



Hackney Transport Strategy 2014-2024

Sustainable Transport - Draft
Supplementary Planning Document (SPD)
Summer 2014

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1. Introduction

The general purpose of Hackney's Transport Strategy is to encourage more walking, cycling and use of public transport for those who live, work and visit the borough and to continue to reduce the need for private car use. This document sets out how new development will be expected to contribute to achieving this objective.

The principal purpose of this document is to set out the transport expectations that the Council has for new development in Hackney, and to provide guidance on the preparation and content of proposals. This document brings together into one place, all policies relevant to delivering sustainable transport through new developments in the borough and provides greater clarity on requirements outlined by Hackney's adopted Core Strategy, adopted Area Action Plans and emerging Development Management Local Plan Policies document.

Whilst the guidance will be useful to anyone seeking to understand how planning for sustainable travel fits into the overall development management process, it is particularly relevant for developers and agents and those involved in the assessment of planning applications.

1.2 Hackney's Transport Strategy Vision

The vision for Hackney's Transport Strategy is as follows;

"By 2024, Hackney's transport system will be an exemplar for sustainable urban living in London, fair, equitable, safe and responsive to the needs of its residents and facilitating the highest quality of life standards for a borough in the Capital and leading London in its approach to tackling its urban transport challenges of the 21st Century."

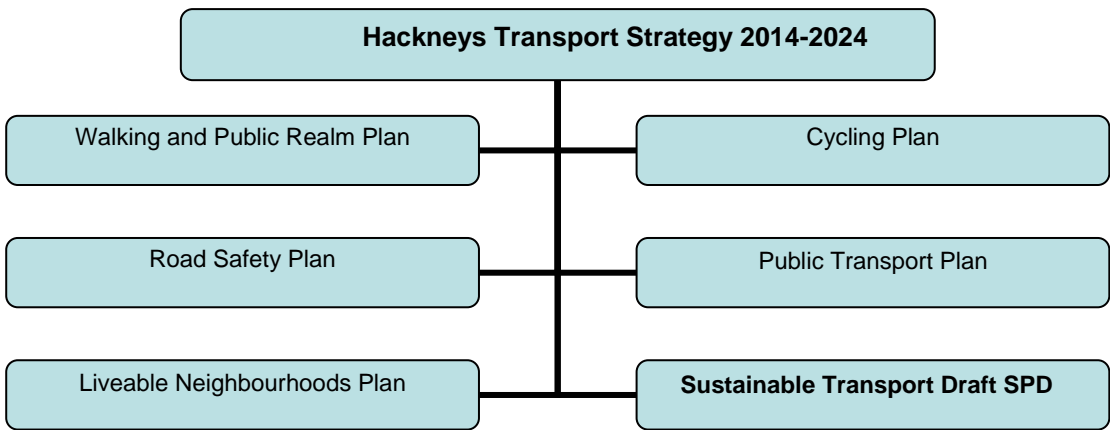
This document sets out how new development in the borough can contribute to achieving this aim and facilitate greater levels of active travel in the borough.

2. Daughter Documents

This Transport Implications of Development is part of a portfolio of transport plan documents which will eventually form Hackney’s Transport Strategy 2014-2024. This suite of documents will include strategies or plans covering a range of transport themes and also detailed geographic strategies or plans for the Borough’s main growth areas and important transport corridors. The structure of the Transport Strategy and how this document is aligned with it is depicted below.

This document looks at the role that new development can contribute to enhancing the Borough’s sustainable transport network. Given that the document is primarily concerned with the planning application process, the intention is that the document will form the basis for a Sustainable Transport Supplementary Planning Document as part of the Council’s Local Development Framework (LDF). The SPD will be subject to the usual statutory consultation process and key stakeholder engagement required for a LDF document.

Fig 1: Format of Hackney Transport Strategy 2014-2024



3. Relationship to Local Plan Documents

3.1 Introduction

Hackney's Local Development Framework (LDF) comprises a suite of planning documents, including Local Plans and Supplementary Planning Documents that need to be considered when preparing a planning application. Where applicable, this document identifies relevant policies in these documents that should be consulted as part of the application process. The most relevant include;

- The Council's adopted **Core Strategy** (November 2010). This policy document is the primary and strategic document in the LDF that sets out a long term spatial vision and broad strategic policy framework and objectives for future development of the Borough. The broad policy framework includes locations for economic and or housing growth in the Borough and encouragement of high-trip generating developments to where they can be served by high walking, cycling and public transport levels.
- The Council's emerging **Development Management Local Plan Policies (DMLP)** document. This document contains the development policies that elaborate on the Core Strategy. It will be used by Hackney Council to determine planning applications, together with other national, regional and local policy and guidance documents.
- The Council's emerging **Site Allocations Local Plan (SALP)**. This document sets out policies for key strategic sites for developments across the Borough.
- The Council's adopted **Area Action Plans**. These documents allocate sites and provide specific planning policy and guidance for areas in the Borough where significant regeneration or investment needs to be managed. The Area Action Plans address the specific challenges of the identified areas by setting out the Council's plans and proposals for land use, physical development and

environmental improvements in the areas. The Council has four Area Action Plans for Dalston, Hackney Central, Manor House and Hackney Wick.¹

The Council has also adopted Supplementary Planning Documents which support relevant existing policies of the local plans by providing guidance on specific issues or sites in more detail. Two of the more relevant SPD documents include the **Public Realm Strategy SPD** which was adopted in 2012 and the **Residential Extensions and Alterations SPD**. Both of these SPDs contain valuable guidance in relation to the Council's expectations in relation to the impact of design of new development on the borough's transport network and public realm. The Council is in the process of drafting its **Community Infrastructure Levy Charging Schedule** and revising its guidance on **Planning Contributions and Affordable Housing SPDs**, which are expected to be published for consultation in 2013. The Planning Contributions SPD will provide more specific guidance on the level of financial contributions expected, while the Affordable Housing SPD will spell out the Council's standards and requirements with regard to seeking affordable housing provision from eligible developments.

¹ On 1 October 2012, the London Legacy Development Corporation became the Local Planning Authority for an area in East London which includes Hackney Wick. Until the LLDC has adopted its own local plan, the Hackney Wick AAP will continue to form part of the planning policy for that area.

4 Location of Development

Relevant Core Strategy Policies

- CS Policy 1 Main Town Centres
- CS Policy 2 Improved Railway Corridors
- CS Policy 3 City Fringe South Shoreditch
- CS Policy 4 Woodberry Down New Community
- CS Policy 5 Hackney Wick New Community
- CS Policy 6 Transport and Land Use
- CS Policy 13 Town Centres

Relevant Area Action Plans (AAPs)

- Hackney Central AAP
- Dalston Town Centre AAP
- Hackney Wick AAP
- Manor House AAP

4.1 Introduction

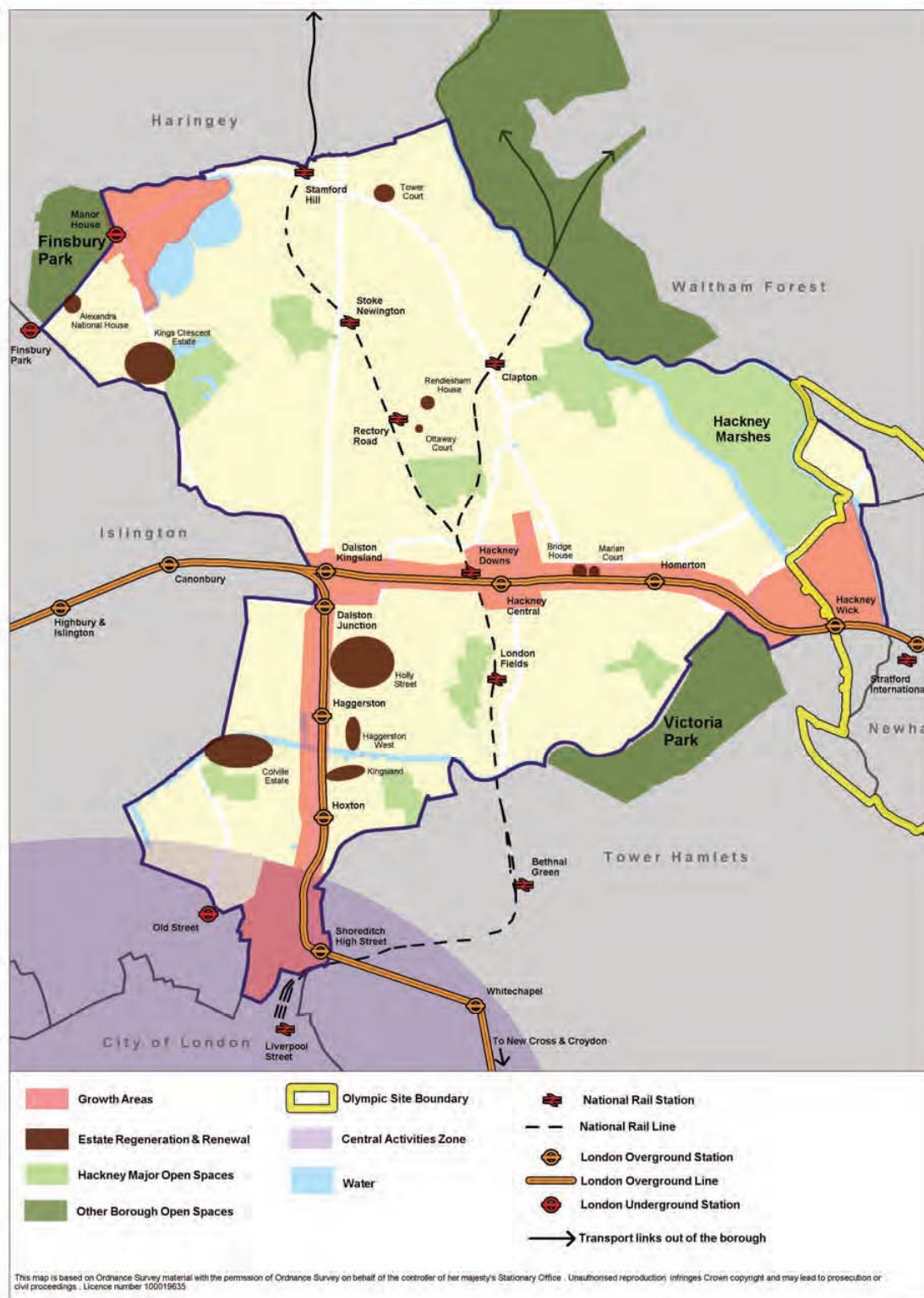
These policies in the Hackney's adopted Core Strategy require large developments where a significant amount of people will live, work or visit, to be in locations that are easily accessible by public transport. These strategic policies have the effect of directing larger scale development to areas where there are good-to-excellent levels of access by public transport, and lower scale development to areas with poorer access to public transport.

The Mayor has set targets for jobs and homes for the Borough in the London Plan and the Council's LDF seeks to ensure that these are met. The Core Strategy's Key Diagram (reproduced overleaf) shows the areas where the majority of the Borough's development is projected to take place to provide more housing, jobs, schools and services along with improved public transport. In general, these growth areas comprise the Borough's key town centres of Dalston and Hackney Central, the New Communities of Woodberry Down in the north west of the borough, and Hackney Wick, the City Fringe South Shoreditch which includes Hackney's part of London's Central Activity Zone and extends to include the southerly parts of Hoxton and

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Kingsland Road, and the Improved Railway Corridors of the new East London Line and the North London Line Overground corridors.

Fig 2: Hackney's Key Growth areas



Source LBH; Core Strategy 2010

Dalston and Hackney Central

The areas where most of the Borough's significant economic and residential growth will happen are at Dalston and Hackney Central. Dalston has been identified by the London Plan and the Council's Local Plan as an Intensification Area that will contribute an estimated 1,770 new homes, 6,000 sq.m of new employment space and 3,000 sq.m of convenience shopping. Hackney Central is similarly earmarked for approximately 1,200 new homes and improved retail, as well as civic and cultural growth. The Council will also seek to ensure that delivery and service requirements of new development here are done as safely and efficiently as possible.

Improved Railway Corridors

Approximately 630 new homes and further intensification of mixed use development are expected to be provided in areas that have easy access to stations along the London Overground network such as Shoreditch High Street, Hoxton and Haggerston. Within these areas, the Council will look to support public realm improvements and support residential and mixed use development design and layout that prioritises quicker and safer walking and cycling routes to stations.

City Fringe South Shoreditch

The Council is seeking to support the established cultural, office, leisure and creative character of this area with mixed use development that comprises approximately 530 new homes and approximately 175,000 sq.m of new employment space. Transport considerations for development in this area will primarily be concerned with providing contributions to the walking and cycling environment as outlined in the Walking and Public Realm Plan and Cycling Plan.

Woodberry Downs New Community

Woodberry Downs is one of the largest regeneration programmes in Europe with an estimated 4,664 gross new homes expected to be built over a 20 year period. The

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renewal programme is expected to lead to the construction of new schools, a health centre and community facilities. Transport considerations here include; the improvement of walking and cycling routes as part of the Woodberry Wetlands project, the narrowing of the carriageway along Seven Sisters Road, public realm improvements in and around Manor House, and the mitigation of school traffic and other smarter travel initiatives.

Hackney Wick

Hackney Wick's regeneration priorities revolve around its strategic position within the Lower Lea Valley Opportunity Area and in maximising Olympic Legacy benefits. An Area Action Plan has been adopted by the Council which proposes employment-led mixed use growth with the creation of approximately 87,000 sq m of additional employment space and 620 new homes. Transport considerations at Hackney Wick are predominantly concerned with upgrades to the Wick station, promoting better walking and cycling connections to the Olympic Park, iCITY development and Stratford Town Centre and reducing issues of severance caused by the A12.

4.2 Directing high trip generating uses to Hackney's Growth Areas

The Council will in the first instance, direct proposals of high density residential, intensive employment use, and other high-trip generating uses to the above areas in accordance with Core Strategy Policies 1-5 and will seek their integration with transport infrastructure so as to favour safe and sustainable modes of travel in accordance with CS Policy 6. Proposals for large office accommodation will generally be directed to the City Fringe South Shoreditch area while proposals for arts, tourism and leisure uses will generally be encouraged in town centres or in the designated areas that have very good access to public transport.

Proposals for the development of shops, employment, leisure uses and other potentially high trip-generating uses on sites outside town centres must

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demonstrate that they have followed a sequential approach and also that the site can be accessed by public transport, walking and cycling. To ensure that high intensity use development in these areas do not put undue strain on the transport network and maximises walking and cycling trips, development proposals are likely to be accompanied by a Transport Assessment and a Travel Plan.

5. Transport Assessments and Statements

Relevant Development Management Local Plan Policy

- **Policy DM46 - Development and Transport**

5.1 What is a Transport Assessment?

A Transport Assessment (TA) is a statutory document which accompanies a planning application for developments that are expected to have significant transport implications. A TA demonstrates how the development proposals are likely to impact on the local environment in transport terms and considers issues before, during and after construction including what measures should be introduced to accommodate and mitigate the effects of trip generation from the site.

The TA should demonstrate to the Council's satisfaction that the development will not have a negative impact on safety, cause congestion or lead to illegal or additional parking near the site of the proposed development. It must also show how it is likely to improve, provide and prioritise travel by walking; cycling and public transport and restrict travel by car.

5.2 Why is a Transport Assessment required?

The Council will use the Transport Assessment to determine whether the proposal;

- Is consistent with its Local Plans and policies outlined in the Council's Transport Strategy
- Prioritises walking, cycling and public transport use in accordance with Hackney's movement hierarchy outlined in Policy DM 45
- Includes appropriate provision for car parking, disabled parking and cycle parking, access
- Includes appropriate provision for deliveries and loading/ unloading, emergency access and refuse collection
- Requires changes to reduce its impact including making the development smaller in scale, or to be built in phases
- Requires financial contributions for sustainable transport initiatives
- Is safe and the layout operationally acceptable.

5.3 When is a TA required?

Policy DM 46 states that 'Transport Assessments will be required in accordance with the thresholds, requirements and guidance set out in the Department for Transport's *'Guidance on Transport Assessments'* (2007) and Transport for London's *'Transport Assessment Best Practice Guidance Document* (2010)'.

The Council may still require that a Transport Assessment and a Full Travel Plan accompany applications for new developments that do not meet these thresholds, where a significant transport impact is expected from the development, or a cumulative impact is expected from different uses within a development or from a number of developments in the vicinity. Other factors influencing the decision to request a TA include the scale and nature of the proposed development (including floor area, number of employees and operational aspects); whether the proposal is located within a Controlled Parking Area; new travel demand generated by the development; and any other development proposals in the vicinity. The sensitivity of land uses adjacent to the site and any existing transport strategies or policies close to the site may also influence the Council's decision to request a TA.

Where the Council considers that a full TA is not required, a less detailed assessment in the form of a Transport Statement will suffice in accordance with Table 4.1. In most cases that involve residential development in an area not covered by a Controlled Parking Zone (CPZ) the Council is likely to request that the applicant submits a Parking Stress survey.

Referrals to the Mayor of London

A full TA is generally required for all development proposals that are deemed to be strategically important (including those fronting or likely to impact upon TfL-controlled roads) and which are referred to the Mayor under the Town & Country Planning (Mayor of London) Order 2000. The criteria used to determine which applications will be referred to the Mayor of London are detailed in Transport for London's *'Transport Assessment Best Practice Guidance Document* (2010). A

Construction Logistics Plan and Delivery and Servicing Plan is likely to be also to be required for most referred applications and should be submitted alongside the TA with the planning application

Table 1 Requirements for Transport Assessments/Statements and Travel plans

	Transport Assessment	Transport Statement	Travel Plan	Travel Welcome Pack
All development above DfT/TfL (TS) thresholds	✓		✓	✓
Development below these thresholds but generates significant trips	✓		✓ *	✓
Smaller development outside CPZ		✓		✓
All D1 schools	✓		✓	
All D2 use class - Assembly and leisure	✓		✓	✓

* Only where significant transport impacts exist

These thresholds should be used as guidelines and the requirement for either a Transport Assessment or Statement shall be assessed by the Council on a case-by-case basis.

5.4 What should a Transport Assessment include?

The content of the TA will vary depending on the size and nature of development and the location of the site. The TfL *Transport Assessment Best Practice Guidance Document* (2010) provides templates as to what the TA should contain. However at a minimum a TA should include;

- Introduction & Background
- Baseline conditions
- Trip generation information
- Impacts
- Mitigation

Much of the information provided in the TA will directly inform the travel plan and given the inter-dependence of these two documents, it is essential that they are

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consistent with each other. It should be noted that the travel plan will also include some information not included in the TA. For larger developments, it may be appropriate to contact the Council's Planning and Regulatory Service regarding the form and content of the Transport Assessment and for advice on any issues that should be included prior to the submission of a planning application.

6. Travel Plans

Relevant Development Management Local Plan Policy

- **Proposed Policy DM46 - Development and Transport**

6.1 Introduction

The Travel Plan is the sister document to the Transport Assessment and both documents are required to be developed together. Travel Plans are the key management tool for implementing any transport solutions highlighted by the Transport Assessment / Statement, and are one of the primary tools for mitigating the negative transport impacts of development proposals. Travel Plans are required to detail the developer's response to the Transport Assessment / Statement and deliver sustainable transport objectives with a package of measures to promote sustainable transport, including measures to achieve a shift from private car use to the most sustainable forms of transport: walking and cycling.

The Travel Plan is required to set out the on-going management arrangements for the development, which shall include the appointment of a Travel Plan coordinator and identification of the organisation with overall responsibility (eg developer, management company or community trust etc). A monitoring schedule and outline of the approach to monitoring is required within a Travel Plan; a monitoring period of at least 5 years will apply. Enforcement actions are required to be agreed prior to any grant of planning permission, in the event of non compliance or failure to implement measures.

6.2 Benefits of Travel Plans

The London Plan and Mayor's Transport Strategy endorse the use of Travel Plans as a means of promoting sustainable transport objectives including those related to freight. Within Hackney, Travel Plans are seen as a key tool in achieving a range of Council priorities including; promoting healthier lifestyles and tackling obesity levels, reducing congestion and air pollution and helping to create sustainable neighbourhoods.

Other wide ranging benefits of Travel Plans include;

- Less congestion and pollution on local roads
- A reduction in car parking levels which may reduce the cost of development and increase the site size for other uses e.g. provision of affordable housing
- Potential reduction in the amount of financial contributions that a developer has to pay as negative impacts of the development are minimised
- Fewer goods vehicle journeys lowers the risk of collisions
- Increased opportunities for active travel for residents by encouraging them to walk and cycle.

6.3 When is a travel plan required?

In general, any development application that requires a Transport Assessment should also include a Travel Plan. Some smaller developments may also require a Travel Plan however if they are expected to have significant transport impacts. Some developments in Hackney, for example, the construction of or extension to a school or place of worship will automatically trigger the requirement for a Travel Plan. Where concerns about incremental cumulative impacts of developments and/or particular air quality concerns may warrant it, the Council may require Travel Plans for smaller developments.

6.4 Process for securing travel plan

Where the Council decides that a full Travel Plan is required, the following documents should be submitted in the planning application process;

Stage in application process	Document required
Submission of planning application	Travel Plan Framework
3 months prior to occupation	Draft Travel Plan
6 months after or at 75% first occupation	Full Travel Plan

The Council will secure a Travel Plan monitoring fee as part of the financial obligations agreement to cover the costs of assessing whether the Travel Plan is

successful in meeting its agreed modal shift targets. Further details of the requirement for this monitoring fee will be set out in the Council's forthcoming revised Planning Obligations SPD.

6.5 What should be included in a Travel Plan?

Travel Plans should be prepared in accordance with Transport for London's '*Travel Planning Guidance* (2013). The format and length of the document will vary in line with the size of the development but the following outline is generally relevant;

- **Context** of development e.g. use, size, location and general timescales for development);
- **Policy outline** with specific focus on identifying Hackney's adopted LIP2 transport targets and car free and car capped housing policies
- **Site Assessments** (general overview as to what facilities are present);
- **Travel Survey / Trip Generation** (mode split based on trip generation software, latest census information or other relevant and robust prediction methods);
- **Objectives** (based on comparisons between policy and trip generation, development of objectives and targets);
- **Targets for** the proportion of people that will walk, cycle, use public transport, drive etc;
- **Travel Plan Management** details of a main point of contact with a clear line of responsibility, organisation with management responsibility and handover procedures;
- **Measures** to reduce the need to travel and particularly the number of single occupancy car use;
- **Travel information, marketing and support**, including draft travel welcome packs;
- **Monitoring and review**; Clear monitoring programme detailing what and how frequently surveys will be undertaken, by whom, and how they will be reported;

- **Action Plan**, including short/medium/long-term actions and should be Concise and focused on delivery and implementation of the travel plan; and
- **Travel plan funding**, including a budget for each element of the delivery programme and how travel plan co-ordinator will be funded.

This list is not exhaustive and the Council may require further information depending on the circumstances of the development.

6.6 Travel Plan measures

For a Travel Plan to be successful, it must be clear what the plan is aiming to achieve with indicators and targets to measure this. It may be difficult to set targets when the future occupant of a development is not known but assumptions should be made and these should be clearly stated in the travel plan in line with LBH LIP 3 targets.

Measures in a Travel Plan need to support each other, in making sure more people walk, cycle, and use public transport and ensure that negative impacts on the environment are reduced. If there is not enough thought given to what the Travel Plan is going to achieve and how it is achieved, measures in the Travel Plan could be unsuccessful and targets not met.

Indicative Measures

Measures outlined in the Travel Plan to deliver high mode share by sustainable modes are likely to vary in terms of the size, complexity and accessibility of the proposal. Many of these proposed measures will be discussed in more detail elsewhere in the Transport Strategy. Some examples frequently used in Hackney include;

- Site specific welcome pack
- Car free and car capped developments.
- Provision of or contributions towards high quality walking routes
- Contributions towards Legible London or other wayfinding measures

- Money being paid towards new cycling routes and other facilities
- Contributions towards the provision and membership of car clubs
- Car pools and car sharing schemes
- Cycle parking for residents, employees and residents
- Contributions to cycle hire schemes
- Promotional events (for example: Dr Bike sessions)
- Contributions towards accessible bus stops

6.7 Workplace Travel Plans

Workplace travel plans are an effective way to promote sustainable travel alternatives to single occupancy car use. A workplace travel plan will usually be specific to each individual site and the nature of the business activity there.

Workplace travel plans are potentially suitable for any organisation that generates a significant number of employee trips including offices, hospitals, distribution centres, large shops and supermarkets, cinemas and theatres, and medical centres.

Hackney Council recognises the value of Workplace Travel Plans in helping to reduce congestion at peak times and promoting active travel. Table 8.1 Travel surveys have recorded the following mode shift in workplace with travel plans:

Table 2 Impacts of Workplace Travel Plans

Travel Plan	Decrease in car use	Increase in Walking	Increase in cycling
Hackney Council TP (2004-2011)	57%	103%	140%
Other Workplace TP's (aggregate)	55%	46%	78%

Source LBH; Draft Walking Plan 2013

New development proposals will be required to submit workplace travel plans in accordance with TfL guidance. The content of the travel plan should address travel by staff to and from work and on business e.g. site visits. However, a travel plan may also address visitor, client and customer travel, and fleet procurement and

management. The Travel Plan may also include suppliers making deliveries, and contractors undertaking work on site (see Delivery and Servicing Plans in Chapter 6).

A workplace Travel Plan should include measures such as;

- Provision of good cycling infrastructure such as: secure cycle parking and storage, workplace parking; lockers; showers and changing rooms;
- Promotion of public transport including interest-free season travel card ticket loans.
- promotion of car-sharing where walking, cycling and public transport is not an option;

6.8 School Travel Plans

Hackney Council places substantial value on the role that school travel planning has in helping to reduce congestion on our transport network and helping to tackle childhood obesity which is a particular problem in the borough. The production and submission of School Travel Plans are an essential requirement for all development applications relating to schools in Hackney. A school travel plan (STP) can bring benefits of safer and more sustainable transport for the whole community. Each STP will need to be designed to take into account, and be tailored to, local circumstances.

An STP can potentially result in:

- Less cars and congestion around the school;
- Healthier, more active pupils and families;
- Less pollution around the school;
- Safer walking and cycling routes around the school;
- Improved school grounds with provision for bicycle storage;
- More children with the skills to travel independently and safely, increasing their access to future opportunity;
- A more accessible school site; and
- Improved attendance and achievement.

All STPs in the borough are required to be sent to Hackney Council for approval. It is essential that an STP complies with the Transport for London criteria used to assess STPs. These criteria for assessing STPs are detailed in the TfL publication '*What a school travel plan should contain*'. School Travel Plans should contain a commitment to implementing the actions contained within in the form of a statement of commitment to achieving a minimum of Bronze Level STARS status (TfL's accreditation scheme for STPs) or equivalent by the end of their first academic year. Further guidance can be found on the Council's website at <http://www.hackney.gov.uk/stp-downloads.htm>

6.9 Residential Travel Plans

In such a densely populated borough as Hackney, securing Residential Travel Plan (RTP) is a key mechanism to ensure that sustainable travel is an integral feature of new housing developments. An RTP is concerned with journeys made from a single origin (home) to multiple and changing destinations. Each residential travel plan is site specific, with detailed measures partly determined by site opportunities and constraints such as the location of existing public transport routes, local shops and essential services and workplaces within the immediate area.

The RTP should set out specific measures to encourage sustainable travel to and from the site will be applied, accompanied with how publicity and promotion techniques will be deployed by the developer to ensure that new residents understand and take advantage of these incentives. It should include parking restraint, and should support walking, cycling and public transport use. The RTP should include both hard measures, such as site-design, provision of infrastructure and new services, and soft measures such as marketing, promotion and awareness-raising among residents. A planning legal agreement securing a residential travel plan will be required to ensure that all future residents are informed of the existence of the travel plan and any restrictions it implies (for example, lack of access to

parking permits in controlled zones). The outcome will be to achieve targets agreed in advance by Hackney Council.

Stages of a Residential Travel Plan

There are two distinct phases involved in the development of a residential Travel Plan.

Stage 1 covers the period prior to occupation of the development and outlines details relating to the design construction, occupation stages of the development and the first monitoring and review period. Responsibility for the preparation of the RTP rests with the developer or a consultant appointed by the developer - a Travel Plan Co-ordinator (TPC). This person will be responsible for overseeing the implementation of the travel plan and its day to day operation, liaising between the Council and the residents, managing the initiatives and monitoring and reviewing the plan. Details of the TPC responsible for the site for a minimum of 5 years beyond full occupation, handover arrangements and must be provided to Hackney Council and be approved prior to work beginning on site.

Stage 2 covers the period after full occupation of the development and completion of all measures to integrate the development with the surrounding area. Responsibility for managing and developing the travel plan will generally need to be passed on to an approved management group or the Council and measures put in place to ensure that implementation of the plan continues such as car clubs and bike sharing schemes in order to achieve the targets and objectives established in the travel plan.

6.10 Travel Plans for short term events and concerts

The Council will request Travel Plans for short term events to mitigate the impact of additional trip generation on the local transport network and residential areas within the vicinity of the event site. The general structure of event plans is as follows;

- Background information - providing an overview of the event and its organisers and including information on any existing environmental policy, why a travel plan is being produced and detailing the location of the event along with some information on the site's accessibility.
- Site audit and survey - providing the information to inform the rest of the travel plan. The site audit provides details on how accessible the site is by various forms of transport and includes both on-site and offsite infrastructure.
- Aims and objectives - broad statements of intent regarding what it is hoped the travel plan will achieve.
- Targets - There are two types of target that can be set for a travel plan. The first is known as an 'aim-type' target and is generally based on the percentage share of each travel mode used, and the other type of target that is set is the 'action-type' target which sets a deadline for a certain action to have taken place.
- Measures - detailing the various incentives and initiatives that can be employed to achieve the targets set in the previous section. The measures that are implemented will depend on various factors including the results of the surveys, the size of the event (area or number of visitors), the site audit and the amount of funding available.
- Monitoring Strategy and Management Structure – in order to record the overall success of the travel plan as well as how effective individual measures have been. This is particularly relevant for those events which are proposed to run with reasonable regularity e.g. an annual series of concerts.
- Action Plan – providing a summary of how the travel plan will be implemented and monitored. An action plan typically lists the measures that are due to be implemented along with details on who is responsible, when they are to be undertaken, how the success will be gauged and which aims and objectives they relate to.

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The vast majority of one-off events within Hackney including large concerts are generally car free. The Council will expect that Event Travel Plans include provision for walking, transport and public transport use and include measures such as large scale temporary cycle parking such as those used in Victoria Park for the 2012 Olympics.

7. Other Management Plans

Relevant Core Strategy Policies <ul style="list-style-type: none">• CS Policy 6 Transport and Land Use
Relevant Development Management Local Plan Policy <ul style="list-style-type: none">• Policy DM 46 - Development and Transport

7.1 Introduction

Some land uses that require the delivery of goods and loading and unloading of vehicles can cause amenity issues and negatively impact on the safety of pedestrians, cyclists and other road users. New development in Hackney needs to minimise and mitigate as much as possible the impact of deliveries and servicing on the amenity and safety of residents and neighbours.

CS Policy 6 of the Council's adopted Core Strategy outlines a requirement for freight operators in Hackney to adopt sustainable delivery and servicing plans in accordance with the London Freight Plan and undertake a commitment to use best practice such as Transport for London's Freight Operator Recognition Scheme (FORS) initiatives. The Development Management Local Plan Policy DM 46 re-affirms this commitment towards sustainable practice through a requirement to submit Delivery and Servicing Plans in accordance with TfL guidance.

7.2 Delivery and Servicing Management Plans (DSP)

Development proposals that are likely to attract a large number of vehicles for loading and servicing requirements will be required to submit a Delivery and Servicing Management Plan (DSP) as part of the Transport Assessment. The Transport Assessment will usually consider how a new development can best be serviced depending upon the nature, size and location of the development. The thresholds and requirements by land use for the preparation of a TA are outlined in the Council's Car parking standards as set out in the Development Management Local Plan Policies document.

The overall aim of the DSP will be to manage and minimise the impact and amount of servicing and delivery vehicles operations particularly in the morning peak. The DSP will also help to identify areas where safe and legal loading can take place. DSP's should be prepared in accordance with TfL guidance '*Delivery and Servicing Plans – Making Freight Work for You*'.

7.3 Construction Logistic Plans

Construction Logistics Plans (CLPs) have similar objectives to DSPs, but will be applied to the design and construction phases of premises, specifically to improve construction freight efficiency by reducing CO2 emissions, congestion and collisions. CLPs normally cover the period from the commencement of construction to full operational occupation of the development to manage on- and off-site construction traffic, delivery and removal of materials, and any temporary changes to other traffic movements (including pedestrian and cyclist movements) in and around the site.

Often these will be submitted as part of the TA but may also be set as a condition of the granting of planning permission. Ultimately they will be integrated into the travel plan process and Hackney's response to increase road network efficiency by minimising congestion and emissions caused directly and indirectly by construction-related trips.

7.4 Benefits of DSP's and CLPs

There are multiple benefits of DSP's to the operator, local authority and residents;

- More efficient servicing and delivery requirements
- Reduced risk of collisions as deliveries are less frequent and the safest locations for loading are identified.
- Less congestion on local roads
- Better certainty of delivery times
- Improved local air quality due to fewer deliveries and emissions.
- Less noise and intrusion for local residents

7.5 FORS and cyclist awareness training

Hackney expects that all construction and servicing operators within the borough will be committed to best practice initiatives such as TfL's Freight Operator Recognition Scheme (FORS) which seeks to reward all van and lorry operators in London that are safer, greener and more efficient. FORS operates on a tiered basis of bronze, silver and gold rewards and recognition for operators that encourages and incentivises good practice in reducing collisions, fuel use, CO2 emissions and congestion. The Council will require all construction and freight operators working within Hackney to sign up to FORS particularly for large developments in the borough.

The Council is particularly interested in FORS requirements for drivers of HGV's to undertake mandatory on-road cyclist awareness training given the number of haulage and delivery vehicles that are disproportionately involved in serious and fatal collisions in London. In 2011, the Council introduced a Safe Urban Driving course that focuses on drivers sharing the road with more vulnerable road users including cyclists and pedestrians, and includes a practical on-road bike riding session, to provide HGV drivers with the opportunity to experience a cyclist's view. At present, all Council-operated and Council-contracted commercial vehicles receive on-road cycle-safety training to Freight Operator Recognition Scheme (FORS) and Safe Urban Driving (SUD) standards. This course is currently available to drivers that regularly drive HGV and LGV vehicles within the borough and construction and servicing operators will be required to undertake this training as part of the planning approval process for development in Hackney.

8. Walking and Cycling

Relevant Core Strategy Policies

- CS Policy 6 Transport and Land Use
- CS Policy 24 Design

Relevant Development Management Local Plan Policies

- Policy DM 45 Movement Hierarchy
- Policy DM 47 Walking and Cycling

Related Local Plan documents

- Hackney Public Realm SPD
- Emerging Community Infrastructure Levy SPD

8.1. Introduction

All new developments in Hackney should look to prioritise the needs of pedestrians and cyclists above other motor traffic in line with the movement hierarchy outlined in Manual for Streets 1, Hackney's adopted Public Realm SPD and the Council's Development Management Local Plan policies document. New development will be expected to contribute to the creation of an attractive, safe, and well-maintained public realm that facilitates high levels of walking and cycling.

8.2 Design and Layout of Development

The design of new development is a fundamental consideration in promoting greater walking and cycling levels in Hackney. In many cases, these issues are considered by Transport Assessments, Travel Plans and Design and Access Statements which are now a statutory requirement of many planning applications. A Design and Access Statement is a short description setting out the design principles and concepts that have been applied to a particular development; and how issues relating to access to the development, amongst other considerations, have been dealt with.

For significant development proposals the Council will expect to see the following detailed considerations taken into account in these documents;

- Details of how pedestrian access is designed to be equally accessible to all members of the community including those with disabilities, elderly people and children.
- Details on how the design of the development actively promotes walking and cycling to, from and through the site and proposed improvements to ensure that routes are direct, continuous and attractive to use.
- Details about access for pedestrians and cyclists from the site to essential local services such as schools, shops, leisure uses in the surrounding area should be identified.
- Considerations of the needs of cyclists have been taken fully into account, ensuring that the development makes it easy to find their way through a development and onto existing and proposed cycle networks.
- The development should look to minimise the amount of crossovers (if any) needed for the site; if crossovers are required then these should be designed in such a way that does not negatively impact on pedestrians and cyclists.
- The development should avoid and minimise any potential areas of conflict between pedestrians, cyclists and other road users e.g. delivery trucks, cars etc.
- The potential for funding from Section 106 and/or Section 278 agreements to be spent on projects that improve access for pedestrians and cyclists should be considered.

8.3 Hackney's Public Realm SPD.

The public realm is defined as 'the public space between private buildings including pavements, streets, squares and parks' (Homes and Communities Agency, 2010).

The Council's adopted Public Realm SPD sets out five guiding principles as to how new development in the borough can contribute to a high quality public realm and facilitate greater levels of walking, cycling and public transport use. The Strategy sets out the Council's expectations for new development in the borough addressing issues such as responding to local character, footway design and materials and street

furniture and public art. This document should be consulted at an early stage in the design stage of planning application.

8.4 Development and the public realm

Hackney Council will seek improvements to streets and spaces to ensure good quality accessibility and circulation for all. These include improvements to existing routes and footways that will serve the development. The following general principles should be applied to all new development.

- Consideration of all principles of Hackney's adopted Public Realm Strategy
- The width of footways should be maximised, allowing people with wheelchairs, prams and mobility scooters to easily pass each other.
- Street clutter should be minimised, removing all non-essential street furniture and ensuring that any signage, cycle parking, lighting columns, bins and recycling facilities are placed outside of the clear pedestrian area
- All new pedestrian areas and footpaths are required to be constructed to a standard that is considered appropriate for adoption by the Council
- Pedestrian routes should minimise the feeling of fear and crime by being direct, overlooked, well lit, straight (avoiding dog-legs and other potential hiding places), wide, highly visible, and busy
- Any designated parking must be designed in such a way that cars do not overhang or encroach on the pavement
- The design of the development should be consistent with other Council aims and objectives e.g. the having a maximum of 20mph speed zones for internal roads.

8.5 Shared space and surfaces

Shared spaces may be appropriate in certain circumstances to emphasise the place and movement functions of new developments and facilitate greater levels of

pedestrian activity and safety. In many cases, the use of shared spaces can facilitate informal social interaction and children's play amongst residents and other users of the space and improve road safety through restricting car parking and the movements and speeds motor vehicles. Within Hackney, many of these spaces tend to be as a result of the implementation of Home Zones and DIY Streets but can also apply to new shopping areas and mixed use development areas where there is likely to be high levels of pedestrian activity.

The use of shared surfaces is a common design feature in helping to achieve shared spaces. A shared surface is one where there is no physical distinction, such as a kerb or change of level, to separate motor traffic, pedestrians and other road users. This approach tends to be effective where vehicle flows and speeds tend to be low and can have many other positive effects including the minimisation of street clutters such as bollards and signage. However, it is acknowledged that some shared surface designs (such as the loss of kerb) can prove problematic for blind and partially sighted people and people with physical disabilities to independently navigate these spaces. Where shared spaces are proposed, the Council will expect to see that the needs of all disability groups are taken into consideration early in the planning, budgeting and consultation stages of street design and that the final project promotes fully inclusive and accessible travel.

8.6 Legible London and other Wayfinding

Legible London is a standardised pedestrian wayfinding and signage system developed and promoted by Transport for London currently used by boroughs in London. It is a map-based system which gives users a good understanding of the surrounding area and encourages them to choose their own walking route to a specific destination.

Policy DM 46 'Development and Transport' of the Development Management Local Plan Policies document outlines a requirement for new development to provide or make contributions towards, the provision of new pedestrian wayfinding signage as

a means of promoting walking as a means of transport in the borough. The signage may be provided on-site a location within the vicinity of the site.

The Council will consider the appropriateness of using Legible London signage concerning new but key locations is likely to include;

- All of the boroughs town centres particularly areas to the north that are not already covered by the scheme
- as part of mixed use developments in Shoreditch and the City Fringe
- within the vicinity of all rail stations in the borough,
- near important junctions and/or as part of LIP corridors and neighbourhood schemes
- the boroughs parks and greenways
- areas near the Olympic Park

The Council may also consider similar requirements for cycling wayfinding schemes signage to promote ease of navigation and estimated cycle travel times, particularly in existing busy areas or in new routes or areas where the Council wishes to promote greater cycling levels.

8.7 Cycling considerations of development

Many of the Council's strategic objectives and proposals to increase cycling levels in the Borough are outlined in the Cycling Strategy. However, private developments also have an important role to play. Policy DM 46 of the Local Plan Policies document requires developments with transport impacts to submit a transport assessment, including a travel plan, with the planning application. Both the Transport Assessment and Travel Plan will state the total number of journeys and identify mode share targets that the development is likely to create and how many of these are likely to be made by cyclists. As outlined in the previous chapter, these

documents will also need to identify appropriate measures to encourage cycling and commit the development to providing these facilities.

8.8 Cycle Parking and end-of-trip facilities

The provision of a high standard of cycle parking facilities is likely to figure prominently in any discussions about new development in Hackney. The Council has recently updated its cycle parking standards to better reflect the boroughs current and projected cycling targets. In many cases, these standards are higher than those proposed in the London Plan which the Council feels are inadequate to achieve the uptake in cycling needed to achieve required targets in an inner London borough. These standards are set out in Appendix 1 of this report and refer to minimum standards which the development will be expected to provide. The Council will require proposals to accord with these standards rather than those referred to in the London Plan.

The Council also recognises that the quality of the cycle parking and end-of -trip facilities is as important as simply providing high numbers. As a basic principle, the Council will expect cycle parking to be convenient, secure and weatherproof. Appendix 2 of this report provides guidance on providing residential parking. For other types of parking including instances where internal storage space cannot be provided for practical or logistical reasons, the Council may seek contributions to provide alternatives in line with Policy DM 46.

9. Public Transport

Relevant Core Strategy Policies

- **CS Policy 2 Improved Railway Corridors**
- **CS Policy 6 Transport and Land Use**

Relevant Development Management Local Plan Policies

- **Policy DM 46 Development and Transport**

Forthcoming Community Infrastructure and Planning Contributions SPD

9.1 Introduction

Approximately 57% of Hackney's residents that travel to work or education use public transport. Our residents therefore require public transport that is easily accessible, affordable, and reliable and gets people to where they want to go. Ensuring that the Hackney's public transport infrastructure is fit for purpose to support the borough's growth and on-going regeneration is a key objective for the Council.

The Council's overarching strategy for future public transport provision for Hackney is set out in the Public Transport Plan. This section is concerned with the potential impact of development on existing and future public transport facilities in the borough and outlines the Council's approach to developer-led funding for improvements.

9.2 Development applications and safeguarded land

Crossrail 2

The construction of Crossrail 2 (formerly known as the Chelsea-Hackney line) is a long term objective for the Council. When completed, the railway will provide high-speed rail connections to central and west London, support regeneration objectives in Hackney's strategic growth areas and help address the boroughs historic lack of

access to the Tube. Whilst the final route alignment is in the process of being decided by Transport for London, the Council is required to help safeguard the current route which was last refreshed in 2008 until such a point that alignment is refreshed (expected to be 2014).

In the main, the line is expected to be in tunnels for the entire route through Hackney. Safeguarding however is necessary to control the construction of deep foundations and basements which might prevent tunnelling and to protect land for stations, ventilation shafts, and construction. The Council/TfL will therefore need to carefully assess the impact of development proposals that are located within or in the vicinity of the safeguarded route or potential stations to determine any potential impacts that could prevent to delivery of the scheme.

In addition to proposed stations at Hackney Central and Dalston, the Council is working with TfL to explore the feasibility of the final scheme providing additional stations at Stoke- Newington. To ensure that development proposals are consistent with the delivery of the scheme and most up-to-date alignment, applicants are advised to discuss all potential applications in these areas with the Council's Transport Planning team at the earliest possible opportunity.

9.3 Channel Tunnel safeguarded route

The Channel Tunnel rail link runs from its St. Pancras terminus to Stratford International, on to Ebbsfleet/Dartford International, Ashford International and the Channel Tunnel itself. Within Hackney, this tunnelled route lies mainly directly beneath the east-west North London Line. The Channel Tunnel Rail Link (CTRL) Safeguarding Directions apply to particular areas along this line, including the Kingsland Shopping Centre where the High Speed 1 (HS1) route is in tunnels under this site. Any proposed development over the safeguarded area requires the design to be sufficiently developed to meet with the consultation requirements of CTRL for approval.

9.4 Access to public transport

The design and layout of new development in Hackney should promote ease of access to rail stations and bus services for all pedestrians and cyclists living, working and visiting it. Ensuring ease of access and improvements for disabled people and those who are mobility impaired will be a priority for the Council when accessing planning applications. For larger developments, the Council will expect to see these considerations outlined in the Transport Assessment and/or Design and Access Statements with costed solutions and improvements included in the analysis if appropriate.

9.5 Contributions towards public transport infrastructure

Financial contributions may be required where new development proposals cannot demonstrate to the Council's satisfaction that expected impacts cannot be fully mitigated within the borough's existing public transport network or where the development site lies within an area of planned strategic transport improvements. With regard to public transport infrastructure, the Council has traditionally used developer contributions and planning legal agreements to fund a number of initiatives including;

- Additional bus routes or more frequent scheduling of existing routes
- implementing new stops in accordance with TfL's '*Accessible Bus Stop Design Guidance*' in convenient and safe locations
- Public realm improvements in and around public transport stations and bus stops
- Improved signage, timetable and waiting facilities
- Cycle parking at stations
- Other measures to promote safety and accessibility including ramps and CCTV cameras at stations
- Car club spaces

9.6 Hackney's Community Infrastructure Levy

The Government has recently introduced a new charge on development called the Community Infrastructure Levy (CIL). The charge is to be paid by developers to help fund strategic infrastructure required to support development. Within London, new development proposals will be subject to both the Mayor of London's Crossrail CIL charge and those outlined in each individual borough's adopted CIL.

The Council is currently in the process of reviewing its Planning Contributions SPD and drafting its Community Infrastructure Levy Charging Schedule. The final CIL Charging Schedule is expected to include a number of public transport infrastructure projects that will support growth in the borough. This may include station upgrades, contributions towards TfL's Cycle Hire scheme, bus routes etc. Outside of CIL, S106 (or future equivalent) agreements are likely to remain relevant to fund relevant public transport improvements within the immediate vicinity of the site such as those listed above.

9.7 Mayoral CIL for Crossrail

As of April 1 2012, the Council has been required to collect contributions towards the construction of Crossrail on behalf of the Mayor of London. The GLA have decided that Hackney is within the second band of the charging zone which requires a £35 per square metre charge on 100 square metres or more of a net increase in floorspace for all developments (with the exception of health and education uses) or on a development that involves the creation of an additional residential unit that may fall below this 100 square metres limit.

10. On-street Parking and car free development

Relevant Core Strategy Policies

- CS Policy 6 Transport and Land Use
- CS Policy 22 Housing Density
- CS Policy 33 Promoting Sustainable Transport

Relevant Development Management Local Plan Policies

- Policy DM 48 Car free and Car Capped Development

10.1 Introduction

The effective management of parking spaces is a key determinant of transport mode choice and an important tool for tackling congestion and local pollution in the borough. The recently-published National Planning Policy Framework (NPPF) advises that Local Authorities should consider an area's accessibility, type, mix and use of development, availability of public transport, local car ownership levels and the need to reduce the use of high-emission vehicles when setting local parking standards. Similarly, the London Plan identifies the need to manage parking as a key tool to minimise car use and promote sustainable means of transport.

10.2 Public Transport Accessibility Levels (PTALs)

Within London, the Transport for London's Public Transport Accessibility Levels (PTALs) have traditionally been used as a key management tool by London boroughs to decide the level of car parking that a development should have. Generally speaking, the higher the PTAL level of a proposed development site, the lower the amount of car parking the proposal should have.

It should be stressed that PTAL levels can vary dramatically from site-to-site (mainly due to arbitrary cut off points for walking to public transport stations and bus stops) and does not take into account other localised factors such as a high propensity to walk or cycle and also how accessible essential local services like schools, shops and health services and employment centres are that would mitigate against the need to

travel in the first instance. Another limitation is that PTAL levels can vary even within an individual site (usually larger sites) dependent upon where the point was chosen from.

Notwithstanding these obvious limitations of the approach, PTAL is the favoured approach by boroughs to calculate car parking levels across London. Whilst Transport for London produce maps showing the PTAL levels in each borough, these maps are not site specific and public transport services can vary over time. Site specific PTAL levels can be found at <http://www.webptals.org.uk/> and should be used when submitting planning applications.

10.3 Car Parking Standards

In common with other London boroughs, Hackney has set maximum car parking standards with the intention of limiting parking in all new developments to a minimum. The Council has recently revised its car parking standards as part of the evidence-gathering stage for the Transport Strategy to better reflect the borough's position as an inner London borough with low car ownership and use and to continue to support our resident's high levels of walking, cycling and use of public transport. These can be found in Appendix 1 of this report.

In many cases, these standards will be lower than those outlined in the London Plan. This is to better reflect the borough's unique local characteristics, relatively high levels of public transport accessibility and the level of parking stress within the borough in line with guidance set out by the NPPF and to bring Hackney's standards in line with neighbouring inner London boroughs. New development proposals located within PTAL 4-6 will be required to be car free in line with Core Strategy and Development Management Local Plan policies. Proposals involving the redevelopment of existing car parks areas will generally be expected to car parking levels to be significantly reduced where re-provision of some spaces is proposed.

Thresholds and standards are given as a gross floor area (GFA) relating to the development as a whole, and are not intended to be applied separately to individual units that form part of a larger development. Shared use of parking spaces and servicing bays between units will be encouraged where practical and should be explored in Transport Assessments and Delivery and Servicing Plans.

10.4 Car Free developments

Car Free developments can be defined as development with no car parking facilities for residents or visitors other than those as needed to meet the needs of disabled people. Occupiers of the development are restricted from obtaining on-street parking permits by legal agreement. Car free developments support a number of objectives of the Transport Strategy given that they have a role to play in improving the attractiveness of the local area for walking and cycling, help create more 'people oriented' environments and can reduce local air pollution and noise levels.

In line with the Core Strategy and emerging Development Management Local Plan, the Council will promote car free developments in areas that have PTAL levels above 4 and/or are covered by Controlled Parking Zones. The Council will also welcome proposals for car free development below these thresholds or in locations within the borough that are subject to parking stress or where the provision of parking would create an unacceptable impact on highway safety. Much of Hackney's residential areas are very accessible by frequent and reliable public transport, are within easy walking distance to local amenities and car ownership levels are amongst the lowest in the country.

10.5 Car capped developments

Car capped developments differ from car free development in that they tend to have a limited amount of on-site parking. However occupiers of the development are similarly restricted from accessing on-street permits usually through a planning legal agreement.

Proposals for car capped development will be suitable in new development that are located in areas that have lower than PTAL 4 levels and/or where additional off street spaces can be accommodated within the development without harming highway or on-street parking conditions, but where additional on-street car parking is not considered acceptable.

10.6 Legal Planning Agreements

In the case of both car-free and car-capped developments, the Council will require the developer to enter into a legal planning agreement (usually a s106 agreement) to ensure that future occupiers of the development will not have access to on-street parking permits. In the case where a developer will not enter a legal agreement to accept this designation, planning permission will not be granted for the development.

This legal agreement requires the owner of the development to inform incoming occupiers that they are not eligible to obtain a parking permit for on-street parking, or to purchase a space in a Council-controlled car park. This part of the legal agreement stays in perpetuity so that any future purchaser of the property is informed that occupiers are not eligible for parking permits.

10.7 Implementation of on-street parking restrictions.

Much of Hackney's residential roads are covered by Controlled Parking Zones (CPZ) and, in principle, appropriate for car-free or car-capped development. Parking spaces in these streets are restricted to people holding a parking permit issued by the Council. As such, occupants will be restricted from purchasing on-street parking in these areas as the Council controls the issuing of permits.

10.8 Disabled Parking in car free and car capped development

Car-free and car capped developments should be designed taking into account the needs of disabled car users at the earliest possible stage. Where car-free and car-capped developments contain wheelchair housing, the Council will expect a parking space to be provided for each wheelchair dwelling. For larger developments, the Council usually requires 10% of the total parking (or a minimum of 2) to be reserved for disabled parking.

The Council's general preference is for any proposed disabled parking to be provided on-site but will examine proposals on a case-by-case basis. Blue Badge holders are able to use parking spaces on-street without a parking permit but the Council may require the applicant to submit an assessment of parking spaces in areas of known parking stress to demonstrate that disabled parking can be accommodated within the immediate vicinity of the site.

Further information about the borough manages provision of on-street disabled parking can be found in the Council's adopted 'Parking & Enforcement Plan, 2010-15' (revised April 2013).

10.9 Footway Parking

Footway parking was banned across London under the London Local Authorities Act 2000. There are very limited exemptions across the borough where designated footway parking is clearly shown by roadside signs and covered by published Traffic Management Orders (TMOs). Footway parking is a particular issue in some parts of the borough because it forces pedestrians and vulnerable groups such as those who are partially sighted, have reduced mobility, wheelchair and buggy users, and people using pushchairs and buggies or prams from the footpath and onto the road. Footway parking also tends to result in damage to the pavement resulting in high maintenance costs, pedestrian injury claims and damage to the urban environment.

Proposals for footway parking are therefore contrary to the aims and objectives of the Council to provide a safe and attractive public realm in Hackney. Proposals that include footway parking as part of provision for new development will be refused by the Council. Where the application site involves an area of existing footway parking the Council will look to remove these areas and re-instate or widen the footpath where appropriate.

10.10 Alternatives to conventional on-street car parking

The Council will look favourably on proposals that propose alternatives to the use of existing on-street spaces to make transport choices more sustainable.

A) Car Clubs

In many cases of car-free and car capped development the Council will seek contributions towards car club provision in line with Policy 33 of the Core Strategy and Development Management Local Plan Policy DM 48. Car clubs can contribute to the sustainable transport network by reducing the need to own a car and subsequently demand for on-street spaces. In most cases, car club arrangements between the applicant and the Council will be subject to a legal planning agreement.

Depending on the nature of the development, the Council may seek the provision of a dedicated car club bay and/or financial contributions towards membership of one of the Council's car club operators. Where a development is required to provide a dedicated space for car club bay, the Council will expect that the space is highly visible and publicly accessible at all times of the day. Applicants are advised to contact the Council in advance of the preparation of Transport Assessments and Travel Plans for our full list of approved car club operators. Where car clubs or car pool schemes are proposed, the Council's preference is for low emission vehicles.

B) Electric Vehicles

The Council supports the use of low emission vehicles as part of its efforts to improve air quality in London. Where car parking is permitted as part of a new development, the Council will require the provision of electric vehicle charging points in line with the London Plan and emerging Hackney Development Management Local Plan Policies. In limited cases, the Council may look for dedicated spaces for electric vehicles and/or contributions towards on-street charging points. Parking for low emission vehicles, pool cars and car clubs should be provided from within the general car parking permitted by Hackney's parking standards. Proposed parking spaces for EV points that are additional to these standards will be refused.

C) On-street Cycle Parking

In some cases, provision of internal storage space for cyclists in accordance with the Council's cycle parking standards may be difficult to achieve. This may be due to space or design restrictions, for example within a listed building, in Conservation Areas or where terraced housing has been converted into flats. In these instances, the Council will look for contributions to provide secure on-street cycle parking subject to demand.



D) Footway widening

Where appropriate, or in areas where the Council has planned programme of works, the Council may look to re-organise or remove on-street parking for the purposes of footpath widening. Contributions may also be sought such as s106 or s278 agreements in order to improve the footway within the immediate vicinity of the site. This is particularly true in our town centres, neighbourhood centres and local retail parades or heavily-frequented walking routes where existing footpaths widths may be below minimum standards in certain locations.

E) Cycle Hire scheme

As outlined in the Cycling Plan and in the Walking and Cycling section of this document, the Council is developing a programme to facilitate the expansion of the cycle hire scheme to areas in the north of the borough. Whilst potential locations are decided on a case-by-case basis, some of the new locations may replace existing or redundant on-street car parking spaces. Where appropriate, developments close to the area proposed to be covered by the London Cycle Hire Scheme will be expected to contribute towards the provision of new docking stations as part of CIL or planning obligation agreement (such as a s106).

11. On-site parking

Relevant Core Strategy Policies <ul style="list-style-type: none">• CS Policy 6 Transport and Land Use• CS Policy 22 Housing Density• CS Policy 33 Promoting Sustainable Transport
Relevant Development Management Local Plan Policies <ul style="list-style-type: none">• Policy DM 48 Car free and Car Capped Development
Related Local Plan documents <ul style="list-style-type: none">• Hackney Public Realm SPD• Residential Extensions and Alterations SPD

11.1 Introduction

Off-street parking provision can take a number of forms including front courts, rear courts, undercroft and underground parking. However, the creation of additional levels of off-street parking in an inner- London borough such as Hackney frequently involves the loss of on-street spaces, may undermine Council priorities to promote a shift to sustainable travel modes and can potentially increase pedestrian safety concerns, for example where kerbside parking is removed to enable vehicles to cross over the pavement to a garden or forecourt. To help mitigate against this, the Council restricts parking in areas of high PTAL levels including its town centres and strategic growth areas where these concerns tend to be more prevalent in line with Policy DM 48.

The Council will also seek to carefully manage demand for off-street parking particularly in areas of high on-street parking stress, in instances where it feels that highway safety may be compromised or where the provision of on-site parking is likely to have a detrimental impact on the amenity and quality of an area, for example in designated Conservation Areas. In many cases, a Transport Assessment/Statement and parking stress tests are likely to be required to justify proposals for off-street parking.

11.2 Town Centre Parking

Recent improvement to our public realm and public transport provision in Hackney coupled with planning policies directing high density growth to high PTAL areas has improved the accessibility of our town centres immeasurably and mitigated against the need to travel to shops by private vehicles. The increase in land values and development pressure for town centre sites has also resulted in a number of applications for the conversion of largely-redundant car parking space to a more high-intensity mix use developments.

However, a limited number of shopping and leisure centres and community uses in our town centres have existing off-street parking provision which tend to be publicly available and serve both the centre itself and the wider town centre itself. In line with London Plan parking policies, proposals for the redevelopment of town centre shopping centres with ancillary car parking should initially take into account the existing supply and then the reduction in demand associated with improvements in accessibility by non car modes and the reduced demand associated with linked trips. Exceptions include provision for disabled parking and loading/unloading requirements outlined earlier. These issues should be addressed in the Transport Assessment and Travel Plan.

11.3 Crossovers and dropped kerbs

Private dropped crossings or crossovers can only be created for the purpose of allowing vehicles to gain access to a private driveway or garage. Consent for permanent crossovers and new vehicular access to property is needed under highway legislation and where acceptable, must be constructed by the Council. Full planning permission is generally not required but is needed where;

- the property involved has the frontage directly on to an A or B classified road
- the property involved is a listed building
- the property involved is other than a house for a single family, e.g. flat, maisonette, commercial or industrial premises.

- the applicant is proposing to lay a traditional, impermeable driveway that does not provide for the water to run to a permeable area where the surface to be covered is more than five square metres

Where permissible, crossovers should be at footway level except for a short ramp down to the carriageway to maintain pedestrian priority. Further guidance can be found on TfL's Streetscape Guidance (2009) 'Footways and Carriageways'

<http://www.tfl.gov.uk/assets/downloads/streetscape-guidance-2009-footways-and-carriageways-107.pdf>

11.4 Off-street parking considerations

Proposals for off-street parking will need to be balanced against public safety concerns, potential loss of biodiversity and negative impacts on the quality of the borough's streetscape. The Council will take the following considerations into account when assessing planning applications for off-street parking that are in accordance with the Council's car parking standards.

- Maintaining active frontages

The Council will favour ground floor uses that promote social activity, passive lighting and surveillance and will look to restrict applications for parking that could either on an individual or cumulative basis lead to an absence of informal social life in the streets or contribute to the perception of the street as being unsafe to walk at night. Where garage parking or other ground floor parking structures are proposed, development needs to ensure that place-making principles including the promotion of active frontages and natural surveillance and minimising land take are adhered to.

- Highway safety

The Council will look to restrict access to off-street parking that could potentially impact on highway safety, for example due to vehicles reversing, or through reduced sight lines. Any applications for on-site parking that does not allow vehicles to enter

and exit the site in a forward direction particularly on classified roads are likely to be refused. Proposals that impact negatively on the footway, or impede movement on busy bus or cycle lanes are likely to be similarly refused.

- Potential Loss of on-street spaces

Off-street car-parking in smaller development sites rarely increases the overall car-parking capacity of an area, as the provision of a cross-over from the street usually results in the loss of at least one on-street parking space. The Council will restrict off-street parking where it is likely to reduce the availability of on street parking particularly in areas of on-street parking stress such as Controlled Parking Zones (in many cases, this provides justification for car free developments).

- Impact on front gardens and local flood risk

The Council is concerned about the cumulative effect of removal of front gardens, trees, boundary walls and hedgerows which have traditionally formed property boundaries for the purpose of off-street parking. The replacement of garden space with hard standing areas often involves the loss of a substantial part of vegetation which can increase risk of rain water run-off and localised flooding as well as loss of visual amenity and local distinctiveness. Applications for the replacement hard-standing areas in Critical Drainage Areas (CDA) and Local Flood Risk Zones (LFRZ) as defined in the Development Management Local Plan Policies document are likely to be refused for this reason.

- Impact on Conservation Areas and Street Trees

The Council will need to consider whether proposed off-street parking is likely to have a negative impact on the visual and historical character of the area. This is particularly true in the case of listed buildings and Conservation Areas. Similarly, crossovers will generally not be permitted where they involve the loss of a tree covered by a Tree Preservation Order (TPO).

Consequently, the Council will resist proposals that are considered to have a detrimental impact on the visual and environmental amenity of an individual property or on the character of a wider area for example, in a conservation area. The Council's adopted *Public Realm* and *Residential Extensions and Alterations* SPDs provide more detailed guidance on why there is generally a presumption against conversion of front gardens for car parking.

11.5 Vehicle Crossing Application form

Irrespective of whether planning permission is required the applicant will need to complete a Vehicle Crossing Application form. The Council as the Highway Authority has a duty to assess applications for residential vehicle crossovers on its website which considers the issues outlined above in addition to others including;

- ensuring that the crossover has the relevant planning permission
- the crossover will not extend beyond the frontage of the property and will be of a minimum practicable width to serve the parking area
- the 'hard-standing' or parking area within the property will be constructed correctly and usable before the crossover is installed and will be subject to an inspection by the Council
- any vehicle parked within the property must not overhang any part of the highway/pavement
- the parking space provided will be a minimum of the length of the vehicle plus a one-metre safety access to the front door of the property

It should be noted, that the granting of Planning Permission does not guarantee the approval of the Highways Authority and vice versa.

11.6 Permitted off-street parking

Any proposed car parking will be required to be in accordance with Hackney's revised car parking standards in the forthcoming Development Management Local

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Plan Policies. The Council will also expect that it's Local Plan and the London Plan requirements relating to Electric Vehicle charging points are adhered to during the planning application process. This standard currently requires 1 in 5 residential parking spaces to provide charging points

Where off-street parking is considered acceptable, development sites should seek to minimise land take for parking and maximise opportunities for biodiversity. Design of parking areas should be considered carefully to ensure that communal areas are not dominated by vehicles and contributes to an attractive, accessible and safe pedestrian environment. Minimum parking areas and visibility splays will be required in line with guidance set by the Council and by national policy documents such as Manual for Streets.

The Council will require that permeable surfaces, landscaping, and water attenuation measured are incorporated in the design and layout of parking areas in order to soften its visual impact, reduce water surface run-off and minimise the urban heat island effect in line with guidance outlined in the Council's *Public Realm* and *Residential Extensions and Alterations* SPDs.

12. Private hire vehicles and PTW Parking

Relevant Core Strategy Policies <ul style="list-style-type: none">• CS Policy 6 Transport and Land Use
Relevant Development Management Local Plan Policies <ul style="list-style-type: none">• Policy DM 27 Hotels• Policy DM 45 Movement Hierarchy• Policy DM 46 Development and Transport

12.1 Introduction

Hackney's Movement Hierarchy as outlined in Policy DM 45 of the Development Management Local Plan policies makes provision for considering the needs of private hire vehicles (such as coaches, taxis and minicabs) and motorcycles above the needs of private car users (but below the needs of pedestrians, cyclists and public transport users). Similarly, the parking needs hierarchy Council's adopted Parking Enforcement Plan 2010-2015 places taxis and Powered Two Wheelers (PTW) above the parking needs of conventional private cars.

The Council recognises the important role that coaches, taxis/minicabs and motorbikes and scooters play in contributing to Hackney's economy and in reducing the need to travel or own private cars which tend be more polluting and are greater contributors to congestion in the borough. Parking for these modes also tends to be more efficient in using space which can be restricted in an inner London borough such as Hackney. The following sets out the Council's guidelines for parking provision for these vehicles as part of the planning application process.

12.2 Parking for Coaches and Taxis

Coaches, taxis and minicabs are an important component of the public transport network and are contributors to town centre viability and vitality. Appropriately located taxis and minicabs parking facilities, in particular, can have an important role to play in supporting the borough's night time economy, filling gaps in other forms of public transport provisions and ensuring that residents get home safely. Similarly,

coach parking can facilitate the successful operation of some high trip generating uses such as visitor and leisure attractions in the borough e.g. theatres, concert theatres, Olympic sports facilities etc.

Policy DM 46 of the Development Management Local Plan Policies document recognises the need for developments in the borough's main growth areas make provision for taxis and coaches, where the activity is likely to be associated with the development. Policy DM 27 'Hotels' also points out the need for development proposals to make adequate provision for taxi and coach drop-off areas.

Where developments are likely to involve visitors arriving and leaving in taxis and coaches, submitted proposals should show how these can be accommodated without harm, provide adequate facilities for coaches that minimise impact on the road network capacity and that are situated off-road wherever possible.

However, the Council appreciates that there may be significant difficulties for some developments in providing sufficient on-site drop-off space to achieve adequate turning space to allow vehicles to exit in forward gear in some locations where space is tightly constrained such as our town centres and City Fringe areas such as Shoreditch. In these circumstances, the Council may consider allocating an on-street space for the use subject to an appropriate planning agreement and other planning conditions being in place. Applicants are advised to contact the Council to discuss arrangements prior to the submission of a planning application to discuss vehicle types, coach arrival times and to specify picking-up and setting down points. This information should also be contained in a Transport Assessment.

12.3 Minicabs

Like taxis and coaches, appropriately located minicabs and minicab offices can make a valuable contribution to Hackney's economy, providing local employment and an essential service to areas in the middle and north of the borough where taxi coverage is relatively poor by London standards. However minicab provision needs

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to be balanced against concerns relating to noise and emissions, local congestion and potential for highway conflict between cars and pedestrians and cyclists. There are also issues relating to residential amenity given that many minicab offices are open for 24 hours a day.

There is currently no specific guidance relating to minicab development in the Core Strategy or Development Management Local Plan Policies document. However as a general rule, the Council will expect proposals for new minicab offices to be located in town centres, in areas that support the night time economy and within the vicinity of public transport termini. In general, the Council will resist proposals that are considered to create additional traffic or highway safety problems or harm amenity of nearby residents. The Council will additionally have a presumption against granting permission for new minicab office development or extensions to existing offices that adjoin residential accommodation.

In considering a mini-cab proposal, particular regard will be given to factors which would lessen the impact of the proposal, such as the use of radio-controlled vehicles for mini cab businesses. In most cases, the provision of off-street parking will not be required. Only where there is likely to be serious interference with the free flow of traffic (such as close to a road junction or where the road is especially narrow or heavily-trafficked) will off-street parking be essential for permission to be given.

In general terms, the Council will expect minicab development proposals to;

- be suitably located and not to adversely affect the amenity of nearby residents;
- use radio-controlled vehicles since this reduces the need for drivers to return to the office for each fare thereby minimising undue disturbance to nearby residents and the possibility of local traffic congestion;
- provide safe and suitable off-street parking for visiting cab drivers within the vicinity of the office;
- ensure that cab offices are fully accessible by all members of the public

- minimise street clutter and noise and light pollution

The following planning policy considerations will apply to applications for mini cab hire offices:

A) Advertisements and Shopfronts

Revolving and flashing lights are extremely intrusive and normally contrary to Road Traffic Regulations. Fascia and box advertisements are acceptable. Mini cab hire offices will be expected to install a conventional shopfront if they are located in ground floor premises.

B) Soundproofing

It may be necessary to provide soundproofing to protect adjoining premises from nuisance. Internal soundproofing cannot of course reduce outdoor noise from car doors slamming, engines, horns etc. or alleviate the disadvantages of an inappropriate location.

C) Amusement Machines

Amusement machines, video game machines etc. are not normally appropriate in a mini cab hire office. Planning permission is essential if more than two amusement machines are installed in the premises.

D) Radio Control

If radio control of mini cabs and motor cycle couriers is available it helps to reduce nuisance because drivers will rarely visit the office. The Council will more favourably consider planning applications for mini cab hire offices supported by evidence (such as a transmitting licence) that radio control will be used

12.4 Powered Two Wheeler Parking

Powered Two-Wheelers (PTW) include motorcycles, scooters and mopeds. At present, there is recognition that there may be some air quality and congestion benefits from the use of smaller motorcycles and mopeds (under 800cc) when

compared to general levels of private motor car use. Parking for PTW's also represents a more efficient use of limited space as up to 5 PTW's can be accommodated within a standard parking bay.

The demand for PTW's has grown dramatically in Hackney particularly since the introduction of the London Congestion Charge in 2003 and their subsequent exemption from the charge. Within Hackney, the demand for PTW parking space tends to be particularly acute during peak commuter times in the Shoreditch area but also needs to be considered in other areas of the borough.

While there are no specific criteria for motorcycle parking set out in the Council's Core Strategy and Development Management Local Plan Policies document, the London Plan and Mayor's Transport Strategy encourage the provision of adequate and secure motorcycle parking. Where new development is concerned in Hackney, proposals should take into account the need to provide suitable space for PTW's where levels of general parking are permissible and within Hackney's Parking Standards. The specific location of PTW parking facilities needs to be carefully planned. Applicants should also consider the following;

- Designated PTW parking spaces should be high visible and overlooked, taking every opportunity to maximise public surveillance to minimise the risk of theft.
- In general, a mix of parking with more spaces for Powered Two Wheelers than car parking spaces is likely to be acceptable
- The design and layout of access and egress points to PTW parking areas should minimise conflict with other road users, particularly pedestrians
- The technology for electric powered two powered wheelers is progressing quickly, so electric charging facilities should be considered for new PTW parking sites. This should be especially considered where eclectic charging points are already required as per London plan requirements.

12.5 Prevention of Motorcycle theft

Evidence suggests that PTW theft is a big and increasing problem in London. A 2011 report from the Motorcycle Crime Reduction Group estimates that 50% of all UK PTW thefts occur in London at a rate of about 35 vehicles a day. The Council has also received a number of calls from residents and businesses in the borough relating to theft in the Shoreditch area.

To reduce levels of theft, long-term PTW parking provision should include approved security devices like ground anchors, tagging systems and immobilisers. Parking should be well lit, highly visible and preferably covered by CCTV with ability for bikes to be locked to immovable objects.

13 Development and Transport Checklist

13.1 Introduction.

The following checklist identifies many of the issues that the Council will look to see addressed when assessing planning applications. The checklist does not cover all issues but provides a useful guide to applicants prior to the submission of a planning application.

Table 12.1 Development and Transport Considerations.

- Is the development proposal in the right location for the type of development proposed?
- If the proposal is likely to have significant transport implications, has a full transport assessment, including a travel plan, been submitted?
- Does the transport assessment include details of existing conditions, details of site access, parking and servicing arrangements etc?
- Does the transport assessment describe the likely transport impacts generated by the development and outline measures to fully mitigate these impacts on the borough's transport network?
- Is the Travel Plan robust and ambitious enough? Are all proposed measures fully costed and committed?
- Is the proposal required to contribute towards transport infrastructure improvements including those in Hackney's and the Mayor of London's Community Infrastructure Levy? Are additional s106/s278 measures needed?
- Does the design and layout of the development prioritise the needs of pedestrians, cyclists and public transport users above the needs of motorists?
- Is the development car free or car capped? Has justification for any parking been provided? Will the development result in more on-street parking?
- Is adequate parking provided for disabled/mobility impaired people?
- Is adequate parking provided for other vehicles associated with the development's use (e.g. servicing, taxis, coaches, powered two wheelers)?

Appendix 1:

Hackney's Car and Cycle Parking Standards

Table A1 Hackney Car Parking Standards

Car parking - maximum standard

Land Use Category	Land Use	PTAL 3-4 (Maximum standard)	PTAL 1-2 (Maximum standard)
A1	Food Retail	Up to 1,000 sqm: No off-street parking provision. Over 1,000 sqm - less than 1 space per 750 sqm. No parking for employees will be considered.*	1 space per 750 sqm
A1	Non-food retail	Up to 1,000 sqm: No off-street parking provision. Over 1,000 sqm - less than 1 space per 500 sqm. No parking for employees will be considered.*	1 space per 750 sqm
A2	Financial / professional services	No off-street parking provision.	1 space per 750 sqm
A3-A5	Cafes and restaurants		
A3-A5	Drinking establishments		
A3-A5	Take-aways		
B1	Employment	No off-street parking provision with the exception of demonstrated operational need and provision for staff with disabilities.	1 space per 750 sqm GFA
B2/B8	Storage or distribution	No off-street parking provision with the exception of demonstrated operational need and provision for staff with disabilities. Provision for off-street servicing required above 1250 sqm.	1 space per 750 sqm GFA
C1	Hotels	No off-street parking provision with the exception of provision for staff and visitors with disabilities. 1 coach parking space per 50 bedrooms should be provided, and drop-off areas for taxis provided off-street, unless the Transport Assessment can demonstrate otherwise.	1 space per 20 beds for staff / visitors. 1 coach parking space per 50 bedrooms should be provided, and drop-off areas for taxis provided off-street where possible.
C2	Hospitals	Car free unless Transport Assessment can demonstrate otherwise. Disabled	Each site to be looked at individually

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C2	Care homes / secure accommodation	parking - Minimum 10% of proposed provision or minimum 2 wheelchair accessible spaces, whichever is greater. 1 coach parking space per 50 bedrooms should be provided, and drop-off areas for taxis provided off-street where possible, unless the Transport Assessment can demonstrate otherwise.	through the Transport Assessment and Travel Plan.
C2	Student accommodation		
C3	Residential	PTAL 4 - No off-street parking provision with the exception of 2 wheelchair accessible spaces.	Maximum of 0.35 spaces per dwelling and minimum of 10% of proposed provision or minimum 2 spaces to be wheelchair accessible spaces (whichever is greater)
		PTAL 3 (within CPZ) - Less than 0.20 spaces per dwelling and minimum of 10% of proposed provision or minimum 2 spaces to be wheelchair accessible spaces (whichever is greater)	
		PTAL 3 (outside CPZ) - Maximum of 0.35 spaces per dwelling and minimum of 10% of proposed provision or minimum 2 spaces to be wheelchair accessible spaces (whichever is greater).	
D1	Nurseries / schools (primary and secondary)	Each site to be looked at individually through the Transport Assessment and Travel Plan. Considerations to include location, availability of alternative parking areas and the nature of the operation. No employment parking will be considered unless a site falls outside of a CPZ, in which case levels will be based on a comprehensive assessment of demand, impact and broad policy consideration.	
D1	Universities and colleges		
D1	Health centre / dentist		
D1	Other (e.g. Library, church, etc.)		
D2	Other (e.g. Cinema, bingo, etc.)		
D2	Sports (e.g. Sports hall, swimming, gymnasium, etc.)		
Sui generis	As per most relevant other standard and best practice		

Notes:	<p>Parking Policy for PTAL 5-6: No off-street parking provision unless AAP policies stipulate otherwise.</p> <p>Disabled parking - Minimum 10% of proposed provision or minimum 2 spaces to be wheelchair accessible spaces.</p> <p>* The only exception to this approach will be to ensure that developments are accessible for disabled people In line with London Plan Policy 3C.23,</p>
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Table A2 Cycle parking standards

The cycle parking standards for new developments are shown below. All standards are minimum standards. A minimum of 2 spaces are required for all developments.

Table A2. Hackney Cycle Parking Standards

Land Use Category	Land Use	Cycle parking standard
A1	Food Retail	First 1,000 sqm - 1 space per 75 sqm for staff with minimum 2 spaces, 1 space per 100 sqm for visitors with minimum 2 spaces. Thereafter - 1 space per 300 sqm for staff and 1 space per 300 sqm for visitors.
A1	Non-food retail	
A2	Financial / professional services	
A3	Cafes and restaurants	
A4	Drinking establishments	
A5	Take-aways	
B1	Employment	1 space per 50 sqm for staff with minimum 2 spaces plus 1 space per 500 sqm for visitors with minimum 2 spaces
B2/B8	Storage or distribution	1 space per 300 sqm for staff and visitors
C1	Hotels	1 space per 8 bedrooms for staff plus 1 space per 20 bedrooms for visitors
C2	Hospitals	1 space per 3 staff (for staff and visitors)
C2	Care homes / secure accommodation	1 space per 3 staff with minimum 2 spaces for visitors
C2	Student accommodation	2 spaces per 3 bedspaces for residents plus 1 space per 10 bedspaces for visitors
C3	Residential	2 spaces per 3 bedspaces for residents plus 1 space per 10 bedspaces for visitors with 1 space per 25 units for visitors (minimum 2 spaces)
D1	Nurseries / schools	1 space per 4 staff plus 1 space per 7 students

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	(primary and secondary)	
D1	Universities and colleges	1 space per 4 staff plus 1 space per 3 peak time students
D1	Health centre / dentist	1 space per 3 staff (for staff and visitors)
D1	Other (e.g. Library, church, etc.)	1 space per 4 staff plus 1 space per 10 staff for visitors
D2	Other (e.g. Cinema, bingo, etc.)	1 space per 5 staff plus 1 space per 50 seats for visitors
D2	Sports (e.g. Sports hall, swimming, gymnasium, etc.)	1 space per 3 staff plus 1 space per 3 peak time visitors
Sui generis		As per most relevant other standard

Notes;

Long-term cycle parking for staff, residents and other long-term visitors should be provided in secure facilities, with controlled access. Facilities should be protected from the elements, and access must be step-free.

Short-term cycle parking should be highly visible, easily accessible and provided as close to the main site entrance as possible. Where it is not practical or desirable to provide on-street visitor parking on the public highway, the planning authority will instead look for contributions to provide cycle parking in an appropriate location in the vicinity of the site.

All cycle parking should include a provision for mobility bicycles, tricycles (including those designed for carrying children and freight) and cycles with trailers. At least one accessible space should be provided in all developments. In schemes where more than 25 cycle parking spaces are provided, an additional accessible cycle parking space should be provided for every 25 cycle parking spaces (or part thereof).

The following types of cycle parking stands are acceptable for inclusion with new developments:

- Sheffield stand or similar (including 'A' frame and 'CaMden' stands)

- Two-tiered systems (secure parking only)

More information on acceptable cycle parking design standards is set out in Appendix B of this report.

Cycle lockers

In all cases, details of the proposed levels, location and the type of cycle parking stands to be provided should be submitted to the Planning Authority for prior approval, ideally supported by drawings showing that all spacing requirements are met.

It is recommended that all cycle parking provision be reviewed once occupancy levels reach in excess of 80%. This is to allow room for future growth and to prevent overcrowded cycle parking acting as a barrier to people cycling.

Where non-residential uses cannot accommodate visitor cycle parking on-site, Hackney Council may instead seek contributions to providing cycle parking in the public highway within the vicinity of the site in accordance with the Planning Contributions SPD.

Hackney Council may also consider contributions towards secure on-street residential parking in conventional terraced residential streets where internal space constraints mitigate against providing on-site provision.

Appendix 2

Cycle Parking Design Guidance



Cycle Parking Guidance



January 2014

This guidance document was jointly developed by Transport Initiatives and representatives of Bedfordshire Borough Council, Central Bedfordshire Council, Cambridge City Council, Cambridgeshire County Council, Lewisham Council, Southwark Council, Hillingdon Council, Hackney Council, York City Council and the Safer York Partnership and represents the consensus view of those involved. The views expressed are not necessarily those of Transport Initiatives.

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Cycle parking guidance

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1. Introduction and purpose of this document

Cycling is becoming increasingly recognised for the contribution it can make as a sustainable and healthy form of transport for trips within our towns and cities and between rural communities. To support this, local authorities all over the country have been putting considerable effort into providing measures that make the choice to cycle a more natural one. However, whilst there is a growing understanding of what makes for good cycle parking in the public realm, little thought has been given to what should be done where most journeys begin and end i.e. in the home and workplace. This document aims to meet this shortfall.

“Providing enough convenient and secure cycle parking at people’s homes and other locations for both residents and visitors is critical to increasing the use of bicycles. In residential developments, designers should aim to make access to cycle storage at least as convenient as access to car parking.”

Manual for Streets, Department for Transport, 2007 (8.2.1)

The purpose of this document is to give guidance on the nature and layout of cycle parking, and other security measures. It is primarily aimed at the delivery of parking to be provided as a consequence of new development, including retro-fit solutions as part of re-development. It also addresses issues of cycle parking in the public realm where planning obligations are to be met through this means by agreement with the local authority.

This guide is aimed at:

- 🚲 Developers and their agents;
- 🚲 Planning and highway engineering staff of the local authority;
- 🚲 Employers wishing to encourage and support cycling to work
- 🚲 Residents looking to find solutions to their own cycle parking challenges
- 🚲 Anyone else with an interest in this subject

This document cannot cover every potential parking situation or layout. Designers should not, therefore, rely simply on the information represented by the diagrams and summary tables etc. Instead, they should seek to understand the principles involved in order to be able to determine for themselves, from first principles, what solution best suits the needs of those who will use the parking for many years to come.

To achieve the best solutions, cycle parking needs to be considered early on in the design process. It is imperative that it forms an integral part of any planning application submission and is not treated as a secondary issue to be resolved by conditions.

Guidance on cycle parking equipment is provided at Appendix A. This is followed by this authority's standards for the level of parking to be provided for all classes of new development at Appendix B. Diagrams showing the swept path of cyclists turning their bicycles through a number of turns are included at Appendix C.

Note: This policy document sets out the requirements of this authority and takes precedence over other sources of guidance.

2. Fundamental Principles

When drawing up this document the following fundamental principles have been followed:

- 🚲 In the case of new developments and re-developments, good quality cycle parking should be designed in from the outset and not introduced later as an afterthought;
- 🚲 The parking provided must be easy to use and access by all members of the community at all life stages and the need to lift or drag the bicycle at any time should be designed out of all new parking layouts;
- 🚲 When provided as a consequence of new development of any kind, every effort must be made to house cycle parking within the building footprint. Only in cases in which it can be evidenced that to do so would directly compromise another aspect of the development, will separate cycle parking be considered
- 🚲 Additional space will be required to accommodate trailers, child buggies, tandems, adult tricycles etc in flats and other multi-occupancy dwellings;
- 🚲 Where dimensions are quoted within this document, these should be considered to be the minimum acceptable and not compromised further;
- 🚲 Where developers or their agents wish to deviate from this guidance the reasons for the deviation should be supported by clear evidence, supported (if appropriate) by a robust travel plan. As a minimum this evidence should consist of an analysis of location in relation to existing and proposed cycle routes, potential users and their likely numbers together with targets for and future measures to accommodate growth before approval for the nature and level of provision will be given by the authority.



3. Best practice and cycle theft techniques

Best practice: Cycle parking should be:

Conveniently sited	<p>All cycle parking should be sited in a manner which encourages the use of a bicycle as first choice for short trips and preferably within the footprint of the building. It should always be placed as close as possible to the main entry/exit points both at the origins and destinations of all journeys.</p> <p>Where cycle parking shares space with car parking the cycle parking should be sited closer to the entrance/exit than any non-disabled car parking.</p> <p>Where parking for bicycles is provided within a private garage, it is essential that they can be taken out easily and without the need to first remove any cars or bicycles already parked within the garage.</p> <p>Cycle parking should not be sited where it will get in the way of pedestrians or be struck by passing traffic.</p>
Accessible and easy to use	<p>All parking should be easy to get to, with no inconvenient detours, steps, steep slopes or narrow access ways.</p> <p>The facilities provided should be easy to use by all members of the community at all life stages without the need to lift or drag the bicycle to park it. Additional space for tandems, trailers, 'tag-alongs' etc. should be considered on a case by case basis and in reference to Local Authority standards (Appendix A)</p> <p>The spacing of stands should allow easy use without the danger of bicycles becoming entangled with each other.</p>
Consistently available	<p>In places such as shopping areas, or large employment sites, small clusters of stands at frequent intervals are usually better than larger concentrations at fewer sites.</p>
Safe and Secure	<p>Cycle parking should always give cyclists the confidence that their bicycle will still be there when they return (see 'Cycle theft techniques' below). The location should help users feel personally secure: those that make users feel at risk will not be used.</p>
Covered	<p>Long term parking, whether in the public or private domain should always be covered and, where appropriate, this should also apply to visitor parking</p>
Fit for purpose	<p>The default choice is the 'Sheffield' type stand.</p> <p>Where other racks or support systems are used, these should provide good security and allow the bicycle frame and at least one wheel (preferably both) to be secured.</p>

Well managed, monitored and well maintained

All parking should be the subject of a funded maintenance regime that ensures that the parking area is kept clean, free of graffiti, well lit and the parking equipment properly maintained.

Except for individual private dwellings, the level of use of parking should be monitored to decide when more is needed. A process for the removal of abandoned bicycles should also be implemented.

New users, i.e. new residents or employees, should be made aware of the location, nature and function of the cycle parking provided. The process of issuing of keys, smart card and proximity devices etc. should be transparent to all users.

Attractive

The design of cycle parking facilities should be in keeping with the surrounding public realm, especially in conservation areas, in the immediate vicinity of listed buildings and where local regulations apply.

Cycle theft techniques

Fear of theft is a known deterrent to cycling. European research¹ has found that after their bicycle was stolen 22% of cyclists gave up cycling. Understanding how bicycles are stolen is, therefore, an important part of knowing what measures are needed to prevent theft. When the internet provides clear guidance on how to pick locks, defeat combinations and open supposedly 'top-end' shackle locks with the aid of a ball-point pen the following represents nothing new²:

Techniques	Response
1. Lifting If a bicycle is locked to a post or bollard it can often be lifted over the top	Lock bicycle to a 'closed' structure which prevents this
2. Levering When locks leave enough room between them and the bicycle's frame, jacks or wrecking bars can be used to lever them apart. Sometimes, even the bicycle itself is rotated to break the lock	Fit a lock that leaves little room for this Never lock the frame by the cross-bar alone – lock at least the frame and rear wheel
3. Striking If the chain or the lock rest on the ground then thieves can use a hammer and chisel to break it (see also <i>freezing</i> below)	Always make sure that the chain or lock cannot touch the ground (some stands achieve this by their design)


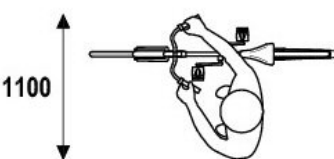
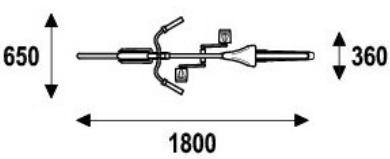
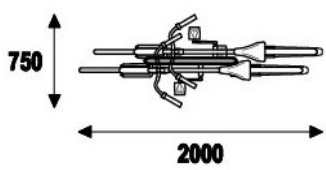
¹ Velo City Munich 2007

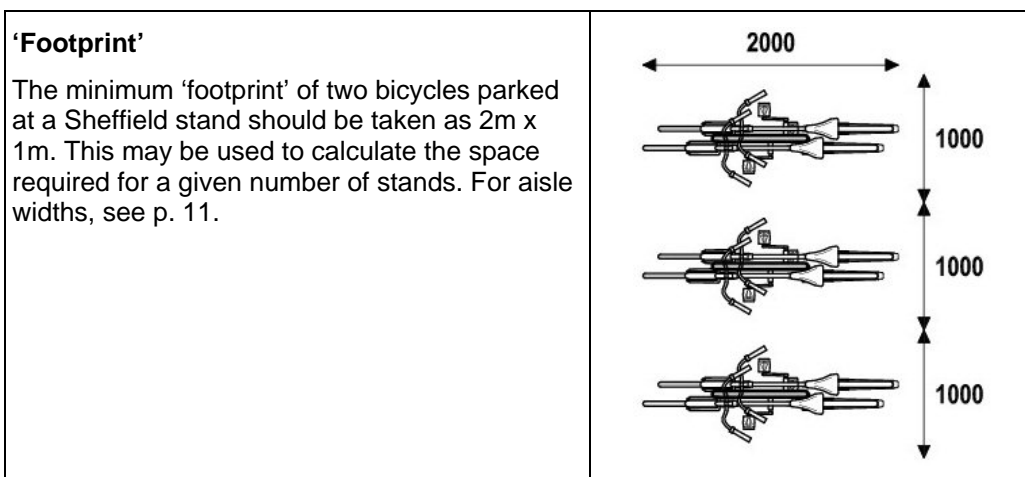
² Based on Design Against Crime guidance www.designagainstcrime.com

Techniques	Response
<p>4. Freezing</p> <p>Freezing sprays of the kind used by plumbers are sometimes used to freeze the plastic surround of locks. This makes them brittle and when struck break they up exposing more vulnerable connections between the lock and cable</p>	<p>As above - make sure the lock does not touch the ground to prevent striking and always choose the most robust lock available</p>
<p>5. Cutting</p> <p>Angle grinders, bolt cutters, tin snips and hack saws can be used to cut through locks and chains</p>	<p>Buy the most robust lock available – see www.soldsecure.com for guidance.</p> <p>Use two locks of differing types as thieves do not always go equipped for to cut all types – thieves are also know to target the best bicycle with the cheapest lock so the longer it takes to steal a bicycle the less likely it will be targeted</p>
<p>6. Unbolting</p> <p>Thieves are often prepared to unbolt components</p>	<p>Always lock wheels and seat posts that have quick release mechanisms or remove them and take them with you. Alternatively replace such mechanisms with bolts that are less easy to remove</p>
<p>7. Picking</p> <p>Thieves are well aware of the techniques for picking locks and defeating combinations</p>	<p>Buy the most secure lock available as this will be more likely to resist this technique – avoid barrel and combination locks</p>
<p>8. Theft from private or other locked premises</p> <p>The perception that if a bicycle is stored in locked premises it does not need to be locked or locked securely is a false one. If, for example, thieves can gain access to a private garage or shed they may well find tools that enable them to break the lock without being observed</p>	<p>Always lock bicycles securely as though they were in the public realm. Where bicycles are locked to fixings on the wall or floor ensure that they are robust and use security bolts.</p> <p>Secure compounds should have no openings that are large enough to allow a thief to enter and pass a stolen bicycle through</p>

4. Basic dimensions

The aim of cycle parking should be to encourage more cycling, more often. The purpose of this section is to ensure that adequate room is provided for both cyclists and bicycles when using the parking provided. This requires an understanding of the space needed by a cyclist to get to the cycle parking and to ensure that the cycle parking itself is adequately spaced; not just to accommodate use but also to encourage its use. Cycle parking should also take account of all life stages, abilities and recognise that utility cycling takes place all year round.

<p>A pedestrian</p> <p>The width of average adult pedestrian wearing normal winter clothing is taken to be 700mm. This compares with the normally accepted width of a mounted cyclist as 750mm.</p>	 <p>A diagram showing a top-down view of a person's torso and arms. A vertical double-headed arrow to the left indicates a width of 700mm.</p>
<p>A cyclist pushing a bicycle</p> <p>Cyclists generally push their bicycles by holding the handlebars. They also instinctively lean the bicycle slightly towards themselves to avoid hitting their shins with the pedals and so 1000mm - 1100mm is a general guide to the width needed. These figures make no allowance for clearance between fixed objects such as walls or parked bicycles.</p>	 <p>A side-view diagram of a person pushing a bicycle. A vertical double-headed arrow to the left indicates a width of 1100mm.</p>
<p>Design bicycle</p> <p>Bicycle size may be affected by the addition of such features as child seats, panniers and baskets: all are regularly encountered where cycling is common. These rarely add much to the overall width but can have a significant impact on the ease with which the bicycle can be locked to a stand and the space needed between stands</p>	 <p>A side-view diagram of a bicycle with a rear rack and panniers. Dimensions are indicated: a vertical arrow on the left for 650mm, a vertical arrow on the right for 360mm, and a horizontal arrow below for 1800mm.</p>
<p>Two parked bicycles</p> <p>In order to avoid a clash of handlebars and pedals the second bicycle to be parked will be parked slightly to the front or rear of the first. This gives an overall length for 2 bicycles of 2000mm.</p> <p>The effective overall width of two bicycles parked on one stand may be taken as 750mm. This figure makes a small allowance for the width of a bicycle frame and the stand but does not take into account the presence of panniers, baskets or child seats. The amount by which a bicycle sticks out from the centre line of a Sheffield stand may be taken as 375mm.</p>	 <p>A top-down diagram showing two bicycles parked side-by-side on a stand. A vertical double-headed arrow on the left indicates a width of 750mm, and a horizontal double-headed arrow at the bottom indicates a length of 2000mm.</p>



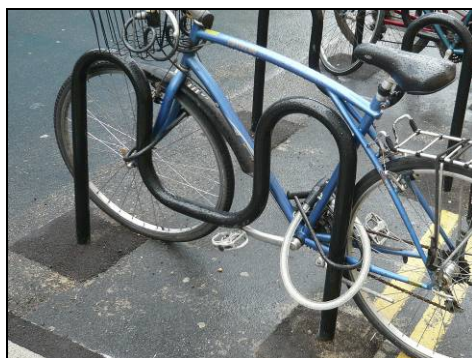
Sheffield type stands

The use of Sheffield stands is the default option. The reasons behind this decision are as follows:

- 🚲 Liked by users (supports the bicycle well and provides opportunities to lock back and front wheels as well as the frame, easy to use and no lifting required)
- 🚲 Parks two bicycles to one stand
- 🚲 Accessible from both ends if aisles are provided on both side of the stand
- 🚲 Non-damaging to bicycles if plastic coated (or similar)
- 🚲 Available in a range of styles, colours and finishes
- 🚲 May be supplied as ‘toast racks’ i.e. a number of stands on a common base which is easily bolted down
- 🚲 Cheap to purchase and easy to maintain

Sheffield stands in the public realm – note the tapping rail

A number of variations on the Sheffield stand have been produced. Those that closely replicate the basic dimensions below and are symmetrical, i.e. they may be accessed from either end, are preferred.



The M shaped 'CaMden' stand is intended to encourage cyclists to lock their wheels and frame to the stand and resist the practice of using the bicycle to twist and break the lock and to prevent the lock from reaching the ground

Sheffield stand dimensions

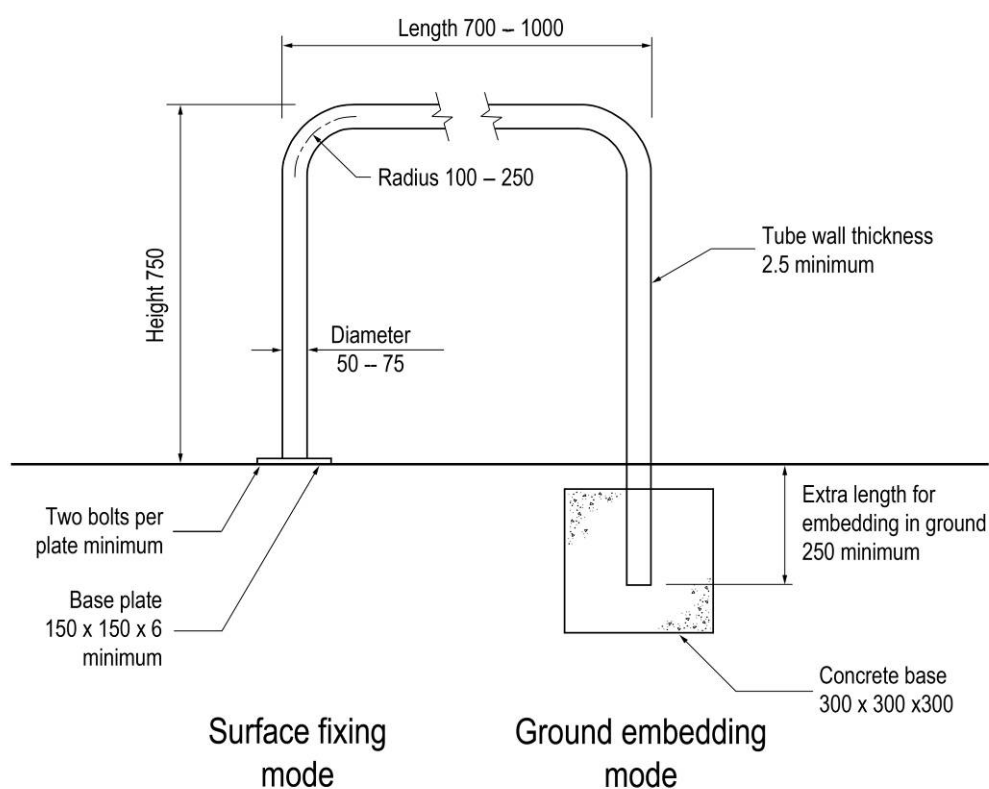


Diagram 1:
Sheffield stand

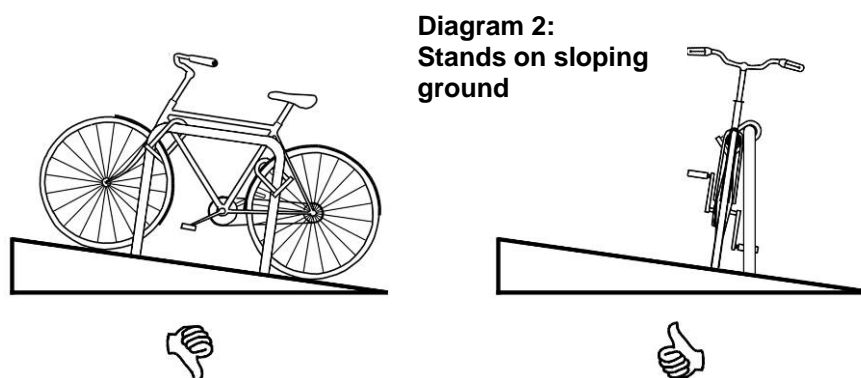
Based on London Cycling Design Standards TfL 2005

The preferred size is **750mm high and 750mm long**

The addition of a horizontal bar approximately 500mm above ground level will make it easier to secure children's bicycles and reduce the likelihood of bicycles slipping down the stand if properly locked.

When used in the public realm, the first and last stands in a row should be fitted with a tapping rail for the benefit of blind and partially sighted people. Where stainless steel stands are provided to enhance the public realm these must have a brushed finish and should only be used where they will stand out against a contrasting background. This will make them more easily detected by people whose vision is impaired.

Note: Sheffield stands should always be fixed at right angles to any slope. This overcomes any tendency for the parked bicycles to roll downhill.



Spacing between stands

Stands parallel to each other

Stands should always be sufficiently far apart to allow users to park and lock their bicycles with ease. The minimum spacing between Sheffield stands should be 1000mm. This distance is always measured from the centre line and at right angles to the longitudinal axis of the stand, even when stands are at an angle to a wall or kerb line. Where space is limited, for example within a constrained existing site, and it is desirable to place stands closer together, it must be demonstrated that they can comfortably accommodate a bicycle on either side.

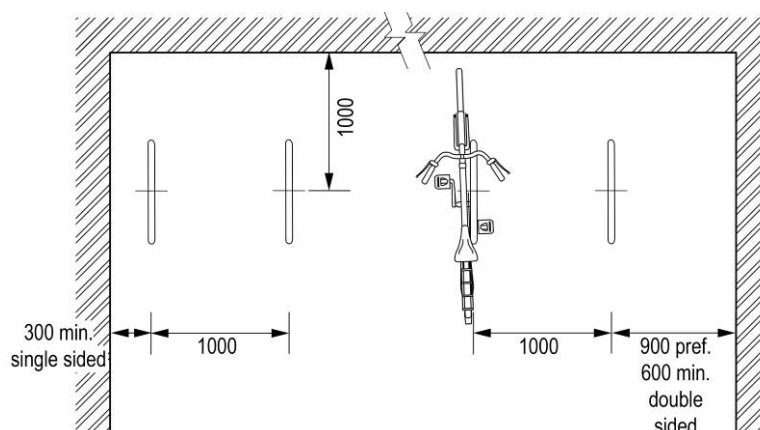


Diagram 3: Stands at right angles to a wall

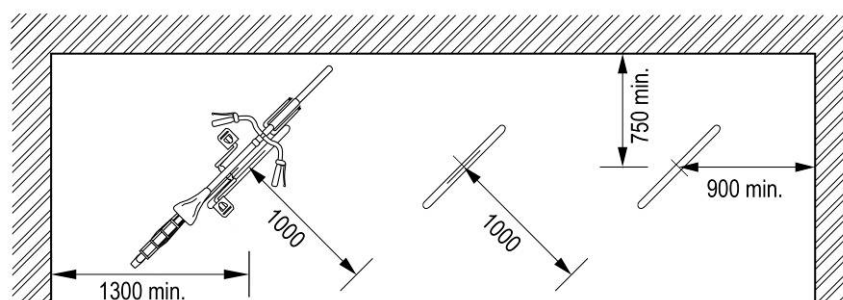


Diagram 4: Stands at 45 degrees to a wall



Stands 1000mm apart allow cyclists room to lock their frames in comfort



Stands too close together only leave room for one bicycle per stand



At least 1000mm is needed to accommodate bicycles with child seats and panniers ...



... as well as baskets

Spacing between rows of stands

Since two bicycles parked either side of a stand have an overall length of 2.0m the centres of stands in line with each other should be a minimum of 2.0m apart (see Diagram 4).



Spacious parking layouts are an incentive to cycle

Aisle widths

It is essential to provide aisles between every two rows of Sheffield stands and at regular intervals between groups of stands. The aisles should be a minimum of 1000mm (equivalent to 3000mm between the centres of stands) to allow cyclists to get past parked bicycles and turn to park (see diagram 4 below).

Where large numbers of stands are provided and two-way flows of cyclists pushing their bicycles are likely at peak times (e.g. in large halls of residence), aisle widths should be increased by at least 500mm.

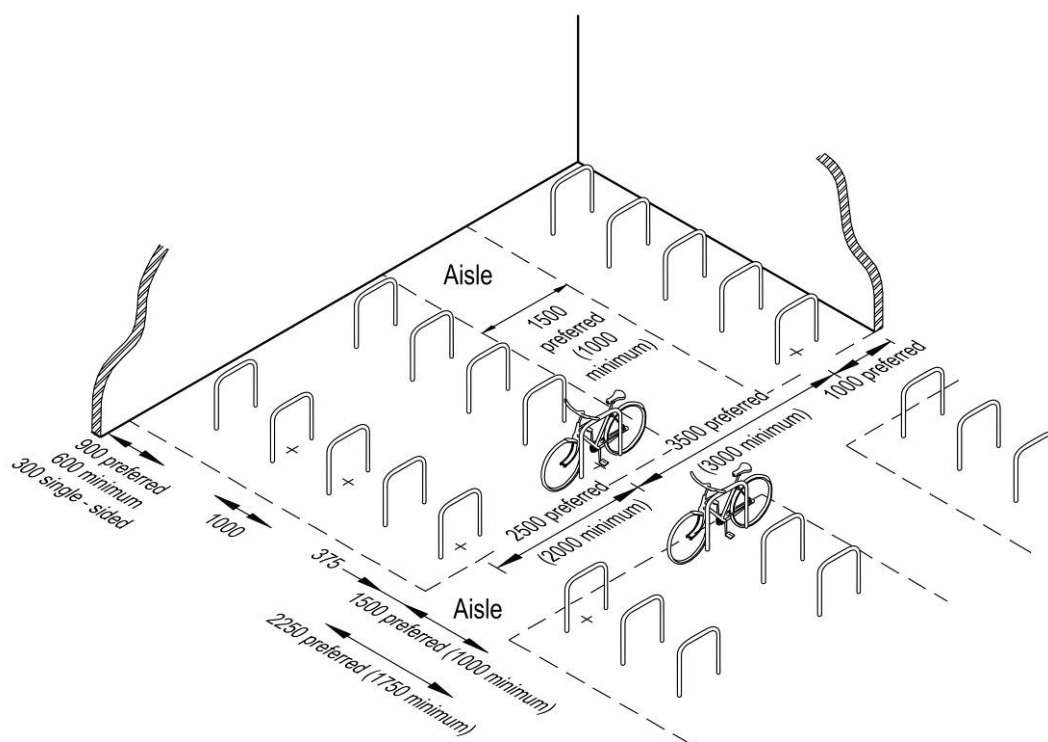


Diagram 5: Aisle widths and clearances to walls

Aisle widths for high-low stands and two-tier stands

The use of high-low stands and two-tier stands is generally not acceptable for new residential developments but may be considered on a case by case basis (e.g. large student accommodation or retro-fit). Although common in mainland Europe they are not universally popular with users in their home countries. Many of these styles are difficult to use when bicycles are fitted with baskets and child seats and usually require lifting. This can be difficult for the less able or those with heavy bicycles. The need to provide a wider aisle in front of two-tier stands, in order to provide space to turn and load the bicycle onto the higher level, may also mean that apparent density advantages of such systems are reduced.



High-low stands: Note that the easier lower level is usually the first to be taken. Such stands will only be acceptable by agreement in retro-fit circumstances on secure sites and where some means of locking the frame to the stand is provided

The aisle width for high-low stands should be a minimum of 1500mm measured from the rearmost point of the parked bicycle (see individual manufacturer's specifications for details). The spacing between stands should be a minimum of 500mm between centres.

Where two-tier stands are installed a minimum aisle width of 2500mm beyond the lowered frame is required. This is to enable the bicycle to be turned and loaded in comfort. An overall aisle width of 3500mm should be provided where frequent two-way movements are likely within an aisle with stands on either side. The headroom required will vary with system but generally, a ceiling height of 2800 – 3000mm will provide adequate clearance above most parked bicycles.

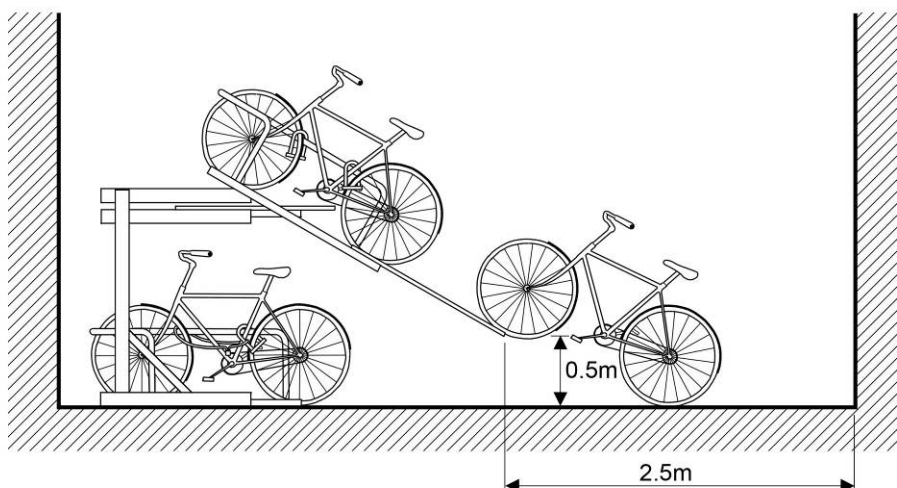


Diagram 6: Aisle width for two-tier parking

Two-tier stands should be provided with mechanisms that help lifting such as springs or gas-struts. It is essential that side-bars or similar be incorporated in the design on both the lower and upper tiers to allow the frame and at least one wheel to be secured.

Turning space

It is necessary to check whether adequate space has been provided to allow a cyclist conveniently to get to and from the cycle parking. The following four diagrams illustrate the outer swept paths of common manoeuvres. Four common manoeuvres are illustrated:

- pushing a bicycle through a right angle (to left and right)
- turning through 180° to reverse direction (to left and right).

These drawings appear in greater detail at Appendix C.

The diagrams may be reversed to represent a cyclist standing on the right hand side of the bicycle. It should be noted that the outer edge of the 'envelope' is generally created by the elbow/shoulders of the cyclist on one side and either the handlebars or the front wheel on the other. The latter occurs when the bicycle is leant over during the turning manoeuvre.

Whilst the space required to turn a bicycle will vary with the size of the cyclist and his or her ability to handle their bicycle without lifting or dragging it, the drawings represent the amount of free space needed to achieve the various manoeuvres in comfort. No allowance has been made for the need to allow clearance between the swept paths and walls and other fixed points. It is suggested that 150mm (100mm minimum) is provided to avoid damaging paintwork, doorways etc.

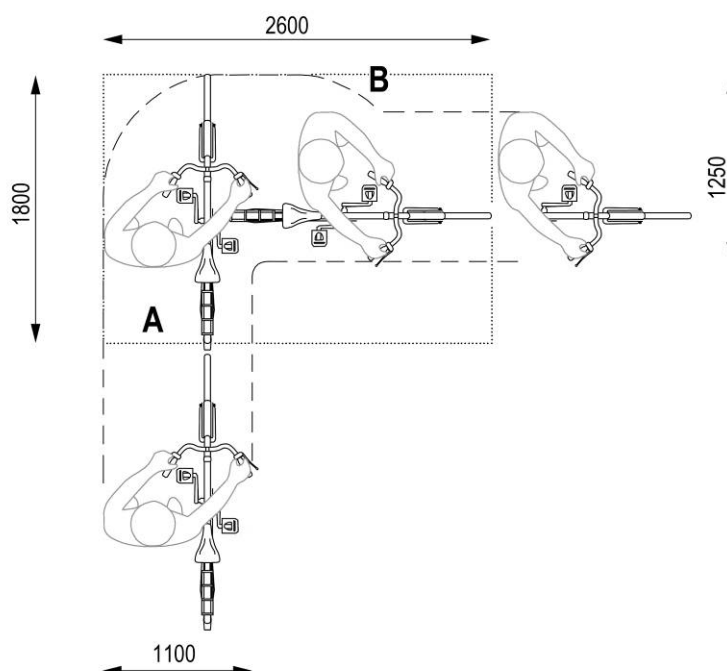


Diagram 7: Cyclist stood on left of bicycle turning right

(Positions A and B represent the start and finish positions of the turning movement – the dotted outline represents the size of the area needed to complete the turn)

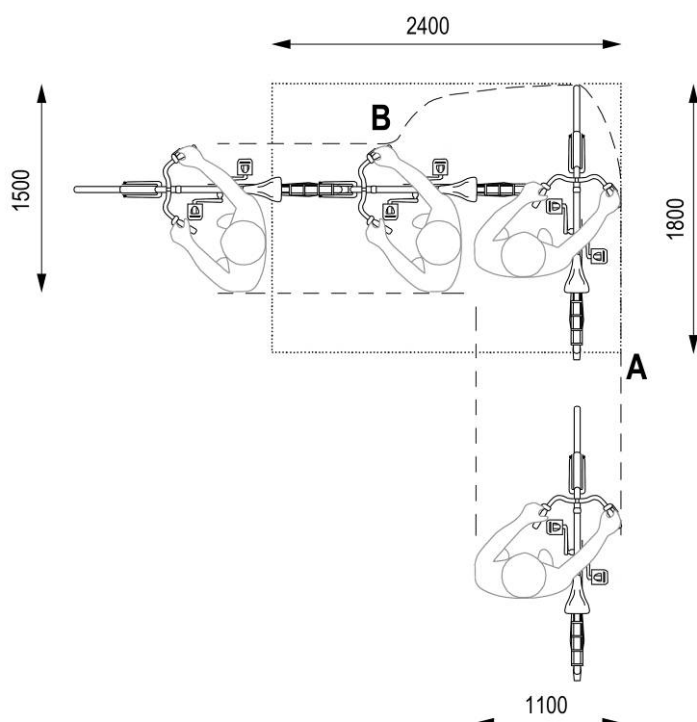
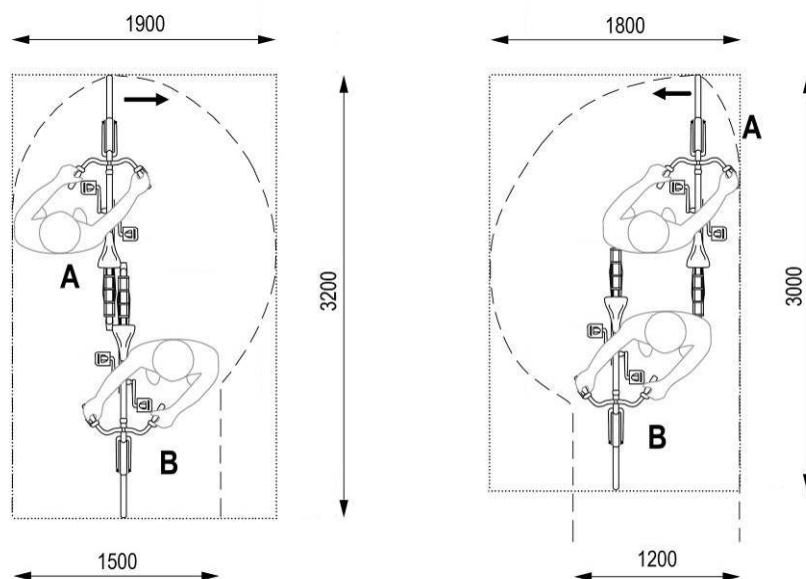
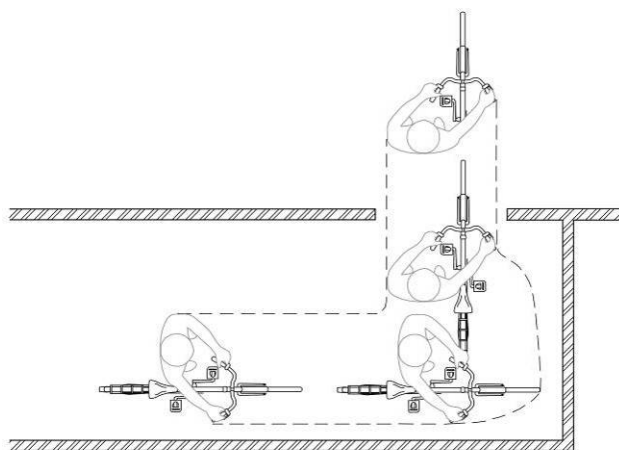


Diagram 8: Cyclist stood on left of bicycle turning left



**Diagram 9 & 10: Cyclist stood on left of bicycle turning right through 180° (left)
Cyclist stood on left of bicycle turning left through 180° (right)**

In addition to demonstrating the amount of space need to turn a bicycle to park it, the diagrams above also serve as indications of, say, the width of a lobby needed to turn at right angles and pass through a door. The illustration below allows a small margin between the cyclist and their bicycle and any enclosing walls.

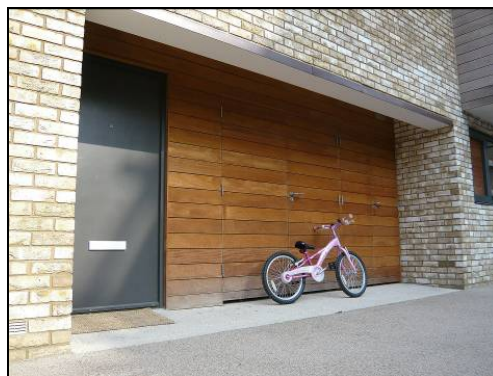


**Diagram 11: Indicative lobby in front of a door
(derived from turning diagrams)**

Door widths

Any door or gateway that cyclists have to pass through to gain access to parking must be at least 900mm wide; preferably 1000mm. Communal doorways should be a minimum of 1200mm.

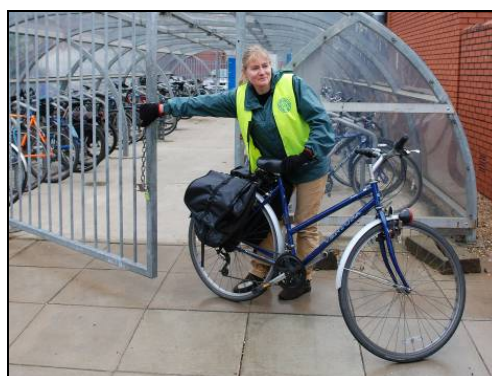
External doors should be at least 1500mm wide (made up of double doors, one of which should be at least 1200mm wide), self-closing and locking. Locks should meet British Standards with lock protection measures fitted where appropriate. For larger facilities, automatic doors should be considered and fitted with a mechanically damped closer which will allow cyclists to pass in good time.



Communal (left – single door preferred unless automatically operated) and private (right) access doors to cycle parking can be both wide and attractive

Consecutive doors

Consecutive doors should generally be avoided. Where they are planned, they should be arranged to permit easy access. When faced with any kind of door that is not automatically opened or mechanically held open, a cyclist will have to stretch to first reach for the door handle and then hold the door open whilst passing their bicycle through. This means that the distance between consecutive doors must be at least the sum of the width of the door being passed through plus the length of a bicycle. In communal areas this should be a minimum of 3.5m. This figure may be reduced by the use of double doors with workable layouts derived by the use of the swept path diagrams (see below).



*Cyclists need space to negotiate doors and gates
Over-wide doors can also create difficulties*

Corridor widths should also be sufficiently wide to permit both easy access and to accommodate any turning movements that may be necessary. Push buttons to activate automated doors should be conveniently sited to aid ease of use preferably 3m in advance of the door.

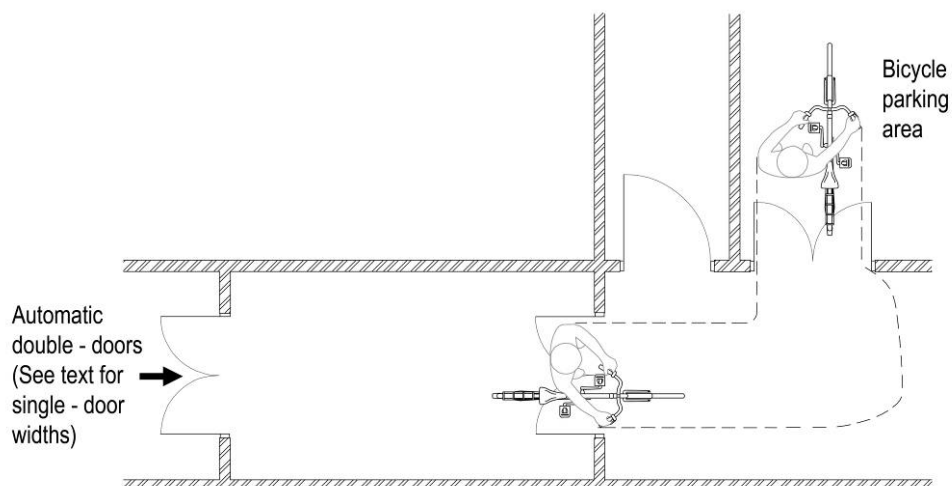


Diagram 12: *Good design* derived with the aid of swept path diagrams (assumes automatic double doors)

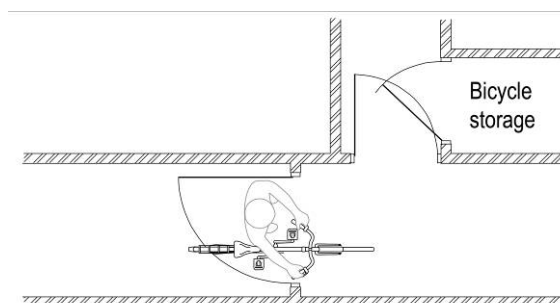


Diagram 13: *Bad design* resulting in inadequate space to turn and open and hold doors with turn made worse by conflicting doors.

5. Cycle parking in different types of development

BREEAM and Code for Sustainable Homes

Compliance with the design guidance within this document, and the standards set out as Appendix B of this document, is aimed at meeting or exceeding those required by BREEAM New Construction - Non Domestic Buildings - Technical manual SD5073 – 2.0:2011. The same also applies to the Code for Sustainable Homes Category 1 – Energy/Co2 – Cycle Storage, where full compliance will deliver the maximum points score.

Houses

Cycle parking for residents should be provided in a secure lockable enclosure. It is preferable that this is within the footprint of the building or within the 'private space' of individual dwellings. In both instances, it should be in a fully enclosed solid structure with secure entrance lock and secure fixings. This will need careful consideration in terms of urban design. To promote ease of use and modal choice the parking should preferably be at the front of the building either in specially constructed storage or an easily accessible garage.

Private Garages

Garages are often the most convenient and secure place to park bicycles. If this is the only provision for bicycle and car parking, the size of the garage must allow bicycles to be removed from the garage easily without first driving out any car parked within it (see Diagram 12 below). To accommodate this, a minimum clear space of 1200mm should always be provided between the predicted position of the car and any parked bicycle/other obstacle/wall etc. This will permit a bicycle to be wheeled in or out without difficulty.

Where bicycles are to be parked at the rear of a garage an additional door may be provided to facilitate bicycle parking if there is a separate rear access to the property (see Diagram 14). If this is not the case, the clearance in front of the car, i.e. at the end of the garage, should be increased to 1500mm to provide space to turn the bicycle. Designers should also create a clear space of at least 1200mm between the garage door jamb and the closest point of a parked car. These requirements are in addition to any storage space to be provided within the garage. Where they cannot be met, consideration should be given to other arrangements such as the provision of a secure shed (see below) or some other means by agreement with the local authority.

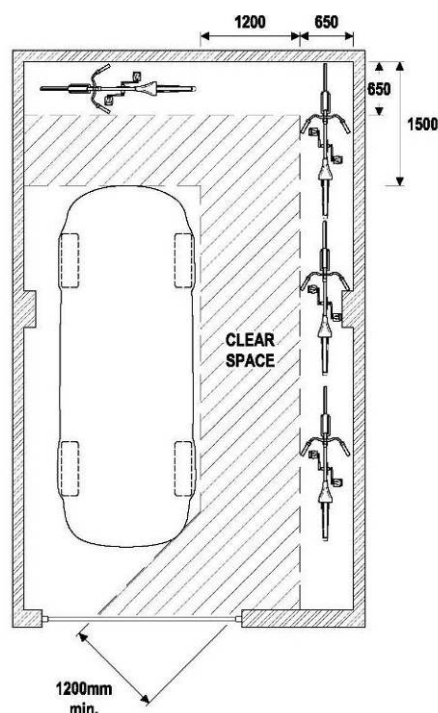


Diagram 14: Indicative garage layout

Visitor parking should be provided as close as possible to the front of the house and take the form of a suitable stand or wall bar/ring: mounting height 500mm (see Appendix B for guidance).



Secure parking for both bicycles and car provided by the use of two gates



Wide doors can be a design feature

Private dwellings without garages

When provided within the footprint of the dwelling, the parking area should be accessed by means of a door at least 900mm wide (preferably 1200mm) wide and be at least 2000mm deep.

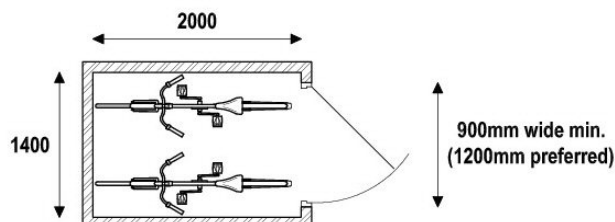


Diagram 15: space required to park two bicycles and remove without lifting

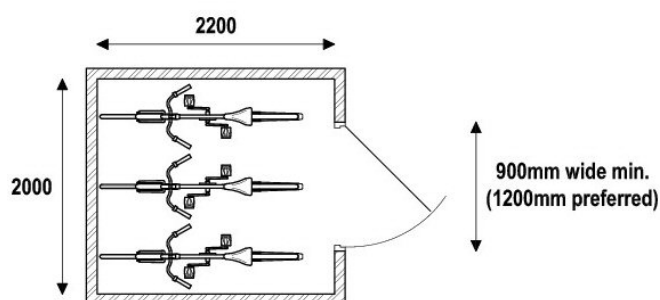


Diagram 16: space required to store 3 bicycles

(Note: handlebars will overlap so a suitable stand should be provided to avoid the need to lift)

The parking should be secure, covered, preferably constructed from the same materials as the main structure and of a size derived from the guidance given above. As a minimum requirement, doors should be secured by mortice locks. Where more than two bicycle spaces are required some form of stand should be provided (see Appendix A).



Cycle parking built into an extension of the porch: preferred approach

(Note: doors should be wider and mortice locks fitted)



Picture: Ian Holloway

Bin stores used for cycle parking in preference to their intended use (Cambridge)

The cycle parking spaces provided in a shed in the back garden are being used to store garden equipment rather than bicycles due to poor access. This has led in turn to the bins being left outside to the detriment of the public realm.



Sheffield stands outside the front door make for a convenient location for visitors and day time use but long-term parking should be protected from the weather

Picture: Ian Holloway

Rear Access

Where cycle parking is provided to the rear or sides of private dwellings the access way should be 1.5m wide or a minimum of 1.2m over a distance of no more than 10.0m.

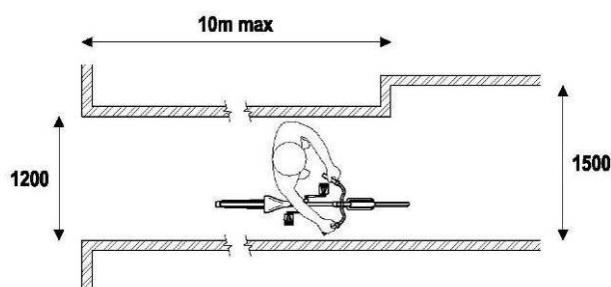


Diagram 17: Access widths

Wooden Sheds

Domestic wooden sheds are not recommended unless they have walls of tongue and groove construction at least 18mm thick. They should be securely fixed to a concrete foundation and ground anchors provided. Walls and floors should also be stout enough to allow the attachment of wall bars and stands fitted with anti-tamper fixings. Doors must be secured by mortice locks and not padlocks. At least 1m² storage space must be provided within the shed, for garden equipment etc, in addition to that provided for cycle parking.



Bad practice: Padlocks are only as strong as their fixings



Good practice: Mortice locks provide greater security



External hinges that rely on screws that can be removed from outside should not be used or additional, secure bolts provided

Flats, Apartments and other Multi-occupancy dwellings

General

Whether provided internally (preferable) or externally, cycle parking should be sited within 20m of the relevant entrance of the building and in all cases closer than the nearest non-disabled parking space. It should be well lit, create a sense of personal safety and included in any wider premises CCTV surveillance system. External parking should be designed to be overlooked by the dwellings and not hidden by landscaping or planting.

Parking areas should preferably be housed internally on the ground floor. As a general rule, it is not recommended that parking for bicycles should be accommodated within individual apartments above ground floor level. Where lifts are provided for the use of cyclists these should be sufficiently large to accommodate their bicycles i.e. at least 2m deep and preferably 2m wide with an overall door aperture of 1.2m. The lobbies onto which the lift opens should be wide enough to accommodate cyclists turning with their bicycles. The earlier diagrams will help to decide how much space will be needed.

Visitor parking spaces should be provided at each public entrance of blocks of flats. Space should be considered for the parking of such items as tricycles, trailers etc. See the authority's cycle parking standards at Appendix B.

In all cases, secure compounds must not have apertures large enough for anyone to climb in or parts of a bicycle to be passed through. Where cycle storage is combined with bin storage, or similar, the two elements should be wholly separate with no opportunity for climbing through.



Good quality design and location of visitor parking marred by inadequate protection from the elements



Better coverage provides protection from driving rain



Bad practice – the siting of the door and the spacing of the stands means that those on the right cannot be used – gap between roof sections allows rain to enter

Small blocks of flats

The preferred solution is for the cycle parking to be within the building footprint with an individual cage for each dwelling or a rack space for each bicycle. Parking provided outside of the building should be within a lit, covered enclosure, again with cages or racks. If the parking area is open access the enclosure should be lockable. The parking should also be connected to the general highway and cycle networks by an open, lit, surfaced access path preferably 2000mm (1500mm minimum) wide.



Cages within communal area assigned to individual dwellings

Medium and large blocks of flats

Cycle parking should be spread throughout the site within the 'private space' of the buildings that they are designed to serve and within sight of intended users. When located within an under-croft or underground car parking area the bicycle parking should, again, be sited next to the relevant access points (and closer than the nearest non-disabled car parking space). When the car parking area is not itself subject to some form of key-controlled entry then the cycle parking should be provided in secure lockable compounds relating to each floor or block. A maximum of 10 bicycles is generally recommended for each enclosure. This figure may be varied subject to agreement with the authority.

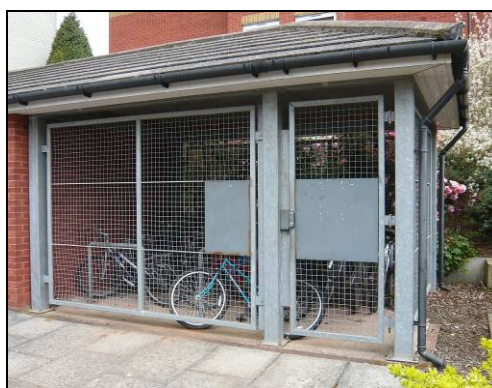
Ramps to underground parking areas should be well lit and wide enough to permit access for cyclists unimpeded by other traffic. Consideration may be given to separate ramped access for cyclists but these must be no less convenient than the access provided for motor vehicles. Where used by cyclists, ramps should not exceed a gradient of 7% (1:14) with a rounded transition at the top and bottom of the ramp. Single lane ramps shared with motor traffic with a width of between 2.75m and 3.25m should be avoided.



Good quality parking within a secure area - note the incursion of the car into cycle parking space: this should be designed out from the beginning



Secure cycle parking compound outside flats (note: door should be wider)



The use of wire mesh or wooden slats can leave compounds vulnerable if these can be cut or broken allowing thieves to reach in and open locks from the inside. The same applies if the compound can be attacked unobserved from the rear.

Where access to the cycle parking area is derived by means of steps, these should always be accompanied by a wheeling ramp, preferably on both sides of the steps to allow users to pass when going in and out and to wheel their bicycles on their natural side whether going up or down. The slope of any ramp (and steps) should not exceed 50% (1 in 2) but should always be as shallow as possible to promote ease of use.



Steps and wheeling ramp giving access to communal cycle parking area (two ramps would improve ease of use)

Retro-fit

Many residents in existing flats are put off owning a bicycle because they worry about it being stolen if they do not have the room to store it safely inside. Where there is no space or opportunity for off-street cycle parking then it may be the case that on-street provision is appropriate. In such circumstances, individuals or residents' representatives should approach the authority to explore what can be achieved (see 6.0 Parking in the public realm below).

Guidance elsewhere in this document covering the use and security of sheds for cycle parking also applies to retro-fit solutions. This will also be of help to owners and tenants of dwellings who are seeking advice on secure cycle parking in the home/garage.

Where cycle parking is to be provided as the consequence of the re-development of an existing building, for example conversion of a large house into separate flats, discretion in terms of the number and type of cycle parking to be provided may be exercised by this authority. Each application will be judged on its merits and solutions arrived at by the application of the principles and guidance set out in this document.

In conservation areas additional consents may be required, especially if cycle parking is to be provided at the front of the building. In such cases the authority will be pleased to give guidance on the procedures to be followed.

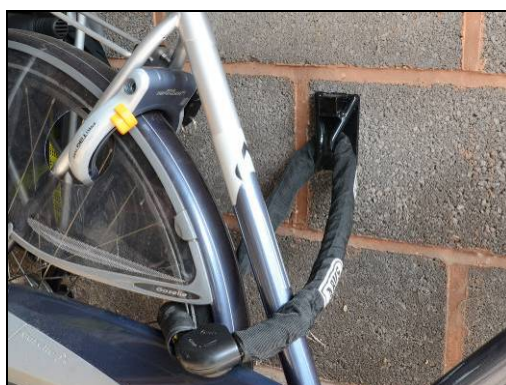
Retro-fit solutions may require the use of equipment that would otherwise not be accepted. For example, hanging racks may be acceptable for part of the provision so long as stands for those unable or unwilling to lift their bicycles are provided. Similarly, racks which require bicycles to be pushed into position on channels may be permitted where access is restricted and this is the most suitable option. Where such stands are used they must permit the at least frame to be secured even if the access door is fitted with a lock.



Hanging rack with means of locking the frame (not normally recommended)



Channelled racks with hoops to lock wheels and frame



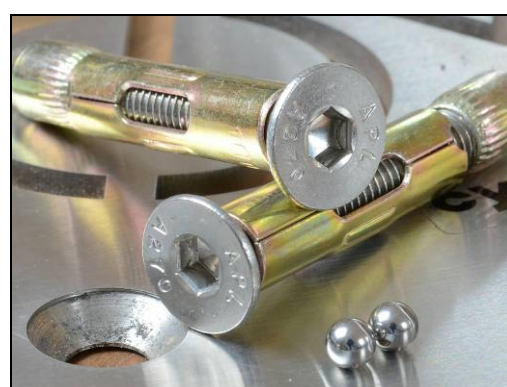
Wall (and floor) anchors can be used for traditional frames...



... as well as folding bicycles



Wall fixings with covers for screw-heads held in place by the chain



Secure fixing achieved by hammering ball-bearings into hex-key bolts

Converting garages or other communal areas to cycle storage areas through installation of racks and stands often represents the most affordable option.



Retro-fit solution - hanging racks used in a confined space – note the Sheffield rack under the window provided for those unable to lift their bicycle



Retro-fit solution – secure doors fitted to disused pram shed

Pictures London Cycling Campaign Hackney



Before



After

Landings of apartment blocks may also be used to install stands where no safety or evacuation issues are present (in this instance the landings are secure – the stands are also not normally recommended but illustrate how even those that would not normally be acceptable may have a place in retro-fit).

Pictures Ben Kennedy

Prioritisation within social housing estates

As a general guide, the following criteria have been developed for prioritising social housing estates for the provision of cycle parking facilities (these may also act as a reference for retro-fit solutions on private estates though partnership working with residents associations etc):

- Evidence of demand; direct requests to the authority or residents association, fly-parking around estate, travel surveys
- Proportion of dwellings without gardens or private balconies
- Amount, level of use and quality of existing provision
- Whether the estate is low-rise or high-rise
- Issues of cycle theft on estate
- Availability of suitable site/space for cycle parking facility or storage areas/communal garages available for conversion to cycle parking or flexible storage space (cycle parking, pram/buggy parking, etc)
- Active and enthusiastic partners willing to assist with process
- Commitment from partners to undertake a resident's travel survey before and after installation and engage with Smarter Travel officers
- Propensity of residents to take up cycling
- Possible overlap with smarter travel neighbourhoods projects

There should be a diversity of cycle storage types in each development to suit different needs (i.e. cages, compounds, lockers, Sheffield stands) a proportion of which should be segregated / allocated to individual dwellings with the remaining unallocated for communal parking.

The retrofitting of cycle parking into 20th Century housing estates can be undertaken in a number of different ways depending upon the level of demand from residents and type of storage required. Cycle lockers are often very popular because of the ease of installation and the level of security offered and may be good for families and smaller estates. However, they can be relatively expensive compared to other solutions and require ongoing management of keys and locker ownership including an annual fee or deposit to ensure they are not misused and remain sustainable.



Cycle lockers provided for local residents

Picture Ben Kennedy



'Cycle Hanger' for on-street secure cycle parking

Picture Cyclehoop

Another option is to install communal cycle parking sheds or hangars between different housing blocks and for the caretaker or resident or tenants association manage the keys.

6. Cycle parking in the public realm

As explained earlier, where there is no space or opportunity for off-street cycle parking then it may be the case that on-street provision is appropriate. In such circumstances, developers and their agents, individuals or residents' representatives should approach the authority to explore what can be achieved.



Parking on build-out: York

Picture Andy Vose



Parking on build-out: Hackney

Picture Ben Kennedy



Parking within carriageway: York



Parking within carriageway: Hackney

Picture Ben Kennedy

The following diagrams are indicative of what may be achieved by means of a re-distribution of the carriageway by either footway build-outs or parking within the carriageway itself. All aspects of the design of such features such as layout, drainage, signing etc must be agreed with this authority.

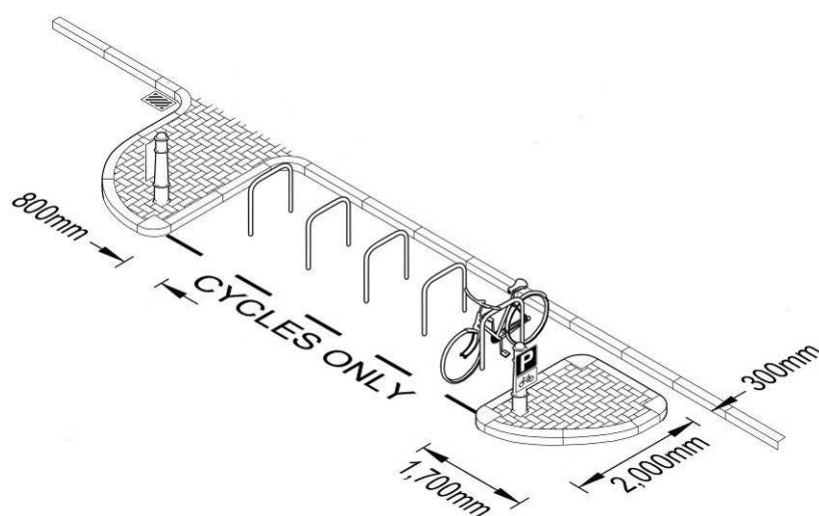


Diagram 17: Cycle parking within the carriageway

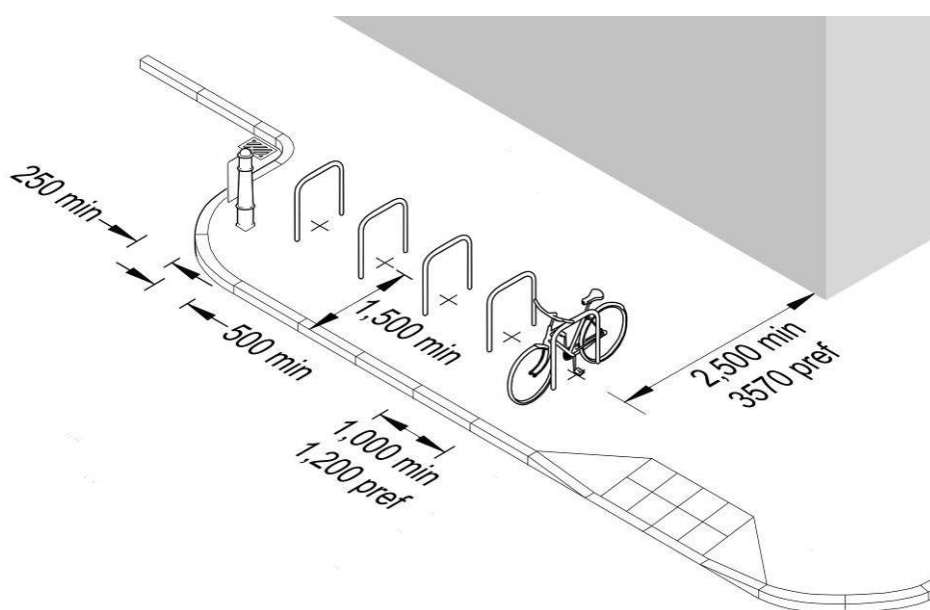


Diagram 17: Cycle parking within a footway build-out

In both instances, space may be saved by placing the stands at 45° to the kerb line

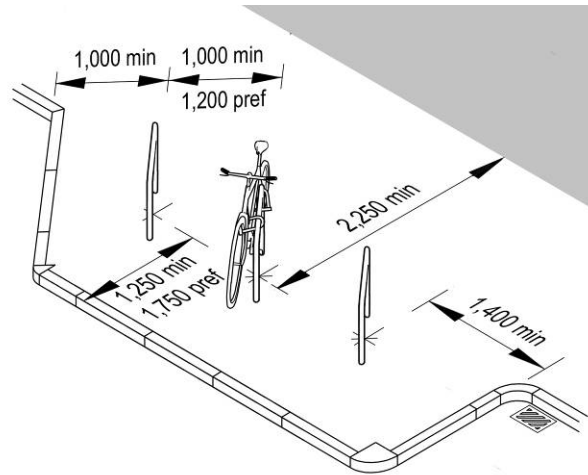


Diagram 19: Stands at 45° to the kerb line

7. Management of cycle parking areas

Private cycle parking

The long-term management of private cycle parking will rest with the owners or tenants of individual dwellings. No control can be exercised over the subsequent maintenance of the facilities provided. It is essential, therefore, that as far as possible cycle parking is low-maintenance, easy to use and self-explanatory to future owners and tenants. Advice on the use of cycle parking should be provided in welcome packs where these are required as part of the development's residential travel plan.

Shared residential occupancy

The future maintenance of the cycle parking equipment and surrounding area should be agreed as part of the planning process. This should include not only the day to day up-keep but also the issuing of keys or other entry devices together with the introduction of the facilities and their use to new residents. Doors to shared cycle parking facilities must be self-closing and locking.

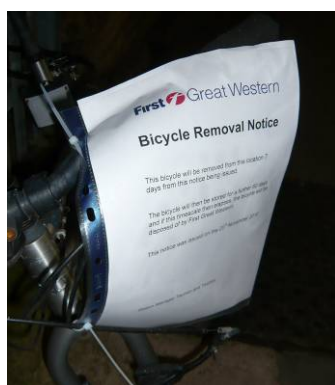


The use of smart card and proximity keys is recommended for secure access to communal sites, however, this needs to be well managed to remain effective

Any site travel plan should also encourage the setting up of a cycle user group which can work together to share specialist tools, quality pumps and general help amongst its members.

Employment sites

On larger sites it may be appropriate to identify the owners of bicycles so that they can be removed, for example for maintenance of the parking area or if they have been left in a place that causes an obstruction. The identification can take the form of weatherproof stickers or tags to identify the owner. Should the site managers wish to remove abandoned bicycles; owners can be notified to the users (giving a [recorded] reasonable period of notice) by suitable stickers.



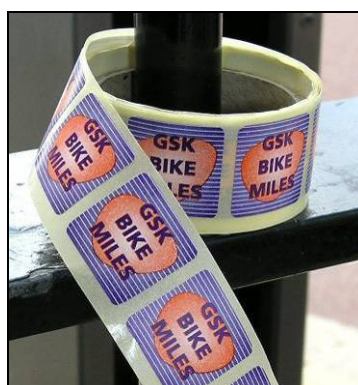
This notice gives seven days notice of removal and 60 days storage before disposal



Bicycles, and their owners, can be identified by simple tags

Measures which can encourage and support employees cycling to the workplace (preferably included within the site's travel plan) include:³

- 🚲 Showers and changing rooms
- 🚲 Drying facilities – towels, hair driers and irons
- 🚲 Lockers
- 🚲 Training for staff
- 🚲 Assisted bike purchase schemes
- 🚲 Bicycle User Group (BUG)
- 🚲 Pumps and repair kits
- 🚲 Incentive schemes
- 🚲 Bike Doctor sessions
- 🚲 Guaranteed ride home



Incentives can pay off

³ For more information see [Workplace Cycle Parking Guide](#) TfL and [Cycling for Business](#) TfL

Number required

There is no universally agreed methodology for deciding how many parking spaces to provide⁴. When developing a new cycle parking site as part of a new commercial development, the local authority will advise how many spaces should be provided during the planning application process, based on the standards set out in Appendix B.

Alternatively, on existing sites, a rough guide would be to provide parking for everyone who already rides to work, plus another 50 per cent. Over-provision seems to attract cyclists so organisations should be prepared to monitor the levels that result. When looking at existing capacity, and where space permits, a good rule of thumb is to add another 20 per cent additional capacity every time occupancy levels of existing provision reach 80 per cent. This approach will provide the comfort that a space will always be available.

Purchasing

Suppliers of cycle parking equipment may be found on the internet. Scrutiny of materials and finishes will allow comparison when choosing which to buy. When purchasing large numbers of stands, especially two-tier, it is advisable to seek, and follow up, references. This will ensure that what is bought will be both fit for purpose and durable in the longer term.

Signs

Signs are a useful means of directing users to cycle parking. Within the highway they are the responsibility of the local highway authority but elsewhere a variety of types may be used, including those that follow an organisation's corporate style.⁵



⁴ Transport Initiatives for Bedfordshire County Council

⁵ For more information see [Workplace Travel Plan Signs](#) TfL

Acknowledgements

This guidance document was jointly developed by Transport Initiatives and representatives of the following councils: Bedfordshire Borough, Central Bedfordshire, Cambridge City, Cambridgeshire County, Hackney, Hillingdon, Lewisham, Southwark and York and represents the consensus view of those involved. The views expressed are not necessarily those of Transport Initiatives.

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Appendix A – Guide to cycle parking equipment

Recommended

Key:

🚲🚲🚲🚲🚲	Default choice
🚲🚲🚲🚲	Some slight limitations
🚲🚲🚲	Site specific approval required
🚲🚲	Site specific approval required
🚲	Site specific approval required

✓	Recommended
~	Limited application
✗	Avoid



General suitability: 🚲🚲🚲🚲🚲

1. Default choice – Sheffield stand

Parks two bicycles to one stand; cheap to buy, install and easy to maintain

Allows front and rear wheels and frame to be locked

Allows use from either end (where layout permits)

Retro-fit: 🚲🚲🚲🚲🚲



General suitability: 🚲🚲🚲🚲🚲

2. 'A' frame

An acceptable variation on the Sheffield stand if long enough to provide support and lock the frame and rear wheel as well as the front

Retro-fit: 🚲🚲🚲🚲🚲



General suitability: 🚲🚲🚲🚲🚲

3. 'CaMden' stand

Shown by research to encourage better locking practice (i.e. locks around both frame and at least one wheel)

Reduces risk of locks being placed around top tubes of both bike and rack (thieves can use the bike to twist and break the lock)

Note: this should not be confused with the 'ribbon' or 'wave' stand (see later)

Retro-fit: 🚲🚲🚲🚲🚲



4. Asymmetric stands

Unidirectional use only (as shown)

General suitability: 🚲 🚲 🚲 🚲

Retro-fit: 🚲 🚲 🚲 🚲



5. Wall bars or rings

Recommended mounting height 500-550mm

Very useful where there is no space for Sheffield stands

Note: Tamper-proof fixings must be used (see Retro-fit above)

General suitability: 🚲 🚲

Retro-fit: 🚲 🚲 🚲 🚲



6. Additions to street furniture

Very useful where no other solution is available

General suitability: 🚲 🚲

Retro-fit: 🚲 🚲 🚲 🚲

Specialist applications

Site-specific approval required



General suitability: 🚲 🚲

1. Two-tier systems

Can add capacity but should only be considered for larger sites such as student accommodation or public transport interchanges: not universally liked by users
- should be seen as part-solution only

Retro-fit: 🚲 🚲



Picture: Tri metals

General suitability: 🚲

2. Domestic lockers

Capacity limited
Self assembly required

Retro-fit: 🚲 🚲 🚲



General suitability: 🚲 (horizontal)

3. Lockers general (vertical and horizontal)

Useful where no other form of covering can be provided. Horizontal lockers are preferred: vertical ones require lifting and some do not accept larger bicycles – part solution only

Retro-fit: 🚲 🚲 🚲



General suitability: 🚲

4. 'Plant Lock' stands

May be suitable for visitor parking or retrofit

Retro-fit: 🚲 🚲 🚲



General suitability: 🚲

5. Small foot-print ramps

Useful retro-fit solution where parking for those unwilling/unable to lift their bicycles is also available

Retro-fit: 🚲 🚲 🚲



General suitability:

6. Ramped 'Wheel grabbers'

To be avoided in most instances, these may, however, have a limited retro-fit role in cages or individual domestic sheds where security is provided by other means and more than two bicycles are to be parked

Retro-fit: 🚲



General suitability:

7. Hanging systems

Not recommended for general use but may have role as part-solution in retro-fit applications – only acceptable where capable of locking frame

Retro-fit: 🚲



General suitability:

8. High-low stands

Not recommended for general use in new build due to lifting necessary but may be acceptable for retro-fit in larger, constrained sites where other forms of security are provided – only acceptable where central posts allow the frame of the bicycle to be locked.

Retro-fit: 🚲 🚲

Compounds and Shelters



Secure compounds

General suitability: 🚲 🚲 🚲 🚲 🚲

Retro-fit: 🚲 🚲 🚲 🚲 🚲



Open shelters

Provides for visitors but does not provide adequate security for residents

General suitability: 🚲 🚲 🚲 🚲 🚲 (visitors)

Retro-fit: 🚲 🚲 🚲 🚲 🚲 (visitors)



Secure under-croft parking

Provides effective security when access is restricted to residents

General suitability: 🚲 🚲 🚲 🚲 🚲

Retro-fit: 🚲 🚲 🚲 🚲 🚲



Cages

Useful in smaller blocks of flats etc. (stand type by agreement)

General suitability: 🚲 🚲 🚲 🚲 🚲

Retro-fit: 🚲 🚲 🚲 🚲 🚲

Solutions to be avoided

The following are not recommended because of general inadequacies including lack of security or support.



Poor support



Poor support and poor security



Not suitable for all users + poor security



Poor support



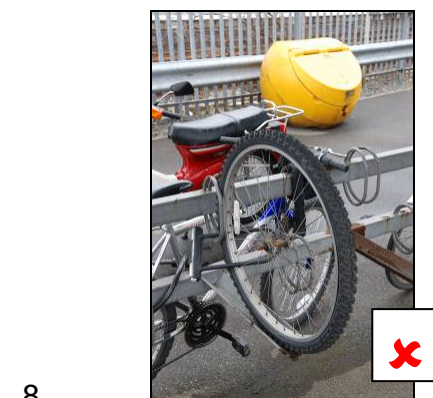
Poor support and poor security



Poor support



No lifting mechanism and poor security – suitable only for staffed operation



Poor support and poor security



Requires the bicycle to be lifted + poor security



Poor support and no security



Complex and rarely used properly



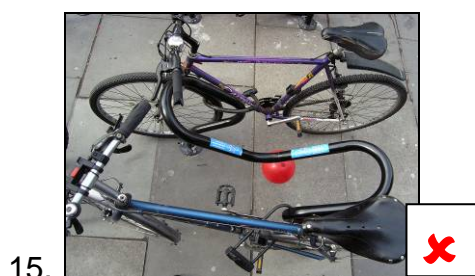
Poor support and poor security



Poor support and poor security



Poor support and poor security



Rarely used as intended – bicycle is to be placed within stand



Inadequate support, potential for damage to wheel and no security



Poor support and security when used as intended (i.e. bicycle slotted in at right angles to stand)



Inadequate support, potential for damage to wheel and poor security

Appendix B - Cycle Parking Standards

REFER TO SUSTAINABLE TRANSPORT SPD

Appendix C – Swept Path Diagrams

