

Durham County Council

Parking and Accessibility SPD

Issues and Options Consultation 2020



Altogether better



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Introduction

1.1 Parking and accessibility standards are important in managing demand for different types of transport and in supporting development management to make informed decisions about parking provision. This document sets out the council's proposed approach to what these standards should be and gives the opportunity to provide comments to help shape the final standards.

1.2 Previously the council has set out its parking and accessibility requirements as a more general guidance document, for developers and officers to have regard to in assessing schemes. As part of the Examination in Public of the County Durham Plan, which took place in 2019/20, it was recommended by the Planning Inspector that this guidance be reviewed and set out more formally as a Supplementary Planning Document (SPD). This would give the document greater status and make it a supporting document for Policy 21 (Delivering Sustainable Transport) of the County Durham Plan. The SPD has been developed in accordance with the Planning Practice Guidance (NPPG) and other relevant guidance and will replace the previous DCC Parking and Accessibility Standards 2019.

1.3 Following on from the Examination in Public, officers have reviewed and updated standards set out in previous iterations of council guidance on parking and accessibility. This consultation is the first of two rounds of consultation and seeks comments on the council's planned approach to specific parking and accessibility issues and the approach the council proposes to take to resolve them. An SPD will then be drafted based on responses to this consultation. A second consultation will then be undertaken on the draft SPD before the document is adopted into council policy.

1.4 If you would like to comment on the proposals, please read and respond to the questions below by **DATE. Responses can be submitted XXXXX**

Background

1.5 Parking is an essential element of land-use planning and when designed properly can encourage sustainable travel. Demand for travel by car can be influenced by the availability of parking for all types of transport modes and there is a need to strike an appropriate balance between ensuring an adequate amount of provision and discouraging excessive car use that can undermine cycling, walking and public transport.

1.6 The approach to car parking provision in order to achieve the necessary balance has changed considerably over the years. Different standards are generally set at origins and destinations – origins being residential areas where journeys begin, and destinations being workplaces, town centres and community facilities people travel to. For some time, setting 'maximum' parking standards in residential areas was thought to discourage excessive car ownership and encourage sustainable modes of travel. National policy including Planning Policy Guidance Notes 3 and 13, published in 2000 and 2001 respectively, considered that restricting space in residential areas would reduce car ownership and therefore increase the use of more sustainable modes of transport as a result. However, it was found to have little to no impact on car ownership levels and led to other problems. The lack of off-street provision resulted in vehicles displacing to adjacent streets, pavements and verges which, in turn, caused safety issues with emergency services being obstructed as well as causing difficulties for wheelchair and pushchair users.

1.7 In addition to the practical issues caused by an abundance of parked cars in on-street areas, the high numbers of cars parked on-street also had a negative impact on the public realm and the appearance of new residential areas. As a result, national policy has since changed. National Planning Policy Framework (NPPF) paragraph 106 clearly states that 'Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport.'

1.8 Maximum parking standards were also raised as an issue at the examination in public of the now adopted County Durham Plan, with the Inspector querying why maximum standards had not been proposed in the council's current parking standards. The Inspector's view was that maximum standards at destinations should be implemented in accessible locations to encourage people to use more sustainable transport – to walk, cycle, or take public transport instead of driving. The council have therefore proposed that parking provision can be restricted where development lies within a highly accessible location.

Issues and Options

1.9 Having reviewed the relevant guidance on parking and accessibility issues and, taking into account issues raised with the current Parking and Accessibility Standards at the CDP examination in public, the council have proposed a number of new standards. These are set out with specific questions for you to comment on in the following sections.

Accessibility

2.1 Accessibility is important as it gives people more options for how they make their journeys. Where people are able to walk, cycle, or take public transport to their destination easily, they are less likely to use the car as often. This has multiple benefits, improving people's mental and physical health by enabling them to be more active in the course of their daily lives. Less frequent car use also improves air quality, combats climate change, and reduces congestion.

2.2 Increased accessibility can also help make our communities more equal. For people who don't drive, accessible places enable them to access education and employment opportunities, as well as leisure and retail. In areas which are only accessible by car, this can lead to less affluent, older, and younger members of society being isolated and cut off from opportunities.

2.3 Accessibility also includes good design and location of parking. In particular, disabled people and those with mobility issues benefit from better parking accessibility, as it enables them to access places they otherwise might not be able to with greater ease.

2.1 Parking Provision for Disabled People

Parking Provision for Disabled Persons

2.4 Parking provision for people with disabilities must be considered as part of any development proposal and it is the responsibility of the site occupier to make provision under the Equality Act 2010. New development must provide an adequate amount of parking bays for disabled persons and ensure that the dimensions are a minimum of 4.8m x 2.4m, plus 1.2m at side and rear to allow wheelchair access.

2.5 Where non-residential development is concerned, a minimum of two bays will be included for disabled people, with a minimum 5% of car park bays being for disabled people in car parks of 20 spaces or more.

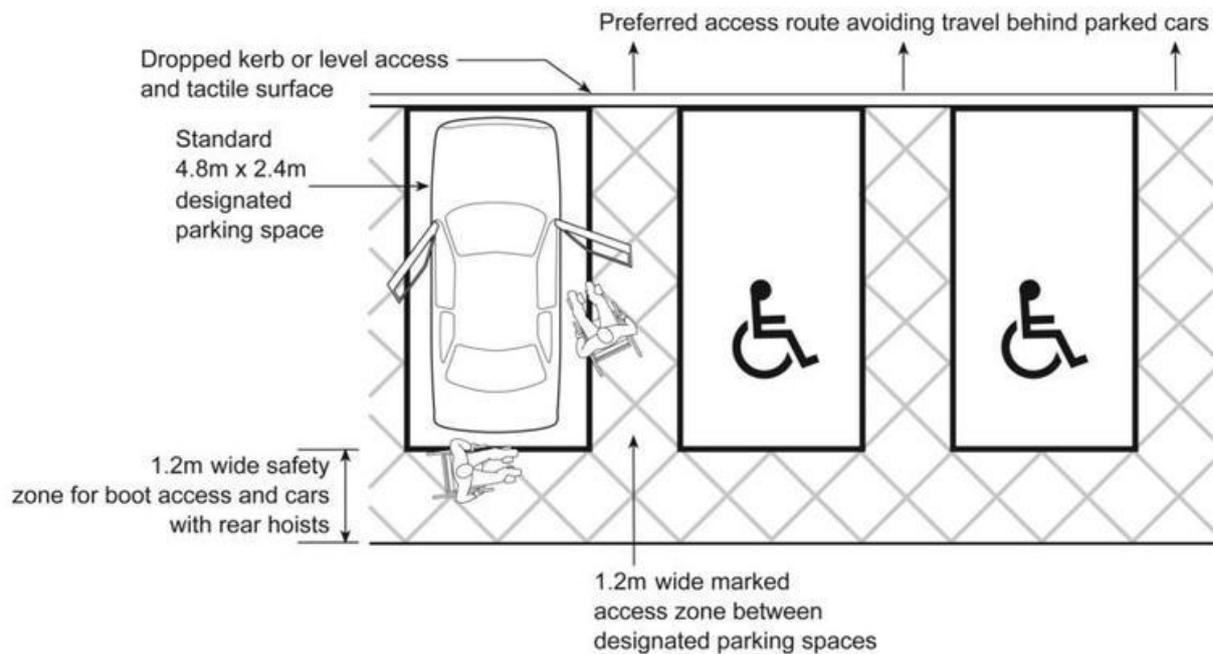
2.6 Some general design principles for disabled persons bays include:

- they should be the nearest bays to a building's main entrance;
- when designing bays they should be easily identifiable with clear and consistent directional signage;
- they should be level and next to firm and slip-resistant pedestrian surfaces where possible;
- making sure that spaces are well lit;
- dropped kerbs should be provided where access is to a pedestrian route;
- ensuring there is enough space so that wheelchair users can access vehicles with space available to manoeuvre a wheelchair (minimum 1.2m between bays, and an additional 1.2m behind bays);
- wall mounted/upright signage is required to identify disabled parking bays when ground is covered in leaves/snow, and;
- providing good access to ticket machines where applicable.

2.7 Further guidance on the design and location of parking for mobility impaired persons can be found in the Department for Transport (DfT) Traffic Advisory Leaflet: Parking for Disabled People, DETR, 1995. ⁽ⁱ⁾

i https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/3695/inclusive-mobility.pdf <https://tsrgd.co.uk/pdf/tal/1995/tal-5-95.pdf>

Figure 1 Example of Disabled Parking Standards



2.2 Definition of Accessible Destination

2.8 To help guide what parking and accessibility standards should be set and applied, we first need to define what an accessible destination is.

2.9 The CIHT's [Planning for Walking](#) states that people are generally willing to walk 400m to a bus stop or 800m to a train station. The council's existing Building for Life SPD also considers 400m to be a reasonable distance to walk to a bus stop, with developments within or at that distance from a bus stop being given a better score for design.

2.10 However, proximity to a public transport stop is no guarantee that services will run often enough to make places accessible. The council therefore proposes that a minimum of two services an hour is sufficient to enable people to get around without having to wait an excessive amount of time.

2.11 With these points in mind, the council considers an accessible location to be one which is:

- a. within 400m of a bus stop or 800m of a train station; and,
- b. where public transport runs at a rate of two per hour or more.

Questions

1. What frequency of public transport services (day time services per hour) should be required for a location to be considered accessible?
2. Do you agree with the definition of an accessible location proposed by the council?

Please provide reasons for your answers.

Destination Parking Standards: Retail, Employment, Leisure, and Other Destinations

3.1 Parking provision at destinations must be sufficient to provide for the needs of the development, protecting the amenity of the surrounding area by removing any need to park in inappropriate locations, and supporting town centres by not unnecessarily constraining parking spaces.

3.2 Separate standards have been set for each destination, with the standards grouped into four tables by type: retail, employment, leisure, and other destinations.

3.3 The destination parking standards have been based on existing appropriate provision relative to the floor area or usage of the development in question, as appropriate. Where developments are located in accessible destinations, fewer parking spaces may be required through planning, to be decided on a case by case basis, taking into account the location and type of development and any other specific circumstances which are relevant. Furthermore, where destinations are situated in accessible locations shorter maximum stays may also be implemented by the car park operator to encourage appropriate turnover.

3.4 Cycle parking requirements have been set with consideration given to both employees and visitor use, with no visitor cycle parking required where it would not be appropriate - for example, at bulky goods retailers.

3.5 Electric vehicle (EV) charging has been required at all destinations to encourage and facilitate use of electric vehicles, with the exception of destinations where it would not be appropriate, for example, smaller supermarkets where stays are very short. A mix of active and passive chargepoints are required. Active chargepoints are a full chargepoint ready for use, and passive chargepoints are ducting and cables laid underground to enable a full or active chargepoint to be installed more easily and affordably in future. The government has consulted on a change to building regulations to require specific EV charging provision at all car parks associated with a building. ⁽ⁱⁱ⁾If these standards are adopted into building regulations, they would supercede the requirements set out here where the government requirement is for a greater level of charging provision.

3.6 The following tables sets out the council's destination parking standards, by destination type.

Table 1: Retail Parking Standards

Land Use	Use Class	Parking Requirement	Cycle Parking	EV Charging
General Retail	E/Sui Generis	1 space per 25 m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff, AND Minimum of 2 short stay spaces for visitors	5% active AND 10% passive

ii See <https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-and-non-residential-buildings>

			up to 100m2 then 1 space per 400m2	
Supermarkets (Below 1000m2)	E	1 space per 12.5m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff, AND Minimum of 2 short stay spaces for visitors up to 100m2 then 1 space per 400m2	N/a
Supermarkets (Above 1000m2)	E	1 space per 20m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff, AND Minimum of 2 short stay spaces for visitors up to 100m2 then 1 space per 400m2	5% active AND 10% passive
Bulky Goods e.g. DIY, cash and carry	E	1 space per 25m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Retail Parks (including food and non-food uses)	E	1 space per 20m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff AND Minimum of 2 short stay spaces for visitors	5% active AND 10% passive

			up to 100m2 then 1 space per 400m2	
Builders Merchants	Sui Generis	1 space per 100m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Garden Centres	E	2 spaces per 25m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Car Sales	Sui Generis	1 space per 25m2	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Petrol Stations with Retail	Sui Generis	3 spaces per 100m2 GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff AND Minimum 2 spaces for visitors to 100m2 then 1 space per 400m2	5% active AND 10% passive

Questions

3. Do you agree with the standards for retail destinations?

Please give reasons for your answers.

Table 2: Employment Parking Standards

Land Use	Use Class	Parking Requirement	Cycle Parking	EV Charging
Office development/Business parks	E	1 space per 18m ² GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Light Industrial and Industrial Estates/Units	E	1 space per 50m ²	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Warehousing/Storage and Distribution	B8	1 space per 100m ² GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Garage Repair/Serviceing	B2	1 space per member of staff AND 1 space per 25m ² GFA	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive

Questions

4. Do you agree with the standards for employment destinations?

Please give reasons for your answers.

Table 3: Leisure Parking Standards

Land Use	Use Class	Parking Requirement	Cycle Parking	EV Charging
Hotels/Motels/Guest Houses	C1	1 space per bedroom	2 spaces per 25 bedrooms AND 1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Pub/Restaurant/Cafe	E	1 space per 8m ² of public space	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Hot Food Takeaway	Sui Generis	1 space per 2 members of staff AND 1 space per 25m ² GFA	None	None
Fitness clubs and sports facilities	E	1 space per 25m ² GFA	1 space per 5 visitors AND 1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Places of Worship	F1	1 space per 150m ²	1 space per 5 visitors AND 1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive

Cinemas/Theaters	Sui Generis	1 space per 3 members of staff AND 1 space per 12.5m ² of public space	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Caravan and Camp Sites	Sui Generis	1 space per pitch AND 1 space per 2 members of staff AND 1 visitor space per 10 pitches	1 space per pitch AND 1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive

Questions

5. Do you agree with the standards for leisure destinations?

Please give reasons for your answers.

Table 4: Other Destination Parking Standards

Land Use	Use Class	Parking Requirement	Cycle Parking	EV Charging
Hospitals	C2	2 spaces per 33m ² of public space AND 1 space per 10 members of staff	1 enclosed, sheltered, secure long stay space per 5 members of staff AND 1 short stay space per 5 consulting rooms	5% active AND 10% passive
Doctors/Dentists/Other health practitioners	E	1 space per treatment room AND 1 space per 2 members of staff	1 enclosed, sheltered, secure long stay space per 5 members of staff AND 1 short stay space per 5 consulting rooms	5% active AND 10% passive
Residential Care/Nursing Homes	C2	1 space per 3 units/beds	1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Further Education Colleges	F1	1 space per member of staff AND 1 visitor space per 50 pupils	1 long stay space per 50 students AND 1 enclosed, sheltered, secure long stay space per 5 members of staff	5% active AND 10% passive
Primary and Secondary Schools Nurseries	F1/E	1 space per member of teaching staff AND	1 long stay space per 20 pupils AND	5% active AND 10% passive

		1 visitor space per 50 pupils	1 enclosed, sheltered, secure long stay space per 5 staff members	
Community Centres	F2	1 space per 16m2 of public space AND 1 space per 2 members of staff	1 short stay space per 100m2 GFA Minimum 4 spaces total	5% active AND 10% passive

Questions

6. Do you agree with the standards for other destinations?

Please give reasons for your answers.

3.1 Cycle Parking

Cycle Parking

3.7 The council is keen to encourage increased cycling in County Durham. To support this, we are proposing that cycle parking should be provided at all destinations in accordance with the standards set out in the table above. This cycle parking should be in a prominent location allowing regular casual observance and be covered, secured and enclosed, if intended for stays of an hour or more. For short stay cycle parking, Sheffield stands should be provided as a minimum.

Examples of appropriate cycle parking





Questions

7. Do you think that 1 long stay/secure cycle space cycle per 5 members of staff is about right for locations where we work?
8. Should all retail destinations have short stay cycle parking for visitors ?

Please give reasons for your answers.

3.2 Electric Vehicle Parking

Electric Vehicle Parking

3.8 The council proposes to require provision of passive chargepoints (laying of cables only) at 10% of all parking bays provided, plus active chargepoints (a full chargepoint including socket) at an additional 5% of all spaces at destinations. These standards, as set out in Tables 1-4, will apply only to car parks of twenty spaces or more. Chargepoints should be kept out of corners of car parks and be located close to pedestrian entrances to make them more accessible and closer to electrical supply.

3.9 A recent building regulations consultation proposed a requirement of 20% of bays to be equipped with passive chargepoints in car parks associated with buildings. The council has submitted a response to this consultation in line with the 15% requirement, and if the proposed requirement is adopted it would supersede the council requirement. ⁽ⁱⁱⁱ⁾

iii The consultation and any updates on its progress are available here:
<https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-and-non-residential-buildings>

3.10 In terms of capacity and technical specification, chargepoints should be delivered in line with national standards. In advance of building regulations on chargepoints being updated, chargepoints should meet the technical specifications set out in emerging government policy, available as [Technical Guidance](#).

Questions

9. Should 15% of all long stay parking spaces be set aside for electric vehicle parking at retail, employment, leisure and other destinations?

Please give reasons for your answers.

Residential Parking Standards

4.1 Developers are expected to provide an adequate amount of safe parking which is appropriate in scale, location and reflects the character of the development. Adequate parking provision for residents and visitors improves road safety and limits harm to residential amenity from parking on pavements and verges.

4.2 In formulating proposed residential parking standards, the council has made the assumption that parking for householders should be provided within the curtilage of a dwelling (the curtilage is the area of land attached to a house up to the boundary of the property and the land within it). This is the most obvious and convenient place to locate parking for residents and helps give peace of mind to vehicle owners as they can easily see their vehicle from their property.

4.3 The council therefore considers that the following number of car parking spaces should be provided at dwellings, based on the number of bedrooms provided:

Table 5: Residential Parking Standards

	Minimum allocated in curtilage, on driveway (excl. garages)	Minimum non-allocated off curtilage	Minimum EV chargepoints
1-2 bed	1 per dwelling	1 per 4 dwellings	1 passive chargepoint per dwelling
3 bed	1 per dwelling	1 per 4 dwellings	1 passive chargepoint per dwelling
4 bed	2 per dwelling	1 per 4 dwellings	1 passive chargepoint per dwelling
5 bed	2 per dwelling	1 per 4 dwellings	1 passive chargepoint per dwelling
Student accommodation	1 per 15 students (if outside CPZ; no requirement within CPZ)	N/a	10% active + 10% passive

4.4 These standards would also be applied where dwellings are extended or converted to create additional bedrooms. This will help ensure that there are sufficient spaces to meet the household’s needs and prevent inappropriate pavement or verge parking. Increased parking spaces are required for dwellings with greater numbers of bedrooms on the basis that the more rooms are provided, the more likely it is that multiple people in the household will drive, and the less practical it becomes for them to share a car.

4.5 The council proposes that garages should not be counted as a parking space as they may be used for another purpose or be too small to comfortably accommodate a car. Many residents choose to use their garage as space for a home gym, utility room, or as storage space. Discounting garages as parking spaces therefore ensures that all households have a specific minimum number of suitable car parking spaces. The council's view is that, as they are not considered a parking space, no minimum size should be specified for garages.

4.6 Students are much less likely to need a parking space, so a minimal amount of parking has been proposed for student accommodation (see Table 5). This will allow for the minority of students who do bring vehicles, and for visitors and deliveries.

Questions

- 10. Are the minimum parking allocations for 1-2 bed, 3 bed, 4 bed and 5 bed appropriate for residential development?
- 11. Should garages be excluded from counting towards the parking requirement for residences?

Please give reasons for your answers.

4.1 Residential Non-allocated and Visitor Parking

Residential Non-allocated and Visitor Parking

4.7 The council’s view is that non-allocated and visitor parking spaces should be provided as part of any residential development. This allows them to be designed into the layout of the overall site and helps prevent issues of people parking on pavements or verges where they cannot find a suitable space. It also allows for households which have an above average number of cars by providing additional spaces around the development for their vehicles. Non-allocated parking should be provided off-curtilage, as it is counterintuitive for visitors to park in a space that feels like part of someone else’s property. The non-allocated parking requirement has been set at a level that provides sufficient spaces without dominating the development. The proposed numbers of non-allocated spaces are based on the council’s experience of working with developers on this issue. The DfT’s Manual for Streets (p106) also confirms that unallocated parking spaces are the best way to provide for visitor parking.

4.8 Non-allocated or visitor parking should therefore be provided at a ratio of one space per four dwellings.

Questions

- 12. Does one well designed visitor/non-allocated space per 4 dwellings provide the right flexibility for visitors and households with excess vehicles?

Please give reasons for your answers.

4.1.1 Driveway Standards

Driveway Standards

4.9 We are proposing to require that driveways be constructed from permeable materials where appropriate to allow drainage, though driveway materials must not be loose e.g. gravel driveways would not be permitted. Loose materials used in driveway construction can damage vehicles and spill out on to the highway, which risks causing a hazard to road users. In a 2017 appeal case brought against Barnsley Council, a Planning Inspector concluded that gravel driveways in particular pose a

highway safety hazard, and dismissed the appeal.^(iv) The driveways in this case would require regular maintenance to keep gravel off the pavement and road. The Inspector therefore felt that even conscientious residents would be unlikely to keep up with this maintenance, particularly in the cold winter months when it is dark outside. Any loose materials which had spilled onto the road would therefore pose a risk to pedestrians and cyclists in particular.

4.10 Driveways must also be a minimum of 5m long, and 2.7m wide for their entire length (including any gateways or fencing), to allow safe access and use by residents. Some flexibility will be allowed where appropriate, for example where driveways are a nonstandard shape, if it can be demonstrated that safe access can still be provided.

Questions

13. Should loose permeable materials be permitted for use as a driveway surfacing material?
14. Should driveways be a minimum width of 2.7m and should that apply to the driveway's entire length?

Please give reasons for your answers.

4.1.2 Cycle, Mobility Scooter, and Motorbike Storage

4.11 The council proposes that, where garages are not provided, secure parking suitable for a cycle, mobility scooter or motorbike be provided instead. The storage space should be 2x2m, to allow sufficient space for four cycles, or a mobility scooter or motorbike. This will help to encourage cycling and support people with mobility issues to get around by giving them a specific, appropriate and safe place to store bicycles, scooters, or mobility aids. This also helps people to make full use of their homes by freeing up space indoors and preventing liveable rooms and hallways becoming storage areas for bikes. The multipurpose nature of the storage space also makes it beneficial to residents with different needs. Appropriate storage for cycles, motorbikes or mobility scooters also helps improve the amenity of the area by preventing these items from being left out in visible areas.

Question

15. Should developers provide secure parking suitable for a cycle, mobility scooter or motorbikes where a property is not built with a garage? If so, are you happy with the proposed dimensions?

Please give reasons for your answers.

4.1.3 Electric Vehicle Charging

Electric Vehicle Charging

4.12 Some level of provision for electric vehicle (EV) chargepoints should be made. The government has made a commitment that no new petrol, diesel, or hybrid cars should be sold from 2030 onwards, so providing charging facilities now will help futureproof new housing in anticipation of this change. Chargepoints are costly to install, so the council is proposing that passive chargepoints (suitable cabling which will allow a chargepoint to be installed at a future time) be provided initially.

4.13 The council proposes that one passive EV chargepoint should be provided per new dwelling (i.e. cabling would be provided). This costs an estimated £453 per dwelling, and would allow installation of a chargepoint in future for homeowners without putting prohibitive upfront costs on housing developers. Installing a chargepoint as part of the construction of a house costs approximately £976 compared to £2,040 to retrofit one onto an existing home.^(v) Furthermore, grants are available to homeowners which cover up to 75% of the cost of chargepoint installation.^(vi) Cabling should be capable of supporting a 7kw/hr charge in line with emerging government changes to building regulations on chargepoints.^(vii)

4.14 Where an active chargepoint is provided, two sockets should be included to allow provision for households with multiple vehicles and/or visitors.

Questions

16. Should the appropriate enabling electrical cabling for a double-socket EV chargepoint be provided on all new residential properties?

Please give reasons for your answers.

5.1 The standards set out in this consultation have been prepared with regard to national policy, best practice, and the Inspector's recommendations as discussed at the Examination in Public of the County Durham Plan. They define what an accessible location is and allow parking to be restricted at accessible locations where appropriate, to encourage more active and sustainable travel. The document includes specific standards for disabled persons parking, parking at origins and destinations of journeys, and parking standards for cycling and electric vehicles.

Next Steps

5.2 Following this consultation, officers will review and consider all of the comments made. These comments and our responses will be published and changes made where possible. We will give reasons where it has not been possible to make a change. The revised Parking and Accessibility Supplementary Planning Document will then be published for a second round of consultation as soon as practicable.

v DfT (2019) *Electric Vehicle Charging in Residential and Non-Residential Buildings*, p7 (available here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818810/electric-vehicle-charging-in-residential-and-non-residential-buildings.pdf)
vi <https://www.gov.uk/government/collections/government-grants-for-low-emission-vehicles>
vii See https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/816913/Annex_C_-_Draft_Technical_Guidance.pdf



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Large print

Cdpconsultation@durham.gov.uk

03000 260 000

Sports Hall