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297 BRADFORD RD
BATLEY, WF17 6HY

Car Parking and Service Management Plan

Final Report

November 2025

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Infrastructure Highways Transport

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Cora IHT

Infrastructure Highways Transport

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1.0 INTRODUCTION

1.1 The Application

1.1.1 This Car Park and Service Management Plan has been prepared by Cora IHT Ltd to support proposals for the change of use from night club to hotel, located at 297 Bradford Road, Bartley, WF17 6HY.

1.1.2 The location of the development site is located at **Figure 1.1**.

Figure 1.1: Site Location

1.1.3 The application description is for:

"Change of use of former nightclub to short-term visitor accommodation (hotel) with ancillary restaurant/café and associated works"

1.1.4 Appendix A provides the site plans which includes for 18 hotel rooms with 32 car parking spaces.

1.2 Scope of this Report

1.2.1 A crucial element of the Car Parking and Service Management Plan is that it is responsive to the site's constraints and is tailored to fit the individual site. It will take into account the key characteristics, and operator's working methods and the servicing procedures of the site.

1.2.2 The report has been set out in four sections, including this introduction:

- **Section 2** provides the Car Park Management Plan;
- **Section 3** identifies the need for a Service Management Plan and outlines a commitment to implement the measures contained within it;
- **Section 4** provides a review of the site operations; and
- **Section 5** outlines the proposed vehicle routing and mitigation measures.

2.0 CAR PARK MANAGEMENT PLAN

2.1 Purpose of Car Park Management Plan (CPMP)

2.1.1 The purpose of this CPMP is to ensure that the site occupiers effectively manages car parking for residents and visitors to the site in order to:

- Provide details of the parking provision;
- Detail the operation of the car park signage and management system;
- Assist in management demanding for car parking spaces;
- Ensure that the car park is used effectively;
- Outlining the method of enforcement of parking regulations; and
- Maximise the number of spaces that are available.

2.2 Policy LP22

2.2.1 The Council's Local Plan, under Policy LP22 – Parking, sets out the approach to parking provision. It states that:

"car parking provision in new developments will be determined by the availability of public transport, the accessibility of the site, location of the development, local car-ownership levels and the type, mix and use of the development."

2.2.2 The policy also requires that developments show how the design and amount of parking is the most efficient use of land, supports safe, secure and convenient parking and meets disabled people's needs.

2.2.3 In the older UDP Appendix 2 – Parking Standards (Unitary Development Plan) for Kirklees there are "maximum" parking standards which suggest 1 space per bedroom and 1 space per 3 staff.

2.2.4 As there are 18 bedrooms and a maximum of 20 staff at any given time, this equates to a requirement of 24 spaces. The proposed 32 spaces ensures that there are no offspill parking on the highway.

2.3 Car Park Operation

2.3.1 The car parking layout is to provide 32 car parking spaces at the Site.

2.3.2 Visitor / Resident Parking will be provided upon a request basis and the site management will register vehicles as required to ensure that there is no off-spill parking. This could be done using the Susgo App.

2.3.3 Of the total car parking, designated car share spaces (4), drop off / taxi spaces (2) and disabled parking (2) are to be provided within the site.

2.3.4 Overnight parking by non-residents is prohibited unless approved by management.

2.4 Car Parking Enforcement

2.4.1 Signage will be located throughout the car park, informing that the car park is private highlighting potential penalties for misuse.

2.4.2 The car park will have restrictions in place 24 hours a day and 7 days a week. This is in place to prevent any unauthorised use.

2.4.3 Parking will be periodically monitored by management to ensure compliance.

2.5 Monitoring and Review

2.5.1 The CPMP will remain under review, the responsibility of which will be assumed by the operators. This will take into account any issues that have occurred and review will be undertaken annually. Feedback forms from staff and visitors will be welcomed, as this will provide scope for possible changes or issues.

2.6 Maintenance and Safety

2.6.1 Regular inspection and maintenance of lighting, signage, surfacing, and line marking.

2.6.2 Emergency exits and fire lanes kept clear at all times.

2.6.3 CCTV coverage maintained for security and incident reporting.

3.0 A Service Management Plan provides a framework SERVICE MANAGEMENT PLAN

3.1 What is a Service Management Plan?

3.1.1 A Service Management Plan provides a framework to ensure that all vehicle activities to and from a site are working effectively for an organisation.

3.1.2 Service Management Plans assist companies to:

- Proactively manage deliveries and staff / customer vehicle movements to reduce the number of delivery and servicing trips, particularly during peak periods;
- Identify and promote areas where safe and legal loading can take place; and
- Select delivery companies who can demonstrate their commitment to following best practice, for example, the Freight Operator Recognition Scheme [FORS].

3.1.3 Any site that receives deliveries and servicing activities can benefit from a Service Management Plan, whether it is small or large, or shared by multiple organisations.

3.2 Commitment

3.2.1 The occupier will be committed to the implementation of this plan, which will contribute to carbon reduction.

3.2.2 The core element of this Service Management Plan is the action plan. Each action will be allocated to a senior member of staff who will take responsibility for its progress.

3.3 Aim and Objectives

3.3.1 The principal aim of this Service Management Plan is:

- To minimise the negative impacts of delivery and servicing transport generated by the development.

3.3.2 To support the fulfilment of this aim, the following objectives have been identified:

- Reduce the frequency of servicing trips associated with the delivery of goods and equipment to the development through the use of a responsible procurement strategy and departmental practice;
- Minimise the negative impacts from fleet vehicles;
- Ensure low carbon, safe, legal and environmental best practice for delivery and servicing vehicles created by suppliers and couriers; and
- Promote good practice to other local employers and the community, and set the standards in delivery and servicing.

3.3.3 A Service Management Plan is a dynamic document and over time it is anticipated that, as delivery and service contracts come up for review, the procedures established as a result of this plan will further reduce the service vehicle impacts identified.

3.4 Tools and Techniques to Provide Betterment

3.4.1 Once the process of understanding the current situation is complete, a range of activities can be adopted to better manage freight activity and save costs. These tools and techniques could include the following:

Managing Deliveries:

- Inform suppliers of delivery location;
- Implement a delivery booking system;
- More deliveries outside of peak or normal working hours; and
- Reduce the time spent on site by suppliers.

Reviewing Supply Chain Operations:

- Reduce delivery, servicing and collection frequencies;
- Establish a centralised ordering system;
- Use of procurement process;
- Reduce or consolidate the number of suppliers;
- Review how waste is collected; and
- Scheduled servicing trips out of hours and identify vehicle trip reduction.

Working with Suppliers:

- Promote the use of low or no emission vehicle modes;
- Promote the use of legal loading locations; and
- Encourage best practice scheme membership amongst suppliers.

4.0 SITE OPERATION

4.1 Servicing Movements

4.1.1 Servicing to the proposed development will be undertaken from within the site.

4.1.2 **Appendix A** provides the service / refuse vehicle tracking for the proposed development. It should be noted that the service / refuse will be as existing which has been operational for the previously use for over 20 years where vehicles enter and leave the site in a forward gear.

4.1.3 Bins will be collected by private refuse vehicles as and when required.

4.1.4 It is estimated that 1 or 2 deliveries are generated across the day per (1 LGVs and 1 OGVs) whilst refuse collection is done on a weekly basis.

4.1.5 All deliveries will be recorded on a daily basis including type of vehicle, routing and whether waste has been collected.

4.2 Targets

4.2.1 The delivery and servicing target will be as follows:

- Target of 2 deliveries per day per unit;
- Servicing route to be adhered to; and
- Maximum of 1 service vehicle movement in the highway peak hour.

5.0 VEHICLE ROUTING AND MITIGATION MEASURES

5.1 Introduction

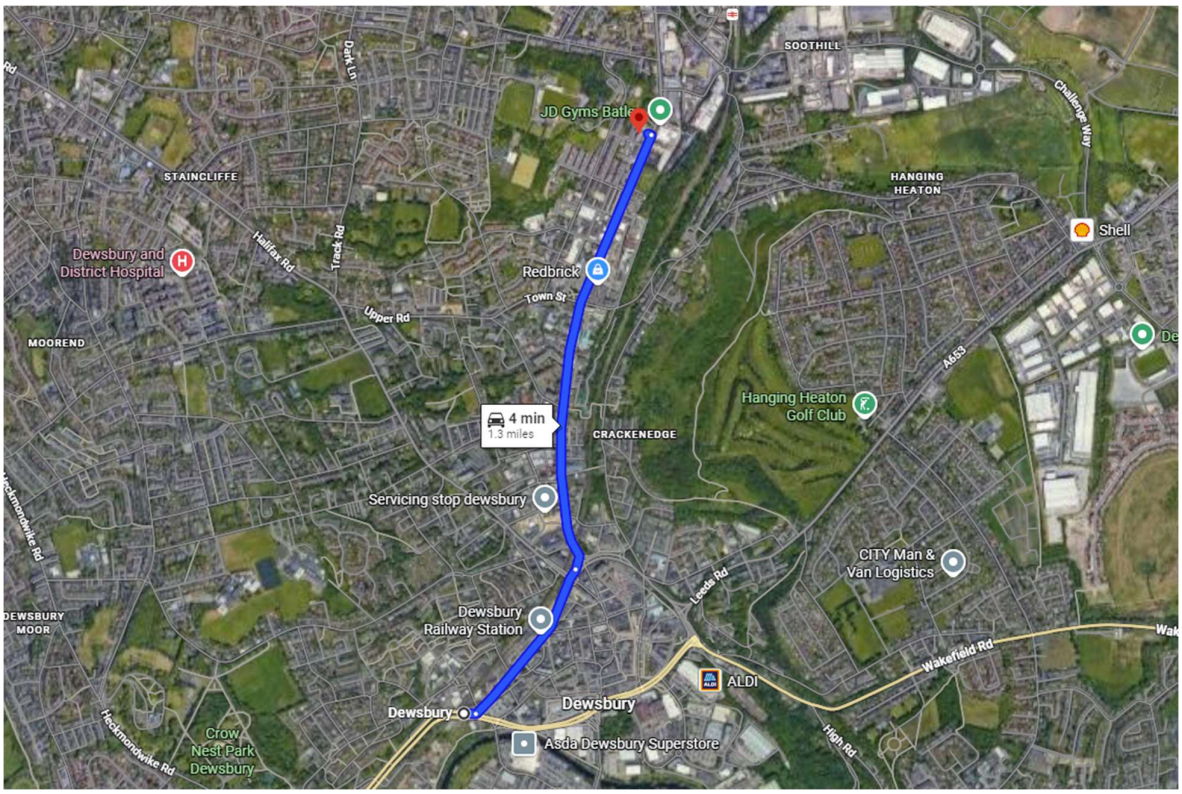
5.1.1 Due to the nature of the area surrounding the site, this report includes consideration of the potential nuisance relating to the movement of HGVs by road. The vehicle routing plan for HGVs is provided alongside measures to mitigate the impact of vehicles on the highway, taking into account working hours, noise, vibration, dust, odour, and debris on the highway.

5.2 Vehicle Routing Plan

5.2.1 All HGVs will be required to access the site via the A644 where possible.

5.2.2 **Figure 4.1** shows the main Service Route.

Figure 4.1: Service Route



5.2.3 The hotel manager will be required to schedule HGV traffic so that there are no vehicles waiting to enter the site at any one time. This will minimise the impact of HGV traffic on the surrounding properties.

5.3 Instructions for Drivers

5.3.1 Drivers will ensure they minimise noise disturbance in the following areas:

- Brake applications;
- Engine revs;
- Gear selection;
- Opening / closing of cab doors; and
- Cab radios must be switched off.

5.3.2 Driver training and best practice will be deployed to ensure minimal noise disturbance from vehicles when departing the site.

5.4 Instructions for Staff

5.4.1 Throughout the delivery day, the unit manager will be regularly checking vehicle arrival times. Staff will be asked to follow these instructions:

- Always be mindful of neighbours whilst unloading vehicles and ensure that noise is kept to a minimum;
- Radios to be switched off / turned down while in the estate road;
- No shouting or whistling;
- Ensure that the delivery route is clear of obstructions so vehicles can move easily; and
- Make sure the delivery point is ready for the vehicle before it arrives to avoid vehicle idling.

5.5 Evening and Early Morning Operation Management Plan

5.5.1 The following supervised Operation Management Plan will be introduced and monitored to reduce noise levels during the unloading operation.

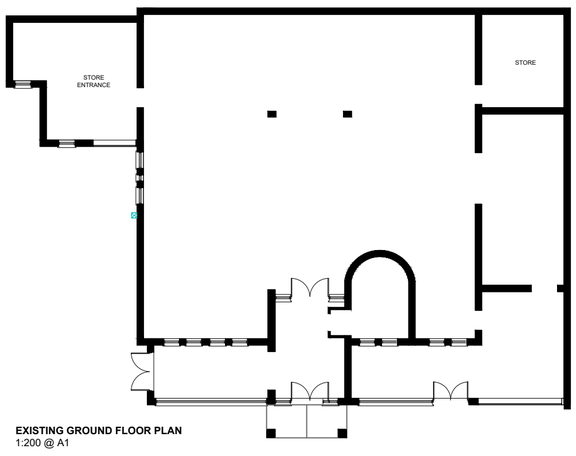
5.5.2 All personnel involved in the delivery operations will be provided with the necessary training and will fully understand the details set out below:

- The Driver unloads all stock.
- All waste will be stored in the bin area ready for collection; and
- Limited activity should take place within the estate road.

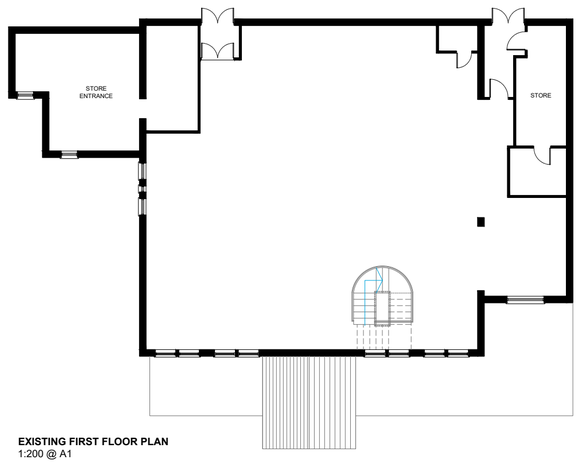
APPENDICES

APPENDIX A – SITE LAYOUT

PROPOSED SITE PLAN
1:500 @ A1



EXISTING GROUND FLOOR PLAN
1:200 @ A1



EXISTING FIRST FLOOR PLAN
1:200 @ A1

Use figured dimensions only. DO NOT SCALE.
All dimensions are in millimetres unless noted otherwise.
All levels are in metres above ordnance datum unless noted otherwise.
This drawing must be read in conjunction with all other relevant drawings and specifications from the Architect and other consultants.

NOTES:

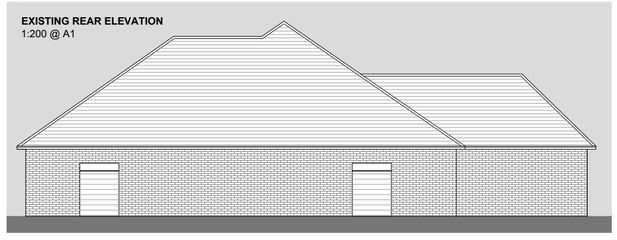
PLAN KEY -

- DEMOLITION
- EXISTING WALL
- PROPOSED WALL

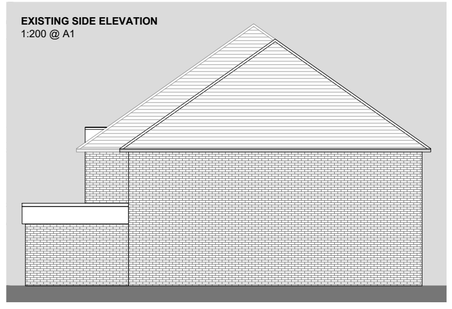
EXISTING FRONT ELEVATION
1:200 @ A1

EXISTING SIDE ELEVATION
1:200 @ A1

EXISTING REAR ELEVATION
1:200 @ A1



EXISTING SIDE ELEVATION
1:200 @ A1

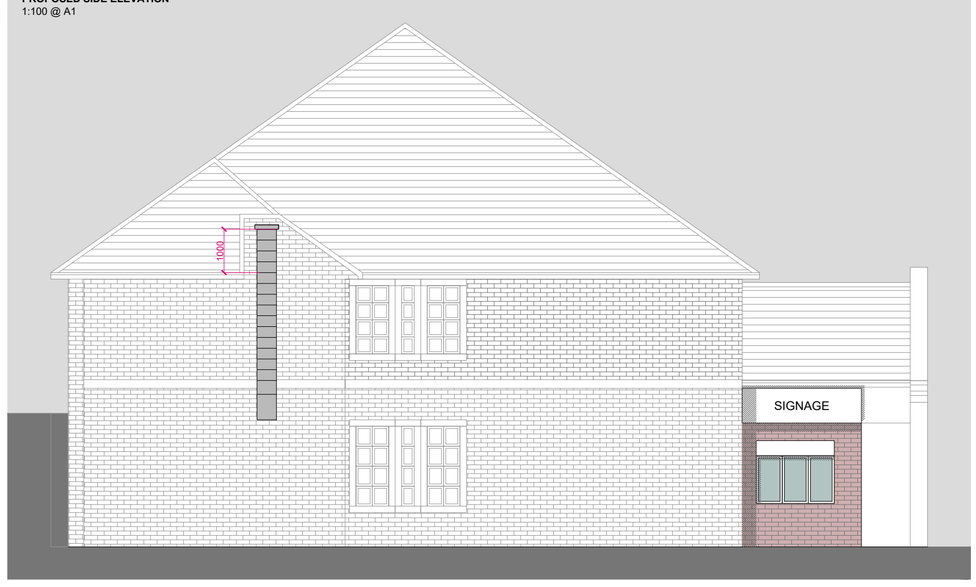


PROPOSED GROUND FLOOR PLAN
1:100 @ A1

PROPOSED FIRST FLOOR PLAN
1:100 @ A1

PROPOSED FRONT ELEVATION
1:100 @ A1

PROPOSED SIDE ELEVATION
1:100 @ A1



PROPOSED REAR ELEVATION
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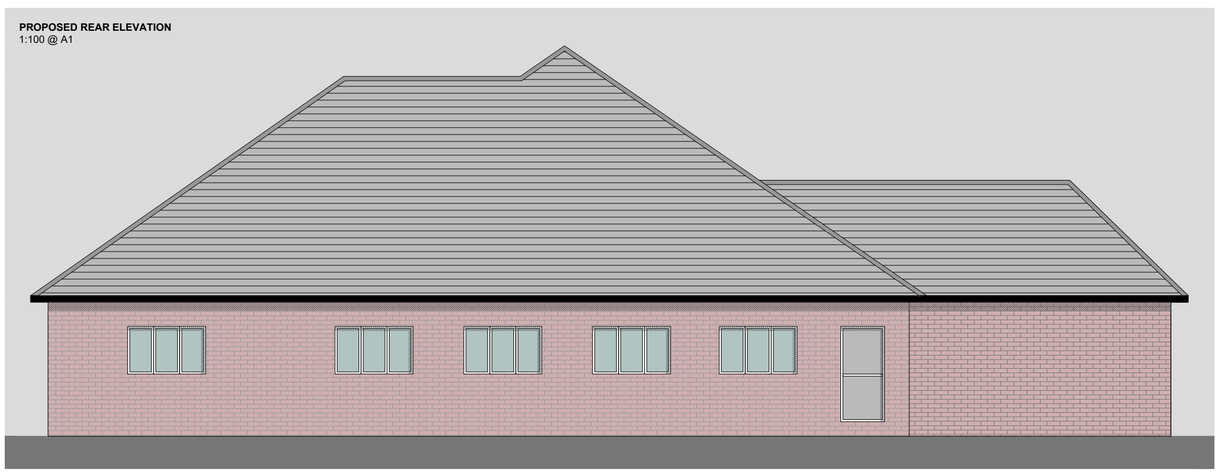

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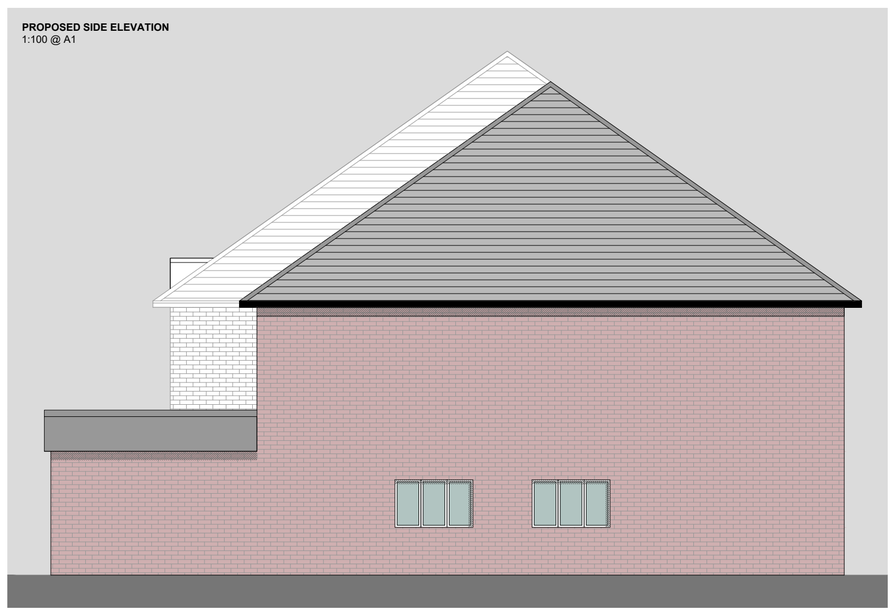

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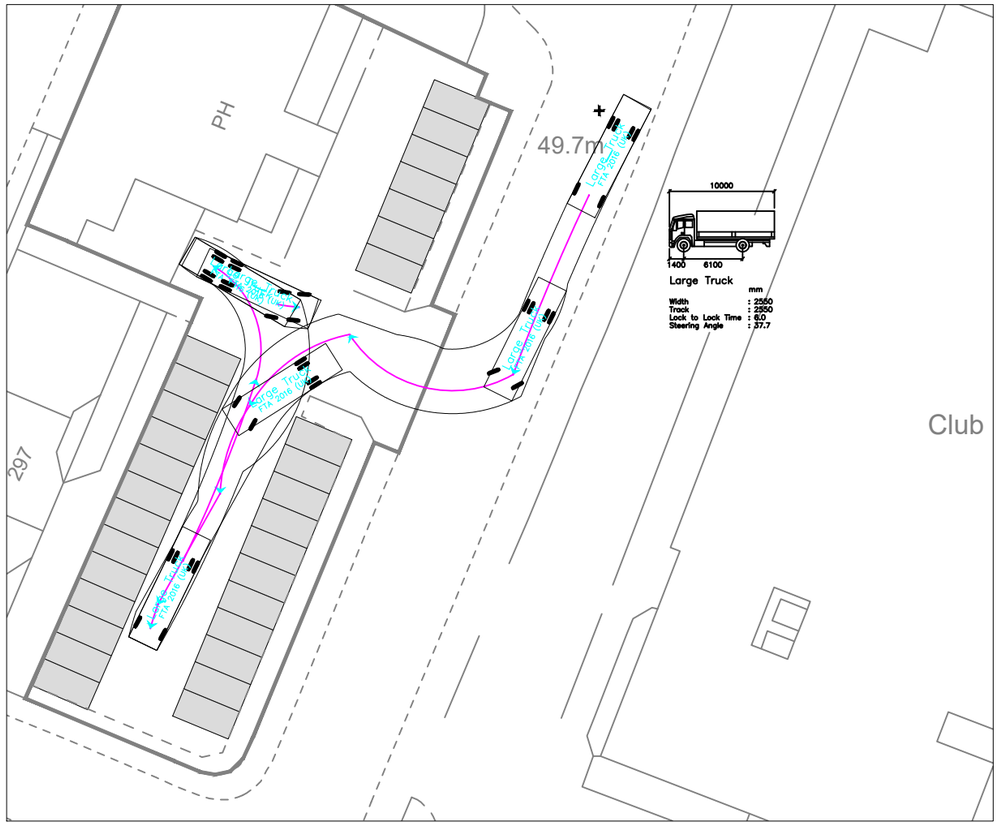
DRAWING TITLE:
GROUPED EXISTING AND PROPOSED PLANS

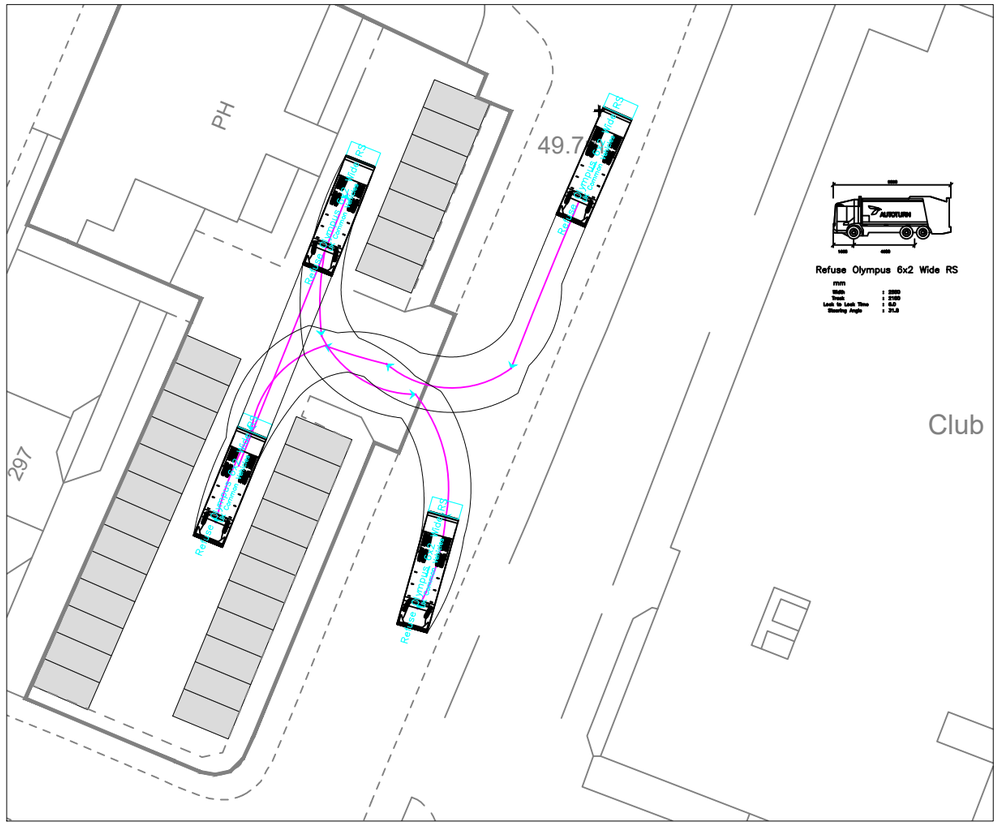
DATE: 05/6/25 SCALE: VARIES @ A1 DRWN BY: HD

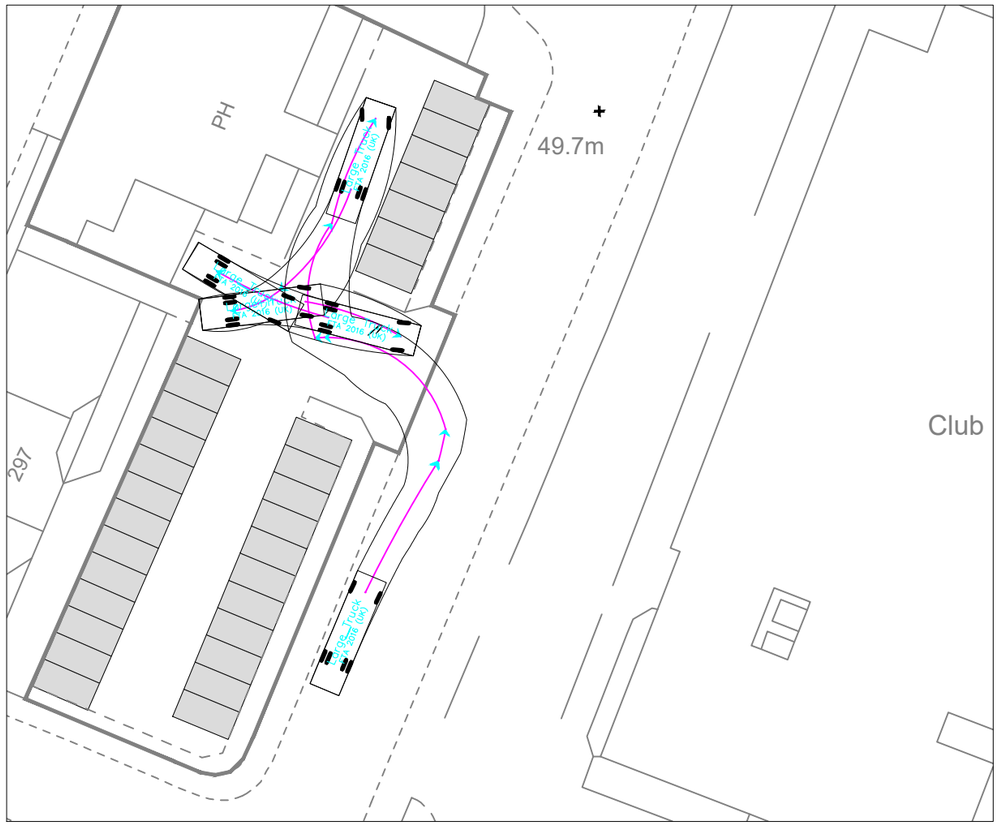
DRAWING REF: 19017-**D02**

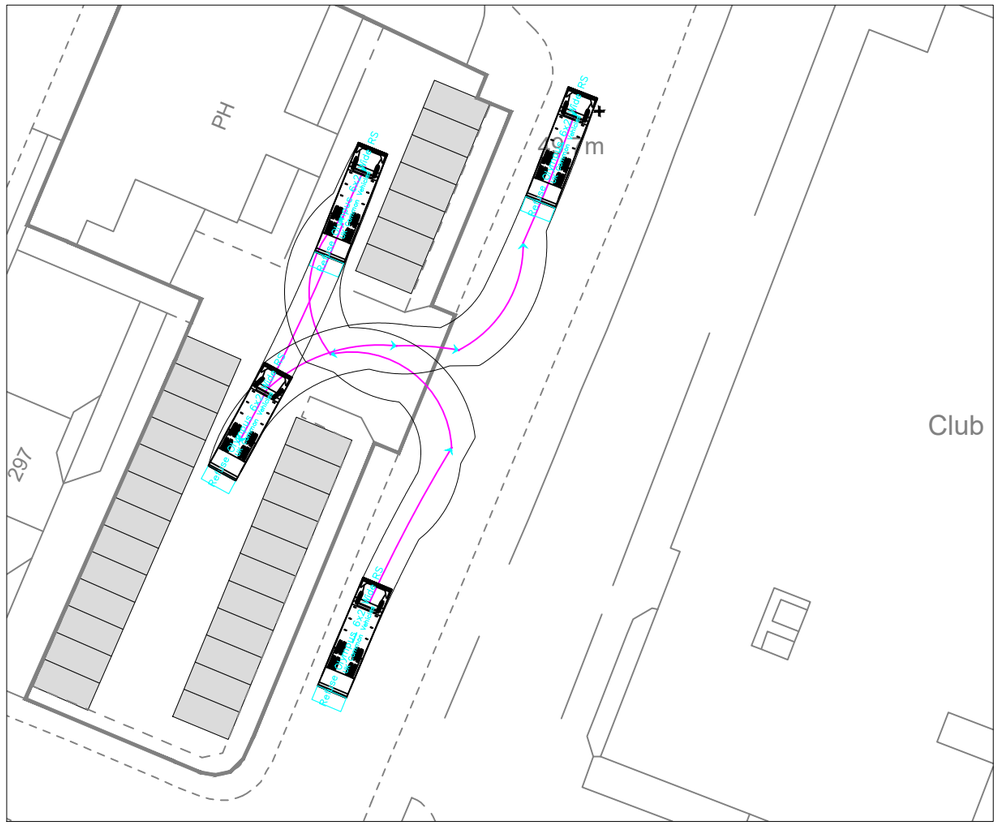
REV: A

APPENDIX B – TRACKING









Notes:

1. All dimensions are to be checked on site before the commencement of works. Any discrepancies are to be reported to the Architect & Engineer for verification. Figured dimensions only are to be taken from this drawing.

2. This drawing is to be read in conjunction with all relevant Engineers' and Service Engineers' drawings and specifications. This drawing is copyright.

Rev	Date	Description	Ckd	By

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Project

297 BRADFORD RD, BATLEY,
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Title

ACCESS TRACKING

Drawing Status

Job No. 16-3298

Drawn	Checked	Scale at A3	Date	Issue Date
MC	TC	1:500	11/11/25	-

Drawing No. 001 -