

**Consultation Revised Draft
Transport Assessments, Travel
Plans and Parking
Developer Guidance**

**Graham Grant
Assistant Director of Transport
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Contact Information

Pre-Application Advice – Development Management

For information on the Council's pre-application advice service please visit:
<https://www.newcastle.gov.uk/services/planning-building-and-development/apply-planning-permission/pre-application-advice>

Transport Development

Transport Development

Civic Centre

Newcastle upon Tyne

NE1 8QH

Telephone (0191) 2116016 email: transport@newcastle.gov.uk

School Travel Plans

Road Safety Manager

Civic Centre

Newcastle upon Tyne

NE1 8QH

Telephone (0191) 211 5961 e-mail: road.safety@newcastle.gov.uk.

This information can be made available in large print, Braille, audio and other languages. Please telephone 0191 2116016 for further information

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Section 1

Purpose of the Document

1.1 Aim

This document provides guidance to help ensure the design of new developments and their associated planning applications contain all the necessary transport infrastructure and information to ensure proposals are sustainable and comply with City Council's Local Plan policies. The information provided must be sufficient to enable the impact on the highway network to be fully assessed, to maximise opportunities to improve the walking and cycling network, to promote sustainable forms of travel and to ensure patterns of movement and the functions of streets are integral to its design.

This guidance should be considered at the earliest opportunity during the design phase of a scheme to ensure it will meet policy objectives, foster sustainable travel choices, improve the quality of life for people in our communities and ensure development is suitably managed for the continuing prosperity of the residents and businesses of Newcastle upon Tyne.

Section 2

Context

Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. This section identifies key national and local planning policies, strategies and guidance that support the preparation of this document and would be material considerations in the assessment of transportation impacts arising from a development.

2.1 National Planning Policy Context

National Planning Policy Framework (NPPF)

The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied. The NPPF therefore must be taken into account in preparing the development plan and is a material consideration in planning decisions.

The NPPF sets out that the purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Achieving sustainable development means that the planning system has three overarching objectives, which are interdependent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across each of the different objectives): economic, social and environmental.

Section 9 of the NPPF, Promoting Sustainable Transport, is of particular relevance to managing highways and transport.

Planning Practice Guidance (PPG)

National Planning Practice Guidance provides up to date Government guidance on key topics. The following sections are most relevant to transportation issues:

- Advertisements
- Healthy and safe communities
- Planning obligations
- Transport evidence bases in plan and decision taking
- Travel plans, transport assessments and statements
- [Use of Planning Conditions](#)

National Design Guide

The National Design Guide sets out how well-designed places are recognised. It outlines and illustrates the Government's priorities for well-designed places in the form of ten characteristics. Patterns of movement for people is identified as one of the characteristics integral to well-designed places.

National Model design Code

The purpose of the National Model Design Code is to provide detailed guidance on the production of design codes, guides and policies to promote successful design. It expands on

the ten characteristics of good design set out in the National Design Guide. It states that well-designed places should be accessible and easy to move around. This can be achieved through a connected network of streets, good public transport, the promotion of walking and cycling and well-considered parking and servicing.

2.2 Local Planning Policy Context

Newcastle's Local Plan comprises:

1. Core Strategy and Urban Core Plan for Gateshead and Newcastle upon Tyne 2010-2030 (CSUCP)

The CSUCP forms Part 1 of the city's Local Plan. It sets out the spatial planning framework for the City and detailed policies for the City's Urban Core area and was adopted in 2015. Relevant transport policies include:

- CS1 Spatial Strategy for Sustainable Growth
- CS13 Transport-
- UC5 Primary and Secondary Pedestrian Routes
- UC6 Cycling
- UC7 Public Transport
- UC8 Freight and Servicing
- UC9 General Traffic
- UC10 Car parking
- DEL1- Infrastructure and Developer Contributions

2. Newcastle upon Tyne Development and Allocations Plan 2015-2030 (DAP)

The DAP forms Part 2 of the Local Plan, setting out planning policies for managing development in Newcastle, together with site allocations and designations. It supports the strategic policies and growth strategy of the CSUCP and was adopted in June 2020. Relevant transport policies include:

- DM10 Pedestrian and Cycle Movement
- -DM11 Public Transport
- DM12 Parking and Servicing
- DM13 Road Hierarchy
- DM14 Mitigation and Highway Management
- DM34- Recycling and refuse storage provision
- The DAP also contains Appendix 2 which identifies the city's road hierarchy and Appendix 6 the car and cycle parking levels sought for each type of development.

2.3 Other Relevant Guidance

Net Zero Newcastle - 2030 Action Plan

The Action Plan presents how the city can achieve its ambition to achieve net zero carbon emissions by 2030.

Despite many recent technological and efficiency improvements, transport in the city is still responsible for approximately 29% of Newcastle's emissions. This guidance, particularly the recommendations on travel plans, approach to car parking provision, cycle parking and electric vehicles, support the Council's ambition to drive forward the decarbonisation of Newcastle's transport sector and provide a sustainable transport model that:

- Reduces travel demand, particularly motorised modes, by reducing the need to travel,

- number of trips and trip lengths
- Delivers greater use of sustainable modes, such as public transport, walking and cycling for moving people and high capacity freight
- Achieves efficient and effective use of existing transport systems and provision of infrastructure and services
- Increases energy efficiency and reduces vehicle emissions

North East Transport Plan

The North East Joint Transport Committee (JTC) has developed a North East Transport Plan for the region up to 2035. This constitutes the Local Transport Plan for Newcastle.-

The North East Transport Plan's vision is 'moving to a green, healthy, dynamic and thriving North East'. The Plan's objectives are:

- Carbon-neutral transport;
- Overcome inequality and grow our economy;
- Healthier North East;
- Appealing sustainable transport choices; and
- Safe, secure network.

A key objective of the Plan is to help address the climate emergencies declared by all of the North East authorities and, through transport-based measures, contribute to the goal of the North East becoming carbon neutral.

The Plan was published in March 2021 and will be accompanied by an Implementation Plan which will consist of a pipeline of projects and measures designed to deliver the vision, objectives and principles of the Plan.

Supplementary Planning Documents and Other Relevant Guidance

Additional documents and guidance relevant to transport issues associated with development include:

- Hot Food Takeaway Supplementary Planning Document, October 2016
- Maintaining Sustainable Communities Supplementary Planning Document, January 2017
- Planning Obligations Supplementary Planning Document
- Newcastle's Local Cycling and Walking Infrastructure Plan
- The Strategic Road Network; Planning for the future

Section 3

Transport Assessments and Transport Statements

4.1 Why is a Transport Assessment or Transport Statement required?

Where a new development is likely to generate significant amounts of transport movements a Transport Assessment (TA) or Transport Statement (TS) is required to support the proposal.

A TA or a TS will be used to determine whether the transport impact of development is acceptable and need to address the following:

- reducing the need to travel, especially by car. Thought should be given to reducing the need to travel and promoting multi-purpose or linked trips;
- promoting accessibility to all modes of travel especially walking, cycling, public transport and develop appropriate measures to influence travel behaviour;
- analysing the predicted impact of residual trips from the development and ensuring that suitable measures are proposed to manage these impacts;
- putting forward mitigation measures which avoid unnecessary physical improvements and promote innovative and sustainable design solutions.

Further details on the requirements for a TA or TS can be found in the national Planning Practice Guidance for Travel Plans, Transport Assessments and Statements and in the Tyne and Wear validation check list.

4.2 When is a Transport Assessment or Transport Statement required?

The NPPF sets out that all developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment.

The evaluation should be proportionate to the potential impact of the development and therefore in some cases a full TA is not required. In these instances, a simplified report in the form of a Transport Statement (TS) can be produced.

Consideration of the type and scale of development will normally determine the requirement for a TA or a TS. Details of the thresholds can be found in the table below:

Table 1: Thresholds based on size and scale of land use triggering the need for a Transport Assessment and Transport Statement

Use Class	Description of development	Size	Case by case analysis Pre-application advice recommended	TS	TA
B2 General Industrial		GFA		>2500 sq.m <4000 sq.m	>4000 sq.m
B8 Storage or distribution		GFA		>3000 sq.m <5000 sq.m	>5000 sq.m

Use Class	Description of development	Size	Case by case analysis Pre-application advice recommended	TS	TA
C1	Hotels	Bedroom		>75 <100 bedrooms	>100 bedrooms
C2	Residential Institutions	Beds		>30 <50 beds	>50 beds
C2A	Secure Residential Institution	Beds		>30 beds	>50 beds
C3	Dwellinghouses	Dwellings		>50 <80 units	>80 units
C4	HMOs	Beds		>30 <50 beds	>80 units

Use Class	Description of development	Size	Case by case analysis Pre-application advice recommended	TS	TA
E	Commercial, business and service				
E (a)	Display or retail sale of goods, other than hot food	GFA	<250 sq.m	>250 sq.m	>800 sq.m
E (b)	Sale of food and drink for consumption (mostly) on the premises	GFA	>300sqm	>300 sq.m <2500 sq.m	>2500 sq.m
E (c)	Provision of: ◦E(c)(i) Financial services, ◦E(c)(ii) Professional services (other than health or medical services), or ◦E(c)(iii) Other appropriate services in a commercial, business or service locality	GFA	<1000 sq.m	>1000 sq.m	>2500 sq.m
E (d)	Indoor sport, recreation or fitness (not involving		To be scoped and agreed with Transport Developments	To be scoped and agreed with Transport Developments	To be scoped and agreed with Transport Developments

	motorised vehicles or firearms)		prior to submission	prior to submission	prior to submission
E (e)	Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner	GFA	To be scoped and agreed with Transport Developments prior to submission	>500 sq.m <1000 sq.m	>1000 sq.m
E (f)	Creche, day nursery or day centre (not including a residential use)	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
E (g)	Uses which can be carried out in a residential area without detriment to its amenity:		To be scoped and agreed with Transport Developments prior to submission		

Use Class	Description of development	Size	Case by case analysis Pre-application advice recommended	TS	TA
F1	Learning and non-residential institutions	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
F1 (a)	Provision of education	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
F1 (b)	Display of works of art (otherwise than for sale or hire)	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
F1 (c)	Museums	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
F1 (d)	Public libraries or public reading rooms	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
F1 (e)	Public halls or exhibition halls	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
F1 (f)	Public worship or religious instruction (or in connection with such use)	GFA		>500 sq.m <1000 sq.m	>1000 sq.m
F1 (g)	Law courts		To be scoped and agreed with Transport Developments prior to submission	To be scoped and agreed with Transport Developments prior to submission	To be scoped and agreed with Transport Developments prior to submission
F2	Local community		To be scoped and agreed with Transport Developments prior to submission	To be scoped and agreed with Transport Developments prior to submission	To be scoped and agreed with Transport Developments prior to submission
F2 (a)	Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such	GFA		<250 sq.m	>250 sq.m

	facility within 1000 metres				
F2 (b)	Halls or meeting places for the principal use of the local community	GFA		>500 sq.m <1500 sq.m	>1500 sq.m
F2 (c)	Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)	GFA		>500 sq.m <1500 sq.m	>1500 sq.m
F2 (d)	Indoor or outdoor swimming pools or skating rinks	GFA		>500 sq.m <1500 sq.m	>1500 sq.m

Use Class	Description of development	Size	Case by case analysis Pre-application advice recommended	TS	TA
Sui Generis					
	Drinking establishments	GFA		>300 sq.m	GFA
	Hot food takeaway	GFA		>250 sq.m	GFA
	Cinemas	GFA	To be scoped and agreed with Transport Developments prior to submission	>	
	Concert Halls	GFA	To be scoped and agreed with Transport Developments prior to submission		
	Bingo Halls	GFA	To be scoped and agreed with Transport Developments prior to submission		

The thresholds in the table are for guidance only and the following considerations (as set out in Planning practice guidance Travel Plans, Transport Assessments and Statements) will also be taken into account:

- the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Transport Assessment or Statement);
- existing intensity of transport use and the availability of public transport;
- proximity to nearby environmental designations or sensitive areas;
- impact on other priorities/strategies (such as promoting walking and cycling);
- the cumulative impacts of multiple developments within a particular area; and
- whether there are particular types of impacts around which to focus the Transport Assessment or Statement (eg. assessing traffic generated at peak times).

Where development is likely to have a material impact on the Strategic Road Network, it will be important to liaise with Highways England at an early stage. The coverage and detail of the TA/TS will need to be agreed with Highways England.

Section 5

Travel Plans

5.1 What is a Travel Plan?

Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling).

Where there may be more effective or sustainable outcomes, consideration should be given to travel planning to cover a wider area or range of development.

5.2 Role of Travel Plans in the Planning Process

Travel plans are an essential tool for improving sustainable access and increasing sustainable travel. They focus on achieving the lowest practical level of single occupancy vehicle trips to or from a site and widening the use of other travel modes. This contributes to the wider aims of encouraging sustainable travel, improving health, and reducing congestion, energy consumption and pollution. Travel plans need to address all the journeys that may be made to and from a site by anyone who may need to visit or stay there.

The travel plan should put forward clear objectives to improve accessibility for all users of the development and set out all the measures to be implemented in detail, with an action plan, timescales, targets and responsibilities for management, implementation, monitoring and review.

Where a development may cause transportation issues, or concern, because of local transport problems, it may be possible for a travel plan to address these and reduce the impact to acceptable levels. The submission of a travel plan does not guarantee the granting of planning permission.

5.3 When is a Travel Plan required?

Policy CS13 of the Core Strategy and Urban Core Plan requires all major developments to submit a travel plan.

It is essential that applicants seek pre-application advice at an early stage before submission of a planning application to determine whether a travel plan is required and what type/context may be appropriate.

Travel plans submitted alongside a planning application must have measurable outputs that relate to targets in the local transport plan and should set out the arrangements for monitoring the progress.

5.4 What type of Travel Plan is required?

There are a number of types of travel plans:

- Full Travel Plan
- Interim Travel Plan
- Framework Travel Plan
- Travel Plan Statement
- Area Wide Travel Plan for a defined geographic area
- Residential Travel Plan

5.4.1 Full Travel Plan

Full travel plans are required for full planning applications where the proposed use and accessibility needs are known. Wherever possible a full travel plan should be developed rather than an interim travel plan. Full travel plans will include clear outcomes, all relevant targets, and measures to ensure that these can be achieved as well as monitoring and management arrangements.

5.4.2 Interim Travel Plan

In some circumstances the future occupants of a development may not be known. The developer should prepare and submit an interim travel plan covering all substantive elements to be completed at an agreed time. The plan should include outcome targets for maximum allowable levels of car trips. Some aspects of the travel plan and its measures may be provisional; nevertheless, the interim travel plan should say when the full travel plan will be completed.

5.4.3 Framework Travel Plan

Large mixed-use developments with multiple occupants need a framework travel plan. This should set overall outcomes, targets and indicators for the entire site. It should set out clearly that individual sites or occupants are required to prepare and implement their own subsidiary individual travel plans.

5.4.4 Area Wide Travel Plan

In some situations, it is essential to consider an area wider than an individual site in order to bring about positive changes. This type of travel plan suits a major complex development. Similar to framework travel plans, there are overall outcomes, targets and indicators, and individuals organisations will be required to implement their own subsidiary individual travel plans to bring about the outcomes

5.4.5 Residential Travel Plan

A Residential Travel Plan is a management tool aimed at promoting sustainable travel and includes a range of measures designed to reduce car use originating from new housing developments.

5.4.6 Securing a Travel Plan for New Development

Travel plans are dynamic, living documents that should be updated regularly. The aim is to ensure that they represent the current situation in respect of travel and access and progress towards targets. Implementing a travel plan involves a continuous process of improving, monitoring, reviewing and auditing the measures in the plan to reflect changing circumstances.

5.5 Travel Plan Content

The travel plan should take the form of a single integrated document containing all key information.

It is recognised that a travel plan will be unique to a site and a variety of initiatives may be adopted. The following list gives an outline of what should be included for a full travel plan to be produced:

Table 2: Contents for full travel plan.

Key element	Content
Background	Explaining site, location, and numbers of people, measures already in place, current share of travel methods, if known and reason for producing the plan.
Scope of the plan	Identifying the travel elements of the destination's activity that the plan is addressing (commuter journeys, business travel, visitor travel, pupil and staff journeys) identifying main travel and transport issues.
Objectives	Stating what the plan is trying to achieve (e.g. reduction in single car users, increase in walking, cycling and public transport use).
Measures/Action Plan	Set out explicit outcomes that detail the proposed actions and measures proposed to encourage sustainable travel, reduce single occupancy car use and achieve the stated objectives. The action plan will outline the implementation programme for the proposed measures, including roles and responsibilities, focusing on the implementation and delivery of the travel plan and including timeframes.
Surveys	Survey data outlining mode split travel for users. For schools, data is submitted as part of the January Census supplemented with regular surveys on travel preferences
Targets/Indicators	Identifying outcomes and targets against which the effectiveness of each measure will be reviewed (including short, medium and long term milestones).
Monitoring	Setting out arrangements for the review and monitoring of the plan on an ongoing basis to determine whether objectives are being met.
Marketing and Promotion	A strategy for communicating the travel plan to all site users, including: <ul style="list-style-type: none"> ▪ Raising awareness of sustainable travel options ▪ Promoting individual measures and initiatives ▪ Disseminating travel information from the outset and on an ongoing basis.

A school travel plan will be required for any major development or where the proposal will result in an increase in staff or pupil numbers or a change in the school's operation. School travel plans should be developed using the Modeshift STARS system, or such other system as requested by the City Council at the time. This is an online travel plan toolkit that enables schools to develop and submit travel plans. The process includes an award scheme for school travel plans. More information and guidance is available from the City Council's School Travel Advisor.

Different travel plans are needed for different types of development, so additional requirements to those outlined above will be required for interim travel plan, framework travel plan and area wide travel plan.

Table 3: Contents for an Interim/Framework/Area Wide Travel Plan

Key Element	Content
Travel Plan Co-ordinator	Contact details of a suitably qualified Travel Plan Co-ordinator need to be provided. If the developer is unable to appoint a TPC at the time it is appropriate to provide details of the developer or an appropriate person.
Implementation programme	If it is not possible to commit to the sustainable travel measures and/or a detailed action plan, an implementation programme of what measures will be considered can be provided.
Site assessment	A site assessment should be provided, outlining location accessibility and on site facilities. For schools there should be details of where the pupils will come from and the existing transport links.
Aims/Objectives	Clearly defined aims and objectives in relation to travel modes
Governance	Governance arrangements between the developer and future occupier need to be outlined.

5.5.1 Travel Plans for Specific Journey Purposes

Travel plans have been developed for workplaces, schools and leisure/retail sites across Newcastle. There is considerable specific guidance available on these types of travel plans and for more information contact the Travel Plan Officer or the School Travel Advisor.

5.5.2 Travel Plan Co-ordinator

The organisation should supply the Council with the name and contact details of the appointed person/s responsible for the successful implementation of the travel plan, known as the Travel Plan Co-ordinator. The Council must also be informed as soon as the post holder changes.

The post needs to be of sufficient seniority to undertake tasks such as chairing steering groups and managing budgets. The appointment need not necessarily be a new one but may be a case of extending the job profile of employee. However, this will depend on the scale of the development and the size of the organisation/school. The role of the Travel Plan Co-ordinator will be to manage the travel plan, liaise with the Council and provide monitoring information when agreed.

5.7 Monitoring

Monitoring is critical in determining the success of all travel plans, especially where specific targets have been agreed to help identify necessary adjustments.

Monitoring of the travel plan will be required to be carried out on a regular basis for an agreed period after approval of the travel plan. The arrangements, schedule and funding of the monitoring process should be set out clearly in the travel plan – generally the applicant funds the costs of monitoring.

Monitoring should be carried out by the occupier or the site-based Travel Plan Co-ordinator. In some cases, another independent party may be more appropriate to carry out the monitoring, particularly where the outcome has financial implications. The information monitored should relate to the targets included in the travel plan or other data that helps assess the impact and effectiveness of the travel plan.

A fee to cover the Council's costs in monitoring a travel plan will be secured through the terms of the accompanying section 106 agreement. Further guidance on the likely scale of monitoring fee are set out in the Council's Planning Obligations SPD.

5.7.1 Organisational Monitoring (Workplace, Visitor/Leisure Sites)

Monitoring can include one or more of the following, depending on the type of travel plan and the objectives and targets:

- a snapshot modal split survey for employees, occupiers, and/or visitors;
- a full staff /occupier travel survey questionnaire. Surveys should always be conducted at the same time each year for consistency; regular traffic counts of motor vehicles (and their occupants), cyclists and pedestrians coming to and from the site;
- uptake of public transport or other alternative modes;
- use of vehicle and cycle parking spaces and any problems of overspill parking; and
- travel diaries.

5.7.2 School Travel Plan Monitoring

Newcastle City Council utilise the Modeshift STARS system for the submission, monitoring and review of School Travel Plans, or such other system as requested by the City Council at the time. More information and guidance is available from <https://modeshiftstars.org/> or the City Council's School Travel Advisor.

All draft, new or reviewed School Travel Plan documents shall be submitted to Newcastle City Council's School Travel Advisor for approval.

5.8 Newcastle City Car Club

Car clubs provide members with access to vehicles which they can hire as and when needed. It enables people to have access to a car without having to own it, and therefore reduces individuals' dependence on owning a car and associated costs. Research has shown that each car club can typically replaces six private vehicles.

By only using a car when necessary encourages car club members to travel by public transport, on foot or cycle for other journeys. This helps to reduce the number of car journeys which in turn assists in reducing congestion and pollution and demand for on-street car parking in residential areas. Businesses can also benefit from car clubs as it can be easier than managing pool cars, using taxis or subsidised car leasing.

Car clubs are therefore an important mechanism in promoting sustainable travel and

reducing the number of private vehicle journeys. They should be explored as part of all major developments and should be considered as part of travel plans and transport assessments or statements.

They are particularly beneficial to support applications where the proposed car parking provision is below the recommended levels.

Depending on the nature and scale of development, provision towards car clubs could include contributions towards existing or new vehicles or providing new bays. Any financial contributions would be secured through a S106.

When providing new car club bays they should be sited in:

- convenient locations, close to where people live and work
- visible locations to help promote the car club concept
- locations that are integrated with other transport modes such as bus stops, rail/Metro stations, taxi ranks and cycle parking
- well-lit and well used street locations to maximise personal security.
- areas with a mix of land uses to encourage a range of users.

The preferred location of bays is on-street, however if the above parameters can be addressed, then off-street bays may be suitable.

Section 6

Delivery Service Plan and Construction Management Plan

The objectives of a Delivery Service Plan and Construction Management Plan is to limit the adverse impacts of freight and construction traffic on:

- the safety of pedestrians and cyclists
- the operation of public transport
- the experiences of other users including those using the retail offer and those travelling in the Urban Core
- levels of greenhouse gas emissions and air quality
- the operation of the highway network
- traffic and congestion

6.1 Delivery Service Plan

Without adequate servicing, businesses would cease to be able to operate efficiently. However, this needs to be balanced with the adverse impact freight movements and servicing and loading requirements can have on the environment and quality of place. For this reason, and to promote sustainable freight movement and minimise the impact on the environment and quality of place, all major developments within the City's Freight Management Area of the Urban Core, as set out in CSUCP Policy UC8, will need to be accompanied by a Delivery Service Plan.

The Delivery Service Plan will set out servicing arrangements for the completed development and must contain information on:

- proposed service routes to the site including those on the wider highway network (illustrated on a plan)
 - Proposals located in the Urban Core should direct vehicles to join the Urban Core Distributor Road (UCDR) (see Figure 1) as soon as possible to minimise through traffic and vehicles movement within the UCDR
- the frequency of servicing
- the type and size of vehicle to be used
 - Demonstrating that the size of vehicle can safely access and egress the property
- the proposed delivery times
 - demonstrating how the noise generated during the delivery process will be minimised to avoid disturbing local residents
 - How the impact on the highway network will be minimised
- where service vehicles are expected to park (illustrated on a plan)
- how the potential impacts on the road network have been considered
- any other relevant information that will illustrate how the property will be safely serviced.

DAP Policy DM12 - Parking and Servicing also requires development to demonstrate how any servicing and loading requirements associated with its day-to-day operation have been incorporated into its design in accordance with the advice contained with this guidance.

6.2 Construction Management Plan

The requirement for a Construction Management Plan (CMP) will depend on the nature, scale and location of development. The plan can be submitted with the planning application or the matter may be dealt with by planning condition. Alternatively, the

details required for a CMP can be submitted as part of a Construction Method Statement.

The CMP will set out servicing arrangements for the development during its construction and must contain information on:

- Temporary traffic management measures including:
 - Temporary access points (illustrated on a plan)
 - Proposed access routes to the site including those on the wider highway network (illustrated on a plan)
 - Proposals located in the Urban Core should direct vehicles to join the Urban Core Distributor Road (UCDR) (see Figure 1) as soon as possible to minimise through traffic and vehicles movement within the UCDR
- the type and size of vehicle to be used
 - Demonstrating that the size of vehicle can safely access and egress the site
- Details of wheel washing facilities (where applicable)
- Parking provision for site operatives and visitors (illustrated on a plan)
- Arrangements for the loading and unloading of plant and materials (illustrated on a plan)
- storage of plant and materials used in constructing the development (illustrated on a plan)
- hours of operation including proposed delivery times
 - demonstrating how the noise generated during the delivery process will be minimised to avoid disturbing local residents
 - demonstrating how the impact on the operation of the local highway network will be minimised
- the erection and maintenance of security hoardings, including decorative displays and facilities for public viewing (illustrated on a plan)
- how the potential impacts on the road network have been considered
- -any other relevant information that will illustrate how the site will be safely managed.

6.3 Additional Considerations

Both the Delivery Service Plan and the Construction Management Plan also need to demonstrate how they have considered the following:

1. Abnormal Loads

Abnormal loads will follow the designated abnormal load routes and will be agreed with Newcastle City Council in advance.

2. Construction Logistics and Cycle Safety (CLOCS) and Fleet Operator Recognition Scheme standards (FORS)

CLOCS and FORS define common national standards for logistical operators and promote best practice. They are voluntary schemes which demonstrate the commitment to meeting legal requirements and undertaking safe working practices.

CLOCS

CLOCS has developed standards for managing Work Related Road Risk to help improve the safety of vulnerable road users. CLOCS aims to:

6.1 Increase the use of safer trucks by design

6.2 Ensure road safety is managed with the same rigour as site safety

6.3 Ensure a national standard for managing construction work related road risk

Delivery Service Plans and Construction Management Plans should demonstrate how they

have considered CLOCS standards.

FORS

FORS is a national standard which encourages freight operators to consider all aspects of safety, fuel efficiency, economical operations and vehicle emissions. FORS is a voluntary scheme for fleet operators which aims to raise the level of quality within fleet operations, and to demonstrate which operators are achieving the standard.

There are three levels of FORS accreditation: Bronze, Silver and Gold. Whilst the membership of FORS is not mandatory, the Bronze level represents legal requirements for operation, and Delivery Service Plans and Construction Management Plans submitted to the Council should demonstrate how they align with the FORS Bronze standard.

Section 7

Car Parking

This section sets out detailed requirements to ensure car parking provision is safe, secure and useable.

Policy DM12 of the DAP states:

Development will be required to provide:

- 1. Safe, secure and useable vehicle and cycle parking that satisfies its operational requirements and is generally in accordance with the parking levels set out in Appendix 6.*
- 2. Employee changing and shower facilities for major non-residential developments.*
- 3. Adequate drop-off and collection, servicing and loading facilities.*

Appendix 6 of the DAP sets out guidance on the appropriate car parking levels vehicles. The levels of car parking associated with a particular type of development should normally be in accordance with the recommended levels. Other levels of car parking provision may be acceptable depending on the particular circumstances of the site, including its accessibility to sustainable means of transport, and whether proposals include complementary initiatives that could reduce the need to travel by private car. Proposed parking levels should be justified and set out through a Transportation Statement or Transport Assessment, as appropriate.

7.1 Parking design

Parking layouts should be safe, useable and secure as required by DAP Policy DM12. Car parking should not dominate the street scene and consideration must be given to users once they are out of the vehicles. There is no 'one size fits all' approach to minimising the impact of car parking and access. Developers should consider a range of approaches to car parking, and they will need to demonstrate that the most appropriate solution has been provided.

With respect to residential parking, it must be in a location that is convenient for residents and visible from their homes. Otherwise residents will find more convenient places to park adjacent to their dwelling rather than use their dedicated space.

On-street parking should be set out so that it does not obstruct or make access to private drives difficult. Where on-street parking is not possible then visitor parking needs to be accommodated off street.

Natural surveillance and high-quality lighting are important alongside maintenance and management of communal areas to ensure spaces are safe and well-used. To achieve this, Design and Access Statements should demonstrate how parking layouts meet Secure by Design principles.

Garages – parking dimensions for acceptable spaces

Domestic garages are often used for storage of various household articles. For garages to form part of the parking provision they must:

- have a minimum dimension of 6.0m x 3.0m (measured internally) to accommodate the car and storage of cycles and other items

Where these requirements are met then the garage will count as a car parking space.

For highway safety reasons, at no point during the opening of a garage door should it project over an adjacent highway.

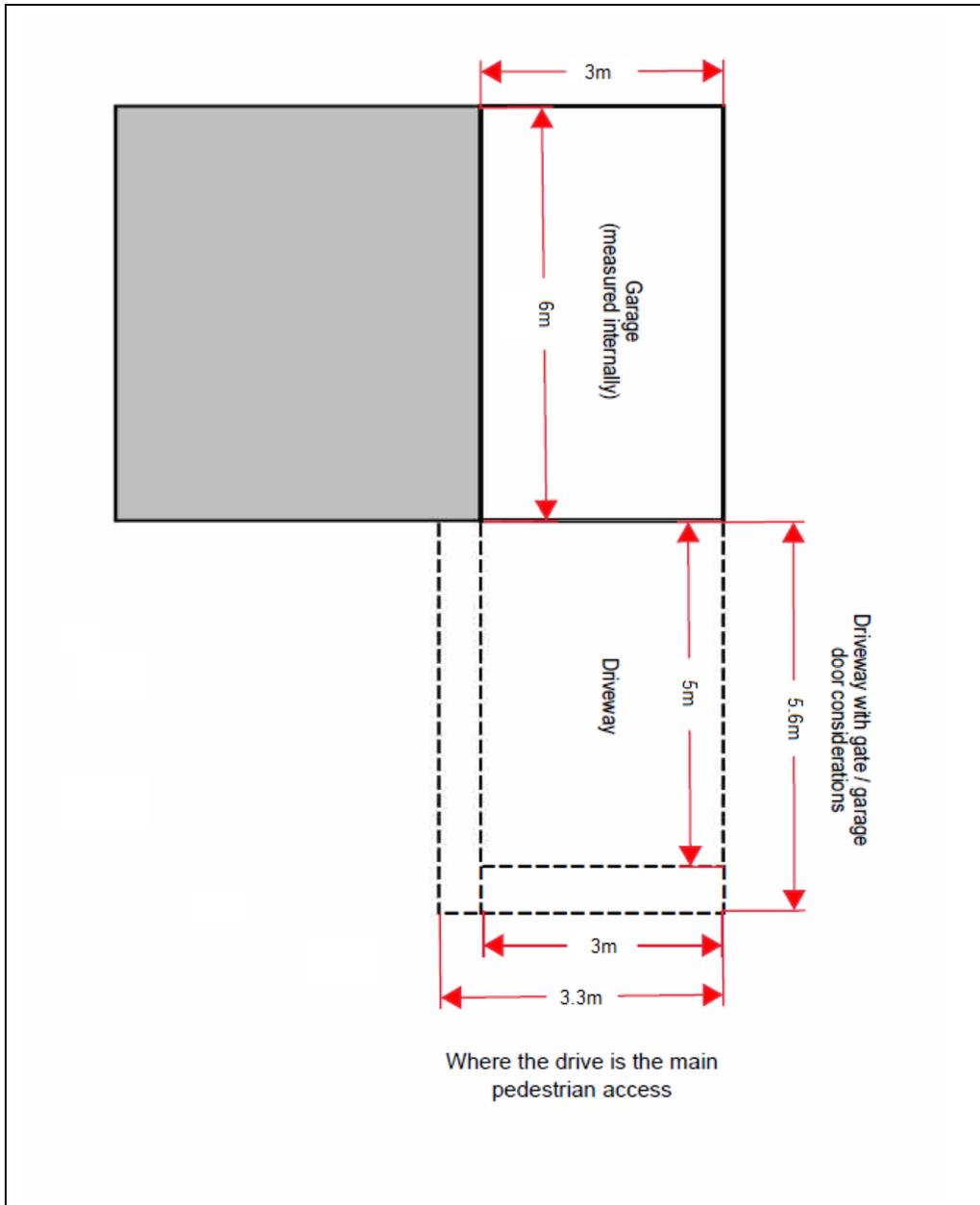
Driveways – parking dimensions for acceptable spaces

Driveways shall be at least 3.0m wide or 3.3m if the drive provides the main pedestrian access to the dwelling.

For a standard 'up and over' door, the face of the garage should be 5.6m in length from the back of the footway or from the edge of a shared footway. Driveways with gates should be 5.6m in length to enable the inward opening of gates. In all other cases, including driveways with no gates and inward opening or roller shutter garage doors, driveways can be 5.0m in length.

Driveways longer than 5.6m that may be used by more than one vehicle are only acceptable for individual residential dwellings.

Figure 1 Garage and Driveway Dimensions

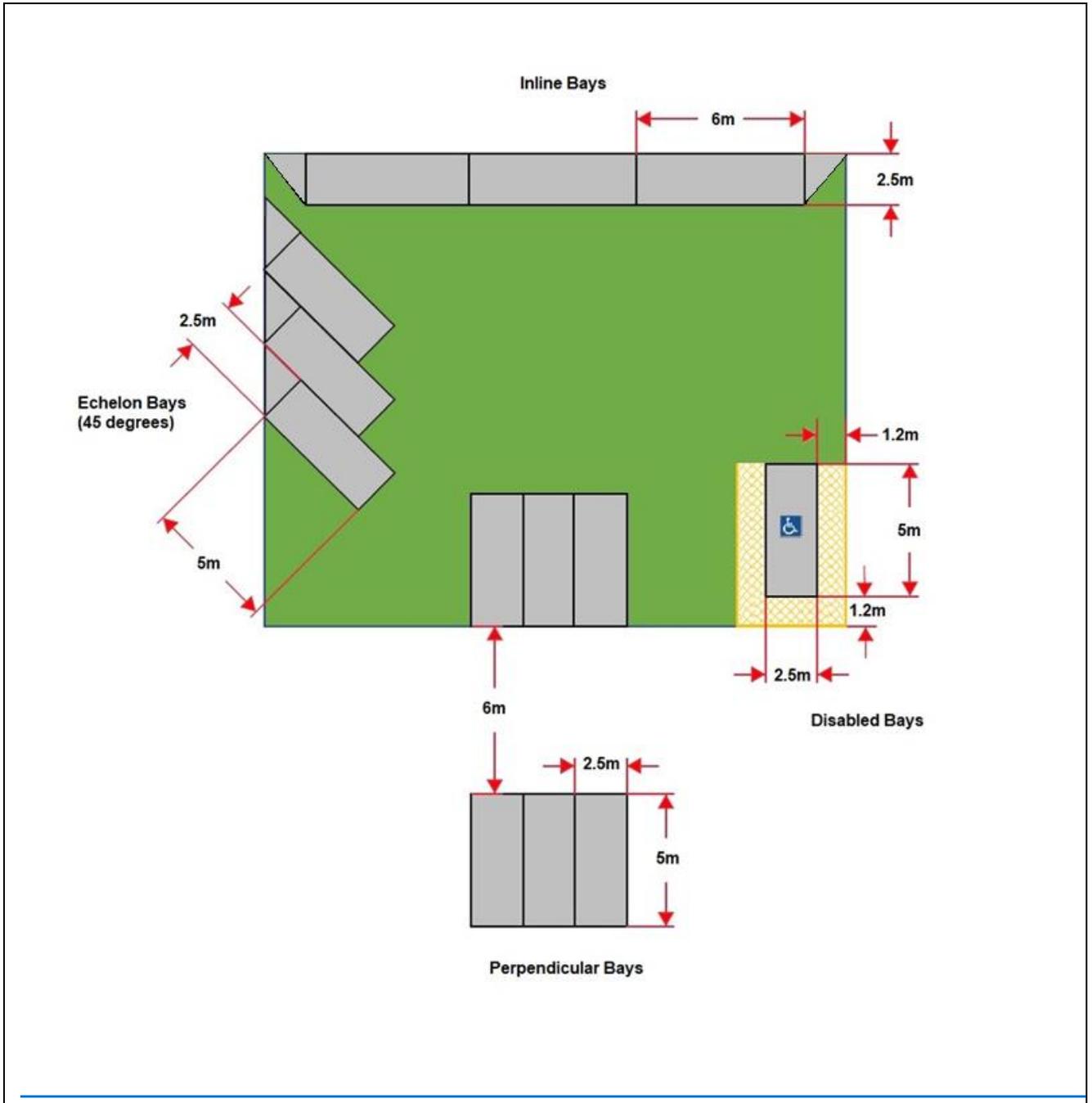


Visitor Parking – parking dimensions for acceptable spaces

- Public parking shall be independently accessible and be available in perpetuity.
- Inline parking bays (bays run parallel to aisle/ kerb line) shall measure 2.5m x 6.0m
- Echelon parking bays (bays run 45 degree to aisle/ road) shall measure 2.5m x 5.0m
- Perpendicular parking bays (90 degree to aisle/ road) shall measure 2.5m x 5.0m (6.0m aisle width or reversing distance)

The recommended parking bays sizes are for both public and private car parks. Perpendicular visitor parking bays will not normally be appropriate where these are intended to form part of the adopted highway.

Figure 2 Car Parking Bay Dimensions



7.2 Disabled Parking Requirements

Proposals should demonstrate how the parking needs of disabled people have been considered.

On-street and unallocated parking bays for disabled drivers and passengers must be

designed so that both can get in and out of a vehicle with ease. Dropped kerbs and tactile paving should be provided adjacent to the car parking spaces to ensure wheelchair users can access footway and carriageway. It is recommended that spaces for disabled people are generally located as close as possible to building entrances.

A minimum standard disabled car parking space (2.5m x 5.0m) should be provided along with a 1.2m clearance along the two sides of a vehicle. Where bays are placed parallel to each other, the same 1.2m space can serve both sides of two spaces. There should also be a 1.2m wide safety zone at the vehicle access end of each bay, to provide boot access or for use of a rear hoist.

5% of the total parking capacity should be designated as disabled bays (to include both employees and visitors) in car parks associated with new employment premises. Further advice on the recommended level of spaces for disabled motorists parking can be found in Department of Transport document *Inclusive Mobility (2005)* and *The Inclusive Transport Strategy :Achieving Equal Access for Disabled People (2018)*.

In developments, where there are proportionally more older or disabled residents residing or visiting, then the parking and charging of mobility scooters is a consideration.

Disabled spaces must take priority over other car parking needs. Spaces should be located as close as possible to entrances preferably within 50m. For smaller infill developments or changes of use with no feasibility of providing on plot disabled parking the City Council will consider alternative public disabled provision nearby, including on street spaces.

5.9 Parking Permit Eligibility

There may be instances where a proposed development would be in an area that lacks sufficient capacity to enable any additional vehicles to be parked on the highway.

In these circumstances it may be necessary to remove the development's parking permit eligibility. The applicant would be expected to enter into a S106 legal agreement that would seek to start the legal process to amend the existing Street Parking Places Order to exclude any new units created as part of the planning application from obtaining parking permits. This would reduce the impact of the development on the surrounding area while simultaneously promoting the use of sustainable transport. The applicant would be responsible of any costs incurred as a result of this process.

Section 8 Cycle Parking

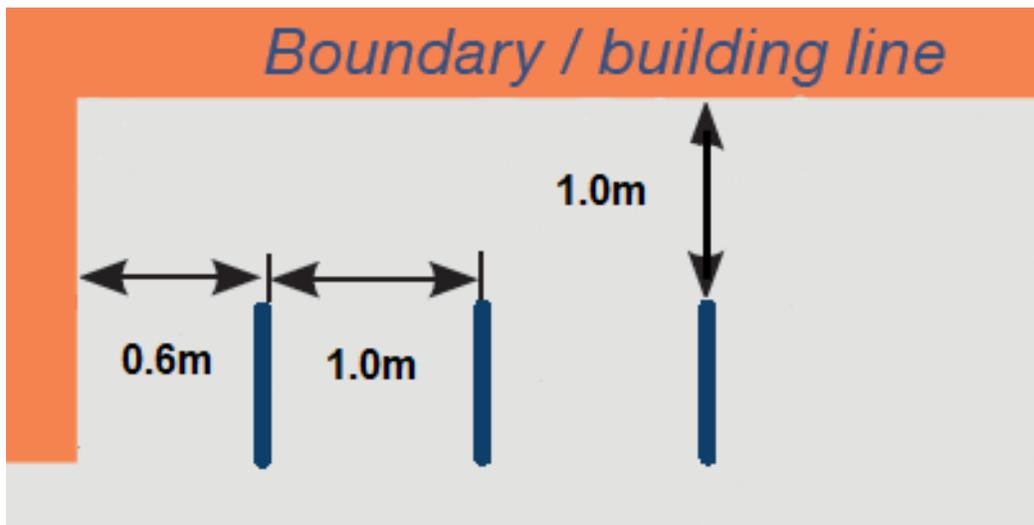
The Government wants cycling to be a normal part of everyday life, and a natural choice for shorter journeys such as going to school, college or work, travelling to the station, and for simple enjoyment. Developments can contribute towards this objective by encouraging the increased use of cycling through the provision of well-designed cycle parking.

Policy DM20 requires cycle storage and refuse provision to be integrated into the design of a building. For this reason, it is essential that access for cyclists is considered at an early stage in the design process to ensure it is an integral part of development schemes.

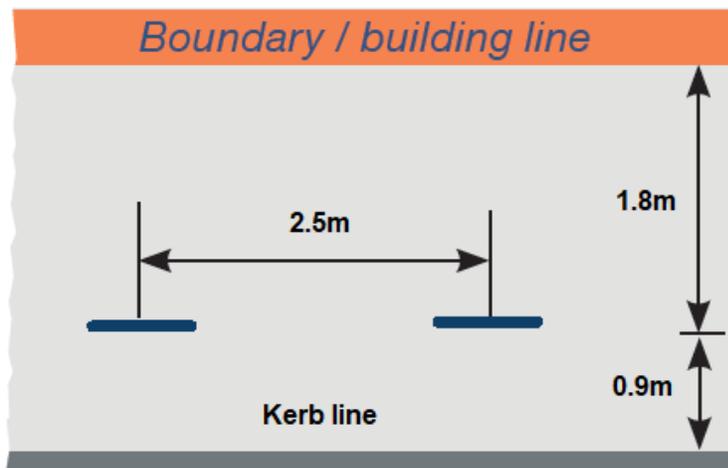
This section sets out detailed requirements to ensure short term, long term and residential cycle parking provision is safe, secure and useable. Further advice on cycle parking can be found in the Local Transport Note 1/20 July 2020 Cycle Infrastructure design.

9.1 Cycle Parking Layout

Cycle stands require at least 0.6m clearance to walls, and a clear space of 1.0m in front to enable the bicycle to be wheeled into position. Stands perpendicular to each other should have a distance of at least 1.0m between them. This enables bicycles fitted with panniers or child seats to gain access. Other types of cycle are longer and wider and will require additional space and further information can be found in Local Transport Note 1/20 July 2020 Cycle Infrastructure design. See diagram below.



Stands that are in line with each other should have a spacing of 2.5m between the centre of each stand. See diagram below.



9.2 Short Stay Cycle Parking

For visitors expected to stay up to two hours, facilities should:

- Be sited immediately adjacent to the main entrance of the building they serve
- Be located in areas that are visible, have good natural surveillance and are well-lit at night. The preferred location is immediately adjacent to the main entrance of the building they serve
- not block the footway and should be grouped together
- Be undercover where possible, especially at retail developments e.g.supermarkets, where cover is essential in inclement weather for packing goods bought.

9.3 Long Stay Cycle Parking

For commuters or visitors expected to stay about 2 hours or more, facilities should:

- Be accessible, although there is a greater emphasis on a secure location. The preferred location for facilities is in areas set aside within buildings. Where this is not possible, cycle shelters should be in convenient and overlooked locations.
- Provide protection from the weather.
- Be secure. Where secure locations cannot be provided within buildings, locker style cycle parking or Sheffield stands in a secure compound are the most appropriate.
- Specific areas should be set aside for three-wheel cycles

9.4 Residential Cycle Parking

Good quality, convenient and generous cycle parking facilities in new developments will help to generate a positive attitude towards cycling and demonstrate environmental commitment on the part of housing providers. Cycle storage should be integrated into the design of a building in line with Policy DM20 of the Development and Allocations Plan. Where cycle access is more convenient, this will further encourage its use.

The space required for the accommodation of cycles is relatively small and therefore shared cycle parking can be a more efficient way of meeting the recommended levels of cycle parking.

9.5 Provision for Houses

In houses, cycles are often kept in garages, and this can provide very convenient storage if the garage is located at or near to the front of the property. Garages should be

a minimum dimension of 6.0m x 3.0m (measured internally) to accommodate the car and storage of cycles and other items.

Houses without garages should contain adequate internal cycle storage or demonstrate that external cycle parking provision is safe, secure and useable. It should be conveniently located, close to the main point of access.

9.6 Provision for Flats / Houses in Multiple Ownership

For ground floor flats or where adequately sized lifts to accommodate a cycle are provided, then storage within dwellings is an option, but this will need to be expressly considered in the design of the accommodation. It is not acceptable for cycles to block hallways. If this option is used, designers should ideally allow for the likely number of residents per dwelling and provide for one cycle each.

Cycle parking can also be in properly designed internal communal areas e.g. hallways and under stairs. This can be on the ground floor or on upper floors where adequately sized lifts are provided. Such shared cycle parking should ideally provide for the overall total number of cycles anticipated for the building, allowing for the likely number of residents per dwelling and providing for one cycle each.

The need to use stairs should be avoided, however this may be acceptable if bicycle stair ramps are provided.

Communal cycle parking can be provided in secure and accessible external facilities. Sheffield stands are suitable for visitor parking, but not for long term use by residents. Secure locker style cycle parking or Sheffield stands in a secure compound are the most appropriate.

9.7 Useability

The lack of appropriate cycle parking, as well as the lack of cycle parking, can act as a barrier to cycling. To ensure cycle parking is useable, accessible and inclusive for all it should:

- Be conveniently located and covered
- Be easy to use. Vertical, semi vertical and hanging cycle parking facilities should be avoided as these can be difficult for some people to use. Two-tier racks can be used to provide additional density, although some users will find it difficult to lift their bike from the floor onto the tray of the upper tier. 'Sheffield' type stands or hitching rings are the most appropriate designs
- Provide sufficient support for the cycle. Stands that support the bike by one wheel only are not acceptable due to the potential to damage cycles.
- Meet the layout requirements illustrated in section 9.1

Major developments should:

- Ensure cycle parking for non-residential development is well-signed
- Provide infrastructure, such as dropped kerbs and linkages to the highway network as appropriate, to allow for easy access to the cycle parking.
- Demonstrate how cycle parking provision for larger cycles, such as cargo bikes and adapted cycles have been accommodated.

9.8 Employee changing and Showers provision

Policy DM12 (2) requires major non-residential developments to provide employee changing and shower facilities.

The level of facilities required will be determined on a case by case basis. BREEAM

recommend one shower for every 10 cycle storage spaces with eight showers or more considered adequate regardless of the number of cycle storage spaces provided. Both male and female users should be catered for i.e. either separate showers within shared gender-specific facilities (required provision split 50-50) or single shower cubicles and changing space for mixed use. The showers do not need to be dedicated to cyclists and can be those shared with other users/uses. The shower and changing room design would need to comply with the relevant Building Regulations provisions.

9.9 Cycle Parking Levels

Appendix 6 of the Development and Allocations Plan sets out guidance on the appropriate parking levels for cycles.

Section 9

Electric Vehicles

In April 2019, the Council declared a Climate Emergency to make Newcastle carbon neutral by 2030 in order to address our CO2 emission levels. The Net Zero Newcastle Action Plan (September 2020) outlines key actions that must be taken to achieve this goal of a Net Zero future. It includes the target of transitioning vehicular traffic in the City to EVs to contribute to reducing CO2 emissions and providing adequate infrastructure to support this shift. In February 2020, the UK Government announced their commitment to end the sale of petrol, diesel, and hybrid vehicles by 2035, subject to consultation. As part of this strategy, the Government are supporting the roll out of EVs in decarbonising the transport sector, with the ambition that at least half of new cars are ultra-low emission vehicles (ULEVs) by 2030.

As EVs becomes more mainstream, their uptake will depend on a readily available, high-quality network of charge points at home and places where people regularly park. As vehicle range increases, the proportion of at-home charging will reduce as rapid and fast charging becomes more widely available at destinations, including places of work, and as more people without off-street parking (and so their own private charge point) adopt EVs.

To support a 'green' restart of local travel and help mitigate reduced public transport capacity, the Department for Transport (DfT) is fast tracking and expanding trials of rental e-scooters.

The provision of e scooters should be explored as part of all major development and they should be considered as part of travel plans and transport assessments or statements. Depending on the nature and scale of development, provision towards e scooters could include contributions towards existing or new infrastructure. Any financial contributions would be secured through a S106.

An EV is defined for the purposes of this document as any road vehicle with a battery that is intended to be charged from mains electricity. Therefore, plug-in hybrid, extended range EVs and pure electric EVs are all included under the definition of EV used in this guidance.

8.1 Location of EV Charging Points

EV charging points shall be located in prominent positions in order to ensure they are visible and convenient, helping to further raise the profile of EVs.

In public parking areas, spaces shall be dedicated for EVs and their charging, with appropriate penalties in place to deter the space being taken by other vehicles.

In private parking areas, flexibility should be a key consideration, therefore, EV parking spaces should be unallocated.

8.2 Number of EV Points

The recommended levels of electric vehicle infrastructure should include a mixture of active and passive provision. Active provision enables a user to charge their vehicle through a ready-to-use socket connected to the electrical supply system, whereas passive provision establishes the necessary network of cables and power supply during construction so that a socket can be added easily in the future. Passive provision ranges from cable trenches to fully cabled network

with reserved grid capacity. This caters for the proportional expansion of the charging network and appropriate type of charge point equipment as demand grows and charging behaviours become established, with minimal disruption and no additional cost for excavation and labour.

8.2.3 Residential EV Point Levels

Available evidence suggests that most plug-in vehicle owners will carry out the largest proportion of their charging at home. The availability of accessible and affordable domestic charging options is therefore key to increasing the uptake of plug-in vehicles in the UK. For this reason, residential development (Class C3/C4) should provide one active EV point per residential unit.

In developments of 10 units or more, where unallocated parking is provided with residents and visitors sharing communal spaces, 2 active EV points per 10 units should be provided.

8.2.2 Non-Residential EV Point Levels

A non-residential development is a building which does not contain a dwelling, and includes industrial, commercial, retail, community and cultural use, leisure and recreation, and infrastructure buildings such as airports and train stations.

Ensuring active charge points are available at new non-residential developments diffuses public awareness of EVs and encourages consumers and businesses to purchase an EV as longer journeys can be comfortably completed. This grows confidence as drivers will have more choice of charging options within an area, improving network competitiveness and resilience.

Major non-residential development with more than 10 car parking spaces should provide 15% of all parking spaces to be fitted with an active charging system, with an additional 20% of parking spaces with the necessary infrastructure in place for future connectivity as passive provision.

Where a proposed development comprises of number of separate premises (for example a parade of shops) EV charge points may be aggregated and shall incorporate operational needs for both employees and visitors/ shoppers.

8.2.3 Disabled Parking Space EV Point Levels

Electric Vehicle charging infrastructure should be provided to serve disabled parking spaces in the same proportion as that provided across all spaces in any new developments, with a minimum of one EV charging space per disabled parking space provided.

8.3 Types of Charging Facility

EV charge points are primarily one of the following types, based on the power output, and can offer one or both of AC and DC electricity supply:

- **Fast:** 3.7-22kW AC Charge points that are capable of supply energy between 16-32 Amps. Typically enables charging up to 80% in 3-5 hours for a 7kW charge point and 1-2 hours for a 22kW charge point. Fast charge points generally use seven pin Type 2 sockets (in Europe) and are relatively small, suitable for ground or wall mounting.
- **Rapid:** Typically, rapid AC chargers are rated at 43kW, while rapid DC are typically 50kW. Will generally provide an 80% charge in 30 to 60 minutes, depending on the vehicle's battery capacity. Units can usually supply AC or DC energy via separate tethered cables, but not always both at the same time as this depends on the site power supply and Charge point model. Rapid charge points are usually ground mounted and resemble a conventional

fuel pump.

The type of charge point by development type are detailed table 4 below:

Table 4 - Type of charge point by Development Type

Type of Charge Point (Voltage)	Typical parking application
Fast	Residential, Employee, long-stay parking at transport hubs, Retail, Leisure, Visitor (Residential and Employment), Car club bays, Public
Rapid	Public, Fleet, Business, Strategic Road Network, Other specialist applications

In determining the appropriate power capability to install at a given parking space, the main consideration is how long cars would typically be expected to park at that location.

For residential buildings, charge points must have a minimum power rating output of 7kW, be fitted with a universal socket that can charge all types of electric vehicle currently on the market and meet relevant safety and accessibility requirements.

Where vehicles are likely to be parked for a longer period, such as office car parks or train stations, a greater number of standard charge points should be provided. In new non-residential buildings all charge points should be Fast, in order to both allow for the provision of higher-powered charge points and to meet the needs of EV users who typically have long vehicle dwell times. Where vehicles are parked relatively briefly, such as at retail developments for 1-4 hours, a smaller number of fast or rapid charge points would be better. Users may also choose to 'top-up' their batteries, rather than fully recharge.

Some non-residential developments will have a broader catchment area for visitors than others, for example, very large retail developments or tourist destinations attract visitors from across a region. In these cases a greater provision of charging infrastructure is encouraged, to enable visitors to travel and be able to conveniently recharge during their visit before returning home.

Rapid charging facilities should be considered in developments such as:

- Transport hubs (stations, ports, airport)
- EV filling stations – may include several rapid chargers and other services
- Retail centres with convenience stores, coffee shops etc
- Business locations with fast turn around and 24 hour use e.g. taxi stances; janitorial services
- Business parks/industrial estates

To reduce clutter in parking areas, the installation of charge points with two outputs should be considered, i.e. one charge post with an outlet on either side to serve two parking spaces.

Section 10

Powered Two-Wheeler Parking

Powered two wheelers (PTW) are defined as motorcycles, mopeds, powered scooters and other motorised two wheeled vehicles. There is no specific requirement for PTW parking, but the City Council will expect the design of new development to cater for the access, parking security and storage of powered two wheelers.

In many situations PTW will be able to use car parking spaces; however in some situations it will be appropriate to provide designated motorcycle bays. Designated motorcycle bays are appropriate where there is a high density of development and where car parking is to be intensively used and where motorcycle parking is expected to be significant.

PTW users prefer to park close to their destination and secure their machine. PTW parking should be provided at educational, retail and employment uses and areas lacking private parking opportunities. Security should be a key consideration for those providing PTW parking facilities.

It is recommended that the space required for parking PTW is 2.0m x 0.8m, although it is not always necessary to mark individual bays.

Fixed features such as rails, hoops and posts designed to provide a simple locking point to secure a motorcycle should be considered.

PTW should not utilise cycle parking facilities. Design and access arrangements should discourage this occurring.