Aberdeenshire COUNCIL

From mountain to sea

Parking survey procedure

Guidance for developers

6th March 2017

Contents

1	Requirement for a parking survey	3
2	Undertaking a parking survey	3
3	Parking survey results	4

1 Requirement for a parking survey

1.1 Parking surveys are required when a planning application is not providing the required number of parking spaces as per Aberdeenshire Council parking standards, and it is deemed that the shortfall in parking may have a negative effect on the surrounding area in terms of the free flow of traffic or reduction in available parking for existing local residents. A parking survey is a means of the applicant providing justification that the shortfall in parking can be accommodated locally and will not cause disruption to the local road network.

1.2 A parking survey can be carried out under a set of agreed conditions to determine whether the shortfall in parking can be accommodated in the surrounding streets, or if there is insufficient parking available which may result in Roads/Transportation objecting to the planning application.

2 Undertaking a parking survey

2.1 A parking survey can be carried out by an independent survey company or by the applicant. The survey results should be accompanied with time stamped photographs which should be referenced on a plan.

2.2 The survey will take in a walking distance to the application site which will be site specific and will have to be agreed with Roads Development/Transportation Engineer. Taking consideration of the general arrangements of settlements in Aberdeenshire we would consider a maximum walking distance of 50m to be included within the survey, however for larger towns such as Peterhead, Inverurie etc., additional walking distances may be acceptable.

2.3 In advance of the survey the number of possible on street spaces is to be agreed with the Roads/Transportation Engineer and shown on a plan of the area. If parking spaces are not marked out on site it is to be agreed that perpendicular parking spaces are 2.5m x 5m and parallel parking spaces are 6m x 2m. Any parking restrictions within the area are to be shown on the plan also. (Parking restrictions may be time restricted which may add/remove available on street parking during a survey).

2.4 If pay and display on street or public car parks are included within the survey area, these are only to be included in the survey at times when charging is not in operation.

2.5 The dates of the surveys should be agreed in advance with the Engineer in the event that there are road works scheduled or another event which may affect the survey results.

2.6 Surveys should be carried out from 18:30-21:30 on weekdays and 11:30-14:30 on weekends when it is more likely that residential on street parking will be at its peak. (Parking surveys will generally be for residential purposes, should the parking survey be for a commercial purpose, the times of the survey to be undertaken and maximum walking distance may be reviewed)

2.7 Surveys should take in at least 2 weekdays (excluding Thursdays) and one weekend day (preferably Saturday). School and public holidays should be avoided.

2.8 An email should be sent to the appropriate Local Roads team (using the email address given below in Table 2.1) to inform them of the dates when the survey will be undertaken

Table 2.1 Local Roads office contact details

Area	email
Banff & Buchan	banffandbuchan.roads@aberdeenshire.gov.uk
Buchan	buchan.roads@aberdeenshire.gov.uk
Formartine	formartine.roads@aberdeenshire.gov.uk
Garioch	garioch.roads@aberdeenshire.gov.uk
Kincardine & Mearns	kincardineandmearns.roads@aberdeenshire.gov.uk
Marr	marr.roads@aberdeenshire.gov.uk

3 Parking survey results

3.1 The results are to be submitted to the Roads Development/Transportation Engineer or included in a Street Engineering Review and Quality Audit submitted to the Planning department. Depending on the size of the development the parking survey can be read in conjunction with a Travel Plan.

3.2 The results should be displayed in a table similar to the part example given in Table 3.1 below.

Table 3.1 Example of Results Table

Time	Total Spaces	Available Spaces Tuesday 21st	Supporting photo ref.	Available Spaces Wednesday 22nd	Supporting photo ref.
18:30-18:45	50	8	A1	11	B1
18:45-19:00	50	6	A2	9	B2
…	…	…	…	…	…
21:15-21:30	50	3	A12	4	B12

3.3 The parking survey results should include a conclusion and may also refer to Travel Plan if applicable.