

# Transport and Highway Guidance

Developer's Guide Part 3

**Interim Document November 2008**

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Interim Document

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## 1 Preface

This series of developer guide documents is intended to assist developers who are proposing to submit planning applications for residential and commercial schemes in Slough.

Part 1 Planning Application Procedure and Decision Making

Part 2 Developer Contributions and affordable Housing (Section 106)

Part 3 Transport and Highway Guidance

Part 4 General Development Guidance

It should enable applicants to appreciate what they will be required to do and what to expect from the Planning Service at various stages.

Its production is part of an Action Plan geared to improve our performance in determining major planning applications and ensuring that recent improvements are sustained in the coming years.

The key emphasis is on shifting all the work required on negotiating schemes to the "pre-application" stage so that once an application is submitted we can concentrate on the processing elements to meet the Government's "13 week" target.

It is being published as an Interim document. It is envisaged that in due course more comprehensive advice will be produced in the form of a Supplementary Planning Document, following consultation and statutory procedures.

This interim guide may be revised prior to the comprehensive document referred to above but no change will be made to developer contributions before the 28th February 2009. Any changes will be put on the Council web site.

It does not set out to include all information that a potential applicant may need but aims to provide links to other existing sources/documents as appropriate.

It is being submitted to the Council's Planning Committee for Members' endorsement and so they are aware of the basis on which applications before them have been prepared.

It is hoped that developers find the guide helpful and comments and suggestions would be welcomed.

**Gerry Wyld**

Head of Planning and Strategic Policy

## 2 Transport Assessments and Requirements

### Introduction

This section gives guidance on matters such as the level of assessment of transport issues required (Transport Assessment or Transport Statement) as well as guidance on the content of such reports. It must be stressed that this is guidance only. Each individual case is different and in some cases additional assessment will be required.

It is important, particularly for larger developments, that you do not consider highways and transportation matters separately from other aspects of a development's design. A co-ordinated approach to design is vital to:

- help encourage walking, cycling and public transport;
- regulate vehicle speeds (which may be influenced by how drivers regard their surroundings);
- make sure buildings, streets and spaces are designed to reduce risks to personal safety, particularly to pedestrians, cyclists and public-transport users;
- make sure that the design of buildings and where entrances are placed does not encourage people to park in inappropriate on-street locations;
- provide parking areas that are safe, secure and enjoy good natural observation but that do not dominate the appearance of a development;
- deliver high-quality developments that reflect local character and distinctiveness (planning authorities are unlikely to favour developments that lack quality layout and design); and

- take account of external factors, such as pedestrian and cycle routes, public-transport routes and bus-stop locations, or any proposed road improvements that may influence a development's layout and its access to the road network.

It is therefore important that developers or their consultants approach us for discussions on transport, as well as planning matters, at the earliest opportunity. We will seek to reach agreements at the pre-application stage in order to allow your proposals to be prepared, considered and progressed efficiently, and to reduce the time taken during the planning application, works' technical approval and construction stages. Such pre-application discussions should help to avoid work on a proposal that cannot be accepted in principle either on highway or planning grounds, and for which planning permission is likely to be refused.

### Links to other Documents

Slough Borough Council have a number of policy and strategy documents that relate to traffic and transportation. These include the Local Transport Plan and Annual Progress Reports, Walking, Cycling and Public Transport Strategies, and the Road Safety Strategy. Planning applications that do not support or contribute towards these strategies will normally be recommended for refusal.

### Level of Assessment

It is necessary to carry out a proper assessment of the impact a development will have on the highways and transportation network to establish if it can be satisfactorily integrated into existing infrastructure. PPG13 also makes clear that the assessment of new development proposals should include their accessibility by a range of transport methods and developers are required to demonstrate how they will reduce travel to the site by car.

Developers are encouraged to make further reference to PPG13 and to demonstrate compliance in the Transport Statement / Assessment.

The level of the assessment required for each development should be judged on an individual basis, and developers should discuss the requirements at the earliest possible stage with the Highways Section of Slough Borough Council. The Department for Transport (DfT) published 'Guidance on Transport Assessment' in March 2007; this document is freely available at [www.dft.gov.uk](http://www.dft.gov.uk). Within this document there are rough guides based on the type and size of a development as to what level of assessment will be required. The guide is incorporated in Table 1 below. Besides level of assessment, other advice in this document may also be useful for producing a transport statement or assessment.

As a general guide larger developments which are expected to generate significant levels of traffic will be expected to produce a Transport Assessment (TA) and Travel Plan (TP). Smaller developments will be expected to produce a Transport Statement (TS). Some minor developments will only need to provide a brief overview, focusing on access points and parking issues. See Table 1.

### **Transport Statement**

The scope of what should be included within a transport statement varies greatly, it is again important to consult Slough Borough Council Highways Section as to the level of detail required within the transport statement. But in general transport statement should set out the transport issues relating to a proposed development site (existing conditions) and details of the development proposals (proposed development).

A description of the existing conditions should include details on the existing traffic and transport conditions, including details about local public transport, cycling and pedestrian facilities, as well as peak-period traffic conditions.

Details of the development proposals should include an indication of the traffic impact of the development, parking details and general accessibility issues. The DfT guidance gives an indication to the level of detail that may be required.

### **Transport Assessment**

A detailed TA will be required where a proposed development is likely to have significant transport impacts. The study area for a proposed development should be determined in discussion between the developer and appropriate authorities. It will generally depend on the type and scale of the development, and early consultations with Slough Borough Council will assist in defining its extent. A description of the study area should include reference to the site location, the local transport network and relevant transport features. Guidelines on when a TA may be required are provided in the DfT Guidance on Transport Assessment.

Wherever pre-application consultation identifies a need for a TA, it is good practice to agree, as part of the pre-application consultation, the preparation of a scoping study before the TA is begun. A scoping study should identify the issues the TA will address, the methodologies to be adopted, additional supporting data required, and the limits of the assessment area. An agreed scoping study will help to reduce the potential for misunderstandings about the form of the TA and avoid abortive work. It does not preclude varying the TA to reflect the findings of survey results or more detailed analysis.

However, it is recommended that any significant variations are agreed with Slough Borough Council during the development of the TA. Before the final submission of a TA, a draft TA may be submitted for review by the highways team at Slough Borough Council, there is no obligation on either party to do this, but it should help to address any issues before the final version is submitted to review.

A transport assessment should address the following issues:

- The form and design of site access.
- Reducing the need to travel, especially by car - ensure, at the outset, that thought is given to reducing the need to travel; consider the types of uses (or mix of uses) and the scale of development in order to promote multipurpose or linked trips.
- Sustainable accessibility - promote accessibility by all modes of travel, in particular public transport, cycling and walking; assess the likely travel behavior or travel pattern to and from the proposed site; and develop appropriate measures to influence travel behavior.

- Dealing with residual trips - provide accurate quantitative and qualitative analyses of the predicted impacts of residual trips from the proposed development and ensure that suitable measures are proposed to manage these impacts.
- Mitigation measures - ensure as much as possible that the proposed mitigation measures avoid unnecessary physical improvements to highways and promote innovative and sustainable transport solutions.

A TA will need to give good, strong evidence for its conclusions as this will be rigorously scrutinized. Such evidence must be specifically related to the proposed development, rather than using more generic information/arguments. For example, the TRICS Database is one way of determining trip rates but do the selected sites have similar characteristics to the proposed development, and is the sample size large enough to give a meaningful result?

### **Queries**

For queries about how to carry out a Transport Assessment etc. please phone the Transport Section Rub Nawaz 01753 474081.

### 3 Travel Plans

PPG13 gives advice on the requirement for a travel plan to be secured alongside planning permission. Policy T15 in Slough's Local Plan 2004 requires development proposals that are likely to generate an increase in demand for travel to produce a travel plan and this in most cases will be secured as part of a Section 106 agreement. Travel Plans are required for planning applications that reach or exceed the indicative thresholds in Table 1 below; these are taken from the Department for Transport Guidance on Transport Assessment (March 2007). Details of what is required in the preparation of a travel plan are given below.

Within the planning process, a clear relationship has developed between the Travel Plan and the TA. It is increasingly common to prepare a TA and a Travel Plan for submission with a planning application for new development. This section considers the complementary roles of each document.

The TA provides detailed information on a range of transport conditions relating to a proposed development and its immediate vicinity. The TA considers travel related issues such as safety, trip generation, access, junction design, and new infrastructure required (e.g. new bus services and cycle lanes) before, during and following construction of the proposed development. Adverse traffic and accessibility issues can be addressed and

suitable measures identified. The TA should demonstrate how the development proposals are likely to contribute to the transportation environment in the vicinity of the development.

The Travel Plan is a tool to address the mitigation measures of the TA, and maximise the opportunities for achieving sustainable development. It provides a means of managing travel behaviour of the users and occupiers of a development, focussing on an action plan for the delivery of short and long-term sustainable transport objectives. A Travel Plan may be seen by some applicants and developers as an additional cost to the proposed development. It should be noted that the Travel Plan may attract direct and indirect cost savings such as removing the need for extensive highway infrastructure improvements or reducing land taken by large car parking areas. Furthermore, improved access and reduced congestion can have positive benefits for both long and short term attractiveness of a development.

Given the clear inter-relationship between the TA and Travel Plan and the potential they can achieve it is imperative that they should be written in parallel and to the highest standard.

Travel Plans are required for planning applications that reach or exceed the indicative thresholds in Table 1 below; these are taken from the Department for Transport Guidance on Transport Assessment (March 2007).



**Table 1 - Thresholds for Transport Assessments, Transport Statements and Travel Plans**

	Land Use	Use/description of development	Size	No Assessment	Transport Statement	Transport Assessment & Travel Plan
1	Food Retail (A1)	Retail sale of food goods to the public - food superstores, supermarkets, convenience food stores	GFA	<250 sq. m	>250 sq. m <800 sq. m	>800sq. m
2	Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars - sandwich of other cold food purchased and consumed off the premises, internet cafes	GFA	<800 sq. m	>800 <1500 sq. m	>1500sq. m
3	A2 Financial and professional services	Financial services - banks, building societies and bureaux de change, professional services (other than health or medical services) - estate agents and employment agencies, other services - betting shops, principally where services are provided to visiting members of the public	GFA	<1000sq. m	>1000 <2500 sq. m	>2500 sq. m
4	A3 Restaurants and cafes	Restaurants and cafes - use for the sale of food for consumption on the premises, excludes internet cafes	GFA	<300 sq. m	>300 >2500 sq. m	>2500 sq. m
5	A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment	GFA	<300 sq. m	>300 <600 sq. m	>600 sq. m
6	A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	<250 sq. m	>250 <500 sq. m	>500 sq. m
7	B1 Business	(a) Offices other than in use within Class A2 (financial and professional services); (b) Research and development - laboratories, studios; (c) Light industry	GFA	<1500 sq. m	>1500 <2500 sq. m	>2500 sq. m
8	B2 General Industrial	General industry (other than classified as in B1)	GFA	<2500 sq. m	>2500 <4000 sq. m	>4000 sq. m
9	B8 Storage or distribution	Storage or distribution centres - wholesale warehouses, distribution centres and repositories	GFA	<3000 sq. m	>3000 <5000 sq. m	>5000 sq. m
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care	Beds	<30 beds	>30 <50 beds	>50 beds

	<b>Land Use</b>	<b>Use/description of development</b>	<b>Size</b>	<b>No Assessment</b>	<b>Transport Statement</b>	<b>Transport Assessment &amp; Travel Plan</b>
12	C2 Residential institutions - residential education	Boarding schools and training centres	Student	<50 students	>50 <150 students	>150 students
13	C2 Residential institutions - institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation	Resident	<250 residents	>250 <400 residents	>400 residents
14	C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes - students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	<50 units	>50 <80 units	>80 units
15	D1 Non-residential institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls	GFA	<500 sq. m	>500 <1000 sq. m	>1000 sq. m
16	D2 Assembly and leisure	Cinemas, dance and concert hall, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls, and casinos, other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq. m	>500 <1500 sq. m	>1500 sq. m
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, Post offices, travel and ticket agencies, hairdressers, funeral directors, hire shops dry cleaners	TBD	Discuss with highway authority	Discuss with highway authority	Discuss with highway authority

### When no Travel Plan is required

Development proposals below the thresholds identified in Table 1 above may not be required to include a travel plan, but should set out in a short Sustainable Travel Statement a series of measures to encourage sustainable travel to and from the site and provide information about sustainable transport alternatives to employees/occupiers/visitors/customers.

### Travel Plan Preparation Process

This section sets out the process of preparing and implementing the travel plan through the planning application process and Table 2 identifies the tasks involved for the applicant in the travel planning process before and after the determination of the planning application.

**Table 2 - Travel Plan Process**

Travel Plan Status	Stage of Development	Activity
Planning	A. Scoping	Establish need for travel plan and define relationship to Transport Assessment if appropriate. Agree scope of both documents with SBC officers
	B. Pre-application	Submit draft travel plan (with baseline data if appropriate) to SBC officers
	C. Submission	Submit second draft of travel plan and Transport Assessment for consideration alongside planning application to SBC
Determination of Planning Permission		
Implementation	D. Post Permission and pre-opening	Update and expand travel plan in accordance with conditions and/or Planning Obligation. Liaise with SBC officers
		Roll-out implementation of travel plan(s)
	E. Post-opening	Review and monitor success of travel plan in accordance with travel plan strategy and conditions and/or Planning Obligation. Liaise with SBC officers
		Ongoing review and improvement of travel plan

#### Stage A - Scoping

Anticipating the need for a Travel Plan and early preparation in advance of submitting a planning application for a development can assist the smooth processing of the application. The scope of a Travel Plan should be agreed at the same time as the scope for the TA.

#### Stage B - Pre-application

The form and content the Travel Plan will take at this stage depends upon the development and the likely user.

#### Full Travel Plan

- For proposals where there will be a known building occupier, a full Travel Plan can be prepared and should be implemented upon first occupation of the development;

- In some circumstances, key measures will need to be put into place prior to occupation. This may include infrastructure or site marketing and sales elements. An early start to Travel Planning enables future occupiers to adapt their travel behaviour to match the travel opportunities and constraints of a development site; and
- For very large and multi-phase developments, boroughs may agree a phased implementation of the Travel Plan.

#### Interim or Framework Travel Plan

- For developments where information needed to prepare a full Travel Plan is perhaps not available at the time of submission, an 'interim' or 'framework'

Travel Plan is most appropriate. In such cases, it should provide a strategy by which sustainable access and travel will be established/encouraged at the site, along with a timeline for achievement;

- Residential Travel Plans would be expected to be well developed and contain a high level of detail about the measures to be implemented and management structures that will be put in place;
- Many elements of the Travel Plan will be fixed although may be some aspects such as the exact mix of measures and the specific timing of delivery that may not be known; and
- This interim of framework Travel Plan will

need to be secured by a suitable condition or Planning Obligation.

### Travel Plan Statement

- For proposals seeking outline planning permission and for which detailed scheme elements are not clearly established, a 'statement' is acceptable;
- The statement should outline a commitment to the provision of a Travel Plan, potential measures, and interim actions and targets within an appropriate timescale; and
- As with 'interim' or 'framework' Travel Plans, the Travel Plan statement will need to be secured by a suitable condition or Planning Obligation.

Nature of development proposal	Form of Travel Plan report		
	Full Travel Plan	Interim or Framework Travel Plan	Travel Plan Statement
Single Use Development Occupier known	Completed at Stage C	Completed at Stage C where full Travel Plan not possible	
Single Use Residential Development	Completed at Stage D/E	Completed at Stage C	
Single Use Development Occupier unknown	Completed at Stage D/E	Completed at Stage C	
Extension to existing development	Completed at Stage C	Completed at Stage C where full Travel Plan not possible	
Speculative Mixed Use Development	Completed by Stage E		Completed at Stage C
Mixed Use Development Known end Users	Completed at Stage C	Completed at Stage C where Full Travel Plan not possible	

### Stage C – Submission

The Travel Plan (and where appropriate, the TA) should be submitted alongside the planning application.

### Stage D – Post-Permission and Pre-Opening

Ideally, the Travel Plan will be finalised as part of the planning submission. However, this may not be possible if the end user is not known or there has been a change in circumstances. Indeed, some data (albeit of a minor nature)

may not be known at the time of determination.

In these cases, it will be at this stage that the applicant undertakes additional travel surveys to determine the exact baseline data and appropriate modal shift targets, or develops framework Travel Plans for speculative developments to full plans.

Implementation of the Travel Plan will need to start prior to the completion or opening of the development. This is to ensure that the

strategy and measures are in place to positively influence and affect employees or residents travel choices before their travel behaviour become fixed. This is especially important in developments with multiple occupiers, such as mixed use developments, where the over arching Travel Plan strategy sets the scope for subsidiary plans.

### Stage E - Post-opening

Many elements of the Travel Plan will be implemented once the development has opened and is occupied. The success in achieving identified targets is measured through appropriate surveys. If these identify the need for corrective action then further actions or measures should be identified to improve the delivery of the Travel Plan.

### What is a Travel Plan?

A travel plan is a package of measures or agreed outcomes aimed at reducing reliance on the private motor vehicle and reducing congestion. It is a process rather than a policy document. Indeed, completing the document itself is only the start of the process. A successful travel plan involves continuous monitoring (for example, surveys), review and improvement over time. So it does require a high level of debate about transport problems, options and future action, as well as a high-level management commitment. But where a plan is likely to deliver significant reductions in the use of private cars, this could reduce the scale of highway works required to off-set the development's traffic impacts and could, in certain circumstances, result in the need for less off-street parking.

### Structure and Content of Travel Plan

When preparing the travel plan document, the following headings provide a suggested structure for the travel plan:

1. Foreword and Introduction
2. Site Characteristics
3. Site Accessibility

4. Travel Survey
5. Objectives
6. Targets
7. Measures
8. Action Plan
9. Travel Plan Coordinator and Management Commitment
10. Monitoring
11. Reporting

A series of checklists are available to help in the preparation of travel plans covering:

- employee focused developments,
- Framework travel plan for site where occupier known
- Framework travel plan for site where occupier unknown
- residential developments.

Before preparing your Travel Plan reference should be made to best practice guidance documents:

- A Travel Plan Resource Pack for Employers <http://www.dft.gov.uk/pgr/sustainable/travelplans/work/resourcepackemployers/>
- Making Travel Plans Work <http://www.liftsharesolutions.com/downloads/making-travel-plans-work.pdf>
- Making Residential Travel Plans Work <http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/mrtpw>
- Personal Travel Plans <http://www.dft.gov.uk/pgr/sustainable/travelplans/ptp/>; and
- Planning Policy Guidance Note 13. <http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634>.

### Standard of Travel Plan Submission

The travel plan checklists have been made available to help guide those preparing travel plans submit good quality plans. Experience has shown that the standard of travel plan submissions can vary considerably. Where a full travel plan is required for an employee focused development then it will be assessed against the Department for Transport's Travel Plan Evaluation Tool included within the 'A Travel Plan Resource Pack for Employers'. A

score of 45 or greater is a minimum standard for travel plans at which the travel plan will be considered. Although it should be noted that attaining this score does not indicate that the travel plan will be automatically accepted and often it will depend whether the targets that have been proposed are realistic and deliverable.

Residential and other Travel Plans will be assessed against the TRACES evaluation process and the Travel Plan checklists made available.

TRACES evaluation of Residential and Interim/Framework Travel Plans			/x
T	Transparent	Plans should identify clearly which clearly which organisations are responsible for all elements of the plan, where the financing will come from, and how targets have been developed	
R	Realistic	Plans should set realistic but stretching targets, which reflect Local development Framework and Local Transport Plan policies and likely make-up of new inhabitants. Targets should take account of previous experience of people adopting sustainable transport choices (e.g. in response to Travel Plans and personalised journey planning).	
A	Achievable	Plans should only include measures which developers and partners in the process are capable of delivering and which are likely to have a positive impact on transport behaviour	
C	Committed	Plans need clear commitment from the developer for the period of their implementation and beyond to their establishment. This can be demonstrated, for example, by the appointment of a travel coordinator and the setting aside funding to take the plan forward.	
E	Enforceable	The commitments established in the Plan need to be enforceable by local authorities under the accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the Travel Plan.	
S	Sustainable	Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from the developer to occupiers, residents or other organisations and continuing sources of funding for the plan.	

Travel Plans that are submitted that fail to take account of the guidance available and are of a poor standard will be rejected and the applicant required to revise and then re-submit the document. Travel Plans that require more than two iterations are likely to be charged a higher fee.

### Implementation of Travel Plans

Successful implementation of the Travel Plan is part related to the commitment by the applicant to the process. All Travel Plans will need to identify a Travel Plan Coordinator and a Management Group and Structure which explains who will manage the work of the Travel Plan Coordinator and have the overall responsibility for the implementation of the Travel Plan and the delivery of its outcomes and targets.

For Travel Plans to be successful, a number of partners will be involved. The Travel Plan Coordinator of each development will be expected to attend local Travel Plan Forum meetings arranged by SBC and/or its partners where experience and best practice is shared.

### Travel Plan Monitoring and Reporting

Ongoing monitoring and reporting is necessary for ensuring the continuous effectiveness of the Travel Plan. Critically, should the effectiveness of the Travel Plan be in doubt and agreed objectives and targets not met, then action should be taken to understand why. This may result in new Travel Plan actions being agreed and targets being adjusted. The table below provides a standardised approach to monitoring and reporting. However, in terms of surveys for a Travel Plan lasting five years then a mixture of full travel behaviour surveys and snapshot surveys of showing the modal split will be expected.

### Table Requirement for Surveys

	Pre-application		Post-occupation Surveys	Interpretation of Results/Reporting on annual basis
	Base-line Travel Survey	Estimate trip Generation		
New development Site		X	X	X
Expansion	X	X	X	X
Redevelopment of existing site	X		X	X

### Survey Methodology

The survey methodology should be clearly set out in the Travel Plan and sample travel questionnaires should be contained within the submitted appendices of the Travel Plan.

### Annual Progress Reporting

An annual report on the progress with implementing the Travel Plan and stating whether the Travel Plan targets are on-track based upon the travel surveys must be submitted to SBC. Following the submission of this document a review meeting will be held

with the site occupier to discuss the progress made. If targets and outcomes are not being delivered then action will be expected to ensure that they are brought back on-track or revised appropriately.

### Travel Plan Monitoring Fees

Travel plans involve the highway authority in a future ongoing resource commitment following granting of a planning permission; this will normally be for the first five years following occupation of the development.

All legal agreements for travel plans secured through Planning Obligations should include an allowance for monitoring fees. The scale of fee should be determined and agreed prior to determination of permission; this will reflect the size, nature and complexity of monitoring the site.

A summary of when fees are required is set out below:

- Data required for monitoring must be set out and agreed as part of the travel plan.
- All monitoring data must be supplied by the developer at their expense.
- Plans will be subject to annual monitoring and review for at least the first 5 years.
- Monitoring requirements beyond 5 years will be agreed as part of the plan and will normally be required with major developments.
- Reviews beyond 5 years will normally be less frequent - the years requiring monitoring will be set out in the plan.
- For some major developments it may be appropriate to agree a 15 year time period for monitoring and this will be agreed as part of the plan.

#### **Principles upon which fees are based**

- The fees are intended to reflect the amount of local authority officer time required to assess the monitoring data and participate in consequential review and agreement to any amended travel plan in the future.

#### **Queries**

If there are any queries about the content of Travel Plans please contact the Transport Section Rub Narwaz 01753 474081



## 4 Traffic Regulation Orders

The management of traffic can be achieved through a variety of measures. Some of these will require the making of a Traffic Regulation Order (TRO) under the appropriate legislation (typically the Road Traffic Regulations Act 1984 and Highways Act 1980).

### What is a Traffic Regulation Order?

Examples of TROs are:

- waiting restrictions
- speed limits
- one-way streets
- prohibitions of vehicles
- weight limits
- residents preference parking schemes
- traffic calming

These forms of traffic management require a legal process of consultation, both formal and informal, together with advertisement so that the views of all interested parties and the needs of different users can be taken into consideration.

### Costs

Typical costs involved in a TRO are:

- £2,500- £5,000 Traffic Management staffing or consultancy costs
- £500 legal staffing costs
- £300 for each public notice in a local newspaper (minimum of 2 notices)
- Cost of works on site: each scheme is unique and therefore there is no "typical" figure.

Where a TRO is required to support a development scheme, then the Council would expect the developer to fund the full costs of developing, processing and implementing a TRO.

It should be noted that these figures are a guide only. In all instances, rechargeable costs will be the actual costs incurred.

### How long does the TRO process take?

TROs are very time-consuming & labour-intensive. The way that Local Authorities must process TROs is laid down in law. There are no short cuts.

- Simple and non-controversial proposals which receive no objections can take about 6 - 12 months to process.
- Controversial schemes have been known to take longer, especially when challenged or objections are raised.
- Any designs, approvals and agreements should take into account that, even once the procedures have begun, there is no guarantee that a TRO will be implemented.
- All schemes, including minor ones, are still subject to the same lengthy legal procedures.

The requirement for and planning of a TRO therefore needs to be considered at an early stage of any development scheme. It should not be left until construction has started on site.

### TRO Priorities

Only a limited number of TROs can be processed each year. Those schemes which are likely to give the most benefit will be prioritised. Some of the factors considered in the priority system are:

- Potential for accident reduction
- Likely effect on traffic speeds
- Potential benefits to vulnerable road users, the environment, public transport, emergency vehicles, and schools.

## 5 Highway Matters - access to the road network

### Principles

To maintain safety and the free flow of traffic, policy in the past has discouraged new accesses onto A- and B-class roads and avoided increasing the use of existing accesses. For the future, and in line with an integrated transport policy, we will adopt a flexible policy on new connections to the road network. We will nevertheless aim to restrict access to the most important high-standard routes.

Where access is acceptable to us in principle, we will normally expect its layout to comply with the appropriate design guidance. We will recommend refusal of any planning application that raises concerns about road safety.

We will normally apply restrictions on new accesses for vehicles and the increased use of existing accesses on:

- roads with a speed limit above 40 mph or where measured vehicle speeds are in excess of 40mph;
- roads without street lighting;

- routes where the access would affect bus-corridor or bus-priority measures being put in place;
- roads that are at or near capacity (cannot carry more traffic); and
- roads where there is an existing problem with road safety.

Elsewhere, we will not normally restrict new accesses for vehicles, as long as they meet design requirements.

Where a number of developments are proposed along a section of road, the risk of accidents occurring will be reduced if they are accessed from a service road with a single point of access on the main road.

If access to a development can be gained off a minor or side road, you should normally consider this option as preferable (with improvements to the junction of the minor side road with the main road as necessary).

## 6 Highway Works

### Layout design

A requirement of planning permission will be the design and submission, for approval, of a dimensioned site/highway layout not less than 1:500 in scale. The submitted layout will be checked for compliance with the following guidance:

- DfT Manual for Streets 2007
- IHIE Home Zone Design Guidelines 2002
- The Local Plan for Slough (2004).
- The Local Development Framework Core Strategy
- The Local Transport Plan for Slough (2006 - 2011).

Proposals that require modifications to classified and primary distributor roads must be designed to comply with The Department for Transport's Design Manuals of Roads and Bridges.

Multi storey, basement and covered car parks must be designed to comply with The Institution of Structural Engineers Design Recommendations for Multi-storey and Underground Car Parks, Third Edition (2002).

### Approved road widening schemes

The Council has many approved road widening schemes within the Borough. For a list of approved schemes see Table 4. Detail drawings of the widening lines can be obtained from the Highways Section 01753 875668 These road widening schemes will be revealed when a local authority search is carried out on a potential development site. When a Developer proposes a major development schemes fronting, or in close proximity to an approved road widening scheme, the applicant will be required to do one of, or a combination of, the following:

- Construct that part of the road widening scheme within the curtilage of the application site in accordance with the approved highway scheme and offer the constructed works as highway maintainable at the public expense.
- Construct that part of the road widening scheme fronting or in close proximity to the application site in accordance with the approved highway scheme.
- Dedicate that part of the road widening scheme within the cartilage of the application site as highway verge and maintain the highway verge under a licence in accordance with section 142 of the Highways Act 1980.
- Pay a contribution towards the road widening scheme.

### Approved design consultants

If planning permission is granted, the Developer must design a full technical submission for proposed highway works. The detailed design must be carried out by consultants approved by the Council. All detailed design will require the Council's technical approval. The approval will, unless otherwise directed by the highways development officer, require the satisfactory resolution of the road safety audit procedure. The detailed design will be checked for compliance with the following :

- The Department for Transport's Design Manuals of Roads and Bridges and Specification for Highway Works- Classified and Primary Distributor roads.
- DfT Manual for Streets 2007- for "lightly trafficked streets".

### **Road safety audits**

The Developer must ensure road safety audits are carried out by independent auditors approved by the Council. The audit procedure must be carried out in accordance with HD19/03 of the Design Manual for Roads and Bridges (DMRB).

Prior to an audit the Developer must prepare an audit brief. Once prepared, the brief must be passed to the highways development officer for approval. Where the proposed works require specialised expertise, for example a traffic signalised junction, the Developer must ensure an appropriate specialist is included within the audit team.

The approved planning layout will be subject to the Road Safety Audit Stage 1. The detailed design will be subject to Stage 2. The constructed highway works will be subject to Stage 3. All three stages will be initially subject to the Designer's Response and subsequently the Council's Exception Report.

### **Declaration as prospectively maintainable highway**

In order to control the laying of utility company's apparatus within the access road identified for adoption, the Council will declare the access road as Prospectively Maintainable Highway under Section 87 of the New Roads and Street Works Act 1991. Once the declaration has been carried out statutory undertakers must obtain the Council's approval prior to laying services within the access road.

### **Building access roads to adoptable standards**

In order to ensure new access roads are built to a standard suitable for adoption the Council must apply the Advance Payment Code in accordance with section 219/220 of the Highways Act 1980.

The Advance Payment Code engages the building operations at the outset by serving notice upon the Developer within 6 weeks of Building Regulations approval. The notice

requires payment of such sums as, in the opinion of the Council, would be recoverable to construct the access road to a standard suitable for adoption. Once notice is served by the Council on the Developer, the Developer must secure a bond or pay a cash deposit in accordance with the notice, prior to commencing building works on site. If building works commence prior to payment then the Developer is guilty of an offence for which they can be convicted and fined.

Once a Developer has been served with an Advance Payment Code Notice the Council advises the Developer to enter into a section 38 agreement with the Council. Once the section 38 agreement is signed, the bond or cash deposit secured from the Advance Payment Code is released. The Advance Payment Code bond is released as the section 38 agreement includes the necessary bond to guarantee to the Council adoption of the access road.

### **Construction and adoption by Highway Authority of new access roads**

Where an agreement is entered into between the Developer and the Council, under section 38 of the Highways Act 1980, the road will become a highway maintainable at the public expense as soon as the works specified in the agreement are completed and satisfactorily maintained by the Developer for 12 months. The section 38 is advantageous for the Developer, as once the access road has been adopted by the Council the access road's future maintenance and liabilities will become responsibility of the Council.

### **Works within existing highway**

Where such works are necessary, such as to construct a new access identified as a condition of planning permission, or to carry out highway works specified as an obligation of a section 106 agreement, the Developer and Council must enter into an agreement under section 278 of the Highways Act 1980.

Where the works are of a minor nature the Council may, at the Council's discretion, allow the works to be carried out by the Developer under a Minor Highway Works Agreement. In both agreements the highway works will become maintainable at the public expense as soon as the works specified in the agreement are completed and satisfactorily maintained by the Developer for 12 months. Commuted sums will be payable for future maintenance of the works; see below in Table 3

### **Construction of structure that supports the highway**

Once the Developer has obtained planning permission for the structure that will support the highway, the Developer must enter into a Support Structure Agreement with the Council. This agreement ensures the structure is designed, constructed and maintained in accordance with the Council's standard requirements. In accordance with the agreement the support structure will remain in the ownership of the Developer and the Developer will grant the Highway Authority right of support from the structure.

### **Structures oversailing/undersailing the highway**

When the Highway Authority permits the Developer to construct a structure which under sails and/or over sails the highway the Developer will be granted by the Council an appropriate licence in accordance with section 177 or 179 of the Highways Act 1980.

### **Crane oversailing highway**

When the Highway Authority permits the Developer to install a crane that can oversail the highway, the Developer will be granted by the Council an appropriate licence in accordance with section 178 of the Highways Act 1980. The licence must be in place prior to the erection of the crane. This licence will not permit the crane to be used to allow loads to be swung over the highway.

### **Private apparatus in the highway**

When the Highway Authority permits the Developer to install private apparatus in the highway, the Developer will be granted by the Council an appropriate licence in accordance with section 50 of the New Roads and Street Works Act 1991.

### **Maintaining highway verges**

When the Highway Authority permits the Developer to maintain a highway verge, sometimes as an obligation of a s106 agreement, the Developer will be granted by the Council an appropriate licence in accordance with section 142 of the Highways Act 1980.

### **Highway agreement/licence costs**

As well as the obvious design and construction costs Developers should be aware that the various aforementioned highway agreements and licences require varying inspection fees, bonds, refundable deposits, annual fees, legal fees and commuted sums, payable to the Council. These charges will vary significantly dependant on the type of agreement / licence and to the magnitude of the highway works.

Developers should be aware that these charges may represent substantial costs to the development. Details of such charges are summarised in Table 3. Should the Developer require further information regarding anticipated costs, or a draft master agreement/licence they should contact the highways development officer.

### **Carrying out highway works**

Prior to commencing works within the highway the necessary agreement must be in place. In order to carry out approved highway works within the Borough it is imperative that local and national procedures are followed in the interests of safety, co-ordination and to ensure the works are completed to the Council's high standards.

The Developer is responsible for appointing competent Contractors. Such contractors must have 10 million pounds public liability insurance and be approved by the Council prior to commencing works. The Developer must also ensure the site has adequate site supervision at all times.

The highways development team have produced a document (available electronically) to assist Developers in carrying out such highway works. The Developer should contact the highways development officer to obtain the essential information.

### Highway works effecting trees

Should approved highway works either necessitate the removal of, or be in close proximity to, existing highway trees, the Developer must employ an arboriculturist to prepare a Arboricultural Impact Assessment in accordance with BS5837(2005). The assessment must be carried out prior to commencing highway works. If required, the Council's tree officer will give additional guidance.

If it is unavoidable that trees are to be felled, the Developer will be responsible for providing replacements to the satisfaction of the tree officer. Unless specifically authorised from the planning permission, the felling of highway trees must not be assumed.

**Table 3 - Charges For Highway Agreements/Licences**

	Section 278 Agreement	Minor Highway Works Agreement	Section 38 Agreement	Support Structure Agreement, s50 s142 & s176-179 licences
<b>Fees</b> - Payable upon signing of the agreement				
Inspection (highway works)	7% (£1500 min)	7% (£1000 min)	7% (£1500 min)	NA
Inspection (statutory undertakers)	1-3%	1-3%	1-3%	NA
Road Safety Audit Review	£300-£1200	£300-£600	£300-£1200	NA
Approval of TM plans	£100-£1200	£100-£300	£100-£800	NA
Material sampling and testing	£200-£1200	£200-£300	£200-£800	NA
<b>Commutated sums</b> - Payable prior to issue of the Certificate of Provisional Completion				
per soakaway	£4,000	£4,000	£4,000	NA
per tree	£200	£200	£200	NA
per parking bay	£850	£850	£850	NA
per m2 carriageway	£150	£150	NA	NA
per m2 footway	£45	£45	NA	NA
per m2 verge	£50	£50	NA	NA
per m2 anti skid	£300	£300	NA	NA
per traffic signal unit (junctions)	£15,000	£15,000	NA	NA
per traffic signal unit (crossing)	£10,000	£10,000	NA	NA
per street lighting column	£2,000	£2,000	NA	NA
per illuminted sign / bollard	£1,000	£1, 000	NA	NA
per gully	£300	£300	NA	NA

	<b>Section 278 Agreement</b>	<b>Minor Highway Works Agreement</b>	<b>Section 38 Agreement</b>	<b>Support Structure Agreement, s50 s142 &amp; s176-179 licences</b>
<b>Cash deposits/bonds - Payable/secured upon signing of the agreement</b>				
Highway deposit	* £2,000	* 30% (£2,000min)	NA	NA
Bond	*** 90%	NA	** 90%	NA
Small works deposit	**** 10%	NA	**** 10%	NA
Structural approval & inspection	NA	NA	NA	***** £500 - £3,000
Annual charge linked to RPI	NA	NA	NA	£50-£500
Annual commuted sum	NA	NA	NA	£0-£500
Technical fee	NA	NA	NA	£300-£1,000
Legal fees	£500-£1,000	£500-£1,000	£500-£1,000	£500-£1,000
* Refunded upon issue of Certificate of Final Completion				
** Refunded upon issue of Certificate of Provisional Completion				
*** Reduced to 10% upon issue of Certificate of Provisional Completion and remaining 10% released upon issue of Certificate of Final Completion				
**** Refunded 6 years after issue of Certificate of Final Completion.				
***** Payable only on Support Structure Agreement.				
Fees/bonds denoted as percentages are derived from the cost of the identified respective works.				
Fees denoted as a £ range are an estimate only, as highway works are bespoke an exact figure cannot be agreed until the highways development officer has reviewed the developer's proposals in detail.				

**Table 4 - Road Widening Lines**

Road Names	Proposals	Approved Plan Nos.
<b>Bath Road A4</b>		
W Borough Boundary To Goldsworthy Way	Widening Line	8/06/9 P6
		(1996)
Remainder Of A4 Bath Road To Windmill Road	Dual Carriageway Scheme	8/06/1 P91
	Including Provision Of	(PRE 1996)
	Service Roads On Some Stretches	8/06/1 P129/5
		(1981)
		8/06/1 P130/6
		(1981)
<b>Farnham Road</b>		
Bath Road To Whitby Road	Widening Line	8/06/9 P4
		(1996)
Whitby Road To Hampshire Avenue &	Dual Carriageway Scheme	8/08/8 P21
Farnham Road/Essex Avenue	Junction Improvement	(1978)
Hampshire Avenue To Essex Avenue &	Development Control Line	8/08/8 P18
Furnival Avenue To Northborough Road	To Provide Service Roads At Rear	(1973)
<b>London Road A4</b>		
Sussex Place To Upton Court Road	Widening Line	8/06/9 P5
		(1996)
Upton Court Road To M4 J5 R/A	Dual Carriageway Scheme	8/06/1 P92
	Including Provision Of	
	Service Roads On Some Stretches	(PRE 1996)
<b>Windsor Road</b>		
	Widening Line	8/06/9 P7
		(1996)
<b>Brook Path</b>		
	Widening Line	8/09/1 P61
		(1973)
<b>Buckingham Avenue</b>		
Bestobel Road To 320m W Of Bestobel Road	Widening Line	8/09/2 P23/1
		(1975)
<b>Grove Parade</b>		
	Widening Line	18/01/13 P26
		(1980)
<b>Leigh Road/Liverpool Road</b>		
	Widening Line And	8/06/5 P5



<b>Road Names</b>	<b>Proposals</b>	<b>Approved Plan Nos.</b>
<b>Including Railway Bridge</b>	Development Control Line	(1962)
<b>Petersfield Avenue</b>	Widening Line	8/06/4 P49
<b>Mill Street</b>	Development Control Line	(1988)
<b>Herschel Street</b>	Development Control Line	18/01/15 P189/1
		(1987)
<b>Pool Lane</b>	Development Control Line	8/06/5 P50
		(1987)
<b>Stoke Road</b>	Development Control Line	8/06/3 P15
<b>Stoke Road/Elliman Avenue Junction</b>	Development Control Line	(1989)
<b>Station Road Langley</b>	Reconstruction / Widening Scheme	8/08/7 P16
<b>And Railway Bridge And Approaches</b>		(1977)
<b>Stoke Poges Lane Railway Bridge</b>	Reconstruction / Widening Scheme	1966/7e-4
<b>And Approaches</b>		(1968)
<b>Wexham Road Canal Bridge</b>	Reconstruction / Widening Scheme	8/06/3 P16
<b>And Approaches</b>		(1989)
		8/08/32 P21
		(1973)
<b>Haymill Road/Lower Britwell Road</b>	Junction Improvement Scheme	8/09/1 P68
		(1975)

Drawings available from the Highways Section. Tel: 01753 875668

## 7 Cycle Parking Guidelines

### Introduction

The provision of high quality cycle parking is an important part of Slough's Cycling Strategy, which forms part of the Local Transport Plan (LTP) 2006-2011. The LTP has set a target of increasing cycling by 13% by 2010/11 and an important theme of the Cycling Strategy is to achieve a reduction in the level of cycle theft in Slough. An effective way of both increasing cycle use and reducing theft is the provision of secure cycle parking at both the trip origin and destination.

The purpose of this guidance is to ensure developers will be able to incorporate high quality cycle parking into all new developments at an early stage of the design process.

### General Principles

The cycle parking standards will be applied to the following categories of development:

- New developments and extensions to existing developments;
- Conversion of existing buildings involving a change of use; and
- Material changes of use.

Different types of cycle parking are appropriate to meet the needs for long and short stay cycle parking.

The number of cycle parking places required is within the Car & Cycle Parking Standards below.

### Long Stay

The provision of long stay cycle parking, i.e. for overnight residential use or parking whilst at work should be in the form of secure, weatherproof facilities. For employment uses a purpose built store is recommended and for flats individual cycle stores or lockers. For houses the provision of a suitable size garage (6m x 3m) can provide sufficient space for a

vehicle and cycle parking. Houses without garages should provide a garden shed, of which one wall should be constructed of stone or brick, so that a cycle hoop or security anchor can be secured to the wall.

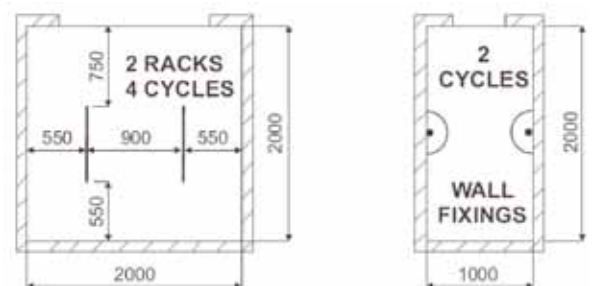
Facilities should provide security for the whole bicycle, including accessories. Weather protection is essential.

### Short Stay

Short stay parking needs to accommodate cycle parking for periods of up to half a day. Security is required for the cycle frame and at least one wheel. Weather protection is desirable. Parking should be located as close to the trip destination as possible. It should either be within CCTV coverage, overlooked by adjacent development or on well used pedestrian routes to minimise risks of theft or vandalism.

### Cycle Store Design

The intention should be to encourage the ownership and use of good quality cycles that are both reliable and easy to use. Indicative layouts of two sizes of small cycle stores (usually for residential use) are shown below. The store must have an external lock, ideally with an outward opening door and internal lighting. On commercial developments, access to the cycle store should be strictly controlled, ideally through a 'swipe-card' system, or through the controlled issue of keys to registered cycle users.



On large **commercial** developments two or more small stores will often be preferable to a single large store. Many companies offer purpose-made cycle stores and shelters.

On **residential** developments cycle storage shall be provided in accordance with the standards below. An individual secure store for each dwelling is required. Where the development has sufficient car parking such that cycling is the secondary mode, exceptionally the standard can be reduced by 50 % for any development with a communal bike store. For new build houses, the provision of cycle storage through the use of garden stores or shelters is acceptable. A masonry wall or steel post is required so that wall 'anchors' or 'rings' can be secured to a solid structure.



✓ Cycle Anchor



✓ Cycle Ring

It is recommended that cycle stores serving **blocks of flats**, are located within the building, accessed from the entrance foyer. It is not recommended that external cycle stores are provided unless they are accessed from a secure area. Some architects have designed new build apartments with 2m by 1m spaces immediately inside the front door of each apartment, with a large cupboard over the top. This would provide cycle parking but alternatively the space could be used for prams, mobility scooter etc. as the tenant chose. Common areas and lifts would be designed to be cycle compatible - dado rails to protect wall finishes, hard floor surfaces to resist mud, wet and tyre marks etc. It is essential that communal cycle stores be fitted from the outset with cycle racks. In the case of

the smallest stores security anchors or rings can be fixed to the walls.

### Cycle Rack Types

A Sheffield stand (inverted U-shape) design is recommended as an established and effective rack design, as it enables users to lock the frame and wheels of their bicycles to the stand. Sheffield stands are easy to use, space efficient and low-cost. Racks should be spaced at least 0.9m apart and should also allow for cycles being 1.8m in length. The top rail of the rack should be 0.75m in height above ground.



✓ Sheffield Rack

Adequate space must be provided to manoeuvre cycles in and out of spaces conveniently. Hanging racks are **not** acceptable as the elderly, people with disabilities, female and child users find them difficult to use.

Butterfly racks are also **not** acceptable, as they do not provide adequate security (users cannot secure the frame of the bike) and they can cause damage to the wheels.



✗ Butterfly Rack

### **Siting and Security**

The location of cycle parking is a crucial factor. All cycle parking facilities need to be sited close to the cyclist's destination or they will not be used. Several small facilities in the right places are better than one big group that is not convenient.

Cycle parking must be well lit and covered by natural surveillance;

CCTV is recommended but is not essential. In terms of purpose built stores, passers-by should not have easy or direct access.

### **Weather Protection**

Long term cycle parking must provide protection from the elements and this is also desirable for short term use. Long term parking should be in the form of weather-proof stores, whereas short term parking could be located under a canopy or other similar structure to cover the cycles.

### **Shower, Changing and Storage Facilities**

To encourage cycle use for commuting to work (3 miles usually takes less than 20 minutes) it is important to provide facilities not just for the cycle, but for the cyclist. Ideally such facilities should include showers with changing areas and storage (lockers) for personal belongings as well as an iron and a hairdryer. Such facilities are likely to be integral to future staff travel plans where these are a requirement of new or expanded development.

### **Retention of cycle parking facilities**

Cycle parking facilities provided as a condition of planning consent must be retained for this purpose.

## 8 Parking Standards: Car, Truck and Cycle

The Table 5 below is an extract of Appendix 2 of the Local Plan 2004 with updates.

One update relates to new office floorspace (use class B1a) in the town centre. There should now be no overall increase in car parking spaces from the number on site already.

Developments will be expected to comply with these parking standards. In accordance with Planning Policy Guidance Note 13 and Planning Policy Statement 3 standards will be applied flexibly for residential development in very accessible locations particularly the town centre area.

### Notes for Table 5

- The floor space figures in the table are all 'gross external floorspace'.
- c.o.m - Considered on merits
- Some disabled person spaces will be needed for some sites. See below.

### Disabled Person Car Parking

Some spaces must be provided in accordance with current good practice guidance and standards eg.; Parking for Disabled People (Department for Transport).. In addition residential schemes for elderly people or any scheme with 25 or more homes with communal car parking will need some resident and/or visitor spaces designed for use by disabled persons

### Further Guidance

- Cycle Parking Design Guidance - See Above
- Car Parking Design Guidance - to be available soon
- Spaces for Disabled Persons Dept. for Transport Traffic Advice Leaflet 5/95; and Inclusive mobility on DFT Web site.

**Table 5 - Vehicle and Cycle Parking Standards**

	Town Centre Commercial Core Area	Rest of Town Centre	Existing Business Areas	Shopping Area	Predominantly Residential
<b>A1 Shops</b>					
Car Spaces	Nil	Nil	Min. 1 to 30m <sup>2</sup>	Nil unless shortfall	Min 1 to 30m <sup>2</sup>
Lorry Spaces	c.o.m.*	c.o.m.	c.o.m.	c.o.m.	c.o.m.
Cycle spaces	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>
<b>A1 Superstores</b>					
Car Spaces	Nil	No overall increase	Max. 1 to 20m <sup>2</sup>	Nil unless shortfall	Min. 1 to 20m <sup>2</sup>
Lorry Spaces	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>
Cycle spaces	Min. 1 to 350m <sup>2</sup>	Min. 1 to 350m <sup>2</sup>	Min. 1 to 350m <sup>2</sup>	Min. 1 to 350m <sup>2</sup>	Min. 1 to 350m <sup>2</sup>

	<b>Town Centre Commercial Core Area</b>	<b>Rest of Town Centre</b>	<b>Existing Business Areas</b>	<b>Shopping Area</b>	<b>Predominantly Residential</b>
<b>A1 Retail Warehouses</b>					
Car Spaces	Nil	Max. 1 to 30m <sup>2</sup>	Max. 1 to 30m <sup>2</sup>	Nil unless shortfall	N/A
Lorry Spaces	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	N/A
Cycle spaces	Min. 1 to 300m <sup>2</sup>	Min. 1 to 300m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	Min. 1 to 300m <sup>2</sup>	N/A
<b>A2 Financial Services</b>					
Car Spaces	Nil	Nil	N/A	Nil	N/A
Cycle spaces	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	N/A	Min. 1 to 125m <sup>2</sup>	N/A
<b>A3 Food/Drink/Pubs</b>					
Car Spaces	Nil	Nil	Min. 1 to 5m <sup>2</sup> of public area	Nil	Min. 1 to 5m <sup>2</sup> of public area
Cycle spaces	c.o.m.	c.o.m.	c.o.m.	c.o.m.	c.o.m.
<b>B1(a) Offices</b>					
Car Spaces	Max. 1 to 40m <sup>2</sup> (1)	Max. 1 to 40m <sup>2</sup> (1)	No overall increase	Max. 1 to 40m <sup>2</sup>	Max. 1 to 40m <sup>2</sup>
Lorry Spaces	c.o.m.	c.o.m.	c.o.m.	c.o.m.	c.o.m.
Cycle spaces	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>
<b>B1(b) Research/Development</b>					
Car Spaces	Max. 1 to 50m <sup>2</sup>	Max. 1 to 50m <sup>2</sup>	No overall increase	Max. 1 to 50m <sup>2</sup>	Max. 1 to 50m <sup>2</sup>
Lorry Spaces	c.o.m.	c.o.m.	c.o.m.	N/A	c.o.m.
Cycle spaces	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	Min. 1 to 125m <sup>2</sup>	N/A	Min. 1 to 125m <sup>2</sup>
<b>B1(c) Light Industry</b>					
Car Spaces	Max. 1 to 50m <sup>2</sup>	Max. 1 to 50m <sup>2</sup>	No overall increase	Max. 1 to 50m <sup>2</sup>	Max. 1 to 50m <sup>2</sup>
Lorry Spaces	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	N/A	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>
Cycle spaces	Min. 1 to 250m <sup>2</sup>	Min. 1 to 250m <sup>2</sup>	Min. 1 to 250m <sup>2</sup>	N/A	Min. 1 to 250m <sup>2</sup>
<b>B2 Industrial</b>					
Car Spaces	Min. 1 to 50m <sup>2</sup>	Min. 1 to 50m <sup>2</sup>	Min. 1 to 50m <sup>2</sup>	N/A	Min. 1 to 50m <sup>2</sup>
Lorry Spaces	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	N/A	Min. 1 to 500m <sup>2</sup>
Cycle spaces	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	N/A	Min. 1 to 500m <sup>2</sup>

	<b>Town Centre Commercial Core Area</b>	<b>Rest of Town Centre</b>	<b>Existing Business Areas</b>	<b>Shopping Area</b>	<b>Predominantly Residential</b>
<b>B8 Warehousing</b>					
Car Spaces	Min. 1 to 200m <sup>2</sup>	Min. 1 to 200m <sup>2</sup>	Min. 1 to 200m <sup>2</sup>	N/A	Min. 1 to 200m <sup>2</sup>
Lorry Spaces	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>	N/A	Min. 1 to 500m <sup>2</sup> up to 2,000m <sup>2</sup> , then 1 to 1,000m <sup>2</sup>
Cycle spaces	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	Min. 1 to 500m <sup>2</sup>	N/A	Min. 1 to 500m <sup>2</sup>
<b>C1 Hotels/Guesthouses</b>					
Car Spaces	Nil	Min. 1 per bedroom, 1 to 5m <sup>2</sup> for bars etc	Min. 1 per bedroom, 1 to 5m <sup>2</sup> for bars etc	Min. 1 per bedroom, 1 to 5m <sup>2</sup> for bars etc	Min. 1 per bedroom, 1 to 5m <sup>2</sup> for bars etc
Coaches	c.o.m.	c.o.m.	c.o.m.	c.o.m.	c.o.m.
Cycles	Staff parking	Staff parking	Staff parking	Staff parking	Staff parking
<b>C2 Hospitals</b>					
Car Spaces	Min. 1 per 3 beds, 1 per 2 staff	Min. 1 per 3 beds, 1 per 2 staff	Min. 1 per 3 beds, 1 per 2 staff	Min. 1 per 3 beds, 1 per 2 staff	Min. 1 per 3 beds, 1 per 2 staff
Cycle spaces	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors
c.o.m. = consider on merits					
<b>C2 Nursing Homes</b>					
Car Spaces	Min. 1 per 4 beds	Min. 1 per 4 beds	Min. 1 per 4 beds	Min. 1 per 4 beds	Min. 1 per 4 beds
Cycle spaces	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors	Min. 1 per 5 staff, plus 1 per 10 staff for visitors
<b>C2 Student Accommodation</b>					
Car spaces	c.o.m.*	c.o.m.	Min. 1 per 5 students, plus 1 per 2 staff	Min. 1 per 5 students, plus 1 per 2 staff	Min. 1 per 5 students, plus 1 per 2 staff
Cycle spaces	Min. 1 per 2 students	Min. 1 per 2 students	Min. 1 per 2 students	Min. 1 per 2 students	Min. 1 per 2 students
<b>C3 Residential</b>					
<b>1-bed flat (all spaces assigned)</b>					
Car spaces	Nil	Min. 2 per unit	N/A	Nil	Min. 2 per unit
Cycle spaces	Min. 1 per unit *	Min. 1 per unit*	N/A	Min. 1 per unit*	Min. 1 per unit*
<b>1-bed flat (one space assigned)</b>					
Car spaces	Nil	Min. 1 space, plus 0.5 communal	N/A	Nil	Min. 1 space, plus 0.5 communal
Cycle spaces	Min. 1 per unit*	Min. 1 per unit*	N/A	Min. 1 per unit*	Min. 1 per unit*

	<b>Town Centre Commercial Core Area</b>	<b>Rest of Town Centre</b>	<b>Existing Business Areas</b>	<b>Shopping Area</b>	<b>Predominantly Residential</b>
<b>1-bed flat (all spaces communal)</b>					
Car spaces	Nil	Min. 1.25 per unit	N/A	Nil	Min. 1.25 per unit
Cycle spaces	Min. 1 per unit*	Min. 1 per unit*	N/A	Min. 1 per unit*	Min. 1 per unit*
<b>2 or 3-bed (communal)</b>					
Car spaces	Nil	Min. 1.75 per unit	N/A	Nil	Min. 1.75 per unit
Cycle spaces	Min. 1 per unit*	Min. 1 per unit*	N/A	Min. 1 per unit*	Min. 1 per unit*
<b>2 or 3-bed (all spaces assigned)</b>					
Car spaces	Nil	Min. 2 per unit	N/A	Nil	Min. 2 per unit
Cycle spaces	Min. 1 per unit*	Min. 1 per unit*	N/A	Min. 1 per unit*	Min. 1 per unit*
<b>4 or 4+ beds (all spaces assigned)</b>					
Car spaces	Min. 3 per unit	Min. 3 per unit	N/A	Min. 3 per unit	Min. 3 per unit
Cycle spaces	Min. 1 per unit*	Min. 1 per unit*	N/A	Min. 1 per unit*	Min. 1 per unit*
<b>D1 Places of Worship</b>					
Car spaces	Nil	Nil	Min. 1 to 10m <sup>2</sup>	Min. 1 to 10m <sup>2</sup>	Min. 1 to 10m <sup>2</sup>
Cycle spaces	c.o.m.	c.o.m.	c.o.m.	c.o.m.	c.o.m.
Coaches	c.o.m.	c.o.m.	c.o.m.	c.o.m.	c.o.m.
c.o.m. = consider on merits					
* Cycle spaces for visitors are needed for blocks of flats of 10 or more units (Major Developments).					
<b>D1 Surgeries/Clinics</b>					
Car spaces	Min. 1 per staff, plus 1 per consulting room	Min. 1 per staff, plus 1 per consulting room	Min. 1 per staff, plus 1 per consulting room	Min. 1 per staff, plus 1 per consulting room	Min. 1 per staff, plus 1 per consulting room
Cycle spaces	Min. 1 per 5 staff, plus 1 per 5 staff for visitors	Min. 1 per 5 staff, plus 1 per 5 staff for visitors	Min. 1 per 5 staff, plus 1 per 5 staff for visitors	Min. 1 per 5 staff, plus 1 per 5 staff for visitors	Min. 1 per 5 staff, plus 1 per 5 staff for visitors
<b>D1 Nursery/Creche</b>					
Car spaces	Min. 1 per staff	Min. 1 per staff	Min. 1 per staff	Min. 1 per staff	Min. 1 per staff
Cycle spaces	Min. 1 per 10 staff	Min. 1 per 10 staff	Min. 1 per 10 staff	Min. 1 per 10 staff	Min. 1 per 10 staff
<b>D1 Primary School</b>					
Car spaces	Min. 1 per staff, plus 3 per school	Min. 1 per staff, plus 3 per school	Min. 1 per staff, plus 3 per school	Min. 1 per staff, plus 3 per school	Min. 1 per staff, plus 3 per school
Cycle spaces	Min 1 per 10 staff	Min 1 per 10 staff	Min 1 per 10 staff	Min 1 per 10 staff	Min 1 per 10 staff
<b>D1 Secondary School</b>					
Car spaces	Min. 1 per staff, plus 8 per school	Min. 1 per staff, plus 8 per school	Min. 1 per staff, plus 8 per school	Min. 1 per staff, plus 8 per school	Min. 1 per staff, plus 8 per school
Cycle spaces	Min. 1 per 10 staff/students	Min. 1 per 10 staff/students	Min. 1 per 10 staff/students	Min. 1 per 10 staff/students	Min. 1 per 10 staff/students



	<b>Town Centre Commercial Core Area</b>	<b>Rest of Town Centre</b>	<b>Existing Business Areas</b>	<b>Shopping Area</b>	<b>Predominantly Residential</b>
<b>D1 Further Education</b>					
Car spaces	c.o.m.	c.o.m.	Min. 1 per staff, 1 per 3 non-teaching staff, plus 1 per 3 students	Min. 1 per staff, 1 per 3 non-teaching staff, plus 1 per 3 students	Min. 1 per staff, 1 per 3 non-teaching staff, plus 1 per 3 students
Cycle spaces	Min. 1 per 8 staff/students	Min. 1 per 8 staff/students	Min. 1 per 8 staff/students	Min. 1 per 8 staff/students	Min. 1 per 8 staff/students
<b>D2 Sports/Leisure</b>					
Car spaces	c.o.m.	c.o.m.	c.o.m.	c.o.m.	c.o.m.
Cycle spaces	Min. 1 per 10 staff, plus 1 per 20 visitors	Min. 1 per 10 staff, plus 1 per 20 visitors	Min. 1 per 10 staff, plus 1 per 20 visitors	Min. 1 per 10 staff, plus 1 per 20 visitors	Min. 1 per 10 staff, plus 1 per 20 visitors
Coaches	c.o.m.	c.o.m.	c.o.m.	c.o.m.	c.o.m.
<b>D2 Entertainment</b>					
Car spaces	Nil	Nil	Min. 1 to 5m <sup>2</sup>	Nil unless shortfall	Min. 1 to 5m <sup>2</sup>
Cycle spaces	Min. 1 per 50 visitors	Min. 1 per 50 visitors	Min. 1 per 50 visitors	Min. 1 per 50 visitors	Min. 1 per 50 visitors
c.o.m. = consider on merits					
<b>D1 Libraries</b>					
Car spaces	c.o.m.	c.o.m.	Min. 1 to 30m <sup>2</sup>	Min. 1 to 30m <sup>2</sup>	Min. 1 to 30m <sup>2</sup>
Cycle spaces	Min. 1 per 10 staff, plus 1 per 10 staff for visitors	Min. 1 per 10 staff, plus 1 per 10 staff for visitors	Min. 1 per 10 staff, plus 1 per 10 staff for visitors	Min. 1 per 10 staff, plus 1 per 10 staff for visitors	Min. 1 per 10 staff, plus 1 per 10 staff for visitors
c.o.m. = consider on merits July 08					

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