

Leeds Parking Policy

Supplementary Planning Document

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1 Introduction

1.1 Purpose of this document

1.1.1 The SPD aims to achieve the following through parking policy:

- Support for the growth of the economy in the City Centre and the continuing viability of town centres by ensuring the provision of an appropriate quantity, quality and type of parking
- A transport network which allows for the efficient movement of goods and people through the reduction of congestion on the roads and a greater choice of more sustainable modes of travel
- Supporting local communities by ensuring that parking does not cause local amenity problems for residents

1.1.2 The geographic scope of this document is the entire Leeds Metropolitan District which includes the City Centre as well as the main urban area of Leeds and many designated town centres.

1.1.3 This Supplementary Planning Document (SPD) is designed to bring together and amplify a number of elements and policies relating to parking, previously contained within various sections of the Unitary Development Plan (Review 2006) (RUDP), and taken forward in the adopted Core Strategy.

1.2 Contents of this document

1.2.1 The SPD is not intended to cover every aspect of parking, as documents produced by the Parking Services section of Leeds City Council are already available covering the technicalities of parking use and enforcement, such as the A to Z of parking.

1.2.2 The intention of the SPD is to provide more detailed guidance on how the policy objectives of higher level planning and transport planning documents such as the Core Strategy and Local Transport Plan may be put into effect.

1.2.3 This document sets out:

- The policy context
- Guidance for the future management of parking in the City Centre
- How cycle & motorcycle parking is catered for in Leeds
- How on and off-street parking contributes to the strategy
- The importance of correctly designed disabled parking in appropriate numbers
- How park & ride contributes to the strategy
- How parking provision for new developments will be managed
- How other transport interventions assist the parking strategy

1.3 Key Points

1.3.1 The contents of this SPD are mainly the amalgamation of existing Council policies. The following points detail the current and emerging policy:

- Future changes in parking prices at Leeds City Council operated City Centre car parks should take into account relevant Council and Local Transport Plan policies

- New short and medium stay public car parks will be encouraged to support the vitality of the City Centre as a place of business and a visitor, leisure and retail attraction. A sufficient supply of commuter parking should be complemented by a range of travel options for daily travel into the City Centre.
- The City Centre is split into zones (Public Transport Box, Core and Fringe) with appropriate parking guidelines set out for each
- Introduction of on-street parking charges and / or other management measures, in areas beyond the City Centre, will be considered where it is felt that this would encourage turnover of parking and therefore support economic activity.
- Car parking standards are now primarily expressed as expected levels rather than maximums.
- Parking standards for new developments in S2 district centres have been relaxed in order to give more generous levels of parking, therefore encouraging development in these centres.
- Call centre developments have been identified as needing a greater level of parking provision than general offices and have been given a more relaxed maximum parking standard.
- Houses in Multiple Occupation and student accommodation have been given an expected level of car parking to reduce on-street parking problems. Student accommodation in the Core is not expected to have any general car parking due to the greater levels of public transport accessibility.
- Disabled parking guidelines are now based on a proportion of the general car parking provision. Guidelines now follow the appropriate British Standards.
- A cap has been introduced for the level of short stay parking that must be provided at a new development.
- Supporting measures are outlined which will help improve travel choices. A green parking scheme is suggested that allows low emission vehicles to park for free in Leeds City Council parking places.

1.3.2 The SPD sets out 'Leeds Parking Policies' (LPP) to amplify and support Core Strategy Policy T1.

2 Policy Context

2.1 Introduction

- 2.1.1 The policy context for land use planning in the UK is set at national level by the National Planning Policy Framework (NPPF) and at local and district level by the Leeds Core Strategy (adopted November 2014).
- 2.1.2 The West Yorkshire Local Transport Plan (LTP3) informs local planning policy and provides the transport policy context at the sub-regional level for the district's parking policies.
- 2.1.3 The Leeds Growth Strategy sets out the economic aims of the City forming a manifesto for economic growth in Leeds.
- 2.1.4 Relevant public policies relating to parking are considered below:

2.2 National Policy

- 2.2.1 The key objective of the NPPF is to promote sustainable development, and the document sets out three dimensions to this (NPPF para 7):
 - **an economic role** – contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;
 - **a social role** – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being; and
 - **an environmental role** – contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy.
- 2.2.2 Chapter 4 of the NPPF details Transport and Parking specifically. The framework sets out the following guidance regarding parking standards (para 39):

If setting local parking standards for residential and non-residential development, local planning authorities should take into account:

- the accessibility of the development;
- the type, mix and use of development;
- the availability of and opportunities for public transport;
- local car ownership levels; and
- an overall need to reduce the use of high-emission vehicles.

- 2.2.3 The NPPF also contains a theme of safeguarding and improving the vitality of town centres. With regard to parking in town centres the document states (para 40):

Local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. They should set appropriate parking charges that do not undermine the vitality of town centres. Parking enforcement should be proportionate.

2.3 Sub-Regional Policy

West Yorkshire Local Transport Plan (2011)

- 2.3.1 The Local Transport Plan is a strategic plan for managing and investing in the local transport system. The 'MyJourney West Yorkshire' Plan for 2011-26 contains a 15 year strategy for transport, supported by a series of 3 year Implementation Plans for the five district Councils (Bradford, Calderdale, Kirklees, Leeds and Wakefield) and Metro (now the West Yorkshire Combined Authority).
- 2.3.2 The three key objectives of the LTP emphasise the importance of moving towards a low carbon, sustainable transport system, improving connectivity to support economic growth, and enhancing quality of life.
- 2.3.3 Parking policies have a role to play in the delivery of these objectives through the implementation of a transport strategy which seeks to reduce emissions, minimise congestion, increase the use of sustainable modes of travel and support access to services, facilities and employment.
- 2.3.4 The LTP3 document sees demand management as a key supporting policy. It is identified in Proposal 11 as follows:

Strengthen demand management and enforcement to gain maximum benefit from measures to enable more sustainable choices.

While the Choices agenda is focused on the needs of customers to help them make more sustainable choices, research shows that for some journeys, harder edged demand management measures will be needed to encourage change. The aim is to use appropriate demand management measures alongside the softer measures at the appropriate time, and in a way which supports all the plan's objectives including economic growth.

Leeds City Region

- 2.3.5 The Leeds City Region Transport Strategy (2009) forms the framework for the West Yorkshire LTP in recognition of the increasing emphasis on the role of the Leeds City Region's economy. Over the life of the LTP the aspiration is to deliver the priorities in the Leeds City Region Transport Strategy together with targeted improvements to the network.
- 2.3.6 The Leeds City Region Transport Strategy includes spatial transport priorities based on the performance of existing transport networks together with the location of planned major employment and housing growth, which will be reviewed in line with the development of LDFs.
- 2.3.7 In 2010, the Coalition Government invited local authorities and business to come together to establish 'Local Enterprise Partnerships' (LEPs). Their purpose is to promote jobs, growth and prosperity at a local level. LEPs cover 'functional economic areas', for which are recognised defined is travel to work areas.
- 2.3.8 On 18 September 2012, the Government and Leeds City Region signed a City Deal which is the basis for a transfer of powers and funding from national to local government. It provides local government greater control over spending and decision-making in line with key priorities for growth in the city region. The areas focused on in this first City Deal are skills, transport, investment funds, trade and inward investment as well as new robust governance arrangements to help with the efficient delivery of objectives.
- 2.3.9 In response to the government's invitation to all Local Enterprise Partnerships (LEPs) to agree a Local Growth Deal for their area, the Leeds City Region has

developed a Strategic Economic Plan (SEP). The consultation SEP was published at the end of January 2014 and agreed with Government in July 2014 as part of the Local Growth Deal.

- 2.3.10 The key focus of the region is economic growth, benefiting residents and businesses alike. Transport is at the heart of this process and clearly there is a key role for Transport Policy, such as the Parking SPD, to help encourage sustainable economic growth throughout the City. Availability of parking can be critical for workers, clients and customers of a range of business sectors. The appropriate management of parking also goes some way towards creating an urban environment which enhances quality of life and is attractive for living and visiting.

2.4 Local Policy

Leeds Local Development Framework (LDF)

- 2.4.1 The Local Development Framework (LDF) is the name given to the new system of Development Plans introduced by the Planning and Compulsory Purchase Act 2004.
- 2.4.2 The original Leeds Unitary Development Plan (UDP) was drawn up in the 1990s and approved in 2001; it was reviewed in 2006. The UDP has now been replaced, subject to the retention of certain 'saved' policies and the emerging Site Allocations Plan, by the Leeds Core Strategy which was adopted in November 2014. Saved policies include T16 and T17 relating to park and ride sites and facilities; and T29 and T29a relating to lorry parking and coach layover.
- 2.4.3 The LDF takes the form of a portfolio of documents which comprise Development Plan Documents and Supplementary Planning Documents (SPDs). This SPD on parking policies forms part of the Leeds LDF.

Leeds LDF Core Strategy

- 2.4.4 The Core Strategy is the overarching and central document in the LDF process. The Core Strategy sets out the Council's vision for the future development of Leeds over the next 20 years and provides broad policies to shape development.
- 2.4.5 The Core Strategy is set within the context of national, regional and local policy and has been informed by an extensive evidence base and consultation process. The focus of the strategy is to seek to address a wide range of environmental, social and economic considerations as part of the challenges and opportunities which Leeds faces.
- 2.4.6 The principal theme of the transport chapter of the Core Strategy is 'a well connected district', based on the delivery of an accessible and integrated transport system to support communities and economic competitiveness. The Core Strategy aims to increase the use of sustainable forms of transport by facilitating the delivery of infrastructure and the use of demand management and ensure new development takes place in locations that are or will be accessible by a choice of means of transport, including walking, cycling, and public transport.
- 2.4.7 The Core Strategy at para 5.4.2 states:
- A Supplementary Planning Document (SPD) containing parking policies for Leeds District, is being prepared in-line with national guidance and local policies. The Parking SPD will outline policies which seek to ensure that there is adequate provision of parking across the City for shoppers, visitors and commuters to support the vitality of the City and Town Centres as well as the wider transport strategy*

objectives for Leeds. Detailed parking standards to achieve the Policy objectives will be outlined in the Parking SPD, which will replace the UDP parking standards.

2.4.8 The following parts of Policy T1 of the Core Strategy relate to parking:

(i) *Parking policies controlling the use and supply of car parking across the city:*

- a) To ensure adequate parking for shoppers and visitors to support the health and vitality of the city and town centres.*
- b) Delivering strategic park and ride for the city which supports the City Centre vision and provides greater traveller choice.*
- c) To support wider transport strategy objectives for sustainable travel and to minimise congestion during peak periods.*
- d) Limiting the supply of commuter parking in areas of high public transport accessibility, such as the City Centre.*

2.4.9 Part (v) of Policy T2 of the Core Strategy states:

Parking provision will be required for cars, motorcycles and cycles in accordance with current guidelines.

2.4.10 Spatial Policy 11 part xi sets out a series of transport priorities including 'Provision for people with impaired mobility to improve accessibility.' The parking hierarchy, at section 3.1 below, places disabled parking at the top and the provision of such facilities should always be a priority.

2.4.11 The district's parking policies are a strategic measure which form part of the transport strategy for Leeds.

2.5 Leeds Growth Strategy

2.5.1 The Leeds Growth Strategy (2011) is a high level document that sets out the opportunities for economic growth in Leeds and how these will be exploited.

2.5.2 The strategy focuses on seven distinct sector priorities;

- health and medical
- financial and business services
- low carbon manufacturing
- creative, cultural and digital
- retail and leisure
- housing and construction
- social enterprise and the third sector

2.5.3 These are the key opportunities that will drive future growth. They are not silos. Each will have underlying needs and drivers that underpin development across all sectors. For instance, skills, innovation and enterprise are crucial as is increasing exports. There are strong connections between the key priorities and with the rest of the city's diverse economy. Leeds' economic growth will go hand in hand with other aspects of its development too, whether that is to do with transport, planning and housing, education and services or the environment.

2.5.4 Parking provision, particularly within the City Centre, has to cater for many needs and has to help promote growth, while not adding to congestion, which has environmental and economic impacts.

3 Context

3.1 Parking Hierarchy

- 3.1.1 A parking hierarchy defines the prioritisation of different types of parking that on many occasions will be competing for the same limited space on or off the highway.
- 3.1.2 The hierarchy of parking types are set out below, with the level of consideration being higher towards the top of the list. These act as a framework for decisions to be made, however it is accepted that local circumstances may require the hierarchy to be adapted to suit.
- Disabled car parking
 - Local resident car parking
 - Cycle, motorcycle and car club parking
 - Local business essential car parking/servicing need
 - Park and Ride
 - Short stay shopper/visitor car parking
 - Commuter car parking
- 3.1.3 In many situations, it may be possible for two parking types to share the same space harmoniously, for example residents parking and short stay visitor parking. This will be encouraged where appropriate, in order to make best use of the available road space available.

3.2 Definitions

- 3.2.1 Throughout this document parking will be referred to in a number of ways, definitions are provided below for clarity.
- 3.2.2 **Short stay parking** is defined as less than 2 hours, while **medium stay parking** is between 2 and 5 hours in length. This primarily caters for shoppers and visitors to a destination.
- 3.2.3 **Commuter parking** is defined as over 5 hours. In general, this type of parking is associated with peak period travel, due to the typical working day of 9am to 5pm.
- 3.2.4 **Public parking** is that which is available for any member of the public to use on a first come first served basis, however it may be charged for and could be run by either the Council or a private operator. Some Council parking of this type has a restriction on the length of stay, while others allow parking of any duration. Public parking can be found both on and off-street, with all on-street parking managed by the Council.
- 3.2.5 Off-street public parking is typically either 'at grade', meaning it is at ground level only, or multi-storey, with multiple floors of parking.
- 3.2.6 **Private Non Residential (PNR) parking** is associated with a specific development, such as an office, and as such is only available for employees or visitors to that development. Customer parking is also considered to be a form of PNR, as it is generally for the exclusive use of users/workers of the shop, office etc which it is associated with.
- 3.2.7 **Residential parking** is a mix of on-street and off-street, the type of parking depending upon the nature of properties. In terraced streets the parking will be predominantly on-street, while in other areas it will be off-street. While the Council

does not have a duty to provide on-street parking, in some residential areas, it may prioritise this through resident permit schemes.

- 3.2.8 Other forms of parking are less well defined, for example hospital and train station car parks could be used by any member of the public, however on the whole they are only used by visitors to the destination due to pricing etc. Contract parking exists in other places, in which parking places are let to specified users, usually over a long term.

3.3 Economic Context

- 3.3.1 The Town & Local centres of Leeds, as defined by the Core Strategy are all reliant to a lesser or greater extent on a supply of public parking. The traditional role of a local centre is changing, with a greater emphasis on the leisure and service offer such as cafes, restaurants, hairdressers etc. This means that trips to these centres are becoming less frequent but lengthier and the demand for parking is moving towards medium stay.
- 3.3.2 The Mary Portas report which looked at the health of Town and City Centres recognised the importance of parking, recommending that it should be free for the exclusive use of shoppers. This was one of many recommendations made that would potentially improve town centres such as; 'Town Teams should focus on making high streets accessible, attractive and safe'. In a town centre, parking must attempt to meet the demand from commuters, workers, shoppers and other visitors and it is rarely acceptable or feasible to make car parks exclusive for a single group.
- 3.3.3 Out of town retail centres and supermarkets do not generally charge for parking, which is perceived as an advantage they hold over the City Centre and Town & District Centres where parking is charged. Free parking is however only one of many factors that sets these developments apart from the City, Town, and Local centres, such as the quantity of parking available, retail and leisure offer, environment, management etc.
- 3.3.4 Charging for parking in the City Centre is also a reflection of the economic prosperity of Leeds, as both private firms as well as the Council charge for parking as a result of the demand for car travel to the Centre. In certain areas of the City Centre, local high value businesses have called for higher on-street parking costs so that spaces are available for them to use and they can maintain a competitive advantage.
- 3.3.5 Section 55 of the Road Traffic Regulation Act 1984 restricts expenditure of surplus parking income to making good any charges against an authority's general fund, provision and maintenance of off-street parking, highway improvements and public transport schemes. This has been updated by section 95 of the Traffic Management Act 2004 to allow local environmental schemes to be added to the list of permissible uses for parking surpluses.
- 3.3.6 Revenues from Penalty Charge Notices are ring-fenced for parking, transport and environmental improvements.

4 City Centre Parking

4.1 Supporting: Core Strategy (T1)

- 4.1.1 In line with the Core Strategy this SPD details City Centre parking based on management of both supply and demand.

- 4.1.2 Core Strategy policy (T1) Transport Management includes the following components relating to controlling the use and supply of parking:
- To ensure adequate parking for shoppers and visitors to support the health and vitality of the city and town centres.*
 - Delivering strategic park and ride for the city which supports the City Centre vision and provides greater traveller choice.*
 - To support wider transport strategy objectives for sustainable travel and to minimise congestion during peak periods.*
 - Limiting the supply of commuter parking in areas of high public transport accessibility, such as the City Centre.*
- 4.1.3 To achieve policy T1 the following policy components and supporting initiatives are to be used:
- Continued support for new short and medium stay parking in the City Centre, which would be primarily used by shoppers and visitors (see Section 6).
 - Management of on-street spaces will continue primarily as a source of short stay parking but with flexibility to be altered to medium stay to support the economic vitality of different areas of the City Centre (See Section 7).
 - Priority for on-street space given to disabled, cycle, motorcycle and car club parking along with local servicing requirements and public transport needs.
 - Leeds City Council will actively pursue the implementation of a number of bus based Park and Ride sites at the outer ring road and close to the motorways, to create extra capacity for parking with reduced congestion impacts. Rail based Park and Ride will also be supported and actively pursued (See Section 0).
 - Future demand for commuter travel will be catered for by a mix of travel choices. For car based commuting, the options will be: PNR parking, existing public car parks and new bus, rail or NGT based Park and Ride. Remaining demand for travel will be catered for by walking/cycling, NGT and bus for shorter journeys and increases in rail capacity for longer distance commuters. Proposals in the Core Strategy for additional City Centre living will also have a significant effect on reducing the commuting demand.
 - Promotion of a range of supporting measures aiming to make best use of the currently available parking and offer viable transport choices for accessing the City Centre (see Section 10).
- 4.1.4 Policy T1 refers to: *Limiting the supply of commuter parking in areas of high public transport accessibility, such as the City Centre.* The policy set out within this SPD interprets this by defining a maximum amount of PNR parking at new City Centre developments alongside controlling public off street commuter parking to current levels. This is summarised below:
- The continued use of maximum car parking standards for new developments in the City Centre to encourage modal shift and sustainable travel to work (see Section 9).
 - It is not proposed to make provision for any significant net increase in permanent public commuter car parking in the City Centre (See Section 6.4).
 - The principle of no new parking of any type within the Public Transport Box (as previously set out in UDP Policy T28) will be continued.
 - Commuter parking on cleared development sites will not be allowable within the Core (See Section 9.2 for definition). Non Commuter parking will be permissible

within the Core while temporary permissions for commuter parking will be allowable within the Fringe. Policy LPP3 contains full details (See Section 6.6).

- 4.1.5 It should be noted that surveys of City Centre users show that less than half of visitors use a car to travel to the City Centre and the number of commuters travelling by car fell by 9% between 2001 and 2011 against a background of increased City Centre employment.

5 Bicycle & Motorcycle Parking

5.1 Bicycle Parking – *Supporting: Core Strategy T1(iii), T2(v) and P10(iv)*

- 5.1.1 Secure bicycle parking is a key element for the promotion and continued uptake of cycling as a sustainable mode of travel. The Council will promote the provision of cycle parking in places where demand exists or is expected in future.
- 5.1.2 Public cycle parking is provided in Leeds City Centre at convenient locations. A significant increase in on-street provision is being provided as part of the planned City Connect scheme. In addition to on-street spaces, the Cyclepoint at Leeds City Station provides 300 secure parking spaces with bike maintenance and related facilities.
- 5.1.3 As part of the guidelines on parking for new developments, shown in section 9.6, minimum requirements for provision of short stay and long stay cycle parking are set out. The outline of what is considered to be suitable for long and short stay bicycle parking is described below, (for details see Chapter 11 of Local Transport Note 2/08 on Cycle Infrastructure Design.)
- 5.1.4 The provision of cycle parking facilities need not be expensive, but it is very important that the correct type of facility is introduced, and that it is situated in the right place for convenience and security. For security reasons it is recommended that a "Sheffield Stand" type is used for short stay provision, which accommodates two bicycles, one at either side of the stand, and consists of hooped lengths of 50 mm pipe which can be stainless steel, plastic coated or painted. This form enables both the cycle wheels and frame to be secured to the stand, but does not provide security for accessories or luggage, and consequently is not suitable for long-term parking. They must be carefully positioned with sufficient space so that they can be used, as identified in LTN 2/08, and so that they are not an obstruction to other road users. There are a number of alternative proprietary facilities such as slotted paving slabs and "butterfly holders" which provide little or no security, and can damage the parked cycle. These will not be regarded as acceptable alternatives.
- 5.1.5 Sheffield Stands need to be securely installed, preferably concreted into the ground, so they cannot be removed. Short stay cycle parking needs to be conveniently located close to building entrances. Preferably the short stay cycle parking should be covered.
- 5.1.6 For long stay provision it is recommended that lockers or caged lockable enclosures are provided, although it may also be possible to make secure provision in part of a building or within the curtilage of a building. Careful thought will need to be given to the design, location, access, management and landscaping of lockers and caged enclosures to achieve security and convenience.
- 5.1.7 The provision of cycle parking should be considered at an early stage in the design of a development. Thought should be given to positioning cycle parking in order to make use of the buildings features such as areas of cover and points which are naturally observed by passers by. The site should be close to entrance points of the

building and covered by CCTV and lighting, to enhance the security of parked cycles. The use of 'Grampian' style planning conditions to ensure appropriate cycle parking is encouraged.

- 5.1.8 In the future it may be necessary to provide a further hub for secure parking within the City Centre, to complement the growth in cycling within the city. The Council will support this when demand is high enough.

LPP1: SECURE CYCLE PARKING, REFLECTING THE GUIDELINES CONTAINED IN SECTION 9.6, WILL BE REQUIRED IN ASSOCIATION WITH NEW DEVELOPMENTS.

5.2 Motorcycle Parking – *Supporting* : Core Strategy T1(iii)and T2(v)

- 5.2.1 Secure powered two wheeler (PTW) parking is a key element for the promotion and continued uptake of this mode as a more sustainable alternative to single occupancy car use.
- 5.2.2 Motorcycles take up less road space than cars and can filter through stationary or slow moving traffic, as well as generally emitting less CO₂. An increase in the provision of parking facilities will help those choosing motorcycling as an alternative mode of transport. The Council will promote the provision of PTW parking in places where demand exists or is expected in future.
- 5.2.3 Motorcycles can be extremely valuable vehicles that are prone to theft. They can be readily lifted into another vehicle, and hence may be subject to organised theft. Security should be one of the foremost considerations for those providing parking facilities for motorcycles.
- 5.2.4 Specific guidelines on the number of motorcycle parking spaces that should be provided with new developments are shown in section 9.7.
- 5.2.5 A recommended guide for the acceptable standard of motorcycle parking is produced by the Institute of Incorporated Engineers. Chapter 5 of 'Guidelines for Motorcycling' deals specifically with motorcycle parking. On-street parking bays should be designed so that the motorcycle's back wheel is facing the footway kerb and the front wheel facing the carriageway. This not only saves on space but also allows motorcycles to be parked against the camber of the carriageway reducing the chance of the motorcycle toppling over. An individual motorcycle parking bay should ideally measure 2.8 x 1.3 metres in order to accommodate all sizes of motorcycles. Locking facilities are either raised or ground level. With ground level provision the anchor point remains below the surface, often concealed by a hinged steel plate set flush with the road surface. The plate is raised by the user, allowing a loop to be lifted up and the user's own lock passed through, with raised provision a horizontal bar is provided at a height of approximately 40-60 cm. This style is generally provided at the edge of the carriageway and again requires the user to use their own lock. Locking facilities, either raised or ground level, should not represent a trip hazard to pedestrians
- 5.2.6 If a development is large enough, the motorcycle parking area should be able to hold a minimum of 6 motorcycles. Given that motorcycles are prone to theft, riders are more confident parking in larger motorcycle parking areas. This would not be achieved if the parking bays were smaller and dispersed across a number of locations.

LPP2: SECURE MOTOR CYCLE PARKING, REFLECTING THE GUIDELINES CONTAINED IN SECTION 9.7, WILL BE REQUIRED IN ASSOCIATION WITH NEW DEVELOPMENTS.

6 Off-Street Parking

*Supporting: **Core Strategy T1(iii)***

6.1 Leeds City Council Car Parks

- 6.1.1 Leeds City Council operates a number of off-street car parks within the City Centre. In the City Centre, the use of off-street car parks is charged for as a way of managing demand for parking and peak period car use. Charging for parking also provides an income stream for the Council, and makes best use of the Council's assets.
- 6.1.2 Leeds City Council also manages a number of car parks in the town centres around the district. The current management of these car parks is usually without charge. The permissible length of stay varies between no restriction and a short maximum stay, e.g. 2 hours. Where the efficiency of a car park is affected by a lack of available spaces, charging or other demand management measures may be considered in town centres as an effective management tool.
- 6.1.3 The Council's car parks will be managed in a way that aims to increase the efficiency of the car parks and helps to maintain the vitality of the City Centre and Town Centres, in accordance with the NPPF 'so that it is convenient, safe and secure'. They should also contribute to the transport objectives of the documents described in Section 2.

6.2 Charging Policy

- 6.2.1 In order to help control congestion and reflect the available highway capacity on routes into and through the City Centre, the Council will aim to ensure that the overall weighted average price of commuter car parking is greater than public transport fares. However, the Council should review each car park on a site by site basis.
- 6.2.2 Parking prices for short and medium stay parking in the City Centre and all parking in the town centres will be maintained at a price which reflects demand and makes the car park work as efficiently as possible.
- 6.2.3 Car parking charges are reviewed on an annual basis in accordance with the Council's fees and charges policy. Unlike private operators, the Council's objective is not to maximise revenue, rather it aims to use pricing as a tool to manage traffic flows in the city and to maintain the vitality of the City Centre. The Council sets prices taking into account a number of factors including:
 - The Council's overall policy objectives
 - Levels of demand, determined on a street by street basis and with reference to the off-street occupancy surveys
 - Budget expectations as determined by the Council's annual budget strategy
 - Levels of actual and forecast income

- Prices of surrounding car parks in the area
- Public transport fares

- 6.2.4 As at March 2014, less than 20% of the City Centre off-street parking was under the control of the Council, therefore the prices charged by LCC have a limited influence on the pricing of privately operated car parks. Generally the advertised price of the privately run car parks are greater than those in the Council car parks. This should also be taken into account when making changes to Council parking prices.
- 6.2.5 It should be noted that parking charges may need to be raised in order to cover increased costs relating to parking management.
- 6.2.6 Income from car parking activities is to be ring fenced to expenditure on improving transport infrastructure, including Park and Ride schemes.

6.3 Private Non-Residential Parking

- 6.3.1 Currently 60% of parking spaces in the City Centre are defined as private non-residential. Leeds City Council acts to control the level of parking associated with new developments via the parking standards as described in section 9. However, developments that currently exist have a variety of levels of parking with some at higher levels of provision than would be permissible under current standards.
- 6.3.2 The reduction of current demand for parking will be tackled via the continued promotion of travel planning, as described in section 10.2.

6.4 New Permanent Public Car Parks

- 6.4.1 The provision of new permanent car parks not associated with specific development will be viewed differently depending upon location. The various scenarios are described below.
- 6.4.2 Within the City Centre Public Transport Box there is a presumption against new permanent car parking of any kind (whether associated with development or not).
- 6.4.3 Within the City Centre Core and Fringe parking areas, as defined in section 9, there is a presumption that the re-provision of existing public commuter car parking between and within the PT Box, Core and Fringe is acceptable providing that no net increase in public parking occurs. This does not apply to cleared site car parks situated on development sites. A modest increase in permanent public commuter car parking above this, but not exceeding 500 spaces¹ over the Local Development Plan period, may be permitted in certain circumstances.
- 6.4.4 New short and medium stay public car parks will be encouraged to support the vitality of the City Centre as a visitor and retail attraction. Planning conditions on opening times, length of stay and pricing will be required in order to ensure that these car parks do not create adverse demand for peak period travel into the City Centre. Proposals relating to car parking for Leeds Railway Station will be considered on their own merits in the context of promoting rail Park and Ride and future High Speed rail connections.
- 6.4.5 The provision of a strategic car park within Holbeck Urban Village or the South Bank², which caters for both commuters and short stay uses, would be permissible where it is not feasible to provide the appropriate level of Private non Residential

¹ Current permanent long stay city centre parking (March 2015) comprises 9,959 spaces. 500 spaces therefore represents an approximate 5% latitude

² Areas as defined by Holbeck Urban Village SPD and South Bank Planning Statement

(PNR) parking within individual sites. In this situation, PNR parking from a number of developments could be aggregated into one multi-storey car park provided that it accords with the parking standards contained in section 9.

- 6.4.6 Within designated town centres, the provision of new off-street public car parking will be encouraged to meet excess demand, provided that changes to the management of existing car parks and measures to reduce unnecessary parking demand are investigated first. It should be noted that the provision of new car parks is expensive and therefore the budget constraints of the Council would need to be taken into account with any proposal.
- 6.4.7 Outside these areas there is a general presumption against new permanent parking not associated with development, however individual cases will be considered on their merits taking into account travel planning initiatives; road safety and local amenity issues and comparisons against the guidelines in section 9.
- 6.4.8 The provision of new parking related to Park and Ride sites is covered separately in section 0.

6.5 Parking within the Public Transport Box

- 6.5.1 Within the City Centre Public Transport Box³, there are significant levels of public and PNR parking. The need for access to these car parks creates a conflict with the generally pedestrianised City Centre and requires cars to cross the Public Transport Box, conflicting with bus traffic.
- 6.5.2 Within the City Centre Public Transport Box there is a presumption against new permanent car parking of any kind (whether associated with development or not).
- 6.5.3 If at any time, current off-street parking within the Public Transport Box is proposed to be redeveloped, there will be a presumption against its replacement. If necessary, replacement parking should be located outside the Public Transport Box, this would allow the enhancement of the City Centre environment through expansion of the pedestrianised zone.

6.6 Temporary use of Cleared Development Sites for Parking

- 6.6.1 In recent years some vacant sites that have been earmarked for development, particularly to the south of the City Centre, have been used for unauthorised commuter car parking.
- 6.6.2 In 2010, enforcement action was taken against a number of unauthorised commuter car parks. The outcome of this action prompted a policy review. Given that expected public transport infrastructure improvements had not been delivered, the City Council adopted an informal policy to temporarily regularise a limited number of commuter car parking spaces.
- 6.6.3 By the time the temporary permissions end in 2017, a review will have taken place to assess the public transport provision at that time and reduce the number of cleared site parking spaces on a managed basis.
- 6.6.4 Policy T1 of the Core Strategy outlines the need to limit the supply of commuter car parking in areas of high public transport accessibility, such as the City Centre. The continuation of a policy which limits the amount of commuter parking on cleared sites is necessary in order to minimise congestion during peak periods and support sustainable travel. Policy LPP3 gives the details regarding cleared site parking.

³ The Public Transport Box is defined as the area within and including The Headrow, Vicar Lane, Boar Lane and Park Row.

**LPP3: PROPOSALS FOR CAR PARKING ON VACANT OR CLEARED
SITES WILL BE CONSIDERED AS FOLLOWS:**

i. PUBLIC TRANSPORT BOX:

**THERE WILL BE A PRESUMPTION AGAINST ANY NEW PERMANENT OR
TEMPORARY CAR PARKING WITHIN THE PUBLIC TRANSPORT BOX**

ii. CORE CAR PARKING POLICY AREA:

**THERE WILL BE A PRESUMPTION AGAINST THE USE OF VACANT OR CLEARED
SITES FOR COMMUTER PARKING. NON COMMUTER PARKING WILL GENERALLY
BE ACCEPTABLE; A PLANNING CONDITION WILL BE APPLIED PRECLUDING
OPENING OF THE CAR PARK BETWEEN THE HOURS OF 0630 AND 0930 HOURS
EACH MORNING AND RESTRICTING ANY PARKING THAT TAKES PLACE BEFORE
1300 HOURS TO A MAXIMUM STAY OF 5 HOURS.**

iii. FRINGE CITY CENTRE COMMUTER PARKING CONTROL AREA

**USE FOR COMMUTER PARKING WILL ONLY BE SUPPORTED ON A TEMPORARY
BASIS.**

**PROPOSALS (INCLUDING RENEWAL OF TEMPORARY PERMISSIONS) WILL BE
JUDGED ON THEIR MERITS TAKING ACCOUNT OF:**

A. ACCESSIBILITY OF THE IMMEDIATE AREA BY PUBLIC TRANSPORT;

**B. IMPACTS ON HIGHWAY EFFICIENCY, CONGESTION LEVELS, AIR QUALITY AND
ROAD SAFETY;**

**C. PROGRESS IN THE DELIVERY OF NEW PUBLIC TRANSPORT CAPACITY AND
INFRASTRUCTURE;**

**D. IMPACTS ON THE VIABILITY OF PUBLIC TRANSPORT, INCLUDING INITIATIVES
SUCH AS PUBLIC PARK AND RIDE;**

**E. VISUAL APPEARANCE, BIODIVERSITY, AND CONTRIBUTION TO OTHER
TEMPORARY USES;**

F. IMPACTS ON THE IMPLEMENTATION OF TRAVEL PLANS.

iv. AREAS OUTSIDE THE FRINGE

ALL APPLICATIONS TO BE CONSIDERED ON THEIR INDIVIDUAL MERITS.

- 6.6.5 Due to their temporary nature, any sites approved under LPP3 would not be expected to provide spaces for car club vehicles or electric charging points as detailed in section 9.

6.7 Residential Parking

- 6.7.1 Guidelines on parking in new residential development are included in the Council's Street Design Guide (adopted August 2009). The Street Design guide sets out at para 3.180 that:

Car parking provision should be based on expected car ownership and the need to cater for visitors, and should be provided to suit the nature and location of the development.

- 6.7.2 The Street Design Guide sets out two methodologies for calculating appropriate levels of car parking for new residential development which take into account levels of car ownership and size of residence.

7 On-Street Parking

Supporting: Core Strategy T1(a) and (d)

7.1 Introduction

- 7.1.1 On-street parking is managed by the Parking Services section of Leeds City Council. Details of the way in which parking is managed in Leeds can be found in the A to Z of parking, which can be found on the Leeds City Council website.
- 7.1.2 The strategic level of management of on-street parking is described in the following sections. On-street parking gives drivers the greatest level of access to destinations, due to the close proximity of the highway to shops and services. As such the management of these spaces is more complex and flexible in order to reflect the higher relative value of these parking spaces.
- 7.1.3 Priority for on-street space will be given in line with the hierarchy set out at section 3.1, subject to site specific needs and constraints.

7.2 Duration of Stay

- 7.2.1 In order to manage on-street car parking spaces, the primary tool will be the restriction of the duration of stay. The balance of short, medium and commuter parking needed on-street will be determined based on local destinations and their relative turnover of visitors.
- 7.2.2 The City Centre on-street spaces have different restrictions depending on their location, with the City Centre divided into several zones. Those in the most central area are currently restricted to short or medium stay use, with a 2 hour maximum stay on weekdays and 5 hour maximum stay on Saturdays. Sunday parking is also subject to a simple charging regime for stays of under or over 4 hours. Pay and Display spaces outside the central zone allow for commuter parking.

- 7.2.3 If Pay and Display spaces in the central zone are not well used, it will be permissible for the length of stay to be increased to medium stay. Medium stay parking prices on-street should be more expensive than those at nearby off-street car parks, to reflect the premium of using an on-street space that could otherwise be used by a greater number of short stay users. The primary purpose of the central zone on-street Pay and Display should still remain as a short stay parking resource for visitors to nearby destinations.

7.3 Charging Policy

- 7.3.1 Currently, charging for use of on-street spaces occurs within the City Centre between the hours of 8am and 10pm on Monday to Saturday and 10am to 10pm on Sunday. Charging will also be considered as a management tool where it is felt that this would encourage turnover of parking, e.g. in other areas of Leeds District.
- 7.3.2 Charging for on-street spaces has been proven to have a positive effect on a centre, as it increases the level of parking availability and hence reduces the time spent searching for a parking space. Charging for parking after 6 pm is intended to have a positive effect on the night time economy by freeing up on-street spaces near to bars, cafes and restaurants. The same principle of increasing parking availability for visitors applies to Sunday, which is increasingly becoming a key day for City Centre retail and leisure.
- 7.3.3 On-street parking charges should continue to be reviewed on a regular basis to ensure that charges are more responsive to changes in demand.

7.4 Parking Controls and Traffic Regulation Orders

- 7.4.1 On-street controls of parking are necessary in order to legally manage the road space under Leeds City Council's responsibility. A Traffic Regulation Order (TRO) is the legal tool which is used to control parking with measures such as double yellow lines, pay and display bays etc. TROs cannot be implemented without justification such as safety issues, highway efficiency and congestion, local amenity and strategic transport policy reasons.
- 7.4.2 On-street controls complement other parking measures. For example, the restriction of parking for new developments, as described in section 9, is of little use as a demand management tool if nearby on-street parking is not controlled.

8 Park and Ride

Supporting: Core Strategy Spatial Policy 11 and T1(b)

8.1 Context

- 8.1.1 The Council strategy for Public Park and Ride is set out below, driven by its identification as a spatial priority in Spatial Policy 11 of the Core Strategy, as well as T1(b).
- 8.1.2 The anticipated growth in demand for travel to Leeds City Centre presents a range of challenges. If a significant proportion of this growth is anticipated to be accommodated by the use of private cars then there are issues with both physical access to the City Centre and the availability of parking spaces.
- 8.1.3 An alternative to the provision of additional highway and parking capacity in the City Centre is the creation of a range of Public Park and Ride locations around the urban area of Leeds. The primary market for such provision is expected to be those

travelling to the City Centre from locations outside the urban area of Leeds and outside Leeds District.

- 8.1.4 A mix of both rail and bus based Public Park and Ride provision is anticipated in order to accommodate future demand. In this context bus based park and ride is taken to include rapid transit.

8.2 Characteristics of Public Park and Ride sites

8.2.1 The highly desirable characteristics of a successful Public Park and Ride facility for Leeds City Centre are considered to be:⁴:

- high visibility site with easy highway access from a main radial route;
- reliable high quality bus service with at least a 15 minute frequency, but aiming for a high frequency service enabling users to turn up and use the service without an undue waiting time, (with service operating an 'extended working day' enabling car to be 'recovered' at any reasonable time in case of users' change of plans during the day);
- journey times competitive with the car;
- good 'fit' with City Centre trip-ends;
- significant degree of parking control in town/City Centre with a combination of constrained supply for long-stay parking, relatively high price, and little free peripheral car parking within walking distance of the centre, combined with good enforcement of regulations/payment;
- secure environment for car parking with minimal risk of vehicle damage vandalism or theft;
- attractive pricing for Park and Ride that provides money saving for most single car commuters who currently use public car parking in town/City Centre;
- effective marketing based on local market research supported by good publicity;
- commitment to support the scheme long-term.

8.2.2 The desirable characteristics are:

- location at intersection of radial and orbital routes to draw in traffic from more than one radial;
- well-designed car park layout that provides: adequate surfacing, marking out and drainage;
- short access times between car parking and bus stop;
- segregation between car and bus access/egress points;
- complementary adjacent/shared land-uses – such as retail/leisure, to promote joint use, combined trip purpose use and reverse flows;
- adequate capacity to cope with demand at all times of day at the busiest period of the year.
- attractive bus service incorporating new high specification vehicles;
- good customer care;
- traffic priority on the route into the centre leading to peak journey times shorter than car journeys with no (or very few) intermediate stops en route;
- good penetration of central area with limited stops;

⁴ Steer Davies Gleave (2007). STOURTON BUS-BASED PARK & RIDE STUDY. Final Report. March 2007. Transport Policy, City Development, 2 Rossington Street, LEEDS, LS2 8HD.

- some form of premium service on board – for instance refreshments / newspapers.
- good passenger facilities at both ends of the route incorporating: comfortable waiting and information facilities at Park & Ride site (preferably with time to next departure prominently displayed);
- facilities, such as sales kiosk, toilets, change giving;
- staff presence to answer passenger queries, exercise operational control and generally raise passenger confidence;
- attractive pricing structure with combined ticketing for both parking and journey elements:
- attractive off-peak rates to encourage shopper use;
- multi-journey and season tickets at attractive rates (10%+ discounts) to encourage loyalty.
- Electric vehicle charging points

8.2.3 In order to progress a park and ride site in the short term, not all the characteristics above may be achievable. In the long term the highly desirable characteristics should be a minimum.

8.3 Existing Policy

- 8.3.1 Policy T16 of the Revised UDP is a 'saved policy' and still relevant to the provision of Park and Ride facilities within Leeds.
- 8.3.2 Policy T17 of the Revised UDP, also a 'saved policy' identifies specific sites for consideration. These are identified within the Core Strategy within the key diagram and Map9 – key elements of Leeds transport strategy.

9 Parking in New Developments

Supporting: Core Strategy policy T2 – Accessibility Requirements and New Development

(v) Parking provision will be required for cars, motorcycles and cycles in accordance with current guidelines.

9.1 Context

- 9.1.1 The NPPF (para 39) states that when setting local parking standards for residential and non-residential development, local planning authorities should take into account:
- the accessibility of the development;
 - the type, mix and use of development;
 - the availability of and opportunities for public transport;
 - local car ownership levels; and
 - an overall need to reduce the use of high-emission vehicles.
- 9.1.2 The development of an SPD presents an opportunity to restate and revise the parking standards for new developments as previously outlined in the RUDP. The restatement allows a consideration of the existing standards in light of changes that may have taken place in government policy, planning practice and population and employment demographics. Where the existing policies are consistent with these changes then the existing policy has been retained and alternatively, where necessary, it has been revised based on the evidence considered.
- 9.1.3 The Leeds Street Design Guide (adopted Aug 2009) sets out the parking guidelines for new residential development in Leeds. This section of the Parking SPD should be read in conjunction with the Street Design Guide.
- 9.1.4 Section 3.1 sets out a parking hierarchy. All new development will be expected to provide disabled, cycle, motorcycle and car club spaces as set out in the following tables. In addition, full consideration must be given to the servicing needs of development at the planning application stage.

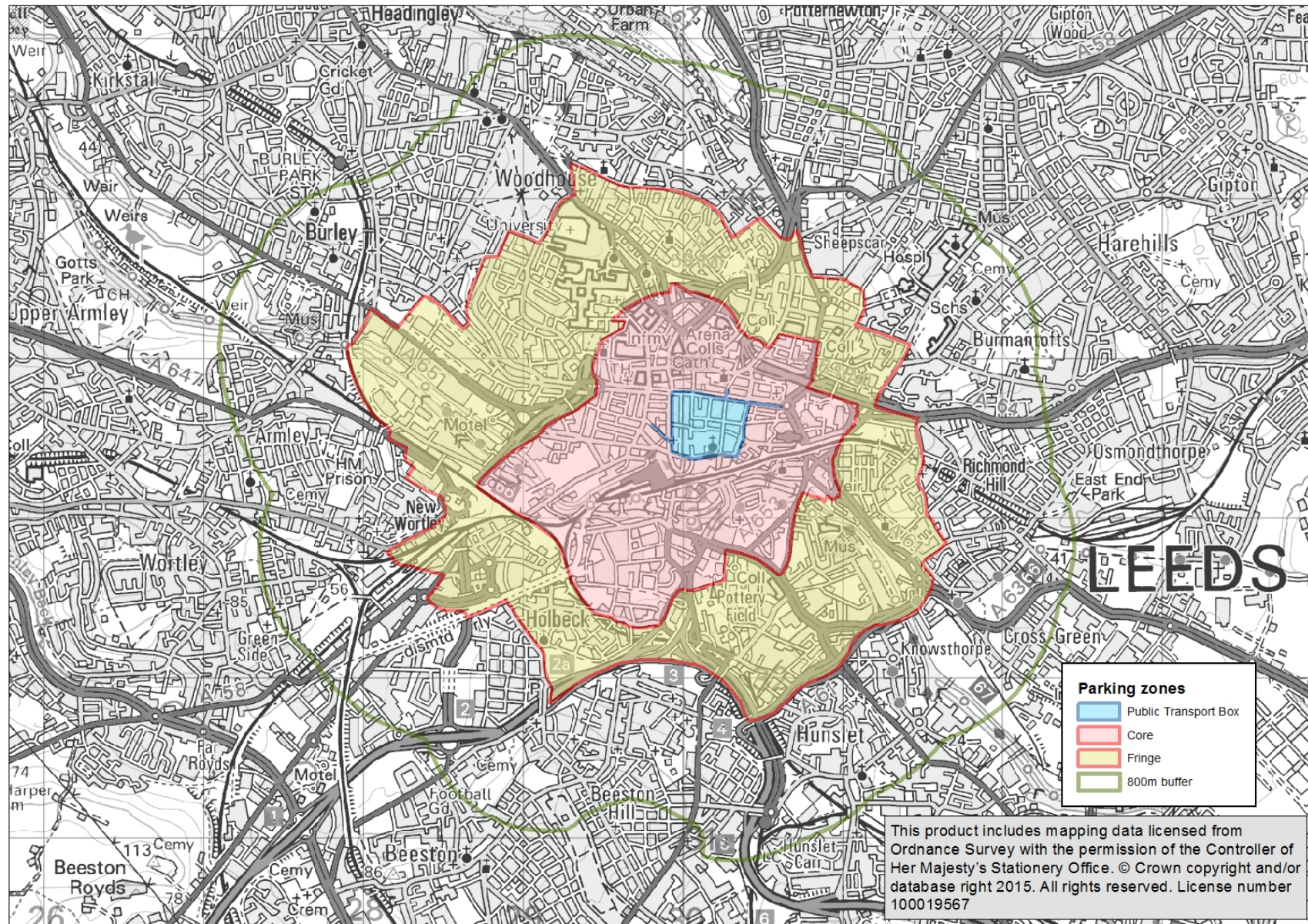
9.2 Application of parking guidelines within the City Centre

- 9.2.1 In applying the parking guidelines, the City Centre has been divided into Public Transport Box, Core and Fringe zones.
- 9.2.2 The boundaries for the Public Transport Box, Core and Fringe zones are presented in Figure 1 (the Core and Fringe vary from those boundaries previously set out in the UDP). Detailed inset maps showing the exact boundaries are contained within Appendix 1. The shape and extent of the City Centre has clearly changed and expanded since the first draft of the UDP. The new Core and Fringe zone boundaries have been informed by a consideration of the accessibility of the City Centre from Leeds Rail Station, based on surveyed distances and adjusted to reflect logical boundaries such as roads and site boundaries.
- 9.2.3 The on-street parking provision within the Core zone (inc Public Transport Box) is generally restricted to uses such as pay & display, disabled, limited waiting, coach parking, cycle and motorcycle parking etc. Thus parking controls are already found within this area and the continuation of these will be supported in order to mirror the strictest parking standards applicable within the Core zone.
- 9.2.4 In the Fringe zone, on-street restrictions should aim to control on-street commuter parking, particularly where it proves to be a problem.

- 9.2.5 Development proposed within the Fringe zone, should have its impact upon on-street parking considered. If it is felt likely that a detrimental level of on-street parking will occur as a result of the development, once occupied, planning obligations should be used to ensure that the developer pays for any future TROs that are required to control on-street parking. The area for potential TRO implementation should include the 800m buffer as shown in Figure 1.

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Figure 1 – Core and Fringe Parking zones with Public Transport Box and 800m buffer



9.3 Application of parking guidelines outside the City Centre

- 9.3.1 The area outside the Core and Fringe is treated uniformly. The standards here are generally expressed as an expected level of parking rather than a maximum.
- 9.3.2 The B use classes do not include a standard for business parks, as this is contrary to Core Strategy policy SP8. In order to allow for the completion of existing allocated sites at Thorpe Park and Leeds Valley Park the previous UDP guidelines still apply.
- 9.3.3 Whilst the standards for general car parking vary by location, the minimum standards that relate to disabled, bicycle and motorcycle parking do not vary by geographic location.

9.4 Guidelines for allocation of general parking spaces

- 9.4.1 Outside the Core and Fringe, the standards define expected levels of parking, allowing for flexibility for reduced or increased parking dependant on the individual location, expected levels of car ownership, public transport accessibility, walking catchment, and specific end user. It should be noted that significant departures from the expected levels of parking may be accepted where clear and justifiable reasons can be demonstrated and that there will be no detrimental impact on surroundings streets.
- 9.4.2 Within the Core and Fringe, the standards are stated as the maximum that would be permissible. Accordingly, there is no expectation that a minimum level of spaces should be provided, as long as it can be demonstrated that this would not result in detrimental problems on the local highway.
- 9.4.3 The retail class is differentiated by size of development. There are two size thresholds which are consistent with the floor area thresholds used in the Travel Plans SPD for determining whether a Travel Plan is required.
- 9.4.4 For food retail, the guidelines differentiate parking standards based on external gross floor area. The lowest size below 250m² is expected to cover “corner shop” type developments and the middle range of 250m² to 800m² to cover the newer “metro” style food stores; the above 800 m² range is for traditional supermarkets and stand alone retail outlets.
- 9.4.5 The allocation of the level of parking between the various thresholds is cumulative, for example an A1 development within the Core of 1000sqm (external Gross Floor Area) would be allowed 11 spaces: 1 for the first 250m², 8 for the next 250m² to 800m² and 2 for the remaining 200m². Also, where necessary at the end of any calculations the number of parking spaces should be rounded up to the nearest whole number.
- 9.4.6 A parking standard has been defined for call centre type operations in order to reflect their need for greater levels of parking. This standard will apply where a new development is explicitly marketed and operated as a call centre facility within the general use class B1(a/b). Planning conditions may be applied to prevent the use reverting from call centre use to generic B1(a/b) without a reduction in parking to reflect the maximum provision associated with generic B1(a/b). It is recognised that greater on-site car parking can often create undesirable landscapes, therefore, call centre sites should firstly apply robust travel planning before committing a greater area to parking.
- 9.4.7 An expected parking standard has been defined for Houses in Multiple Occupancy (HMO). Student accommodation outside the Core also has an expected parking standard. The expectation is that student residences in the Core zone will contain

no residential parking provision, except for disabled spaces and some provision for start / end of term pick up.

- 9.4.8 Where flats are being created as a result of change of use or redevelopment of HMOs in Headingley and Hyde Park, the expected amount of car parking may be relaxed subject to optimising opportunity for off-street parking in redevelopment schemes and avoiding creation of highway safety problems in all cases. This is to help further the strategic aim of reducing the concentration of HMOs in the area.
- 9.4.9 Other than for dedicated student residences and HMOs the residential parking standards will operate as expected provision for allocated and unallocated spaces as defined by the Street Design Guide (SPD adopted 2007). This approach is itself based on the methodology set out by the Department for Communities and Local Government in 'Residential Car Parking Research' (May 2007).
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LPP4: CAR PARKING ASSOCIATED WITH NEW DEVELOPMENTS WILL BE REQUIRED TO FOLLOW THE GUIDELINES CONTAINED IN TABLE 1.

- 9.4.10 For Class C2 which includes 'hospitals' under residential Institutions, the number of parking spaces in Table 1 is in relation to the total bed spaces, including treatment rooms.
- 9.4.11 Parking standards for several uses in Class D1 refer to provision based on the number of staff at the establishment. However it is intended that this provision would not be used solely for staff but for the establishment as a whole and allocated/controlled within the context of their travel plan.
- 9.4.12 For school parking standards, the guidelines are not expected to be a strict maximum, and the parking provision for each school site will be assessed individually based on its own merits in conjunction with the travel plan.
- 9.4.13 School sites will need to consider a parent drop off and pick up point within the school grounds along with a range of other traffic management measures. Car parking should, where possible, be provided outside the school grounds away from the main pedestrian entrance with a safe walking route from the car park drop to the school entrance.
- 9.4.14 Car parks to accommodate parent drop off should be appropriately designed to ensure the safety of children at all times and may need to be submitted with a supporting safety audit. Designs will need to incorporate paved walkways/holding areas for children to safely walk to school and should avoid reversing vehicle / pedestrian conflict if possible.
- 9.4.15 Car parks should not be built at the expense of sustainable forms of travel and should only be installed in conjunction with adequate cycle storage for staff, visitors and cycle / scooter storage for pupils, as well as appropriate pedestrian facilities. Safety considerations also need to be fully assessed.
- 9.4.16 For mixed use type developments the requirement is that the maximum (or expected) car parking provision should be calculated independently for each element of the development and the total for the entire development should be the sum of these figures. However, where there exists the possibility of spaces being used flexibly, particularly for residential and workplace uses on the same site, some consideration should be given to adopting a lower total to reflect this possibility.

Table 1 - Car Parking Guidelines

Code	Use	Instance	Unit	Core			Fringe			Remaining		
				(Maximum spaces)			(Maximum spaces)			(Expected spaces)		
		External Gross Floor Area (GFA) Size Thresholds		Below 250m ²	250m ² to 800m ²	Above 800m ²	Below 250m ²	250m ² to 800m ²	Above 800m ²	Below 250m ²	250m ² to 800m ²	Above 800m ²
A1	Shops	Food	GFA m ²	1 space	1:70	1:100	1:30	1:35	1:14	1:25	1:15	1:14
		Non-Food	GFA m ²	1 space	1:70	1:100	1:30	1:45	1:25	1:25	1:25	1:25
A2	Financial and Professional Services		GFA m ²	1 space			1:30			1:10		
A3	Restaurants and Cafés		GFA m ²	1:9			1:3			1:3		
A4	Drinking Establishments		GFA m ²	1:9			1:3			1:3		
A5	Hot Food Takeaways		GFA m ²	1:9			1:3			1:3		
B1	Business	Offices	GFA m ²	1:175			1:100			1:33		
		Call Centre	GFA m ²	1:120			1:70			1:22		
		Light Industry	GFA m ²	1:680			1:388			1:66		
B2	General Industrial		GFA m ²	1:680			1:388			1:66		
B8	Storage or distribution		GFA m ²	1:680			1:388			1:80		
C1	Hotels		bedrooms	1:3			2:3			1:1		
C2	Residential Institutions	Hospitals	Beds	3:2			3:2			3:2		
		Care homes	Residents	1:3			1:3			1:3		
C2A	Secure Residential Institution			Individual applications considered on their merits								

Code	Use	Instance	Unit	Core (Maximum spaces)	Fringe (Maximum spaces)	Remaining (Expected spaces)
C3 (a-c)	Dwellinghouses	Student (expected)	Students	No spaces except disabled and drop off provision	1:8	1:8
		Other	Unit	Refer to street design guide		
C4	Houses in multiple occupation	HMO (expected)	Bedrooms	1:2	1:2	1:2
D1	Non-Residential Institutions	Schools	Staff (FTE)*	1:1	1:1	1:1
		Higher/Further Education	Staff (FTE)*	1:2	1:2	1:2
		Medical Services	Staff(FTE)*	1:1	1:1	1:1
			Consulting/ treatment rooms	1:3	1:3	1:3
		Museums / Public Galleries	GFA m ²	1:700	1:200	1:60
		Other	GFA m ²	Individual applications considered on their merits		
D2	Assembly and Leisure	Cinemas	Seats	1:10	1:10	1:5
		Stadia / Arenas	Seats	1:15	1:15	1:15
		Leisure Centres / Bowling Alleys	GFA m ²	1:50	1:50	1:22
		Other	GFA m ²	Individual applications considered on their merits		
	Sui Generis			Individual applications considered on their merits		

* See 9.4.2, 9.4.10 and 9.4.11 for further details on application of these standards.

9.5 Guidelines for Minimum Allocation of Disabled Parking Spaces

Supporting : Core Strategy policy T2 (v)

- 9.5.1 The guidelines specified here are based on those recommended in BS 8300:2009+A1:2010 (British Standards, 2010). This bases the minimum level of disabled parking on three requirements. The first requirement is that, when known, one space should be provided for each disabled employee. The second is that an additional fixed percentage (5% or 6%) of the actual provision should be initially provided for visitors or customers and thirdly that a remaining percentage (5% or 4%) of spaces should be laid out so that there is the potential for their conversion to disabled spaces when required. For sport leisure uses BS 8300:2009+A1:2010 makes reference to Sport England guidance (Sport England, 2010).
- 9.5.2 For leisure uses where there is multiple provision within the same building or complex, the minimum amount of disabled parking will be summed across all uses.
- 9.5.3 Table 2 contains the minimum guidelines for provision of disabled parking. The calculated number of spaces should always be rounded up. The provision should be taken from the general parking provision rather than in addition.
- 9.5.4 The access, size and layout of the spaces should conform to those specified in BS8300:2009+A1:2010 paragraphs 4.2.2 (Access to and location of designated off-street parking spaces), 4.2.3 (Design and layout of designated off-street parking spaces) and where appropriate 4.2.4 (Multi-storey car parks).
- 9.5.5 Consideration should be given to safe storage and charging point locations for mobility scooters when designing Retirement/Sheltered Housing Developments.

LPP5: DISABLED CAR PARKING WILL BE REQUIRED WITHIN NEW DEVELOPMENTS, FOLLOWING THE GUIDELINES CONTAINED IN TABLE 2.

Table 2 - Disabled Parking Guidelines

Use code	Instance	Unit	Initial allocation	Convertible
A1 A2 A3 A4 A5 C1 D1	Shopping, recreation and leisure	Actual parking provision	6% + 1 per disabled employee	4%
B1 B2 B8	Workplaces	Actual parking provision	5% + 1 per disabled employee	5%
C3	Flats	Actual parking provision	5%	5%
	Student Flats	No. of units ⁵	10%	
D1	Religious Buildings and Crematoria	Actual parking provision	The greater of 2 spaces or 6%	4%
D2	Clubhouse/pavilion Full-size synthetic pitch Multi-use games area Fitness suit Gymnastics hall	Actual parking provision	The greater of 2 spaces or 6%	None
	Indoor bowls	Actual parking provision	The greater of 2 spaces or 8%	None
	Outdoor bowls	Actual parking provision	The greater of 4 spaces or 6%	None
	Four court sports hall Indoor cricket Tennis Table tennis Athletics 20m swimming pool	Actual parking provision	The greater of 4 spaces or 8%	None
	Six court sports hall	Actual parking provision	The greater of 6 spaces or 8%	None
	Nine court sports hall or larger 25m swimming pool 50m swimming pool	Actual parking provision	The greater of 8 spaces or 8%	None
	Other	Actual parking provision	Individual applications considered on their merits	
n/a	Railway and Other Public Car Parks ⁶	Actual parking provision	5%+ 1 per disabled employee	5%
Sui Generis	Individual applications considered on their merits			

⁵ In the case of a student hall of residence where bed spaces are not grouped in to 'cluster flats' the assumption should be that 5 bed spaces equates to one flat.

⁶ For bus based park and ride car parks, the initial quantity of disabled parking may be lower than that shown

9.6 Guidelines for Minimum Allocation of Bicycle Parking Spaces

Supporting: Core Strategy policy T2 (v)

- 9.6.1 For bicycle parking, separate provision will be required for short stay parking for customers or visitors and long stay parking for employees, pupils, students or residents.
- 9.6.2 For the short stay parking element, a cap is specified that is the most that the minimum requirement can be, but this cap does not preclude greater provision if the developer wishes to provide more.
- 9.6.3 Where there is no garage or direct access to the rear garden/yard of a residential property the long stay secure provision needs to be designed into each property. However, where development involves conversion of an existing building, it is recognised that it may not be physically possible to deliver the full complement of bicycle spaces, but all financially viable options should be explored to maximise spaces. For schools it is recommended that provision for the storage of micro scooters is provided as well as the long stay provision for bicycles.
- 9.6.4 All schools, are assumed to have a requirement for a travel plan, as outlined in the travel plan SPD, within which cycle parking provision numbers will be agreed in partnership with the Council. The provision of any agreed long stay cycle parking should include separate elements for use by both staff and pupils. In educational institutions it is desirable for staff and student cycle parking to be physically separated.
- 9.6.5 At nurseries or schools with nursery provision it would be desirable for trailer storage to be provided. This would allow for a parent to bring children using a trailer and then travel on by bike without the trailer.
- 9.6.6 Guidance on the quality of short and long stay provision is described previously in section 5.1.
- 9.6.7 The provision of sufficient cycle parking of suitable quality has a key synergy with the successful implementation of travel plans for new developments.

Table 3 - Bicycle Parking Guidelines

Code	Use	Instance	Unit for Cycle Parking ratio	Short stay/ Visitor parking		Long stay
				ratio	cap	
A1	Food Retail / Non Food Retail		GFA - m ²	1:250	20	1:500
A2	Financial / Professional Services		GFA - m ²	1:250	10	1:500
A3	Restaurants and Cafes		GFA - m ²	1:40	10	1:65
A4	Public Houses / Wine Bars		GFA - m ²	Each case to be considered on its merits		
A5	Hot Food Takeaway		GFA - m ²	Each case to be considered on its merits		
B1	Business	Offices	GFA - m ²	1:1000	10	1:150
		Light Industry	GFA - m ²	1:500	20	1:300
B2	General Industry		GFA - m ²	1:500	20	1:300
B8	Warehouse / Storage		GFA - m ²	1:2000	10	1:1000
C1	Hotels		bedrooms	1:50*	10	1:8**
C2	Residential Institutions	Hospitals	beds	1:20	20	1:30
		Nursing homes	beds	1:20	10	1:6
		Residential Educational Facilities and other residential institutions	N/A	Each case to be considered on its merits		
C3	Private Residential	Flats (unallocated)	dwellings	1:10	40	1:1

		Houses / Bungalows (unallocated)	dwellings	1:40	20	1:1
		Student	students	1:15	20	1:5
		Retired / Sheltered	dwellings	1:10	20	1:5
C4	HMO		bedrooms	NA	NA	1:1
D1	Non-Residential	Primary schools	pupils	1:100	10	1:10
		Secondary schools	pupils	1:100	20	1:5
		Higher/Further Education	Undergraduate students/staff & postgraduate students***	1:10	-	1:10
		Medical Services	staff	1:10	20	1:3
		Museums / Public Galleries	GFA - m ²	1:60	40	1:720
		Other	N/A	Each case to be considered on its merits		
D2	Leisure	Cinemas / Theatres / Arenas	seats	1:10	20	1:100
		Leisure Centres / Bowling Alleys	GFA - m ²	1:60	20	1:2400
		Other	GFA - m ²	1:60	20	1:800
	Sui Generis	Individual applications considered on their merits				

* If hotel bars or restaurants are open to the general public, then the short stay provision should revert to that shown for the A3/A4 use classes

** Long stay cycle parking provision at hotels is aimed at providing for employees' needs only, although additional provision may need to be considered for guests in appropriate locations.

*** Short stay parking provision to be based on undergraduate student numbers, long stay based on postgraduate and staff numbers.

9.7 Guidelines for Minimum Allocation of Motorcycle Parking Spaces

Supporting : Core Strategy policy T2 (v)

- 9.7.1 Table 4 contains the minimum standards with associated comments for motorcycle parking. These do not differentiate by short and long stay durations. The standards set out only apply for developments which exceed the size thresholds set out in the travel plan SPD.
- 9.7.2 Given the joint considerations on access and security, thought should be given to integrating both bicycle and motorcycle parking at the same location or within the same structure. It should be emphasised that this should not be a justification for reducing the minimum requirement of either type of parking but to allow more flexibility and convenience of provision. However, the location of the parking should not be compromised as a result.
- 9.7.3 A recommended resource for the quality of provision is produced by the Institute of Incorporated Engineers concerning Guidelines for Motorcycling. Chapter 5 of this document deals specifically with motorcycle parking.
- 9.7.4 Where there is no garage or direct access to the rear garden/yard of a residential property the long stay secure provision needs to be designed into each property. However, where development involves conversion of an existing building, it is recognised that it may not be physically possible to deliver the full complement of motorcycle spaces, but all financially viable options should be explored to maximise spaces

Table 4 - Motorcycle Parking Guidelines

Code	Use	Instance	Travel plan threshold (External GFA unless otherwise stated)	Unit	Minimum requirement	
					ratio	Comment
A1	Retail / Food Shops		800m ² /1500m ²	GFA - m ²	1:1000	Minimum of 1 space
A2	Financial / Professional Services		2,500m ²	GFA - m ²		
A3	Restaurants and Cafes		2,500m ²	GFA - m ²	1:200	
A4	Public Houses / Wine Bars		N/A	GFA - m ²		Individual applications considered on their merits
A5	Hot Food Takeaway		N/A	GFA - m ²		Individual applications considered on their merits
B1	Business	Offices	1,500m ²	GFA - m ²	1:1000	
		Light Industry	2,500m ²	GFA - m ²	1:1000	
B2	General Industry		4,000m ²	GFA - m ²	1:1000	
B8	Warehouse / Storage		5,000m ²	GFA - m ²	1:5000	
C1	Hotels		100 bedrooms	bedrooms	1:40	
C2	Residential Institutions	Hospitals	50 beds	beds	1:50	Individual applications considered on their merits
		Care homes	75 beds	residents	1:20	
		Residential Educational Facilities and other residential institutions	150 students	N/A		
C3	Private Residential	Flats (unallocated)	50 dwellings	dwellings	1:10	Own merits
		Houses/Bungalows (unallocated)	50 dwellings	dwellings		
		Student	150 dwellings	students	1:10	
C4	HMO		N/A	bedrooms		Individual applications considered on their merits
D1	Non-Residential	Primary schools	500m ²	staff	1:20	Individual applications considered on their merits
		Secondary schools	500m ²	staff	1:20	
		Higher/Further Education	500m ²	students	1:200	
		Medical Services	1,000m ²	staff	1:20	
		Museums / Public Galleries	1,000m ²	staff	1:20	
		Other	N/A	GFA - m ²		
D2	Leisure	Cinemas / Theatres / Arenas	1,500m ²	seats	1:200	
		Leisure Centres / Bowling Alleys	1,500m ²	GFA - m ²	1:2000	
		Other	1,500m ²	GFA - m ²	1:2000	

9.8 Car Club, Car Share and Electric/Hybrid Vehicle Parking

- 9.8.1 Leeds' car club seeks to reduce car ownership especially in the City Centre, by allowing members access to a car when they want one. Car clubs provide easy and affordable access to vehicles 24/7. Just book, drive and return the car. Cars are located in reserved parking spaces throughout the City Centre and with an expanding list in the surrounding area.
- 9.8.2 Car club provisions should be considered for residential, student and business uses (B1 and C3). For these developments a recommended level of permanent provision is set out below and these alternative forms of provision should be actively considered in the planning application. If the recommended level of parking is not adopted, then a reasoned justification should be provided. For non-B1 and C3 use classes, developers are simply asked to consider some level of appropriate provision for these modes of travel.
- 9.8.3 The provision of car parking spaces for car club vehicles will need to be in a visible location within the development and be accessible to the public 24 hours a day. To accommodate this space in the City Centre the developer may be required to pay for the conversion and compensation for the loss of a pay and display bay. The Travel Plan SPD Model Section 106 Agreement gives further details on the definitions/ clauses associated with car clubs. On-street car club parking provision should normally provide a minimum of 2 parking bays at each location to allow for ease of expansion as demand increases. Cycle parking is also provided at each site to improve mode integration.
- 9.8.4 The Council wishes to encourage the use of ultra-low emission vehicles due to their air quality benefits. The Core Strategy policy SP11 (viii) supports 'the development of infrastructure for new low carbon technologies'. The Council is seeking to work with developers and providers to arrange the inclusion of charging points for electric vehicles in relation to new developments where long stay parking would be expected. Table 5 below gives recommendations, based on the standards described in the West Yorkshire Low Emission Strategy under "Air Quality and Emissions, Technical Planning Guidance". In facilitating delivery, all new development should ensure that the electricity infrastructure is sufficient to enable supply to be provided for up to 10% of spaces to be electric charging ready. This would thereby ensure the capacity to meet the demand for power and parking spaces at the rapid charging standard. The delivery of these provisions needs to be considered in relation to the development process on a case by case basis within the context of local circumstances and evidence.
- 9.8.5 The recommendations are not expected to be applied for sites where only a small number of parking spaces are to be delivered. Land uses outside the broad categories in Table 5 will be examined on their individual merits.

Table 5 - Recommended Provision of Car Club, Car Share and Electric Car parking

Type of Provision	Recommendation
Parking spaces for Car Club vehicles	1 in 20 spaces in core area (subject to agreement with car club operator) each case in the Fringe and Remaining areas to be considered on its merits.
Parking spaces reserved for Car Sharing	1 in 20 spaces (preferential spaces to be as close to the building entrance as possible.)
Electric car charging points*	Residential: 1 charging point per unit (dwelling with dedicated parking) or 1 charging point per 10 spaces (unallocated parking). Commercial/Industrial/Retail: 1 charging point per 10 parking spaces.

- See paragraph 9.8.4

9.9 Taxi provision

9.9.1 Taxi/Private Hire Vehicle provision is particularly important at public transport interchanges and other sites such as hotels, hospitals and health facilities, major visitor destinations, large food and retail developments. The facility should be located as close as possible to the building's main entrance/exit and include a shelter if feasible. Consideration of these facilities will form part of the development's Transport Assessment/ Travel Plan.

10 Supporting Measures

Supporting: Core strategy Policy T1(c)

10.1 Introduction

10.1.1 In order for the parking policies described previously to be effective, other complementary forms of transport intervention are necessary, these are described below.

10.2 Travel Plans

10.2.1 The use of travel plans as a way of promoting sustainable travel will be continued in line with the Travel Plan SPD. The NPPF sets out that those developments generating significant travel demand should be accompanied by a travel plan. Travel plans both support and are supported by the parking guidelines for new developments set out in section 9 and the recommendations on parking for car club, car share and electric vehicles.

10.2.2 There is also a link to the need for on-street parking controls, with a well executed travel plan possibly mitigating the need for such measures. Conversely, on-street controls may be needed in order for a travel plan to perform well against its targets for single occupancy car mode share.

10.3 Green Parking scheme

10.3.1 In order to promote the use of low emission vehicles, the Council will investigate ways of encouraging their use through parking incentives and infrastructure provision. This could take the form of specific parking bays for eligible vehicles,

reduced cost or free parking on-street and in LCC car parks or provision of public charging points for electric vehicles.

10.4 Car Share & Car Clubs

- 10.4.1 Currently 80% of cars travelling into Leeds City Centre in the morning peak period contain only one occupant. With increased levels of car sharing there is a potential reduction on the need for parking spaces as well as a reduction in congestion on the highway network.
- 10.4.2 The use of car club vehicles can potentially mean that car ownership in residential locations can be reduced, with a commensurate reduction in the need for parking spaces. In City Centre locations they can be used for business purposes, again reducing the need for private car use and the need for parking at an employment location.
- 10.4.3 Support from Leeds City Council for the further uptake of car sharing and use of car clubs will be in the following form:
- Recommended levels of car share and car club spaces for new developments, marked up and allocated for staff that car share (see 9.8);
 - Continued provision of on-street spaces for Leeds City Council Car Club Provider;
 - Promotion of car sharing through provision of High Occupancy Vehicle Lanes;
 - Continued provision and promotion of the Car Share website wycarshare.com;

10.5 Signing/Information/Maps

- 10.5.1 Signing to the City Centre car parks will be reviewed regularly to ensure signing is legible, consistent and up to date. Only permanent car parks will be signed from the highway. Signs required for new car parks will be funded by the applicant.
- 10.5.2 Information on car parking is contained on the Leedstravelinfo website. Up to date details on pricing in Leeds City Council on and off-street spaces will be published on the Council website.
- 10.5.3 Dynamic signing for City Centre car parks is provided in a number of locations. This alerts drivers to the number of vacant spaces available and suggests alternative parking locations if a car park is full. Any new permanent City Centre car parks will be required to link to dynamic signing.

10.6 Information Collection & Monitoring

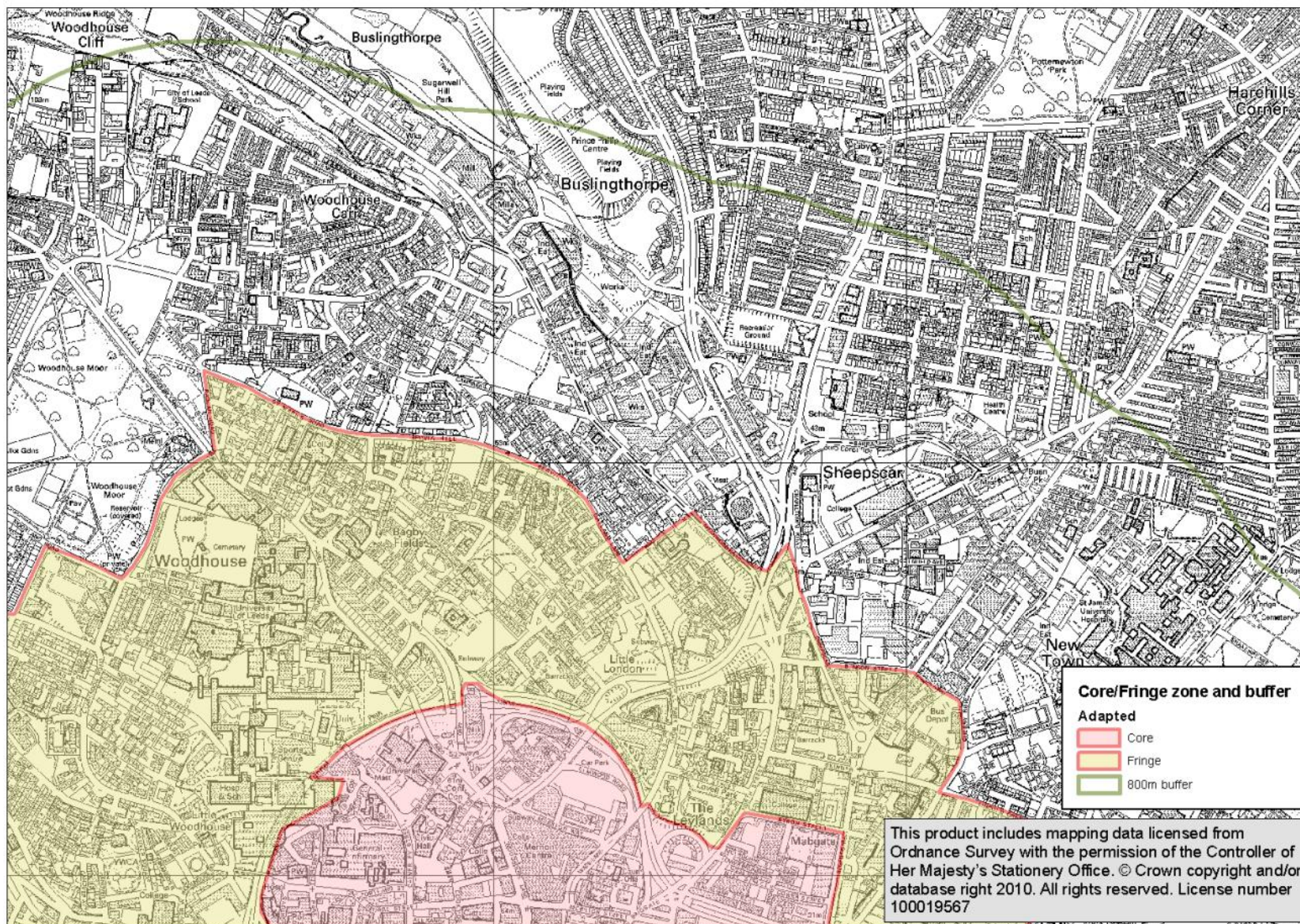
- 10.6.1 Data collection is important in order to give an evidence base for creating car parking policy and strategy. Data collection also provides a tool for monitoring the effect of strategy changes over time.
- 10.6.2 At present, data on car park capacity and usage include:
- Occupancy surveys of key car parks in the City Centre every six months
 - Inventories of all City Centre car parking spaces (last carried out in 2007)
 - Monitoring of City Centre private car parking charges at least every six months
- 10.6.3 The six monthly spot checks on car park occupancy will be continued. The inventory of all spaces will be repeated, dependent on funding, and updated every 5 years. It will be extended to include pricing information in addition to capacity and usage data.
- 10.6.4 Parking Services will continue to monitor car parking charges in the privately operated car parks in the City Centre. This will provide evidence for the alteration of

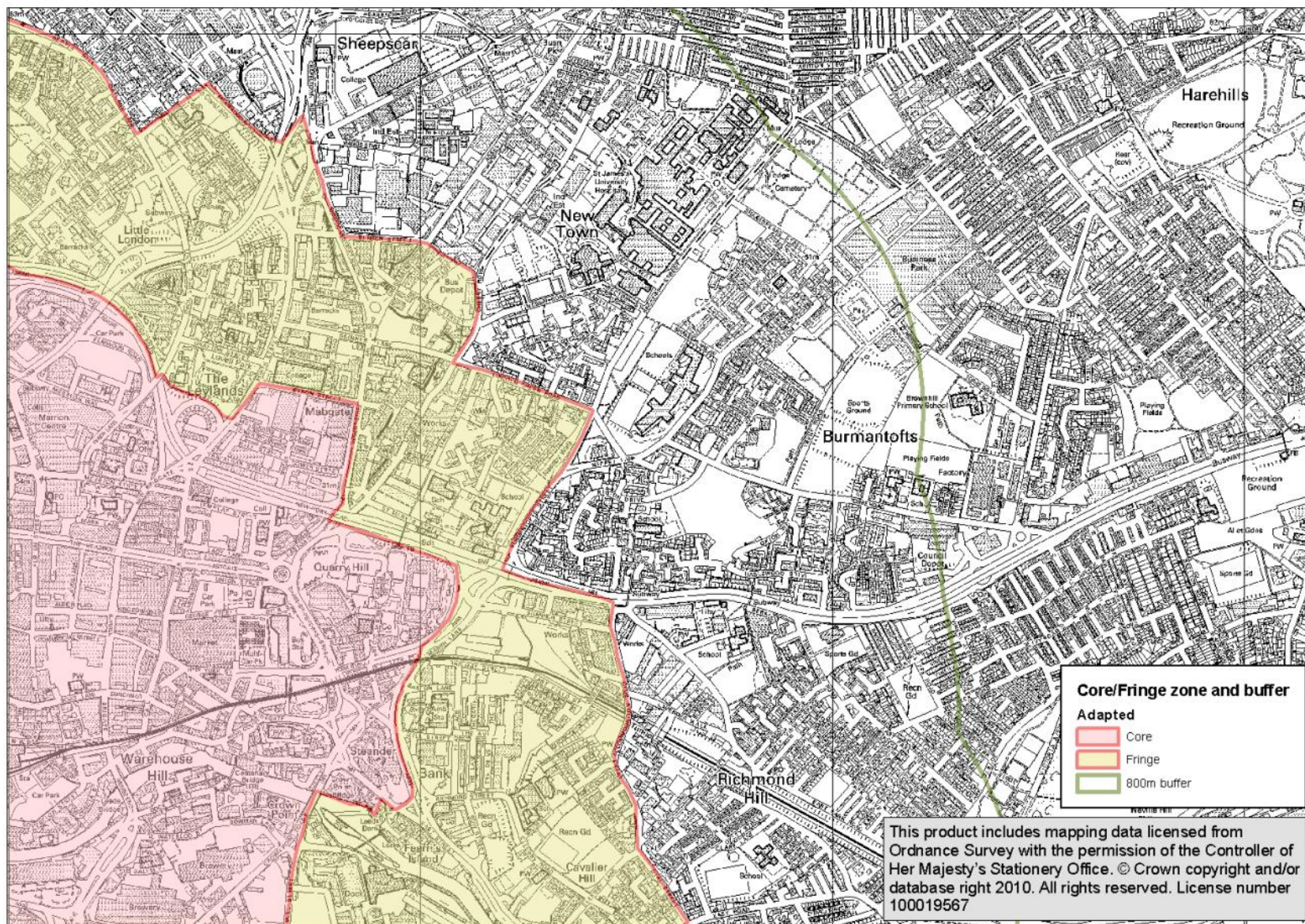
Leeds City Council car parking charges, and also give justification for changes in usage of Council car parks.

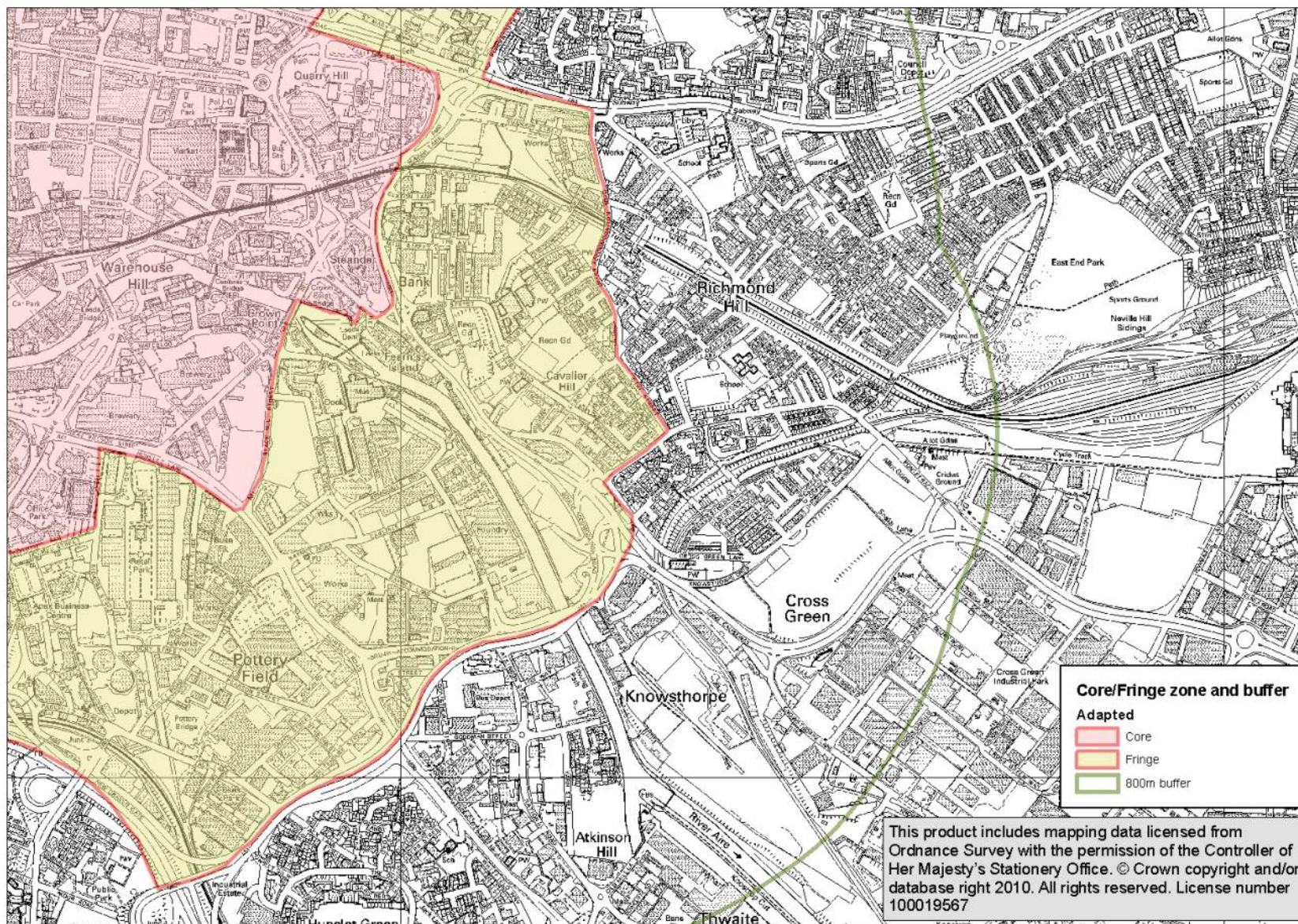
- 10.6.5 A review of the policy included in this SPD will be undertaken as appropriate, utilising the parking monitoring information, along with more generalised transport data. A review may also be necessary to ensure consistency with changes in national and local transport and land use planning policy.
- 10.6.6 Monitoring of the use of cycle, motorcycle, electric vehicle and car club parking will be undertaken on an ad hoc basis as well as being incorporated into the City Centre inventory. Developers will be required to monitor cycle and motorcycle parking as part of the travel planning process.
- 10.6.7 The production of an annual report is a requirement of the Traffic Management Act 2004. The report details the enforcement activities of the city including statistical and financial information. The report will set out the Council's performance on parking enforcement and demonstrate how the parking policy and enforcement is achieving its objectives.

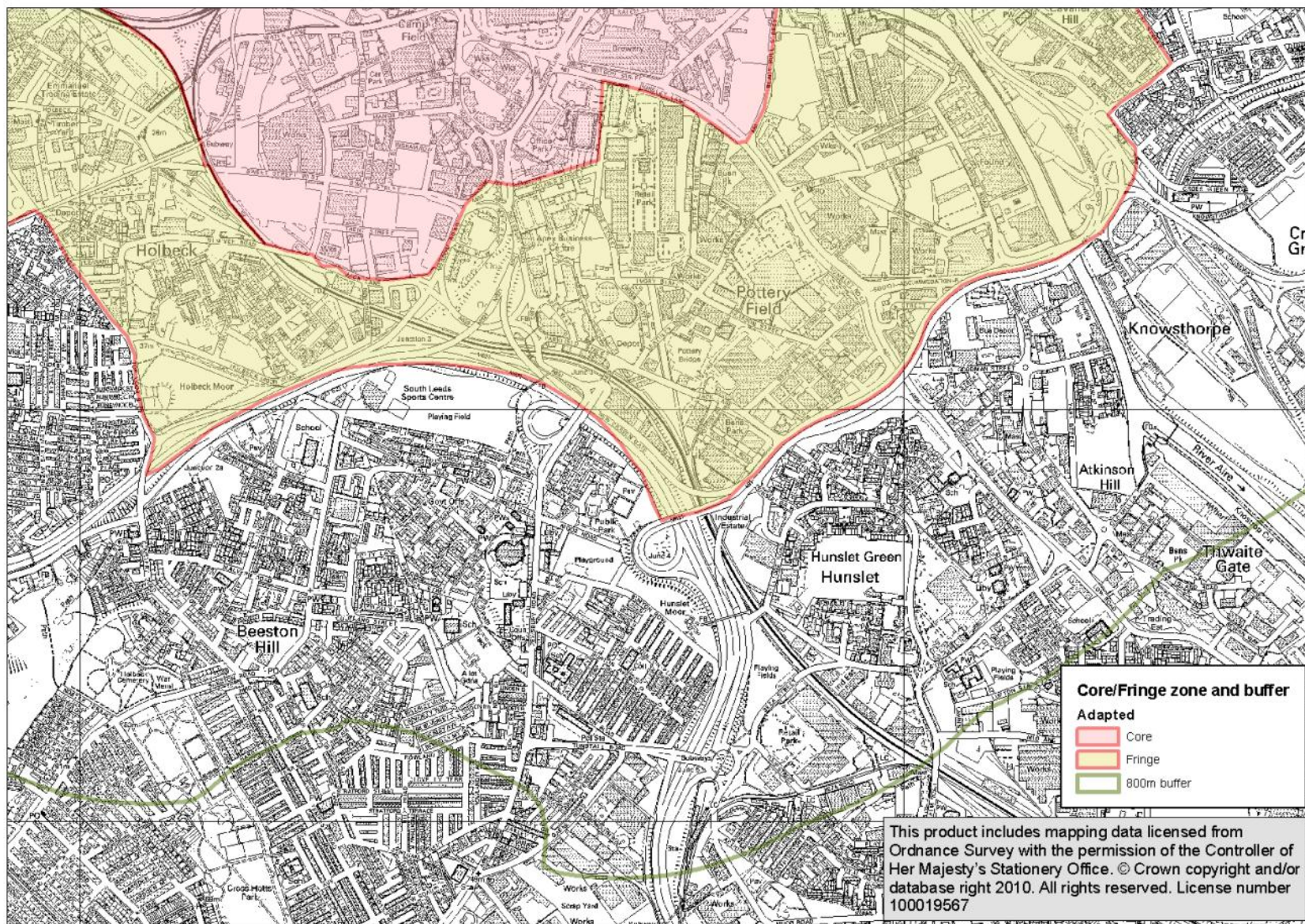
1 Appendix 1 –City Centre Parking Areas inset maps

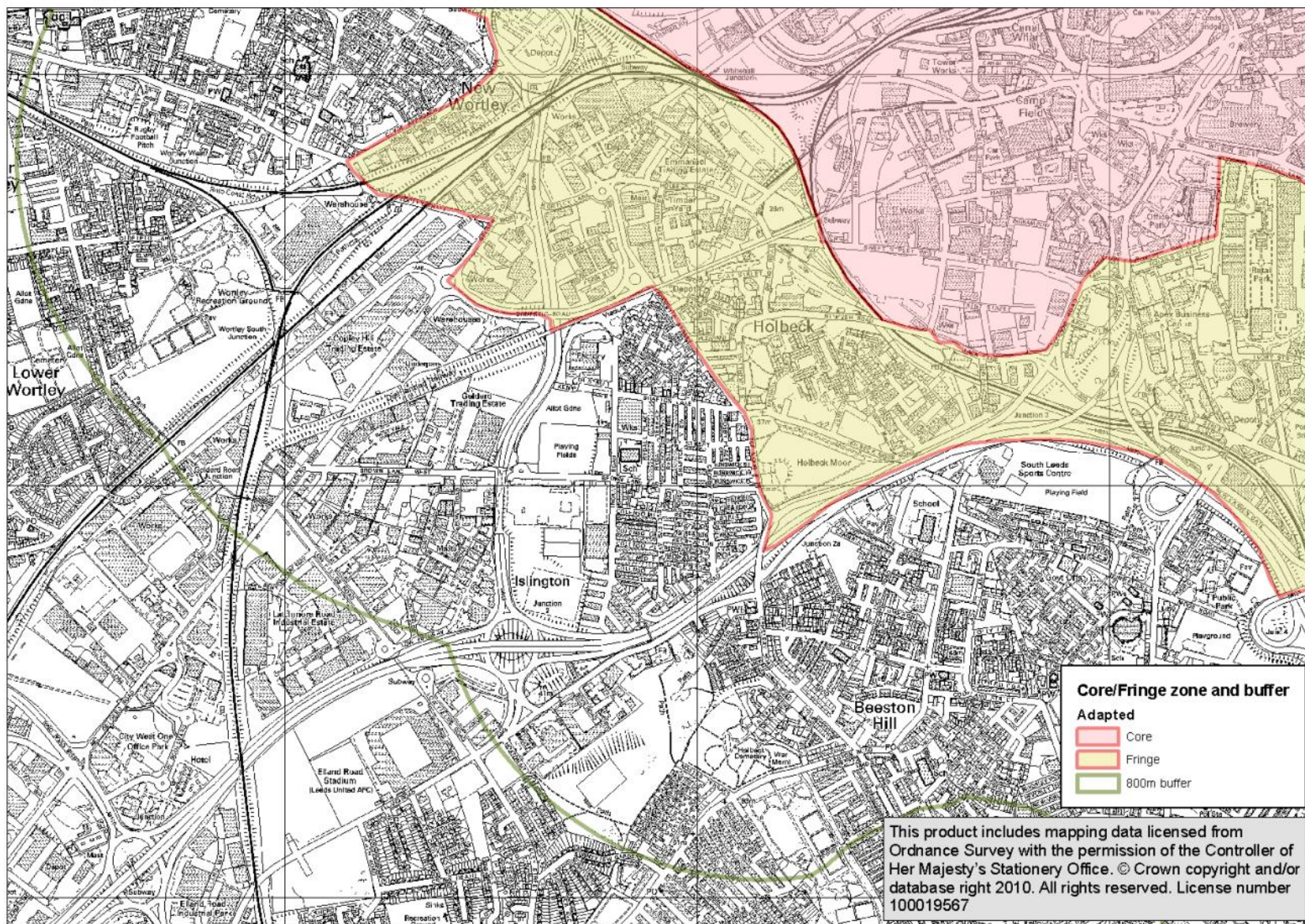
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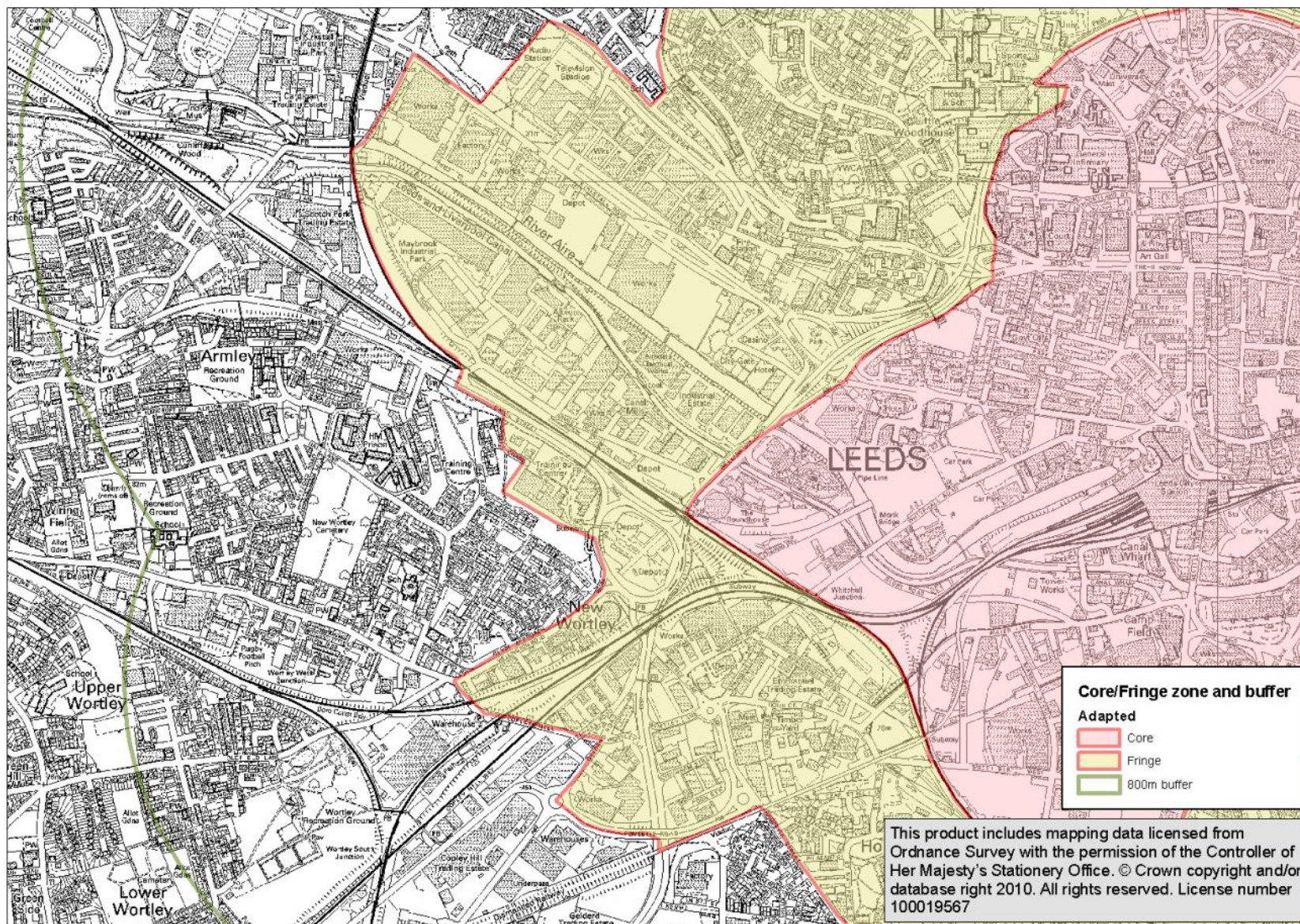


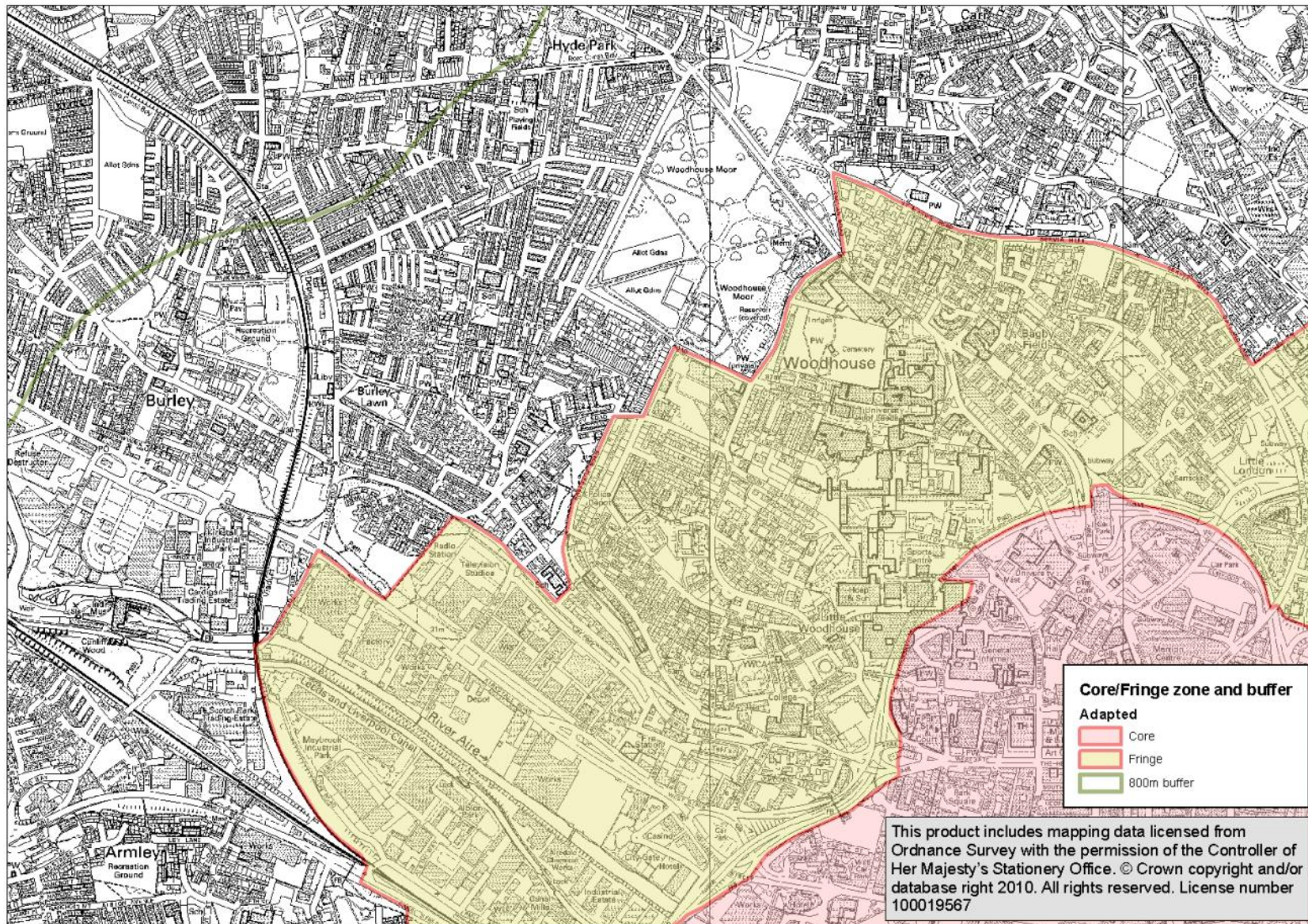












2 Appendix 2 - Parking Guidelines - References

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