

Figure 2  
 Accessible ticket dispensing machines

Cars are sometimes the only way some disabled people can get around and therefore, accessible parking is important. The level of provision depends on what you own and the type of service you are providing. When the need is unknown (i.e. in a

village hall car park) the advice is to have a least one space or 6% - 8% of the total, whichever is the greater. In a workplace situation it should be one space for each disabled employee plus 2% of the total capacity for those visiting. The bays need 'transfer' space, see Figure 1 (BS 8300). The bay/s should be located as close as possible to the main entrance of the building. Good practice suggests that if space is available, an accessible bay should be provided even if there is no regular parking. If there is no parking available at all, it is suggested that a 'setting down' bay is provided at the side of the road; this should be done in consultation of the local authority Highways Department; see Figure 3 for

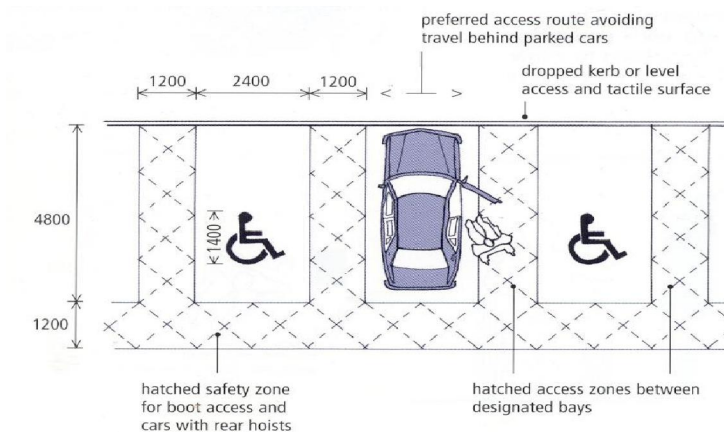


Figure 1  
 Designated off street parking bays

measurements relating to accessible bays for on street parking and/or drop off bays.

**Bay/s should be:**

- Signposted from the entrance; if the bays have marked 'transfer' areas they will be obvious even if a car is already parked.
- Signed close to the bays identifying them as provision for disabled drivers/passengers, only.
- As close as possible to (and no more than 50m from) the principle entrance.

- On level ground and wide enough for the car doors to be fully opened to allow disabled drivers and passengers to transfer to a wheelchair parked alongside and long enough to allow space for tail loading. Part M defines 'predominantly level' as maximum gradient along the direction of travel of 1:60.
- On pedestrian routes within the car park and should be level or with shallow gradients where this is not possible (refer to 'Routes').
- Kerbs between the parking area and routes to the building/principle entrance should be dropped to give access to wheelchair users, with tactile warnings where appropriate.
- Smooth and even and free from loose stones, with undulations not exceeding 3mm under a 1m straight edge for materials such as tarmac or concrete.
- The measurements for accessible on street parking bays are on Figure 3.

### Setting down points:

- People with mobility difficulties who are passengers may need to be dropped off or picked up at a convenient point.
- Setting down points should incorporate many of the criteria listed above (i.e. signposted, clearly marked out, level ground, near to the building as possible, dropped kerbs etc.)
- The surface of the footway leading to the building should be level with the carriageway of the 'setting down' point, to allow easy transfer to and from a wheelchair.



Figure 3  
Example of on-street parking bay