

Car Parking and Access

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Policy Objectives

The objectives of this policy are as follows:

- To facilitate the development of adequate, safe and convenient parking facilities that meets the needs of users.
- To ensure that development proposals incorporate an appropriate level of parking.
- To ensure safe, convenient, and efficient access for pedestrians, cyclists and motorists.
- To promote alternative transport modes by incorporating flexibility to reduce parking requirements where alternative transport options exist.
- To enable the payment of a financial contribution in lieu of actual parking provision for non-residential developments and to provide guidelines to ensure that the calculation of cash-in-lieu is applied in a consistent and transparent manner.
- To promote 'shared' or publicly available parking in preference to exclusive, single user parking for non-residential developments.

Policy Scope

This policy applies in respect of car parking requirements for both residential and non-residential development proposals.

Residential parking, design, access are addressed by the R-Codes. The R-Codes provide both Deemed-to-Comply and Design Principles for the assessment of residential parking, design and access. The R-Codes car parking standards take into account the location of a development site in relation to high frequency public transport.

For non-residential car parking, the provisions of this policy apply

Definitions / Abbreviations Used In Policy

Activity Centres

Centres defined by the WAPC State Planning Policy 4.2: Activity Centres for Perth and Peel and draft City of Melville Local Planning Strategy.

Cash-in-lieu

Cash-in-lieu of car parking refers to a payment made "in lieu" of providing the minimum number of physical on-site car parking spaces required by the policy.

LPS6

Local Planning Scheme No. 6

Health Consultant

Any professionally qualified and trained health professional who provides health services to patients independently of another health professional (eg. does not include nurses assisting a doctor or dentist).

Net Lettable Area (NLA)

Means the area of all floors within the internal finished surfaces of permanent walls but excluding:

- (a) all stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas;
- (b) lobbies between lifts facing other lifts serving the same floor;
- (c) areas set aside as public spaces or thoroughfares and not for the exclusive use of occupiers of the floor or building;
- (d) areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use of occupiers of the floor or building.

Parking Management Plans (PMP)

PMPs are documents which provide guidance in relation to the management and control of all public and privately owned parking and access to an Activity Centre for a 10 year period.

Public Floor Area (PFA)

The publicly accessible areas in bars, restaurants, fast food premises, places of worship and other places used for dining, entertainment or congregation purposes but excluding the following areas:

- (a) Alfresco areas located off-site;
- (b) Alfresco areas located on-site which are not covered by solid roofing materials.
- (c) Areas occupied by lifts, stairways, ramps, passages, hallways, lobbies and the like; and
- (d) Areas set aside for staff only.

Reciprocal parking

Parking facilities serving separate uses, but not shared concurrently between the users and not necessarily on one site.

R-Codes

State Planning Policy 3.1 - Residential Design Codes, as amended

Shared parking

Shared parking facilities available to the public at all times.

Travel Plan

A travel plan is a document which sets out how on-site parking and access will be managed once a development is completed to encourage safe, healthy and sustainable travel options.

WAPC

Western Australian Planning Commission

Policy Statement

Residential Development

1 Parking, Design and Access

- 1.1 Where residential development is proposed, it is to satisfy the relevant Deemed-to-Comply provisions and/or the Design Principles for parking, design and access.
- 1.2 Clauses 2 – 9 of this policy do not apply to the assessment of residential development with the exception of the following:
 - (a) Clause 7: Cash-In-Lieu of this policy can be applied for the visitor parking requirements of the R-Codes in relation to multiple dwelling developments located within Secondary or District activity centres as designated by State Planning Policy 4.2.

Non-Residential Development

2 On-Site Car Parking

- 2.1 Car parking bays are to be provided in accordance with the ratios set out in Table 1 below for:
 - (a) all new developments; or
 - (b) modifications to existing developments which result in an increase to the NLA or PFA; or
 - (c) a change of use to a use which requires more car parking than existing.
- 2.2 Where a modification to an existing development or a change of use is proposed which results in additional NLA or PFA and/or creates an additional demand for car parking, additional bays are to be provided in accordance with Table 1 below.

Table 1: Car parking ratios

Uses	Car Parking Requirements
<i>Community Uses</i>	
Child Minding Centres	One bay per 10 children, plus 0.5 bays per staff member, and drop-off and pick-up area to the satisfaction of the Council.
Educational Establishment	In addition to the ratios below, where it is proposed to add one or more additional classrooms to any existing Educational Establishment, a Travel Plan is required to be submitted for approval.
Pre-primary & Primary	6 bays available for use as a pick up and drop off area plus 0.5 bays per staff member.
Secondary	0.5 bays per staff member
Tertiary/Technical	1 bay per 5 students, plus 0.5 bays per staff member.
Family Day Care	1 bay in addition to the R-Codes parking requirement for the dwelling.
Public Worship	1 bay per 10m ² PFA, plus 0.5 bay per staff member.
<i>Food and Entertainment</i>	
Bed and Breakfast Accommodation	1 bay per guest bedroom, in addition to the R-Codes parking requirement for the dwelling.
Cinema / Theatre / Public Amusement	1 bay per 5 patrons at capacity, plus 0.5 bay per staff member.
Hotel / Tavern	1 bay per 10m ² PFA, plus 0.5 bay per staff member, plus 1 bay per bedroom.
Restaurant / Café / Small Bar / Lunch Bar / Take Away Food Outlet	1 bay per 10m ² PFA, plus 0.5 bay per staff member.
<i>Health Uses</i>	
Recreation / Health Studio	1 bay per 20m ² NLA for individual recreation activities or 1 bay per 4 patrons at capacity for grouped based recreational activities.
Hospital / Aged and Dependant Persons Housing / Residential Aged Care	1 bay per 3 beds, plus 0.5 bays per staff member (including health consultants). Ambulance and hospital bus parking bays as required by the City.
Medical Centre / Consulting Rooms / Veterinary Clinic	3 bays per health consultant, plus 0.5 bay per staff member (including health consultants).
<i>Office</i>	
Office	1 bay per 50m ² NLA.



<i>Retail</i>	
Shop / Corner Store / Convenience Store / Restricted Premises	1 bay per 20m ² NLA

<i>Large Scale Retail or Wholesale</i>	
Auction Premises	1 bay per 40m ² of land or building area used for auction purposes, plus 0.5 bay per staff member.
Car Sales Premises / Open Air Display	1 bay per 100m ² of display or sale area, plus 0.5 bays per staff member.
Garden Centre / Plant Nursery	1 bay per 50m ² of land or buildings used for display or sale.
Service Station	0.5 bay per staff member.
Showroom	1 bay per 40m ² NLA.

<i>Industry</i>	
Light Industry / Service Industry	1 bay per 50m ² NLA, with a minimum of 4 bays for each unit.
Industry General	1 bay per 200m ² NLA.
Motor Vehicle Hire/Repair/Sales	3 bays per service bay plus 0.5 bay per staff member.
Motor Vehicle Wrecking	6 customer bays plus 0.5 bay per staff member.
Storage / Warehouse	1 bay per 100m ² NLA.

<i>Other</i>	
Other uses not listed above	At the discretion of the Council, having regard to similar uses, the precinct, the site, surrounding uses, off-site parking availability and having regard to recognised car parking standards for similar uses.

- 2.3 Where the car parking ratio specified in Table 1 results in a requirement for a part bay, the car parking requirement shall be rounded to the nearest whole number.
- 2.4 Car parking for staff members referenced in Table 1 above are to be calculated based upon the maximum number of staff in attendance at any one time.
- 2.5 All parking facilities, access and manoeuvring areas are to be designed in accordance with Australian Standard AS 2890.1: Parking facilities – Off-street parking (as amended).



2.6 Universal parking bays

- (a) Car parking bays marked exclusively for use by drivers with disabilities at the rate specified in the Building Code of Australia and relevant Australian Standard (AS28990.1) are to be provided.
- (b) These bays are included within the car parking requirements set out in Table 1.

2.7 Tandem parking bays will generally only be accepted where the two bays are provided for the use of a single tenancy and where the use would allow for this practice.

2.8 The City supports the use of sensitively located car stacking systems.

2.9 On-site parking should be located behind the building line or within the building where possible. Parking within the front setback area of a development is discouraged.

3 Service or loading bays

3.1 For developments with a NLA of greater than 500m² at least one service or loading bay shall be set aside and marked for the exclusive use of service, delivery and courier vehicles between 7am – 7pm each day.

3.2 The service or loading bay is in addition to the car parking requirements set out in Table 1.

3.3 The bay(s) are to be of a suitable size and location for the nature of the land uses proposed.

4 Motorcycle / scooter parking bays

4.1 Where 15 or more car parking bays are provided on a development site, motorcycle / scooter parking bays are required to be provided in accordance with Table 2 below.

4.2 Where motorcycle / scooter parking bays are required, one of the car parking bays required by Table 1 above, can be replaced for each of the two motorcycle / scooter bays.

Table 2: Motorcycle and scooter parking requirements

Car Bays Required by Table 1	Number of Motorcycle / Scooter parking bays required
0-14	0
15 - 29	2
30 - 44	4
45 - 59	6
60 - 74	8
75 - 89	10
90+	At the discretion of the City.

5 Bicycle parking facilities

- 5.1 A minimum of two bicycle parking facilities are to be provided on a subject site unless a greater number is specified in Table 3 below.
- 5.2 The ratios specified in Table 3 below are to be applied based upon the car parking bays that the development requires in Table 1 less any variations that are permitted by Part 6 of this policy.

Table 3 Bicycle parking requirements

Uses	Bike parking requirements
<i>Community Uses</i>	
Child Minding Centres	2 per 10 car parking bays
Educational Establishment	6 per 10 car parking bays
Family Day Care	None applicable.
Public Worship	2 per 10 car parking bays.
<i>Health Uses</i>	
Recreation / Health Centre / Hospital / Medical Centre / Consulting Rooms / Veterinary Clinic	2 per 10 car parking bays.
<i>Food and Entertainment</i>	
Bed and Breakfast Accommodation	None applicable.
Cinema / Theatre / Public Amusement	1 bay per 10 patrons at capacity.
Hotel / Tavern / Restaurant / Café / Small Bar / Lunch Bar / Take Away Food Outlet	2 per 10 car parking bays.



<i>Office</i>	
Office	3 per 10 car parking bays.

<i>Retail</i>	
Shop / Corner Store / Convenience Store / Restricted Premises	2 per 10 car parking bays.

<i>Large Scale Retail or Wholesale</i>	
Auction Premises / Car Sales Premises / Open Air Display / Garden Centre / Plant Nursery / Showroom	1 per 10 car parking bays.
Service Station	Not applicable

<i>Industry</i>	
Light Industry / Service Industry / Motor Vehicle Hire/Repair/Sales / Motor Vehicle Wrecking / General Industry / Storage / Warehouse	1 per 10 car parking bays.

<i>Other</i>	
Other uses not listed above	At the discretion of the Council, having regard to similar uses, the precinct, the site and off-site bicycle parking availability.

- 5.3 Bicycle spaces are to comply with Australian Standard AS 2890.3: Parking facilities – Bicycle parking facilities (as amended) and are to be conveniently and safely located.
- 5.4 End of trip facilities are required where more than 6 bicycle spaces are required by Table 3 above, as follows:
- (a) A minimum of one locker for each bicycle space;
 - (b) A minimum of one unisex shower and change room. Additional shower facilities are to be provided at a rate of one female shower and one male shower for every additional 10 bicycle parking bays, to a maximum of five female and five male showers per development.

- (c) The end of trip facilities are to be located as close as possible to the bicycle parking facilities.

6 Variations to Car Parking Standards

6.1 The following clauses (Clauses 6.2-6.5) outline the criteria for reductions to the parking standards specified in Table 1. In considering any variation to standards, Council may as part of its assessment of a development application, request the preparation and approval of a Travel Plan in accordance with Part 10 of this policy below.

6.2 *Activity Centre Parking*

6.2.1 A reduction in the car parking requirements of Table 1 is acceptable within certain Activity Centres due to their proximity to public transport and other public parking infrastructure. Accordingly, the car parking requirements of Table 1 may be reduced by up to 25% where the City is satisfied that:

- (a) The development site is within an Activity Centre which is within the following Secondary or District activity centres as designated by State Planning Policy 4.2:

Secondary Centre
Booragoon (Melville City Centre)

District Centre
Canning Bridge
Riseley
Melville
Petra Street

- (b) The development complies with the approved Parking Management Plan for the centre (if applicable).

6.3 *Reciprocal Parking*

6.3.1 The City can consider reciprocal parking arrangements as follows:

- (a) Up to 100 per cent of the parking requirement specified in Table 1 where there is no overlap in operating times, or
- (b) Up to 50 per cent of the parking requirement specified in Table 1 where there is partial overlap in operating times.

6.3.2 Reciprocal parking arrangements may be considered acceptable where the City is satisfied that:

- (a) An appropriate level of car parking is provided for the uses on the subject site and any other site applicable to the reciprocal arrangement;



- (b) The parking facilities serving the uses will be located on the one lot, or if located on a separate lot, the parking arrangements are permanent (e.g. through an easement, amalgamation, legal agreement, condition of approval, or any other formal arrangement acceptable to the City);
- (c) The parking facilities are conveniently located to both developments.

6.3.3 Reciprocal parking arrangements can be considered within individual mixed use development sites and/or between different development sites.

6.4 *Shared Parking*

6.4.1 Shared parking is encouraged within certain Activity Centres to allow parking facilities to be used more efficiently.

6.4.2 Where car parking bays required by Table 1 are designated as part of the development application as shared parking, the car parking requirements of Table 1 may be reduced by 25% (for the proportion of bays which are designated as shared parking only) where the City is satisfied that:

- (a) An appropriate level of car parking is provided for the proposed uses;
- (b) The development site is within an Activity Centre which is designated as a Secondary or District activity centre by State Planning Policy 4.2 as follows:

Secondary Centre
Booragoon (Melville City Centre)

District Centre
Bull Creek
Canning Bridge
Kardinya
Melville
Petra Street
Riseley

- (c) There will be no structural or visual impediment to the use of the shared parking bays by the public.

6.5 *Additional Bicycle Parking*

6.5.1 The car parking requirements of Table 1 may be reduced by up to two car parking bays where additional bicycle parking above that required by Part 5 of this policy is provided, where the City is satisfied the following criteria are met:

- (a) The proposed development is within an Activity Centre which is designated as a Secondary or District activity centre by State Planning Policy 4.2 as outlined in 6.4.2(b) above.



- (b) Bicycle parking is provided at the rate of six bicycle spaces per car bay reduction; and
- (c) The City considers there to be a need for additional bike parking in the area; and
- (d) The bicycle parking is to be located so to be readily visible and accessible by the public.

6.5.2 Additional bicycle parking in lieu of on-site car parking may be considered by the City where the car parking requirement for the development (as prescribed by Table 1) is in excess of 50 bays, subject to the criteria set out within 6.5.1 (a) – (d) above.

7 Cash-in-lieu

7.1 Where an application proposes a shortfall in on-site car parking which is not fully addressed by the provisions in Part 6 above, the City may require the provision of cash-in-lieu for some, or all of the on-site car parking shortfall.

7.2 The City will not accept cash-in-lieu of car parking contributions where it considers that the required car parking could instead be provided on-site.

7.3 Cash-in-lieu contributions are calculated as follows:

$$\begin{array}{|c|} \hline \text{\$50,000} \\ \hline \text{(which is the full cost} \\ \text{of providing a new} \\ \text{car bay in a multi-} \\ \text{deck car park)} \\ \hline \end{array}
 \times
 \begin{array}{|c|} \hline \text{Shortfall in} \\ \text{the number of} \\ \text{car bays} \\ \hline \text{(based on the} \\ \text{assessment of the} \\ \text{application)} \\ \hline \end{array}
 \times
 \begin{array}{|c|} \hline \text{20\%} \\ \hline \end{array}
 =
 \begin{array}{|c|} \hline \text{Total cash in} \\ \text{lieu of car} \\ \text{parking} \\ \text{payment} \\ \hline \end{array}$$

7.4 Revenue raised through cash-in-lieu will:

- (a) be placed in holding accounts linked to the geographical source of the contributions.
- (b) be used to construct and maintain additional shared public parking for the particular area or to fund TravelSmart initiatives, new footpaths, cycling infrastructure, improved public transport or other appropriate community benefits in said area.

7.5 Cash-in-lieu payments can be satisfied via:

- (a) An upfront payment (prior to commencement of the development) or
- (b) via instalments (including all legal and documentation fees) at the full expense of the landowner subject to:



- (i) Maximum instalment period not exceeding five years;
- (ii) Payment in equal instalments, inclusive of an agreed interest rate, with the first instalment payable prior to the commencement of the development with subsequent instalments payable annually thereafter;
- (iii) Such arrangements being governed by an appropriate legal agreement, prepared to the satisfaction of the City, to include a suitable Memorial or Caveat on the relevant Certificate of Title.

7.6 Notwithstanding the above clauses in Part 7 of this policy, the City can waive the requirement for cash-in-lieu payment where it is satisfied that an appropriate level of community benefits (which are specifically related to parking and access) are being provided.

8 Access

8.1 Vehicular access points to parking facilities are to be located and designed so that:

- (a) Access is via secondary streets or rights of way where available.
- (b) Access to developments on corner lots should be located the maximum distance away from the corner on the minor road or right of way.
- (c) One access point per street is encouraged and the number of access points is kept to a minimum.
- (d) All vehicles utilising on-site car parking bays should be able to enter and exit in a forward gear where practicable.
- (e) Where possible, new parking facilities and access points are to be linked to existing parking facilities.
- (f) Access points shall be designed to minimise:
 - (i) traffic or pedestrian hazards,
 - (ii) conflict with pedestrian/cyclist pathways,
 - (iii) the impact on nearby residential uses,
 - (iv) traffic congestion, and
 - (v) interference with public transport facilities.

Where this is not possible, mitigation measures must be considered.

9 Travel Plans

9.1 The preparation of a Travel Plan is to be undertaken by an Applicant where specified within this Policy.

9.2 The objectives of a Travel Plan are to include (at a minimum):

- (a) How to reduce the need for staff and visitors to travel to and from the site in a private vehicle.



- (b) How to promote staff and visitors walking, cycling and using public transport to access the development.
 - (c) How to achieve the minimum number of single occupancy vehicle movements to and from the development.
- 9.3 A Travel Plan is to detail a range of measures that will be integrated into the design and occupation of the new development and include at a minimum:
- (a) Identification of:
 - (i) On-site car parking bays
 - (ii) Publicly available (including details of any parking restrictions) car parking bays within the vicinity of the development which are available for visitor and/or staff parking;
 - (iii) Location of public transport in relation to the development;
 - (iv) Bicycle facilities on-site and within the area;
 - (v) Connectivity of pedestrian footpaths within the area which provide access to the site.
 - (b) Any measures including parking management and/or marketing that are proposed to achieve the objectives of the Travel Plan. Measures can include (but are not limited to):
 - (i) Promoting walking, cycling and use of public transport by both staff and visitors;
 - (ii) Support and promotion of measures to discourage staff single occupancy vehicle movements to and from the development, which could include car sharing etc.
 - (iii) Encouragement of working from home and video conferencing.
 - (iv) Education of staff and visitors about alternative ways to access the development.
 - (v) Way finding strategies.
 - (vi) Consideration of on-site parking restrictions.
 - (c) Identification of targets to measure the effectiveness of the Travel Plan in achieving its objectives and how these will be measured and monitored.
- 9.4 Once the Travel Plan is approved, the management of the on-site parking and access is to be undertaken in accordance with the Travel Plan.
- 9.5 The content of Travel Plans can be utilised in the preparation of PMPs.

10 Parking Management Plans (PMPs)

- 10.1 PMPs are to be prepared and adopted for all Activity Centres and are to provide guidance over a 10 year planning period in relation to the management and control of parking in the centre.

- 10.2 The City will be responsible for the preparation and adoption of PMPs in the first instance, however where a significant redevelopment in an activity centre is proposed, the City may require an Applicant to prepare or contribute toward the preparation of a PMP for the centre.
- 10.3 PMPs not only relate to management of on-site car parking bays but also include information as to the location and management of on-street paid parking, time restrictions, residents parking, car park buildings, bicycle parking facilities, universal bays, reductions in parking and access to public transport.
- 10.4 Once a PMP is adopted by the City for an Activity Centre, all future developments are to be in accordance with the PMP.

11 Traffic Generation

- 11.1 The City follows the WAPC Transport Assessment Guidelines for Developments (as amended) in relation to the requirement for transport assessments.
- 11.2 Where it is identified by these Guidelines that a development requires a Transport Statement or Transport Assessment, this is to be prepared by a suitably qualified and/or experienced traffic engineer and submitted with the application for planning approval.

References that may be applicable to this Policy

Legislative Requirements:	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015
Procedure, Process Maps, Work Instructions:	Planning Application Directorate Procedure
Other Plans, Frameworks, Documents Applicable to Policy:	Local Planning Scheme No. 6 Residential Design Codes Australian Standard AS 2890.1: Parking Facilities – Off-Street Parking Australian Standard AS 2890.3: Parking Facilities – Bicycle Parking Facilities Western Australian Planning Commission Transport Assessment Guidelines for Development
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