house, and at least 50% of the garden ground for soft landscaping.

The following are the planning criteria for assessing applications for parking in front gardens of listed buildings or buildings in conservation areas. Similar criteria apply to front gardens of flats.

- No more than 35% of the front garden area may be given over for parking, or 50% of footpaths and other hard surfaced areas are included. At least 50% of the garden area should be left in topsoil to permit soft landscaping.
- Suitable landscaping should be provided to screen both parking and turning areas and generally to soften the intrusive effect of cars parked in front of the property. Please refer to Aberdeen Planning Guidance: Landscape for further information.
- The design of any turning area should be such that it can be used only for turning and not as additional parking area.
- The formation of the access driveway or parking area must not result in the loss of any street trees, significant garden trees or trees with a Tree Protection Order (TPO).
- Consent will not be granted where the property has a rear garden area, suitable for parking, which is accessible from a rear lane or side street.
- Where the garden is owned by more than one resident, owners will not be permitted a separate driveway and parking area each unless they can be achieved without fragmenting the garden or unduly reducing on-street parking. A communal driveway and parking area may be permissible provided they occupy no more than 35% of the front garden, or 50% if footpaths and other hard surfaced areas are included.

In certain areas, where rear lanes provide access to back gardens, it may be acceptable to convert part of these back gardens for car parking. In order to preserve as much as possible of the amenity provided by these gardens, the area given over to parking will be the minimum required to provide no more than one car space for each flat; the treatment of other areas, including boundary walls, landscaped areas and screen planting, will require careful consideration.

In the case of houses or houses which have been subdivided into flats or converted into non-residential use, it may be easier to provide parking space as most rear gardens will be able to accommodate a small number of cars, whilst still leaving a good proportion of garden ground unaffected.

## Layout

Where car parks in rear areas are permissible, their layout will vary depending on the site characteristics and parking requirements. A high priority is placed on retaining significant trees, original outbuildings such as stables or coach houses, boundary features such as granite walling and even changes in level which add interest to the site. A generous space of around 5m should be allowed between the parking area and the rear lane to permit adequate landscaping and for trees to develop without threatening boundary walls.

## Rear Boundary Walls

Openings formed in rear boundary walls should be of a width of around 3.5m to allow vehicular access. Materials matching the original should be used in any alterations to boundary walls. When creating new openings, as much of the original wall should be retained as possible.

## Garages in Rear Gardens

The formation of garages off rear lanes, serving houses or a small number of flats, can usually be achieved satisfactorily. The design and positioning of the garage should be given careful consideration, particularly with regard to the effect the garage will have on the appearance of the lane. Where, as in most situations, the garage opens onto the lane, the outer wall of the garage should be on the same line as the garden wall and not recessed back from it as this helps to maintain the delineation of the lane. However, on a case-by-case basis, where there are concerns over safety and manoeuvrability, a setback of 1m within the property boundary will be required. This may affect the choice of garage door as it is not acceptable for the door to encroach onto the lane as it is opened. The formation of ranks of garages in rear gardens of tenements has an extremely detrimental effect on the appearance of rear garden areas and will not normally be permitted.



## 2.3 Driveways

### Planning Permission and Roads Consent

In seeking consent for a driveway, applicants should note that up to three separate consents may be required: Planning Permission, Road Consent and Landlord's Consent. Planning permission may be required if:

- The property is a flat;
- Construction work involves over 0.5m of earthworks (excavation or raising of ground level);
- The verge to the footway has grass over 2.5m wide;
- The driveway accesses on to a classified road; and
- The property is a listed building or is situated in a conservation area. Permission will always be required from the Council for the installation of a driveway. If the driveway is the subject of a planning application, then roads issues will be dealt with as part of the planning process, otherwise an application is made directly to the Roads Authority for permission to construct the access.

### Roads Authority Requirements and Standards

Driveway application forms can be downloaded [here](#).

The following conditions should be met to comply with the Roads Authority requirements and standards. These conditions apply to all driveway applications, including those that do not require planning permission:

- There is a presumption against granting permission for a driveway onto a trunk road or primary distributor road. On district distributor roads there is also a presumption against granting consent for driveways but this may be relaxed provided the proposal meets road safety criteria and vehicles are able to enter and exit the parking area in forward gear. Local distributor roads are treated similarly to district distributors but without the requirement to enter and exit in forward gear.
- Permission will not be granted for a driveway across an amenity area or road side verge unless it would produce a demonstrable improvement in road safety and have no adverse effect on the amenity of the area.



Where the creation of a driveway with one parking space will lead to the loss of an on-street parking space driveway permission will not generally be granted due to the loss of amenity space for all residents on the street.

- Where the building is in multiple ownership, the formation of an access driveway for one or more owners should not result in any of the remaining owners having no opportunity to park in the street adjacent to their property.
- Consent will not normally be granted for parking in garden areas in front of tenement flats.

### **Specifications**

- Driveways should be a minimum of 15m from a junction, although there may be circumstances where this may be relaxed when not deemed a road safety issue. In no circumstances, however, will a driveway be permitted within 10m of a junction.
- Driveways in new houses must have a minimum length of 6m. Driveways in existing houses must be at least 5m in length. If a proposed driveway is longer than 7m, it must then be at least 10m long. This will prevent a second car overhanging the footway should two cars be parked on the driveway. Vehicles that overhang the footway cause a safety hazard to pedestrians, especially young children and those with a disability. For driveways at existing properties a similar standard will be sought, however individual applications will be assessed on merit.
- Single driveways must be at least 3m in width. Double driveways must be at least 5m in width. The gradient of a driveway should generally not exceed 1:20 although this may be relaxed to a maximum of 1:15 in certain circumstances, provided suitable measures, such as nonslip surfacing, are employed.
- A driveway should be internally drained with no surface water discharging on to the public road. This is to prevent any flooding on the road, which could cause ice to form in the winter.
- A driveway must be served by a footway crossing constructed by the Council. This ensures that it is of a suitable standard and that any services under the footway have suitable protection. Loose material such as stone chippings or gravel must not be used to surface the first 2m of the driveway adjacent to the footway to help minimise material being carried onto the footpath or roadway. The applicant is responsible for the payment of all works involved.

- In general, only one footway crossing per property is permitted. In some situations this may be relaxed, for example at large houses with a frontage in excess of 30m where an “in” and an “out” may be permitted. Where properties have suitable existing facilities at the rear of the property it is unlikely that permission will be granted for further crossings at the front of the building. The normal width of a footway crossing is 3m but this may be increased to 6m for a double driveway.
- Driveways must be positioned to enable the required visibility, including pedestrian visibility, to be achieved in accordance with National Standards (Designing Streets and DMRB). A driveway should meet the public road at right angles and a vehicle should be able to enter and exit the driveway at right angles to the road so that a driver can see clearly in both directions without having to turn round excessively. Driveways which do not meet the minimum requirements for visibility will be refused.
- If there is an impact on road safety and residential amenity, a driveway will not normally be permitted if access is taken from a parking lay-by or a controlled parking area which is regularly in use.
- Where the Council owns the property, the Council’s consent as landlord will be required. Where the property was previously in the ownership of the Council, there may also be a requirement to seek Superior’s Consent from the Council for the works. This should be obtained before work commences. Where a change of use of private or public open space is required, please contact the Council.
- All applications must include a suitable plan clearly showing the location of the proposed driveway and the dimensions along with the construction details.

### **Access off Rear Lanes**

The formation of accesses off rear lanes serving houses or a small number of flats can usually be achieved satisfactorily. The design and positioning of the access/garage should be given careful consideration, particularly with regard to the effect the access/garage will have on the safety and efficiency of the lane. It is preferred that garages not be recessed back from the lane. However, where there are visibility issues for both users of the lane and users of the accesses and garages, and on a case by case basis, a setback of 1m within the curtilage of the property will be acceptable. Rear lane boundary walls built to maintain visibility splays to national standards and garages positioned in the centre of plots are preferred.

## **2.4 Positioning of Automatic Teller Machines (ATM)**

Below are the general principles which should be considered in all instances when installing ATMs:

- They should be located along active building frontages in public areas, where there is a high level of passive surveillance.
- The position of the ATM will ensure the free flow of existing pedestrian movement along the footway and will not cause an obstruction or congestion. ATMs are required to be more than 3m from the corner of a building at a street junction.
- The location of the ATM will ensure there is no detrimental impact to the external appearance of the property or loss of, or unsatisfactory alteration to, an internal feature of architectural or historical importance.
- The ATM will ensure good visibility remains, and will not be located adjacent to or near junctions or bends in the road or pavement or in areas where there is poor visibility.
- ATMs will be located where there is available parking adjacent to the proposed sites and where there is no obstruction to surrounding uses or driveways.