Introduction
This document sets out what is required and the format for a Parking Survey and Assessment for residential development with reference to the following national policies.

The attention of applicants is drawn to Planning Policy Statement 3: Housing (PPS3), in particular paragraph 16 which includes:

Matters to consider when assessing design quality include the extent to which the proposed development:

- Takes a design-led approach to the provision of car-parking space that is well integrated with a high quality public realm and streets that are pedestrian, cycle and vehicle friendly.

Paragraphs 23 to 25 of Planning Policy Guidance Note 13: Transport (PPG13) require transport assessment for developments with significant transport implications, and refer to details such as parking and access and the need for early discussion of the scope of assessment required. Further guidance on transport assessment may be found in Guidance on Transport Assessment (DfT).

Planning Policy Statement 1: Delivering Sustainable Development states in paragraph 34:

Planning authorities should plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes

and in paragraph 36:

Planning authorities should prepare robust policies on design and access... Key objectives should include ensuring that developments ... support local facilities and transport networks

Background/Supporting Information
The Council is concerned about any potential impact of new developments with less than optimum parking on site and competition for existing on-street parking. Inconsiderate parking can also lead to harm and adverse impact on highway safety. Disputes between neighbours over parking can be caused by new development.

Manual for Streets (DfT) is intended to deliver safe and functional streets and meet the Government’s ‘place making’ agenda, and Manual for Streets: Evidence and Research (TRL) demonstrates there is a significantly greater percentage of roads with personal injury accidents where there is on street parking. It also highlights a number of ways in which on-street parking affects residents’ opinions on the public realm. In this context, ‘residents’ refers to a statistically significant sample of residents in a range of urban locations in the UK:

- Parking issues are by far the main dislike of residents
- A majority of residents are concerned about parking in relation to road safety
- On-street parking can result in streets not functioning in the way they were designed, and this can create hazardous driving conditions (blocking visibility, difficulty for vehicles to manoeuvre or pass in opposite directions and damage)
- Parked vehicles can be an obstruction to footways and to visibility particularly for children, wheelchair users, people with buggies, deaf, blind and partially sighted and older people crossing roads
On-street parking restricts pedestrian movements and road space and can make cyclists and children more vulnerable. Residents also often have concerns about access (obstruction to drives and inadequacy of spaces), and aesthetics. Suitably managed on-street parking can, however, encourage lower traffic speeds.

Where developers wish to provide a different (lower) level of parking on-site than recommended, a parking survey and assessment of ‘Parking Stress’ (parked vehicles as a percentage of the number of standard available parking spaces) will be required to form part of a design-led approach to parking. The length of a parking space for this purpose is to be taken as the standard length of 6 metres. It is acknowledged that vehicles may park at less than 6 metres intervals (in which case the existing level of parking stress may be found to exceed 100%, but figures of more than 100% are not to be used for proposed development). Unless a robust justification can be made (e.g., circumstances or measures which would be in place to permanently limit the need for parking), overall proposed levels of parking stress within 100 metres of a development of more than 90% will not normally be acceptable.

Methodology & Techniques for Parking Survey and Assessment

Where the applicant proposes using off-site parking facilities to meet the development demand a Parking Survey and Assessment shall accompany an application, and will be considered by the Local Highway Authority (LHA) when responding to the application. Given the level of interest in parking by residents, it is also important that the Parking Survey and Assessment is available at the time of consultations on planning applications, and should therefore be submitted with applications at the registration stage. It is not acceptable and may be regarded as unreasonable to leave the undertaking of a Parking Survey and Assessment until after submission of an application or to address parking reasons for refusal.

The Parking Survey and Assessment should demonstrate that the impact that any off-site parking from the proposed development has been considered as part of the development design process. It also assists in determining whether the parking provision for the development would be acceptable or whether further mitigation measures would be required.

A completed assessment may not necessarily address every concern of the LHA. Where there would remain a likelihood of inconsiderate parking or where increased interaction would arise between pedestrians and vehicles (e.g., on a pedestrian demand line or walking route between parking and the development), the assessment should additionally cover the condition of highway safety including, where relevant, an analysis of accidents in accordance with current good practice. This is not an exhaustive description of impacts of parking on the public realm or the scope of transport related work which may be necessary for a particular application. An on-street parking survey and assessment is a necessary component of transport assessment work, or a supporting statement, for a development which is expected to affect on-street parking.

Requirements for Parking Survey and Parking Assessment are as follows:

1. Description of existing and proposed features which will reduce the need for parking in the vicinity of the development which assists accessibility, e.g., high frequency public transport, proximity of facilities (e.g., further education) linked to occupants of the development, car ownership of occupants, car sharing schemes, travel plans.
2. Details of any proposed arrangement to provide or share parking in conjunction with any other development or off-street parking facility should be included in the red line on the application plan.

3. Identification of any need for the introduction or amendment of a Traffic Regulation Order (TRO) for on-street parking or to maintain road safety or traffic movement. Note that TRO's are subject to consultations and are a separate process from planning applications. It is recommended that a TRO (if required) should be requested in parallel with the planning application. A separate fee may be payable and consent to make a TRO cannot guarantee planning consent, and vice versa.

4. If the location is susceptible to higher recurring parking demand at times not covered by the survey (e.g., seasonal demand from tourism, nearby events), this should be noted with the assessment.

5. A plan (in the form of a dimensioned sketch, scale plan or aerial photograph subject to copyright) annotated to indicate private accesses, on-street parking bays, unmarked roadside parking, waiting restrictions less than 24 hours (single yellow lines), and public car parks up to 0-50 and 50-100 metres distance from the development. The plan should also indicate differently all unsuitable locations for parking within these distances. A list of types of unsuitable locations is contained in Appendix 1.

6. Where additional on-street parking would reduce the width to less than required for normal two-way traffic, the plan should show the corresponding hourly traffic flows separated into light and medium/heavy vehicles. If no traffic survey is available, flows may be based on sample observations during the busiest parking period(s). For this purpose, medium/heavy vehicles are made up of vans wider than a car, all lorries and buses. Vehicles (including emergency vehicles) must be able to gain access and be able to pass in opposite directions as necessary in accordance with dimensions given in Manual for Streets (DfT).

7. The choice of survey days should take account of location and existing nearby development. For example, in proximity to public amenities or retail areas parking may be busiest on Saturdays, while Sundays can be busiest in residential areas. In areas used by students, surveys should be carried out in term time. In areas near hotel and guest houses, surveys should ideally take place in high season or adjusted to account for seasonal variations.

8. Near places of employment and public facilities, parking may be busiest during working hours on weekdays. Near schools, parking may be busiest before the start and end of the school day, although the associated peak period may be of short duration and surveys should be arranged to capture the maximum number. Maximum demand and competition for spaces by residents and visitors can occur in the overnight period, especially at weekends.

9. Where a development would give rise to demand for on-street parking amounting to 10% or less of the number of standard spaces within 0-50 metres, it will normally be acceptable to provide single beat surveys at the following times:
   i). The busiest period within the 18 hour day (0600-0000) on a weekday
   ii). The busiest period within the 18 hour day (0600-0000) on a weekend
   iii). The busiest overnight (0000-0600) period
10. Where the level of on-street parking expected from the development would exceed 10% of the number of standard spaces within 0-50 metres, three survey beats should be undertaken at hourly intervals in each of the busiest weekday and weekend periods, plus a single beat survey in the busiest overnight period on two consecutive nights. Thus, in such a case, there would be 8 survey beats.

11. The onus is on the applicant to justify the busiest days and time periods for parking. It is recommended that applicants consult with the Council in advance of the dates and times of intended surveys and any special considerations, via the formal pre-application consultation process.

12. Surveys and assessments should not be more than 12 months old at the date of application.

13. The Council is not liable for loss or injury occurring as a result of parking surveys. Applicants are not agents of the Council in undertaking parking surveys on the highway or in car parks. Applicants must seek permission before entering any privately operated public car park. Applicants and persons engaged by them are responsible for their actions and are reminded that they should use only appropriately trained and insured persons to carry out surveys in a safe and considerate manner.

14. The preferred way to assess parking conditions is to calculate parking stress by distance band and length of road since a high result can show where current or resultant parking is too close, or potentially inconsiderate or obstructive.

15. It is not acceptable to simply count parked vehicles and spaces at un-notified times or without taking account of distance from the development or without assessing the number of spare whole standard parking spaces.

16. The off-site parking demand (the difference between optimum parking demand and on-site provision) must be deducted from the number of spare parking spaces by assigning as much as possible to the 0-50 metres distance band and the remainder to the 50-100 metres band according to drivers' most likely choices. For this purpose the number of parking spaces should be taken as the number of whole standard 6 metre long on-street spaces excluding unsuitable lengths. Off-site parking demand should be included in the same way for every committed or partly occupied development (i.e., development that is permitted but not occupied at the time of the survey) up to 200 metres of this development, to the extent that it would affect the same parking locations as this development. No account should be taken of parking spaces more than 100 metres walking distance from the development.

17. The required Parking Survey and Assessment Table is given in Appendix 2. A form should be accompanied by a plan and other details as required above. A separate survey and assessment should be completed for each day, period and beat. An analysis and interpretation of the surveys and assessment should be undertaken by the applicant to summarise the impact of the effect on on-street parking and, where necessary, set out any proposed mitigation measures.

18. An example of a Parking Survey and Assessment is described in Appendix 3.
Appendix 1: Unsuitable Locations for On-street Parking

- County Primary, County Distributor, District Distributor roads where no existing parking provision is available (see Appendix 5 of Bournemouth District Wide Local Plan)
- Local Distributor roads if it would result in impact on the movement or safety of pedestrians, cyclists or traffic
- waiting restrictions at any time (double yellow lines)
- on any zig-zag, keep clear or hatched road markings
- within stopping sight distance on all sides of a school crossing patrol point
- bus stops (for appropriate distances approaching and beyond the boarding point - subject to requirements of the local highway authority and bus operators)
- bus lanes (during hours of operation), cycle lanes and junction approach lanes
- within 15 metres of any speed cushion road hump where parking would prevent buses or ambulances straddling the hump
- parking bays reserved for permit holders (during hours of operation), disabled, taxis, doctors, etc
- dropped kerbs (for wheelchair/buggy use or vehicular access)
- over-run areas and other areas of carriageway required to enable large vehicles to turn
- entrances to premises where stopping to load/unload or set down/pick up passengers is frequent or necessary
- on shared surfaces or where less than 1 metre of adjoining footway is available
- where parking could impact on the condition of road safety for children, elderly or disabled people or cyclists who are frequent users of the road
- any other unsuitable location
Appendix 2: Recommended Output for Parking Survey and Assessment

This form should be accompanied by a plan and other details as required in the guidance. A separate survey and assessment should be completed for each day, period and beat. Add additional rows as necessary. Input data boxes are shaded green. Output data boxes are shaded yellow.

<table>
<thead>
<tr>
<th>Parking Survey and Assessment for proposed development at:</th>
<th>&lt;insert address of development&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Period Surveyed</td>
</tr>
<tr>
<td>BUSIEST WEEKDAY*</td>
<td>BUSIEST PERIOD BETWEEN 0600 - 0000*delete as appropriate</td>
</tr>
<tr>
<td>BUSIEST WEEKEND DAY*</td>
<td>OVERNIGHT PERIOD 0000 - 0600*delete as appropriate</td>
</tr>
<tr>
<td>Day/date of survey</td>
<td>Time of survey</td>
</tr>
</tbody>
</table>

See notes on following page

Location (a) | Overall length (b) | Length available for parking (c) | No of parking spaces (d) | Observed No of vehicles parked (e) | No of spare parking spaces (f) | Existing % Parking stress (g) | Parking from this Development (h) | Parking from other Committed Development (i) | New % Parking stress (j) |
|----------------|----------------|--------------------------------|-------------------------|---------------------------------|-------------------------------|-----------------------------|-----------------------------|--------------------------------|-----------------------------|

0-50 m from development

<table>
<thead>
<tr>
<th>Location (a)</th>
<th>Overall length (b)</th>
<th>Length available for parking (c)</th>
<th>No of parking spaces (d)</th>
<th>Observed No of vehicles parked (e)</th>
<th>No of spare parking spaces (f)</th>
<th>Existing % Parking stress (g)</th>
<th>Parking from this Development (h)</th>
<th>Parking from other Committed Development (i)</th>
<th>New % Parking stress (j)</th>
</tr>
</thead>
</table>

50-100 m from development

<table>
<thead>
<tr>
<th>Location (a)</th>
<th>Overall length (b)</th>
<th>Length available for parking (c)</th>
<th>No of parking spaces (d)</th>
<th>Observed No of vehicles parked (e)</th>
<th>No of spare parking spaces (f)</th>
<th>Existing % Parking stress (g)</th>
<th>Parking from this Development (h)</th>
<th>Parking from other Committed Development (i)</th>
<th>New % Parking stress (j)</th>
</tr>
</thead>
</table>

TOTAL (within 50m) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) |

TOTAL (within 100m) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) | (Blank) |

Notes for Parking Survey and Assessment Form

(a) Street name and from/to address number or car park name. Tabulate each length or time restriction (e.g., single yellow line) separately.
(b) Length of kerb inclusive of unsuitable sections
(c) (b) minus unsuitable lengths
(d) Normally, (c) divided by 6 metres per space (nearest whole number below)
(e) Vehicles parked
(f) (d) minus (e) or zero if result is negative
(g) (e) divided by (d) expressed as a percentage
(h) Optimum parking minus on-site parking provision, assigned to locations in order of proximity to the development.
(i) Include on-street parking for all permitted but unoccupied development within 200-400 metres, to the extent that it would affect the same locations as this development.
(j) Sum of [(e) + (h) + (i)] divided by (d) expressed as a percentage. Results of over 100% (unless currently existing) for any length of parking within each distance band 90% may not be acceptable, and an overall result of more than 90% for all parking within 100m of the development will not normally be acceptable.
Appendix 3: Example of Parking Survey and Assessment

A residential development is proposed on garden land at 14 Upway Road. The optimum number of unallocated parking spaces is 9 but only 6 are proposed on site, leaving 3 to be found on street.

There is a committed development in Crossway 120 metres from this development which will give rise to 6 parked cars on the north side of Crossway. There is other public parking over 100 metres from the site but this cannot be counted for use by this development.

There are currently waiting restrictions (no waiting at any time) on the junction radii between the two roads and there is a private access on the north side of Crossway with dropped kerbs over a length of 4 metres; these lengths of road are excluded from the availability of current on-street car parking.

A sketch plan shows the available parking within 50 and 100 metres of the site.

Within 50 metres of the site there are suitable lengths for parking of 70 metres on the east and west sides of Upway Road and 30 metres on the north side of Crossway. This amounts to a total of 170m which is equivalent to 28 standard spaces in all. As a result, the on street parking requirement of 3 spaces is equal to or less than 10% of the actual length of road available for parking within 50 metres. Therefore, single beat surveys are required at the busiest periods in the 18 hour day on a mid-week day and weekend, plus an overnight survey. (Note 10% of 28 spaces = 3 when rounded up in this case).

The town centre is 300 metres away, and on Saturdays there is competition for parking by shoppers. The busiest overnight period is considered to be Tuesday night/Wednesday morning. Accordingly, the surveys were carried out on:

- Wednesday  1500-1600
- Saturday    1200-1300
- Wednesday  0400-0500

As an example, the Parking Survey and Assessment Table is shown completed for the overnight survey beat. This example shows 1 survey beat only. Similar forms would be required for each beat and period.

For the overnight beat survey, the completed Parking Survey and Assessment Table shows that the post development Parking Stress would be 79% within 50 metres of the development site and 86% within 100 metres of the development site. It should be noted that there would be a dropped kerb for access to the proposed development and this may need to be taken into account as it would result in the loss of approximately one parking space.
## Parking Survey and Assessment Form

**Location (a)**
- Street name and from/to address number or car park name. Tabulate each length or time restriction (e.g., single yellow line) separately.
- **Length of kerb inclusive of unsuitable sections**
- Normally, (c) divided by 6 metres per space (nearest whole number below)
- Vehicles parked
- (d) minus (e) or zero if result is negative
- (e) divided by (d) expressed as a percentage
- **Optimum parking minus on-site parking provision, assigned to locations in order of proximity to the development.**
- Include on-street parking for all permitted but unoccupied development within 200400 metres, to the extent that it would affect the same locations as this development.
- Sum of [(e) + (h)] divided by (d) expressed as a percentage. Results of over 100% (unless currently existing) for any length of parking within each distance band 90% may not be acceptable, and an overall result of more than 90% for all parking within 100m of the development will not normally be acceptable.

<table>
<thead>
<tr>
<th>Location (a)</th>
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<th>Length available for parking (c)</th>
<th>No of parking spaces (d)</th>
<th>Observed No of vehicles parked (e)</th>
<th>No of spare parking spaces (f)</th>
<th>Existing % Parking stress (g)</th>
<th>Parking from this Development (h)</th>
<th>Parking from other Committed Development (i)</th>
<th>New % Parking stress (j)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50 m from development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upway Rd E side</td>
<td>70m</td>
<td>70m</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>100%</td>
<td>0</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Upway Rd W side</td>
<td>70m</td>
<td>70m</td>
<td>12</td>
<td>10</td>
<td>2</td>
<td>83%</td>
<td>1</td>
<td>92%</td>
<td></td>
</tr>
<tr>
<td>Crossway N side</td>
<td>30m</td>
<td>30m</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL (within 50m)</strong></td>
<td>29</td>
<td>22</td>
<td>(Blank)</td>
<td></td>
<td></td>
<td>76%</td>
<td>1</td>
<td>79%</td>
<td></td>
</tr>
</tbody>
</table>

| 50-100 m from development | | | | | | | | | |
| Upway Rd E side | 50m | 50m | 8 | 9 | 0 | 112% | 0 | 112% |
| Upway Rd W side | 50m | 50m | 8 | 9 | 0 | 112% | 0 | 112% |
| Crossway S side E of Upway Rd | 50m | 50m | 8 | 6 | 2 | 75% | 0 | 75% |
| Crossway N side | 100m | 96m | 16 | 7 | 9 | 44% | 2 | 6 | 94% |
| Crossway S side W of Upway Rd | 50m | 50m | 8 | 4 | 4 | 50% | 0 | 50% |
| **TOTAL (within 100m)** | 77 | 57 | (Blank) | | | 74% | 3 | 6 | 86% |

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**Notes for Parking Survey and Assessment Form**
- **Street name and from/to address number or car park name.** Tabulate each length or time restriction (e.g., single yellow line) separately.
- **Length of kerb inclusive of unsuitable sections**
- Normally, (c) divided by 6 metres per space (nearest whole number below)
- **Vehicles parked**
- (d) minus (e) or zero if result is negative
- (e) divided by (d) expressed as a percentage
- **Optimum parking minus on-site parking provision, assigned to locations in order of proximity to the development.**
- Include on-street parking for all permitted but unoccupied development within 200400 metres, to the extent that it would affect the same locations as this development.
- Sum of [(e) + (h)] divided by (d) expressed as a percentage. Results of over 100% (unless currently existing) for any length of parking within each distance band 90% may not be acceptable, and an overall result of more than 90% for all parking within 100m of the development will not normally be acceptable.