



# Vehicle, Cycle and Electric Vehicle Parking Guidance for New Development

November 2021



**SURREY**  
COUNTY COUNCIL

# Surrey County Council Vehicular, Cycle and Electric Vehicle Parking Guidance for New Development

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## Introduction

It is widely recognised that the availability of car parking has a major influence on the means of transport people choose for their journeys. It is therefore essential to try and get the balance right, by providing an appropriate level and type of parking, protecting highway safety and promoting transport sustainability.

This guidance recognises that Surrey produces varying demand for travel and car parking, and its resultant car parking requirements. It would be inappropriate to apply a single standard across the entire county, so the intention is to apply a pragmatic and flexible approach.

Surrey County Council (SCC), as Highway Authority is a Statutory Consultee in respect of transport planning considerations and responds to planning application consultations from all of the Planning Authorities where development has a highway and transport impact.

At a local level, concerns relating to deficiencies in car parking provision leads to a desire amongst local communities for more car parking spaces. On these occasions, the County Council might express concern about catering for car parking demand particularly in an area that might already be suffering from congestion.

Surrey exhibits a wide range of social and economic circumstances that necessitate a flexible approach to identifying appropriate levels of car parking provision. Such an approach should provide a level of accessibility by private car that is consistent with the overall balance of the transport system at the local level.

The increased popularity of cycling for leisure and commuting means that the inclusion of high quality cycle parking is important in all new development. Similarly, the emergence of electric vehicles and a projected growth in their use and ownership dictates that charging points must also become integral to all new development.

## Policy

This guidance was originally produced in 2012 in accordance with the national planning policy in existence and emerging at that time. Consideration was also given to the draft National Planning Policy Framework (NPPF) dated July 2011. The NPPF is based around the principle of local and neighbourhood plans, which empower local communities to shape their own surroundings. It provides a framework within which local people and their respective councils can produce their own distinctive approaches, reflecting the needs and priorities of their areas.

It is considered that this parking guidance very much accords with the NPPF 2021 in its recommendation for flexibility and application according to local circumstances.

## Consultation

This guidance was originally the subject of consultation between October 2010 and January 2011. Comments received were incorporated where appropriate. This guidance is intended to be applied locally and via Local Development Frameworks. The car and cycle parking element of the Guidance remains as per the previous 2012 version. To keep pace with emerging technology, the guidance was updated to include further revised electric vehicle charging standards. The new electric vehicle requirements were presented to the 'Surrey Air Alliance', a group made up of Environmental Health Officers from Surrey districts and boroughs.

The previous 2012 Guidance sought the use of trickle charger points; these are no longer recommended and instead it is recommended that higher capacity charge points be used to align with increasing technology and larger capacity EV batteries. The guidance will be further updated as and when necessary to keep pace with evolving EV technologies. Any significant changes to future EV infrastructure requirements will become the subject of further consultation.

## Application of this guidance

This guidance is intended to be flexible and used as considered appropriate by the 12 LPAs across Surrey. This is to ensure that parking requirements can be completely tailored by the LPA to suit the unique circumstances of any given development proposal in accordance with its location.

## How to use this guidance

SCC's vehicular and cycle parking guidance is set out overleaf. This guidance is commended to the 12 LPAs for use within their own local development framework documents and supersedes the SCC Parking Strategy dated January 2012. Please note:

- All parking levels relate to gross floor area and are recommended as a maximum unless otherwise stated.
- Provision for uses marked “**individual assessment**” will require their own justification and the inclusion of parking management plans, travel plans and cycle strategies where appropriate.
- Levels of parking per member of staff (full time equivalent) should be calculated using the average of those employed on site at any one time.
- Guidance is also provided regarding disabled parking, school parking, car clubs and electric vehicle charging points.

## Production of Individual Assessments

Where “individual assessment” is required, it should be demonstrated that demand for parking is either met on site or mitigated and managed as appropriate.

## Potential grounds for parking related objections by SCC

When responding to consultations on residential development, it is expected that SCC will only raise objections regarding parking if there is a shortfall that would lead to danger on the adjoining highway.

It is unlikely that objections would be raised on amenity grounds of a shortfall in parking, or if parking levels in excess of residential guidance were being provided. Excessive parking provision in residential development is unlikely to generate travel by car, unless it is also used by other more restrained land-uses, where restraint might have been applied in that locality. There is no policy to restrict car ownership so there is little to be gained in heavily restraining residential parking.

In the case of all other land uses, objections might be raised to parking levels being proposed in excess of the guidance on policy grounds. Parking proposed at levels below the maximum standard will not be objected to, other than in exceptional circumstances where there are significant implications for road safety.

## Recommended Guidance - Maximum Vehicular Parking Levels

Use Class	MAXIMUM per m <sup>2</sup> GFA
<b>A1 Retail</b>	
Food or non-food retail eg: small parades of shops serving the local community (up to 500m <sup>2</sup> )*	1 car space per 30m <sup>2</sup>
Food retail (500 m <sup>2</sup> to 1000m <sup>2</sup> )*	1 space per 25m <sup>2</sup>
Food retail (above 1000m <sup>2</sup> )*	1 car space per 14m <sup>2</sup>
Non-food retail (500m <sup>2</sup> or more)*	1 space per 25m <sup>2</sup>
*Suggested reductions as stated or greater, to be applied based on location. Note: Retail parking to be provided as shared use where appropriate.	Town Centre 75% Edge of Centre 50% Suburban 25% Suburban/Edge/Village/Rural 0%
<b>A3 Food and drink</b>	
Restaurants, snack bars and café's. For sale & consumption on the premises (if located beyond Town Centre locations).	1 car space per 6m <sup>2</sup> No parking in town centres
<b>A4 Drinking establishments</b>	
Public houses, wine bars or other drinking establishments but not nightclubs (if located beyond Town Centre locations).	Individual assessment/justification No parking in town centres
<b>A5 Hot Food Takeaways</b>	
For sale & consumption of hot food off the premises (if located beyond Town Centre locations).	1 car space per 6m <sup>2</sup> No parking in town centres
<b>B1 Business</b>	
Offices, research & development, light industry appropriate in a residential area – threshold of 2500m <sup>2</sup>	A maximum range of 1 car space per 30m <sup>2</sup> to 1 car space per 100m <sup>2</sup> depending on location
<b>B2 General Industrial</b>	
General industrial use	1 car space per 30m <sup>2</sup>
<b>B8 Storage/distribution (including open air storage)</b>	
Warehouse – storage	1 car space per 100m <sup>2</sup> 1 lorry space per 200m <sup>2</sup>
Warehouse – distribution	1 car space per 70m <sup>2</sup> 1 lorry space per 200m <sup>2</sup>
Cash and carry	1 car space per 70m <sup>2</sup> 1 lorry space per 200m <sup>2</sup>
<b>C1 Hotels</b>	
Hotels, boarding and guest houses where no significant care is provided	1.5 car spaces per bedroom plus 1 coach space per 100 bedrooms OR Individual assessment/justification



<b>C2 Residential Institutions</b>	
Care home Nursing home	1 car space per 2 residents OR Individual assessment/justification
Hospitals	1 car space per 4 staff plus 1 car space per 3 daily visitors OR Individual assessment/justification
Residential colleges	Individual assessment/justification
Training centres	1 car space per 2 staff OR Individual assessment/justification

<b>C3 Dwelling houses</b> (family houses, up to 6 residents living as a single household, including households where care is provided)				
<b>Locational Characteristics</b>	<b>Town Centre</b>	<b>Edge of Centre</b>	<b>Suburban</b>	<b>Suburban edge/ Village/Rural</b>
<b>1 &amp; 2 bed flats</b>	1 space per unit	1 space per unit	1 space per unit	1 space per unit
<b>1 &amp; 2 bed houses</b>	1 space per unit	1 space per unit	1 + space per unit (note 1)	1.5 + spaces per unit (note 1)
<b>3 bed houses</b>	1 space per unit	1 + space per unit (note 1)	2 + spaces per unit (note 1)	2 + spaces per unit (note 1)
<b>4 + bed houses</b>	1 space per unit	2 + spaces per unit (note 1)	2 + spaces per unit (note 1)	2 + spaces per unit (note 1)

### Notes on Residential Dwelling Houses:

1. Where space permits, it may be appropriate to consider increased provision.
2. Reduced or even nil provision may be appropriate in support of demand management and the most efficient use of land.
3. Allocated or unallocated parking may be acceptable where appropriate.
4. Unallocated parking should be available only to the proposed development.
5. Visitor parking is encouraged where appropriate (e.g: flats) though is not always necessary.
6. Garages, open carports and/or car barns are acceptable subject to good design. It is acknowledged that in certain locations garages may be used for purposes other than parking. The appropriate size and provision of garages is considered to be a matter for the local authority.

Elderly (sheltered)	1 car space per 1 or 2 bed self-contained unit OR 0.5 per communal unit OR Individual Assessment
<b>D1 Non-residential institutions</b>	
Day Nurseries/Crèche	0.75 car spaces per member of staff plus 0.2 spaces per child
Doctor's practices	1 car space per consulting room remaining spaces on individual assessment
Dentist's practices	1 car space per consulting room remaining spaces on individual assessment
Veterinary practices	1 car space per consulting room remaining spaces on individual assessment
Libraries, museums and art galleries	1 car space per 30m <sup>2</sup> OR Individual assessment/justification
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc	1 car space per 3 persons OR per 3 seats OR per 20 m <sup>2</sup> OR Individual assessment/justification
Places of worship	1 car space per 10 seats OR Individual assessment/justification
Schools/colleges/children's centres	Individual assessment/justification – see additional notes on page 7

<b>D2 Assembly and leisure</b>	
Theatres, cinemas, bingo clubs, dance halls and clubs	1 car space per 5 licensed persons OR Individual assessment/justification
Conference Centres	1 car space per 5 seats OR Individual assessment/justification
Exhibition Halls	1 car space per 6 m <sup>2</sup> OR Individual assessment/justification
Stadia	1 car space per 15 seats OR individual assessment/justification
Health clubs/leisure centres	Individual assessment/justification
Tennis and Badminton Clubs	4 car spaces per court OR Individual assessment/justification
Squash Clubs	2 car spaces per court OR Individual assessment/justification
Marinas and water sports	3 car spaces per hectare of water OR Individual assessment/justification
Field Sports Clubs	1 car space per 2 playing participants OR Individual assessment/justification
Golf Clubs and driving ranges	1 car space per 0.3 holes OR per driving bay OR Individual assessment/justification
Equestrian centres	1 car space per stable OR Individual assessment/justification

<b>Other uses</b>	
Pick your own fruit farms	9 car spaces per hectare of farmland OR Individual assessment/justification
Vehicle repair, garage and spares stores	1 car space per 20m <sup>2</sup> OR Individual assessment/justification
Car sales establishments	1 car space per 50m <sup>2</sup> car display area OR Individual assessment/justification
Exhaust and tyre centres	1 car space per 0.3-0.5 bays OR Individual assessment/justification
Sui Generis and all other uses not mentioned above	Individual assessment/justification

## **Disabled Parking**

Parking for disabled drivers should be designed and provided in accordance with the appropriate government guidance. As a starting point, for non-residential development, an additional 5% of total parking spaces should be allocated for disabled users or a minimum of 1 space per 750m<sup>2</sup> (whichever is the greater) to meet demand. Such spaces should have dimensions of 3.6m by 5m and be located no further than 50m from an accessible entrance, (ideally the main entrance), clearly signed and under cover. This is in accordance with Department for Transport Traffic Advice Leaflet 5/95.

## **School Parking**

New Schools, or those where expansion is proposed, are expected to develop, update and monitor School Travel Plans.

## **Cars**

Operational requirements (broadly defined as staff and visitors) should be provided for only, together with overflow parking areas for community uses. Parent parking, pupil parking and drop off/pick up areas should not be provided as this is a disincentive to travelling by sustainable modes. Existing sites may be an exception if further on-street parking reduces highway safety or emergency access.

Measures to discourage parking should be considered first and could include car sharing, staggered school days, parking restrictions, parking permits issued on the basis of need and other measures as appropriate. A parking management plan should be prepared and submitted as an integral part of any planning application where parking is an acknowledged problem.

## **Coach/Bus**

On all new school sites where it is likely that pupils will travel to and from school in coaches, sufficient space should be reserved to allow coaches to enter the site, drop off and pick up pupils. Where appropriate, bus stops, bays, raised kerbs, seating and shelters shall be provided on the highway by the applicant.

## **Cycles and non-motorised Scooters**

Provision of cycle and non-motorised scooter\* parking will be a condition of any new or expanded school. Whenever possible, improvements to cycle routes and other appropriate safety measures should be provided by the applicant. (\*for Pre-school and Primary School education).



## Recommended Guidance - Car Club Requirements

Parking provision for use by Car Clubs will be supported and encouraged where appropriate in line with SCC's Car Club guidance.

A car club provides cars for short term hire on a pay per trip basis. This allows individuals and businesses affordable access to a vehicle without the need for ownership. Take up of car clubs is growing rapidly, as levels of car ownership decline. Car clubs offer clear benefits for individuals, with cost savings and access to a range of low carbon, well-maintained, flexible use vehicles.

Car clubs also support policies to cut congestion, reduce emissions, improve air quality, reduce parking pressure and increase take-up of sustainable travel modes. Used in the right locations, car clubs can be a very effective measure to promote sustainable development.

Guidance has been produced to guide developers, planners and SCC officers in the process of deciding on, planning and implementing car club provision as part of a new development through the planning process.

A car club is most relevant to planning applications for large scale developments, those requiring a Transport Assessment or Transport Statement and a Travel Plan. In order to support the County's ambitions in becoming net zero carbon by 2050 at the latest, all new car club vehicles provided by development shall be electric. The simplified list of thresholds below gives an indication of when these will be required, although this is always to be considered on a case by case basis:

- Retail developments over about 800 sqm gross floor area.
- Employment developments over about 1500 sqm gross floor area.
- Residential developments including 50 or more new homes.
- Non-residential institutions and assembly or leisure developments over about 1500 sqm gross floor area.
- Developments creating about 100 or more vehicle parking spaces.

For more information please see SCC Guidance on car clubs in new developments by scanning the following QR codes on your smartphone:

**Guidance Notes:**



**Enterprise Car Club:**



## Recommended Guidance - Electric Vehicle Charging Requirements



The shared ambition of Surrey's 12 local authorities is that our residents live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities. In support of this ambition – and the UK's commitment to achieving net zero carbon emissions by 2050 – Surrey's Climate Change Strategy sets out our collective commitment to do our part to tackle climate change <sup>1</sup>.

In 2020 pure-electric sales were up by 185.9% versus 2019, while plug-in hybrid sales were up 91.2%. August 2021 saw a 32.2% increase in pure-electric car sales in the UK compared to the same month in 2020. A total of 68,033 new cars were registered in the UK in August 2021, (10.9% of the total) were pure-electric cars, (7.4%) were plug-in hybrids, and (nearly 12%) were full hybrids. Diesel and mild-hybrid diesels accounted for the remainder of sales, at 7.5% and 4.9% of the total respectively <sup>2</sup>.

More than 6.5m households plan to buy an electric vehicle or plug-in hybrid, research by the energy watchdog Ofgem has found. This equates to 24%, or nearly one in four, of all energy households. The climate change committee, an independent public body that advises the UK government and devolved governments, predicts that about 18m battery and plug-in hybrid electric vehicles will be on the road by 2030 when a ban on the sale of new internal combustion vehicles is introduced. <sup>3</sup>

The County Council will seek the provision of electric vehicle (EV) charging points within all new developments as set out within this Guidance, supported by the NPPF 2021 at paragraph 107(e). These standards take into account the view that the majority of charging will take place at home and be done overnight with supplementary charging taking place in workplaces, town centres and at service stations.

EV charging is a developing technology and the County Council will seek to ensure that connection points are installed in line with emerging technical requirements and open standards. Connections conforming to national and/or industry standards will therefore be used wherever possible. With continuing development in technology, it is expected that wired charging may eventually be replaced by passive wireless charging which allows vehicles to park or travel over a pad buried beneath the surface. The County Council will expect new installations to be passive when this method of charging becomes cost effective for general use.



Historically there have been three speeds available for electric vehicle charging – trickle (3kw), fast (7kw) and rapid (40kw+). Trickle charging is not recommended for use by the County Council. Battery prices have fallen significantly in recent years and the recent introduction of larger batteries in more affordable family cars has reduced the practicality of trickle charging, since charging times can easily exceed 12 hours. The minimum accepted provision is 7kw 'fast chargers' unless otherwise agreed.

The standards acknowledge that innovation and technology will continue to develop and battery sizes will get increasingly larger to meet the demand for longer range electric vehicles.

The price of charging units has also fallen, increasing the financial viability of fast 7kw chargers, in residential and commercial developments. A number of new styles of charging unit e.g. wall mounted, have increased the ease with which they can be integrated into new housing developments. Commercial land uses, particularly those with retail units, present the possibility of charging users fees for the use of fast or rapid units, creating an income stream to offset installation or running costs.

1 Surrey's Climate Change Strategy 2020 [Surrey's climate change strategy \(surreycc.gov.uk\)](https://surreycc.gov.uk)

2 Driving Electric.com - Electric car sales UK: August 2021 sees electric overtake diesel for market share 6 Sept 2021.

3 The Guardian – ‘6.5m households in UK plan to buy an EV by 2030’ 21<sup>st</sup> May 2021.

These standards will be reviewed in line with the development of technology. It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required.

Residential Development	EV Charging Requirement	Charge Point Specification	Power Requirement
<b>Houses</b>	1 fast charge socket per house.	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
<b>Flats/Apartments</b>	1 fast charge socket per flat (allocated and unallocated spaces).	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
<b>C2 Care /Nursing Home C3 Elderly (Sheltered)</b>	20% of available spaces to be fitted with a fast charge socket  A further 20% of available spaces to be provided with power supply to provide additional fast charge socket	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply

Commercial Development (Offices / Employment Retail / Leisure Uses)	EV Charging Requirement	Charge Point Specification	Power Requirement
<b>B1 Offices, light Industry 500m&gt;</b>  <b>B2 General Industrial 500m&gt;</b>  <b>B8 Storage &amp; Distribution 1000m&gt;</b>  <b>D1 Doctors/Dentists practices</b>  <b>D1 Schools/Colleges</b>  <b>A1 Retail 500m2&gt;</b>  <b>C1 Hotels</b>  <b>D2 Sports Clubs, Health Clubs, Leisure Centres, Theatres, Cinemas, Conference Centres, 500m2&gt;</b>	20% of available spaces to be fitted with a fast charge socket  plus  A further 20% of available spaces to be provided with power supply to provide additional fast charge socket	7kw Mode 3 with Type 2 Connector  Feeder pillar or equivalent permitting future connection.	230v AC 32 Amp Single Phase dedicated supply  230v AC 32 Amp Single Phase dedicated supply

Sui Generis Uses	EV Charging Requirement	Charge Point Specification	Power Requirement
(Including all other uses not mentioned above).	Individual assessment / justification	Individual assessment/justification	To be determined by charge point specification
<b>High demand, Short Stay Land Uses</b>			
Development with high demand and short stay characteristics in strategic locations (E.g: <ul style="list-style-type: none"> <li>Motorway/Strategic Service Stations,</li> <li>Large Petrol Filling stations).</li> <li>Large or major development and regeneration projects.</li> </ul>	20% of available spaces to be fitted with a fast charge socket  A further 10% of available spaces to be provided with power supply to provide additional fast charge socket  1 or more rapid charge sockets	7kw Mode 3 with Type 2 Connector  Feeder pillar or equivalent permitting future connection.  50kw Mode 4 (DC) Multi-standard charge point.	230v AC 32 Amp Single Phase dedicated supply  230v AC 32 Amp Single Phase dedicated supply  400v AC 100Amp Triple Phase dedicated supply

Note: Please refer to <http://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html> for guidance and further information on charging modes and connector types.

## Recommended Guidance – Minimum Cycle Parking Requirements

Cycle parking should be designed and provided in accordance with the appropriate government guidance. Current guidance suggests that such parking should be undercover, lit, secure, adequately signed and as close to the destination as possible (within 20m).

In order to support the growth and use of electric bikes and where appropriate, consideration should be given to the provision and availability of electrical sockets adjacent to any secure cycle parking.

Use Class	MINIMUM Standard <sup>1</sup>
<b>A1 Retail</b>	
Food retail	1 space per 350m <sup>2</sup> (out of centre) 1 space per 125m <sup>2</sup> (town/local centre)
Non-food retail	1 space per 1500m <sup>2</sup> (out of centre) with minimum 4 spaces 1 space per 300m <sup>2</sup> (town/local centre)
Garden Centre (can also be classed under sui-generis)	1 space per 300m <sup>2</sup> (min 2 spaces)
All other retail uses	Individual assessment
<b>A3 Food and drink</b>	
Restaurants, snack bars and café's. For sale & consumption on the premises (if located beyond Town Centre locations).	1 space per 20 seats (min 2 spaces), town centre parking not necessarily required
<b>A4 Drinking establishments</b>	
Public houses, wine bars or other drinking establishments but not nightclubs (if located beyond Town Centre locations).	1 space per 100m <sup>2</sup> (min 2 spaces), town centre parking not necessarily required
<b>A5 Hot Food Takeaways</b>	
For sale & consumption of hot food off the premises (if located beyond Town Centre locations).	1 space per 50 m <sup>2</sup> (min 2 spaces), town centre parking not necessarily required
<b>B1 Business</b>	
Offices Research & development / light industry	1 space per 125m <sup>2</sup> (min 2 spaces) 1 space per 250m <sup>2</sup> (min 2 spaces)
<b>B2 General Industrial</b>	
	1 space per 500m <sup>2</sup> (min 2 spaces)
<b>B8 Storage or distribution (inc. open air storage)</b>	
	1 space per 500m <sup>2</sup> (min 2 spaces)



<b>C1 Hotels/Guest houses</b>	
	Individual assessment
<b>C2 Residential Institutions</b>	
Care homes/Nursing homes	Individual assessment
Hospitals	Individual assessment
Residential colleges	1 space per 2 students 1 space per 2 staff
Training centres	Individual assessment
<b>C3 Dwelling houses (family houses, up to 6 residents living as a single household, including households where care is provided)</b>	
Flats / houses without garages or gardens: 1 and 2 bedroom unit 3 or more bedroom unit	1 space 2 spaces
<b>D1 Non-residential institutions</b>	
Day Nurseries/Crèche	1 space per 5 staff plus minimum 2 spaces
Doctor's practices	1 space per 2 consulting rooms minimum 2 spaces
Dentist's practices	1 space per 2 consulting rooms minimum 2 spaces
Veterinary practices	1 space per 2 consulting rooms minimum 2 spaces
Libraries, museums and art galleries	Individual assessment
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc	Individual assessment
Places of worship	Individual assessment
Schools/colleges	School Travel Plan required, to incorporate a site specific cycle strategy (see notes on page 7)
<b>D2 Assembly and leisure</b>	
	Individual assessment
<b>Sui Generis and all other uses not mentioned above</b>	
	Individual assessment