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468-480 Uxbridge Road,  
Hayes, UB4 0SD

CAR PARK DESIGN AND MANAGEMENT PLAN

for

Crystal Wembley Limited

12 JANUARY 2024

## CONTENTS

- 1 INTRODUCTION
- 2 EXISTING CONDITIONS
- 3 DEVELOPMENT PROPOSALS
- 4 ACCESS ARRANGEMENTS
- 5 DESIGN CHANGES TO ON-SITE CAR PARKING PROVISION
- 6 MANAGEMENT OF EVENTS
- 7 MANAGEMENT OF ACCESS AND CAR PARK

## APPENDICES

Appendix A	Proposed Car Park Layout
Appendix B	Swept Path Analysis

## 1 Introduction

- 1.1 This Car Park Design and Management Plan (CPDMP) has been prepared by Vision Transport Planning on behalf of Crystal Wembley Limited (the applicant). This CPDMP relates specifically to development proposals at 468-480 Uxbridge Road, Hayes, UB8 0SD (the site).
- 1.2 The site falls within the administrative boundaries of the London Borough of Hillingdon. The site is situated within the urban area of Hayes and falls within the defined (within Hillingdon's Local Plan Part 2) Uxbridge Road, Hayes (minor town centre) town centre boundaries. The site is positioned on the north side of the A4020 Uxbridge Road.
- 1.3 This CPDMP has been prepared to support a planning application (reference 1647/APP/2023/1325) that seeks full planning consent for the change of use of the existing building from a 'sui generis' use (as existing) to a banqueting hall use (as proposed). The development proposals include the extension of an existing mezzanine floor (within the building) and the alterations to the existing car park (to maximise on-site car parking).
- 1.4 This CPDMP sets out the design principles that have been applied to the modified car park and how the car park will be managed (by the site management company) to ensure that the car parking areas operate efficiently without impacting on the availability of car parking or upon the operation of the highway network. The car park will be managed in accordance with this CPDMP unless otherwise agreed with the Council.

## 2 Existing Conditions

- 2.1 The site includes land at 468-480 Uxbridge Road, Hayes, UB8 0SD. The site covers an area of 6695 sqm. The site includes a large, locally listed, former cinema-theatre house that has more recently been used as a bingo hall and as a social club. The building is arranged over three floors, with a ground floor level, mezzanine floor level and first floor level. The existing building has a gross internal floor area of 2400 sqm.
- 2.2 The site includes a substantial car park (with 112 spaces as existing), which is situated to the rear of the site, along with additional disabled parking bays and associated areas of hardstanding associated with servicing and access.
- 2.3 The site is positioned on the north side of the A4020 Uxbridge Road. Uxbridge Road runs broadly on an east-west axis and provides access to the A312 (The Pkwy) and Coldharbour Lane/Yeading Lane (to the east) and Uxbridge (to the west). Coldharbour Lane provides access to the south, providing access to Hayes town centre and Hayes and Harlington mainline rail station. The A312 The Pkwy provides access southwards to the M4/Heathrow Airport and northwards to the A40 and Northolt.

- 2.4 Within the vicinity of the site, Uxbridge Road is a dual carriageway street (with separate eastbound and westbound lanes separated by a central refuge). Uxbridge Road, within the vicinity of the site, is subject to a 40 mph speed limit and benefits from a system of street lighting. On street parking, within Uxbridge Road is controlled through the provision of parking bays and the imposition of waiting restrictions that control/prohibit on-street parking between the hours of 8 am and 6.30 pm, Monday–Saturday or 'at-any-time'.
- 2.5 There is a dedicated bus lane that is provided on the north (eastbound) side of Uxbridge Road (and is to the front of the site). The bus lane operates Monday–Saturday between the hours of 07:00–10:00 and 16:00–19:00 hours. Cycles, taxis and coaches are permitted to use the bus lane (within restricted times). There are also marked (red surfaced) bus stop cages on both sides of Uxbridge Road.
- 2.6 There is a high standard of pedestrian and cycle infrastructure within the area, with dedicated (off-street) cycle lanes on both sides of Uxbridge Road (in addition to bus lanes that can be utilised by cycles). There are also wide/generous footway margins within raised/level informal crossing facilities and tactile paving provided at side road junctions.

#### Existing Access Arrangements

- 2.7 The site is accessed directly from the eastbound carriageway of the A4020 Uxbridge Road, with a dual access arrangement providing separate 'in' and 'out' accesses. The dual accesses are linked by a 'privately maintained' service road that runs alongside the front of the site (adjacent to and parallel to Uxbridge Road).
- 2.8 There is a wide existing footway to the front of the building that accommodates pedestrian access to the building via the main entrance. Footway/paved areas are also provided to the sides of the building to accommodate pedestrian and emergency access/egress.

#### Existing Parking and Servicing

- 2.9 The site includes a substantial car park that has 112 car parking spaces. The main car park is situated to the rear of the site and is accessed via the private drive access road that runs alongside the eastern boundary of the site.
- 2.10 In addition to the main car park, the site includes four disabled parking bays that are situated alongside the access road to the main car park (adjacent to the main building).
- 2.11 The site includes a rear service yard that accommodates servicing demands (to the rear of the building) and provides some additional informal car parking for staff, with an additional circa five car parking spaces alongside the main car park.
- 2.12 In total the site accommodates circa 121 car parking spaces (as existing), including four bays that are reserved for disabled drivers. The site does not (as existing) accommodate any electric vehicle charging points or formal cycle parking.
- 2.13 To the front of the site there are five further disabled parking bays that are accommodated within the service road.

## 3 Development Proposals

- 3.1 The development proposals are for the change of use of the existing building from a *sui generis* use to a banqueting hall. The development proposals include the extension of existing mezzanine floors (within the building), with an additional 750 sqm of mezzanine floor being created. With the additional mezzanine floor, the overall gross internal floor area increases from 2400 sqm to 3150 sqm.
- 3.2 The change of use would enable the site to be used to host events including weddings and other large formal events. Overall, the proposals retain a 'leisure' related land use that has historically been associated with the site and the existing building. The proposals enable the locally listed building, which is a local landmark, to be retained.
- 3.3 The extended mezzanine floor will enable the building to be utilised to host two banqueting events simultaneously (with separate events potentially occurring simultaneously on the ground and mezzanine floors). It is estimated that the ground floor will be able to accommodate up to 200 seated guests, whilst the extended mezzanine floor will be able to accommodate a further 160 seated guests (all in a banqueting style/format).

## 4 Access Arrangements

- 4.1 The site is accessed directly from the eastbound carriageway of the A4020 Uxbridge Road, with a dual access arrangement providing separate 'in' and 'out' accesses. The dual accesses are linked by a 'privately maintained' service road that runs alongside the front of the site (adjacent to and parallel to Uxbridge Road).
- 4.2 There is a wide existing footway to the front of the building that accommodates pedestrian access to the building via the main entrance. Footway/paved areas are also provided to the sides of the building to accommodate pedestrian and emergency access/egress.

## 5 Design Changes to On-site Car Parking Provision

- 5.1 As part of the development proposals, and at the request of Hillingdon Council, the existing car park layout has been reviewed and redesigned. The design and layout of the car park has subsequently been updated in accordance with the following design principles:
  - To maximise the number of car parking spaces that are provided;
  - Provision of Disabled Parking (and enlarged parking spaces) in accordance with London Plan Standards;
  - Provision of EV spaces in accordance with London Plan Standards; and
  - Provision of Motorcycle/scooter parking.

5.2 The layout of the car park has subsequently been redesigned to maximise the number of car parking spaces, whilst disabled car parking spaces (including enlarged spaces) and EV spaces have also been increased (accordingly) or provided. The table below summarises the car parking provision in comparison to the existing provision:

	Existing	Proposed
Disabled spaces	4 (plus 5 within service road)	9 (plus 5 within service road)
Enlarged spaces	none	6
EV spaces	none	7 plus 7 with passive supply
Total car parking spaces	<b>117</b> (including 5 spaces within service yard)	<b>134</b>
Scooter/motorcycle spaces	none	10

Table 5.1 – Existing and Proposed Parking Provision

5.3 Drawing JG01 has been attached as [Appendix A](#), which presents the revised car park layout. The revised car parking layout has been designed and tested with swept path analysis, which has been attached as [Appendix B](#). The swept path analysis demonstrates the appropriate manoeuvring space has been provided to facilitate access and egress to the car park and the car parking spaces.

5.4 A parking allocation plan has been provided below, as Figure 5.1, that indicates the location of the various types of parking that will be accommodated within the revised car parking layout and how spaces will be allocated.



Figure 5.1 – Car Parking Allocation Plan

5.5 All standard and EV car parking spaces will be demarcated with white lines and are 2.5 metres x 5.0 metres. The EV spaces have been positioned to enable these to be clearly visible on arrival to the car park. All EV parking spaces will also be signed.

- 5.6 All disabled parking spaces are provided with an additional 1.2 metre margin (as a minimum). Disabled parking spaces will be demarcated with yellow lines and will be clearly signed (with road markings and signs) as disabled parking spaces. Enlarged spaces will be a minimum of 3.7 metres x 6.2 metres. The use of enlarged spaces will be unrestricted unless these are required (in the future) as disabled parking spaces, following a review of disabled parking demands (see below).
- 5.7 The car parking plan attached as **Appendix A** includes the provision of cycle parking in accordance with the Highway Authority's stated requirement. In total 12 visitor cycle parking spaces are proposed and 6 long-term (covered) cycle parking spaces are proposed (for staff).

## 6 Management of Events

- 6.1 All 'banqueting' events are booked in advance (usually months in advance) for specific times on a specific day. All bookings will be recorded, by the site management company (Crystal Event Management Limited) including the anticipated number of guests.
- 6.2 The layout of the building enables two concurrent (simultaneous) events to be accommodated, with simultaneous events (potentially) occurring separately on the ground floor and mezzanine floor of the building. Alternatively, the entire building can be booked to accommodate larger events.
- 6.3 It is estimated that the ground floor will be able to accommodate up to 200 seated guests, whilst the extended mezzanine floor will be able to accommodate a further 160 seated guests (all in a banqueting style/format).
- 6.4 Events will be classified as 'major events' if they involve in excess of 120 guests. 'Consecutive events' are defined as events that are booked to take place on the same day and utilising the same floor space (i.e. on the same floor).
- 6.5 No more than two 'major events' can be booked to occur simultaneously within the building.
- 6.6 A minimum of a one-hour 'change over' period will be retained between bookings for consecutive events (utilising the same floor). A minimum of a one-hour 'change over' period will also be retained between events concluding (on one floor) and a separate event commencing (on a separate floor).
- 6.7 Once events have concluded, the site management company will encourage guests to depart the venue and car park in a timely manner, particularly where consecutive events are booked.

## 7 Management of Access and Car Park

7.1 Crystal Event Management Limited has been appointed as the site management company. The site management company will be responsible for the day to day management of the car park.

### Access Control

7.2 Access to the main car park is controlled by a security gate and height restriction, to prevent unauthorised access (and unneighbourly behaviour) at times (particularly overnight) when events are not occurring.

7.3 At least 1 hour prior to the commencement of any booked event the site management company will arrange for the security gates to the rear car park to be opened and for the gates to remain open for the course of the event. Gates will only be closed once all vehicles (associated with guests and staff) have departed from the main car park.

### Car Park Management

7.4 The site management company will be responsible for the management of the car parking areas.

7.5 Appropriate road markings and signing will be installed to identify disabled, EV and motorcycle/scooter parking spaces. All vehicles will be required to park entirely within the marked car parking spaces.

7.6 For events classified as 'major events', temporary signing will be put in place (within the private forecourt area) to enable the access to the rear car park area to be clearly identified. The site management company will arrange for a car park marshal to be available for 'major' events. The car park marshal will be responsible for opening/closing gates and assist in directing traffic to the car park and disabled parking spaces.

7.7 The site management company will monitor the appropriate use of the disabled car parking spaces, EV spaces and motorcycle/scooter parking. Monitoring will be carried out during 'major' events with the use of spaces being monitored at least once every three months (assuming 'major' events are booked within each respective three month period).

7.8 Enforcement will be carried out in an informal manner with notices being placed (by the car park marshal) on cars/vehicles where inappropriate use of disabled parking bays, EV parking spaces or motorcycle/scooter parking bays has been observed.

7.9 During 'major' events the car park marshal shall monitor the use of disabled parking bays. Should the disabled parking bays be fully utilised (by authorised disabled drivers) for more than two events (within any 3 month period) then this shall trigger the provision of additional disabled parking spaces through the utilisation of the 'enlarged spaces' that are accommodated within the car park layout (up to a maximum of 6 additional disabled parking spaces).

Cycle Parking

7.10 The site accommodates 72 cycle parking spaces in a secure area within the north-west corner of the site, which can be accessed from the main car park. The cycle parking is sheltered, secure and conveniently located. The provision of cycle parking (that is to be retained) exceeds the minimum cycle parking standards that are set out within the London Plan for a B2-B8 land use.

Coaches

7.11 The site access cannot accommodate the swept path of coaches arriving or departing the site (this is as per the existing arrangement and previous land use). To accommodate the swept path movements of coaches major changes to the access arrangements and highway layout would be required. Such alterations would prejudice conditions for pedestrians and cyclists, whilst also compromising the existing bus stop arrangements that are present within Uxbridge Road (as kerb side space would be significantly reduced).

7.12 Design guidance set out within the Department for Transport's 'Manual for Streets' clarifies that larger vehicles which are only expected to use a street infrequently need not be fully accommodated (as it is recognised that this may result in inappropriate design that compromises other road users and 'place making' considerations).

7.13 It is the applicant's experience that travel by coach will not form a mode of transport associated with the future 'banqueting' land use (with guests typically arriving from a wide range of destinations).

7.14 In respect to access for coaches, the Transport Assessment (to support the planning application) concluded that (a) the change of use results in no impacts in respect to coach trips, (b) it has been demonstrated that it is not necessary to accommodate access for coaches to the rear car park and that this accords with relevant design guidance, and (c) to accommodate coaches would compromise other highway users including vulnerable users and the existing (well used) passenger transport provision.

7.15 Whilst coach movements are not anticipated, should a situation arise that results in a coach arriving at the site, then the drop-off and pick-up of passengers can be accommodated within Uxbridge Road (with coaches permitted to use the bus lane at all times) with coaches being then required to park off-site (as controlled by existing legislation).

7.16 All advance bookings, where access for coaches is required, will be informed in advance of the arrangements that are in place for coaches and the availability of off-site coach parking facilities.

**APPENDIX A**  
Proposed Car Park Layout



# HIGHWAY DESIGN

## LEGENDA

6ND, OVERSIZED BAY FOR  
FUTURE DISABLED PROVISION

119NU. STANDARD  
BAYS 2.50M X 5.00M

10NO. MOTORCYCLE  
DAYS 1.48M X 2.50M

7NO. ACTIVE EV  
CHARGING POINT

## 7NO. PASSIVE EV CHARGING POINT

## PROPOSED PARKING PROVISION

STATUS:

DATE:	06.11.23	DRAWN BY: JG
DB NO:	JG.085.23	SCALE: 1:250 @ A
REV:	-	DRAWING NO: JG

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- 9. Printed drawings not valid in black and white.

## REVISIONS

**APPENDIX B**  
Swept Path Analysis



**HIGHWAY DESIGN LTD**

CLIENT:  
**SIVA KARAN**

PROJECT:  
**468-480 UXBRIDGE ROAD,  
HILLINGDON UB4 0SD**

TITLE:  
**PROPOSED PARKING  
PROVISION**

STATUS:  
**PLANNING**

DATE: 06.11.23 DRAWN BY: JG  
JOB NO: JG.085.23 SCALE: 1:200 @ A1  
REV: - DRAWING NO: JG02

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- Materials and workmanship shall comply to the appropriate British Standards and Codes of Practice unless otherwise stated.
- The activities required to construct the work, shown on this drawing, clearly and fully described, may be subject to the provisions of the Construction (Design & Management) Regulations 2015. The Contractor and Client must ensure that they are adequately conversant with these regulations and that the appropriate procedures required under the regulations are adopted.
- Swept path analysis. When generic vehicles are used for swept path analysis, they may differ from specific makes and models of that type. Driver ability can vary hugely. What one driver is capable of, another may not be so any analysis shown to be tight on space will consider the driver and the difference between make and model of vehicle.
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- Printed drawings not valid in black and white.

**REVISIONS**

