



South Gloucestershire Council

# Parking Survey Technical Advice Note

February 2022

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## 1 Introduction

This Technical Advice Note (TAN) provides guidance on how applicants should demonstrate 'appropriate evidence of the availability of on-street car parking during evenings and weekends' to support planning applications for Houses in Multiple Occupation (HMOs) in South Gloucestershire.

Specifically, this guidance sets out how South Gloucestershire Council expect appropriate evidence through parking surveys to be gathered, and the factors to consider when planning a survey. Following the guidance will help to ensure that any parking issues are effectively assessed, which may help more timely consideration of your planning application.

## 2 Planning Policy

This note supports planning policy PSP16 of the South Gloucestershire Policies, Sites and Places DPD (adopted November 2017), and should be read alongside the Supplementary Planning Document for Houses in Multiple Occupation (HMOs) (adopted October 2021).

Policy PSP16 (Parking Standards) sets out the requirements for car and cycle parking spaces in proposed new development. In relation to HMO developments, it states:

*'...Houses in Multiple Occupation (HMOs)*

*3) Where planning permission is required for a House in Multiple Occupation (HMO) the minimum number of 0.5 car parking spaces\*\*\*\* per bedroom should be provided (\*\*\*\* Rounded up to the nearest number of spaces.)*

*This can be provided within the curtilage, or alternatively through submission of appropriate evidence of the availability of on street parking during evenings and weekends.*

*Cycle parking should be provided at a minimum of one secure and covered space per bedroom.'*

Residential Parking Standards SPD (adopted December 2013) sets out further advice on car and cycle parking required for HMOs; and

Waste & recycling collection: guidance for new developments (adopted March 2020) sets out related advice including for HMOs which may affect proposed parking.

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## Links to planning policy documents

South Gloucestershire Policies, Sites and Places DPD (adopted November 2017)  
<https://beta.southglos.gov.uk/wp-content/uploads/PSP-Plan-Nov2017.pdf>

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## Link to supplementary planning guidance

South Gloucestershire Council Residential Parking Standards SPD (adopted December 2013)  
<https://beta.southglos.gov.uk/wp-content/uploads/Residential-Parking-Standards-SPD.pdf>

South Gloucestershire Council Waste & recycling collection: guidance for new developments (adopted March 2020)

<https://beta.southglos.gov.uk/wp-content/uploads/Waste-collection-guidance-for-new-developments-SPD.pdf>

# **3** Car Parking Survey Guidance

The following guidelines should be followed when undertaking a survey. Following the guidelines presented in this section will support the Council in making a full and proper assessment of the parking conditions and proposals. Survey data should be presented in a summary report, using the template provided at the end of this document as an example. Applicants should contact the Council prior to undertaking a survey.

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## Survey Times

Surveys should generally be carried out both on a weekday: Monday – Thursday and either a Saturday or Sunday. When choosing a day to carry out the survey, you should consider when there is likely to be the greatest demand for car parking and carry out the survey on this day. For example, if your property is located within 2km (a 20-minute walk) from the University of the West of England (UWE), parking demand would be higher on a weekday, and on a Sunday afternoon as many students may go home for the weekend on Friday evening and return on Sunday afternoon ready for lectures on the Monday.

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## Weekday Survey Time

The weekday survey should generally take place after 2000hrs as this is likely to be when most cars are parked in residential areas, after residents return from work.

In most cases the weekday survey would be undertaken at a single point in time – i.e. a single survey of surrounding streets.

However, in some cases, the hours of the survey may need to be extended or amended. For example, an additional survey between the hours of 1100 and 1600hrs may be necessary if looking at the impacts of parking on streets around UWE for example when students are likely to be attending lectures; or other residential location where commuter or shopper etc. parking are a known or highlighted issue.

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## Weekend Survey Time

The time of the weekend survey should be between 1100 and 1600hrs. The weekend survey should be carried out over a two-hour period and report the number of parked vehicles every half an hour (for example, 11:00, 11:30, 12:00 and 12:30). This is to make sure that a number of results are recorded so that any anomalies that might arise from a single count are identified.

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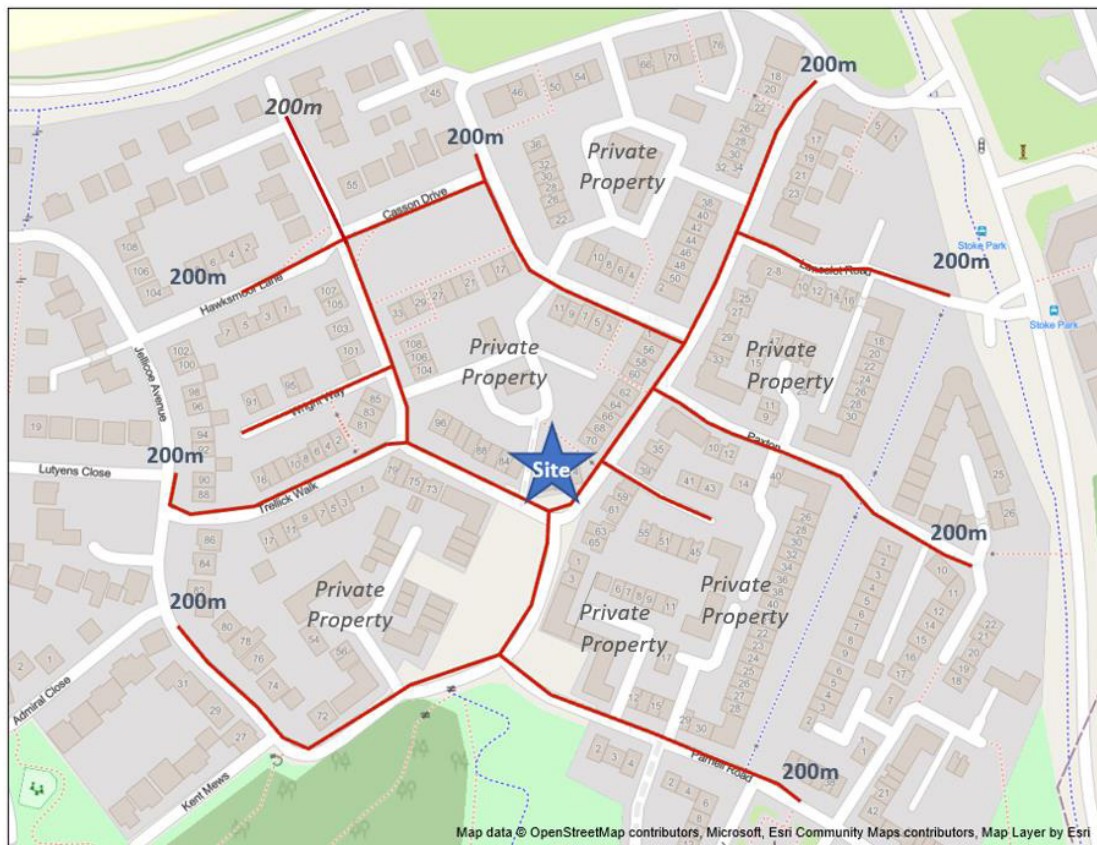
## Extent of Surveys

A weekend survey should take the form of a 'beat survey' where you will walk a planned route at regular intervals (every 30-minutes), recording the number of parked vehicles. A weekday survey generally requires a single recording of parked and available spaces.

The area surveyed should be carried out within 200m walking distance of the site. This includes all available public highway areas where you could legally park a vehicle within a 200m walk from the proposed HMO. Note this area is NOT a circle with a 200m radius but a 200m walking distance as measured along all roads up to a point 200m from the site (See Diagram 1).

Places which are illegal to park, and where drivers are unlikely to want to park, should be excluded from the survey. Examples of this include private property; where parking would contravene highway restrictions such as yellow lines; where parking would obstruct a driveway; where the width of the road is too narrow to allow parked cars and passing traffic; where the width of the road is likely to lead to parking partially or fully on the footway, or passing traffic to mount the kerb to pass, with the potential to obstruct the footway for pedestrians.





## Diagram ① Example of 200m Survey Extent from Site

*Why 200m? 200m amounts to a 2.5-minute walking time, which is an acceptable walking time to and from the parked vehicle to the site. It is unlikely that people will want to park further away from their house than this because of the walking distance involved.*

*How? To measure 200m from the site, open Google Maps and put in the address / postcode of the site. Once you have found the property, right click on the screen and choose "Measure distance". A small circle dot will then appear on the map. Click either side of the dot and a distance measurement will appear underneath the line. You can then either keep clicking along the road until the measurement reads "200m" (this is preferable if the road is not a straight line) or drag the dot along the road until "200m".*

Justification for any amendments to the survey extent should be included in the survey. If inadequate justification is provided for a survey area, then revisions may be required.

## Parking Capacity

For each road or street within the survey, you should work out the number of parking spaces available.

- **STEP 1**  
Identify parts of the road that cannot be used for parking. This could be because they have double yellow lines, or would block access to driveways.
- **STEP 2**  
Calculate the length of the remaining road (using the Google Maps measurement tool as above).
- **STEP 3**  
For each stretch of road, set out the number of available parking spaces by dividing this length by 6m<sup>1</sup>, and rounding down. See parking capacity calculation example:

The diagram and table below provide an example. This demonstrates a parking capacity calculation, whereby the length of available parking area (e.g. 65m) / Length of vehicle (e.g. 6m) = 10 vehicles.

### Diagram ② Example Parking Availability



1 Government design guidance for residential roads identifies 6m as the suggested length of a bay where parallel parking is provided on street (Manual for Streets).

Road / Street Name	Time	Total length (m) of kerb space	Length of available parking (m) (e.g. not double yellow lines)	No. of parking spaces (Parking Capacity)	No. of cars parked on available length of road
Road A	11:00	100	65	10	5
Road A	11:30	100	65	10	4
Road A	12:00	100	65	10	9
Road A	12:30	100	65	10	10

**Survey Date:** 9th November 2021

## Required Information

The required information should be reported in a summary report. An example template is provided at the end of this document.

The following information should be included in the survey results, to be submitted to the Council:

1. The date and time of the survey.
2. A description of the area noting any significant land uses in the vicinity of the site that may affect parking within the survey area (e.g. places of worship, restaurants, bars and clubs, train stations, hospitals, large offices, town centres etc).
3. Any areas noting concentrated parking where there is limited potential, and its proximity from the site. A plan should highlight these areas.
4. Any unusual observations, e.g. suspended parking bays, spaces out of use because of road works or skips etc.
5. A plan showing the site location and extent of the survey area. All other parking and waiting restrictions such as Double Yellow Lines, bus stops, kerb build-outs, and crossovers (areas where cars cannot park as they would block access to driveways) should also be shown on the plan.
6. The number of cars parked on each road within the survey area should be counted and recorded in a table. It would be helpful to note the approximate location of each car on the plan (marked with an X).
7. Photographs of the parking conditions in the survey area should be provided to back-up the results. The location, orientation, date and time of each photograph should be clearly marked and photographs should be numbered.



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## Understanding the Results

The results of the parking survey will be analysed by the Council in accordance with policies, any Supplementary Planning Documents produced by the Council in relation to parking, and any other Transport policy guidance produced by the Council, or nationally. The Council will expect to see that there is sufficient capacity to provide parking not provided with the site's curtilage at the 0.5 spaces per room standard (rounded up).

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## Other Relevant Information

Further details about the work the council's Private Sector Housing Team undertake is also available at

<https://www.southglos.gov.uk/housing/private-housing/multiple-occupation-housing/licensing-houses-multiple-occupation-hmo>

# Template

## Date and time of the surveys:

E.g., Tuesday 20:00 & Saturday 11:00, 11:30, 12:00 and 12:30

Description of the area noting any significant land uses in the vicinity of the site that may affect parking within the survey area (e.g., churches, restaurants, bars and clubs, train stations, hospitals, large offices, town centres etc)

E.g., There is a church along the road which occasionally holds events on Sundays, which increases parking stress in the area.

## Unusual observations, e.g., suspended parking bays, spaces out of use because of road works or presence of skips, etc.

E.g., no unusual observations were made during the time of the surveys.

## Locations where parking is concentrated

E.g. People tend to park on the corner of XX street starting ## metres from the HMO. It is noted that there is street lighting and good visibility.

## Site location plan:

A plan showing the site location and extent of the survey area. All other parking and waiting restrictions such as Double Yellow Lines and Double Red Lines, bus lay-bys, kerb build-outs, and crossovers (vehicular accesses) should also be shown on the plan.

## Parking Record:

Information provided for each survey time e.g., four sets of information would be required for a parking beat survey on Saturday for the times: 11:00, 11:30, 12:00 and 12:30

## Example table:

Road / Street Name	Time	Total length (m) of kerb space	Length of available parking (m) (e.g. not double yellow lines)	No. of parking spaces (Parking Capacity)	No. of cars parked on available length of road
Road A	11:00	100	65	10	5
Road A	11:30	100	65	10	4
Road A	12:00	100	65	10	9
Road A	12:30	100	65	10	10

**Survey Date:** 9th November 2021

**Photographs:**

To be provided in a word document with the location written underneath each photo.



## Contact details:

### Transport Development Control Team

✉ [dctransport@southglos.gov.uk](mailto:dctransport@southglos.gov.uk)

☎ 01454 865351

### Planning Policy Team

✉ [planningpolicy@southglos.gov.uk](mailto:planningpolicy@southglos.gov.uk)

### Development Management Team

☎ 01454 868004

### Private Sector Housing Team

✉ [psehousing@southglos.gov.uk](mailto:psehousing@southglos.gov.uk)

☎ 01454 864503