



Crosby Transport Planning Limited  
Willow House  
Forest Close  
East Horsley  
Surrey KT24 5BU  
T: 01483 282560  
E: [contact@crosbytp.com](mailto:contact@crosbytp.com)  
W: [www.crosbytp.com](http://www.crosbytp.com)

## CAR PARK MANAGEMENT PLAN

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**HAYES PARK NORTH, HAYES PARK, HAYES END ROAD, HAYES**

**Prepared on behalf of Shall Do Hayes Development Ltd**

**May 2025**

**Reference: P25082 CPMP/PC**

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### **Introduction**

- 1** This Car Park Management Plan ('CPMP') is prepared on behalf of Shall Do Hayes Development Ltd (the 'Client') in respect of their approved residential development proposals at Hayes Park North, Hayes Park, Hayes End Road, Hayes, located within the London Borough of Hillingdon ('LB Hillingdon').
  
- 2** In July 2024, amendments proposed under Section 73 (Application reference 12853/APP/2024/1374), to vary Appeal reference APP/R5510/W/21/3280015, dated 23/06/2022, (Application reference 12853/APP/2021/2202, dated 26/07/2021, submitted under Schedule 2, Part 3, Class O of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) were approved. As such, the application was considered to be acceptable and it was recommended that prior approval be required and approved, subject to planning conditions

- 3 The permission was approved subject to the imposition of five planning conditions, of which Condition 4 states:

*"4. Car and Cycling Parking and Refuse and Recycling Details*

*Prior to the occupation of the development, details of the following shall be submitted to, and approved in writing by the Local Planning Authority:*

- 1) The layout of a cycle parking area able to accommodate 92 no. bicycles;*
- 2) The layout of a motorcycle parking area able to accommodate 4 no. motorcycles;*
- 3) Active electric vehicle charging points at 20% of all parking spaces with all the remainder having passive provision;*
- 4) A car parking management plan including the requirement that all car parking spaces are leased and not sold;*
- 5) Details of a refuse and recycling management scheme, including details of storage facilities which should be located within/close to the building entrances and also a collection day storage area close to the site access, together with appropriate management arrangements in order to aid collection.*

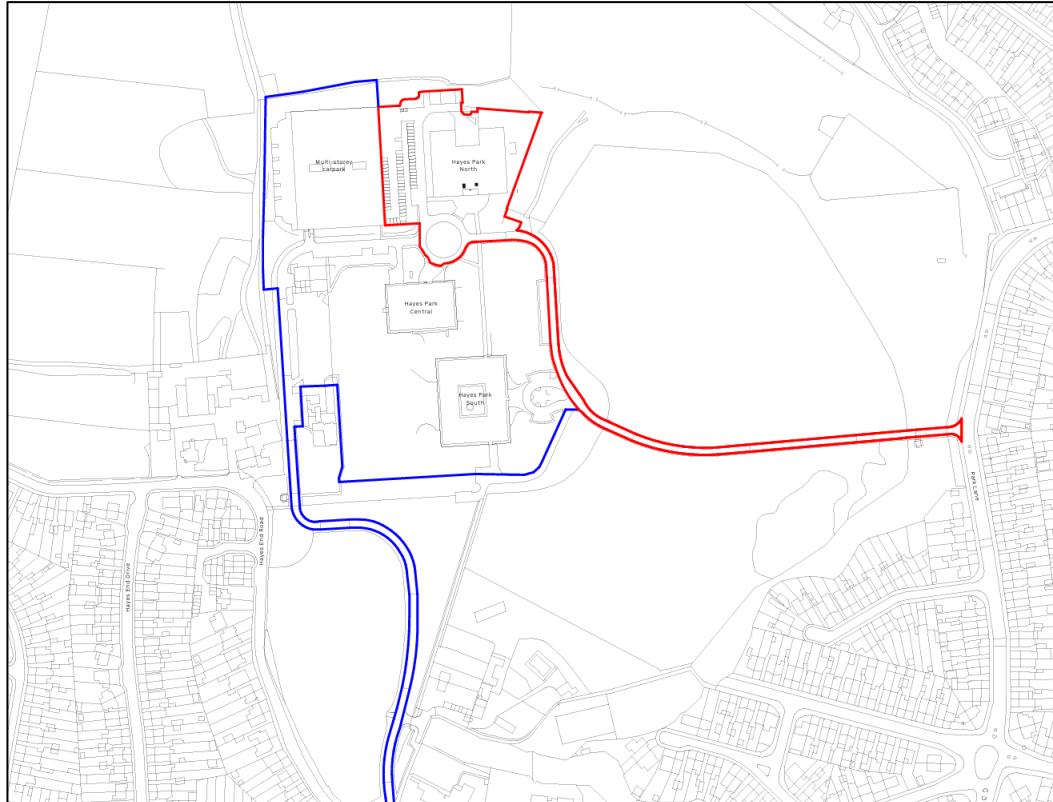
*Thereafter, these shall be implemented as approved and permanently retained and used for no other purpose.*

*REASON*

*To comply with Condition O.2.-(1), Class O, Part 3, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Also, to ensure that the development does not compromise the safe and efficient operation of the local highway network, in accordance with Policies DMT 1 and DMT 2 of the Hillingdon Local Plan: Part 2 (2020) and Policy T4 of the London Plan (2021).*

- 4 This CPMP is prepared in relation to item 4 of Condition 4.

- 5 Hayes Park North was originally a three storey office building with basement level for servicing and deliveries. The site forms part of the Hayes Park business park, a landscaped parkland setting of approximately 5.22 hectares. The wider site comprises three buildings, the remaining two of which are vacant but in office use. A multi-storey car park borders the application site to the west.
- 6 The location of the approved site is shown in **Figure 1**.



**Figure 1: Approved Site Location** (source: Studio Egret West submission dwg 0447-SEW-ZZ-ZZ-DR-A-PL0000/T3)

- 7 The approved scheme comprises the change of use of the building from office (Use Class E(g)) to residential use (Use Class C3) to form 70 units comprising 5 x studio units, 43 x 1-bedroom (2-person) units, 18 x 2-bedroom (4-person) units and 4 x 3-bedroom (6-person) units.

- 8 A total of 76 car parking spaces are to be provided for the approved 70 units. This equates to a provision of 1.09 spaces per unit. This level of provision was approved under the Section 73 application. 20% of the spaces shall have Active Electric Vehicle (EV) charging (details of which are provided separately), with the remaining 80% having Passive provision.
- 9 The parking layout plan as proposed, prepared by JDW Architects, accompanies the discharge of condition application, with an extract shown overleaf in **Figure 2**.



**Figure 2: Parking Layout Plan Extract** (source: JDW Architects Ltd dwg JW/1200/800)

**10** It can be seen that the car park layout contains the following car park provision:-

- Regular Spaces with Active EV Provision: 14 spaces
- Regular Spaces with Passive EV Provision: 42 spaces
- Accessible Spaces with Active EV Provision: 2 spaces
- Accessible Spaces with Passive EV Provision: 18 spaces
- **Total Car Spaces: 76 spaces**
- Plus Motorcycle Spaces: 4 spaces

**11** A minimum of 20% of all spaces have Active EV provision with the remainder having Passive EV provision. Also, over 25% of spaces will be accessible (measuring between 3.6m-4.8m in width), meaning that they can be prioritised for disabled blue badge holders subject to demand. All regular spaces measure a standard 2.4m x 4.8m.

**12** For the previous office use, vehicles departed through the adjacent multi-storey car park. For the approved scheme this will no longer be the case. Instead, the car park aisle will be marked as two way, with adequate turning space provided at its southern end. The car park aisle width measures 6.4m which is sufficient to enable two-way traffic as well as manoeuvring in and out of perpendicular spaces.

**13** The main access between the building and the single row of parking spaces measures 6.5m in width and again is sufficient to enable two-way traffic as well as manoeuvring in and out of the perpendicular spaces.

**14** The key objectives of this CPMP are to meet the requirements of the imposed condition and include ensuring that:

- a. appropriate measures are in place to ensure that spaces are used as intended; and
- b. access to the site is maintained at all times, allowing access for emergency vehicles and servicing.

## Residential Car Park Management

- 15** The Client has appointed a property management company to manage the building. Their details are as follows:

Company Name: Landswood de Coy LLP  
Company Address: 21/22 Great Castle Street  
London  
W1G 0HY  
Tel.: +44 (0)20 7636 5557

- 16** Part of the role of the appointed management company shall be to appoint a car park management company whose responsibilities will include the management and enforcement of the car park. The appointed company will be an accredited IPC (International Parking Community) and BPA (British Parking Association) operator and will follow the Code of Practice for the control and enforcement of parking land and unregulated public car parks in order to meet the key objectives of the CPMP.

- 17** The IPC and BPA Approved Operator Code of Practice and sector Single Code of Practice (latest version 1.1 – 17 February 2025) states “*The Code sets out straight-forward rules for all private parking companies across the sector to follow helping to make certain that private parking companies continue to provide professional services whilst maintaining consistency to the motoring public.*”

- 18** The car parking spaces will be assigned to residents on a *first come, first served* basis. All flats will be sold by the Client and not leased. Prior to signing a contract, the prospective resident will be able to request information on parking space availability as this may be an important factor for some residents when deciding whether to purchase a property. Once a flat is sold, they will be required to register their car with the appointed car park management company. They will then be assigned particular parking space which will be available only to the specific car at all times.

- 19** The car park management company will control the assignment of parking spaces to residents on occupation of a flat as follows:
- i. Occupants will be able to apply for use of a single space per studio and 1-bedroom, 2-bedroom and 3-bedroom flat;
  - ii. Applications will be accompanied by a fee (if appropriate);
  - iii. Evidence of ownership of an electric vehicle will be required prior to an electric vehicle charging space being assigned to a vehicle;
  - iv. Evidence of a blue badge will entitle users to be assigned an accessible parking space; and
  - v. Once a parking space is assigned to a resident's car, this will remain in place until the resident departs or no longer wishes to have use of the parking space. The car park management company will reserve the right to withdraw entitlement of use of a parking space if necessary.
- 20** The use of a parking space by any vehicle other than the registered user will result in a fine, which will be advertised appropriately on on-site signage. The use of the parking spaces will be reviewed regularly by the car park management company to ensure provision and allocation is appropriate and to ensure efficient use of parking spaces.
- 21** Upon the sale of each flat, the homeowner information pack will include information on the use of the EV charging points and their associated costs.
- 22** Four motorcycle parking spaces will be provided (as shown on the parking layout plan) which will be monitored by the car park management company but which will be freely available for use without prior registration. Anchor points will be incorporated into the ground to ensure motorcycle can be safely secured.

## Visitor Parking

- 23** Visitors will be able to park on site, with a minimum of 6 car parking spaces provided for visitors. Visitors will be able to park in any vacant visitor space but must display a temporary visitor permit when parked. Temporary visitor permits will be issued annually to each residential unit. A book of 24 permits will be issued to each unit that can be used on one day or part of a day throughout the year, i.e. a maximum of 24 days visitor parking for each year. The usage of visitor permits will be monitored to ensure efficient use of car parking spaces.
- 24** The book of 24 permits will include contact details of the car park management company so that they can be contacted in the event that an occupant has an exceptional circumstance in which additional visitor permits may be required.

## Security

- 25** The Client will be responsible for providing CCTV coverage across the site to ensure that occupants feel safe and assured that their vehicles are parked safely. Appropriate signage will be displayed across the site advising that the site has CCTV coverage.

## Signage and Enforcement

- 26** To accord with the IPC and BPA Code of Practice, the parking area will have car parking signage which will:
- Advise motorists that unauthorised parking is not permitted
  - Specify the conditions of use of the site
  - Specify the circumstances under which vehicles will be removed (e.g. obstructing vehicle or pedestrian access)
  - Be placed at the entrance to the site, with sufficient additional signs placed in other locations throughout the site so that drivers are given the chance to be aware of the risk involved at the time of parking or leaving the vehicle.

- e) Be at least 450x450mm in size.
  - f) Say that land is private property and is managed by the operator.
  - g) Say how to retrieve a vehicle.
  - h) Provide a fee for release of a vehicle.
  - i) Provide a phone number where enquiries may be made.
  - j) Provide the registered company name of the operator.
- 27** Signage will be provided at clearly visible locations at the access and in the vicinity of the car parking spaces to inform all users of the parking restrictions in place.
- 28** The level of enforcement and associated actions are set out below. A fine will be issued to:
- Any vehicle parking in a space that is not registered with the car park management company.
  - Any vehicle parked across two spaces.
  - Any vehicle parked outside of a marked parking space and blocking access to any parking spaces.
- 29** A vehicle will only be removed in circumstances whereby:
- The vehicle has been parked dangerously.
  - The vehicle causes an obstruction; or
  - The vehicle blocks an emergency access.

## Summary

- 30** This CPMP has been prepared and tailored for the approved residential scheme at Hayes Park North, Hayes Park, Hayes End Road, Hayes, located within the London Borough of Hillingdon and will be reviewed regularly by the Client, appointed building management company and appointed car park management company to ensure that the key objectives of the plan continue to be met.
- 31** The appointed car park management company will be responsible for the management of the car park including the provision of appropriate signage, enforcement and assignment of spaces to residents.
- 32** The car park shall be operated and enforced by the appointed car park management company in accordance with the approved CPMP at all times after first occupation, in accordance with Condition 4 of the planning approval.



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*Hayes Park North, Hayes Park, Hayes End Road, Hayes  
Car Park Management Plan  
Ref: P25082 CPMP f1  
May 2025*